MaineHousing
Maine State Housing Authority

Obligations while in STEP / TBRA Program

Now that you have received your Program Coupon, you have some obligations to fulfill in order to continue to receive your rental assistance. Failure to comply with any of the listed obligations can result in the loss of your rental assistance.

- You must report **all changes** of household income in writing to the Navigator within 14 days to ensure that you remain within the income guidelines of the program. You will also be asked to provide copies of pay stubs or other necessary documentation.
- You must follow your lease agreement that you signed with your landlord.
- You must pay your portion of the rent directly to the landlord. We strongly suggest that you retain copies of rent receipts.
- You must pay your portion of the utilities directly to the utility company, if applicable.
- You must ensure that your unit remains in decent, safe and sanitary condition, as determined by the HQS (Housing Quality Standards) inspection process. Interim or complaint inspections may be conducted, with proper notice to the family.
- You must not allow people to move into your unit without permission from both your landlord and MaineHousing.
- You must not engage in any criminal activity or become incarcerated. Any such activity will result in immediate termination of your subsidy.
- You must follow your Housing Stability Plan and work toward and complete the goals that you set to attain housing stability. You must also provide copies of relevant documentation, as required by MaineHousing.
- You will be required to meet with your Navigator at least once every 30 days and develop a new Housing Stability Plan and Budget every 90 days. It is your responsibility to contact your Navigator to make arrangements for these meetings.

I _____ have read the above listed obligations and understand what is expected of me while I am a participant in the Program.

_____ (Name) _____ (Date)

_____ (Witness) _____ (Date)