

# Consumer Agreement 2016

## NJ Department of Human Services (DHS) Division of Mental Health and Addiction Services (DMHAS) Rental Subsidy

### Introduction

You are receiving the following rental subsidy:

\_\_\_\_ tenant based DHS/DMHAS      \_\_\_\_ sponsor/tenant based DHS/DMHAS  
\_\_\_\_ project based DHS/DMHAS      \_\_\_\_ sponsor/project based DHS/DMHAS

The subsidy will be paid through the Supportive Housing Connection (SHC) at the NJ Housing & Mortgage Finance Agency. You accept the subsidy by reading/signing this agreement prior to being subsidized, and annually thereafter. Individuals receiving tenant based or sponsor/tenant based rental subsidies are required to pay 40% of their adjusted gross income towards the rent. Individuals receiving project based or sponsor/project based rental subsidies are required to pay 30% of their adjusted gross income towards the rent.

If you do not understand any part of this agreement, please ask a family member/friend or someone in your Provider Agency (PA) to assist you before you sign it.

### Participant Requirements

1. You must notify the SHC when **renewing a lease, prior to moving to a different unit, or within one month when there is a change in income** so a revised subsidy amount can be determined and the correct landlord paid. If you do not notify the SHC about moving or rental increases, you will be responsible for paying the difference for the remainder of the lease year.
2. You are required to pay your portion of the rent directly to the landlord. In addition, you are required to pay and maintain all utilities. If you do not pay your portion to the landlord, or fail to maintain utilities, you will be removed from the subsidy program, and you may be evicted for nonpayment of rent.
3. You must apply for Employment, General Assistance, Unemployment Benefits, Supplemental Security Income, and/or Social Security Disability benefits or other entitlements in order to obtain the highest income/benefit possible. If your application for any of those programs is denied, you must appeal the denial until your administrative appeals are exhausted or the issue is resolved. You must submit documentation indicating the status of any applications and appeals to the SHC as they are communicated to you.
4. You are required to apply for all permanent rental assistance opportunities when waiting lists open or applications are published in local newspapers. The PA will assist you with these opportunities. If you refuse to apply when the local waiting list opens, refuse to comply with subsidized housing requirements for acceptance, or refuse the subsidy when awarded, you will be terminated from the DHS rental subsidy program.
5. You must give the SHC 30 days written notice before you intend to move out of a unit. If you receive a Project Based subsidy and you move out of the unit, you will no longer have a rental subsidy. Sponsor Based subsidies of either kind remain with the Provider

Agency programs. If you no longer receive services from the Sponsor Based PA program, you will not be covered by the associated subsidy. No subsidy will be paid if you move outside the state of NJ.

6. You must demonstrate an ongoing ability to meet the terms of the lease. You must not commit any serious or repeated violation of the lease after you are notified to cease the violation. Lease violations or eviction may result in loss of the rental subsidy.
7. You must allow the SHC to inspect the unit prior to signing the lease, and up to 30 days before the end of each lease year. Thirty days will be allowed for corrections (twenty-four hours for life safety issues). Department of Human Services staff may accompany the SHC during these inspections. If you refuse services while receiving a DHS subsidy, you must allow the PA to visit the residence on a monthly basis in order to inspect the premises and must discuss with the provider - progress toward wellness and recovery goals.
8. You cannot receive a DHS Rental Subsidy while receiving another housing subsidy, or if you own (alone or with anyone else) any residential property. By signing this agreement, you confirm that you do not receive any other subsidy and that you do not own or co-own any residential property.
9. You must tell the SHC about all persons living in the apartment, and you may not permit any other people to live in the apartment without permission from DHS.
10. You must reimburse the PA for any amount it pays to your landlord for rent, damages to the unit, or other amounts you owe under terms of a loan agreement with the PA.
11. You must provide current and accurate annual income documentation at the time of application, any time your income changes, and at the time of subsidy renewal.
12. You must tell the PA if you are incarcerated for more than 90 days or convicted of a criminal offense for which incarceration for more than 90 days has been imposed. The PA will notify the DMHAS. Incarceration for more than 90 days will result in termination of the subsidy.
13. You must tell the PA when you are hospitalized. The PA will notify the DMHAS. The subsidy may be covered for a period of up to six (6) months during hospitalization.

**Signature**

I have received and reviewed the 2016 New Jersey Department of Human Services Rental Subsidy Program Policy, as well as this Consumer Agreement.

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Signature

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Date