PASADENA COMMUNITY DEVELOPMENT COMMISSION (PCDC)
RENTAL ASSISTANCE PROGRAM

OBLIGATIONS OF THE RENTAL ASSISTANCE PROGRAM PARTICIPANT FAMILY

As a participant in the Rental Assistance Program, you and your family have several obligations. If you follow the rules listed below, it will help you to maintain your Rental Assistance Program eligibility.

THE FAMILY MUST:

1. Provide **correct and accurate information** concerning **your income and the income of all family members living with you.** This includes income from temporary and permanent jobs, overtime, part-time jobs, pensions and welfare benefits, child support, and income received as a regular contribution(s). It also includes income from assets such as bank accounts, savings bonds and stocks. You must also report all assets, including property ownership, if you have income from them. **You and all adult family members must sign a consent form authorizing the PCDC to verify income and claim information**.

2. Provide social security numbers for all members of the family. Additionally, **you** must sign a consent form to allow the PCDC to **verify the accuracy** of the social security number(s).

3. **Notify the PCDC in writing when the family will be away from the unit for 30 days or more**. Include the reason for the extended absence in the letter. The PCDC will notify you in writing if we can continue to pay the Housing Assistance Payment in your absence.

4. Allow the PCDC to inspect your unit at reasonable times and after a reasonable notice. We will inspect your unit at least **once a year**.

5. The Rental Assistance Program unit must be your only place of residence. It is to be used by the **authorized family members only**. The PCDC has a list of the authorized family members in your Rental Assistance Program file.

6. **Pay** the utility bills and supply the appliance(s) that the owner is **not required** to supply under the lease agreement.

7. Provide the **PCDC with a 90 days written advance request for approval** prior to serving the **owner a 60 days notice of lease termination,** when you plan to move out of the unit. If you **fail to notify** the owner and/or the PCDC **in writing** at least **60 days** before you move, **you are not eligible for a new certificate, coupon, or voucher**.

8. **Cooperate in moving** to another unit when your family has become too large or too small for the Rental Assistance Program unit you are living in.

9. **Repay money owed to the PCDC**. If you owe an outstanding debt, PCDC may arrange a repayment agreement depending on the reason and the amount. You must repay the debt on time to remain eligible for rental assistance. **You cannot move from one unit to another until the debt is paid in full**.

10. **Promptly** give the PCDC **a copy of any eviction notice(s)** received from the owner. **Cooperate** by fully disclosing details that caused the eviction from the assisted rental property.

11. Supply any information requested by the PCDC or HUD for use in scheduled re-exams, family composition changes or interim change.

12. Be responsible for any Housing Quality Standards Inspection breach caused by the family.

13. Report in **writing** all changes in household composition, income and assets within **15 days of the change**.

14. Report in writing to the PCDC the birth, adoption or court awarded custody of a child within **15 days of the change**. The family must request in writing PCDC approval to add any other family member as an occupant of the unit prior to moving the additional family member into the assisted unit.

15. Receive a written approval from the PCDC that a foster child or a live-aide may reside in the unit. If a family does **NOT** request approval or approval is denied by the PCDC, the family **may not** allow a foster child or live-in aide to reside in the assisted unit.

16. Ensure that if the family engages any business activities in the unit, permission must be received from the landlord and the income is reported to the PCDC within **15 days**.

THE FAMILY MUST NOT:

A. **Engage in drug-related criminal activity or violent criminal activity**. This applies to your entire family and guests. You are **not eligible for a new certificate, coupon, or vouche**r, if you or a member of your family/household is involved in these illegal activities (this includes live-in aide).

B. **Engage in criminal activity that threatens** the health, safety or right to peaceful enjoyment of other resident and person residing in the immediate vicinity of the premises.

C. Give the owner **any unauthorized side payments** or pay more rent than the PCDC has authorized. If an owner asks you to pay extra rent, send a **written notice** to your PCDC representative at once. This is an **illegal activity and considered fraud** under the Rental Assistance Program.

D. **Sublease or let** the assisted unit or **assign** the lease or **transfer** the assisted unit to another individual.

E. **Own** or have any financial interest in the Rental Assistance Program rental unit – **unless** it is a mobile home.

F. **Receive another government housing subsidy** for the same unit or for a different unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) federal, State or local housing assistance program while you or any other family member is receiving rental assistance from the PCDC.

G. **Damage** the unit or surrounding property **or allow any guest to damage** the rental property.

H. **Violate** the Rental Assistance Program Obligations of the Family or commit **any** fraud while a participant in the program.

I. Commit any serious or repeated violation of the lease (such as non-payment of rent or violent criminal or drug related activity).

J. Engage in any acts of violent behavior or threats of violent behavior against PCDC personnel.

K. Allow persons not authorized by the PCDC to use the assisted unit address for mailing purposes.

TENANT CERTIFICATION:

I have read the rules listed above and by providing my signature, acknowledge that I **fully** understand the expectations to continually participate in the Rental Assistance Program. As the head of household or adult family/household member, **I understand that such violations of the rules set forth are legal grounds for termination of rental assistance**.

WARNING: Title 18, Section 1001 of the United States Code states that a person is **GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS** to any department or agency of the United States. **MAKING FALSE STATEMENTS IS ALSO A FELONY UNDER CALIFORNIA STATE LAW** (Penal Code Sections: 115, 118, 487, 532) and may result in criminal charges including perjury, grand theft, filing false documents with a public office, and obtaining money under false pretenses.

Head of Household's Signature	Print name	DATE
Spouse's Signature	Print name	DATE
Other Family/Household Member over age 18 Signature	Print name	DATE
Other Family/Household Member over age 18 Signature	Print name	DATE
Other Family/Household Member over age 18 Signature	Print name	DATE
Other Family/Household Member over age 18 Signature	Print name	DATE