



# STATEMENT OF FAMILY OBLIGATIONS

When the family's unit is approved and the HAP contract executed, the family must follow the rules listed below in order to continue participating in the Section 8 Housing Choice Voucher program. The family must:

- Supply any information that the Town of Union or HUD determines to be necessary including evidence of citizenship or eligible immigration status, and information for use in a regularly scheduled reexamination or interim reexamination of family income and composition
- **Disclose and verify Social Security Numbers and sign and submit consent forms for obtaining information**
- Supply any information requested by the Town of Union to verify that the family is living in the unit or information related to family absence from the unit
- **Report to the Town of Union within five (5) days when the family is away from the unit for an extended period of time in accordance with Town of Union policies**
- Allow the Town of Union to inspect the unit at reasonable times and after reasonable notice
- **Notify the Town of Union and the property Owner/Agent in writing thirty (30) days prior to vacating the unit. These notices MUST be delivered to the property owner AND your Case Manager PRIOR to the first of the month**
- Use the assisted unit for residency by the family. The unit must be the family's only residence
- Notify the family's Case Manager in writing within five (5) days of the birth, adoption or court awarded custody of a child
- **Request (in writing) Town of Union approval to add any other family member as an occupant of the unit prior to the person moving into the household. Adding persons to the lease will also require written approval by the property owner**
- Notify the Town of Union in writing and within five (5) days if a family member no longer lives in the unit
- **Give the Town of Union (Case Manager) a copy of any owner eviction notice**
- Pay utility bills and supply appliances that the owner is not required to supply under the lease
- **Any information the family supplies must be true and complete (including, but not limited to: childcare and medical expenses, income, etc.)**
- You must report **in writing** to your Case Manager increases in family income within five (5) days of the change in your income. You may report decreases in family income **in writing**
- **Families can have adult visitors stay for up to 30 consecutive days or 60 days in a twelve (12) month period. If you allow someone to live with you that is not listed on your Assisted Lease Agreement, he/she is an unauthorized person and allowing him or her to reside with you could lead to the termination of your housing assistance. Do not allow anyone use to use your address as a mailing address. The burden of proof lies with the family**
- Request **in writing** the Town of Union's approval to allow a live-in aide or foster children to reside in the unit. The Town of Union will obtain written verification from a reliable, knowledgeable professional, such

as a doctor or social worker. The verification must certify that the live-in aide is needed for the care of the family member, who is elderly, near elderly (50-61) or disabled

- **Attend all scheduled appointments with the Section 8 Rental Assistance Program staff**
- Search for your own unit if you decide to move
- **Maintain the unit in good and habitable condition**
- Report any unavoidable or unexpected damages to your landlord in a timely manner
- **Pay for any damages that are caused by family members or guests.**
- Pay your portion of the rent but do NOT pay any additional charges
- **Do not engage in any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or those in immediate vicinity of the premises**
- Family members may not engage in drug related criminal activity on/or near the premises
- **All repairs (including tenant caused) must be made prior to the re-inspection date!**
- The Town of Union is not responsible for rental assistance until the unit meets all program requirements, including the ability of the unit to pass the Housing Quality Standards (HQS) Inspection.

**The family (including each family member) must not:**

- Own or have any interest in the unit
- Commit any serious or repeated violation of the lease
- Commit fraud, bribery or any other corrupt or criminal act in connection with any federal housing program
- Participate in illegal drug or violent criminal activity
- Sublease or let the unit or assign the lease or transfer the unit
- Receive Section 8 tenant-based assistance program housing assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister, or brother of any member of the family
- Damage the unit premises (other than damage from ordinary wear and tear) or permit any guest to damage the unit or premises
- Engage in illegal use of a controlled substance; or abuse of alcohol that threatens the health and safety or right to peaceful enjoyment of the premises by other residents
- Enter into any side agreement with the Owner/Agent for additional rent payments

If a family has a repayment agreement with the Town of Union, scheduled payment must be paid on time. Failure to reimburse the Town of Union for monies owed is cause for termination of housing assistance.

Family members must not engage in or threaten abusive or violent behavior toward any Town of Union employee.

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**I ATTEST THAT I HAVE BEEN BRIEFED ON THE ABOVE LISTED FAMILY OBLIGATIONS AND RULES AND HAVE BEEN GIVEN A WRITTEN COPY OF SAME.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**