



## Notice to Participants

As a participant in the Montclair Housing Authority Housing Choice Voucher Program, federal regulations require that you recertify annually in order to continue to receive assistance. Please read all notices below and sign in agreement to all on the Certification Statement page:

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### Zero-Tolerance

As per HUD regulatory requirements, there is a zero-tolerance mandate to allow individuals who have been deemed lifetime sex offenders from receiving federal housing assistance. The mandate refers to all individuals in the household including juveniles. By signing the Certification Statement, I attest that no one in the household is subject to a lifetime registration requirement under a state sex offender registration program.

The Violence against Women Act of 2013 (VAWA) provides special protections for victims of domestic violence, dating violence, sexual assault and stalking who are applying for or receiving assistance under the housing choice voucher (HCV) program. If you are in need of protections under VAWA please go to our website [MontclairHousing.org](http://MontclairHousing.org) and refer to “Notice of Occupancy Rights Under the Violence Against Women Act” and “Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation”.

Additionally, you are required to inform our office of *all* criminal, incident, and arrest activity that has occurred that you or anyone in your household were a party to since your last recertification with our office. **There are no exceptions to this mandate.** Failure to sign or to perjure yourself in regard to this matter are grounds for termination from the Section 8 program.

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### Household Declaration

The Montclair Housing Authority Housing Choice Voucher Program states that no adult person(s) other than those listed on the household composition and lease shall live/stay in the unit other than on a temporary basis and/or not exceeding 30 days. This is to ensure that the total tenant payment is accurately based on the household’s total income.

If there is a change to my household composition during my tenancy, I agree to contact Montclair Housing Authority immediately.

***I realize that failure to do this could result in an eviction, lifetime loss of the subsidy program, repayment of rent and possible theft and fraud charges under state and federal law.***



## Notice to Participants cont.

### *As A Reminder:*

You should notify your landlord or property manager **Immediately** if the unit in which you live has flaking, chipping, and/or peeling paint, water leaks from faulty plumbing, defective windows, etc. You should cooperate with efforts to repair any deficiencies and keep your unit in good shape. When lead-based paint is removed by scraping or sanding a hazardous dust is created which can enter the body either by breathing or swallowing the dust. The use of heat or paint removers could create a vapor or fume which may cause poisoning if inhaled over a long period of time. Whenever possible the removal of lead-based paint should take place when there are no children and pregnant women on the premises. Remember you as a parent play a major role in the presentation of lead poisoning. Your awareness about a possible lead problem can make a big difference.

For more information, see HUD pamphlet “Protect Your Family from Lead in Your Home”  
on our website [MontclairHousing.org](http://MontclairHousing.org)

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### *Do You Realize...*

**Fraud includes, but is not limited to, tenants paying landlords over and above their portion to pay as stated in the signed lease and contract.**

A national survey of all Section 8 Voucher Housing Programs was conducted by the Department of Housing and Urban Development, Office of the Inspector General. The survey discovered that there were indications of possible fraud within the program by tenants, owners or Public Housing Agencies.

All suspected cases of fraud and abuse within the Section 8 Voucher program will be referred to the Department of Housing and Urban Development, Regional Inspector General for investigation. This could lead to termination of participation of owners/managers involved and possible debarment from future participation in any HUD programs. Cases of fraud may result in referral to the Department of Justice for prosecution. For more information, see HUD form HUD-1141 on our website [MontclairHousing.org](http://MontclairHousing.org)



## Notice to Participants cont.

### **Right to Reasonable Accommodation**

A reasonable accommodation is any change in the way things are customarily done that enables a person with disabilities to enjoy housing opportunities or to meet program requirements. An applicant and/or a member of your household with a disability must still be able to meet the essential obligations of tenancy: pay rent, care for their unit, report required information and avoid disturbing neighbors. There is no requirement that the applicant be able to do these things without assistance. If you and/or a member of your household have a disability you may ask for a reasonable accommodation by contacting our office at;

**Montclair Housing Authority**

**Township of Montclair**

**205 Claremont Avenue, Montclair, NJ 07042**

**or email:**

**Housing Director Bruce M. Morgan, Esq. – [bmorgan@montclairnjusa.org](mailto:bmorgan@montclairnjusa.org)**

*If you believe you have been discriminated against, you may call the Fair Housing and Equal Opportunity National Toll-Free Hot Line at 800-424-8590 (Within the Washington D. C. Metropolitan Area call 426-3500.)*

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### **Annual Recertification**

Annual Recertifications are mandated by HUD for all individuals who participate in the Housing Choice Voucher Program. Annual recertifications are scheduled based on your initial lease-up date and all participants are given ample notice of their deadline to submit. Refer to the Recertification Checklist on our website for the list of documents required to be submitted during recertification.

*If you miss your annual recertification, you will be responsible for your entire rent beginning the following month.* There will be no exceptions and no excuses. It is one of your Family Obligations that HUD requires. A schedule is made for the recertification process, and our office expects everyone to adhere to it. No rescheduling will be allowed.