

## FAMILY OBLIGATIONS

### THE FAMILY MUST:

1. All information supplied by the family must be true and complete.

The family is responsible for ensuring all information provided is true and complete. (If the family intentionally, willingly and knowingly fails to provide complete and accurate information, or is involved in an illegal scheme, the Housing Authority will terminate assistance.)

2. Each adult family member must sign HUD form 9886 and any other consent forms necessary to collect relevant information to determine eligibility and levels of assistance. The family must supply any information that the Housing Authority or HUD determines is necessary including evidence of citizenship, eligible immigration status, and all information for use in a regularly scheduled reexamination or interim reexamination of family income and composition.
3. Disclose and verify social security numbers and sign and submit consent forms for obtaining information.
4. Supply any information requested by the Housing Authority to verify that the family is living in the unit or information related to any family member's absence from the unit. The family must certify that a family member is absent from the unit, and provide sufficient evidence regarding the absent member's place of residence.

If a family member has been denied admission or terminated from the program for criminal activity, the family must certify that the individual will not be permitted in the unit as a guest or visitor, and must provide sufficient evidence regarding the denied member's current residence.

5. Promptly notify the Housing Authority in writing when the family or any family member is away from the unit for an extended period of time (30 days). Absences from the dwelling unit for vacations will be limited to 30 days in any twelve-month period. The family must notify the Housing Authority in writing within ten (10) days if any family member no longer resides in the unit. The family must certify that the individual no longer resides in the unit and must provide evidence relating to the family member's absence from the unit.

Promptly notify the Housing Authority (within 10 days) when a child leaves home to attend college. Absence from the dwelling unit due to incarceration must be reported within ten days (10 days). Absence from the dwelling unit due to hospitalization or rehabilitation will be limited to a period of 90 days in a twelve month period, and extension may be granted for an additional 90 days. The family may not be absent from the unit for a period of more than one hundred eighty days for any reason.

If a family member is absent for longer than the maximum period, the subsidy will be adjusted to reflect the actual number of persons in the home. If the head of household is

absent for longer than the maximum period, the Housing Assistance Payments will cease and the term of the HAP contract and lease will terminate.

6. Report in writing within ten (10) days, any increases in income or assets for any member of the household. The Housing Authority will adjust the Housing Assistance Payment on the 1<sup>st</sup> of the month following a 30 day notification provided the participant notified the Housing Authority within the ten day reporting period. If the family failed to notify the Housing Authority promptly, the increase will be applied retroactively. If the family fails to return all needed documents within 10 days, the increase will be applied retroactively.

If the family reports a decrease in income that would result in a reduction of tenant rent, the Housing Authority will process the adjustment, unless it is determined that the decrease will be effective for 30 days or less. The adjustment will be processed for the last of the month following the reported change, provided the change is reported by the 25<sup>th</sup> of the month. If the decrease is reported between the 26<sup>th</sup> and the end of the month, the change will be effective on the first of the second month following the reported change.

7. Families that have declared zero household income must complete a budget analysis and explain how they are meeting their living expenses. This must be completed every three months.

8. Allow the Housing Authority to inspect the unit at reasonable times and after reasonable notice (48- hour minimum).

9. Notify the Housing Authority and the owner in writing before moving out of the unit or terminating the lease. The family must not change units without Housing Authority permission.

10. Use the assisted unit for residence by the family. The unit must be the family's only residence. Members of the household may engage in legal profit making activities in the unit, but only if such activities are incidental to the primary use of the unit for residence by members of the family, and approved by the landlord.

11. Promptly notify the Housing Authority in writing within ten days (10 days) of any changes affecting family composition through death, divorce, marriage, birth, adoption, or court awarded custody.

12. Request Housing Authority approval to add a live-in aide.

13. Give the Housing Authority a copy of all compliance or eviction notices received from the landlord.

14. Pay all utility bills and provide and maintain appliances that the owner is not required to provide under the lease.

15. The family must correct any family caused HQS violations, or damages to the dwelling unit or premises beyond normal wear and tear caused by any member of the household or guest. If the family caused damage is life threatening, the family must correct the defect within twenty-four (24) hours. For other family caused HQS violations, the family must correct the defect within 30 days.

16. Request Housing Authority approval prior to adding any family member as an occupant of the unit. New family members may not reside in the unit until the member has been approved by the Housing Authority and the landlord.

Guests who stay in the unit for more than the length stipulated in the lease will be considered an unauthorized occupant, and the family will be considered to have violated the family obligations. If the lease contains no language regarding guests then the limit is 14 consecutive days or 30 days in a 12-month period.

Receipt of mail at the assisted address will be considered proof of an unauthorized occupant.

A valid driver's license registered at the assisted address will be considered proof of an unauthorized occupant.

If a family member has been denied admission for criminal activity the family must certify that the family member will not be permitted to visit or stay in the unit as a guest, and must provide adequate evidence to show that the individual resides elsewhere.

Family members who are full time students residing away from home may visit for ninety days (90) without being considered an unauthorized occupant.

When a parent has a joint custody arrangement, children in the household for 183 days or less will not be considered unauthorized occupants.

The Housing Authority will immediately adjust the Housing Assistance payments for changes in household composition.

The family will not be provided with a larger bedroom subsidy for additions of family members except those additions caused by birth, marriage, adoption, or court awarded custody.

**THE FAMILY 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 violations of the lease.

Serious or repeated violations will include, but not be limited to: Non-payment of rent

Disturbance of neighbors

Living or housekeeping habits that cause damage to the unit or premises

Destruction of property

Standards for wear and tear/Serious violations:

Destroyed walls-large holes, mold due to tenant neglect; excessive grease, graffiti

Destroyed floors-serious carpet stains that cannot be removed with a good cleaning (bleach, dye, paint, burns, red stains etc.), torn tile or vinyl, stained wood floors (holes, punctures, burns etc.)

Broken light fixtures

Broken doors or doorjambs (holes, large gouges etc.)

Broken windows

Overly dirty or broken appliances

Excessive garbage or trash which could cause infestation (can't be picked up by a reasonable person within two hours)

Turned off utilities for which the family is responsible

Broken bathroom fixtures (removed or broken tank covers, faucets, shower doors etc.)

Holes or stains in ceiling

Flea infestation from pets

Burnt countertops

Neglected landscape (when the family is responsible for yard upkeep)

General abuse and/or neglect of unit

Any other failures of health and safety standards

(This list is to provide an example, and is not intended to be all-inclusive)

3. The family must not engage in any felony criminal activity.
4. Family members must not be registered sex offenders under any State sex offender registration program.
5. Family members must not be fleeing to avoid prosecution, custody or confinement after conviction for a crime or an attempt to commit a crime. Family members must not violate a condition of probation or parole.
6. The family must not commit fraud, bribery or any other corrupt or criminal act in connection with any Federal Housing Program.
7. The family must not engage in criminal activity, drug use, possession of drug paraphernalia (as identified in RCW 69.50.102) or alcohol use that threatens the health or safety of property owners, PHA employees or persons performing contract service.
8. Sublease or let the unit or assign the lease or transfer the unit. Sublease includes the receipt of any money for any household expenses from an individual who is not listed as a family member (including live-in aides, their families, or foster children or adults)
9. Receive housing choice voucher assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the Housing Authority has determined that approving the rental of the unit would provide a reasonable accommodation for a family member who is a person with a disability.
10. Receive housing assistance through the housing choice voucher program or the LIPH program while receiving another subsidy for the same unit or a different unit under any state, local or federal program.
11. Engage in threatening, abusive, or violent behavior towards PHA personnel, contractors or landlords. Threatening, Abusive or violent behavior includes verbal as well as physical abuse or violence. Use of racial epithets or other language, written or oral, that is customarily used to intimidate, may be considered abusive or violent behavior. Threatening refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.

12. Breach the terms of a Debt Repayment Agreement with the PHA. The family must not have more than one active (unpaid) debt repayment agreement.

13. Owe money to any PHA in connections with the Housing Choice Voucher, Certificate, Mod-Rehab, or Public Housing programs.

In accordance with USC 18.1.47.1001, which states:

(a) Except as otherwise provided in this section whoever, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the government of the United States, knowingly and willfully

1. Falsifies, conceals or covers up by any trick;
2. Makes any materially false, fictitious, or fraudulent statement or representation;
3. Makes or uses any false writing or document knowing the same to contain any

materially false, fictitious or fraudulent statement or entry;

Shall be fined under this title or imprisoned not more than five years or both

I have been provided a copy of the PCHA Family Obligations.

I understand that housing assistance may be terminated if any family member violates the family obligations.

\_\_\_\_\_  
(Head of Household)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Other Adult 18 or older)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Other Adult 18 or older)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Other Adult 18 or older)

\_\_\_\_\_  
(Date)