

North Providence Housing Authority

945 Charles Street
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HOUSING CHOICE VOUCHER (HCV) PARTICIPANT RESPONSIBILITIES

- **YOU MUST COMPLY WITH YOUR LEASE**

It is your responsibility to live up to the lease that you signed. This responsibility includes paying your share of rent when it is due. You must obey the rules and regulations of your building as well as all other rules written in your lease. You should be careful not to damage the units; if you need repairs, notify the landlord right away. If you violate your lease, you can be evicted and the North Providence Housing Authority will terminate your Voucher of Participation.

- **YOU MUST PAY YOUR SECURITY DEPOSIT AND MAKE UTILITY PAYMENTS:**

When you move into your unit you must pay your security deposit. If you are paying for any utilities, make sure to pay your bills each month. If you should fail to pay your utilities the North Providence Housing Authority can terminate your Voucher of Participation.

- **REPORT ALL CHANGES IN INCOME TO THE AUTHORITY:**

Changes in income will affect your Tenant Rent: therefore, all changes must be reported to the North Providence Housing Authority.

- **ANNUAL INSPECTIONS AND RECERTIFICATIONS:**

At least once a year an HQS Inspector will conduct an inspection on your unit. You must allow access to the Inspector. Make sure someone over the age of 18 is there to allow access to the unit. Once a year, a review of the subsidy and your eligibility will be conducted. You must provide the required information and documents for the purpose of adjusting your Tenant Rent.

- **LANDLORD NON-COMPLIANCE:**

Notify the North Providence Housing Authority if the landlord does not comply with his/her obligations.

- **WHAT TO DO IF YOU WISH TO MOVE:**

Notify the landlord. in writing, (with a copy to the North Providence Housing Authority) when you decide to move providing at least 30 days' notice. If you wish to move before your lease expires, you must get written approval from your landlord.