

**FAMILY OBLIGATIONS FOR SHELTER PLUS CARE PROGRAM**

Included But Not Limited to The Following

1. The family must supply any information that the Missoula Housing Authority (MHA) or Housing & Urban Development (HUD) determines is necessary for the administration of the program. The family must sign and submit consent forms for obtaining this information.
2. The family must supply any information requested by the MHA or HUD for use in a regularly scheduled examination (annual recert) or interim examination (interim recert) of family income and composition.
3. The family must disclose and verify social security numbers.
4. Any information supplied by the family must be true and complete.
5. The family is responsible for an (HQS) Housing Quality Standards breach caused by any of the following:
  - a. The family fails to pay for any utilities that the owner is not required to pay for, but which are to be paid by the tenant;
  - b. The family fails to provide and maintain any appliances (stove & refrigerator) that the owner is not required to provide, but which are to be provided by the tenant; or
  - c. Any member of the household or guest damages the dwelling unit or premises (damages beyond normal wear and tear).

If a family caused HQS breach is life threatening, the family must correct the defect within no more than 24 hours. For other family-caused defects, the family must correct the defect within no more than 30 calendar days (or within any MHA approved extension). If the family has caused a breach of HQS, the MHA must take prompt action to enforce the family obligation. Such enforcement may include termination of assistance.

6. The family must allow the MHA to inspect the unit at reasonable times after reasonable notice.
7. The family may not commit any serious or repeated violation of the lease.
8. The family must notify the MHA and the owner before the family moves out of the unit or terminates the lease on written notice to the owner.
9. The family must give the MHA a copy of any owner lease termination notice within ten days of receipt of the notice.
10. The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
11. **All families must report any change in income or household composition within 10 days of knowing about the change.** Income changes must be reported to the MHA before the 15th of the month to effect a rent change on the first (1st) of the next month.

12. The family must give written notification to the MHA of the birth, adoption or court awarded custody of a child within 10 days.
13. The family must request MHA approval to add any other family member as an occupant of the unit. **No person may move into the unit without the prior, written approval of your landlord & MHA.** Guests can only stay at your unit for a total of 30 nights per year.
14. The family must give written notification to the MHA within 10 days of the change if any family member moves out the unit.
15. If MHA has given approval, a foster child or live-in-aide may reside in the unit. MHA has the discretion to adopt reasonable policies for denial of these persons.
16. Members of the household may engage in legal profit making activities in the unit, but only if such activities are incidental to primary use of the unit for residence by members of the family and are permitted under the lease.
17. The family must not sublease or let the unit.
18. The family must not assign the lease or transfer the unit.
19. The family must supply any information or certification requested by the MHA to verify that the family is living in the unit.
20. The family must not own or have any interest in the rental property, with the exception of owner-occupied manufactured homes where the rent and utilities are greater than 50% of the family's gross monthly income.
21. The members of the family must not commit fraud, bribery or any other corrupt or criminal act in connection with the program.
22. **The members of the family may not engage in drug-related criminal activity, or violent criminal activity or any activity that threatens the health, safety, or right to peaceful enjoyment of the other persons residing in the immediate vicinity of the premises.**
23. The members of the household must not abuse alcohol in a way that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.
24. An assisted family, or members of the family, may not receive Shelter Plus Care tenant-based assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative federal, state or local housing assistance program.
25. The family must notify the MHA in writing of any extended absence of 7 or more days. Written notice must be provided no later than the first day of the absence. The family cannot be absent for more than 30 days.

## **GROUNDNS FOR TERMINATION OF ASSISTANCE**

IF YOU OR A MEMBER OF YOUR HOUSEHOLD...

1. Violate a Family Obligation of the Shelter Plus Care Program (see Family Obligations for Shelter Plus Care Program).
2. Commit fraud (including failure to report income and/or allowing unauthorized persons to reside in the rental), bribery, or any corrupt act in connection with any Federal Housing Program.
3. Commit drug-related criminal activity or violent criminal activity, interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.
4. Breach a repayment agreement or fail to pay outstanding debts to any Housing Authority for amounts paid to an owner under a HAP contract for rent, damage to the unit, security deposits or any other amounts owed by the family.
5. Have engaged in or threatened abusive or violent behavior toward any Missoula Housing Authority personnel.
6. Fail to sign and submit consent forms for obtaining continuing eligibility factor verifications.
7. Have abandoned your unit for more than 7 days without informing us of your absence.
8. Have informed us of your absence, but you have been gone for over 30 days, unless in an institution.
9. Have informed us of your absence for being in an institution, but you have been absent for over 90 days.
10. Have missed two scheduled appointments or one mandatory appointment with MHA without good cause.
11. Have failed to respond to correspondence or requests from MHA.
12. Have failed to provide MHA with a copy of your 30 day notice of intent to move.

**EVICTION CAN RESULT IN DENIAL OF FUTURE ASSISTANCE FROM ANY AND ALL FEDERALLY ASSISTED HOUSING PROGRAMS!**