

OBLIGATIONS OF THE FAMILY

- A. When the family's unit is approved and the HAP contract executed, the family must follow the rules listed below in order to continue participating in the housing choice voucher program.
- B. The family must:
1. **Supply any information that the PHA 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 reexamination of family income and composition.**
 - a. RHA reserves the right to terminate a family's eligibility for failure to provide the required documentation necessary for recertification by the last day of the month prior to the anniversary date.
 - b. RHA requires the family to report any change of income for any household member within 30 days of occurrence except cost of living increases from Social Security.
 - c. RHA reserves the right to take, at the least, 30 days to process an increase in housing assistance due to a decrease in a family's income. Requests for an increase in assistance received after the 15th of the month, even at the time of an annual recertification, will not go into effect, at the earliest, until the first of the second month following the request.
 - d. RHA requires the family to report any disposal of assets for less than the full value of the asset in the last two (2) years.
 2. **Disclose and verify social security numbers and sign and submit consent forms for obtaining information.**

RHA reserves the right to use Social Security information for all household members including children along with the Enterprise Income Verification System and other outside sources to verify information provided by the family.
 3. **Supply any information requested by the PHA to verify that the family is living in the unit or information related to family absence from the unit.**
 4. **Promptly notify the PHA, in writing, when the family is away from the unit for an extended period of time in accordance with PHA policies.**
 5. **Allow the PHA to inspect the unit at reasonable times and after reasonable notice.**
 - a. If the unit does not pass an inspection, RHA will give the family papers to move to a unit that will pass inspection.
 - b. RHA reserves the right to terminate a family's eligibility if there are uncorrected tenant caused housing quality standard violations.
 6. **Notify the PHA and the owner in writing before moving out of the unit or terminating the lease.**
 - a. RHA requires written notice 45 days in advance of an anticipated move. (Notice to terminate a lease becomes effective on the last day of the month following the month notice is delivered to the landlord.)
 - b. RHA requires an initial lease term of one full year. Moves during the first year of a new lease are prohibited.
 7. **Use the assisted unit for residence by the family. The unit must be the family's only residence.**
 8. **Promptly notify the PHA in writing of the birth, adoption, or court-awarded custody of a child.**

RHA requires that the family provide the birth certificate, social security card, source of income and (if applicable) documentation that an adult household member has legal guardianship for a child added to the household.
 9. **Request PHA written approval to add any other person as an occupant of the unit.**

RHA requires that the family provide the birth certificate, social security card and source of income or any other person added to the household. If the person is 18 years or older, that person must complete the Criminal Records form.
 10. **Promptly notify the PHA in writing if any family member no longer lives in the unit.**

RHA reserves the right to require that a request to remove an adult from the household be accompanied by verifiable documentation establishing the adult's new address.
 11. **Give the PHA a copy of any owner eviction notice.**
 12. **Pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease.**
- C. Any information the family supplies must be true and complete.

D. The family (including each family member) must not:

- 1. Own or have any interest in the unit (other than in a cooperative, or the owner of a manufactured home leasing a manufactured home space).**
- 2. Commit any serious or repeated violation of the lease.**

RHA will calculate the family's share of the rent for each reexamination and notify the family. To pay any other amount as rent is in violation of the lease and contract terms and will result in termination from the rental assistance program. This applies to rental amounts only and does not apply to late fees or other approved fees that are stated in the lease and have been submitted to and approved by RHA.
- 3. Commit fraud, bribery or any other corrupt or criminal act in connection with the program.**
- 4. Engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.**

RHA under the guidance of HUD's "One Strike Policy" has adopted the following administrative policy: Any criminal activity by any member of the family or guest(s) that threatens the health, safety, or right to peaceful enjoyment of the premises by other tenants, and all drug-related criminal activity by any member of the family, whether on or off the premises, is grounds for termination of eligibility from the rental assistance program. If the family member who commits the drug-related or criminal activity is the head-of-the household or spouse, the family's program eligibility may be terminated. If the family member who committed the activity is not the head-of household, or spouse, that family member (at the least) will not be allowed to return to the household.
- 5. Sublease or let the unit or assign the lease or transfer the unit.**
- 6. Receive HCV 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.**
- 7. Damage the unit or premises (other than damage from ordinary wear and tear) or permit any guest to damage the unit or premises.**
- 8. Receive HCV program housing assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA has determined (and notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.**
- 9. Engage in abuse of alcohol in a way that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises.**

I understand that if I violate the terms of my lease, or the Family Obligations of the program, or RHA policy as described above, my eligibility may be terminated. I would have the opportunity to request a fair hearing if my eligibility is terminated.