

# NEW CASTLE COUNTY HOUSING AUTHORITY

## Section 8 FAMILY OBLIGATIONS AND RESPONSIBILITIES

To remain in good standing with the Housing Choice Voucher Program, you must:

- Report to NCC within **ten (10)** days of the occurrence, any change in family income, assets, or family composition. **Family income includes income from all sources for all household members, including children. Third party verification will be required.**
- Schedule appointments with your case managers for issues that arise between annual re-examinations. NCC will not entertain walk- in appointments.
- Assure all persons age 18 or older that live in the unit to attend all certification and recertification appointments with your housing assistants
- Supply any information requested by the NCCHA or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status (as provided by 24 CFR part 212). "Information" includes any requested certification, release or other documentation.
- Supply any information requested by the NCCHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements. Verification will be required
- Supply true and complete information on all documents
- Attend appointments with your housing representative, if you fail to do so, your housing assistance will be terminated
- Disclosure and verify social security numbers (as provided by 24 CFR 5.216) and must sign and submit consents forms for obtaining information in accordance with 24 CFR 5.230.
- Allow NCCHA to inspect the dwelling unit at reasonable times after reasonable notice, or your housing assistance will be terminated.
- Pay your utility bill and keep utilities on in the unit. The family is responsible for HQS breach caused by the family as described in 982.404(b). If your utilities are shut off for non-payment you will have twenty four (24) hours to have service reinstated. If you fail to have utilities back on within 24 hours, you will have caused the unit to fail HUD Housing Quality Standards and your assistance will be terminated.
- An owner may evict if family housekeeping creates a serious or repeated violation of the lease. NCCHA may terminate assistance for such violation of the lease.
- Notify NCCHA before vacating the dwelling. Supply NCCHA and the owner with a 60-day written notice before vacating unit.
- Give the PHA a copy of owner eviction notice.

- Use the dwelling solely for residence by the Family, and as the Family's principal place of residence, and shall not assign the lease, sublease or let, or transfer unit. You are responsible for the actions of your family, friends and guests while they are in your unit. If damages occur in the unit while you are leasing the unit, you will be held responsible. The family must promptly notify the PHA in writing if any family member no longer resides in the unit.
- Submit a written request for approval of any adult person to your lease BEFORE allowing that person to move in to the unit. The PHA must approve the composition of the assisted family residing in the unit. Report immediately, in writing, the birth, adoption, or court-awarded custody of a child.
- NOT own or have any interest in the dwelling (other than a manufactured home assisted under Title 24, CFR 882.601). If the owner is a cooperative, the Family may be a member of the cooperative.
- NOT commit any fraud in connection with the Section 8 Program.
- Not allow any persons to live in your unit that is not listed on your Section 8 approved lease. Example: if the PHA has given approval, a foster child or a live-in aide may reside in the unit. If the family does NOT request approval or PHA approval is denied, the family may not allow a foster child or live-in aide to reside with the assisted family.
- NOT receive assistance under the Section 8 Program while occupying, or receiving assistance for the occupancy of any other unit assisted under any Federal housing assistance program.
- NOT commit any serious or repeated violations of the lease. You must pay your entire portion of the rent on time each month. If you do NOT pay your portion of the rent on time each month, the owner can evict you through the court. If you fail to pay your portion of the rent, you will be in serious violations of your lease. Serious violations of the lease are a violation of your family obligations under the Housing Choice Voucher Program. **If you are evicted, your assistance will be terminated.**
- NOT engage in 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 person residing in the immediate vicinity of the premises. The members of the household 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 of the premises. Conviction is not necessary to warrant termination. Arrest or preponderance of evidence is sufficient.

**I HAVE READ THE ABOVE, I HAVE BEEN GIVEN THE OPPORTUNITY TO HAVE MY QUESTIONS ANSWERED, AND I UNDERSTAND MY RESPONSIBILITIES WHILE PARTICIPATING IN THE HOUSING CHOICE VOUCHER PROGRAM.**

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PARTICIPANT NAME

DATE

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WITNESSED BY:

DATE

If you or anyone in your family is a person with disabilities, and you require specific accommodations in order to fully utilize our program and services, please contact the New Castle County Housing Authority, Terri Stuiber, 77 Read's Way, New Castle, DE 19720.