

Project-Based  
Voucher (PBV)  
Participant Briefing



# Family Responsibilities



Attend all appointments made with the housing specialist including for **Annual Recertification** and provide complete and accurate information and documentation promptly.



Keep your housing specialist contact information, manage the resident portal, and update phone number and email address as needed.



Take good care of your unit, comply with your property's lease and PBV program regulations. This includes making the unit ready for inspection upon notice.



If there are changes in the household, they must be reported to your housing specialist within 10 business days.

# Family Responsibilities

- The PBV unit must be the family's only residence, and the rent and utilities must be maintained monthly without interference.
- You MUST comply with your Annual Recertification process and submit the requested documentation promptly.
- Report childbirth, adoption, court-ordered child custody determinations, marriages, and any other family composition changes to the household. Some familial changes may require approval, and documentation may be requested. The housing specialist must approve all family members.
- Send all notices issued by the property to the housing specialist, including eviction notices.

# Family Responsibilities: What to avoid

- Avoid committing fraud, bribery, and or any other corrupt or criminal acts in connection with the PBV program.
- Avoid engaging in any drug-related and/or criminal activity that threatens the health, safety, or right to peaceful enjoyment of the neighbors and employees on the premises. This includes illegal substances, marijuana, and alcohol abuse.
- Avoid serious and/or repeated lease violations.

# Family Responsibilities: What to avoid

- Do not sublease the unit to others. Do not transfer units without prior approval from management and the housing specialist.
- Do not receive housing subsidy for more than one unit on any federal, state, or local housing assistance programs.
- Do not damage (aside from normal wear and tear) or allow guests to damage the unit or premises.
- Do not allow unauthorized persons to occupy the unit.

# Family Responsibilities: Take Away



FAILURE TO UPHOLD THE FAMILY RESPONSIBILITIES MAY LEAD TO TERMINATION FROM THE PBV PROGRAM AND EVICTION FROM THE PBV UNIT.



IF THE PROPERTY SECURES AN EVICTION JUDGMENT, THE PBV RENTAL ASSISTANCE WILL BE TERMINATED IN ACCORDANCE WITH THE JUDGMENT.

# Family Right to Move to HCV

After the initial 12-month period, the family may terminate the lease after giving the property advanced notice.

The family has the right to request a Housing Choice Voucher:

- If the HCV program is open: the family must give the property 30-60 days' notice for the intent to vacate and voucher issuance process.
- If the HCV program is closed: the family will go on an internal transfer list with DHC. This does not guarantee HCV voucher issuance, and they still must meet the eligibility criteria to be approved for the HCV Program.