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VOUCHER-HOLDER RESPONSIBILITIES

1. Search for a unit and complete other tasks as identified in this packet.
2. Report on all rental units investigated.
3. ***VOUCHER EXTENSIONS***
If a rental unit is not found within 120 days of the date the voucher was issued, the voucher-holder may ask the Housing Authority for an extension.

Before the expiration date on the voucher, the voucher-holder must provide a written request for more time. This written request must include a list of attempted contacts, the dates contacted and the reason(s) more time is needed.

The Housing Authority will grant or refuse this request based on the specific circumstances of the family and their efforts in finding a rental unit.

IT'S ONE THING TO GET RENTAL ASSISTANCE... IT'S ANOTHER THING TO KEEP IT... IT'S UP TO YOU!!!

The tenant's responsibilities include, but are not limited to:

1. Pay security and utility deposits, using your own money. Any utilities, for which you are responsible must be changed to your name.
2. Pay your share of the rent, ON TIME.
3. Keep the unit clean.
4. Inform the landlord of any leaks or other repair needs, IMMEDIATELY. Tenant will give all notices to the landlord in writing.
5. Tenant pays for damages to the unit.
6. Communication with the Housing Authority and the landlord is very important.

Many people think that once they qualify for rental assistance, they keep it as long as they want. They feel no one can take their rental assistance away. **THAT IS NOT TRUE!!** You must follow program rules to keep your rental assistance. When you follow the program rules and the Lease, you help us show the community that rental assistance helps families. Follow the rules; show others that rental assistance helps everybody; help us to continue offering rental assistance.

IT IS IMPERATIVE THAT YOU READ AND UNDERSTAND VOUCHER-HOLDER RESPONSIBILITIES. FAILURE TO ASK QUESTIONS REGARDING THIS DOCUMENT INDICATES YOU UNDERSTAND.