

## IMPORTANT POINTS TO REMEMBER

**I understand that the following points may be grounds for rental assistance termination:**

1. I KNOW I MUST report in writing all changes in family composition (addition or deletion of family members) within 30 days of such occurrence. I KNOW I MUST report all increases in income within 10 business days of the change.
2. I KNOW if I or any household member engages in drug related criminal activity which includes the illegal manufacture, sale, distribution, use or possession of controlled substances that I may be terminated. I know an arrest on charges is not required.
3. I KNOW if I or any household member engages in violent criminal activity which includes the use, attempted use, or threatened use of physical force against person or property and the actual or threatened abuse of housing personnel that I may be terminated. I know an arrest on charges is not required.
4. I CANNOT allow unauthorized person(s) to reside, live, or stay in the subsidized unit.
5. I CANNOT permit any person(s) not of my household to use my address as a mailing address.
6. I CANNOT share bank accounts/assets for the purposes of cashing or writing checks for any person(s) not of my household as this will be counted as an asset and may impact your income and rent portion.
7. I MUST disclose that the parent, child, grandparent, grandchild, sister, or brother of anyone in my household owns the assisted unit.
8. I KNOW that the Housing Office is separate from food stamps/Medicaid/TANF/VIEW/ other DFS Social Workers. I know I must report all changes in writing directly to my housing agent. I KNOW it is my responsibility to turn in my verifications to the appropriate worker. I KNOW reporting to other DFS workers other than housing is NOT sufficient.

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Signature

Date