

## Chicago Housing Choice Voucher Program Family Obligations

As a family receiving assistance through the Chicago Housing Choice Voucher Program, you have certain obligations. You are required to follow program rules, comply with the terms of the lease, maintain a safe and clean unit and be a good neighbor. All of the rules related to your participation in the voucher program are explained in this document, called Family Obligations. Families who fail to comply with Family Obligations may be terminated from the voucher program. For this reason, it is important that you read this document carefully and make sure you understand it before signing it.

Under the terms of its voucher:

1. The family is required to supply such certification, release information or documentation as the Chicago Housing Choice Voucher Program determines necessary in the administration of the program, including information required by the Chicago Housing Choice Voucher Program for a regularly scheduled reexamination or interim reexamination of family income and composition or pursuant to a quality control review or a U.S. Department of Housing and Urban Development (HUD) audit in accordance with HUD requirements. Any information the family supplies must be true and complete. a. Within 30 days, the family must notify the Chicago Housing Choice Voucher Program in writing of the birth, adoption or court awarded custody of a child. b. The family must request both the Chicago Housing Choice Voucher Program's and the owner's written approval prior to adding any other family member as an occupant to the unit. Only the Chicago Housing Choice Voucher Program and owner approved members of the family may reside in the subsidized unit. c. Within 30 days, the family must notify the Chicago Housing Choice Voucher Program in writing if any family member no longer lives in the unit, including a death of any member of the household. d. Within 30 days, the family must notify the Chicago Housing Choice Voucher Program in writing when there is an increase in household income such as, but not limited to, new employment, new social security benefits and self-employment such as day care provider. Family members are not required to report the annual Social Security increase nor a raise in their hourly employment income; however, they are required to report a change in status of employment from part-time to full-time employment.
2. The family must use the assisted dwelling unit solely for residence by the family and it must be the family's principal place of residence. a. The family must not assign the lease or transfer the unit. b. The family must not sublease or sublet the unit. c. The family must request and receive prior written approval from the Chicago Housing Choice Voucher Program to change the head of household
3. The family must report and obtain prior written approval from the Chicago Housing Choice Voucher Program if any household member will be absent from the assisted unit more than 30 days. a. The family must supply any information requested by the Chicago Housing Choice Voucher Program to verify that any family member is living in the unit and the family must supply any information related to the absence of any family member from the unit. b. Family members must not leave the unit for more than 90 days for a reason other than documented medical need or without prior written approval. c. In no case, may any family member be absent from the assisted unit for more than 180 days.
4. The family must provide written notification to the owner and the Chicago Housing Choice Voucher Program at least 30 days before vacating an assisted unit and provide the Chicago Housing Choice Voucher Program with a copy of the 30-day notice that the family submitted to the owner. a. The family must report to the Chicago Housing Choice Voucher Program any absence of the entire household of more than 30 days; that is circumstances in which all family members are absent and the unit has no occupants. b. The entire household must not leave the unit for more than 90 days for a reason other than medical need and without prior written approval from the Chicago Housing Choice Voucher Program. c. A family who vacates a unit in violation of program requirements or the lease, owes a balance to the owner or to the Chicago Housing Choice Voucher Program for unpaid rent or damages and refuses to enter into or meet the terms of repayment agreement will be considered ineligible for continued assistance.
5. The family must maintain the assisted unit in accordance with Housing Quality Standards (HQS) a. The family must allow the Chicago Housing Choice Voucher Program and/or owner to inspect the dwelling unit at reasonable times and after reasonable notice, and the family must allow the owner/landlord access to the unit to make repairs. b. The family must pay tenant-supplied utilities and supply and maintain appliances that the owner is not required to supply under the lease. c. The family must not damage the unit or premises, excluding ordinary wear and tear; and must not permit any guest to damage the unit or premises. d. Within 24 hours, the family must correct any life-threatening HQS violations that it has caused and within 20 days, correct any other HQS violations that it has caused.

6. The family must sign a consent form (if requested by the Chicago Housing Choice Voucher Program) authorizing the Chicago Housing Choice Voucher Program to 1) receive information on the family's current utility account and 2) make Utility Reimbursement Payments (URP) directly to a utility company on the family's behalf.

7. The family, including each member of the household, is prohibited from receiving Chicago Housing Choice Voucher Program assistance while residing in a unit owned by a spouse, parent, child, grandparent, grandchild, sister, brother or in-law of any member of the family unless the Chicago Housing Choice Voucher Program has determined and has notified the owner and the family of such determination that approving rental of the unit would provide reasonable accommodation for a family member who is a person with disabilities.

8. The family must not own or have any interest in the dwelling unit except as a participant in the "Choose to Own" Homeownership Option. If the owner is a cooperative, the family may be a member of the cooperative.

9. The family, including each family member, cannot receive assistance under the Chicago Housing Choice Voucher Program while occupying or receiving assistance for occupancy of any other unit assisted under any federal, state or local housing assistance program.

10. The family must comply with the terms of the lease and not commit serious or repeated violations of the lease, including behaviors that affect the health, safety or right of peaceful enjoyment of other residents and persons in the immediate vicinity of the premises. Families evicted for cause will be terminated from the program. The family must give the Chicago Housing Choice Voucher Program a copy of any owner eviction notice.

11. The family must not commit fraud, bribery or any other corrupt criminal act in connection with the Chicago Housing Choice Voucher Program.

12. The family (including each family member) must not engage in any drug-related criminal activity, violent criminal activity or illegally possess weapons.

13. The family and its guests must not engage in any drug related criminal activity, or violent criminal activity or other criminal activity or the abuse of alcohol that threatens the health, safety or the right of peaceful enjoyment of other residents and persons in the immediate vicinity of the premises.

14. The family and its guests must not threaten or engage in abuse or violent behavior toward the Chicago Housing Choice Voucher Program personnel or its representatives.

15. If the family has entered into a re-payment agreement with the Chicago Housing Choice Voucher Program for monies owed to the Chicago Housing Choice Voucher Program and/or the owner, the family must make payments, as scheduled and outlined in the agreement.

**16. The CHA has adopted the following policy for all Relocates from public housing and CHA will ensure:**

**a) Temporary Relocates must have a monthly check-in with their service connector throughout the term of their participation in the the Chicago Housing Choice Voucher Program;**

**b) Temporary Relocates, at least annually, will provide CHA with proof of being up-to-date on utility— gas, water, and /or electric— payments;**

**c) Permanent Relocates will have at least a quarterly check-in with their service connector during the first year of their participation on the HCV Program.**

**Failure of CHA Relocates to comply with this policy may affect their right of return and lead to a loss of a right of return to public housing.**

**I have read the above family obligations and I understand my obligations under the programs. I also understand any violation of my family obligations may result in my family's termination from the program.**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

(Head of Household) (Head of Household)

Date: \_\_\_\_\_

Voucher Holder's Number: \_\_\_\_\_