

# Certification of Tenancy



## Section 8 Housing Choice Voucher Program

1111 Avenue of the States · Chester, PA 19013 · 610-876-5561 · Fax 610 499-5494

Family: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

The purpose of this form is to give the family's current owner an opportunity to alert the Chester Housing Authority of any lease or program violations that may restrict, deny, or impact the family's continued rental assistance in another unit. It is the first step in determining a family's eligibility to receive a mover voucher.

### REQUIREMENTS

All debts to the CHA and/or the owner must be paid in full or current under an approved repayment agreement with the CHA and/or owner before a voucher to relocate will be issued. The family is responsible for fulfilling all the terms of the lease including, good housekeeping, reporting required repairs in a timely manner, keeping tenant-paid utilities current and in service, and ensuring that there are no damages above normal wear and tear. The head of household must also ensure that all family members and guests to the property follow the rules under the lease, CHA policies, and state and local laws.

### FAMILY CERTIFICATION

I hereby understand my responsibilities under the lease and program rules and understand the CHA will be sending this form to my current owner to determine my continued eligibility for program participation in another unit. I understand that the owner has 14 days to notify the CHA as to whether or not there are lease violations that I must resolve before being approved to move. I also understand that I am not authorized to begin my housing search until I am issued a mover voucher at the monthly Family Briefing.

\_\_\_\_\_  
Family Signature

\_\_\_\_\_  
Date

### LANDLORD CERTIFICATION

PLEASE RETURN BY \_\_\_\_\_

To complete the certification, the owner must visit the unit and check the status of tenant-paid utilities.

**YES The family has met their obligations under the lease and program rules**

- The family is current on all rent due under the lease
- The family is current on all utilities due under the lease
- Based on current unit conditions, there are no damages above normal wear and tear

**NO The family has not met their obligations under the lease and program rules**

- The family is not current on all rent Amount owed \_\_\_\_\_
- The family is not current on all utilities Amount owed \_\_\_\_\_
- There are damages above normal wear and tear
- There is excessive debris in yard
- Poor housekeeping
- Other repeat lease violations \_\_\_\_\_

I  would or  would not recommend this family to another landlord based on compliance with the lease and program rules.

Owners may attach a detailed list and/or pictures to further describe the lease violations.

I hereby certify that I have fulfilled all of my obligations under the lease and HAP Contract and have maintained a decent, safe, and sanitary unit in accordance with housing quality standards.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Occupancy Specialist

\_\_\_\_\_  
Telephone Number

### For Office Use Only

Date Sent to Owner \_\_\_\_\_

Date Received \_\_\_\_\_