

## HOUSE RULES ATTACHMENT TO LEASE AGREEMENT

The following HOUSE RULES are for the ELK CITY HOUSING AUTHORITY as permitted in the lease agreement.

1. Rent: Rent is due on the first and delinquent on the second of the month. If you cannot pay by the 5<sup>th</sup> day you may make an arrangement. If not paid by the arranged date, legal action will commence. Habitual late payment will be cause for termination of the lease agreement.
2. Tenancy: Only those persons listed in the lease agreement, the application form and HUD Form 50058, which resident has signed as a Lessee(s), are permitted to reside in the apartment. Each household member is required to reside in the unit for at least eleven (11) months in any twelve (12) month period unless Elk City Housing Authority shall have found good cause for an absence of longer than 30 days. Household members who are absent from the household due to military service are exempt from this provision upon verification of military service. Elk City Housing Authority will terminate the lease of a family that is absent from the unit for 30 or more days (irrespective of whether the days are consecutive or not) per consecutive 12-month period without good cause, as determined by Elk City Housing Authority in its sole discretion.
3. Guest/Visitors: Excessive guests and visitors are not permitted. Prior permission is required for guests/visitors staying more than three (3) nights or days. No visitor shall be allowed to stay overnight or during an entire day time more than fourteen (14) days in a calendar year. Residents will be held responsible for their guest and any damage/disturbances caused by them.
4. Loud Noises: No noise, music or other sounds shall be permitted at any time which disturb or annoy other residents.
5. Children: Parents shall be responsible for their children's actions on the premises and are responsible for providing proper supervision. The parents will be charged the cost to repair any damage caused by their children.
6. Exterior Grounds: All residents are expected to exercise the necessary care and caution to maintain the exterior grounds in a clean and orderly fashion. These grounds, unless specifically marked, are not to be used for parking of vehicles.
7. Parking Areas: Parking of vehicles on the premises, other than in designated parking area is prohibited. No repairs or washing of vehicles is permitted. All illegally parked and inoperative vehicles will be towed away at owner's expense. Management will not be responsible for any vehicles or their contents.
8. Pets/Animals: Residents may not move pets into their unit or on the premises without prior approval from the Housing Authority. Residents may request approval by filling out a Pet Registration Form during regular office hours.
9. Locks/Keys: Each family is given (3) keys at the time of move-in. All doors have deadbolts. Individual keys and locks are the responsibility of each family. If keys are lost, duplicate keys may be purchased from the office for a fee of \$2.00 each, during office hours. Elk City Housing Authority staff will unlock your apartment during regular office hours at no charge; however, after office hours residents will be charged \$25.00 for each time staff is called to unlock an apartment. If staff is not available, resident must contact a locksmith to unlock the door. Resident will be responsible for payment to the locksmith.
10. Alterations/Additions: No alterations/additions to the apartments are to be carried out by the residents without the written permission of the management. Residents are not permitted to do anything which will cause damage to the walls, ceilings, and/or doors.

11. Repairs: Residents will be charged for any repairs carried out in their apartments if the cause was due to their own negligence or aggravation of a minor problem.
12. Drug: The possession or use of illegal drugs and other unlawful activities on the premises are prohibited and will be cause for immediate lease termination. This includes Medical Marijuana per HUD 1999 Memorandum Regarding Medical Marijuana in Housing.
13. Smoke-Free Living Environment: This policy prohibits smoking and the use of all prohibited tobacco products in all public housing interior areas, including but not limited to ECHA buildings including entry ways, porches, electrical closets, storage units, storm shelters. In all outdoor areas within 25 feet of ECHA buildingsy Administration offices, Community center, learning center, Head Start Center, Beauty Shop, Maintenance shop(s) and similar structures.
14. Waterbeds: Waterbeds are not allowed without the prior written permission of management.
15. Gasoline/Flammable Articles: Storage of gasoline or other flammable articles on premises (especially in apartments) is prohibited.
16. Refuse: All trash and refuse must be deposited in dumpsters. All dumpster lids must be left in a closed position. Small children are prohibited from disposing of refuse for safety reasons.
17. Utilities: Lessee is responsible for keeping utilities (i.e. gas and electric) on in your name at all times.
18. General: In addition to the items listed above any write-up for non-compliance of the following items is an example of behavior which is grounds for terminating tenancy:
  - A. Excessively loud and disturbing actions including music, shouting, door slamming and other noises.
  - B. Any offensive acts which make it necessary to call police, causing arrest.
  - C. Menacing or verbally/physically abusing the manager or other employees.
  - D. Displaying or using firearms, knives or other weapons in a threatening manner.
  - E. Physically fighting with neighbors, guests or others in the apartment complex.
  - F. Lack of control of children and guest or any lack of effort to stop them from damaging property, performing vandalism or other acts which affect the peaceful enjoyment of others.
  - G. Excessive traffic, during quiet hours, in an apartment to which visitors congregate collectively or consecutively in a disturbing manner to neighbors or management.
  - H. Unsanitary housekeeping and failing to place garbage in an orderly fashion e.g., dropping garbage and refuse on the grounds, littering and throwing paper, gum or other refuse on the premises, in the containers provided.
  - I. Storing and displaying on patios unsightly furniture items, refuse, boxes and failure to keep area clean immediately outside the front and back doors of the apartment.
  - J. Keeping combustibile materials (gasoline, ect.) or motorcycles in apartments or on patios/breezeways.
  - K. Gambling, prostitution, drug trafficking or drug abuse, disorderly conduct or drunkenness in the apartment complex.

The validity or unenforceability of any provision herein shall not affect or impair any other provision.

The HOUSE RULES is a part of the lease agreement. The resident agrees to comply with them and understands that violation of the HOUSE RULES is ground for termination of the lease agreement.

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Head of Household

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Date