

Orange County Housing Authority

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<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 all family member **changes** IN WRITING within 15 days of the occurrence. Forms to report changes are available at the OCHA office and at www.ochousing.org.
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. **Changes** 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. **Changes** 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.
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.

