



Notice of Rights and Responsibilities

1. FAMILY RESPONSIBILITIES

I/We understand that as a Rental Assistance Program participant, there are rules and regulations I/We must follow. Failure to follow the rules may result in the termination of my/our eligibility from the Rental Assistance Program.

2. FAMILY OBLIGATIONS

The family must:

- A. Supply any information that the Housing Commission or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. "Information" includes any requested certification, release, or documentation used for initial eligibility and for regularly scheduled re-examination or interim re-examination of family income and composition. All changes of income must be reported within ten (10) days during the recertification period which begins with the receipt of the recertification packet and ends on the effective date of the recertification.
- B. Disclose and verify Social Security Numbers and sign and submit consent forms for obtaining information.
- C. Supply true and complete information.
- D. Be responsible for Housing Quality Standards damages and/or failed items caused by the family **and** allow the Housing Commission to inspect the unit at reasonable times and after reasonable notice to comply with HUD requirements for an inspection.
- E. Notify the Housing Commission and the owner, in writing, at least 30 days prior to vacating the unit or terminating the lease after the initial term of the lease.
- F. Give/mail the Housing Commission a copy of any owner eviction notice within ten (10) days from receipt of the notice.
- G. Use the dwelling unit for residence by the Family. The unit must be the Family's only place for residence. Children must reside in the unit 51% (186 days) of the year to be considered a household member. The unit address cannot be used by anyone other than approved household members as a mailing address.
- H. Request, in writing, Housing Commission approval to add other family members, including foster children, or a live-in aide as an occupant **prior** to moving them into the assisted unit.
- I. Report to the Housing Commission in writing, the birth, adoption, or court-awarded custody of a child, except for foster children, within (10) days of the change.
- J. Notify the Housing Commission, in writing, within ten (10) days if any family member no longer resides in the unit.
- K. Ensure that if the family engages in legal profit making activities in the unit, that such activities are approved by the property owner and are incidental to primary use of the unit by the family.
- L. Supply information or certification to verify that the family is living in the unit or relating to the family's absence from the unit. If the absence will be for more than 30 days, the family must notify the Housing Commission in writing within ten (10) days from their absence. If a family member is absent from the unit more than 186 days, the "absent member" will be terminated.
- M. Have a minimum of one household member who is a U.S. citizen, National or has the HUD-defined eligible immigration status.
- N. Provide verification to the Housing Commission they have made prior request(s) to the landlord to resolve a Housing Inspection issue.

The family must not:

- O. Commit any serious or repeated violation of the lease (such as non-payment of rent, destruction of property, or violent criminal or drug related activity).
- P. Sublease, assign the lease, transfer the unit, or rent any part of the unit to outside parties.
- Q. Own or have any interest in the unit.
- R. Rent a unit from an owner who is a parent, child, grandparent, grandchild, sister or brother of any member of the family.
- S. Engage in drug related criminal activity or violent criminal activity.
- T. Receive another housing subsidy for the same unit. No household member, including minors, can be listed as part of another household that receives rental assistance from HUD, such as low-income housing.
- U. Intentionally misrepresent the family income or composition.
- V. Commit any program abuse, fraud, bribery, and criminal or corrupt act in connection with the Rental Assistance Program. This includes making "side payments" or "under the table" payments to the owner.



3. REASONS FOR TERMINATING/DENYING ASSISTANCE

- A. If the applicant owes rent or other amounts to the Housing Commission or any other Housing Agency (PHA).
- B. If the family has not reimbursed or complied with the terms of their repayment agreement to the Housing Commission or any other Housing Agency for the amounts owed by the family.
- C. If any member of the family has been evicted from federally assisted housing within the last ten (10) years.
- D. If the Housing Commission or any other PHA has ever terminated assistance under the Certificate/Voucher program for any member of the family within the last ten (10) years.
- E. If any member of the family commits drug related or violent criminal activity.
- F. (1) If two scheduled appointments have been missed without good cause and without prior notice to the Housing Commission within a twelve-month period. (2) Failure to allow SDHC to inspect the unit at reasonable times and after reasonable notice to comply with HUD requirements for an inspection. (3) Failure to contact SDHC to reschedule the inspection, or if the family misses/cancels three inspection appointments.
- G. If the family has threatened abusive or violent behavior toward Housing Commission personnel, including written, verbal, physical abuse or violent use of statements that are generally considered insulting or used to insult or intimidate.
- H. If the family violates one of the Family Responsibilities listed above.
- I. If the family is not currently in an assisted unit and does not submit a Request for Tenancy Approval within the term of their Housing Choice Voucher.
- J. If any member of the family has alcohol abuse which interferes with the health, safety, or peaceful enjoyment of other residents.
- K. If any member is convicted of manufacturing or producing methamphetamine in violation of any Federal or State law.
- L. If any member is subject to lifetime registration requirements under a State sex offender registration program.
- M. If the family allows the assisted unit to be used by others not on the lease as a mailing address.

4. REASONABLE ACCOMMODATION

Person(s) with disabilities have the right to request that the Housing Commission grant an exception to a policy or practice as a reasonable accommodation of their disability so that they may fully access and utilize the program.

By signing this form I/We certify that I/WE have read and understand all my/our Responsibilities under the Rental Assistance Program. I further understand that **ALL** household members, whether adults or minors, are responsible to follow these rules.

Signature **X** _____ Date _____

Signature **X** _____ Date _____

Signature **X** _____ Date _____

Signature **X** _____ Date _____

If you do not understand this form, please have someone translate it for you and sign the certification below.

Translator Certification:	
I certify that I, _____, translated the above information.	
_____ Signature	_____ Date