



Tenant-Based Rental Voucher Program Participant Responsibilities

The Tenant-Based Rental Voucher program (TBRV) is designed to assist participants in moving from homelessness to permanent, affordable housing with maximum independence and self-sufficiency. The 2-year program provides tenant-based rental assistance that pays the difference between 30% of the participant's adjusted income and a reasonable rent and utility cost in the private rental market. In addition, TBRV participants are offered a full array of supportive services and referrals to assist them in maintaining their housing, managing their illness and increasing their skills and income to achieve long-term stability.

Successful operation of the TBRV program depends upon your understanding of the rules and your responsibilities. Below is a listing of your responsibilities as a participant in the TBRV program:

- **Changes in income must be immediately reported to the Housing Coordinator and the Housing Counselor.**
Not reporting all income from all sources is fraud against a federal program and can lead to termination of your assistance, possible payback, and / or criminal prosecution.
- **Only those persons listed on the lease are allowed to live in your unit.**
Letting other persons live with you is a violation of program rules and can lead to termination of your assistance.
- **Changes in your household must be immediately reported to the Housing Coordinator and the Housing Counselor.**
Any additions to your household must be added to the lease. The incomes of all adults living in an assisted unit must be used in calculating your share of the rent. Failure to report changes in your household or members' incomes can result in termination of your assistance.
- **Certification of eligibility must be done annually or if there is a change in income or household composition.**
Failure to provide necessary documentation or to sign necessary paperwork in a timely manner can result in termination of your assistance.
- **Units assisted with TBRV program funds must be decent, safe and sanitary.**
Program rules require that your unit be inspected every year. It is your responsibility to maintain the unit in a decent, sanitary manner. You are also responsible for repairing any damage caused by you, your family or guests. Failure to maintain your unit can lead to termination of your assistance.
- **Transitioning from the TBRV program to permanent housing is a goal for every participant.**
The TBRV program is not permanent housing. Your responsibilities include active participation in the services available to assist you in achieving your highest potential for self-sufficiency so as to obtain permanent housing and long-term stability.
- **TBRV program participants are expected to participate in supportive services provided by the Housing Counselor and actively participate in a plan of care provided by your Case Manager.**
These services are necessary to provide supports to help maintain your housing placement and have an active plan in place to help you achieve self-sufficiency, long-term stability and permanent housing.

- **TBRV program participants are responsible for any application fees associated with renting a unit.**

Participants that have income will need to make allowances from their own funds to pay for rental application processing fees.

- **Locate a suitable unit with a landlord that will accept payments from the TBRV program.**

Once you have located a landlord / owner who will accept payments from the TBRV program and have had your rental application approved, you must notify the Housing Coordinator with the name and phone number of the landlord/owner, unit size, and rent price.

- **Abide by the terms of the lease and pay your portion of the rent each month in a timely manner.**

It is your responsibility and the responsibility of your household members and guests to follow the lease requirements and to pay your portion of the rent when it is due. Participants are responsible for the payment of any late rent charges.

- **Do not participate in any violent or criminal activity which would adversely affect the safety or welfare of you and/or other household members or other residents.**

Such actions will result in termination of assistance.

If you have any questions about your responsibilities as a TBRV program participant, please discuss them with your Case Manager.

I have read and understand my responsibilities as a TBRV program participant.

Signature: _____ Date: _____

Print: _____

Program Representative: _____ Date: _____