

RESPONSIBILITY AGREEMENT

A COPY OF THIS WILL BE SHARED WITH YOUR LANDLORD

1. I will abide by all the family obligations listed on the Voucher. Violation of any family obligation will be cause for termination.
2. I must get written approval first from the CDA and then from the landlord before anyone can move in with me.
3. I will not let anyone who is not on the voucher/lease use my address to receive mail, register vehicles, apply for benefits, or any other purpose. No one can get mail in care of me at my address.
4. I must notify Section 8 in writing within 10 days of the birth, adoption, or court-awarded custody of a child of if any household member leaves, is removed from the unit or away from the unit for an extended period of time. If a family member is out of the household over 180 days, he/she will be removed from the S8 program/voucher. If an adult leaves or is removed from the household, he/she cannot be re-added to the household. If you remove a household member with income, you must provide proof of where that person resides. Proof must be in the form of a lease or utility bill. Other forms of verification may be accepted on a case-by-case basis for minors.
5. I am required to report in writing within 10 days any changes in the status of full-time students age 18 and above including if they become part-time or withdraw from school.
6. I will report in writing within 10 days any changes in income, including income of minor children and adult full-time students.
7. I understand that if my income goes down and expected to stay down for more than two months, my share of the rent can be lowered. If I want my rent to be lowered, I must request the change in writing. The changes must be verified before my rent can change. I further understand that the adjustment to my rent will be delayed up to two months to allow for any pending new sources of income, which must be reported to Section 8. Once verified, the new rent is effective the month after the changes were reported in writing.
8. ELDERLY AND DISABLED ONLY – if I am eligible for a medical deduction, I will report my paid expenses (receipts/printouts) at my annual interview. All medical deductions must be verified. I understand that if I have expenses I did not expect or did not report, I can notify Section 8 in writing during the year and have my share of the rent adjusted, or, I can wait until my next annual interview and report them then. If they are reported at my annual interview, they will be counted against my share of the rent for the following year.
9. Childcare expenses are only allowed to permit all adult household members to work or attend school.
10. I understand that I must report in writing any changes in childcare expenses within 10 days. Expenses must be verified in order to receive the deduction. If you are NOT working or attending school, you are not eligible for childcare expenses. Expenses will only be counted for actual work time and travel.
11. I agree to provide only true and complete information to the Section 8 Program.
12. I understand the lease is a contract between the owner and myself, and I am obligated to live by all the rules and conditions of the lease, such as paying my rent on time and letting only the people on my voucher/lease live there. I can be terminated from Section 8 for serious or repeated violations of the lease, including unpaid rent and/or utilities, or for damages to the unit caused by myself, household members or guests. Bad housekeeping and pest infestation are considered damages. Having too much stuff and/or hoarding will cause the unit to fail inspection and is cause for termination.
13. I must give Section 8 a copy of any 5/10/14 – Day Notices or Eviction Stipulations. If evicted, I understand that I may be terminated from the S8 Program. If I sign an Eviction Stipulation to vacate early AND vacate the unit, I will be terminated for moving without Section 8 approval.
14. I must get approval from Section 8 before I sign any leases, including renewals.
15. I cannot pay extra money to the landlord unless approved by Section 8. I cannot pay less money to the landlord for work done without prior approval by Section 8.
16. I understand that I cannot sublet the unit or any part of it or assign the lease or transfer the unit. Lease rescissions/moves within the first 12 months of a new lease will not be approved.
17. I must notify and obtain approval from Section 8 and the landlord in writing before I move.
18. I must notify S8 at least 60 days prior to the date I intend to move. My rent and utilities must be at \$0 balance to receive a voucher to move. If I vacate the unit at the end of my lease without a voucher, I will have 30 days after vacating to provide proof of a \$0 balance to receive my voucher. If documentation of \$0 balance is not provided within 30 days, termination from the S8 program will be initiated. A delay in notice can result in interruption of my subsidy.
19. I may be terminated from the Section 8 Program if after vacating a unit the landlord obtains a judgment for unpaid rent or excessive damages to the vacated unit.
20. I understand that if any household members or guests participate in any illegal drug or violent criminal activity the household can be terminated from the program. This includes criminal activity of my minor children.
21. I understand that I can be terminated from the Section 8 program for failing to pay and maintain my utilities.
22. I understand that my Section 8 assistance will be terminated if household members, any guests or I threaten, verbally abuse or commit actual violence towards any Section 8 staff.
23. I understand that if the Section 8 Program has paid extra money for my rent because I did not follow these rules, I will have to pay the money back and I may be removed from the program.
24. I understand that I have the right to an informal meeting when there is a disagreement between the CDA and myself over these rules, or if I am to be terminated from the program.

I HAVE READ AND I UNDERSTAND THIS AGREEMENT. I UNDERSTAND THAT IF I BREAK ANY OF THESE RULES, I COULD BE TERMINATED FROM THE SECTION 8 PROGRAM.

Signature of Head or Household

Signature of Spouse or Other Adult

CDA Staff Signature

Date Signed