

## FAMILY OBLIGATIONS UNDER THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

Violation of any of these rules may result in termination from the program or other punitive action and a three year period of ineligibility.

1. The assisted household must supply any information determined by the PHA or HUD to be necessary for the administration of the program including, but not limited to, the following:
  - 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 social security numbers of all household members age 6 or older
  - e. Release of Information Authorization
  - f. Drug Free Certification
  - g. Police records check from the Administrative Office of the Courts

All information provided must be true and complete.

2. The assisted household must provide any documentation required for recertification in a timely manner.
3. The assisted household is responsible to provide any utilities that the owner is not required to provide and to maintain service at all times. Lack of utility service makes the unit substandard and ineligible for assistance.
4. The assisted household is responsible to provide and maintain any appliances that the owner is not required to provide. Lack of required appliances makes the unit substandard and ineligible for assistance.
5. The assisted household is responsible for any damages done to the unit during tenancy, beyond normal wear and tear.
6. The assisted household must allow the PHA to inspect the unit at reasonable times and after reasonable notice.
7. The assisted household may not commit any serious or repeated violation of the lease and must pay their rent on the first of each month.
8. The assisted household must notify the PHA and the owner at least 30 days prior to moving or terminating the lease. The assisted household is eligible to move anytime after one year of tenancy. After 30 days notice is given to the PHA and owner, the lease will terminate on the last day of the month following the 30 days notice. The assisted household may not move, within the jurisdiction or outside the jurisdiction through portability, during the first year of the lease and may move, within the jurisdiction or outside the jurisdiction through portability only once during any 12 month period.
9. The assisted household must not be evicted from the unit. The family must promptly give the PHA a copy of any owner issued eviction notice.
10. The assisted unit must be used by the family as its primary residence.
11. The assisted household must promptly report any change in household composition and request PHA approval of any addition to the household. Guests must be reported to the PHA within five (5) days of arrival. Guests who remain in the unit 30 days (consecutive or sporadic) in a 12 month period will no longer be considered visitors and must be considered for addition to the lease as a household member.
12. The unit may not be sub-let nor the lease transferred to another person.
13. The assisted household must promptly report changes in household income between annual re-examinations. **Required reporting must be done within 30 days of the date of onset. Failure to report required changes in income within the 30 day grace period will result in a Repayment Agreement and/or termination from the program.** The PHA will continue to reverify all income at annual recertification. Failure to report income will constitute misrepresentation on the part of the family and may result in termination per the Administrative Plan. If there is any question about what to report, report any change and the Section 8 staff will decide whether it is to be counted. Required reporting includes:

- a. Any change in the **source of EARNED INCOME**, such as a job you have not already reported (a new employer).
  - a. Any change in any **UNEARNED INCOME**, such as an increase in K-TAP, SSI, SS or Child Support. You **do not** have to report the annual increase in your SSI and SS checks, but do have to report other changes.
  - b. Receipt of a deferred payment in a lump sum which represents the delayed start of a periodic payment such as unemployment or child support.
  - a. Receipt of a lump sum payment which is not considered income, but which adds to family assets (i.e., inheritances, insurance settlements, deferred payments of SSI/SS, workers' compensations, etc.)
  - e. Any decrease in household income may be reported.
14. The assisted household must promptly notify the PHA of any absence from the unit.
  15. The assisted household must not own or have any interest in the unit.
  16. The assisted household must not commit fraud, bribery or any other corrupt or criminal act in connection with the program.
  17. No member of the assisted household, guest, or person in the unit with express or implied permission of the assisted household, may engage in drug related criminal activity, violent criminal activity, or alcohol abuse which interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.
  18. An assisted household may not receive Section 8 assistance while receiving any other housing subsidy under any federal, state or local housing assistance program.
  19. The assisted household must keep the unit safe, decent and sanitary at all times and must report any needed repair to the landlord.
  20. The assisted household must keep all appointments scheduled with the Section 8 office unless canceled in advance. Failure to keep two scheduled appointments will be grounds for termination.
  21. The assisted household must make monthly payments on executed Repayment Agreements. Missing two consecutive payments or being habitually late is grounds for termination.
  22. The assisted household must not engage in or threaten abusive or violent behavior toward Housing Agency personnel.
  23. Any assisted household participating in the Family Self Sufficiency Program must comply with the terms of the Contract of Participation. Failure to comply without good cause may be grounds for termination.
  24. The address of the assisted unit may not be used by anyone other than those persons listed on the lease. Use of the address for receipt of mail, or any other reason, by another person will be considered evidence that the individual is residing in the unit without authorization and will be grounds for termination.

**WARNING!** You can be fined up to \$500.00 or imprisoned up to five (5) years or both. Be sure to give correct information. Kentucky Revised Statute 514.040 Theft by Deception 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. I, the undersigned, certify that I have attended a briefing session on the Section 8 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 Program and loss of eligibility for Rental Assistance and that I am entitled to an Informal Hearing to settle disputes with the Section 8 office.

Head of Household (Please Print): \_\_\_\_\_

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Spouse or Other Adult Household Member

\_\_\_\_\_  
Date