

Orange County Housing Authority

1501 E. St. Andrew Place • Santa Ana, CA 92705 (714) 480-2700 • California Relay Service (800) 735-2929 http://www.ochousing.org

FAMILY RESPONSIBILITIES CERTIFICATION

IMPORTANT REQUIREMENTS! MUST READ!

Following is a listing of a participant family's obligations under the Housing Choice Voucher (HCV) program:

- 1. The head of household (and spouse/co-mate) is responsible for reporting <u>all</u> family member <u>changes</u> IN WRITING within <u>15 days</u> of the occurrence. Forms to report changes are available at the OCHA office and at <u>www.ochousing.org</u>.
- 2. The head of household (and spouse/co-mate) is responsible for reporting **changes** and will be required to repay the Orange County Housing Authority (OCHA) any overpayments of assistance made on behalf of the family as a result of not reporting **changes** that affect the amount of assistance received.
- 3. <u>Changes</u> include increases and/or decreases in any source of income, benefits, child support, self-employment, cash, money received from family or friends, lottery or gambling winnings, loans, lump sums, or any other sources of money. <u>Changes</u> also include the start or end of employment or job training, and the acquisition or disposal of any assets (bank account, stocks, bonds, real estate, life insurance, etc.).
- 4. The family must report any **change** in student status (full-time or part-time) or the start or end of school or training programs including those for dependent children 18 years or older.
- 5. The family must report any **change** related to marriage, divorce, separation, reuniting, or child custody.
- 6. The family must supply any information that OCHA or HUD determines to be necessary, including submission of required evidence of citizenship or eligible immigration status within OCHA-prescribed timeframes.
- 7. All adult members age 18 years and older must attend OCHA-scheduled appointments. The family must supply any information requested by OCHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition within OCHA-prescribed timeframes.
- 8. Any information supplied by the family must be true and complete.

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- 9. The family must disclose and verify social security numbers and sign and submit consent forms for obtaining information.
- 10. The family is responsible for any Housing Quality Standards (HQS) breach by the family caused by failure to pay tenant-provided utilities or appliances, or damages to the dwelling unit or premises beyond normal wear and tear caused by any member of the household or guest. Damages beyond normal wear and tear will be considered to be damages that could be assessed against the security deposit.
- 11. The family must allow OCHA to inspect the unit at reasonable times and after reasonable notice.
- 12. The family must not commit any serious or repeated violation of the lease. OCHA will determine if a family has committed serious or repeated violations of the lease based on available evidence, including but not limited to, a court-ordered eviction, or an owner's notice to evict. Serious and repeated lease violations will include, but not be limited to, nonpayment of rent, disturbance of neighbors, destruction of property, or living or housekeeping habits that cause damage to the unit or premises and criminal activity. Generally, the criterion to be used will be whether or not the reason for the eviction was the fault of the tenant or guests. Any incidents of, or criminal activity related to, domestic violence, dating violence, or stalking will not be construed as serious or repeated lease violations by the victim.
- 13. The family must notify OCHA and the owner in writing a minimum of 30 days before moving out of the unit or terminating the lease.
- 14. The family must comply with lease requirements regarding written notice to the owner. The family must provide written notice to OCHA at the same time the owner is notified.
- 15. The family must give OCHA a copy of any owner eviction notice within 15 days of receipt of the notice.
- 16. The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
- 17. The composition of the assisted family residing in the unit must be approved by OCHA. The family must promptly notify OCHA in writing within 15 calendar days of the birth, adoption, or court-awarded custody of a child. The family must request OCHA approval to add any other family member as an occupant of the unit. The request to add a family member must be submitted in writing and approved prior to the person moving into the unit. OCHA will determine eligibility of the new member.

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- 18. The family must promptly notify OCHA in writing if any family member no longer lives in the unit within 15 days of the move-out.
- 19. The family must not permit persons who are not a part of the household to use the assisted unit for their mailing address without OCHA approval.
- 20. The family must abide by the OCHA visitor/guest policy: overnight visitors are allowed for a maximum of 15 consecutive days and cannot exceed a maximum of 30 calendar days in a 12-month period. A written request must be submitted to OCHA for approval for visitor stays that will exceed these limits.
 - Minors and college students who were part of the family, but now live away from home during school year and are not considered members of the household, may visit for up to 150 days per 12 (twelve) month period without being considered a member of the household as long as they have written permission of the owner/manager.
- 21. If OCHA has given approval, a foster child/adult or a live-in aide may reside in the unit. OCHA has the discretion to adopt reasonable policies concerning residency by a foster child/adult or a live-in aide, and to define when OCHA consent may be given or denied.
- 22. The family must not sublease the unit, assign the lease, or transfer the unit. Subleasing includes receiving payment in any form by a person living in the unit who is not listed as a family member.
- 23. The family must supply any information requested by OCHA to verify that the family is living in the unit or information related to family absence from the unit within the OCHA-prescribed timeframe.
- 24. The family must provide OCHA written notice within 15 calendar days of the start of any members' absence from the assisted unit in excess of 30 consecutive calendar days.
- 25. The family must pay utility bills and provide and maintain any appliances that the owner is not required to provide under the lease.
- 26. The family must not own or have any interest in the unit, (other than in a cooperative and owners of a manufactured home leasing a manufactured home space).
- 27. Family members must not commit fraud, bribery, or any other corrupt or criminal act in connection with the program.
- 28. Family members must not engage in drug-related criminal activity (including medical marijuana) or violent criminal activity or other criminal activity including such that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.
- 29. Members of the household must not engage in abuse of alcohol in a way that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises.
- 30. An assisted family or member of the family must not receive HCV program assistance while receiving another housing subsidy, for the same unit or a different unit under any other federal, state or local housing assistance program.
- 31. A family must not receive HCV program assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family, unless OCHA has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.
- 32. A family member must not engage in or threaten violent or abusive behavior toward OCHA personnel.
- 33. The Orange County District Attorney's Office investigates program abuse. The family must cooperate with District Attorney staff at all times in Housing Authority investigations.

Warning: It is unlawful to "knowingly and willfully" make any "materially false, fictitious, or fraudulent statements or representation" to a federal agency. Violations can be punished under Section 2 of the False Statements Act by a fine and/or imprisonment of not more than 5 years. [18 U.S.C. § 1001]

I/we understand that I/we can be denied participation in or terminated from the rental assistance program for making false statements, failing to report information or situations that could affect my/our eligibility or the amount of assistance, or not abiding by any of the family obligations listed above. I/we am also aware and that criminal charges could be filed for fraudulent activity. I/we also understand and agree that I/we am financially responsible for any overpaid subsidy paid on my/our behalf as a result of non-reporting, under-reporting, or fraudulent activity. I/we recognize that OCHA may pursue any and all methods in recovering this overpayment.

 $I/we \ certify \ that \ I/we \ have \ been \ informed \ of \ my/our \ responsibilities \ and \ acknowledge \ my/our \ program \ obligations:$

Signature of Applicant/Tenant	Print Name	Date
Signature of Spouse/Co-Mate [certify that I have informed the applicant or recipient of bor failing to report information or situations which affect have been supplied to the state of the		Date sibilities of criminal penalties for making false statements
Signature of OCHA Staff	Print Name	Date