



HOUSING AUTHORITY OF THE COUNTY OF CHESTER

30 West Barnard Street, Suite 2

West Chester, PA 19382

Phone 610-436-9200 * Fax 610-436-9203

www.haccnet.org

HCVP Family Obligations

24 CFR 982.551

Department of Housing and Urban Development regulations for the Housing Choice Voucher Program permits HACC to terminate assistance to participants in these programs if any household members or guests do not abide by the following family obligations once the unit is approved and the HAP contract has been executed.

1. The Family MUST:

- a) Supply any information that HACC or HUD determines to be necessary including evidence of citizenship or eligible immigration status, and information for use in regularly scheduled re-examination or interim re-examination of family income, composition and criminal history. You must keep appointments as they are scheduled, complete paperwork, return forms, and sign documents by the deadline imposed by the Housing Authority staff. Provide current, reliable mailing address if different from assisted dwelling to help ensure receipt of HA correspondence. Two missed appointments to supply HACC with this information is considered a breach of a family responsibility. Change in household income and criminal history must be reported in writing within 10 days of the change (such as, hire date of new job-not first paycheck).
- b) Disclose and verify social security numbers and sign and submit consent forms for obtaining information.
- c) Supply any information requested by HACC to verify that the family is living in the unit or information related to family absence from the unit.
- d) Notify HACC in writing within 10 days if any family member no longer lives in the unit.
- e) Notify HACC in writing within 10 days when the family or a family member is away from the unit for an extended period of time (10 days or more) in accordance with HACC policies.
- f) Notify HACC and the owner in writing before moving out of the unit or termination the lease.
- g) Allow HACC to inspect the unit at reasonable times and after reasonable notice. Two missed appointments for inspection are considered a breach of this family responsibility.
- h) Use the assisted unit for residence by the family. The unit must be the family's residence.
- i) Notify HACC in writing within 10 days of the birth, adoption, or court-awarded custody of a child.
- j) Request HACC written approval to add any other family member as an occupant of the unit (should receive landlord's permission first). Additional family members must not move into the unit until approved by the Housing Authority.
- k) Give HACC a copy of all notices including any owner eviction notice with 10 days of receipt.
- l) Pay utility bills and supply appliances that the owner is not required to supply under the lease.
- m) You may have guests, but such guest may not occupy the premises for more than 30 consecutive days or more than 60 non-consecutive days in any 12-month period. You may

not have any series of guests who exceed these limits without our approval. The assistance you receive is for your immediate family, not for your friends and relatives. A guest is considered to occupy the unit if they conduct normal daily functions in the assisted unit (such as: bathing, eating, sleeping, storing clothing or other personal belongings, etc.) Must get HACC's approval prior to allowing additional family members to move in.

2) The Family (including Each Family Member) MUST NOT:

- a) 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).
- b) Commit any serious or repeated violations of the lease. (IE: non-payment or late payment of rent, poor housekeeping, disturbing the peaceful enjoyment of neighbors etc.)
- c) Commit fraud, or bribery or any other corrupt or criminal act in connection with the program.
- d) Participate in illegal drug or violent criminal activity.
- e) Sublease or let the unit or assign the lease or transfer the unit.
- f) Receive Housing Choice Programs tenant-based 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.
- g) Damage the unit or premises (other than damage from ordinary wear and tear) or permit any guest to damage the unit or premises.
- h) Engage in threatening, abusive or violent behavior toward any HACC personnel.
- i) Be related to the landlord (owner). The landlord cannot be the parent, child, grandparent, grandchild, sister or brother of any member of the participating family, including minors. The only exemption that may be approved by HACC is if a family member is a person with disabilities.
- j) Engage in illegal use of a controlled substance; or abuse of alcohol that threatens the health and safety or right to peaceful enjoyment of the premises by other residents.

Any information the family supplies must be true and complete.

By its signature, the family agrees to fulfill the program responsibilities noted above, and understands that failure to do so, BY ANY FAMILY MEMBER, may result in permanent loss of housing assistance eligibility, and criminal prosecution.

Signatures (EVERYONE 18 AND OLDER MUST SIGN):

- 1. _____ Date: _____
- 2. _____ Date: _____
- 3. _____ Date: _____