

**ACKNOWLEDGEMENT OF PROGRAM PARTICIPANT RESPONSIBILITIES**

***I/we acknowledge by our signature(s) below that I/we have been provided an oral briefing or a video presentation and an information packet. I/we have also read the program participant responsibilities listed below and understand that participation in the program requires I/we abide by these terms to avoid termination from the program.***

- Supply any information that OHA requires to verify eligibility, preferences, income, family composition or lease requirements, including but not limited to reporting all sources of income, income verifications, social security numbers, authorizations to release information, and documents to verify citizenship or eligible immigration status.
- All adult members of the household are required to provide social security numbers and to sign all pertinent documents (Income disclosures, Authorizations to Release Information, Leases, etc.).
- Notify the agency of any change in income or family composition **in writing within fifteen days** of the change. Decreases in income must be reported by the 25<sup>th</sup> of any month for a decrease in rent to take effect the first of the next month. Requests to add a family member (not by birth) must be received and approved by both the agency and the owner prior to the member being allowed to reside in the dwelling unit. Any person who resides in the unit for more than 14 days in one year is not a guest and may lead to termination of housing assistance. You must notify the agency in writing regarding an absence of any family member from the unit of more than 14 days.
- You are not allowed to have unauthorized persons living in your unit. This includes boyfriends, girlfriends, other friends and/or relatives. Unauthorized persons will terminate your Housing Assistance.
- Be present for and allow inspections of their dwelling unit when scheduled. On initial inspections, no rental subsidy will be authorized until the unit passes inspection. On renewals, subsidy may be stopped if the owner fails to correct deficiencies. You must maintain the unit in clean and safe standards and repair or reimburse the owner for all damages within a reasonable time.
- You must be a good responsible tenant and abide by all the terms of the lease, including maintenance of utilities and payment of rent timely. Utilities that are your responsibility must be in your name and current. You must report any eviction action against you to the agency within 3 days.
- You may not lease, sublease, assign or transfer the unit to any other person; you may not own or have any interest in the unit. The family (including each family member) must not: Receive housing choice voucher program housing assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family.
- You may not pay the Owner/Manager any additional rent or charges that have not been approved by OHA.
- You must notify both the agency and the landlord in writing at least 30 days prior to a move or in compliance with the lease notification terms.
- You may not receive rental assistance from any other federal or government agency while receiving rental assistance from this Housing Authority.

**YOU MAY BE TERMINATED FOR ANY OF THE FOLLOWING:**

(These are not inclusive of all reasons for termination; other reasons are listed in the most current Administrative Plan)

- Failure or refusal to provide documentation deemed necessary in the specified timeframe.
- Failure to report income, changes to income or family composition in writing within 15 days of the change.
- Failure to attend appointments either for recertification, inspection or suspension.
- Failure to abide by the terms of the lease; failure to pay rent or maintain utilities; failure to maintain the unit properly; serious or repeated violations of the lease; failure to reimburse for damages; eviction.
- Criminal activity by any family member or guest, including drug or violent crime; or fraud, bribery or any other corrupt or criminal act while receiving federal subsidy, including payment of rent/fees not approved by OHA
- Abusive or threatening behavior towards any OHA employee or landlord.
- Failure to repay unpaid rent and/or damages awarded by a court to a prior subsidized owner or if you owe monies to this agency or any other federally rental assisted agency or program or if you breach an agreement with the Housing Authority to repay amounts owed.

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Signature, Head of Household

\_\_\_\_\_  
Signature, Spouse or Other Adult

\_\_\_\_\_  
Signature, Other Adult

\_\_\_\_\_  
Signature, Other Adult

\_\_\_\_\_  
Housing Official, Title

\_\_\_\_\_  
Date