



# Resident Handbook

Revised 10.2020

Final 12.2020

**Welcome to our property!** We are pleased that you have chosen to make this community your home. This property is owned and managed by the Housing & Redevelopment Authority of Hutchinson, MN (Hutchinson HRA). Should you have any comments or questions that cannot be answered by our property staff, please feel free to contact us at the following:

**Park Towers Management Office Phone: 320-587-2168**  
**Hutchinson HRA City Center Office 320-234-4451**

**TTY: 711 Relay**

**Emergency/Maintenance Phone: 320-587-7577 / 320-583-6662**

**Emergency TTY Line: 711 Relay**

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Our Mission is to offer quality, affordable rental housing within an attractive community setting.

The primary responsibility for overall management belongs to the HRA Executive Director. The Park Towers Housing Specialist is responsible for day to day operations including processing applications, showing apartments, taking maintenance work orders, taking rent payments, processing rent changes, along with coordinating recreational activities. Maintenance and cleaners ensure the building is clean and well maintained. Maintenance is available for emergency maintenance calls. Management office hours are open Monday through Friday 9:00 - Noon and 1:00 - 4:00 P.M. or by appointment. The office will be closed for holidays, vacations, meetings or other staff time off. Entrance doors remain locked at all times. Guests can gain entrance to the building by using the intercom in the vestibule and dialing the apartment number of the resident they are visiting.

This property was developed for the purpose of providing safe and affordable housing. In exchange for rental payments, each resident is entitled to the use and enjoyment of a dwelling, in a safe and peaceful environment.

This Resident Handbook was created as a resource for residents and/or their guests. The Handbook includes two sections:

- 1. Section I establishes the House Rules for the property that are specifically related to the safety, care, and cleanliness of the buildings or the safety and comfort of the tenants.** House Rules are not meant to infringe on the rights of any one resident, but to protect the rights of all the residents, the property owners, management, grounds and building. Households will be given a 60-day notice before changes to these House Rules take effect. These House Rules are Attachment 3 of the lease agreement.
- 2. Section 2 includes general community policies in place at this community.** HUD housing assistance is not an entitlement. Once you become a resident, HUD regulations require that all household members abide by the lease, the community policies and any other rules or regulations governing residency, in order to continue receiving assistance and to remain at the property.

Residents who do not comply with the rules and policies outlined in this Handbook will be notified, in writing, that they are not in compliance and that such action is a violation of the lease. Violations are grounds for the terminating the household's subsidy, or the household's lease (resulting in eviction), as allowed by HUD regulations and by state and local laws. Eviction proceedings will begin for any household with three different lease infractions or 2 of the same infraction.

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## 1. APPLIANCES AND OTHER EQUIPMENT

Each resident is responsible for the care and use of each appliance and fixture in his/her apartment. This includes all kitchen appliances, alarms, plumbing and lighting belonging to the property. Residents are responsible to report any broken or non-working item immediately. Residents will be charged for the cost of repairs to an appliance or fixture damaged by misuse, lack of proper care, or an act of negligence.

Batteries must not be removed from fire and/or smoke detectors, since this constitutes a safety hazard. Smoke Detectors **MUST NOT** be removed. In addition, furniture and appliances must not be moved to cover doors or windows, since they may be needed for escape during an emergency.

## 2. COMMON AREAS AND GROUNDS

- a) The common areas and grounds are for the use and enjoyment of all residents. The walkways, corridors, hallways and are not to be obstructed, encumbered, or used for any purpose other than entering or leaving the apartment premises. The laundry room, community room (where applicable), courtyards, parking lots, and lawns are only to be used for their intended purposes.
- b) Residents may not linger or congregate in the walkways, hallways, corridors, property roadway, or parking areas. The storage of trash, household or personal items in the common areas is prohibited. Stored and/or abandoned items will be removed from the property with or without notice.
- c) All occupants are responsible for the cleanliness and upkeep of their apartments and the common areas, so that they can be safe, clean and pleasant for the enjoyment of all. Any areas that are damaged or in need of repair should be reported to management immediately.
- d) Any activities on the grounds that cause damage to the landscaping or common area, or can create a disturbance, are prohibited. Residents will be charged for any damages to common areas by household members or by their guests.
- e) Littering, including disposal of cigarette butts, candy wrappers, soda cans, etc., is prohibited. Defecating and/or urinating in common areas of the property are prohibited.
- f) Portable water toys such as slip and slides, twirling water sprinklers, etc. are not allowed anywhere on the property.
- g) Residents should not feed any stray animals that approach the property.

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h) Patios, Entryways, Hallways and Sidewalks:

- Patios, entryways, hallways and sidewalks are to be kept free of all obstacles, personal belongings and debris. These areas are not to be used for storage of any kind. This includes, but is not limited to, bicycles, toys, motorized scooters, sporting equipment, indoor furniture and cleaning supplies.
- Barbecue grills can be stored on but cannot be used on the patios or balconies. Townhomes with patios may have gas grills on the patio. Units are not permitted to store any grills outside of the unit. Propane tanks must not be stored anywhere inside or outside the unit.
- Clothes lines and drying clothes on the patios are not permitted. No alterations in landscaping may be made without written permission from Management.

### 3. TENANT AND GUEST CONDUCT

All tenants and their guests should be respectful of others' privacy, property, and general well-being. Residents are responsible for the conduct of their guests at all times, and should do their best to ensure that their behavior is neither offensive to any neighbor, nor damaging to any physical part of the property.

- a) Each and every resident listed in the lease and on a 50059 certification is responsible, not only for his/her own actions, but for the conduct of all household members, guests and visitors, while they are in the apartment or on the property. Any violation of these policies, and/or Lease terms is considered noncompliance with the lease.
- b) Residents and guests are not permitted to engage in, participate in, or conduct activities which interfere with the quiet and peaceful enjoyment of the property by other residents. No act of a resident and/or guest which threatens, intimidates, harasses, is verbally abusive, or is physically violent (with or without injury) to another person (including staff) and/or the property, will be tolerated. Any such incident will be considered a violation of the House Rules and the lease. When appropriate, such incidents will be reported to local law enforcement.
- c) Social gatherings of residents and guests are welcomed, provided such gatherings do not become noisy, offensive, threatening, or generally objectionable to other residents and/or management. Any such gathering is considered in violation of the terms of the House Rules and the lease, when other residents' rights to quiet and peaceful enjoyment of their residences are violated. This policy applies to gatherings inside an apartment as well as in common areas.

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- d) Children under 13 must be accompanied by an adult resident when using building facilities.
- e) The consumption of alcoholic beverages, drugs or any intoxicants in any common areas of the property is strictly prohibited.
- f) The hours between 10:00 p.m. and 8:00 a.m. on the property are designated as "Quiet Time." Households must minimize any noisy or disturbing activity during these hours.
- g) The volume of stereos, televisions, radios, etc., in the apartment, in the common areas of the property or in vehicles, is to be kept at a sound level that does not violate the right of neighbors to the quiet and peaceful enjoyment of their residences at all times.
- h) Dress: The management office and common areas are public places of business. While individuals are free to express their individual style, all persons visiting the management office are required to wear tops, bottoms and shoes. The manner of dress shall, at all times, be keeping with a business environment.
- i) If any law enforcement agency is called to the property because of a disturbance or violation of law, the resident(s) involved may be subject to lease termination.
- j) Do not open the door or allow strangers into the building or your unit. Allow only your guests and/or management representatives to enter. Do not prop open doors, since this may allow strangers (as well as rodents and insects) to enter the building and/or your unit.
- k) Place recyclables in the recycling bin located on the first floor garbage room. Trash and garbage must be placed securely in trash bags and deposited down the trash chute or inside the designated dumpsters/trash cans only. Do not place bags of garbage in the smaller trash cans located throughout the property.
- l) No fire pits or open fires are permitted.
- m) Parking areas are available on a first come, first serve basis.

#### 4. CRIMINAL HISTORY POLICY

- a) HUD requires that management obtain a criminal screening report for anyone 18 and older wishing to live on the property prior to move in. This includes all household members and live-in aides. Specific reasons for rejecting an application for criminal offenses are listed in the property's Tenant Selection Plan. A copy is available to anyone who requests it, at no charge.

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- b) Current residents are subject to lease termination (eviction) if it is determined that the current or past criminal activity of a household member indicates a present threat to the health, safety, or right to peaceful enjoyment of the property by other residents, property management staff or persons residing in the immediate vicinity of the property.
- c) Management may deny admission to applicants or terminate the lease of any resident or household member who is, or has been, engaged in criminal activity that could reasonably indicate a present threat to the health, safety or welfare of others.
- d) Rejection of applications for persons on any state's lifetime sex offender registry became a requirement in June 2001. If the property discovers that a household member moved in, in error, after that date, the individual must be removed from the household. Otherwise, the entire household will be evicted.
- e) If circumstances in item d) above are applicable to an in-place household, documentation, including but not limited to: a legal lease signed by all parties, utilities in their name or US Postal service certified mailing address change must be provided to document that the household member has moved out of the unit- thus permitting the remaining members to continue residing in the unit.
- f) Management will work with law enforcement to follow up on any criminal reports received for any criminal activity that threatens the health, safety, or right to peaceful enjoyment of their dwellings by other residents, property management staff or persons residing in the immediate vicinity of the property. If police reports show criminal activity which allows for the termination of tenancy, eviction proceedings will be started.

## 5. FIRE AND DISASTER SAFETY

The major causes of apartment fires are unattended cooking fires, smoking materials, heating, arson, and children playing with matches and lighters. By paying careful attention to these fire safety requirements, each of us can share the responsibility of keeping our apartment homes safe from fire. The following are strictly prohibited:

- a) The use of personal cooking grills of any type is prohibited.
- b) Storage of containers of flammable fluids or explosive materials within the apartment, storage area, or any common areas.
- c) Storage of anything next to the heat/air conditioning unit, range or refrigerator that may create a

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health and fire hazard.

- d) Disconnecting any smoke/fire alarm constitutes a violation of the fire code.
  - i. It is the resident's responsibility to notify management if the smoke/fire alarm(s) becomes faulty, or if a battery is missing or not functioning.
  - ii. Battery operated smoke detectors must not be tampered with or have any batteries removed.
  - iii. Any tampering with smoke detectors is considered a lease violation and may result in the termination of your lease.
- e) Use of extension cords; surge protectors and plug-in multiple outlet devices are allowed as long as such devices do not create a hazard.
- f) Extension cords cannot be plugged into common area outlets or in another apartment.
- g) Windows are not allowed to be nailed shut or to be made permanently closed in any way. The ability to get out of the unit through the windows cannot be blocked by anything. This is a health and safety issue and is considered material non-compliance with the lease

## 6. SMOKE FREE COMMUNITY

Tenant and all members of Tenant's household are parties to a written lease with Landlord (the Lease). This Smoke Free Policy states the following additional terms, conditions, and rules:

This community has implemented a smoke-free policy in order to mitigate:

- Irritation and known adverse health effects of secondhand smoke;
- Increased maintenance, cleaning, and redecorating costs from smoking;
- Increased risk of fire from smoking; and
- Higher costs of property insurance for a non-smoke-free building.

"Smoke" or "Smoking" means inhaling or exhaling smoke, aerosol, or vapor from any lighted or heated cigar, cigarette, pipe, water pipe (hookah), electronic delivery device, or any other natural or synthetic tobacco or plant product (including marijuana). "Smoke" or "Smoking" also includes burning or possessing any lighted or heated cigar, cigarette, pipe, waterpipes (hookahs), electronic delivery device, or any other natural or synthetic tobacco or plant product (including marijuana) intended for inhalation.

Electronic delivery device" means any product that can be used to deliver aerosolized or vaporized nicotine, lobelia, or any other substance to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen.

As a tenant, you agree to and acknowledge that the premises to be occupied by Tenant and members of Tenant's household have been designated as a smoke-free living environment. Tenant, members of Tenant's

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household, and any guests under control of the Tenant will not smoke anywhere in the unit or on the property. This includes common areas of the property, including, but not limited to, lobbies, hallways, stairwells, elevators, laundry rooms, community rooms, community bathrooms, offices, grounds of the property, including, but not limited to, entryways, sidewalks, sitting areas, except for designated smoking patio.

Tenant will inform Tenant's guests of the smoke-free policy. Tenant will also promptly give Landlord a written statement of any incident where Tenant observes smoking not allowed by this policy or believes smoke is migrating into the Tenant's unit from sources outside of the Tenant's unit.

Management has posted no-smoking signs outside and inside the building. We will take reasonable steps to promptly remedy known and reported violations of the smoke-free policy via lease violations for confirmed violators.

Failure to follow this policy will render you liable to Landlord for the costs to repair your unit due to damage from smoke odors or residue. A material breach of this Policy is a material breach of the Lease and grounds for immediate enforcement action, including termination of the Lease by the Landlord.

*Disclaimer by Landlord. Tenant acknowledges that Landlord's adoption of a smoke-free living environment and the efforts to designate the premises as smoke-free do not in any way change the standard of care that Landlord or its managing agents would have to a Tenant to render buildings and premises designated as smoke-free any safer, more habitable, or improved in terms of air quality standards than any other rental premises. Landlord specifically disclaims any implied or express warranties that the building, common areas, or Tenant's premises will have any higher or improved air quality standards than any other rental property. Landlord cannot and does not warranty or promise that the rental premises or common areas will be free from secondhand smoke. Landlord and its managing agents are not the guarantor of Tenant's health or the smoke-free condition of the premises. Tenant acknowledges that Landlord's ability to police, monitor, or enforce the agreements of this Policy is dependent in significant part on voluntary compliance by Tenant and Tenant's guests. Tenants with respiratory ailments, allergies, or any other physical or mental condition relating to smoke are put on notice that Landlord does not assume any higher duty of care to enforce this Policy than any other landlord obligation under the Lease.*

## 7. INSECTS, BED BUGS, PESTS AND RODENTS

All efforts will be made to provide a healthy and pest-free environment for all residents. When management becomes aware of insects, bed bugs, rodents or other pests at the property, all reasonable efforts will be made to eradicate them.

Since bed bugs, insects, rodents and other pests easily spread from unit to unit, all residents must comply with all pest control requirements, including preparing the unit and allowing access. Management will provide notification of pest control services via written notification. The notification will include instructions for

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preparing your unit for treatment.

As the resident, your responsibilities are to:

- a) Notify management immediately of pests, including but not limited to bed bugs, in your apartment.
- b) Help prevent pest infestations by:
  - I. Keeping your apartment clean and clear of clutter
  - II. Inspecting all furniture before bringing it into your apartment; especially used furniture
  - III. Not bringing abandoned furniture into your apartment - you do not know why it was abandoned, and it could be infested.

To avoid and/or address the serious problem of infestations (including but not limited to bed bug infestations), furniture and belongings infested with pests will not be brought into, or moved within this property. Many pests, including bed bugs, cannot be eliminated by professional extermination alone. If a pest problem is identified, management will contract for extermination, and will institute several steps that must be taken immediately by all residents when notified by management.

Failure to prepare for, or allow access to the unit after written notification constitutes a health and safety violation. Any household which does not comply, by adequately preparing for extermination, will be issued a lease violation. If noncompliance occurs a second time, lease enforcement proceedings will begin, and will continue until compliance is achieved.

*Pursuant to Housing Notice 2012-5, Failure to promptly report bed bugs (promptly reporting is defined as reporting within 3 calendar days), failure to comply with treatment instructions, and any other violation may result in the resident being held liable for all costs, damages, and expenses, including the costs of resulting bed bug treatment.*

## 8. KEYS, LOCKS AND LOCKOUTS

- a) Four unit card-keys, and two mailbox keys will be issued for each household at move-in. Residents are not permitted to provide cards/keys to relatives, friends, or guests without the express written consent of management.
- b) No alteration, addition, and/or replacement of any lock is permitted. Maintenance must perform all lock changes and all requests for lock changes must be made via a work order submitted either verbally or in writing to the office.

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- c) If a lock requires changing for any reason (other than failing to work correctly due to normal wear and tear), the household will be charged based on the actual cost of the lock replacement.
- d) Each resident listed on the lease is responsible for the control of his/her key during residency. S/he is also responsible for returning all keys issued, at the time of move-out. Failure to return all keys issued to a unit's residents will result in a charge, as allowed by the lease, of no more than the actual cost for each lock change, as a result of the missing key(s).
- e) Lockouts: If you cannot get into your unit, contact maintenance staff.

## 9. LAUNDRY

- a) The laundry room is a common area, and tenants are responsible to clean up after themselves. Our laundry rooms are only to be used by our tenants, and only for washing, folding and drying clothes.
- b) Please contact management if you identify a possible maintenance issue with a machine.
- c) Do not leave clothing or personal belongings unattended. Be courteous of the other residents and promptly remove clothing from the machines when their operation is complete.
- d) Do not dye fabrics, clothing or any other belongings in the machines.
- e) All trash, lint, and/or boxes must be properly disposed of in the waste receptacles provided in the laundry facilities.
- f) Use of the laundry facilities is at your own risk. Management is not responsible for:
  - I. Any loss or damage caused by the operation of the machines
  - II. Missing or stolen clothing or other personal belongings
- g) No type of laundry equipment is allowed to be installed and/or operated in an apartment.

## 10. HOUSEKEEPING

According to the "Maintenance" section of your lease, page 5, b. The Tenant agrees to: (1) Keep the unit clean;

- a) Resident shall keep the premises and such other area as may be assigned to him/her for his/her exclusive use in a clean and safe condition. This shall include the following maintenance of the

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premises as reasonable periods and seasons on ground adjacent to the dwelling unit, where appropriate.

#### Housekeeping Standards: Inside the Housing Unit:

- a) Walls: Should be clean: free of dirt, grease, holes, cobwebs, and fingerprints.
- b) Floors: Should be clean, clear, dry and free of hazards.
- c) Ceilings: Should be clean and free of cobwebs.
- d) Windows: Should be clean and not nailed shut. Shades or blinds should be intact. Windows should not be blocked by furniture to the point where it cannot be used as an exit if necessary.
- e) Woodwork: Should be clean, free from dust, gouges, or scratches.  
Doors: Should be clean, free of grease and fingerprints. Doorstops should be present. Locks should work. No holes or broken trim.
- f) Entry/exit doors should not be blocked.
- g) Heating units: Should be dusted and access uncluttered.
- h) Trash: Shall be disposed of properly and not left in the unit.
- i) Entire unit should be free of rodent or insect infestation.

#### Kitchen:

- a) Stove: Should be clean and free of food and grease (inside and out).
- b) Refrigerator: Should be clean inside and out. Refrigerator shelves shall not be overloaded.
- c) Cabinets and countertops: Should be clean and neat. Cabinet surfaces and countertops should be free of grease and spilled food. Cabinets should not be overloaded. Storage under the sink should be limited to small or lightweight items to permit access for repairs. Heavy pots and pans should not be stored under the sink.
- d) Sink: Should be clean, free of grease, food and garbage. Dirty dishes should be washed and put away in a timely manner.
- e) Food storage areas: Should be neat and clean without spilled food.
- f) Trash/garbage: Should be stored in a covered container until removed to the disposal area.

#### Bathroom:

- a) Toilet and tank: Should be clean and odor free.
- b) Tub and shower: Should be clean and free of excessive mildew and mold.
- c) Sink: should be clean.
- d) Exhaust fans: Should be free of dust and grease.
- e) Floor: Should be clean and dry.

#### Storage Areas:

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- a) Linen Closet: Should be neat and clean.
- b) Other closets: Should be neat and clean. No flammable materials should be stored in the unit, such as propane tanks or gas cans.
- c) Utility room: Should be free of debris, motor vehicle parts, and flammable materials.
- d) Other storage areas: Should be clean, neat and free of hazards.

#### Exterior Areas:

- a) Common areas grounds/yards: Should be free of debris, trash, and abandoned cars. Exterior walls should be free of graffiti or resident signage.
- a) Common areas Patios (front and rear): Should be free of personal property.
- b) Common area steps: Should be clean and free of hazards.
- c) Common areas sidewalks: Should be clean and free of hazards.
- d) Storm doors: Should be clean with glass or screens intact.
- e) Parking lots: Should be free of abandoned cars. There should be no car repair in the lots.
- f) Hallways: Should be clean and free of hazards. Chairs, plants, and other décor are not permitted in the hallways, as they can impede escape in the event of a fire.
- g) Stairwells: Should be clean and uncluttered.
- h) Laundry areas: Should be clean and neat. Remove lint from dryers after use.

## 11. MAINTENANCE AND MAINTENANCE EMERGENCIES

Maintenance requests will be completed in a timely manner. Non-emergency requests will be completed between 7:30 a.m. and 7:30 p.m. Monday through Friday, excluding holidays. The goal is to respond to non-emergency maintenance calls within one week and emergency calls within 24 hours except when special circumstances prevent this.

Maintenance requests will be handled after office hours if they are emergencies. We define emergencies as situations which present a danger to people or property. These include but are not limited to:

- Lost keys or lockouts
- Fire- Call 911 first
- No electricity in the entire apartment- check your breaker box first
- Broken or non-working exterior access doors, locks or windows
- Non-working refrigerator or stove – please check GFI switches in kitchen and breaker box first
- No heat, in accordance with state and local laws.
- No air conditioning, in accordance with state and local laws.
- No water in the entire apartment or no hot water

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- Toilet not functioning (when there is only one toilet in the apartment)
- Flooding
- Broken pipes

## 12. MISCELLANEOUS

- a) No additional equipment, refrigeration unit, freezing unit, air conditioning, heating unit or permanently affixed lighting device may be installed, operated, or used in any way, unless approved in writing by management. Approval is generally given only as a reasonable accommodation based on a disability.
- b) Equipment, furniture and/or appliances provided in the unit may not be moved or removed from the apartment or building. All equipment and appliances provided must be permanently retained in the original location. Indoor furniture is not to be moved to outdoor areas.
- c) Door-to-door solicitation is not permitted within the property. Residents should notify management whenever solicitors appear at their doors.
- d) Waterbeds are not allowed under any circumstances, because their weight and danger of flooding provide a health and safety hazard to the unit and surrounding units.
- e) No changes of any kind to the apartment are allowed without the written consent of management. This includes painting, affixing items to the walls other than common household pictures using a single nail, decorations attached to the walls, windows, doors, ceilings or floors, or construction (temporary or permanent) which alters the physical layout of the apartment.

## 13. UNIT INSPECTIONS

Unit inspections are conducted at move-in, move-out, unit transfer (moving out of the old unit and moving into the new unit), and at least annually.

Move-in inspections must occur prior to executing a lease. The move-in inspection form must indicate the condition of the unit and must be signed and dated by the tenant and management. The tenant has 5 days to report any additional deficiencies to the owner, to be noted on the move-in inspection form.

Annual inspections are conducted by on-site staff, with proper notice. If there are damages, housekeeping

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and/or other concerns, the units may be inspected more than once annually.

The move-out inspection will be conducted on the day of, or shortly after, the move-out date and is used to determine the amount of security deposit refund, if any, due to the tenant. The tenant is encouraged to accompany the manager on the move-out inspection but does not have to participate. If the unit is found vacant, a move-out inspection will be conducted on the date the vacancy was discovered by management. Charges for damages beyond normal wear-and-tear will be assessed to the household. Charges due to damages found during move-out inspections may be deducted from the security deposit.

## 14. UTILITIES

This property is all bills paid by the Landlord. Be mindful of conserving energy, since this will lower utility bills. Do not open windows, or leave doors open while the heat or air conditioning is on; do not use your oven to heat the unit. Residents must maintain a minimum temperature of 55 degrees Fahrenheit (13 degrees centigrade) to prevent physical damage to the property and plumbing system during cold weather.

Water leaks (faucets, running toilets, etc.), excessive moisture, or standing water can cause the growth of mold. Report any water leaks to management immediately. Promptly remove any visible moisture accumulation in your unit (walls, windows and sills, floors, ceilings, closets, storage areas, and bathroom fixtures). Use exhaust fans in kitchen and bathrooms when necessary.

Foreign objects are not allowed to be put into a sink drain, toilet or tank or sewer system. The household will be charged the cost of repairs to the system if found to be in violation of this rule.

## 15. VEHICLES AND SPEED LIMITS

All motorized vehicles parked on the property must comply with the following property policies:

- a) All resident's motorized vehicle(s) parked at this property must be registered with the apartment property office. Vehicles not registered with management may be towed at the owner's expense in accordance with state and local law.
- b) All vehicles must have current legal license plates, current vehicle registrations and inspection stickers, and insurance as required by state law. Any vehicle on the premises found to be inoperable or illegal to operate will be towed at the owner's expense in accordance with state and local law.
- c) Inoperable condition includes, but is not limited to:

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- I. Flat or missing tire(s)
  - II. Mechanical problems: i.e. motor will not start, drive train problem, no brakes, damage from a collision
  - III. Broken windshield or headlamp
  - IV. No current registration
  - V. No current inspection
  - VI. No current license tags
- d) The storage of a motorized vehicle of any kind on the property is strictly prohibited. Such vehicle(s) will be towed at the owner's expense according to state and local law.
- e) Washing vehicle(s) with water provided by the property is strictly prohibited.
- f) The repair of vehicles on this apartment property, including the changing of oil, is strictly prohibited. Any vehicle deemed under repair by management will be towed from the property after serving proper notice to the owner. Battery-assisted starting of vehicles, and changing flat tires is permitted provided the vehicle is not left unattended on any type of jack, jack stand, or block at any time.
- g) Vehicles with a fluid leak (oil, transmission fluid, radiator, etc.) may not be parked within the physical boundaries of the property at any time. Any vehicle with a fluid leak will be removed from the property immediately upon written notification from management. Such a vehicle will not be allowed to be parked at the property until proof of repair of the fluid leak is provided to management.
- h) The residents on the lease are responsible for any cleaning and/or damages to the parking lot surface. The residents on the lease will reimburse the property for all costs within 30 days of receipt of an invoice.
- i) Vehicles must be parked in designated parking areas only. Any vehicle not properly parked within designated parking areas, or parked in a posted/marked "No Parking" area will be towed at the owner's expense as allowed by state and local law.
- j) Vehicles with loud mufflers or any other type of noisy mechanical attachment or defect will be removed from the property immediately upon receipt of written notification from management. The vehicle may not be returned to the property until written proof of repairs to correct the problem(s) has been provided to management.
- k) Management is not responsible for the safety or security of your vehicle(s) or your guest's vehicle(s).
- l) Parking or driving commercial vehicles that are used by residents for work is prohibited within the boundaries of the property. Vehicles weighing more than 4,000 pounds are prohibited within the

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boundaries of the property except for temporary use to deliver goods or services to the property and/or residents.

- m) Vehicles may be operated on the driveways and parking lots only, and may not be driven on lawns, sidewalks, etc. Violations will result in corrective action deemed necessary by management and/or local police agencies. Vehicles in violation will be towed at the owner's expense as allowed by state and local law.
- n) Notice is considered properly served by posting a written notice in an obvious location (front, back, or side window) on the vehicle.

## 16. VIOLENCE AGAINST WOMEN ACT (VAWA)

The Violence Against Women Act (VAWA) and the Justice Department Reauthorization Act of 2005 protect any household member who is a victim of domestic violence, dating violence, stalking or sexual assault from being evicted or terminated from housing assistance solely based on acts of such violence against them.

A victim cannot be evicted solely because of incidents of actual or threatened domestic violence, dating violence, stalking or sexual assault which otherwise would be considered as serious or repeated violations of the lease or other "good cause." If you are a victim and receive a lease violation and/or an eviction notice, you have the right to appeal.

Management can evict the abuser and remove him/her from the lease, as a person who is a threat to the community, or who commits criminal activities - but not the victim just because s/he is a victim. VAWA allows managers to legally divide a lease to allow the abuser to be evicted while the victim and all remaining family members stay in the unit.

Written certification of domestic violence will be required for a tenant to receive VAWA protections. You may request a HUD certification form from management. Or, the victim service providers, medical professionals, or attorneys who have counseled you as a victim can provide written verification of your status as a domestic violence victim. These records will be kept confidential.

Domestic violence victims can be evicted for lease violations that are unrelated to domestic violence disturbances, and victims may be evicted if it can be shown that their residency poses an actual and imminent threat to other tenants, site staff, or service providers.

If you feel you are eligible for VAWA protections, please request a copy of the agency's VAWA Policy for more additional information.

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## 17. WEAPONS, FIREARMS AND DANGEROUS OBJECTS

Residents and household and guests are prohibited from displaying firearms of any type (whether operable or inoperable) anywhere on the property. The illegal use of any type of weapon, firearm, or dangerous object is strictly prohibited anywhere within the boundaries of the property. This includes, but is not limited to:

- I. Shotguns, pistols, rifles, etc.
- II. Ammunition of any type
- III. Pellet guns, B.B. guns, air guns (pistols, rifles, etc.), of any type
- IV. Archery equipment such as bows, arrows, targets, etc.
- V. Paintball guns, paint balls and any similar products
- VI. Any and all types of slingshots or any device used for shooting a projectile
- VII. All sharp edged or pointed objects (knife, sword, etc.) used with the intent to threaten, intimidate, or harm another
- VIII. Any and all types of explosives, fireworks, and explosive chemicals
- IX. Any type of instrument, object, and/or material that may be deemed a weapon when used with the intent to threaten, intimidate, or harm another.

Residents may keep privately owned and licensed firearms and ammunition in locked cabinets in their apartments. Weapons, firearms, or ammunition are not allowed to be openly carried or exhibited on the property.

I acknowledge that I have received a copy of Section 1 of the Resident Handbook which also serves as the House Rules- an attachment to the lease agreement.

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Printed Name

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Unit Number

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Signature

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Date

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## Section 2 – General Community Policies

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### 1. FAIR HOUSING AND EQUAL OPPORTUNITY REQUIREMENTS: COMMITMENT TO NONDISCRIMINATION

It is this property's policy to comply with Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, Fair Housing Act Amendments of 1988, E.O. 13166 and any legislation protecting the individual rights of applicants, residents, or staff subsequently be enacted.

The property shall not discriminate because of race, color, sex, familial status, religion, handicap, disability, sexual orientation, gender identity, marital status, or national origin in the leasing, rental, or other disposition of housing in any of the following ways:

- a) Deny to any household the opportunity to apply for housing, nor deny to any eligible applicant the opportunity to lease housing suitable to its needs,
- b) Provide housing which is different than that provided others,
- c) Subject a person to segregation or disparate treatment,
- d) Restrict a person's access to any benefit enjoyed by others in connection with the housing program,
- e) Treat a person differently in determining eligibility or other requirements for admission,
- f) Deny a person access to the same level or services, or
- g) Deny a person the opportunity to participate in a planning or advisory group which is an integral part of the housing program.

It is the policy of this property, pursuant to Section 504 of the Rehabilitation Act and the Federal Fair Housing Act to provide reasonable accommodations and modifications upon request to all applicants, residents, and employees with disabilities.

The property will do its due diligence to identify and eliminate situations or procedures which create a barrier to equal housing opportunity for all, and will make reasonable accommodations for individuals with handicaps or disabilities as well as for individuals with limited English proficiency.

Questions or issues regarding applicant treatment relative to these laws should be addressed by mail to the following person, responsible for related policies: 504 Coordinator- HRA.BUSINESSES IN THE UNITS

Any household wishing to operate a business out of their apartment must have management approval before starting. Incidental business (such as computer work, limited babysitting, hair and nail care) will be allowed under

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the following conditions:

- a) All applicable zoning regulations, as well as federal, state and local laws must be adhered to
- b) Any required licenses must be obtained, and fees paid to keep licenses current and in effect
- c) Absolutely no advertising signage is permitted to be displayed on doors and/or windows
- d) The business is allowed to be operated only by persons living in the apartment
- e) The business activity must not emit noise, vibration, smoke, dust, odor, heat, humidity, glare, or any other effect that unreasonably interferes with the peaceful and quiet enjoyment of other residents or neighbors
- f) The following types of home businesses are prohibited (this is not an all-inclusive list):
  - i. Any repair of motorized vehicles, including the painting or repair of automobiles, trucks trailers, boats or lawn equipment
  - ii. Animal training services, hospital services, kennels, stables or bird keeping facilities
  - iii. Restaurants, catering or food preparation
  - iv. Funeral chapels, cremations or mausoleums
  - v. Medical or dental clinics
  - vi. Public amusement, such as theaters or video arcades
  - vii. The sale or instruction of firearms, ammunition or any other form of weaponry
  - viii. Warehousing, welding or machine shops
  - ix. Construction or landscaping business that involves the storage of machinery, goods or material in the unit

Since all apartments are residential units, tenants are not allowed to sell cigarettes, beer, wine, or any other items from their apartment.

No specific parking is available or permitted for business customers. No late-night traffic in and out of the property or the unit for business purposes is permitted.

### 3. CHARGES IN ADDITION TO RENT

Residents will be billed for damages caused by carelessness, misuse or neglect on the part of any household member or guest. The resident is obligated to reimburse management for the damages within 30 days after receiving the bill for charges. Charges will be assessed at the actual cost of the repairs.

### 4. EVICTION PROCEDURES

Eviiction of a resident is considered a last resort, after reasonable opportunities have been given to the resident to remedy documented problems.

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Residents may be evicted for non-payment of rent or other amounts owed (such as repayment agreements for overpaid subsidy), or material noncompliance with the lease. Residents may also be evicted for failing to submit all required household/financial information for recertification, failure to sign verification consent forms, abandoning the unit, fraud, or knowingly providing false or incomplete information.

In addition, residents may be evicted for repeated minor violations that disrupt the livability of the property, adversely affect anyone's health, safety or the rights of other tenants to the peaceful enjoyment of the property, interference with property management, acts which have an adverse financial effect on the property, or criminal activity committed by a household member or a guest.

HUD is incorporating additional termination notification requirements to comply with section 6 of the Act for public housing projects converting assistance under RAD, that supplement notification requirements in regulations at 24 CFR § 880.607 and the Multifamily HUD Model Lease.

- HRA will provide a written 30 day notice of termination of the lease if:
  - the health or safety of other tenants, Project Owner employees, or persons residing in the immediate vicinity of the premises is threatened; or
  - In the event of any drug-related or violent criminal activity or any felony conviction;
- HRA will provide a written 14 day notice of termination of the lease if:
  - the proposed termination is resulting from nonpayment of rent;
- HRA will provide a written 30 day notice in any other case, except that if a State or local law provides for a shorter period of time, such shorter period shall apply.
  -

Termination of Assistance. In all other cases, the requirements at 24 CFR § 880.603, the Multifamily HUD Model Lease, and any other HUD multifamily administrative guidance shall apply.

When an eviction is necessary, written notice will be provided to the tenant and the following will be included in the notice:

- I. The specific date the tenancy will be terminated
- II. Detailed reason(s) for the action
- III. References to prior violation notices for the above item(s)
- IV. Notification to the tenant that remaining in the unit on the termination date specified may result in the owner seeking to enforce the termination in court, at which time the tenant may present a defense
- V. Warning to the tenant that s/he has 10 days to discuss the termination of tenancy with the owner/agent. The 10 day time period begins on the date that the notice has been properly served.
- VI. Persons with disabilities have the right to request a reasonable accommodation to participate in the hearing process.
- VII. When the tenant is being evicted for nonpayment of rent, the notice must include the dollar amount

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due, and the date the balance was calculated. Once the eviction proceedings have begun, management will no longer accept rent payments.

The eviction notice will be served by hand from management to any adult person answering the door at the unit. If no adult answers the door, the notice will be placed under/through the door. The eviction notice will be delivered the same day it is written/dated. The notice will also be served by sending it via first class mail to the tenant at the unit address.

## 5. TERMINATION OF LEASE UPON DEATH

Upon the death of the Resident, or if there is more than one Resident, upon the death of all Residents, either the Landlord or the personal representative of the Resident's estate may terminate this lease with a thirty day notice. If full notice is not given, the Resident's estate shall be liable for rent to the end of the notice period or to the date the unit is re-rented, whichever date comes first. The termination of a Lease shall not relieve the Residents' estate from liability either for payment of rent or other amounts owed prior to the notice period, or for the payment of amounts necessary to restore the premises to their condition at the beginning of the Resident's occupancy, normal wear and tear excepted.

## 6. EXTENDED ABSENCES AND ABANDONMENT OF THE UNIT

- a) HUD requires that your apartment must be your household's only residence. Therefore, tenants are not allowed unexplained and/or extended absences from the premises for 60 (sixty) continuous days, or for longer than 180 (one hundred eighty) continuous days for medical reasons.
- b) Residents who have medical reasons to be absent from their apartment for more than 30 days must provide documentation from their medical professional that a medical condition is causing the absence. Management may allow extended absences for medical reasons in 30-day increments, up to a maximum of 180 days.
- c) If the residents are absent from their apartment for more than the stated length of time, management will begin the process of terminating the lease.
- d) Extended absence is not the same as abandonment. Abandonment is established by state law. The tenant's unexplained and/or extended absence from the premises for 7 days or more, (consistent with state/local law) without payment of rent due, is prima facie evidence of abandonment.
- e) In a case of unit abandonment, the landlord is expressly authorized to enter, remove and store all personal items belonging to the household. Following the applicable state and local laws, the landlord may sell or otherwise dispose of the property 28 days after it reasonably appears to the

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Landlord that the resident has abandoned the premises. If a sale is to be held, the Landlord shall post a notice of sale in the hallway at the Landlord's office at least two weeks before the sale. The Landlord may use the money from the sale to pay off any debts the Resident owes the Landlord. Any amount above this belongs to the Resident, if the Resident has written and asked for it. You are required to pay the cost of taking the property to the storage place as well as to pay the actual storage cost, before claiming your items.

## 7. GRIEVANCE AND APPEAL PROCEDURES

This property's grievance procedures meet the requirements of the HUD 4350.3 Handbook and Section 504 of the Rehabilitation Act.

For lease violations and/or eviction proceedings:

- I. Written notification will be provided to a resident for any lease violation or eviction proceeding.
- II. The resident will have 10 days to request a meeting to discuss the lease violation or eviction.
- III. The resident is allowed to have a representative participate in an informal meeting.
- IV. The meeting will be conducted by a member of management who was not involved in the lease violation letter or eviction proceedings.
- V. Written determination will be provided to the resident.

For general tenant grievances:

- I. Grievances must be made, in writing, to management at the property's office address.
- II. Management must respond to the complaint within 14 days of receipt.
- III. If the resident wishes to appeal the decision, a written appeal must be sent within 14 days of the original response.
- IV. The owner/agent must approve or deny the appeal within 10 days of receipt.

Persons with disabilities have the right to request reasonable accommodations to participate in the informal hearing process. The resident's response to a lease violation letter or eviction notice does not preclude him/her from exercising other avenues available, if s/he believes that there has been discrimination on the basis of race, color, religion, sex, national origin, familial status, sexual orientation, gender identity, marital status or handicap.

In addition to program rules that require that tenants are given notice of covered actions under 24 CFR Part 245 (including increases in rent), HUD is incorporating resident procedural rights to comply with the requirements of section 6 of the Act.

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RAD will require that:

- Residents be provided with notice of the specific grounds of the Project Owner's proposed adverse action, as well as their right to an informal hearing with the Project Owner;
- Residents will have an opportunity for an informal hearing with an impartial member of the Project Owner's within a reasonable period of time;
- Residents will have the opportunity to be represented by another person of their choice, to ask questions of witnesses, have others make statements at the hearing, and to examine any regulations and any evidence relied upon by the Project Owner as the basis for the adverse action. With reasonable notice to the Project Owner, prior to hearing and at the residents' own cost, resident may copy any documents or records related to the proposed adverse action; and
- Project Owners provide the resident with a written decision within a reasonable period of time stating the grounds for the adverse action, and the evidence the Project Owner relied on as the basis for the adverse action.

The Project Owner will be bound by decisions from these hearings, except if the:

- i. Hearing concerns a matter that exceeds the authority of the impartial party conducting the hearing.
- ii. Decision is contrary to HUD regulations or requirements, or otherwise contrary to federal, State, or local law.

If the Project Owner determines that it is not bound by a hearing decision, the PHA must promptly notify the resident of this determination, and of the reasons for the determination.

## 8. GUESTS

- a) Residents may have a guest(s) visit his/her residence. However, the visitor policy must be followed. If a guest will be staying in the unit for 3 or more nights, the office must be notified in writing.
- b) A person making either 30 reoccurring visits or one continuous visit totaling 14 days or more in a given year in one or more units will be counted as a household member. An appropriate recertification will be completed. Extenuating circumstances (i.e. short-term care needed when recovering from a medical condition) may be granted with the written consent of management.
- c) Guests are subject to the terms of the tenant's lease, House Rules, as well as federal, state and local laws. The resident accepts responsibility for the actions of all guests while they are on the property's premises.
- d) Any guest who violates the terms of the tenant's lease, House Rules, federal, state or local laws will be presented with a letter of trespass and declared a trespasser. The household whose guests violates property rules will be issued a lease violation. Where applicable, future visits to the property by the

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guest(s) will result in an arrest by local law enforcement officers for illegal trespass.

- e) If an individual not listed on the lease has his/her mail sent to the property, and/or his/her belongings are kept in the unit, s/he will be considered as living in the unit. If this occurs without management permission and the completion of resident screening, it is a lease violation.
- f) Anyone 18 years of age or older who wishes to live on the property must successfully complete criminal screening prior to moving in. This screening is exactly the same as that required of members of any new household. This includes, but is not limited to, Live-In Aides, security/police officers or additional household members wishing to move in after the household is already living at the property.
- g) Residents are allowed to add household members to their leases under certain conditions, which include but are not limited to, criminal screening, and occupancy standards for unit sizes. Once a household has moved in, any additional residents must be approved by management. Screening is used to help ensure that individuals admitted to the property will abide by the terms of the lease, pay rent on time, take care of the unit and common property, and allow all other residents to peacefully enjoy their homes.

## 9. INSURANCE

The property does not provide insurance to replace any of your personal possessions in case of damage or loss caused by fire, water, theft, or any other events. For this reason, we strongly recommend that residents obtain adequate renter's insurance coverage.

## 10. SECURITY DEPOSITS AND MOVE-OUTS

A security deposit is required from each household and is due at the time of the initial lease execution. The amount of the deposit is set by HUD based on the type of assistance provided. All security deposits will be placed into a non-interest bearing escrow account.

Security deposits must be paid in a guaranteed form (money order, cashier's check, bank check).

When a household transfers from one unit to another, the security deposit will be transferred to the new unit.

The household is required to provide a written Intent to Move notice at least 30 days prior to the anticipated move-out date, and a forwarding address must be provided.

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At the time the resident vacates the unit, the following steps will occur:

- a) Together, the tenant and management will complete a final move-out inspection, noting any repairs needed, and damage to the unit. Both will sign and date the inspection form. Note that the household is not required to participate in this inspection, but it is recommended.
- b) If the household has moved out without management knowledge, management will conduct the final move-out inspection immediately upon discovery of the vacant unit, will note any repairs needed, and damage to the unit.
- c) Charges will be assessed for all damages beyond normal wear-and-tear.

If applicable, a security deposit refund will be issued within 30 days (or per state law if that is more stringent) of the household's move-out date. The tenant will receive the original security amount deposited plus any interest, minus any amounts owed for unpaid rent, damages, and/or other charges. Details will be provided, along with (or instead of) a refund check.

## 11. PETS

Please refer to the Supplemental Animal Policy attached to the end of this Handbook for specific rules regarding pets.

If you wish to acquire a pet after you have moved in, you must be granted approval from management and all required documentation and deposit monies must be received before the pet is brought onto property.

Residents must not feed wildlife or stray animals at their units.

## 12. REASONABLE ACCOMMODATIONS AND MODIFICATIONS FOR PERSONS WITH DISABILITIES

Management will seek to identify and eliminate situations or procedures which create a barrier to equal housing opportunity for all.

It is this property's policy, pursuant to Section 504 of the Rehabilitation Act as well as the Federal Fair Housing Act, to provide reasonable accommodations and modifications, upon request by applicants and residents with verified disabilities. Such accommodations may include changes in the method of administering policies, procedures, or services.

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Reasonable accommodations include such things as unit transfers, assistance animals (see the pet section for more details), Live-In Aides and appropriate adaptations to the structure of the unit or the common areas. When such an accommodation is beyond the financial means of the property, management may provide written permission to the resident to create his/her own accommodation. In this case the accommodation may have to be removed, at the cost of the resident, upon move-out.

When an otherwise qualified applicant requests a reasonable accommodation or modification, management is not required to:

- a) make structural alterations that require the removal or altering of a load-bearing structure;
- b) provide support services that are not already part of its housing programs;
- c) take any action that would result in a fundamental alteration in the nature of the program/service; or
- d) take any action that would result in an undue financial and administrative burden on the Property, including structural impracticality as defined in the Uniform Federal Accessibility Standards (UFAS).

#### Live-in Aides:

A Live-In Aide is defined as a person who resides with one or more persons with disabilities, and who:

- a) Is determined to be essential to the care and well-being of the person(s);
- b) Is not obligated for the support of the person(s); and
- c) Would not be living in the unit except to provide the necessary supportive services.

The need for a Live-In Aide must be verified by a medical professional, the supportive services required must be defined. The designated Live-In Aide must be capable of performing those services, and demonstrating that s/he is doing so.

A relative (other than a spouse) may be a Live-In Aide, but only if s/he meets the above criteria and would not otherwise be living in the unit if not to be the live in aide. If, during the Live-In Aide's residency, s/he fails to perform the required tasks, s/he must move out of the unit.

The Live-In Aide qualifies for occupancy only as long as the individual needing supportive services requires the Aide's services, and remains a tenant. A Live-In Aide has no right to remain in the unit after the person who needs his/her services leaves the unit, or no longer needs the services. The Live-In Aide must vacate the unit after the tenant is no longer living in the unit, regardless of the reason for vacancy.

We will allow the Live-In Aide 14 days to vacate the unit after the death of a sole tenant. If the Live-In Aide continues to live in the unit, s/he will be in violation, and will be charged market rent while eviction

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proceedings take place.

Prior to making move-in arrangements, the Live-In Aide must be screened for criminal activity, using the same standards applied to all other applicants. An individual who does not meet the property's criminal screening criteria will not be allowed to live in the unit. A Live-In Aide may be evicted from the unit if s/he does not comply with all rules and regulations of the property.

### 13. ASSISTANCE ANIMALS

Assistance animals (also known as “service animals” or “therapy animals”) are not pets. They are animals that provide help, perform tasks for the benefit of a person with a disability, and/or provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. These animals can perform many disability-related functions, including but not limited to guiding individuals who are blind or have low vision, alerting individuals who are deaf or hard of hearing to sounds, providing rescue assistance, pulling a wheelchair, fetching items or alerting persons to impending seizures.

Assistance animals are permitted as a reasonable accommodation for persons with verified disabilities, once the need has been properly verified by a physician, psychiatrist, social worker, or other licensed medical professional.

There must be a direct relationship between the person's disability and his or her need for the animal. Neither a security deposit nor a pet fee is required for an assistance animal. All state and local health, safety, and licensing laws apply. Refer to the property's Animal Policy (within both the Reasonable Accommodation and Modification Policy and attached to this Handbook as a supplemental policy) for specific tenant animal care responsibilities.

Management reserves the right to deny a specific assistance animal only if:

- a) There is documented proof, based on prior behavior of the animal, that it poses a direct threat to the health and safety of others that cannot be reduced or eliminated by a reasonable accommodation; or
- b) There is documented proof, based on prior behavior of the animal, that it would cause substantial physical damage to the property of others; or
- c) It can be specifically documented that the presence of the assistance animal would pose an undue financial and administrative burden to the provider; or
- d) Documented evidence shows that the presence of the assistance animal would fundamentally alter the nature of this property's services.

If it is determined that an assistance animal is needed, the tenant must maintain it in a way that does not

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disrupt the decent, peaceful, safe and sanitary living environment for the rest of the property and our tenants. All assistance animals must have current inoculations and licenses, and must be registered with management prior to move-in. Failure to notify management that the assistance animal is needed before moving it into the unit may result in termination actions.

## 14. RECERTIFICATION POLICIES

### Annual Recertification Processing:

All residents must be recertified on an annual basis to re-determine the tenant rent and assistance payment for the unit. You will receive an Initial Notice annually. Household composition and all financial information will be verified.

In addition to the Initial Notice signed at the time of move-in, you will receive a First Reminder notice 120 days prior to your annual recertification date. If you do not keep a scheduled appointment, and provide all information listed in the letter, you will receive a Second Reminder notice. If you do not keep a scheduled appointment and/or provide all information listed in that letter, you will receive a Third (Final) Reminder notice.

Failure to keep a scheduled appointment and/or provide all required information by the day before your Annual Recertification's due-date, as listed in the letter, will mean that your HUD subsidy will be terminated, and you will be required to pay market rent, beginning on the date your Annual Recertification would have taken effect. Failure to keep a scheduled appointment and provide all required information by the date listed in the letter (10<sup>th</sup> day of the 11th month), will mean that you forfeit your right to a 30-day notice of a rent increase, if one is warranted.

### Interim Recertification Processing:

Interim recertifications are required when there are changes in household composition, or when your household's cumulative income goes up \$200 per month or more. You may request an Interim Certification when your adjusted income goes down. This may result from an increase in allowable expenses or deductions.

All households must notify management when:

- a) A resident moves out; or
- b) The household proposes to move a new member in; or
- c) An adult member of the household begins working; or
- d) The household's income cumulatively increases by \$200 or more per month.

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Because it may be difficult to determine household income increases of \$200/month or more, we encourage residents to report all income increases, so that management can be sure that Interims are completed properly.

Notification of all of the above items is required within 30 calendar days of the change in circumstances. Failure to notify management in a timely way will result in the forfeiture of a 30-day notice of a rent increase (if one is warranted). Willfully and knowingly withholding such information will be considered to be fraud, and may result in termination of the household's subsidy, eviction, and/or management reporting to HUD's Office of the Inspector General for legal action.

When an Interim is requested by a household due to a decrease in income, management reserves the right to delay the Interim if there is reason to believe that the income will be reinstated, in full or in part, within 2 (two) months. Documentary evidence may be the employment history shown in EIV. The Interim may be delayed until the new income is verified. During this time, if the household does not have sufficient income to pay the current rent, no eviction steps will be taken.

Management will refuse to process an Interim if the tenant caused a decrease in adjusted income deliberately, to reduce his/her rent payment, and/or when management has confirmed that the decrease will last less than one month.

#### General Recertification Requirements:

Failure to report income, or misreporting of income, will result in a retroactive certification and appropriate corrections to prior Annuals and/or Interims. These corrections will determine a new tenant rent. The household will be required to re-pay HUD for all overpaid subsidy, either in a lump sum, down payment with monthly payments, or monthly payments.

If such a repayment is required, and management and the tenant cannot agree on an affordable monthly repayment amount, management will provide the household with contact information for a HUD-Approved Local Housing Counseling Agency. The household must visit the agency within 15 calendar days. The agency will assist the tenant in determining an affordable monthly payment amount, and management will accept the amount recommended by the agency. The household must notify management if extenuating circumstances prevent the household from visiting the agency within the stated timeframe.

Upon management request, tenants have 10 calendar days to provide documentation of any income, assets, or expenses. Requested items may include pay stubs, bank statements, investment statements, etc. It is a good idea to keep all such items that you receive, in case they are requested for certification purposes.

When management notifies the household that a certification is ready for signature, all household members over the age of 18 have 7 calendar days to come to the office and sign and date the certification.

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Failure to make arrangements for all household members over the age of 18 to sign and date the HUD Form 50059 within this timeframe will constitute a refusal to recertify. Management must be notified of any extenuating circumstances that prevent a household member from being able to sign within this timeframe.

Management may take steps to verify family composition, for the purpose of determining the appropriate unit size, allowable deductions, eligibility for HUD assistance, and the amount of assistance. To verify whether an individual lives in the unit or not, management may inspect the unit, require court custody records to determine whether a child lives in the unit 50% of the time or more, require the submission of a new lease/utility bills from a unit outside this property, require a signed affidavit from the head of household, or make other reasonable requests.

#### Zero Income:

Households reporting absolutely no income coming into the household must complete, with management, a zero income questionnaire to indicate how household expenses are being paid. This questionnaire/interview will take place annually, for as long as the household reports no income coming into the household.

#### EIV (Enterprise Income Verification):

Under the Rental Housing Integrity Improvement Project (RHIP) initiative, HUD is responsible for ensuring that the proper subsidy is provided to households through its rental assistance programs. The amount of rental assistance paid on behalf of the household is calculated using the total annual income, less allowable deductions.

To accomplish that responsibility, HUD requires that this property use the EIV system for all certifications (where applicable). This web-based program is designed to share income data that appears in other federal databases. Through EIV, management receives Social Security (SS and SSD) and Supplemental Security Income (SSI) benefits data from the Social Security Administration. Management also receives reports of new hires, quarterly wages, and quarterly unemployment benefit amounts, from the Department of Health and Human Services.

The purpose of EIV is to assist HUD and management to streamline income verification, and to minimize the need for third party verification. EIV allows management to identify:

- Applicants currently receiving HUD assistance
- Income not previously reported
- New employment
- Historical patterns of employment, benefits and income
- Tenants receiving HUD subsidy in more than one HUD program
- Deceased household members

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As required by HUD, an Income Report will be run within 90 days of the move-in. A correction to the Move-In Certification must be done if appropriate. When a resident household proposes to move in a new household member, the Existing Tenant Search Report will be obtained, to determine if the applicant is currently being assisted by another HUD program.

When a 17-year old household member turns 18 between Annual Recertifications, s/he must sign Form HUD-9887 within 30 calendar days, so that the data from EIV Income Reports for that member can be used for the family's next recertification. Management will provide written notice of this requirement to a household with a 17-year old member, at the time of any Annual or Interim certification. In addition, management will provide a Form HUD-9887 to the 17-year old prior to his/her 18th birthday so that it can be signed, dated and returned to management in a timely manner.

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## 15. RENT COLLECTION

- a) Rent is always due and payable on the first day of each month, in accordance with the lease. There will be no exceptions to this policy.
- b) On the close of the 5th business day, a notice will be served, in accordance with HUD regulations. The notice will allow ten (10) days for the household to meet with management to discuss the pending Lease Termination for Non-Payment of Rent. In no way does this policy state or imply that additional time will be granted for the payment of rent. Any and all arrangements for delayed rent payments must be made prior to the time that the rent is due, on the 1st of each month.
- c) Cash is not accepted. Money orders, cashier's checks, and personal checks payable to the property are required for safety and accounting reasons. In the case of a bounced check, a fee equal to that imposed by the financial institution will be imposed the second time, and each additional time a check is not honored for payment. After two bounced personal checks, they will no longer be accepted; the tenant must pay rent with a money order, cashier's check, or bank check.
- d) Payment will be collected at the office during regular business hours. Payment can also be mailed to the management office, but must be received by the 5th of the month in order to be considered to be on time. It does not matter when the payment was postmarked.

## 16. SCOOTERS (ELECTRIC OR GASOLINE MOTORIZED DEVICES)

The use of motorized scooters, electric wheelchairs and electric carts has increased dramatically over the past few years. While the use of a scooter is necessary and reasonable for many mobility-impaired individuals, they present unique safety issues.

To ensure the safety of all residents and guests, while avoiding unnecessary damage to our property, the following rules have been established for individuals who use these devices:

- a) Scooters must be operated on low speed at all times.
- b) Only individuals with a medical need for a scooter are permitted to use them.
- c) Scooters (whether owned by residents or guests) must be parked inside the apartment. Scooters must not be left unattended in the hallways, stairways, or other common areas.
- d) Scooters must be recharged only within the resident's apartment.

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- e) Pedestrians must be given the right of way at all times; ample notice must be provided before passing pedestrians in the hallways.
- f) Residents are solely responsible for all upkeep and repairs to their scooters.
- g) Residents are responsible for any damage caused by their scooters, in excess of normal wear and tear.
- h) Management is not responsible for any damage to scooters caused by other residents or guests.
- i) Use of scooters in certain areas, and/or at certain times of the day may be restricted because of congestion in the hallways and common areas. Such restrictions will be clearly posted on the bulletin board at least 24 hours beforehand.
- j) If a resident drives a scooter in an unsafe manner, causes injury to other residents, or creates excessive damage to the property, the resident may be required to provide third party verification of their ability to operate the scooter in a safe manner. Continued violation of this rule may result in loss of scooter privileges.
- k) Extenuating circumstances may result in management providing a written modification of these rules to reasonably accommodate the needs of individual residents.
- l) Bicycles should be stored in utility closets of residential units, not in breezeways.

## 17. UNIT TRANSFERS

Unit transfers are allowed only as an emergency transfer request for a VAWA victim, reasonable accommodation for handicapped/disabled family members, and/or as a medical necessity, or family composition change, with each of the three instances carrying equal priority levels.

Residents must complete a written request to transfer, signed by the head of household and all adult household members who wish to transfer, explaining why the transfer is necessary.

Transfers for reasons related to medical conditions and/or reasonable accommodations are required to be verified by a medical professional before the request can be date/time stamped, and the household added to the internal transfer waiting list.

Existing tenants have priority over applicants for available units. Residents who request a transfer, or are

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required to transfer, will be placed on a transfer waiting list based on the apartment size and type requested/needed.

The security deposit will be transferred when a household transfers from one apartment to another.

When the transfer is a reasonable accommodation for a handicapped/disabled family member, the property will pay the costs of moving the resident's belongings, unless doing so would be an undue financial and administrative burden.

## 18. HELPFUL NUMBERS

Allina Home Health Care	320-234-5031
Hutchinson Medical Center Clinic	320-587-2020
Hutchinson Hospital	320-234-5000
Mental Health Help Line	320-864-2713
McLeod County Social Services	320-587-9533 or 1-800-247-1756
Park Towers Office Phone	320-587-2168
Park Towers Fax Line	320-587-3748
Maintenance Cell Phone (emergencies)	320-583-6662
Police, fire or ambulance EMERGENCY	911
Police NON-EMERGENCY	320-587-2242
Public Health Nursing	320-484-4399
Senior Center	320-234-5656
Senior Linkage Line	1-800-333-2433
Taxi	320-587-7878
Trailblazer	1-888-743-3828 or 320-864-1908

## 19. MOVE IN

All of the apartments have around 500 square feet of space, although they may have different floor plans. Please use small nails or removable adhesive hangers when hanging pictures on the walls. No nails are to be used on the oak doors, cabinets, or window frames.

On weekends, use the front entrance to unload your belongings. On Monday through Friday, between 7:00 A.M and 6:00 P.M, please use the back door to unload your belongings so as not to block access to the Trail Blazer bus service. Please use only one elevator when moving; the elevator on the left is larger and has padding to protect against damage. To prevent tripping hazards and for fire safety: Tenants, families or guests shall not block or leave any items on sidewalks, entrances, elevators, stairways, hallways or commons areas.

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## 20. COMMUNITY ROOM AND KITCHEN- 1ST FLOOR

The community room and kitchen may be reserved for private parties by the residents. Because of senior dining sterilization requirements, residents must furnish their own dishes, utensils, and silverware. Resident reservations for the community room will be handled on a first come first served basis. Resident may use the community room for events that would normally be hosted in the resident's own home. Examples: resident's birthday party, holiday gatherings, and other gatherings normally hosted by the resident in their own home. In addition, residents who are members of an outside organization needing a meeting space may request use of the community room or the Parkside Room. Requests are subject to availability and management approval. You can reserve the community room online at [hutchinsonhra.com](http://hutchinsonhra.com); click on Park Towers and Reserve a Room.

There is a fee for rental of the community room/kitchen for a private party which is payable at the time of reserving the community room/kitchen. Contact the management office for scheduling the community room. After payment, a clean- up checklist will be provided.

The Community Room and Kitchen shall be left clean. Cleaning supplies must be supplied by the resident. The garbage should be removed to the trash room. Any damage or cleaning charges will be assessed to the resident account.

All supplies and equipment needed for your party such as tablecloths, napkins, salt and pepper, sugar and creamer, dish washing soap, paper towels, must be supplied by the resident.

Residents and guests may use the patio outside the community room.

All guests are to congregate in the reserved community room area. Playing in the hallways, lobby, stairwells or elevators or in other parts of the building is not allowed. The resident is responsible for the behavior of their guests.

Inform guests that parking is available in the Park Towers Visitor Parking lot off of the alley to the east of Park Towers and Second Ave, or the city lot off of Franklin Street, east of Park Towers and the alley. Parking in the Park Tower's lot is permit parking only. Vehicles without permits will be towed at owner's expense.

The use or sale of alcoholic beverages in the community room or commons areas is not allowed.

The community room is used periodically for resident activities, posted on the monthly calendar.

The community room is open to residents for their enjoyment. However, we expect you to clean up after

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yourselves. For example, if you are making popcorn and it spills on the floor, vacuum it up. Do not leave dirty dishes in the sink. You should not be using the silverware that is for senior dining; there are plastic forks, spoons and knives available. Cleaning charges may be assessed to individual residents, if needed.

Drop off and pick up of residents is permitted at the front entrance for attended vehicles only. The front entrance has limited short term parking; otherwise, the front and back parking lots are resident permit parking only. There is a visitor lot off the front entrance alley. Vehicles without permits will be towed at owner's expense.

## 21. SNOW REMOVAL PROCEDURE

Vehicles must be moved from the parking areas by 10:00 A.M. after a snowfall of approximately two inches or more. Vehicles shall not return to the parking lot until snow removal is complete. If vehicles are not moved, they may be towed at the owner's expense. It is the residents' responsibility to notify their guests of the procedure.

## 22. DELIVERIES

For your protection, staff has been instructed not to let delivery personnel into your apartment.

## 23. TORNADO AND STORM WARNINGS

Go into your bathroom and shut the door. Take a flashlight and radio with you. Sit down if possible and cover your head. Stay in the emergency position until the radio announces "ALL CLEAR." If you are on the main floor, the first floor restrooms are designated storm shelters.

## 24. COMMUNICATIONS

A newsletter is published monthly. Memos and letters to Residents are sent out as needed.

## 25. PARK TOWERS TENANT COUNCIL

The tenant council serves as an advisory board and is composed of five members elected from the resident population. Elections will be held the third Thursday of each December. The Business meetings are held the

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third Tuesday every quarter at 1:30 P.M. Should it be necessary, council can meet on the “off” months to discuss activities, upcoming events, etc. A Chairman, Co-Chairman and Secretary are elected within the Council to serve for one year. The term of Council membership will be for three years. At the end of the first three-year term, the Council member may opt to serve an additional three-year term. The Tenant Council will appoint replacements, as needed, to fill vacated Council positions. Please contact the management office or a member of the Tenant Council, if you have any ideas or concerns you would like brought up at a Council meeting.

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## 26. ADDITIONAL SERVICES AVAILABLE

Cable TV is available in the community room. All apartments can be hooked up to cable, at resident expense. To order cable television service, call the local cablevision service. If the cable company does not complete the disconnect properly, the resident will be responsible for a disconnect fee payable to Park Towers.

MediaCom 1-800-332-0245 or Nuvera 320-587-2323

No resident shall erect any external television or radio antenna on the exterior of the building, roof, or in any commons area.

A roof antenna is available which provides reception for channels 2, 3 (KITN), 4, 5, 8 (Fox), 9, 11 and 12 (Mankato).

## 27. SENIOR DINING

Lutheran Social Services operates senior dining which is available Monday through Friday. Meals are available at approximately 11:30 a.m. Please contact their on-site person for additional information regarding the program.

## 28. PERSONAL CARE CENTER

The Personal Care Center is for the convenience of Park Towers Residents only. The resident will arrange to have their hair done by their own beautician, friend, family member or home health aide. The resident or beautician must provide supplies and are responsible for cleaning the center after use.

A copier is located in the Personal Care Center for resident use.

The laundry card kiosk is located in the Personal Care Center for resident use.

## 29. TRAILBLAZER BUS SERVICE

Trailblazer Transit Bus service operates in McLeod, Wright and Sibley Counties on a dial-a-ride basis. It is recommended that you call two days to one week in advance to schedule your ride. The more notice you give the Trailblazer, the better your chance of scheduling a ride at your requested time. If you call on the same day, service cannot be guaranteed, although Trailblazer will try their best to meet your needs.

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**30. ACKNOWLEDGEMENT OF RECEIPT**

I acknowledge that I have received a copy of the Resident Handbook in its entirety.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Unit Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## SUPPLEMENTAL ANIMAL POLICY

Assistance animals are not pets. They are animals that do work, perform tasks, assist, and/or provide therapeutic emotional support for individuals with disabilities.

There are two types of assistance animals: (1) service animals, and (2) other trained or untrained animals that do work, perform tasks, provide assistance, and/or provide therapeutic emotional support for individuals with disabilities (referred as a "support animal").

Service Animals are animals with training readily apparent to perform tasks for the benefit of a disabled person.

Support Animals may not have any training, but still perform tasks to benefit the disabled person.

Persons with disabilities may request a reasonable accommodation for assistive animals. Any person requesting a reasonable accommodation regarding certain provisions of the Animal Policy must have a disability and the accommodation must be necessary to afford the person with a disability an equal opportunity to use and enjoy a dwelling. To show that a requested accommodation may be necessary, there must be an identifiable relationship, or nexus, between the requested accommodation and the person's disability.

If either is not readily apparent, the Hutchinson Housing & Redevelopment Authority will verify the need from a healthcare professional that has personal knowledge and provides medical or mental health services to the person to determine:

- Whether the person has a physical or mental impairment;
- Whether the person's impairment(s) substantially limit at least one major life activity or major bodily function;
- Whether the person needs the animal(s) because: it does work, provides assistance, or performs at least one task that benefits the patient because of his or her disability, or because it provides therapeutic emotional support to alleviate a symptom or effect of the disability of the person, and not merely as a pet;

If the requested animal is a unique animal, i.e., an animal not commonly kept in private households, the following additional information justifying the need for that particular animal maybe requested:

- The date of the last consultation;
- Any unique circumstances justifying the person's need for the particular animal or particular type of animal(s); and
- Whether the healthcare professional has reliable information about this specific animal or where the healthcare professional has specifically recommended this type of animal.

Documentation from the Internet is not, by itself, sufficient to reliably establish that an individual has a non-observable disability or disability-related need for an assistance animal.

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Staff will follow the Reasonable Accommodation and Modification Policy to document the request and approval of the assistive animal.

An animal that does not qualify as an assistive animal is a pet and must follow the following sections in the Animal policy.

Please note, all rules in the following sections in the Animal policy regarding conduct, hygiene, supervision, etc. for pets will also apply to assistance animals:

- Any property or unit damage caused by an animal will be charged to the tenant.
- It's the tenant's responsibility for feeding, maintaining, providing veterinary care, and controlling his/her animal.

Household pets are allowed with the written pre-approval of the Housing Authority. Residents are responsible for any damage caused by their animals, including the cost of fumigating or cleaning their units. In exchange for this right, resident assumes full responsibility and liability for the animal and agrees to hold the property Owner harmless from any claims caused by an action or inaction of the animal.

Residents must have the prior written approval of the Housing Authority before moving an animal into their unit. Residents must request approval and fully complete the Animal Ownership Checklist section at the end of this policy before the Housing Authority will approve the request.

HRA management will determine whether an animal should be admitted in to the building; management reserves the right to prohibit the admission of any animal in cases where it determines the animal or the animal owners will not be able to meet the requirements of these animal rules.

The Hutchinson Housing & Redevelopment Authority will allow only common household animals. This means only domesticated animals such as a dog, cat, bird, gerbil or fish in aquariums (not to exceed 10 gallons) allowed in units. Common household animals do not include reptiles or other exotic breeds. If this definition conflicts with a state or local law or regulation, the state or local law or regulation shall govern.

All dogs and cats must be spayed or neutered before they become six months old. A licensed veterinarian must verify this fact.

Only one animal per unit will be allowed with the exception that there may be no more than two birds. No limit is placed on the number of fish; however, the size of the fish tank may not exceed 10 gallons.

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.

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No animal may exceed thirty (30) pounds in weight projected to full adult size.

In order to be registered, animals must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and/or local ordinances. They must comply with all other state and local public health, animal control, and anti-cruelty laws including any licensing requirements. A certification signed by a licensed veterinarian or state or local official shall be annually filed with the Hutchinson Housing & Redevelopment Authority to attest to the inoculations.

A pet deposit of \$350 is required at the time of registering an pet. This deposit is in addition to the standard rental security deposit. The deposit is refundable when the animal or the family vacates the unit, less any amounts owed due to damage beyond normal wear and tear or if there is a cost for placing the animal in a kennel during an emergency. A separate deposit is required for each pet.

It is strongly recommended that residents who own a dog or cat purchase a personal liability insurance policy (renter's insurance) from an insurance carrier of their choice.

No deposit is required for assistance animals.

Any resident who owns or keeps an animal in their dwelling unit will be required to pay for any damages caused by the animal. Also, any animal-related insect infestation in the animal owner's unit will be the financial responsibility of the animal owner and the Hutchinson Housing & Redevelopment Authority reserves the right to exterminate and charge the resident.

Animals must be controlled by owners so as not to cause a nuisance or disturbance. No animal that bites, attacks or demonstrates other aggressive behavior toward any human may be kept in the building or on building grounds.

The animal and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas. Animals may not be bathed in the laundry room or tub room.

Repeated substantiated complaints by neighbors or Hutchinson Housing & Redevelopment Authority personnel regarding animals disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance may result in the owner having to remove the animal or move him/herself.

Animals that make noise continuously and/or incessantly for a period of 5 minutes or intermittently for one half hour or more to the disturbance of any person at any time of day or night shall be considered a nuisance.

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Animals must be kept in the owner's apartment or on a leash or in a carrier at all times when outside the unit (no outdoor cages may be constructed). Animals will be allowed only in designated areas on the grounds of the property during the snow season. Animal owners must clean up after their animals and are responsible for disposing of animal waste. Waste material must be disposed of in a tied plastic bag and removed to the garbage dumpster in the first floor trash room. The bag may not be thrown down the garbage chute. If cleanup is not satisfactory, lease violations will be issued and any management service charges incurred for cleaning up waste will be assessed against the responsible animal owner.

Owners must be with the leashed animal at all times when outside the building. Animals may not be tied or "let out" on their own to run or prowl.

To accommodate residents who have competing disabilities, such as, necessary Assistance Animal vs. allergy, if compromise cannot be achieved, the person who requested the accommodation first should prevail.

Animals may not be left unattended in a dwelling unit for over twelve (12) hours. If the animal is left unattended and no arrangements have been made for its care, the animal may be removed.

All owners of animals must provide the management office the name, address and telephone number of at least two persons willing to assume immediate responsibility of the animal in case of an emergency. In cases of emergency when management is unable to reach the alternate animal caretakers, the animal owner agrees to allow management to place the animal in an appropriate boarding facility with all fees and costs borne by the animal owner. The animal owner absolves management and/or its agents of any or all liability, financial or otherwise, for actions taken on behalf of the animal owner for the well-being of the animal.

Animal bedding shall not be washed in any common laundry facilities.

Residents must take appropriate actions to protect their animals from fleas and ticks.

All dogs must wear a tag bearing the resident's name and phone number and the date of the latest rabies inoculation.

Animals cannot be kept, bred or used for any commercial purpose.

Owners of animals shall abide by the of City of Hutchinson Animal Ordinance governing the keeping, housing, treatment, restraint, confinement and trespassing of their animals in accordance with the Hutchinson City Code.

Residents owning cats shall maintain waterproof litter boxes for cat waste. Refuse from litter boxes shall not accumulate or become unsightly or unsanitary. Litter shall be double bagged and disposed of in the first floor garbage dumpster.

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An animal owner shall physically control or confine his/her animal during the times when Housing Authority employees, agents of the Housing Authority or others must enter the animal owner's apartment to conduct business, provide services, enforce lease terms, etc.

If an animal causes harm to any person, the animal's owner shall be required to permanently remove the animal from the Housing Authority's property within 24 hours of written notice from the Housing Authority. The animal owner is solely responsible for any costs arising from the incident. The animal owner may also be subject to termination of his/her dwelling lease.

An animal owner who violates any other conditions of this policy may be required to remove his/her animal from the development within three (3) calendar days of written notice from the Housing Authority. The animal owner may also be subject to termination of his/her dwelling lease.

The Housing Authority's grievance procedures shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this policy.

Guests are not allowed to bring animals into the building or grounds, except to an apartment that has completed the Animal Ownership Checklist, paid the deposit for such animal and received prior written approval to bring the visiting animal onto the premises unless the animal is an assistive animal.

The Hutchinson Housing & Redevelopment Authority shall require the removal of any animal from the property if the animal's conduct or condition is determined to be a threat to the health or safety of other occupants of the property or of other persons in the community where the property is located. If the animal owner does not remove the animal within 24 hours, the Hutchinson Housing & Redevelopment Authority has authorization to remove the animal and place the animal in an appropriate boarding facility at the expense of the animal owner, until the animal owner determines alternate arrangements for care and housing of their animal. The animal will not be allowed back onto the property without prior authorization of the Hutchinson Housing & Redevelopment Authority.

In the event of illness or death of the animal owner, or in the case of an emergency which would prevent the animal owner from properly caring for the animal, the Hutchinson Housing & Redevelopment Authority has permission to call the emergency caregiver designated by the resident; if management is unable to reach the alternate animal caretakers, the animal owner agrees to allow the Hutchinson Housing & Redevelopment Authority to place the animal in an appropriate boarding facility with all fees and costs borne by the animal owner until family or friends claim the animal.

All fees and expenses incurred will be the responsibility of the animal owner.

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**ANIMAL OWNERSHIP CHECKLIST**

TENANT NAME \_\_\_\_\_ APT # \_\_\_\_\_

TYPE OF ANIMAL \_\_\_\_\_

Prior to bringing any animal onto the premises, the following must be met:

- |  |               |
|--|---------------|
|  | Date Verified |
| • \$350 Security Deposit for cat and dog owners                      | _____         |
| • Animal registered with the office                                  | _____         |
| • Record of inoculation certified by veterinarian                    | _____         |
| • Record of neutering certified by veterinarian                      | _____         |
| • Cats and dogs wear license tag, rabies tag, and name/address/phone | _____         |
| • Cats litter box trained; dogs potty trained                        | _____         |
| • Animal Policy explained and copy given to tenant                   | _____         |
| • Copy of City license for cats and dogs                             | _____         |

Name, address and telephone number of two persons willing to assume immediate responsibility for the animal in case of emergency.

Name	Address	Telephone
1.		
2.		

I have read and understand the requirements for animal ownership and will comply with all provisions. I certify that if I have a cat, it is litter box trained, or if I have a dog that the dog is potty trained. I also certify that my dog or cat weighs less than 30 pounds.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

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