Obligations of the Tenant, Owner, and Extended Housing, Inc.

All parties are expected and required to conduct themselves in an appropriate manner according to the rules and regulations of HUD and Extended Housing, Inc. throughout the term of the lease. The following chart details the conditions that must be met and statutory requirements that must be followed for continued rental assistance.

Obligations of Tenants and Owners participating in an Extended Housing, Inc. Program

<table>
<thead>
<tr>
<th>Tenant Obligations</th>
</tr>
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<tbody>
<tr>
<td>• Supply any information that Extended Housing, Inc. determines to be necessary including evidence of citizenship or eligible immigration status, and information for use in a regularly scheduled reexamination of household income and composition.</td>
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<tr>
<td>• Provide social security numbers for all applicants.</td>
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<td>• Sign consent forms for obtaining information.</td>
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<tr>
<td>• Supply information requested by Extended Housing, Inc. to verify that the applicant is living in the dwelling unit or information related to the applicant’s absence from the dwelling unit.</td>
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<tr>
<td>• Promptly notify Extended Housing, Inc. in writing when the applicant is away from the dwelling unit for more than 30 days.</td>
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<td>• Allow Extended Housing, Inc. to inspect the dwelling unit at reasonable times and after reasonable notice.</td>
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<tr>
<td>• Notify Extended Housing, Inc. and the Owner in writing before moving out of the dwelling unit or terminating the lease by the lease’s given standards.</td>
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<tr>
<td>• Use the assisted dwelling unit for residence only. The dwelling unit must be the applicant’s only residence.</td>
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<tr>
<td>• Promptly notify Extended Housing, Inc. in writing of the birth, adoption, or court-awarded custody of a child.</td>
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<tr>
<td>• Request Extended Housing, Inc.’s and landlord’s written approval to add any other family member as an occupant of the dwelling unit.</td>
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<tr>
<td>• Promptly notify Extended Housing, Inc. and landlord in writing if any family member no longer lives in the dwelling unit.</td>
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<td>• Give Extended Housing, Inc. a copy of any Owner eviction notice.</td>
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<td>• Initiate “reasonable accommodation” process.</td>
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<td>• Pay utility bills as required under the lease.</td>
</tr>
</tbody>
</table>

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### The Tenant May Not

- Own or have any interest in the dwelling unit.
- Lease a dwelling unit from a family member including a parent, child, grandparent, grandchild, sister or brother.
- Commit any serious or repeated violation of the lease.
- Commit fraud, bribery or any other corrupt or criminal act in connection with the program.
- Participate in illegal drug or violent criminal activity.
- Sublease the dwelling unit, assign the lease, or transfer the dwelling unit.
- Receive Shelter Plus Care program housing assistance while receiving other housing subsidy for the same dwelling unit or a different dwelling unit under any other Federal, State or local housing assistance program.
- Damage the dwelling unit or premises, beyond ordinary wear and tear, or permit any guest to damage the dwelling unit or premises.

### Owner Obligations

- Perform all management and rental functions for the assisted dwelling, including selecting a suitable tenant to lease the dwelling unity, and deciding if the household is suitable for tenancy of the dwelling unit. Extended Housing, Inc. is not responsible for screening applicants for your unit.
- Prepare and furnish to Extended Housing, Inc. information required under the rental assistance program.
- Enforce tenant obligations under the lease.
- Maintain the dwelling unit in accordance with Housing Quality Standards (HQS), including performance of maintenance.
- Collect from the tenant any security deposit, tenant contributions, and any charges for dwelling unit damage by the household.
- Comply with fair housing and equal opportunity requirements.
- Pay utilities and services, unless paid by the tenant under the lease.
- Be willing to make reasonable modifications to a dwelling unit occupied or to be occupied by a disabled person.
- Provide tenant with a list of all items and costs charged against the security deposit.
- Refund any unused balance of the security deposit promptly to the person or organization that supplied the security deposit.
- Inform Extended Housing, Inc. and tenant of any knowledge of the presence of lead-based paint in/around unit.
### The Owner May Not:

- Lease a dwelling unit to a family member including a parent, child, grandparent, grandchild, sister or brother. Extended Housing, Inc. may approve the unit if it determines that such approval would provide reasonable accommodation for a family with a member who is a person with disabilities.
- Require applicant to sign a release allowing access to medical records or request any medical information from Extended Housing, Inc., such as diagnosis.
- “Ignore” a request for reasonable accommodation.
- Discriminate in the terms, conditions, or privileges of housing.
- Inquiry about disability status, including nature or severity, unless dwelling unit is set-aside for persons with disabilities.
- Charge/collect security deposit from participant in excess of amount charged by Owner to unassisted tenants.

### Extended Housing, Inc. Obligations

- Calculate tenant’s portion of rent and make all parties aware of tenant’s amount to be paid and Extended Housing, Inc.’s amount to be paid.
- Provide rental assistance to tenant by paying rental amount directly to landlord.
- Inspect unit prior to tenant move-in and lease signing, and annually thereafter.
- Share housing-related information only with landlord about tenant.
- Support and assist tenant in residing in unit.
- Be a liaison as needed between tenant and landlord.
- Advocate for tenant’s rights.
- Explain program requirements to landlord.
- Explain program requirements to tenant.
- Engage tenants in mental health treatment.
- Keep lines of communication open best to their abilities between landlord and tenant.

### Extended Housing, Inc. May Not:

- Break confidentiality policies.
- Act unprofessional in any way towards tenants and landlords
- Evict a tenant.
- Control a tenant’s actions or behaviors.
- Force a tenant to have mental health treatment.
- Be responsible for any damages, unpaid rent, or other responsibilities of the tenant.
- Screen tenants for landlords or discriminate against a protected class