

# RULES AND REGULATIONS

It is the desire of Peninsula Housing Authority to provide a peaceful environment for their residents, maintain the property in optimal condition and respect their surrounding community. In that effort, the following rules are hereby adopted:

1) Residents are responsible for their own actions, as well as the actions of their guests, children of guests, children or other household members. Inappropriate behavior which may be cause for termination of a lease, includes but is not limited to the following:

- a) Running or loitering in public areas
- b) Operating musical instruments, radios, televisions, or sound receivers/transmitters at a level that disturbs other residents or violate city ordinance. All noise must cease by 10:00 p.m.
- c) Loud parties or other noise that disturbs other residents. All noise must cease by 10:00 p.m.
- d) Use or consumption of alcoholic beverages in any common areas
- e) Public intoxication in any common areas
- f) Smoking in any indoor public/common areas
- g) Any illegal activity
- h) Abusive language, obscene gestures, threats or actions which may harm any other resident or employee

2) Late Charge. A \$25.00 late charge will be added to the rent and/or other charges if not paid by the 5<sup>th</sup> day of each month. Thereafter, a "Notice to Pay Rent or Vacate" will be issued for non-payment of rent. If a resident's payment by check is returned, in addition to the late charge, an additional returned check fee will be charged in an amount equal to the amount charged by our financial institution plus \$25.00

3) Proper Maintenance of Residence and Common Areas: In an effort to maintain the building in optimal condition, the following property rules must be followed:

- a) No wires, aerials, antennas or dishes for radio, television or stereo reception, or ropes for clothes drying shall be installed on any interior or exterior part of the building or on the property without written permission from management. PENINSULA HOUSING AUTHORITY reserves the right to remove or confiscate any of the above referenced items if installed without written permission.
- b) The residents shall notify management promptly of the need of any repairs to the premises, including but not limited to leaking faucets, toilets, broken windows or doors, situational defects, or defective appliances. Failure to do so may result in charges to the resident for necessary repairs. No credit will be given for repairs, painting, etc. made by a resident.
- c) Water shall not be left running in the kitchen, bathroom, laundry, outside faucets, or elsewhere. Promptly report all plumbing defect to the management. Residents will be required to pay for damage and plugging due to their neglect. Residents may be charged for improper usage of exterior water faucets. Exterior water faucets have been provided for proper lawn care and exterior maintenance.
- d) Bicycles must be walked in to the building, after assuring that no mud or debris will be tracked onto the carpeting. Bicycles must be either stored within the residents apartment or permission, in designated areas. Bicycles may not be left in any hallway or common areas.
- e) Residents who wish to hang pictures, mirrors, posters, etc. must use picture hooks or small nails. No usage of stick-on materials is allowed. Residents who have concrete walls may utilize easily removable

adhesive mounts. Approval must be obtained prior to the hanging of any heavy object on the walls or ceiling.

- f) No alterations to the property are allowed without the written permission of management. This includes, but is not limited to, painting, staining, papering, changing entry door locks, and changing permanent fixtures. If management discovers a resident has made alterations without the written permission of management, management reserves the right to return the property to the original condition and charge the cost to the resident. Any permanent alteration must remain upon vacating the apartment.
- g) No storage of personal belongings will be permitted in hallways or other common areas.
- h) Only lawn or patio type furniture designed for exterior usage may be placed on patios, lawns, porches, balconies, carports or storage areas.
- i) No paints, oils, gasoline, flammable, or environmentally hazardous materials are permitted in the apartments, patios, balconies, carports or storage areas.
- j) Oxygen tanks are permitted only with written permission from management. No oxygen tanks are permitted in a residence where residents or guests will be allowed to smoke.
- k) Residents are responsible for trash removal. All garbage must be bagged. All boxes must be broken down and taken to the dumpsters. Boxes may not be stored on patios/carports, hallways, or common areas.
- l) Apartments must be maintained in a clean and sanitary condition. The resident may not create an environment that would create either a safety or health hazard, including infestation of pets. Resident is responsible for cost of treatment when infestation is caused by resident's negligence.
- m) All equipment, including but not limited to, plumbing, electrical, and appliances in the residence must be used only for the purpose it was intended. No dyeing in bathtubs, sinks or washer/dryers. No laundry for persons who do not reside in the apartment.

4) Household Pets. NO animals will be permitted without written permission from the management, even on a visiting basis. The Pet Policy, which sets the standards for acceptable pets, has been made an attachment to this lease.

#### 5) Security

- a) Residents are discouraged from giving their keys to any person who is not on the lease.
- b) Do not attach your name, address or auto license number to any building or apartment key.
- c) Residents may not change their locks
- d) Apartment entry door should not be left open.
- e) Common area doors may not be propped
- f) Residents are not permitted access to the attics or roofs
- g) Residents who give common area door keys to person not on the lease may be subject to all costs involved with re-keying the building.
- h) Residents who lose their keys will be charged all costs involved with re-keying their apartment.
- i) Residents who forget their key during normal hours (8:00 a.m. to 4:00 p.m.) will be let in at no cost. Residents requesting entry after hours will be required to verify their right to enter and be charged \$75.00.

6) Moving. Moving hours are from 8:00 a.m. to 8:00 p.m. Residents who disregard this rule may be charged \$25.00 against their deposit.

7) Breakage. Residents will be required to pay for all breakages, and for all damages and cleaning beyond normal wear and tear to the premises and furnishings, including blinds and carpets.

8) Windows

- a) The resident shall not display signs, placards, posters, or articles of any description in their windows.
- b) Dust mops, rugs, tablecloths and clothing shall not be shaken, cleaned or left in any common area or on any window or door.
- c) Exterior windowsills and ledges shall not be used for storage of bottles, food, or any item, which may fall to a lower level and cause injury.
- d) Blinds and/or drapes, which have been provided, must be used and may not be replaced with other window coverings without written permission from management.

9) Water Beds. No waterbeds are permitted.

10) GUESTS: Residents are required to advise management in writing of any guest who will be staying longer than 3 nights and no guest will be allowed to stay longer than 14 nights in any 12 months period. Registered Sex Offenders will not be allowed on any property on in any building, even as guests.

11) Complaints. All complaints or requests shall be made in writing directly to the management. All residents are requested to report at once to the management any instance where an employee is discourteous or neglects his/her duties toward the resident at any time.

12) Responsibility. The management is not responsible for fire, theft or damage to personal effects, etc. in the apartment, laundry, storage areas, yards, carports or any portion of the buildings. For your security, keep you doors locked at all times. PENINSULA HOUSING AUTHORITY management encourages all residents to carry renters insurance.

13) Smoke Detectors. Each unit will have an operational smoke detector when rented. It is the responsibility of the tenant to keep the smoke detector operational, including replacement of batteries. Smoke detectors are not to be disconnected under any circumstances.

14) Yards and Play Areas: Parents are required to provide proper supervision of their children in all common areas, play areas, driveway, streets, and recreation rooms. Children under the age of five (5) must be accompanied by an adult in any of those areas at all times. Wading pools may be used only with adult supervision and may not be left unattended at any time. No swimming pools, trampolines or swing sets

15) Parking: No vehicle may be in violation of the parking policy, including vehicles of guests.

16) Landscaping and Lawns: PENINSULA HOUSING AUTHORITY accepts the responsibility for grounds maintenance. Residents will be allowed to participate in grounds beautification as long as grounds are maintained in a manner approved by PENINSULA HOUSING AUTHORITY. AT NO TIME RESIDENTS BE ALLOWED TO PARK ON LAWNS.

17) Laundry Facilities: All residents must abide by the rules posted in their specific laundry rooms

Signed:

Resident: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted By: Property Manager: \_\_\_\_\_ Date: \_\_\_\_\_