

CENTRAL TOWERS HOUSE RULES

GARBAGE

1. For convenience of neighboring apartments, please refrain from placing garbage in the garbage chute before 8:00 a.m. or after 8:00 p.m. If you would like to dispose of garbage before 8:00 a.m. or after 8:00 p.m., please take it to the 1st floor garbage chute. All kitty litter and glass needs to be taken to the first floor chute during appropriate hours. Garbage that will not fit in the 1st floor chute should be taken out to the dumpster, not left in the hallway.
2. First floor resident's garbage must be placed in the garbage chute by the boiler room door.
3. All glass is to be washed and bagged and placed in the garbage chute by the boiler room. Broken glass should be packaged and marked so the maintenance men are alerted. No glass shall be placed in the chute on weekends or holidays.
4. All syringes/needles must be placed in a closed, clear container, and brought to the boiler room door. Contents must be evident for maintenance staff.
5. No clothing is to be placed in the garbage chute. Clothing may be placed in the first floor garbage chute.
6. Papers, magazines, catalogs, etc. must be placed in designated containers on each floor. These containers are located in the closets with the garbage chute. First floor residents are asked to package their papers, magazines, and catalogs separate from their regular garbage and place in the first floor garbage chute during normal garbage deposit times.

PARKING

1. Each tenant who has a car is assigned a parking place as spaces are available. There are not enough parking spaces for every unit in the building.
2. When a tenant gives up their car, they give up their parking space.
3. Tenants with handicapped license tags will be given priority for spaces closest to the entrance doors, as they become available.
4. All visitors must park in designated visitor parking spots or on Greeves Street. This is the responsibility of the tenant that the visitor is coming to see.
5. A 15 minute limited parking restriction will be enforced for tenant and transportation vehicles at the building entrance.
6. Snow removal will take place as soon as possible following any significant snowfall. In cases of significant accumulation, snow removal will be done the following day. In both situations, each tenant is responsible for moving their vehicle to allow the maintenance staff to clean the entire parking lot completely. If your vehicle is not moved, your parking space will not be completely cleared of snow.

USE OF THE COMMUNITY ROOM

1. If a tenant wants to use the Community Room for a private function, the request must be made two (2) weeks in advance of the event.
2. Activity being held in Community Room must not prevent other tenants from using the main area.

HOUSEKEEPING

1. Follow- Housekeeping Standards provided at move-in and annual recertification.

VAWA

Violence Against Women Act and Department of Justice Reauthorization Act of 2005, Public Law 10-162, hereinafter referred to as VAWA.

VAWA provides legal protections to victims as well as members of their families of domestic violence, dating violence or stalking. These protections prohibit owners/agents from evicting or terminating assistance from individuals being assisted under a project-based Section 8, Section 202/8, PRAC 811 or LIHTC program if the asserted grounds for such action is an instance of domestic violence, dating violence, sexual assault or stalking.

VISITORS

This is your home and visitors and guests are welcome; however, you are not permitted to have visitors for more than 14 days in a 12-month period unless you obtain prior approval from the Property Manager.

Any person not included on the HUD 50059 who has been in the unit more than 14 days in a 12 month period must be added to the household.

As this is a federally subsidized apartment, only eligible residents who sign the lease agreement may occupy the apartment. Resident(s) shall not assign this lease, sublet, or transfer possession of the premises, **or give accommodation to boarders or lodgers whether paying or not**, without written consent of Management. **If it is suspected that an unauthorized individual(s) is/are living in your apartment, Management will investigate the situation. After Management investigates, and it is determined that an unauthorized individual(s) is/are living in the unit, a written warning will be issued to the resident(s) of the leased premises. If the unauthorized individual(s) do/does not vacate the apartment immediately, or is not added to the lease--tenancy will be terminated.**

Since residents are responsible for the actions of their visitors, visitors may not occupy an apartment if the resident is not at home. Management may approve some exemptions to this rule. For example: if a resident is hospitalized Management may allow, with the resident's permission, guests from out of town to stay in the apartment.

Visitors must use the main entrance. Please advise your visitors NOT to use fire exits as an entrance or exit door.

All children under the age of 12 must be accompanied by an adult when using building facilities.

Proof Required

If management has any reason to suspect that a tenant is housing an unauthorized guest or guests, the tenant must prove to management that the person has permanent residence elsewhere. If a tenant doesn't provide acceptable proof within 14 days from the date of management's request, management may increase the tenant's

rent to the HUD-approved market rent under paragraph 15 of the HUD lease, or may begin eviction proceedings for material noncompliance under paragraph 23d(3) of the HUD lease.

Acceptable proof consists of any two of the following:

- Valid lease with a valid rent receipt (for the current month);
- Copy of a utility bill for the current month showing the person's name and address (electric, gas, phone cablevision);
- Current paycheck stub showing name and address;
- Current bank statement showing name and address;
- Car registration showing name and address;
- Copy of a mortgage coupon showing name and address; and
- Deed to a house, if owned, showing name and address.

Unacceptable Proof

- Driver's license;
- Phone book listing;
- Tax forms; and
- Other items which in management's view aren't likely to have a current address

LOCKS

1. Lost keys **MUST** be reported to the office immediately in order for the key fob to be deactivated. If the keys are not located within 48 hours, the maintenance staff will change the unit locks and provide new keys. The tenant will be responsible for the labor and key/fob costs.

EXTENDED ABSENCE OR ABANDONMENT

1. Extended absences longer than 60 consecutive days or longer than 180 continuous days for medical reasons, without written notice to the office, will result in an eviction being initiated.
2. If a tenant is issued an eviction notice for unpaid rent, and does not respond to A Partnership in Housing, Inc. within the 10-day period following delivery of the notice or within 10 days after the notice is mailed, the unit will be considered abandoned. At the end of the 30-day period of the eviction, A Partnership in Housing, Inc. will take possession of the unit and its contents.

LAUNDRY

1. Tenants will clean out washers and dryers after each use. Please remove your laundry from the washers and dryers upon completion of the cycle to allow them to be used by other tenants.
2. Tenants must report any appliance that is not functioning properly.

SMOKING

As of March 1, 2011, the McKean County Housing Authority and A Partnership in Housing, Inc. have banned smoking in ALL SUBSIDIZED HOUSING UNITS.

Smoking is prohibited in the building and within 25 feet of the main entrances in the front and rear of the building. Tenants and their visitors are also asked to be courteous of their neighbors when smoking outside so that smoke does not go in neighboring apartments through open windows.

Any violation of this policy should be reported to the McKean County Housing Authority office staff.

House Rules are for the safety, care and cleanliness of the building, and for the comfort of the residents.

Central Towers office hours are 8:00 a.m. – 4:00 p.m. for staff & maintenance. CT Office Telephone (814) 837-7393. Smethport Office Telephone (814) 887-5563. Emergency Maintenance Telephone (814) 598-0405.

I have read, had explained, understand, and received a copy of these House Rules and agree to abide by these rules and guidelines. I understand the owner/ agent reserves the right to make any revisions to these House Rules at any time.

Landlord

Date

Head of Household

Date

Other Adult

Date

Other Adult

Date

Other Adult

Date