

FAMILY OBLIGATIONS UNDER THE HOUSING VOUCHER PROGRAM

1. The family must supply any information determined by the PHA or HUD to be necessary for the administration of the program, such as but not limited to:
 - a) Evidence of citizenship or eligible immigration status
 - b) Documentation of household income or verification of \$0 household income
 - c) Documentation of household composition
 - d) Documentation of assets and eligible deductions
 - e) Documentation of social security numbers of all household members
 - f) Release of Information Authorization
 - g) Debt Owed to Public Housing Form and Enterprise Income Verification Informational Form
 - h) Request for Court Records
 - i) Sign and submit consent forms for obtaining information
 - j) All information provided must be true and complete
2. The family must promptly provide any required documentation for recertification or interim recertification. Failure to provide recertification verification before the recertification date is grounds for termination.
3. The family must pay all utility bills in full and on time that the owner is not required to pay and ensure continuous service. Lack of utility service makes the unit substandard and ineligible for assistance.
4. The family is responsible for providing and maintaining any appliances that the owner is not required to provide. Lack of required appliances makes the unit substandard and ineligible for assistance.
5. The family or any of their guests must not damage the unit or premises. The family is responsible for any damage beyond normal wear and tear. Eviction for damages is grounds for termination from the program.
6. The family must allow the PHA to inspect the unit at reasonable times and with reasonable notice.
7. The family must not commit any serious or repeated lease violations and must pay their rent on time each month. Eviction for lease violations, including non-payment or late payment of rent, is grounds for termination.
8. Families are required to inform the PHA and the owner in writing before moving or ending the lease. They are not permitted to move more than once in a 12-month period after the first 12 months. Once a 30-day notice is given to the PHA and owner, the lease will terminate on the specified day on the mutual rescission of lease form. During the first year of the lease, the family may not move within the jurisdiction or transfer outside the jurisdiction using portability.
9. The family must promptly provide the PHA with a copy of any eviction notice issued by the owner..
10. The unit must only be used by the family as their residence, and the family must provide any requested information to the PHA to verify their residency.
11. The family needs to report any changes in the household composition to the PHA and obtain approval for any new household members. They should promptly inform the PHA in writing about the birth, adoption, or court-awarded custody of a child. It's important to note that having unauthorized persons in the household may lead to termination.
12. The family must promptly notify the PHA in writing if any family member no longer lives in the unit.
13. The unit cannot be sublet, and the lease cannot be transferred to another person.

14. Families are required to report any changes in household income within thirty (30) days of the change. The PHA will verify all income during annual recertification. Failure to report changes in income will be considered misrepresentation by the family. Any misrepresentations will lead to the implementation of a repayment agreement. Failure to comply with the repayment agreement will result in termination.
15. The family must notify the PHA in writing of any unit absences. Unreported absences will be considered unauthorized and may lead to termination.
16. The family must not own or have any interest in the unit.
17. The family cannot receive housing choice voucher program assistance if they are living in a unit owned by a parent, child, grandparent, grandchild, sister, or brother of any family member, unless the PHA has determined that allowing the rental of the unit, despite the family relationship, would provide reasonable accommodation for a family member with a disability.
18. The family members must not engage in fraud, bribery, or any other corrupt or criminal activities related to the program.
19. Members of the family are not allowed to participate in drug-related criminal activity, violent criminal activity, alcohol abuse, or any other criminal activity that endangers the health, safety, or peaceful enjoyment of the premises by other residents. If this rule is violated and documented per the Administrative Plan, it is cause for termination.
20. An assisted family may not receive Section 8 HCV assistance at the same time as receiving another housing subsidy through a federal, state, or local housing assistance program.
21. The family must ensure that the unit is secure, in good condition, and sanitary at all times. They should also promptly report any necessary repairs to the landlord.
22. The family must keep all appointments scheduled with the Section 8 HCV office unless they are canceled in advance. Failure to attend two scheduled appointments may result in termination.
23. The family must make monthly payments as per the executed Repayment Agreements. Failure to make two consecutive payments or habitual lateness may result in termination.
24. The family must not engage in or threaten abusive or violent behavior towards Housing Agency personnel. If this happens, it may lead to denial or termination.
25. The address of the assisted unit may only be used by individuals listed on the lease. If anyone else uses the address for receiving mail or for any other reason, it will be considered evidence that the person is living in the unit without permission and may result in termination.

WARNING! Be sure to give correct information. Indiana Statute IC 35-43-5-7 Welfare Fraud makes it a crime to knowingly give false information to get a lower rent, or to receive aid or benefits under any state or federally funded assistance program. You can be fined up to \$10,000.00 or imprisoned up to six (6) years or both. I, the undersigned, certify that I have attended a briefing session on the Section 8 HCV Program, that I have read the above statement or it has been read to me, and that I understand and agree to abide by the Family Obligations. I understand that violation of any of the above items is grounds for termination from the Section 8 HCV Program and loss of eligibility for Rental Assistance and that I am entitled to an Informal Hearing to settle disputes with the Section 8 HCV office.

Signature of Head of Household

Date

Signature of Spouse or Other Adult Household Member

Date

Signature of Other Adult Household Member

Date