

## SECTION 8 HOUSING ASSISTANCE PROGRAMS FAMILY RESPONSIBILITIES

*Following are the obligations and responsibilities of program participants under the Section 8 program. If any family member violates a family obligation or fails to meet these responsibilities, housing assistance may be terminated. You may also be denied Section 8 rental assistance in the future.*

1. You must provide the SMHA with any information and documentation requested to determine your housing eligibility. You must provide accurate and complete information about income and family composition. All information supplied to SMHA must be accurate, true and complete.
2. Family members must not commit fraud, bribery or any other corrupt or criminal act in connection with the program. Family members must not abuse alcohol in a way that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity or the assisted premises.
3. You must immediately report (within 10 calendar days) ANY changes in your family size and/or income. Income includes all employment earnings, welfare, social security, disability, lump sum payments, lottery winnings, child support, unemployment or workers compensation, pensions, net income from business, regular contributions or gifts, etc. **FAILURE TO REPORT CHANGES MAY RESULT IN BACK PAYMENTS OF RENT and POSSIBLE TERMINATION OF HOUSING ASSISTANCE. ALL CHANGES MUST BE REPORTED IN WRITING (email is a form of writing).**
4. Your subsidized rental unit can only be used as a residence. You cannot operate a business from the unit without prior approval of the SMHA. **THE UNIT MUST BE THE FAMILY'S ONLY RESIDENCE.**
5. You CANNOT sublet, rent, or transfer any part of the rental unit. The only individuals who can live in your rental unit are those whom you have reported as being part of your assisted household who are listed on your application/family declaration and have been approved by the SMHA. Do NOT allow anyone other than those listed as assisted family household members to use your address or use the unit for any other purposes. **YOU MUST HAVE PRIOR APPROVAL FROM SMHA TO ADD A PERSON TO THE ASSISTED HOUSEHOLD.**
6. Section 8 participants and members of the assisted household are prohibited from engaging in drug related criminal activity or violent criminal activity. Eviction from your assisted unit for drug related criminal activity or violent criminal activity is also a violation of these obligations. You may not engage in or threaten abusive or violent behavior toward SMHA staff or engage in other criminal activity which may threaten the health or safety of persons performing an administration function or responsibility on behalf of SMHA (including SMHA staff and SMHA contractors or subcontractors).
7. You CANNOT own any part of the rental unit in which you are subsidized under the Section 8 program.
8. You CANNOT receive any other federal rental assistance while receiving Section 8 assistance from the SMHA.
9. You must allow SMHA to inspect your rental unit upon receipt of reasonable notice. You are responsible for repairs to the unit caused by your negligence. You must also maintain utilities or supply appliances which are your responsibility under the lease.
10. You must give SMHA and your landlord **a written** notice when you plan to move from the rental unit. Notice must be received no later than the 1<sup>st</sup> day of the month in which you plan to move. You must promptly notify SMHA if you will be absent from the assisted for more than 15 consecutive days.
11. You must comply with all terms and conditions of your lease agreement.
12. It is the family's responsibility to retain copies of their lease and rent change notices. SMHA will not provide additional copies at your request.

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Head of Household signature

\_\_\_\_\_  
Co-Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
other adult household member

\_\_\_\_\_  
other adult household member

\_\_\_\_\_  
Date