

FAMILY OBLIGATIONS

To remain in good standing with the Washington County Housing Authority, while participating in the Section 8 Housing Choice Voucher Program, you must:

- Report all changes in income and household **immediately, in writing**. Verification will be required.
- Report **immediately, in writing**, the birth, adoption, or court-awarded custody of a child.
- Submit a written request for approval of any adult person to your lease **before** allowing that person to move in to the unit.
- You must pay your entire portion of the rent on time each month. If you don't pay your portion of the rent on time each month, the owner can evict you through the court. If you fail to pay your portion of the rent, you will be in serious violation of your lease. Any serious violation of the lease is a violation of your family obligations under the Housing Choice Voucher Program. **If you are evicted, your assistance will be terminated.**
- **You must pay your utility bills and keep utilities on in the unit.** If your utilities are shut off for non-payment, you will have twenty-four (24) hours to have service reinstated. If you fail to have utilities back on within 24 hours, you will have caused the unit to not be in compliance with HUD Quality Standards and your assistance will be terminated.
- **You are responsible for the actions of your family, friends and guests while they are in your unit.** If damages occur in the unit while you are leasing the unit, you will be held responsible.
- **You must give the landlord and the Section 8 Program written notice before moving out of your unit.**
- **You must allow the housing agency to inspect your unit at reasonable times, after reasonable notice, or your assistance will be terminated.**
- You may not engage in or allow others to engage in violent criminal or drug-related activity in or near your unit. If you or your family members, or your guests engage in violent criminal activity or drug related activity, your rental assistance may be terminated. Conviction is not necessary to warrant termination; preponderance of evidence is sufficient.
- The only persons allowed to live in your unit are the persons listed on your Section 8 approved lease.
- All persons, age 18 or older, that live in your unit must attend all certification, re-certification and interim appointments with the housing representative.
- **When you are re-certified, it is your responsibility to report all income of any kind that comes into your household for all household members, including children.** Failure to report income can be interpreted as fraud, which may result in the termination of your rental assistance.
- Participants in the Section 8 Program who remove and/or deactivate their smoke detector are in direct violation of the lease agreement and are subject to eviction.

PARTICIPANT CERTIFICATION

MY SIGNATURE ON THE RECEIPT IN MY FILE INDICATES THAT I HAVE READ THE FAMILY OBLIGATIONS AND REPORTING REQUIREMENTS AND THAT I UNDERSTAND MY RESPONSIBILITIES WHILE PARTICIPATING IN THE HOUSING CHOICE VOUCHER PROGRAM AND I HAVE BEEN GIVEN THE OPPORTUNITY TO HAVE MY QUESTIONS ANSWERED.

Print Name

Signature

Date

Housing Authority Staff

Date

REPORTING REQUIREMENTS:

If no changes occur between regularly scheduled reexaminations, the total tenant payment and tenant rent will remain in effect until the next scheduled annual reexamination. The family, however, is required to report any of the following changes within ten (10) days:

1. All changes in household composition
2. Any changes which could result in an increase or decrease in the family's rent
 - a. Change in amount of household income
 - b. Change in source of income
 - c. Receipt of any lump sum or periodic payments
 - d. Receipt of any assets or gifts
 - e. Receipt of any additional sources of household income

REPORTING EXCEPTIONS:

Families who receive public assistance, social security, social security disability, or supplemental security income (SSI) are not required to report their annual increase when it occurs. The W.C.H.A. will not increase the family's total tenant payment until their next regularly scheduled annual reexamination except when an interim recertification is necessary as a result of any other changes listed in the "Reporting Requirements" or when there is a change in rent to the owner in accordance with a housing contract.

INCREASES IN INCOME AFFECTING TOTAL TENANT PAYMENT:

All changes in income that could result in an increase in tenant rent must be reported by the family. The W.C.H.A. will not increase the tenant's rent if:

The increase in gross monthly income is less than \$100.00 **and** the change in income was timely reported by the family

TIMELY VS. UNTIMELY REPORTING

The Section 8 staff will note the file when the tenant calls and when the file was noted within the time frames specified, it will be considered time reporting. The W.C.H.A. will require the tenant to submit the necessary documentation and/or schedule an interview with the Section 8 department.

TIMELY REPORTING:

The W.C.H.A. will notify the family and the owner of any change in the Housing Assistance Payment to be effective according to the following:

1. **INCREASED TENANT RENT:** The family will always be given a thirty-day notice prior to the first of the month in which the change will be effective.
2. **DECREASED TENANT RENT:** The change will be effective on the first of the month following that in which it was reported.

UNTIMELY REPORTING:

If the family does not report the change by the end of the month in which the change occurred, or within the ten-day grace period, the family will be determined to have caused an unreasonable delay in the interim reexamination processing.

1. **INCREASED TENANT RENT:** The change will be effective retro-active to the date it would have been effective, had it been reported on a timely basis.
2. **DECREASED TENANT RENT:** The change will be effective on the first of the month following completion of processing by the W.C.H.A. (not on a retroactive basis).

The family will be required to sign a repayment agreement for any overpaid housing assistance.

If changes are not processed by the Section 8 staff in a timely manner, an increase will be effective within the required thirty days notice prior to the first of the month after completion of processing.

If the change results in a decrease, an overpayment will be calculated retro-actively to the date it should have been effective.

The W.C.H.A. has the right to terminate assistance to the family, giving a 30-day notice, if all requested documentation necessary to process an interim reexamination is not received in a timely manner.

I/WE HAVE READ THE FAMILY OBLIGATIONS FOR REPORTING AND FULLY UNDERSTAND THAT I/WE MUST REPORT ANY AND ALL CHANGES IN FAMILY COMPOSITION AND INCOME TO THE WASHINGTON COUNTY HOUSING AUTHORITY IMMEDIATELY.

SIGNATURE OF HEAD OF HOUSEHOLD

SIGNATURE OF SPOUSE/OTHER ADULT

DATE