

OWNER/LANDLORD AND THE FAMILY RESPONSIBILITIES

Role of the Owner

The Owner has the following major responsibilities:

- Screening tenants, selecting tenants, and entering into leases with tenants;
- Complying with the Housing Assistance Payment (**HAP**) contract, lease, and tenancy addendum;
- Carrying out normal Owner functions during the lease term, such as enforcing the lease, performing maintenance, collecting the family share of rent from the family and charging tenants for any damage to the unit;
- Maintaining unit compliance with Housing Quality Standards (**HQS**);
- Complying with Fair Housing and Equal Opportunity requirements; and
- Paying for utilities, maintenance, and services (unless paid for by the family under the lease).
- As a Reasonable Accommodation, allowing tenants who have a household member with a disability to modify the unit at the tenants' expense (the Landlord may require tenants to provide a description of the work to be done, to assure that the work will be done in a "workmanlike" manner and that the necessary permits will be obtained and to agree to restore the unit to its previous condition).

Role of the Family

Responsibilities of the Family include:

- Giving HABC true and complete information including:
 - Any information that HABC or HUD requires to administer the program, such as evidence of citizenship or eligible immigration status, proof of all income sources for all household members, etc
 - Any information required for regular or interim reexaminations of family income, such as social security numbers, birth certificates, and signing consent forms.
- Fixing any breach of HQS caused by the Family;
- Allowing the Housing Authority to inspect the unit at reasonable times after reasonable notice;
- Not committing any serious or repeated violations of the lease;
- Not engaging in drug-related criminal activity or violent criminal activity;
- Notifying the HABC and the Owner before moving or terminating the lease with Owner; (Must provide 60 Day Vacate Notice);
- Promptly giving the HABC a copy of an eviction notice from the Owner;
- Using the assisted unit as a residence only and as the only residence of the Family. Members of the household may engage in legal profit-making activities within the unit, but only if those activities are incidental to the primary use of the unit as a residence. The members of the family also may not receive another housing subsidy in the same unit or in a different unit;
- Promptly informing HABC of any change in household composition and obtaining approval to add a household member by any means other than birth, adoption, or court-awarded custody of a child;
- Promptly informing HABC of any changes (increases, decrease or additions) in the family income;
- Notifying the HABC of any absence from the unit and complying with Housing Authority policies governing absence from the unit;
- Not subletting the unit, assigning the lease, or having any interest in the unit and
- Not committing fraud, bribery, or any other corrupt or criminal act in connection with any assisted housing programs.