

Belmont Housing Authority

Public Housing Participant Do's and Don'ts (Participant Obligations)

REPORTING HOUSEHOLD CHANGES

DO: Complete an *Interim Review* form to report changes in your household members, income, assets, and allowances/deductions within 14 calendar days. In the case of an additional adult household member, please have approval **PRIOR** to him or her living with you from both the landlord and the Housing Agency. A person who works the overnight shift and stays at your home during the day is considered part of the household and **MUST** be reported.

DON'T: Be afraid to ask questions. If you are not sure what to report, please contact a housing staff person!!!

OVERNIGHT GUESTS

DO: Report any adult guest staying more than 7 nights per month, 30 Days per year

DON'T: Allow your adult guest to stay more than **7 nights per month with permission from your landlord and 30 days per year**. Additionally, your guest must not violate any program guidelines.

ABSENT FROM UNIT

DO: Report any absence from your unit of more than **14 days prior to leaving**.

DON'T: Remain absent from your unit for more than **14 days** for any circumstances **without prior Housing approval**. Extended absences due to hospitalization may be considered with a recommendation from your Doctor.

UNIT DAMAGES

DO: Maintain good housekeeping practices.

DON'T: Damage your unit or building (other than ordinary wear and tear).

Please note: You are responsible for reimbursing the property owner for all repairs needed as a result of any damage, including your guests' behavior and damages caused by them. Failure to reimburse for damages may result in termination of your assistance.

UTILITY BILLS

DO: Have your utilities pay your bills on time each month.

DON'T: Get disconnected for non-payment of utilities. This may result in the termination of rental assistance because the unit would no longer meet HUD Housing Quality Standards.

FOLLOW THE RULES

DO: ● Follow the guidelines in your lease agreement.

● Pay your share of the rent on time each month.

DON'T: ● Commit any serious or repeated violation of your lease.

● Willfully make or cause to be made any false statements or misrepresentations

● Allow anyone other than those approved to be in the household to use your address for ANY REASON.

● Allow anyone in the household to participate in any drug related or violent criminal activity.

MOVING

DO: Give both the property owner and the Housing Office at least a 30-day written notice (from the first of the month) prior to moving.

DON'T: Move prior to the end of your lease agreement without giving the Housing office at least a 30-day written notice (from the first of the month) and having mutual termination papers completed by the property owner.

TERMINATION Violation of your participant obligations may result in termination of your rental assistance. If you are terminated you are ineligible for rental assistance for a period of three years.

I have read and understand the obligations listed above. I realize that failure to comply with any one of these obligations may cause termination of participation with the Belmont Housing Authority Public Housing Program.

Signature: _____

Date: _____

Signature: (OtherAdult) _____ Date: _____