

## FAMILY OBLIGATIONS

**It is important to know these rules because violation can result in denial or termination of housing assistance. It is the goal of the Housing Authority to keep families on the program. We can only keep you on the program if you abide by the rules.**

### YOU MUST:

1. Supply Information. You must supply any information the Housing Authority (HA) needs to verify your family status, income, assets, and other factors that affect your eligibility, rent and the number of bedrooms to which you are entitled in a timely manner. "Information" includes any requested certification, release or other documentation. You must submit evidence of eligible immigration status if applicable.
2. Report changes. If there are any changes in your family composition or your income changes, including increases and decreases, **you must report all changes in writing within 30 days of the change.** This also includes the birth, adoption, or court-awarded custody of a child.
3. Keep Appointments. You must keep appointments in order to supply this information. If you miss three appointments within 12 months you may be terminated.
4. Disclose & Verify. Social security numbers and must sign and submit consent forms for obtaining information.
5. True information. You must give true and complete information, including up-to-date contact information.
6. Damages & Upkeep. You are responsible for damages to the unit beyond ordinary wear and tear caused by family members or guests, for paying utility bills that are your responsibility, and for maintaining appliances you own. You must report any needed repair to the landlord.
7. Inspection. You must allow the HA to inspect your unit at reasonable times and after notice to you.
8. Moving. You must give the HA and the owner notice in writing of your intent to move 60 days in advance. The family must give the HA a copy of the thirty-day notice of termination that the family gave to the owner before the family can move to a new location with assistance. The assisted household is eligible to move any time after one year of tenancy.
9. Eviction. You must give the HA a copy of any eviction notice within ten days.
10. Occupancy of Unit. The unit must be your only residence and you must occupy it. All family members residing in the unit must be approved by the HA. No person other than members of the assisted family may reside in the unit, except a foster child or a Personal Care Attendant. A family member may engage in legal profit making activities in the unit, but only if such activities are incidental to the primary use of the unit for residence by members of the family. Guests must be reported to the HA within five (5) days of arrival. Guests who remain in the unit 30 days (consecutive or sporadic) in a 12-month period will no longer be considered visitors and must be added to the lease as a household member.
11. Additions. **You must not permit anyone to live in the unit without first receiving approval from the HA.** You must notify the HA **in writing within thirty days** of any birth, or court awarded custody.
12. Absences. You must notify the HA notification **in writing within thirty days**, if any family member no longer resides in the unit, or if your family will be absent from the unit for more than THIRTY days.

### YOU MUST NOT:

1. Lease Violations. You must not commit any serious or repeated violation of the lease.
2. Sublease. You must not sublease, let the unit, assign the lease, or transfer the unit.
3. Ownership of Unit. You must not rent a unit under the program in which you have an ownership interest.
4. Fraud. You must not commit fraud, bribery or any other corrupt or criminal act in connection with the program.
5. Duplicate Benefits. You or any member of your family must NOT receive assistance under the program while receiving assistance from another housing assistance program (State, federal or local), for the same unit or for a different unit.
6. Drug-Related or Violent Criminal Activity. All members of the family must not participate in illegal drug or violent criminal activity, alcohol abuse and/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.
7. Abusive or Violent Behavior. You must not engage in or threaten abusive or violent behavior toward Housing Authority personnel.
8. Debts to Housing Authority. You must not be in default on any payments owed to this Housing Authority or to any other Housing Authority.

I do [ ] do not [ ] have special needs which would prohibit me from complying with Family Obligations.

Comments: \_\_\_\_\_



HOUSING AUTHORITY  
of the City of Long Beach

521 E. 4th Street  
Long Beach, CA 90802  
Tel 562 570-6985  
Fax 562 499-1052  
www.haclb.org

**If you do not understand any of the rules, please discuss your questions with your Housing Specialist.  
Your signature certifies that the Housing Specialist reviewed each of these rules with you.**

\_\_\_\_\_  
Signature of Tenant/Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Spouse or Co-Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Other Adult

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Occupancy Specialist

\_\_\_\_\_  
Date

## GROUNDS FOR DENIAL OR TERMINATION OF ASSISTANCE

Due to a family's action or failure to act, the Housing Authority (HA) may deny assistance to applicants, or terminate assistance to participants by:

- Refusing to enter into a Housing Assistance Payment (HAP) contract.
- Refusing to approve a lease.
- Refusing to process or provide assistance under portability procedures.
- Terminating the HAP contract.

The Housing Authority may deny or terminate assistance to a family for reasons including:

1. Family violates any Family Obligation.
2. Any member of the family has ever been evicted from public housing.
3. If an HA has ever terminated assistance under the Voucher program for any member of the family.
4. If any family member commits drug-related criminal activity, or violent criminal activity.
5. If the HA determines that any family member is illegally using a controlled substance.
6. If the HA determines that any family member's abuse of alcohol interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.
7. If the participant does not correct life-threatening Housing Quality Standards (HQS) violations within twenty-four (24) hours.
8. If the participant does not correct non-life-threatening HQS violations within thirty (30) days.
9. If any family member commits fraud, bribery, or another corrupt or criminal act regarding any federal housing program.
10. If the family currently owes rent or other amounts to the HA or to another HA in connection with Section 8 or public housing programs.
11. If the family breaches an agreement with the HA to pay amounts owed to the HA, or amounts paid to an owner by an HA.
12. If the family is a FSS participant and fails to comply, without good cause, with the FSS Contract of Participation.
13. Failure to report required changes in income whether it is an increase or a decrease within the 30-day grace period will result in a Repayment Agreement and/or termination from the program. This information includes earned income such as a job, unearned income such as Child Support and receipt of a deferred payment in a lump sum.
14. If the family misses two consecutive monthly payments on the executed Repayment Agreement or is habitually late on payments.
15. If the family has engaged in or threatened abusive or violent behavior towards HA personnel.