

VACAVILLE HOUSING AUTHORITY SOLANO COUNTY HOUSING AUTHORITY

Section 8 Family Obligations Tenant Copy

- A. These are the requirements to remain eligible for the Vacaville Housing Authority and Solano County Housing Authority (HA) Section 8 Program. These obligations apply to everyone in the household. All changes must be reported in writing; the HA will not accept information by phone. **Please read each item carefully and initial.**
- B. The family **must** do the following:
- _____ 1. **Eligibility** – attend your recertification appointment each year or call to reschedule, only for good cause (illness, injury, etc.), before the appointment complete your recertification forms completely. Provide the HA with any information needed to determine that your household is eligible for Section 8 assistance.
 - _____ a. **Income** – report any income changes within 30 days on the required HA form. This can include getting a job, changing jobs, getting a raise or decrease in pay or loss of income.
 - _____ b. **Family Composition** – report anyone that moves in or out of your unit within 30 days on the required HA form (also see #8, #9, & #10 below). You **must not** have visitors for more than 14 days without HA approval. After 14 days you **must** request HA approval on the required form to let them live in your household. (You also need to meet your lease requirements.) The only people who can live in the unit are the ones approved by the HA. Do not let anyone use your address to receive mail, register vehicles or for any other reason unless they are reported household members.
 - _____ 2. **Authorization** – everyone 18 years and older must sign release forms so the HA can verify eligibility for all household members.
 - _____ 3. **Family Residence** – be able to prove that all reported household members live in the unit.
 - _____ 4. **Absence from the Unit** – notify the HA on the required HA form and be prepared to provide documentation if anyone is going to be away from the unit for more than 30 days.
 - _____ 5. **Inspections** – allow the HA to inspect your entire unit. You or someone 18 or older must be home for your annual unit inspection. (Notify the HA if the head of household will not be there.)
 - _____ 6. **Moving** – give your Landlord a written 30-day notice and a copy to the HA before moving out of your unit. If you move without being issued a new Voucher, you will lose your Section 8 assistance.
 - _____ 7. **Use of the Unit** – use the unit only as the residence for the family and it must be the family’s only residence. You cannot operate a business from the unit without prior approval of the HA and your Landlord.
 - _____ 8. **Adding Children** – report to the HA on the required form within 30 days, when any children are added to the household for any reason. Documentation will be required. (See #1b)
 - _____ 9. **Adding to your Household** – get approval from the HA and your Landlord before adding anyone to your household. Documentation will be required. (See #1b)
 - _____ 10. **Deleting Someone from Your Household** – report to the HA on the required HA form, within 30 days, when anyone moves out of the household. (See #1b) It is your responsibility to provide verification that the household member(s) has moved out. The HA will not delete that person, or any income they may have, without this documentation.
 - _____ 11. **Notice to Move** – give the HA a copy of any notice your landlord gives you.

- _____ 12. **Utilities and Appliances** – pay all utilities and keep the appliances in working order if required in your rental agreement or lease. If your utilities are shut off due to non-payment or if appliances that you are responsible for are not repaired within a reasonable time, you may lose your Section 8 assistance.
- _____ 13. **Rent Amount** – pay your share of the rent to the landlord when due
- _____ 14. **Debts to the HA** – pay any and all money you may owe to the HA or any other housing authority.

C. All the information given to the HA must be true and complete.

D. The family, which includes everyone in the household, cannot:

- _____ 1. **Ownership** – you cannot own the unit in which you live unless it is a mobile home and the HA is assisting with space rent only. Also, the owner cannot live with you.
- _____ 2. **Lease** – you cannot commit any serious or repeated violation of the lease. Being evicted for violating your lease could cause you to lose your Section 8 assistance. You must not be evicted for cause, such as unpaid rent or other lease violations. Do not sign a new lease with your landlord until it has been approved by the HA.
- _____ 3. **Fraud** – you cannot commit fraud, bribery or any other criminal act in connection with the Section 8 Program. You must provide accurate and complete information about income, who is living in your unit, household members, etc. Failure to do so may result in a fraud investigation, possible termination and/or possible repayment of overpayment of assistance.
- _____ 4. **Illegal Drug/Violent Criminal Activity** – you or your guests must not participate in illegal drug or violent criminal activity, including anyone being involved in gang related activities. A registered sex offender cannot live with a family participating in the Section 8 program.
- _____ 5. **Subleasing** – you cannot sublet, rent or transfer any part of the unit. (See #1b)
- _____ 6. **Dual Assistance** – you cannot receive any other kind of rental assistance while receiving Section 8 assistance from the HA.
- _____ 7. **Damages to the Unit** – you or any guests must not damage the unit or grounds, other than normal wear and tear. Leaving any damages not cleared with your former Landlord may cause you to lose your Section 8 assistance.
- _____ 8. **Renting from Relatives** – you cannot rent a unit owned by the parent(s), child(ren), grandparent(s), grandchild(ren), sister(s) or brother(s) of any household member. The HA may approve the unit if it will provide a reasonable accommodation for a disabled family member.
- _____ 9. **Controlled Substances/Alcohol Abuse** – you must not abuse your prescribed medication or anyone else’s, you must not use any unprescribed, controlled substances, and you must not abuse alcohol or any medications to the point where you threaten the health or safety or your neighbors or become a public nuisance.
- _____ 10. **Threatening, Abusive, or Violent** – you must not be threatening, abusive or violent toward HA staff.

Failure by any member of your household to comply with any of the above requirements may result in termination of your assistance from the Section 8 Program.

I/(we) have read and clearly understand the above requirements. I/(we) agree to abide by these responsibilities. I/(we) have received a copy of these obligations.

Tenant Copy

Tenant Signature Date

Tenant Copy

Tenant Signature Date