



# Family Obligations as a Voucher Participant

4800 N. Broadway, Boulder, CO 80304 | p: 720-564-4630 | f: 303-302-1658 | [www.boulderhousing.org](http://www.boulderhousing.org)

This sheet is to help you avoid program violations that could result in the termination of your housing assistance. Please read this information carefully and check with your Housing Choice Housing Assistance Coordinator if you have questions.

### **Your Responsibilities prior to leasing up with your voucher**

If your income changes prior to leasing up with your voucher, you must report all changes in writing immediately. If you do not, you may have to repay any assistance provided based on unreported income.

### **Your Responsibilities after you have leased up with your voucher**

To remain in good standing as a Housing Choice Voucher participant, you and your household must:

- Pay your portion of the rent and utility bills as defined in your lease.
- Provide written, third-party (from the source) verification within 10 business days of any changes in income or benefits that your household receives.
- Allow for an inspection of the unit to ensure unit meets standards (at reasonable times after adequate notice).
- All occupants of the unit must be included on your voucher and approved prior to being added to the lease and to the voucher.
- You must request and receive approval in writing from your Housing Assistance Coordinator for your family to be away from the unit for more than 30 days.
- Request written approval from your Housing Assistance Coordinator before adding a family member as an occupant of your unit.
- Notify your Housing Assistance Coordinator in writing within 10 business days of the birth, adoption, or court-awarded custody of a child.
- Notify your Housing Assistance Coordinator in writing within 10 business days if any household member no longer lives in the unit.
- Use the assisted unit as your family's only residence.
- Provide BHP with a copy of any eviction notice as soon as you receive it.
- Complete all lease terms as stated in your lease contract with your landlord, especially the initial year term.
- Provide a minimum of 30-day written notice to your Housing Assistance Coordinator



and your landlord if you plan to move at the end of your lease.

- Supply any additional information that BHP or HUD determines to be necessary. All information must be true and complete and submitted within 10 business days.
- Refrain from committing any serious and/or repeated lease violations.
- Do not allow unauthorized individuals to live in the assisted unit. Any guest staying longer than 14 consecutive days without the prior approval of your Housing Assistance Coordinator is considered "unauthorized."
- Refrain from alcohol use which results in disturbances to others, drug-related activities and/or other criminal actions (this applies to all household members and guests).
- Avoid threatening abuse or displaying violent behavior towards any BHP personnel. Threats will be taken seriously, and the police may be contacted.
- If current reported annual income of household is less than \$6,000, all increases in income must be reported in writing within 10 business days of change.

## Acknowledgement of Responsibilities

I understand that if any member of my household or I fail to comply with the preceding obligations, I may risk losing my housing assistance, and the Housing Choice Voucher Department may refuse to approve a new lease or sign a new housing choice contract on my behalf.

I understand that if I have any questions, it is my responsibility to ask my Housing Assistance Coordinator for clarification; and that any assumptions made on my part may cost me my housing assistance.

## Signature(s)

\_\_\_\_\_  
Signature of Applicant/Head of Household

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of other Adult Household Member

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of other Adult Household Member

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## Discrimination Protections for Housing Choice Participants

If you feel you or your family have been discriminated against on the basis of age, race, color, creed, religion, sex, disability or national origin, contact your Housing Assistance Coordinator for a HUD discrimination complaint form.

