

SAGINAW HOUSING COMMISSION
GENERAL RULES AND REGULATIONS

This is a summary of SHC rules and regulations that are incorporated by reference into the lease. The Property Manager will provide you with the complete text of the rules and regulations upon request. The Tenant shall be obligated to abide by the necessary and reasonable rules disseminated by SHC for the benefit and well-being of the housing development and Tenants.

The Property Manager is in charge of the building. The Property Manager must be informed when there is a meeting or other activity planned for the building. Requests for use of community areas must be submitted in writing to the president of the Tenant Association. The President of the Tenant Association will forward the request to management. In the event, there is no tenant association, requests must be submitted in writing to the Property Manager.

The President of the Tenant Association shall consult with the Property Manager not less than one week in advance of any activity scheduled for the building/property.

Pet Policy:

Pets must be registered with the PHA before they are brought on to the premises. Registration includes documentation signed by a licensed veterinarian or state/local authority that the pet has received all inoculations required by state or local law, and that the pet has no communicable disease (s) and is pest-free. This registration must be renewed annually and will be coordinated with the annual reexamination date. Pets will not be approved to reside in a unit until completion of the registration requirements. See Property Manager for complete Pet Policy [Chapter 10, ACOP]

Community Service and Self-Sufficiency Policy

The Quality Housing and Work Responsibility Act of 1998 requires that all nonexempt (see definition) public housing adult residents (18 and older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes or other activities that help an individual toward self-sufficiency and economic independence. This is a requirement of the public housing lease. See Property Manager for complete policy.

Renter's Insurance

SHC recommends that tenants carry their own renter's insurance policy. SHC does not insure personal property on behalf of the tenant. SHC is not liable for any damage or theft to a tenant's or other household member's personal property.

Rent Collection Policy

Rent is due on or before the 1st day of every month. Rent must be paid in full. Regardless of weekends or holidays, rent remains due on or before the first (1st) day of the month, unless otherwise stated in the Lease Contract.

On the eleventh day of the month, if rent has not been paid in full, a demand for possession will be prepared and served in accordance with State Law. If rent and additional fees are not paid in full within the Demand for Possession period, the SHC shall utilize all resources, in accordance with State Law, to recoup rental income and other losses. Court Costs incurred during the process shall be charged to the delinquent tenant and, until paid, will be considered to be delinquent rent. No Amount shall be considered too small to issue a Demand for Possession.

Retroactive Rent

Retroactive Rent refers to the requirement to reimburse the SHC if the tenant was charged less rent than required by HUD's rent formula due to the tenant's underreporting or failure to report income. The tenant is required to reimburse the difference between the tenant rent that should have been paid and the tenant rent that was charged in the form of a repayment agreement.

If the tenant refuses to enter into a repayment agreement or fails to make payments on an existing or new repayment agreement, the tenancy will be terminated.

All repayment agreements will be in writing, dated, signed by the tenant including the total retroactive rent amount owed, amount of lump sum made at the time of execution, if applicable, and monthly repayment amount.

The monthly retroactive rent amount is in addition to the tenant's regular rent contribution but the total of both will not exceed forty (40%) percent of the tenants monthly adjusted income. Repayment agreements will be based on the monthly payments and the original balance of the retroactive rent balance.

Late or missed payments constitute default of the repayment agreement and will result in termination of tenancy.

Additional Charges

All charges, including excess utilities and maintenance, are due the 1st day of the month following the assessment and/or notification of the charge. Charges are applicable to the same payment standards as described in Rent Collection Policy.

Repayment agreements are allowed for the excess utilities and maintenance charges upon the request of the tenant within ten (10) days of receiving the notification of the charge.

Maximum length of time for repayment of additional charges is six (6) months. Monthly Payments on repayment agreements for additional charges shall not exceed forty (40%) percent of the tenant's monthly adjusted income during the repayment period.

If a tenant's additional charges exceed the limitations to enter into a repayment agreement, the tenant must pay an initial payment to bring the balance of the amount owed within the parameters of the repayment agreement as stated above. Late or missed payments constitute default of the repayment agreement and will result in termination of tenancy.

Vacated Tenants with Balances

Payment must be received in full within thirty (30) days unless the balance is contested under a written grievance or the tenant has entered into a written payment agreement.

The maximum length of time for repayment of additional charges is six (6) months.

Additions or Alterations

Tenant will make no alterations, repairs, or redecorations to the interior of the dwelling unit or to the equipment or install additional equipment or major appliances without written consent of SHC. Tenant will make no changes to locks or install new locks on exterior doors.

Work Order Procedure:

Residents are to submit all maintenance requests in writing. By Submitting a maintenance request, you are allowing SHC to enter the unit to complete the request.

Visitors and Guests

It is the tenant's obligation act, and cause household members or guests to act in a manner that will not disturb other tenants' peaceful enjoyment of their accommodations, not impair the physical or social environment of the building and will be conducive to maintaining the building/property in decent, safe, and sanitary conditions.

No person who is not a tenant or household member listed in the lease shall spend more than 14 days annually in the rental unit without SHC's prior written approval. SHC may be grant an extension only after receiving a written request from Tenant. All requests must be director to the Property Manager. If SHC discovers that the guest represents the tenant's address as his/her residence address for any purpose, the guest will be considered an unauthorized occupant of the unit and no future visitation will be approved for this guest. Guests who remain with the tenant beyond the visitation extension granted by the SHC will be considered unauthorized occupants and their presence constitutes a violation of the lease for the tenant. Any former SHC tenant who was evicted from SHC property will not be permitted as an overnight guest or visitor.

Each tenant is responsible to escort his or her own guests when exiting the building. Tenants must not allow entry of any guests other than their own guests. Tenants must accompany their guests at all times.

Parking

Vehicles must be parked in designated spaces between the painted lines. Cars parked over a painted line, and/or those occupying more than more parking space, after notice to the Tenant, shall be towed at the Tenant's cost and expense.

All vehicles with expired license plates, flat tires, leaking fluids or those which are otherwise inoperable will be ticketed and towed at the vehicle owner's expense.

Fire Lanes are for fire trucks and emergency vehicles only. You may not drive in the fire lane. Parking in or blocking entrances to fire lanes may result with your vehicle being towed by the fire marshal or police department without prior notice. Blocking the fire lanes directly affects the health and safety of all residents. As a result, is a serious violation of your lease and may result in termination.

Tenants must not park any vehicles in front of the dumpsters or any other undesignated parking spot. Violators will be ticketed and towed at the owner's expense.

Children

It is the tenant's obligation to be responsible for the behavior of any children that may be an occupant or a guest. Children must act in a manner that will not disturb other tenants' peaceful enjoyment of the premises Children cannot be anywhere in the building without the tenant to whom they are visiting.

Quiet Hours

Tenants and their household members must keep noise to a minimum between 9:00 PM and 8:00 AM. This includes but is not limited to, sound from conversations, radios, sound systems and TV's.

Door Safety-DO NOT PROP ENTRANCE DOORS OPEN

The locking system on the entrance doors is only as safe as all tenants make it. A tenant shall not permit any person to enter the building when they or their visitors enter or exit the building. For the safety and security of

all residents and the building, each tenant, when entering or exiting the building, must make sure the door is closed and locked.

Fire Codes

No items are to be placed in breezeways, by front doors, blocking windows, by water heater closets, under stairs or in furnace rooms.

Flammable Items

The storage of kerosene, gasoline or other flammable or explosive agents is prohibited. All types of heaters are prohibited for use on the property. Boilers, furnaces and water heaters are to have **NOTHING** stored within a 3-5 foot area around them.

Loitering

Tenants and guests must not congregate on steps, in breezeways, or in hallways at any time.

Card Keys

For the safety of all tenants, card keys are issued to tenants only. In extreme hardship cases, a tenant may request from the property manager an additional card key for another person. Any person having a card key without authorization will have the card key confiscated by SHC management.

Disposal of Rubbish

Disposal of all garbage, rubbish, and other household waste must be in a sanitary and safe manner. Occupants and guests must not litter or leave trash in common areas of the building. All garbage and rubbish is to be disposed of in the chute on each floor in the trash rooms in an appropriate plastic bag no larger than 13-gallon size. Glass items are to be wrapped and deposited in the trash cans provided. For safety and sanitary reasons, the following must not be put in the trash chutes: **UNBAGGED RAW FOOD OR WASTE, BOXES, HYPODERMIC NEEDLES**

Housekeeping Standards:

The resident is required to abide by housekeeping standards. Failure to abide by the housekeeping standards is a serious lease violation that can result in termination. Violations may include, but are not limited to, the failure or unwillingness to discard large quantities of objects (clutter/hoarding).

See Property Manager for a complete list of housekeeping standards.

Solicitors

Solicitors are not permitted in the building under any circumstances.

Laundry

All laundry rooms are open at designated times, usually from 6:00 AM to 9:00 PM unless an alternate has been arranged by the Property Manager. Check with the Property Manager for times at your building.

Notices and Posters

Notices and posters regarding activities affecting tenants shall be posted on the bulletin boards in each building, with the approval of the Tenant Association and Property Manager

Air Conditioner

An air conditioner unit may only be installed after receipt of written approval of the installation by the Property Manager. Approval must be received **BEFORE** installation. See A/C Installation Policy and Procedures

Appliances - Tenants may not install personal washers, dryers, dishwashers, or other large appliances.

Waterbeds

The use of waterbeds in the building is prohibited. The Board of Commissioners adopted policy prohibiting waterbeds in the High-Rise Buildings April 14, 1986.

Moving

Arrangements must be made with the Property Manager before moving in or out.

Office Hours

Building office hours vary. Please see your Property Manager for office hours in your building.