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**Housing Authority of Travis County**

**FAMILY OBLIGATIONS & GROUNDS FOR DENIAL OR TERMINATION OF ASSISTANCE**

The **"Family Obligations"** with which you must comply are as follows (24 Code of Federal Regulations 982.551 and 982.553):

1. **COOPERATION**: The family must supply any information that the Housing Authority (HA) or the U.S. Department of Housing and Urban Development (HUD) determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. "Information" includes any requested certification, release or other documentation.

2. **ANNUAL RE-CERTIFICATIONS**: The family must supply any information requested by the HA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.

3. **DOCUMENTATION:** The family must disclose and verify social security numbers and must sign and submit consent forms for obtaining information in accordance with HUD requirements.

4. **FALSIFYING INFORMATION**: Any information supplied by the family must be true and complete.

5. **HQS INSPECTION:** The family is responsible for a Housing Quality Standards (HQS) breach caused by any of the following (24 CFR 982.404(b)(1)):

• The family fails to pay for any utilities that the owner is not required to pay for, but which are to be paid by the tenant;

• The family fails to provide and maintain any appliances that the owner is not required to provide, but which are to be provided by the tenant; or

• Any member of the household or guest damages the dwelling unit or premises (beyond normal wear and tear);

If the HQS breach caused by the family is life threatening, the family must correct the defect within no more than 24 hours. For other family-caused defects, the family must correct the defect within no more than 30 calendar days (or any HA-approved extension).

If the family has caused a breach of the HQS, the HA must take prompt and vigorous action to enforce the family obligations. The HA may terminate assistance for the family if the HQS breach is not corrected within the required time allowed, in accordance with HUD regulations.

6. **INSPECTION PROCESS:** The family must allow the HA to inspect the unit at reasonable times and after reasonable notice.

7. **LEASE:** The family **must not** commit any serious or repeated violations of the lease. Under 24 CFR [5.2005(c)(1)](https://www.law.cornell.edu/cfr/text/24/5.2005#c_1), an incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as a serious or repeated lease violation by the victim or threatened victim of the domestic violence, dating violence, or stalking, or as good cause to terminate the tenancy, occupancy rights, or assistance of the victim.

8. **MOVING:** The family must notify the HA and the owner before the family moves out of the unit or terminates the lease on notice to the owner.

9. **EVICTION:** The family must promptly give the HA copy of any owner eviction notice.

10. **ASSISTED UNIT:** The family must use the assisted unit for residence by the family. The unit must be the family's only residence.

* The family **must not** sublease or let the unit.
* The family **must not** assign the lease or transfer the unit.
* The family **must not** own or have any interest in the unit.

11. **FAMILY COMPOSITION:** The composition of the assisted family residing in the unit must be approved by the HA. The family must promptly inform the HA of the birth, adoption or court-awarded custody of a child. The family must request HA approval to add any other family member as an occupant of the unit. The family must promptly notify the HA if any family member no longer resides in the unit.

* If the HA has given approval, a foster child/adult or a live-in-aide may reside in the unit. A live-in aide must be preapproved by HATC and must only be residing in the unit for the purposes of caring for the disabled individual.

12. **LEGAL PROFIT MAKING ACTIVITIES:** Members of the household may engage in legal profit-making activities in the unit, but only if such activities are incidental to primary use of the unit for residence by members of the family.

13. **ABSENCE FROM UNIT:** The family must supply any information or certification requested by the HA to verify that the family is living in the unit, or relating to family absence from the unit, including any HA-requested information or certification on the purposes of family absences. The family must cooperate with the HA for this purpose. The family must promptly notify the HA of absence from the unit.

14. **FRAUD OR CRIMINAL ACTIVITY:** The members of the family **must not** commit fraud, bribery or any other corrupt or criminal act in connection with the programs.

* The members of the family **must not** engage in alcohol abuse, drug-related criminal activity, or 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.

15. **DUPLICATE SUBSIDY:** An assisted family, or members of the family, **must not** receive Section 8 tenant-based assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) Federal, State or local housing assistance program.

16. **FAMILY RELATIONS:** A family **must not** receive Section 8 tenant–based assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of family, unless it is an HA approved reasonable accommodation.

**HATC Policy Unpaid Rent/ Damages to a unit:**

If the family moves out of a unit and leaves damages and/or unpaid rent to the owner and if the owner proceeds to file legal action against the family the HATC will monitor the case. If the court signs a judgment in favor of the landlord and against the family for damages and /or unpaid rent and the family fails to pay the landlord or make arrangements to pay the landlord in installment payments, HATC may terminate the family’s rental assistance. If the family appeals the court judgment, HATC shall not terminate assistance pending a final decision on the appeal.

**HATC Policy Reporting Requirements:**

**Change in Family Composition and Family income must be reported in writing within 30 days from the date of the change.**

**The Housing Authority (HA) may at any time terminate housing assistance for a participant family, for any of the following reasons (24 CFR 982.552):**

* If the family violates any Family Obligations under the program.
* If any member of the family has ever been evicted from federally assisted housing in the last five years.
* If a HA has ever terminated assistance under the Section 8 Voucher program for any member of the family.
* If any member of the family (including minors) commits drug-related criminal activity, or violent criminal activity.
* If any member of the family commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program.
* If the family currently owes rent or other amounts to the HA or to another HA in connection with Section 8 or public assistance under the 1937 Act.
* If the family has not reimbursed any HA for amounts paid to an owner under a Housing Assistance Payment contract for rent, damages to the unit, or other amounts owed under the lease.
* If the family breaches an agreement with the HA to pay amounts owed to an HA, or amounts paid to an owner by a HA.
* If the family has engaged in or threatened abusive or violent behavior toward HA personnel.
* If the family fails to comply with the special conditions and/or official warnings for continued assistance established by the HA in response to the family's violation of any of the above.

**I have read and understand and have received a copy of the Family Obligations and Grounds for Denial/Termination of Assistance as stated above. All new applicants admitted to the HCV program, must watch a *Family Briefing Orientation* video. By signing below, I acknowledge that I have viewed the video and understand the requirements.**

Signature of Head of Household: Date:

Signature of Adult # 1: Date:

Signature of Adult # 2: Date:

Signature of Adult # 3: Date:

Signature of Adult # 4: Date:

Signature of Adult # 5: Date: