



# Statement of Family Responsibility

Section 8 Project-Based Assistance  
Rental Certificate Program

**U.S. Department of Housing  
and Urban Development**  
Office of Public and Indian Housing  
OMB Approval No. 2577-0169 (Exp. 4/30/2001)

## Tenant ID:

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

This information authorizes a family to occupy a project-based certificate program unit under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The information also sets forth the family's obligations under the section 8 rental certificate program.

Please read the **entire** document before completing the form. Fill in the blanks below. Type or print clearly

**1. Certification.** The undersigned housing agency (HA) hereby certifies that the family headed by \_\_\_\_\_

and which consists of the following members:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

is eligible to participate in the Section 8 Project-Based Certificate Program of this HA and is approved to occupy a unit located at \_\_\_\_\_

Under this program, the HA makes housing assistance payments on behalf of participating families toward their rents to owners of decent, safe, and sanitary units rehabilitated under the Program.

### 2. Family Portion of Rent.

A. Tenant Rent. The total amount that the family will be obligated to pay monthly towards rent and utilities is based on the family's income and is called the tenant rent.

B. Family Payment to Owners. The amount that the family will be obligated to pay monthly to the owner will be the amount of the tenant rent unless the family is responsible for paying for any utilities. If the family must pay for any utilities directly, the family will pay to the owner the tenant rent minus the HA determined appropriate allowance for tenant-purchased utilities and services.

C. Changes in Family Income and Allowances. The amount of the family's required tenant rent may change because of changes to program rules and changes in family income, composition, and other allowable deductions such as medical and child care expenses.

**3. HA Portion of Rent.** The HA will pay to the owner on behalf of the family the difference between the family's payment to the owner and the monthly contract rent in the lease.

### 4. Obligations of the Family.

A. The family must follow the rules listed below in order to continue participating in the Section 8 Project-Based Certificate Program.

B. The family must:

1. Supply any information that the HA or HUD determines to

be necessary, including evidence of citizenship or eligible immigration status, and information for use in a regularly scheduled reexamination or interim reexamination of family income and composition.

2. Disclose and verify Social Security Numbers and sign and submit consent forms for obtaining information.
3. Supply any information requested by the HA to verify that the family is living in the unit or information related to family absence from the unit.
4. Promptly notify the HA in writing when the family is away from the unit for an extended period of time in accordance with HA policies.
5. Allow the HA to inspect the unit at reasonable times and after reasonable notice.
6. Notify the HA and the owner in writing before moving out of the unit or terminating the lease.
7. Use the assisted unit for residence by the family. The unit must be the family's only residence.
8. Promptly notify the HA in writing of the birth, adoption, or court-awarded custody of a child.
9. Request HA written approval to add any other family member as an occupant of the unit.
10. Promptly notify the HA in writing if any family member no longer lives in the unit.
11. Give the HA a copy of any owner eviction notice.
12. Pay utility bills and supply appliances that the owner is not required to supply under the lease.

C. Any information the family supplies must be true and complete.

D. The family (including each family member) must not:

1. Own or have any interest in the unit (other than in a cooperative).
2. Commit any serious or repeated violation of the lease.
3. Commit fraud, bribery or any other corrupt or criminal act in connection with the program.
4. Participate in illegal drug or violent criminal activity.
5. Sublease or let the unit or assign the lease or transfer the unit.
6. Receive Section 8 Project-Based Certificate Program housing assistance while receiving another housing subsidy for the same unit or a different unit under any other Federal, State or local housing assistance program.

7. Damage the unit or premises (other than damage from ordinary wear and tear) or permit any guest to damage the unit or premises.

**5. Illegal Discrimination.**

If the family has reason to believe that, in its search for suitable housing, it has been discriminated against on the basis of age, race, color, religion, sex, disability, national origin, or familial status, the family may file a housing

discrimination complaint with any HUD office in person, by mail, or by telephone. The HA will give the family information on how to fill out and file a complaint.

**6. Termination of Assistance.**

- A. If the family voluntarily vacates the unit, there is no guarantee that further housing assistance will be provided.
- B. The HA may deny program assistance for an applicant, or terminate program assistance for a participant, for any of the reasons listed below:
  1. If the family violates any family obligations under Section 4;
  2. If any member of the family has ever been evicted from public housing;
  3. If an HA has ever terminated assistance under the certificate or voucher program for any member of the family;

4. If any member of the family participates in illegal drug or violent criminal activity;
5. If any member of the family commits fraud, bribery or any other corrupt or criminal act in connection with any Federal housing program;
6. If the family currently owes any money to the HA or another HA in connection with Section 8 or public housing assistance;
7. If the family has not reimbursed any HA for amounts paid to an owner under a contract for rent, damages to the unit, or other amounts owed by the family under the lease;
8. If the family breaches an agreement with the HA to pay amounts owed to an HA, or amounts paid to an owner by an HA; or
9. If the family engaged in or threatened abusive or violent behavior toward HA personnel.

**Keep This Statement For Your Records.**

Name of HA	Name of Family (Head of Household)
Address	Address
Telephone Number	Telephone Number
	By
By (Signature and Title)	(Signature of Family Representative)
Date	Date