



## GARFIELD COUNTY HOUSING AUTHORITY

1430 RAILROAD AVENUE, UNIT F

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[www.garfieldhousing.com](http://www.garfieldhousing.com)

### Family Obligations and GCHA Policies

Garfield County Housing Authority (GCHA) may terminate assistance to program participants for violations of one or more of the following obligations or policies:

#### The Garfield County Housing Authority does not help pay any part of damage deposits or last months rent!

1. Participants must supply all information requested by GCHA and/or their Housing Specialist. This information includes, but is not limited to, household income, household members, social security numbers and evidence of citizenship or legal status.
2. Participants must honor deadlines set by GCHA (return paperwork, call by..., respond by... etc.)
3. Participants must notify GCHA in writing within 10 business days of 1) new income/revenue source 2) change of employers 3) additional income/revenue (2<sup>nd</sup> job, additional child support payments etc.) Supply documents within 10 days of issuance of each payment for the first 3 months of employment or new revenue source. **THIS TYPE OF NOTIFICATION MUST BE SUBMITTED SEPERATLEY FROM ANY OTHER NOTICE OR PAPERWORK** (recertification)
4. Annual income means all amounts, monetary or not which go to, or on behalf of, the family member(s), are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date and is not specifically excluded by federal regulations. Asset income is also included in annual income.
5. Participants reporting zero income must attend "Zero Income" meetings as requested by GCHA staff.
6. If a family intentionally misreports or omits facts regarding income/revenue/assets or composition of the family which results in overpayment of rent subsidy is considered program abuse. Federal regulations require to repay all overpaid rental assistance. Applicants and participants must supply information that is complete, accurate and true!
7. Families must obtain prior approval to add new household members other than through birth, adoption or court-ordered custody of a child. GCHA will not approve additional household members who do not meet agency eligibility criteria or if the new addition will result in unit overcrowding. The head of household must notify GCHA if a member vacates unit.
8. Applicants must locate a unit prior to the expiration of their voucher. Requests for extensions must be made in writing prior to expiration date of the voucher.
9. Participants must pay their portion of the rent **EVERY** month.
10. The initial term of the lease must be one (1) year.
11. Participants must not violate their Family Obligations listed on your Voucher (and handbook page 2 4 A – D)
12. Participants must not damage the unit beyond reasonable wear and tear.
13. Participants must not allow utilities the family is responsible for paying to be shut off.
14. Participants must not commit frequent or repeated violations of their lease.
15. Participants must not enter into a second lease or side agreement with their landlord.
16. Participants must give GCHA copies of all notices from landlord i.e. rent increases, lease violations, eviction notices.
17. Participants must notify GCHA & their landlord **in writing** of their intent to move 30 days **prior** to moving out of the unit.
18. Participants must allow GCHA to inspect the unit at least bi-annually as scheduled; you will be notified by mail of the inspection date & time. An adult household member age 18 or older must be present for the inspection. Missing your unit inspection is grounds for program termination. New unit must be inspected for final approval to move in / sign lease

**Warning: Section 1001 of Title 18 of the United States Code, states that a person who knowingly and willingly makes false or fraudulent statements to any department or agency of the United States is guilty of a felony. This institution is an equal opportunity provider and employer.**



19. Participants must use the assisted unit **as their only residence**.
20. Participants must not rent out any part of the unit to another person/family.
21. Participants must notify GCHA in writing if the entire household will be absent from their unit 30 days or more. Absences cannot exceed 60 continuous days except for confinement for medical purposes which is 180 days maximum
22. Participants must not own or have any financial interest in the unit. Nor rent from a family member ore relative.
23. Participants may not receive rental assistance from GCHA while receiving additional rental assistance from another agency for the same unit or rental assistance on a second unit.
24. Participants terminated from the Housing Choice Voucher program by GCHA or any other public housing authority may not be allowed to reapply for assistance with GCHA. Voucher Relinquishment forms are available if you no longer wish to patriciate in the program.
25. Participants can move with continued assistance one time every twelve (12) months. You must complete all steps outlined in the move packet and obtain final approval from GCHA before signing new lease or moving into unit!
26. GHCA discloses previous and current addresses known to the agency of past, present landlords if requested by perspective Landlord. No other information will be shared with landlords.
27. **The head of household is responsible for the compliance of all family obligations and reporting requirements for the entire household.**

**A complete list of your Family Obligations is found on the Housing Choice Voucher.**

**The Garfield County Administrative plan with the federal regulations and GCHA policies can be found at [www.garfieldhousing.com](http://www.garfieldhousing.com)**

**Other Causes for Termination or Denial of Assistance:**

1. Any member of the household has outstanding debt with GCHA or another public housing authority.
2. If a household defaults on their repayment agreement with GCHA, our agency will seek repayment of the debt through every legal remedy available to us including collection agencies. All household members age 18 and older are financially responsible for money owed GCHA/collections. This may add costs for attorney fees, court costs and interest to the outstanding balance.
3. Any member of the household has engaged in or threatened abusive or violent behavior toward GCHA staff, housing specialist(s) and/or other agency staff.
- 4 Any household member has engaged 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. The federal law classifies marijuana as an illegal drug.
5. Any member of the household who has engaged in the 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 .
6. Any member of the household is required to register as a lifetime sex offender.

**Right to a Hearing**

If a decision is made to terminate housing assistance, the head of household will receive written notice with the specific reason(s) for program termination. The notice will advise the time limit by which he or she may request an informal hearing to appeal the termination decision.

**I have read and understand all the information provided on this statement.**

\_\_\_\_\_  
Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse/ Co-head

\_\_\_\_\_  
Date