



CLIENT RESPONSIBILITIES, FAMILY EMPLOYMENT HOUSING PROGRAM

You are receiving Subsidized Housing Assistance through a Special Program that requires your cooperation and participation with Case Management. Our hope is that you will be successful on this Program in maintaining your Housing Assistance.

1. I understand that I must supply any information requested by the Housing Authority that is necessary to complete my annual re-certification¹.
2. I understand that I must report any changes to my income or to members in my household. Any changes in income or household composition must be reported IN WRITING within 10 days of the change.
3. I understand that I will allow the Housing Authority and/or Landlord to inspect my unit with a 24-hour notice.
4. I understand that my place of residence MUST pass the Housing Quality Standard (HQS) inspection.
5. I understand that I will keep the unit clean and in a sanitary condition.
6. I understand that no pets or animals are allowed without prior approval in writing from the Landlord.
7. I understand that The Housing Authority and/or my Case Manager(s) will do random In-Home Visits as part of my participation to remain on this Housing Program.
8. I will be responsible for all damages caused to my unit by myself or my guests. I will report all damages and maintenance to Landlord immediately.
9. I will notify the Housing Authority and the Owner in writing 30 days BEFORE I move out from the unit.
10. I will use this unit as my permanent residence, and I understand that no one else can live with me. I will request and receive approval from both the Housing Authority and my Case Manager prior to adding any other member as an occupant of the unit.
11. I understand that I cannot lease, sublease², or transfer my unit to someone else.
12. I understand that I cannot own nor receive any financial benefits from the unit.
13. I understand that myself, or any member of my household cannot receive Housing assistance from another Housing Authority or government agency while I am residing in the unit as long as I am receiving assistance from The Housing Authority of the County of Salt Lake.
14. I will cooperate to resolve any errors to ensure my housing assistance continues.
15. I will not commit any type of fraud, bribery or any other criminal act.
16. I will not commit any serious or repeated violations of the lease.
17. I will not engage in any criminal, violent, or drug-related activity.
18. I understand that I am responsible for any and all actions of my guests while on the property and in my unit.
19. I will not engage in any activity that threatens the health and safety, or right for peaceful enjoyment³ of other residents, Case Workers, or Housing Authority Personnel.
20. I agree to return my house key upon termination of my assistance from this unit.
21. I agree to pay my portion of rent on time to the Landlord.
22. I understand that any personal belongings/items left in the unit upon termination will be donated to charity or disposed of. The HACSL and/or Owner are not responsible for any items left in the unit.
23. I understand that I must comply with all the requirements of my employment plan through the Family Employment Program in order to remain on this Housing Program.

¹ Annual housing unit reinspection and update of paperwork

² A lease by a tenant to another person

³ Examples of interference with peaceful enjoyment may include excessive noise, aggressive behavior, alteration of the property by the tenant or a guest of the tenant



