



## Statement of Family Obligations

Below are the obligations for families participating in a Home Forward Rent Assistance Program. These obligations are responsibilities the family is required to fulfill. The family must follow the obligations below in order to participate in the Rent Assistance Program. Please be advised that if you, or any family member, violates and/or fails to act on any one of these obligations, Home Forward may terminate your rent assistance. If you do not understand these obligations, or if you have any questions, please contact a Rent Assistance Service Coordinator for assistance.

**FAMILY CERTIFICATION:** I have carefully read this entire statement and understand that all family members are responsible for fulfilling these obligations. I understand that any violation of these obligations, including failure to act or report information, may result in termination of my rent assistance. I understand that all notifications must be in writing and that a telephone call does not constitute proper notification.

_____ Signature of Adult Family Member	_____ Date
_____ Signature of Adult Family Member	_____ Date
_____ Signature of Adult Family Member	_____ Date

### TIME FRAMES FOR REPORTING CHANGES:

When the following family obligations require you to respond to a request or notify Home Forward of a change, you must respond or notify Home Forward in writing within 10 working days, unless otherwise noted in correspondence from Home Forward.

### THE FAMILY (INCLUDING EACH FAMILY MEMBER) MUST:

1. You must supply any information that Home Forward or HUD determines to be necessary, including evidence of citizenship or eligible immigration status.
2. You must supply any information requested for use in a regular or interim re-examination of family income and composition.
3. You must disclose and verify social security numbers and sign and submit consent forms for obtaining information.
4. All information the family gives to Home Forward must be true and complete.
5. You must report any changes in family size.
6. If the entire family has no countable income, you must report any new income for any family member.
7. You must notify Home Forward of the birth, legal adoption, or court-awarded custody of a child.
8. The composition of the family residing in the unit must be approved by Home Forward. You must request Home Forward's written approval to add any other household member as an occupant of the unit, whether these additions are relatives or not. You must receive Home Forward's written approval before the person can move into the unit.
9. If Home Forward has given written approval, a foster child or a live-in aide may reside in the unit.
10. All family members age 18 and over, as requested, must attend all scheduled appointments and must bring all requested information to these appointments at the scheduled time.
11. You must supply any information requested by Home Forward to verify that the family is living in the unit, and any information related to family absence from the unit.
12. You must notify Home Forward when the family is absent from the unit for more than 30 days.
13. You must notify Home Forward if any family member leaves the unit (moves out) or if any family member will be away from the unit for 30 days or more.
14. You must pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease. You must ensure all utilities paid by you are turned on at all times. If you supply your own appliances, you must ensure that they are in working order at all times.
15. You must allow Home Forward to inspect your unit. An adult (age 18 and over) must be present at the scheduled time to allow inspectors access to the unit.

Over

16. You must use the assisted unit for residence by the family. The unit must be the family's only residence.
17. You may engage in legal profit-making activities in the unit, but only if such activities are incidental to the primary use of the unit by the family.
18. You must notify Home Forward and the landlord in writing before moving out of the unit or terminating the lease.
19. You must promptly give Home Forward a copy of any eviction notice your landlord gives you.
20. You must reimburse Home Forward or any other Housing Authority for any amounts paid to your landlord(s) under a contract for rent or other amounts owed by your family under the lease or for a vacated unit.
21. You must reimburse Home Forward for any amounts paid to your landlord(s) under the Landlord Guarantee Fund as a compensation for damages to the unit beyond normal wear and tear.

**THE FAMILY (INCLUDING EACH FAMILY MEMBER) MUST NOT:**

1. You must not own or have any interest in the unit (other than in a manufactured home assisted under the Housing Choice Voucher program).
2. No member of the family may receive rent assistance while receiving another housing subsidy, for the same unit or a different unit under any other Federal, State, or local housing assistance program.
3. You may not receive rent assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family, unless Home Forward has determined (and has notified the owner and the family of such determination) that approving the unit would provide reasonable accommodation for a family member who is a person with disabilities.
4. You must not sublease or let the unit, assign the lease, or transfer the unit.
5. You must not commit any serious or repeated violations of the lease, such as allowing unauthorized occupants, paying rent late, violating the building rules, destroying property, etc.
6. You must not damage the unit or premises (other than normal wear and tear) or permit any guest to damage the unit or premises. You are responsible for the actions of all household members, guests, and anyone else on the property under your family's control.
7. You may not currently owe rent or other amounts to Home Forward or any other Housing Authority. Amounts owed are subject to the local statute of limitations unless owed under a judgment.
8. You may not breach an agreement to repay Home Forward for amounts owed. A breach of repayment agreement is defined as a failure to make the full payment in the month for which the payment is due.
9. No member of the family can have been evicted from public or federally assisted housing within the last five years.
10. No member of the family can have been terminated from the Section 8 program by Home Forward or any other Housing Authority within the last five years.
11. You must not commit fraud, bribery, or any other corrupt or criminal act in connection with the program.
12. No member of the family may engage in any drug-related criminal activity. No member of the family may possess, use, sell, manufacture, or distribute illegal drugs. (This includes any member of the household, a guest, or any other person on the property under your family's control.)
13. No member of the family may engage in violent criminal activity or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises. (This includes any member of the household, a guest, or any other person on the property under your family's control.)
14. No member of the family may engage in abuse of alcohol in a way that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises. (This includes any member of the household, a guest, or any other person on the property under your family's control.)
15. No adult member of the family can be convicted of the crime of identity theft.
16. No member of the family may engage in or threaten abusive or violent behavior toward any Home Forward personnel.
17. No member of the family can have been convicted of drug-related criminal activity for the manufacture or production of methamphetamine on the premises of federally assisted housing.
18. No member of the family can be subject to a lifetime registration requirement under a State sex offender registration program in any state.

Данную форму можно получить на русском языке по востребованию.

Esta solicitud también está disponible en español

**Đơn này có sẵn bằng Việt ngữ. Xin hỏi nếu cần.**