

Family Certification of Briefing

This is to certify that on this date I have completed a family briefing for the Housing Choice Voucher Program. The items below have been explained to me by a MaineHousing representative. I understand that should I need further explanation on any or all of these items, it is always available to me in person, by telephone or in writing:

- A description of how the Housing Choice Voucher Program works.
- My responsibilities to the landlord.
- My family obligations to MaineHousing.
- How the Housing Assistance Payment (HAP) is determined for my family.
- How MaineHousing determines the maximum rent for a unit.
- The length of the term of my voucher and the policy for extensions
- An explanation of portability and the procedures for exercising portability.
- MaineHousing's policy on providing information to prospective landlords.
- How MaineHousing determines a family's unit size.
- An explanation of the grounds for termination of assistance.
- When and how I am required to report any and all family member income and/or family composition changes **in writing** within **14 calendar days of the change** to MaineHousing.
- Requirements surrounding Housing Quality Standards Inspections.

The following documents have been provided to me on this date:

- | | |
|--|--|
| <input type="checkbox"/> The Family Handbook | <input type="checkbox"/> Home to Stay Family Obligations Addendum |
| <input type="checkbox"/> Protecting Tenants at Foreclosure Act | <input type="checkbox"/> Family Certification of Briefing |
| <input type="checkbox"/> A Good Place to Live! | <input type="checkbox"/> Protect Your Family From Lead in Your Home |
| <input type="checkbox"/> The Landlord Packet | <input type="checkbox"/> Maine Housing Family Self-Sufficiency Program |
| <input type="checkbox"/> Housing Choice Voucher | <input type="checkbox"/> Are You a Victim of Housing Discrimination? |
| <input type="checkbox"/> The Family Information Sheet | |
| <input type="checkbox"/> Reasonable Accommodation Policy | |

It is my responsibility to locate suitable and eligible housing before the expiration date of my voucher, and to notify MaineHousing if I am having difficulty. I understand the rules of the program and will comply with them as long as I participate in the program.

Applicant Signature

Date: _____

Additional Household Adult Signature

Date: _____

Additional Household Adult or Translator (*specify*)

Date: _____