

## ALLEN METROPOLITAN HOUSING FAMILY OBLIGATIONS

Listed below are some of the family responsibilities required of families participating in the Housing Choice Voucher Program. Failure to abide by these obligations, either by the head of household or any other family member, could lead to the termination of your housing assistance. Please read this paper carefully, if you do not understand any of the family's obligations **ASK** your caseworker.

1. You must supply the Housing Authority (HA) with TRUE AND COMPLETE information including:
  - Any information that the HA or HUD determines necessary in the administration of the program, including citizenship or eligible immigration status
  - Information as requested for regular or interim reexamination of family income (14 calendar day limit for reporting any income changes)
  - Social Security numbers and signed consent forms for obtaining and verifying information
2. You must allow the HA to inspect the unit at reasonable times and after 24-hour notice
3. You must not commit any serious or repeated violations of the lease such as: failure to pay your rent on time, failing to maintain the unit under sanitary conditions, failure to pay your utilities, failure to let the landlord in to make repairs to your unit, failing to fix any damages in the unit caused by the family, etc.
4. You must not engage in drug-related criminal activity, pattern criminal activity (violent or nonviolent), violent criminal activity, or engaging in the abuse of alcohol in a way that threatens the health, safety, or right to peaceful enjoyment of other residents, and persons residing in the immediate vicinity of the premises.
5. You or any household member must not commit a felony.
6. You must provide the HA and the owner with WRITTEN 30-day notice before moving or terminating lease, as outlined in the lease, with the owner.
7. You must promptly give the HA a copy of any eviction notice from the owner.
8. You must use the assisted unit as a residence only and as the only residence of the family. Members of the family may engage in legal profit-making activities within the unit, but only if those activities are not incidental to the primary use of the unit as a residence.
9. You must not receive another housing subsidy for the same unit or any other unit.
10. You must promptly inform the HA and owner of any change in the household composition and obtaining HA and owner approval to add a family member by any means other than birth, adoption, or court awarded custody of a child.

**OVER**

11. A guest is considered a person who stays in your home less than 5 consecutive days and no more than 30 days in a 12 month period. Any person staying in your unit exceeding that amount of time is considered a tenant and must be added to your lease. In extenuating circumstances and with written approval from the owner and the HA exceptions to this rule may be approved.
12. You must notify the HA of, and gain approval for, any absence from the unit of over 30 days.
13. You must not sublet the unit, assign the lease, or have any interest in the unit.
14. You must not commit fraud, bribery, or any other corrupt or criminal act in connection with any assisted housing assistance program (Federal or nonfederal).
15. You must report accurate information to any agencies from which you or your family members receiving financial assistance.
16. Your address is only to be used by the people living in your household. Anyone not living in the unit cannot use the address. Persons using your address will be considered residents.
17. You can not currently owe money to any other HA in connection with Section 8 or Public Housing programs.
18. You must pay or reimburse any HA or Section 8 property for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the leases.
19. You must not breach any agreements made with the HA to pay amounts owed to the HA or amounts paid to an owner by the HA.
20. You must not accrue more than one overpayment.
21. You must not engage in or threaten abusive or violent behavior toward any HA personnel.
22. You must notify the HA if any household member is subject to lifetime registration requirement under State sex offender registration program.

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HEAD OF HOUSEHOLD SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OTHER ADULT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OTHER ADULT SIGNATURE

\_\_\_\_\_  
DATE