«LetterDate»

«ToName»

«MailAddress»

Dear «ToName»:

Our accounting records show that your monthly payments are past due, resulting in a total past due amount of **«Amount»**.

The Housing Authority has received a complaint regarding the following program violation(s) that you may be

committing:

«Reasons»

These violations can place your Section 8 Housing Choice Voucher Assistance in jeopardy.

At this time, the Housing Authority would like to take the opportunity to remind you of your obligations under the Section 8 Housing Choice Voucher Program. These obligations are set forth clearly in the Voucher agreement you accepted when you began participation in the program and that you agreed to abide by when you signed the Voucher to receive your housing assistance.

In the event you no longer have a copy of that agreement, we have enclosed a copy of the obligations of families who receive Section 8 assistance for your reference. We would like to advise you in the strongest possible terms to read this agreement carefully, follow program rules, and ensure that you avoid jeopardizing your assistance.

If further complaints are received and it is determined that you have not followed the required program rules, your assistance may be terminated and/or you may be required to repay any government subsidy overpayments that have been made on your behalf. You should also be aware that the Housing Authority may employ investigative means to determine the validity of a complaint, if we believe that the situation warrants further investigation.

If you have any questions regarding your responsibilities and obligations while receiving federal housing assistance funds while on the Section 8 program, please feel free to contact the Housing Authority at (831) 454-9455 ext. 251.

Thank you for your cooperation in this matter.

Sincerely,

Program Integrity Department

If you have a disability which precludes you from complying with this letter, please call (831) 454-5955, Monday through Thursday between 8:00 AM - 4:30 PM. The office is closed on Fridays.

Si desea una traducción en español, por favor llame al (831) 454-5955, entre 8:00 AM - 4:30 PM de lunes a jueves. Los viernes la oficina se encuentra cerrada.

**Family Obligations under Section 8 Housing Choice Voucher Program**

**Obligations of the Family**

A. When the family’s unit is approved and the HAP contract is executed, the family must follow the rules listed below in order to continue participating in the housing choice voucher program.

B. The family must:

1. Supply any information that the PHA 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 PHA to verify that the family is living in the unit or information related to family absence from the unit.

4. Promptly notify the PHA in writing when the family is away from the unit for an extended period of time in accordance with PHA policies.

5. Allow the PHA to inspect the unit at reasonable times and after reasonable notice.

6. Notify the PHA 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 PHA in writing of the birth, adoption, or court awarded custody of a child.

9. Request PHA written approval to add any other family member as an occupant of the unit.

10. Promptly notify the PHA in writing if any family member no longer lives in the unit.

11. Give the PHA a copy of any owner eviction notice.

12. Pay utility bills and provide and maintain any appliances that the owner is not required to provide 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, or the owner of a manufactured home leasing a manufactured home space).

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. Engage in drug related criminal activity or violent criminal activity or 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.

5. Sublease or let the unit or assign the lease or transfer the unit.

6. 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.

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

8. Receive housing choice voucher program housing assistance while residing in a unit owned by a parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the PHA 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.

9. Engage in abuse of alcohol in a way that threatens the health, safety or right to peaceful enjoyment of the other residents and persons residing in the immediate vicinity of the premises.