



## Statement of Understanding Housing Choice Voucher Program

**Division of Housing (DOH) may terminate assistance to program participants for violations of one or more of the following obligations:**

1. Participants must supply all information requested by DOH and/or their housing coordinator. This information includes, but is not limited to, household income, household members, social security numbers and evidence of citizenship or legal status.
2. Participants agree to allow DOH and/or their housing coordinator to obtain and disclose necessary information with their current landlord and, when applicable, with new and former landlords.
3. Participants must notify their housing coordinator in writing of any changes in income or number of people in the household within 10 days of the change.
4. Participants at zero income must provide Zero Income Reporting Forms on an annual basis.
5. Participants must obtain approval from DOH before adding a person to their household.
6. Participants must locate a unit prior to the expiration of their voucher.
7. Participants must supply information that is true and complete.
8. Participants must not damage the unit.
9. Participants must not allow utilities that the family is responsible for paying to be shut off.
10. Participants must not commit any violations of the lease.
11. Participants must not enter into a second lease or side agreement with their landlord.
12. Participants must allow DOH and their housing coordinator to inspect the unit.
13. Participants must notify their housing coordinator and landlord of their intent to move prior to vacating the unit. Participants must provide proper written notice to the landlord and to their housing coordinator before moving.
14. Participants must give their housing coordinator a copy of any eviction notice received.
15. Participants must give their housing coordinator a copy of any rent increase notice received.
16. Participants must use the unit as their only residence.
17. Participants must not rent out the unit to another person/family.
18. Participants must notify their housing coordinator if they will be absent from their unit.
19. Participants must not own the unit.
20. Participants must not commit fraud, bribery or any other criminal act.
21. Participants must not engage in drug-related criminal activity or violent criminal activity.

- 22. Participants must not abuse alcohol in a way that threatens the health, safety, or right to peaceful enjoyment of others.
- 23. Participants may not receive Housing Choice Voucher assistance while receiving other housing assistance for the same or different unit.

A complete list of obligations may be found on the Housing Choice Voucher

**Other Causes for Termination or Denial of Assistance:**

- 1. Any member of the household currently owes money to DOH or another public housing authority.
- 2. Any member of the household fails to make payments toward their repayment agreement with DOH.
- 3. Any member of the household has engaged in or threatened abusive or violent behavior toward DOH staff, housing coordinator(s) and/or other agency staff.
- 4. Any member of the household is convicted of drug-related criminal activity for methamphetamine manufacturing.
- 5. Any member of the household is required to register as a sex offender.
- 6. For Applicants, any member of the household engages in medical marijuana use.

**Right to a Hearing**

If a decision is made to terminate housing assistance, the participant will receive a written notice. The notice will advise the participant of a time limit by which he or she may request a hearing to appeal the decision.

I have read and understand all the information provided on this statement.

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Head of Household

Date

\_\_\_\_\_

\_\_\_\_\_

Other Household Member 18 years old or older

Date

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\_\_\_\_\_

Other Household Member 18 years old or older

Date

\_\_\_\_\_

\_\_\_\_\_

Other Household Member 18 years old or older

Date

