



## HOUSING CHOICE VOUCHER (HCV) PROGRAM ADDENDUM TO THE FAMILY OBLIGATIONS

*If you need this document in a different language or **LARGER FONT** or if you need a reasonable accommodation (persons with disabilities), please call 312-935-2600 or TTY: 312-461-0079. Advance notice of seven days is required in order to arrange for interpreter services.*

When the family's unit is approved and the Housing Assistance Payment (HAP) contract is executed, the family must follow the rules listed below in order to continue participating in the housing choice voucher program.

The CHA may terminate a family's assistance if the family has failed to comply with any family obligations under the program listed below, even if not required to do so by HUD.

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

**The family must:**

- 1. Supply any information that the CHA or HUD determines to be necessary including evidence of citizenship or eligible immigration status.** The CHA is required by HUD to terminate a family's assistance if they do not meet this obligation. See [24 CFR 982.552\(b\)\(4\)](#) and [24 CFR 5.514\(c\)](#).
- 2. Supply any information that the CHA or HUD determine to be necessary for use in administering the program, including conducting a regularly scheduled re-examination or interim re-examination of family income and composition.** See [24 CFR 982.551\(b\)\(1\)-\(2\)](#).
- 3. Disclose and verify social security numbers.** The CHA is required by HUD to terminate a family's assistance if they do not meet this obligation. See [24 CFR 5.218\(c\)](#).
- 4. Sign and submit consent forms for obtaining information.** The CHA is required by HUD to terminate a family's assistance if they do not meet this obligation. See [24 CFR 982.552\(b\)\(3\)](#). See Chapter 7 for further discussion of consent requirements.
- 5. Supply any information requested by the CHA to verify that the family is living in the unit or information related to family absence from the unit.**
- 6. Notify the CHA in writing within 30 days when the family is away from the unit for an extended period of time in accordance with CHA policies.** Regardless of any notice of absence, if the entire household is absent beyond 90 consecutive days, CHA will consider the unit to be abandoned and will proceed to terminate the family's participation and the Housing Assistance Payments to the owner even if the family continues to pay rent and/or utilities.
- 7. Notify the CHA and the owner in writing at least 30 days before moving out of the unit or terminating the lease.**
- 8. Use the assisted unit for residence only by the family that is listed on the HAP contract and the lease. The unit must be the family's only residence.**
- 9. Notify the CHA in writing within 30 days of the birth, adoption or court-awarded custody of a child.**
- 10. Request CHA's written approval to add any other family member as an occupant of the unit.**
- 11. Notify the CHA in writing within 30 days if any family member no longer lives in the unit.**
- 12. Give the CHA a copy of any owner eviction notice within 30 days of the date the notice is received.**
- 13. Attend informational briefings and required appointments including but not limited to those scheduled to discuss violations of family obligations and allegations of criminal activity in the family's unit, building or neighborhood.**

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### CHA HOUSING CHOICE VOUCHER PROGRAM OFFICE LOCATIONS Rev. 02012017 Eff. 02012016, CHA-0218 HCV Addendum to the Family Obligations

( ) **Central Office**  
60 E. Van Buren Street, Chicago, IL 60605  
**CHA Customer Call Center / TTY**  
312-935-2600 / 312-461-0079

( ) **South Office**  
10 W. 35th Street, Chicago, IL 60616  
**Web**  
[www.thecha.org/hcv](http://www.thecha.org/hcv)

( ) **West Office**  
2750 W. Roosevelt Road, Chicago, IL 60608  
**Email**  
[hcv@thecha.org](mailto:hcv@thecha.org)



14. Request and obtain CHA approval before adding a live-in aide to the household.
15. Report all changes in annual income within 30 days if the family has zero income prior to the change.
16. **Maintain the assisted unit in accordance with Housing Quality Standards (HQS).** The participant is responsible for keeping the unit in compliance with HQS, including maintaining appliances, paying utility bills and ensuring continuous utility service for any appliances and utilities that the owner is not required to provide under the lease and HAP contract. The participant *is not* responsible for owner-related HQS fail items.
17. **Allow the CHA and/or owner to inspect the dwelling unit at reasonable times and after reasonable notice, and allow the owner/landlord access to the unit to make repairs.** See [24 CFR 981.551\(d\)](#).
18. **Continue to meet ongoing eligibility requirements in the case of students.** If a student enrolled at an institution of higher education is under the age of 24, is not a veteran, is not married, does not have dependent children and is not residing with his/her parents in an HCV assisted household, the CHA will terminate the student's assistance if, at the time of re-examination, either the student's income or the income of the student's parents (if applicable) exceeds the applicable income limit. The CHA is required by HUD to terminate a family's assistance if they do not meet this obligation. See [24 CFR 982.552\(b\)\(5\)](#).
19. **Follow the CHA's policy regarding guests.** A *guest* is defined as a person temporarily staying in the unit with the consent of the head of household or other adult member. A guest may visit a family in an assisted unit for a total of 30 calendar days in a calendar year; however, each visit cannot exceed seven consecutive calendar days. A visit is defined as an overnight stay. Participants may request a time extension to this visitor timeframe. Persons that exceed the time as a guest will be considered an unauthorized occupant and the family will be subject to program termination. Verification of an unauthorized occupancy can be established through the following:
  - (1) Government issued ID's or reports;
  - (2) Utility Bills for the assisted unit;
  - (3) Property sign-in logs; and/or
  - (4) Other documentation or investigations.

**The family (including each family member) must not:**

1. **Own or have any interest in the unit (other than in a cooperative or in the case of a voucher holder participating in the homeownership program).**
2. **Be evicted due to serious or repeated violation of the lease.** The CHA is required by HUD to terminate a family's assistance if they do not meet this obligation. See [24 CFR 982.552\(b\)\(2\)](#). A family will be considered *evicted* if the family moves after a legal eviction order has been issued, whether or not physical enforcement of the order was necessary.
3. **Commit any serious or repeated violation of the lease, even if the violation does not lead to eviction.** Serious or repeated lease violations will include, but not be limited to, nonpayment of rent, disturbance of neighbors, destruction of property, or living or housekeeping habits that cause damage to the unit or premises and criminal activity.
4. **Commit fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.**
5. **Engage in, or allow guests to engage in, drug-related criminal activity.** See [24 CFR 982.553\(b\)](#).
  - a. *Drug-related criminal activity* is defined by HUD as the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute, or use the drug [[24 CFR 5.100](#)]. This includes the distribution, possession, sale, or use of medical marijuana. *Drug* means

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<b>CHA Customer Call Center / TTY</b> 312-935-2600 / 312-461-0079	<b>Web</b> <a href="http://www.thecha.org/hcv">www.thecha.org/hcv</a>	<b>Email</b> <a href="mailto:hcv@thecha.org">hcv@thecha.org</a>

- a controlled substance as defined in Section 102 of the Controlled Substances Act [21 USC 802] or any other illegal drug, including medical marijuana.
- b. The CHA may terminate assistance for a family if:
    - i. Any household member or guest, including those who are 17 years of age, is currently engaged in drug-related criminal activity, or has engaged in drug-related criminal activity within the past three years.
    - ii. Any illegal drug use or pattern of illegal drug use by a household member or guests, including those who are 17 years of age, interferes with the health, safety or right to peaceful enjoyment of the premises by other residents.
  - c. The CHA may terminate assistance for drug-related criminal activity by a household member if the CHA determines that the household member has engaged in the activity within the last three years.
6. **Engage in, or allow guests to engage in, violent criminal activity.** See [24 CFR 982.553\(b\)](#).
    - a. *Violent criminal activity* is defined by HUD as any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage [[24 CFR 5.100](#)].
    - b. The CHA may terminate assistance for criminal activity by a household member or guest if the CHA determines that the household member has engaged in the activity within the last three years.
  7. **Engage in, or allow guests to engage in, other criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises.** *Immediate vicinity* means within a one mile radius of the premises.
  8. **Engage in, or allow guests to engage in, behavior that disturbs or threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises. This includes behavior related to the abuse of alcohol.** *Immediate vicinity* means within a one mile radius of the premises.
  9. **Sublease or let the unit, assign the lease or transfer the unit. This includes receiving payment to cover rent or utility cost by a person living in the unit who is not listed as a family member.**
  10. **Receive Housing Choice Voucher 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.** See [24 CFR 982.551\(n\)](#).
  11. **Damage the unit or premises (other than damage from ordinary wear and tear) or permit any guest to damage the unit or premises.**
  12. **Fail to attend two consecutive, scheduled re-examination appointments without CHA approval.**
  13. **Receive Housing Choice Voucher program housing assistance while residing in a unit owned by a spouse, parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the CHA has determined (and has notified the owner and the family of such determination) that approving rental of the unit, notwithstanding such relationship, would provide reasonable accommodation for a family member who is a person with disabilities.**
  14. **Threaten or engage in, or allow guests to threaten or engage in, abusive or violent behavior or criminal activity toward CHA personnel or its representatives.** See [24 CFR 982.552\(c\)\(1\)\(ix\)](#). CHA personnel include CHA employees or CHA contractors, subcontractors or agents. *Abusive or violent behavior towards CHA personnel or agents and contractors* includes verbal as well as physical abuse or violence. Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may be considered abusive or violent behavior.

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Threatening refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.

- 15. Possess or use a firearm or aggravated assault weapon in violation of federal, state or local criminal or civil laws.
16. Be subject to lifetime a requirement to register as a sex offender in any state or territory of the United States.
17. Have committed or be convicted of child molestation.
18. Have committed or be convicted of a drug-related crime for the manufacture or production of methamphetamine on the premises of federally assisted housing.
19. Have committed or be convicted of arson.
20. Have had any public housing authority (PHA) previously terminate assistance under any federally assisted housing program within the last 3 years.
21. Currently owe rent or other amounts to any PHA in connection with the HCV (including PRA and RAD), Moderate Rehabilitation or public housing programs, unless the family currently has a repayment agreement and is complying with its terms.

HEAD OF HOUSEHOLD SIGNATURE

Horizontal line for signature

Head of Household Signature

Participants Name

Signature Date

Voucher Number

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Table with 3 columns: Central Office, South Office, West Office. Includes addresses, phone numbers, web, and email information for each office.