



FAIRPORT URBAN RENEWAL AGENCY SECTION 8 PROGRAM  
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## IMPORTANT SECTION 8 FAMILY REQUIREMENTS

(Adapted from 24 CFR 982.551 *Obligation of participant and FURA's Admin Plan*)

Failure to follow the Family Requirements may result in termination and/or repayment of any debt owed to this agency.

### **The family must:**

- Report all income and other changes within 30 days of the change. The report must be in writing and include proof. Changes must be received by the fifteenth to be in effect for the following month. If not, the change is the month after. Income changes less than a month in duration are not eligible for a change.
- Allow only those pre-approved by Section-8 to reside in the assisted unit. A visitor may remain in an assisted unit no more than a total of 14 days per year.
- Request landlord and Section-8 approval before allowing additions to the household. The family must provide Section-8 with all completed required forms, birth certificate, Social Security card, picture ID, income and assets of the person you wish to add PRIOR TO THE MOVE IN so staff can check criminal record and determine eligibility.
- Report with proof within 30 days of the birth, adoption, or court-awarded custody of a child. **Proof** is the birth certificate and Social Security card, and when not a newborn, the court papers showing custody or guardianship. A notarized statement from the parent(s) is not permitted.
- Report within 30 days when a family member moves out, with proof of new residence.
- Keep scheduled appointments with staff and allow inspections to be performed.
- Any items cited as tenant-caused during an inspection must be corrected within the given timeframe.
- Pay the entire portion of rent on time each month. Good-cause evictions and judgments granted by the court will result in termination of assistance.
- Reside in your current unit under Section-8 contract one full year before requesting to move.
- Give Section-8 and your landlord at least one full calendar month's notice before moving out. It cannot be within the first 12 months. You cannot break a lease, unless with written ok from the landlord. You must follow the moving procedure with your worker in order to move with your subsidy.
- Provide all documentation requested by Section-8 at any time. You must complete the annual application and recertification process, and report income and assets accurately for each household member, including children. All information must be true and accurate.

**The family must not:**

- Commit serious or repeated violations of the lease.
- Be evicted from the residence.
- Allow utilities that are the family's responsibility to be shut off for non-payment. The bills must be in the tenant's name (or a S8 pre-approved alternate person that isn't the landlord) and must be paid. If utilities are shut off for non-payment, and service is not reinstated within 24 hours, the family will have caused the unit to fail Housing Quality Standards, and assistance will be terminated.
- Engage in threatening or abusive behavior towards personnel.
- Engage in violent criminal or drug-related activity or allow others to do so in or near your unit. Police, landlord-provided, or any other credible reports received will result in termination of assistance.
- Engage in or allow others to engage in the abuse of alcohol or other behaviors that threaten the health, safety or right to peaceful enjoyment of those living around you.
- Allow family, friends, or guests to damage the unit. You are responsible for their actions while they are in your unit. Any damages that occur are your responsibility.
- Commit fraud, bribery or any other corrupt or criminal act in connection with the program.

**I acknowledge that I have received this notice and that I will follow the Family Requirements to avoid consequences that include a debt to the program and/or termination of assistance.**

**Signature Head of Household: \_\_\_\_\_ Date: \_\_\_\_\_**

**Signature Other Household Member 18+ \_\_\_\_\_ Date: \_\_\_\_\_**

**Signature Other Household Member 18+ \_\_\_\_\_ Date: \_\_\_\_\_**