

## PARTICIPANT REQUIREMENTS

### SECTION 8

#### A. Supplying required information.

1. The family must supply any information that the Cheyenne Housing Authority or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. Information includes any requested certification, release or other documentation.
2. The family must supply any information requested by the Cheyenne Housing Authority or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.
3. The family must disclose and verify Social Security numbers and must sign and submit consent forms for obtaining information.
4. Complete and submit all re-certification required paperwork and have the unit inspected forty-five (45) calendar days prior to your re-certification date. Participants will receive notices of the upcoming re-certification date.
5. Report any changes in household income or family composition by the 21<sup>st</sup> of the month on the appropriate Cheyenne Housing Authority form.
6. Section 8 participants will not be allowed to move more than once within a 12 month period.
7. During the first year on the program, or when moving, participants can only pay 40% of their income towards rent and utilities.
8. Cheyenne Housing Authority provides procedures involving Informal Settlement Conferences when a participant has a legitimate complaint. Inquiries concerning these procedures are made available in the housing office.
9. Any information supplied by the family must be true and correct.
10. Return all required paperwork for changes in income and family composition by the twenty-first (21<sup>st</sup>) of the month in which it is due.

#### B. HQS breach caused by the Family.

1. The family is responsible for any HQS breach caused by the family or its guests.

#### C. Cheyenne Housing Authority Inspection

1. The family must allow the Cheyenne Housing Authority to inspect the unit at reasonable times and after at least 2 days notice or 24 hours in cases of emergency. The family must notify the owner of the time and date of any scheduled inspections performed by the CHA.

#### D. Violation of Lease

1. The family may not commit any serious or repeated violations of the lease.

#### E. Family Notice of Move or Lease Termination

1. The family must notify the Cheyenne Housing Authority and the owner before the family moves out of the unit or terminates the lease by a notice to the owner. This notice shall be provided in the format of mutual rescission of lease only.

F. Owner Eviction Notice

1. The family must promptly give the Cheyenne Housing Authority a copy of any owner eviction notice it receives.

G. Use and Occupancy of the Unit

1. The family must use the assisted unit for a residence by the family. The unit must be the family's only residence.
2. The Cheyenne Housing Authority must approve the composition of the assisted family residing in the unit. The family must promptly inform the Cheyenne Housing Authority of the birth, adoption or court awarded custody of a child. The family must request approval from the Cheyenne Housing Authority to add any other family member as an occupant of the unit. No other person (i.e., no one but members of the assisted family) may reside in the unit (except for a foster child/foster adult or live in aide as provided in paragraph (4) of this Section). The landlord/owner must also approve, in writing, any additions to the household.
3. The family must promptly notify the Cheyenne Housing Authority if any family member no longer resides in the unit.
4. If the Cheyenne Housing Authority has given approval, a foster child/foster adult or a live in aide may reside in the unit. The Cheyenne Housing Authority has the discretion to adopt reasonable policies concerning residence by a foster child/foster adult or a live in aide and defining when the Cheyenne Housing Authority consent may be given or denied.
5. 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. Any business uses of the unit must comply with zoning requirements and the affected household member must obtain all appropriate licenses, as well as permission from the landlord/owner.
6. The family must not sublease the unit.
7. The family must not assign the lease or transfer the unit.
8. The family must request in writing approval for guests visiting longer than 3 calendar days. Guests staying longer than 14 calendar days in a year must be added to household with CHA's approval.

H. Absence from the Unit

1. The family must supply any information or certification requested by the Cheyenne Housing Authority to verify that the family is living in the unit, or relating to family absence from the unit, including any Cheyenne Housing Authority requested information or certification on the purposes of family absences. The family must cooperate with the Cheyenne Housing Authority for this purpose. The family must promptly notify the Cheyenne Housing Authority of its absence from the unit.
2. Absence means that no member of the family is residing in the unit. The family may be absent from the unit for up to 30 calendar days. The family must request permission from the Cheyenne Housing Authority for absences exceeding 30 calendar days. The Cheyenne Housing Authority will make a determination within 5 business days of the request. An authorized absence may not exceed 180 calendar days. Any family absent for more than 30 calendar days without authorization will be terminated from the program.

Authorized absences may include, but are not limited to:

- A. Prolonged hospitalization
- B. Absences beyond the control of the family (i.e., death in the family, other family member illness)
- C. Other absences that are deemed necessary by the Cheyenne Housing Authority

I. Interest in the Unit

1. The family may not own or have any interest in the unit (except for owners of manufactured housing renting the manufactured home space). Additionally, the assisted unit may not be owned by or an interest in the unit held by a father, mother, etc., for any household member.

J. Fraud and Other Program Violation

1. If any member of the family commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program, the family will not be placed back on the waiting list for three (3) years after termination.
2. If any information on the application is falsified, housing may be terminated and the family will not be placed back on the waiting list for three (3) years after termination.

K. Crime by Family Members

1. The members of the family may not engage in drug-related criminal activity or other violent criminal activity, or have a history of drug-related or violent criminal activity.
2. If any member of the family commits drug-related criminal activity or violent criminal activity, the family will not be placed back on the waiting list for three (3) years after termination.

L. Other Housing Assistance

1. An assisted family, or members of the family, may not receive Section 8 tenant based assistance while receiving another 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.
2. If the family currently owes rent or amounts to the Cheyenne Housing Authority or to any other Housing Authority in connection with Section 8 or Public Housing assistance under the 1937 Housing Act- this includes amounts paid on a clients behalf to an owner for rent or damages to the unit. The family will not be placed back on the waiting list until all funds owed have been repaid.

I HAVE READ AND UNDERSTAND AND WILL ABIDE BY THE ABOVE FAMILY OBLIGATIONS.

\_\_\_\_\_  
SIGNATURE OF HEAD OF HOUSEHOLD

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CO-TENANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADULT OVER 18 YEARS OF AGE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADULT OVER 18 YEARS OF AGE

\_\_\_\_\_  
DATE