

10 THINGS YOU SHOULD KNOW

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

Tenant Information Form

Each year you must complete a Tenant Information Form. This form includes questions that affect your housing assistance.

All information supplied by you and your family must be true and complete. A false statement on your Tenant Information Form may lead to termination from the program. It is very important that you understand and complete every question and sign the last page.

If you leave any portion blank it will be returned to you for completion. If you cannot complete it, you must call your program manager so that other arrangements can be made. We understand that forms can be difficult, so please do not hesitate to contact us.

Report All Changes

You must tell your program manager every time you have any change, up or down, in any income. If the people living in your home change you must tell your program manager. If you choose to have guest stay in your home, you must contact your program manager to insure you are in compliance with program guidelines.

Children in the Household

Family members who turn 18 years old are considered adults. Their income will be counted as household income unless they are full time students. Report all income children receive or earn, even if they do not live with you all the time. It may or may not be included depending upon the rules of the program.

Inspections

We must inspect your unit each year or every other year if your unit is in good condition. If you or your guests cause damages, you could lose your housing assistance.

Your Housing Unit

The housing unit must be your only residence. You and your family must not own or have any ownership interest in the unit. If you are absent from the unit for 30 days, you must contact your program manager immediately. You may only rent from a family member if you have a disabled family member living with you.

Utilities

If your utilities (heat, water, lights) are shut off you may lose your housing assistance. The utility company may provide shut-off notices to this office.

Good Tenant

You and members of your family are obligated to be good tenants and to cooperate with our office. You must not commit any serious or repeated violations of the terms of the lease. If your landlord legally evicts you, your housing assistance will terminate.

Fraud

You and your family must not commit fraud, bribery or any other corrupt or criminal act in connection with the housing assistance program. Knowingly providing false, inaccurate or incomplete information is fraud. Penalties are extreme and your family will be held responsible.

Criminal Activity

You, your family and guests in the unit may not engage in drug-related criminal activity; violent criminal activity; or other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents.

Registered Sex Offenders

Registered Sex Offenders are not permitted to reside in a unit participating in the Section 8 Housing Choice Voucher Program.

No question is too small so do not hesitate to contact your program manager. When you call and if you cannot speak directly to your program manager leave a short message and we'll call you back as soon as possible.