

## **Participant Responsibilities**

### **Family Obligations**

#### **The Family Must**

Supply any information that the HA or HUD determines to be necessary including evidence of citizenship or eligible immigration status, and information for use in a regularly scheduled reexamination or interim re-examination of family income and composition.

Attend all appointments set by the HA for determination of continued eligibility.

Execute necessary documents within the time periods established.

Disclose and verify Social Security Numbers.

Sign and submit consent forms for obtaining information.

Promptly notify the HA in writing of any change in income or family circumstances.

Supply any information requested by the HA to verify that the family is living in the unit or information related to family absence from the unit.

Promptly notify the HA in writing when the family is away from the unit for an extended period of time in accordance with HA policy.

Allow the HA to inspect the dwelling unit at reasonable times and after reasonable notice.

Notify the HA and the owner in writing before moving out of the unit or terminating the lease.

Use the assisted unit for residence by the family and as the family's principal place of residence.

Promptly notify the HA in writing of the birth, adoption, or court-awarded custody of a child.

Request HA written approval to add any other family member as an occupant of the unit.

Promptly notify the HA in writing if any family member no longer lives in the unit.

Give the HA a copy of any owner eviction notice.

Pay utility bills and supply appliances that the owner is not required to supply under the lease.

Execute Repayment Agreements to repay debts owed to the HA at the direction of the HA.

Submit a Request for Tenancy Approval and a copy of an unexecuted lease when relocating or leasing a unit.

The submitted lease must provide for the attachment of the HUD Addendum. Obtain utilities in the name of the Head of Household or other adult family member listed on the lease.

The HA may authorize the Head of Household to be the co-signor on the utility account.

Sign all HUD-required forms, including the HUD 9886 Authorization for Release of Information.

*Any information the family supplies must be true and complete.*

**The Family Must Not**

Own or have any interest in the dwelling unit, other than in a cooperative, or the owner of a manufactured home leasing a manufactured space.

Commit any serious or repeated violation of the lease.

Commit fraud, bribery, or any other corruption or criminal act in connection with the program.

Participate in illegal drug or violent criminal activity.

Sublease or let the unit or assign the lease or transfer the unit.

Receive Housing Choice Voucher tenant based program housing assistance while receiving another housing subsidy, for the same unit or a different unit under any other federal, state, or local housing assistance program.

Damage the unit or premises (other than damage from ordinary wear and tear) or permit any guest to damage the unit or premises.

Default on a Repayment Agreement.

**Owner Obligations****The Owner Must**

Maintain the unit in compliance with HQS at all times

Make necessary repairs to the unit to ensure compliance with HQS.

Enforce the provisions of the lease

Ensure tenants adhere to established community standards

Cooperate with the HA on inspections

**The Owner Must Not**

Violate HAP Contract provisions, including those not detailed below

Commit drug-related or violent criminal activity

Allow drug-related or violent criminal activity to occur in or near the assisted unit

Commit program fraud or abuse

Require side payments or payments from the tenant above the amount calculated by the HA

**Any information the owner supplies must be true and complete.**