



Lucas Metropolitan Housing Authority

House Rules¹

These House Rules ("Rules") and the Admissions and Continued Occupancy Policy ("ACOP") are incorporated into the Lease by reference. Tenants agree to comply with the Rules, ACOP and Lease. These Rules are reasonably related to the safety, care and cleanliness of the building and the safety, comfort and convenience of the tenants. Failure to comply may lead to lease termination. Tenants may either view the Rules or ACOP at the Management Office or request copies from the Management Office.

I) **LMHA'S RESPONSIBILITIES:**

- A) These Rules will be applied fairly and uniformly to all tenants.
- B) LMHA and representatives/designees of the Department of Housing and Urban Development ("HUD") will inspect each unit at least annually to determine compliance with Uniform Physical Conditions Standards ("UPCS"). Upon completion of an inspection, LMHA will tell the tenant the specific correction(s) required for compliance and, if the first inspection finds areas of non-compliance, that training is available if needed for compliance. LMHA will schedule a second inspection within a reasonable period of time. Failure of a second inspection constitutes a serious violation of the Lease. LMHA has the right to inspect as many times as it deems necessary, with appropriate notice to the tenant.

II) **TENANT'S RESPONSIBILITIES:**

- A) **The tenant is required to abide by these Rules. Failure to abide by the Rules may result in termination of the Lease.**
- B) **OUTSIDE THE UNIT, the tenant must:**
 - 1) Keep the yard free of debris and trash. Exterior walls should be free of graffiti. Grease shall not be dumped on the exterior walls or grounds.
 - 2) Not damage the lawns or landscaping. At units where it is the tenant's responsibility, cutting/trimming the grass or shrubbery must be done in a timely manner, with the grass being no shorter than 2" and no higher than 4".
 - 3) Keep the front and rear porches and steps clean and free of hazards. Any items stored on the porch must not impede access to the unit.
 - 4) Keep the sidewalks clean and free of hazards.
 - 5) Ensure that storm doors and windows are kept clean and are not defaced. The glass and screens for the doors must remain intact with the door and/or window and in good repair.
 - 6) Keep the stairwells clean and uncluttered from trash, grease and other debris.
 - 7) Keep the laundry area clean and neat. This includes removing lint from dryers and washers after each use. The equipment may only be used to wash and dry clothing or bedding. No other uses are permitted such as dyeing of fabric, etc.
 - 8) Keep the utility room free of debris, motor vehicle parts, tires, and flammable materials, including lighter fluid, gasoline, or kerosene, and their containers.
 - 9) At LMHA-owned properties, not hang clothes and other items from trees, windows, bushes, porches, railings, etc., but only from designated clotheslines.
 - 10) Not hang or allow to be hung, wires or ropes from the windows, trees, or any other structure near a building.
 - 11) Obtain approval from the Management Office, before installing any tent, fence or satellite dish. No tripping hazards shall be made. If installation of a satellite dish is approved, the tenant will be charged a refundable security deposit of at least \$75.00. The refund shall be processed upon removal of dish.
 - 12) Not nail door wreaths into apartment doors. Tenants must use appropriate hangers, suction devices, or tape that will not damage the door finish.
 - 13) Remove all seasonal decorations within three weeks after the celebrated holiday.

¹ Approved by LMHA's Board of Commissioners on March 3, 2004.

- 14) Not place trampolines, swing sets, or any other play equipment in the yards. LMHA will remove the equipment at the tenant's expense.
- 15) Not place lawn furniture anywhere other than on patios and porches. LMHA will remove lawn furniture at the tenant's expense.

C) REDECORATION:

Tenants must obtain written permission from LMHA to wallpaper, hang light fixtures or ceiling fans, paint, or install permanent carpet. Should unauthorized redecorating occur, LMHA will add a charge of \$20.00 per room to the security deposit, which must be paid effective the first of the following month. In the case of unauthorized wallpapering or painting, LMHA will refund the security deposit if the tenant restores the unit to its original condition, normal wear and tear excepted. Should a tenant fail an occupied housing inspection due to unsanitary housekeeping or damage to LMHA property, LMHA will charge the tenant an additional \$20.00 per room to protect the interest of LMHA. The tenant must pay this charge effective the first of the following month.

D) INSIDE THE UNIT:

- 1) Walls and baseboards: should be clean, free of dirt, grease, holes, cobwebs, and fingerprints.
- 2) Floors: should be clean, dry and free of hazards.
- 3) Ceilings: should be clean and free of cobwebs.
- 4) Windows: should be clean and not nailed shut. Curtain hardware, shades and blinds should be intact. Curtains shall have white cloth backings.
- 5) Woodwork: should be clean, free of dust, gouges, or scratches.
- 6) Doors: should be clean, free of grease, fingerprints, gouges and scratches. Doorstops should be present. Locks must all work.
- 7) Heating units, vents, and air conditioning units supplied by LMHA: should be dusted and access uncluttered and not blocked.
- 8) Trash: must be disposed of properly and not left in the unit.
- 9) Entire unit should be free of rodent or insect infestation.
- 10) Kitchen—
 - (i) Stove: should be clean and free of food and grease.
 - (ii) Refrigerator: should be clean. Freezer door should close properly and freezer have not more than one inch of ice.
 - (iii) Cabinets: should be clean and neat. Cabinet surfaces and countertop should be free of grease and spilled food. Cabinets shall not be overloaded. Storage under the sink should be limited to small number of lightweight items to permit access for repairs. Heavy pots and pans must not be stored under the sink.
 - (iv) Exhaust Fan: should be free of grease, food particles, and dust.
 - (v) Sink: should be clean, free of grease and garbage. Dirty dishes must be washed and promptly put away.
 - (vi) Food storage areas: should be neat and clean without spilled food.
 - (vii) Trash/garbage: must be stored in a covered container until removed to the disposal area.
- 11) Bathroom—
 - (i) Toilet and tank: should be clean and odor free.
 - (ii) Tub and shower: should be clean and free of excessive mildew and mold. Shower curtains should be in place, and of adequate length to prevent damage by moisture.
 - (iii) Lavatory: should be clean
 - (iv) Exhaust fans: should be free of dust.
 - (v) Floor should be clean and dry including baseboard areas.
- 12) Storage Areas—
 - (i) Linen closet: should be neat, organized and clean.
 - (ii) Other closets: should be neat, organized and clean. No highly flammable materials are to be stored in the unit.

- (iii) Other storage areas: should be neat, organized, clean and free of hazards.
- 13) Furnace Rooms-
 - (i) Should be clean, neat and free of hazards, such as flammable materials, and accessible for maintenance repairs and inspections.
 - (ii) Must not be used as a storage closet.
- 14) At LMHA paid utility sites, Tenants will be permitted to install washers and dryers in accordance with Operating Procedures, Supplement #46, and a refundable \$75.00 security deposit will be charged.
- 15) Tenants must not install a waterbed, except for documented medical requirements related to a specific disability. In such case, the tenant must provide proof of insurance and will be held responsible for all damages to LMHA property resulting from water leak or other defects.

E) OUTSIDE THE FAMILY SCATTERED SITE UNIT:

The following standards apply to family and scattered site developments only; some standards apply only when the area noted is for the exclusive use of the tenant:

- 1) Porches (front and rear): no items are to be stored on the porch.
- 2) Parking lot: vehicles must not leak any fluids.
- 3) Common hallways: should be clean and free of hazards.
- 4) Fences: Must be kept free of vegetation and debris.
- 5) Swing sets are permitted but must be maintained in safe, good working condition.

F) BUSINESS ESTABLISHMENT ON THE PREMISES:

The tenant must not carry on any business or display signs of any type on the premises without the prior written approval of LMHA.

G) NOISE:

Tenants must exercise good judgment and thoughtfulness for others while playing musical instruments, recording devices, radios, TV sets, and other audio equipment. Any noise disturbance identified within 20 feet of a tenant's apartment shall constitute a violation of the lease.

H) PEST CONTROL:

LMHA provides regularly scheduled treatment for common pests. Tenants are asked to notify the Maintenance Department if pest control treatment is needed. When treatment is scheduled, the tenant must remove items from cabinets, etc. as requested and follow all instructions of LMHA staff or other pest control applicators. If a pest control problem is found by LMHA staff or the City of Toledo health inspector during a unit inspection, LMHA may declare that an emergency condition exists and immediately perform pest control in the dwelling unit without further notice to the tenant. If the unit is determined to be uninhabitable due to infestation, LMHA will immediately contact the tenant.

I) NO TRESPASS LETTERS

The head of the household, household members, guests or visitors must not permit persons who have received a "No Trespass" letter from LMHA to be in the unit. LMHA will send a copy of the "No Trespass" letter to the head of the household and all adult members on the Lease at the same time it sends the letter to the person who is being warned about trespassing.

J) REFUSE AND TRASH:

- 1) Tenants must place all garbage, trash, and food waste in containers approved or provided by LMHA and maintained in a sanitary and safe manner. Tenants must not set garbage outside units in non-garbage areas or containers at any time.
- 2) Tenants who have trash cans/containers and sheds must keep the trash cans in a location specified by the Housing Manager. Tenants must keep the doors to any shed or garage closed when they are not in use.
- 3) Tenants must refrain, and assure that household members and guests refrain, from littering or leaving trash and debris in any common areas, including all door stoops, porches, yards and dumpster enclosure areas.

K) MISCELLANEOUS:

- 1) The tenant must:
 - (i) Not waste or use unreasonable amounts of water, electricity or heat that LMHA pays for. Car washing is prohibited on all LMHA properties.
 - (ii) Not make any alterations or repairs to the premises or to the equipment on the premises and not install any additional fixtures or major appliances without the prior written approval of LMHA.
 - (iii) Be held strictly responsible for any loss or damage to his/her and other units resulting from overflow of sinks, bathtubs or basins in his/her unit. Tenants are responsible for the condition of their units.
 - (iv) Immediately report to the Management Office any accident, damage or loss of any kind to water pipes, toilets, drains, fixtures or other LMHA property, and any mold or mildew.
 - (v) Not use or keep flammable materials or containers on the premises or in storage rooms and must not use any method of heating or air conditioning other than those supplied or approved in writing by LMHA. In no event shall a stove or oven be used to heat the unit.
 - (vi) Allow representatives of LMHA, in accordance with the Lease, to enter the tenant's unit.
- 2) LMHA retains the right to control and prevent access into all buildings and grounds of all persons it has sufficient cause to consider undesirable.
- 3) LMHA will, if asked, send a copy of a tenant notice to a case manager or other person identified by the tenant.
- 4) The head of the household is responsible for all keys and key cards LMHA issues to them. Duplication of such keys and key cards is prohibited. The head of the household must make the request, if any household member needs extra keys. LMHA may issue keys and key cards to others as a verified reasonable accommodation to the tenant.
- 5) The head of the household, household members, guests and visitors must not improperly secure doors to the building and garages and must only use proper entrances and exits.
- 6) Tenants may install alarm systems only after LMHA gives its approval, and LMHA will not unreasonably withhold approval. The tenant must supply an access code to their Management Office for use by Maintenance personnel and in emergency situations.
- 7) Tenants and household members must not receive mail addressed to persons who are not named in the Lease.
- 8) Tenants are not permitted to have pools or live cut Christmas trees on any LMHA property due to insurance restrictions.
- 9) Tenants must not install any dead bolts, door chains, or door guards.
- 10) If LMHA gives its advance written approval for a tenant to install an air conditioner, it must not block entry/exit and plexiglass or white-painted wood must be installed around it.

I/We have read and understand these House Rules and agree to abide by them during my/our residency.

SIGNATURE(S):

Tenant: _____
(Head of Household)

DATE: _____

Tenant: _____

DATE: _____

Tenant: _____

DATE: _____

Tenant: _____

DATE: _____

Tenant: _____

DATE: _____