



Housing Choice Voucher Program | Statement of Family Obligations

Below are the rights and responsibilities for families participating in a Home Forward Rent Assistance Program. Home Forward wants families in the program to be successful. To be successful, families must follow these obligations. If you, or any family member, does not follow certain obligations, Home Forward may terminate your rent assistance. Home Forward may also terminate your rent assistance for other reasons beyond these obligations, as outlined below. Additionally, you will lose rent assistance if you are no longer eligible for the program. If you do not understand these obligations, or if you have any questions, please contact a Rent Assistance Service Coordinator. We are here to help and want to see you stably and successfully housed.

JOINT OBLIGATIONS

1. We will work together with mutual respect to obtain and maintain successful housing.

HOME FORWARD'S OBLIGATIONS

1. Home Forward will treat me with respect and staff will do their best to return my phone calls and written requests within three business days.
2. Home Forward will pay the rent assistance portion of my rent directly to my landlord or property management company each month except in cases where I or my landlord fail to provide Home Forward with necessary information in a timely manner.
3. Home Forward will respond to changes that I report that may affect my rent assistance.
4. Home Forward will allow me to engage in legal profit-making activities in the assisted unit, but only if the primary use of the unit is as my home.
5. Generally, Home Forward will notify me in writing of any changes in the amount of my rent assistance 30 days in advance except where I fail to provide Home Forward with information in a timely manner.
6. Home Forward will notify me in writing if my rent assistance is at risk of being terminated and will provide me with an opportunity to discuss, and hopefully resolve, the matter with my Rent Assistance Service Coordinator. If my rent assistance is terminated, Home Forward will provide me with an opportunity to appeal the decision.

FAMILY'S OBLIGATIONS

Partnership

7. I will treat Home Forward staff with respect and return Home Forward's phone calls and written requests within ten (10) business days.
8. The information that I provide to Home Forward will be true and complete.

Eligibility

9. I will provide Home Forward the information and any verification requested to determine my ongoing eligibility for rent assistance. This includes, but is not limited to:
 - a. Evidence of citizenship or eligible immigration status
 - b. Social Security Numbers
 - c. Household income
 - d. Consent forms and releases to obtain and report required information
 - e. Reexamination and transfer packets
 - f. Who is living in the assisted unit (also known as "household composition")
 - g. That I still live in the assisted unit
10. All household members over the age of 18 will come to meetings to determine my household's ongoing eligibility.
11. I will not abuse the program by committing fraud, bribery, or corruption.
12. I will not commit criminal acts including drug-related criminal activity, violent criminal activity, or other criminal activity or abuse alcohol or abuse of alcohol in a way that threatens the health, safety, or right to peaceful enjoyment of others living around my home.
13. If I enter into a Repayment Agreement with Home Forward, I will make payments as outlined in the agreement.

Reporting Changes

14. I will update Home Forward of changes that may affect my ongoing eligibility. I will let Home Forward know in writing within ten (10) business days if:
 - The size of the family changes (including a child through birth, adoption, or court ordered custody).
 - Anyone moves out of my home.
 - A household member will be away from the home for more than 30 days.
 - I receive a notice of termination from my landlord. I will provide a copy of the notice of termination and any eviction documents to Home Forward.

15. If my family has zero income, I will report any new income to Home Forward in writing within ten (10) business days.
16. I will get written approval from Home Forward before anyone new moves into my home, including a foster child, foster adult, or a live-in-aide. If requested, I will provide Home Forward with information or documents to verify who is living in my home.

Inspections

17. I will allow Home Forward into my home for necessary inspections. Home Forward will notify me in writing prior to an inspection. Generally, inspections will occur every two years. However, there may be times when inspections occur more frequently.
18. I will make repairs or resume utility services that Home Forward determines are my responsibility in order to pass inspection. I am not required to conduct repairs that are the landlord's responsibility.

Renting with Assistance

19. I will live in the assisted unit as my residence and not allow any other people to live there besides those household members approved by Home Forward. I will not have any other homes that I live in.
20. I will not rent a home that I have an interest in, or is owned or partially owned by myself, any member of my family, or a relative. However, Home Forward will provide rent assistance for a manufactured home that I own and rent the space.
21. I will not receive any other form of rent assistance while I am on the program, except those allowed by the federal Department of Housing and Urban Development.
22. I will follow the terms of my rental agreement with my landlord and not commit serious or repeated lease violations including disturbing others that live near my home or causing damage to the unit beyond reasonable wear and tear. I understand that I am responsible if any household members or guests do not follow the terms of my rental agreement.
23. If I am responsible for utilities under my rental agreement, I will make sure that the utilities are paid and stay on.

LOSS OF ASSISTANCE

24. I risk termination or loss of my rent assistance if any of the following occur:
 - Myself or anyone in my household fails to:
 - Meet ongoing eligibility requirements.
 - Provide documentation to determine ongoing eligibility such as recertification and transfer packets
 - Provide consent forms/releases necessary to verify ongoing eligibility
 - Attend necessary meetings scheduled by Home Forward to determine ongoing eligibility
 - I do not allow Home Forward into my home to do necessary inspections.
 - Myself or anyone in my household causes excessive damage to the assisted unit or repeated instances of damage beyond reasonable wear and tear to multiple assisted units.
 - Myself or anyone in my household commits fraud, bribery, or any other corrupt or criminal act in connection with the program.
 - I move out of the assisted unit without telling Home Forward.
 - I let other people live in the assisted unit without Home Forward's permission.
 - My household is absent from the assisted unit for more than 60 days without approval from Home Forward.
 - My household owes money to Home Forward and fails to repay the amount or defaults on a repayment agreement.
 - Myself or anyone in my household is subject to a lifetime sex offender registration requirement.
 - Myself or anyone in my household has ever been convicted of the manufacture or production of methamphetamine on the premises of federally-assisted housing.
 - Myself or anyone in my household has engaged in or threatened violent or abusive behavior toward Home Forward staff.
 - Myself or anyone in my household is convicted of any of the following:
 - Felony manufacture or delivery of a controlled substance;
 - Felony possession of a controlled substance and incarceration for more than 180 days;
 - Felony violent criminal activity and incarceration for more than 60 days;
 - Felony identity theft; or
 - Felony fraud or other criminal act related to their eligibility for federal housing assistance.
25. If Home Forward does not pay rental assistance on my behalf for 365 days due to an increase in income, I am no longer eligible for the program.

I have carefully read these obligations and have asked Home Forward staff to explain any part that I did not understand. I am aware that violation of certain obligations, including failure to act or report information, may result in termination of my rent assistance.

Signature of Head of Household	Date	Signature of Other Adult	Date
Signature of Other Adult	Date	Signature of Other Adult	Date