



HOUSING AUTHORITY
OF
THURSTON COUNTY

503 West 4th Avenue • Olympia, Washington 98501 • Phone (360) 753-8292 • Fax (360) 586-0038

Family Obligations Reminder Sheet

To remain eligible for assistance the family must:

- Provide all requested information to HATC in a timely manner
- Be accurate, complete and truthful in all statements made to HATC
- Report changes in income in writing and provide documentation within ten days
- Provide proper forms and verifications to request increased assistance because of decreased household income
- Report the move out of any household members in writing within ten days
- Report the birth or adoption of any child in writing within ten days
- Pay all utilities required to be paid by the tenant
- Maintain the unit in move-in condition (no damages to the unit allowed)
- Allow HATC inspectors access to the unit on the date of the scheduled inspection
- Observe all parts of the lease agreement with the landlord
- Give HATC minimum 30 days notice in writing prior to moving if on a month-to-month rental agreement (45 day's preferred)
- Give HATC 30 days notice in writing prior to moving at the end of the lease
- Give HATC copies of all notices from the landlord including eviction notices or ten-day notices to comply with the lease
- Only those persons on the lease are allowed to live in the assisted unit
- Complete all required paperwork to add persons to the household before allowing anyone to move in
- Notify HATC and the landlord in writing of an extended absence (anything over two weeks) from the unit
- Maintain a drug-free and non-violent, criminal-free home
- Have the assisted unit as the family's only place of residence
- Follow the HATC guest policy or the guest policy on the lease, whichever is most restrictive
- Provide HATC with a current phone number and report changes in phone number

TENANT COPY