



House Rules

The purpose of these rules is to allow each tenant to enjoy his or her unit and to better ensure the safety of tenants and the appearance of the community. As a tenant in a Development, you necessarily assume certain responsibilities that go along with the many benefits of the Community lifestyle. Basically, these are common rules of etiquette designed to make the community more enjoyable for all tenants. Management reserves the right to take the necessary steps to enforce the House Rules. *Any violation of the rules will be grounds for termination of tenancy.*

Tenant
Initial(s)

_____ **Disturbances:** Social and friendly gatherings of tenants and their guests are welcomed and encouraged, provided that such gatherings do not become boisterous, obscene or generally objectionable to the other tenants. Public drunkenness or drunkenness that disturbs other tenants will not be tolerated. Tenants are entirely responsible for the conduct of their guests in the unit or outside in the common areas. Keep stereos, radios, televisions, and all audio devices at minimum levels so that neighbors are not disturbed. Nothing should be done in or about the Development that will interfere with the rights, comfort or convenience of other tenants.

There is to be **no** late night public drinking or partying on the grounds of the Development. Any noise that can be heard outside is to cease by 10:00 p.m. (Check with code enforcement for each site) The level of noise prior to this should not be disturbing to any of the other Tenants.

_____ **Drug/Criminal Activity:** Tenant must not be involved with any illegal or criminal activity including ~~Tenants must not be involved with~~ any drug-related criminal activity on or off the premises including, but not limited to the following: the growing, manufacturing, producing, or selling of marijuana, methamphetamine or any illegal narcotic at the dwelling unit or premises.

_____ **Guests:** Tenants are responsible for the guests' behavior in the unit and on the premises.

Disorderly guests will be requested to leave the premises by Management and tenants will be responsible for any damage caused by their guests. Tenants may receive lease violations and/or a Notice to Vacate for their guests' behavior. Per your signed lease, guests are allowed to stay **no more than fourteen (14) calendar days per year.**

~~Should you have difficulty in controlling their behavior then we suggest that you do not invite them back to visit as problems arising from the conduct of these guests could constitute a lease violation and subsequent notice to vacate.~~

_____ **Children:** Children **must be** adequately supervised at all times, so as not to disturb other tenants. All children **must be** supervised when playing in the "Common Areas". As a member of your household, your children will also be responsible to follow the House Rules

_____ **Community Appearance:** Since this Housing Development is your home, we



ask that you treat it in that way. We are proud of our community and want and need your pride in the Development as well. In this way, it will be an attractive and safe place in which to live and entertain your guests. We ask that you abide by the following policies to maintain an attractive community and a safe environment and to protect the property:

_____ Window coverings are to be attractive to the surrounding. Sheets, blankets, aluminum foil, heavy paper, and other such items are not acceptable window coverings.

_____ Sidewalks, entrances, passages, courts, vestibules, stairways, corridors, and halls should not be obstructed or encumbered or used for any purpose other than entering and leaving your apartment.

_____ All common areas should be kept clear of furniture, bicycles, toys, and any other personal property and kept in a neat and clean manor.

_____ No sign, advertisement, notice or other lettering should be exhibited, inscribed, painted or affixed by any tenant on any part of the outside or inside of the apartment or building without the prior written consent of management.

_____ No radio, television, or satellite aerials or wires should be erected in or about any part of your unit without prior completion of the request form and prior approval of management.

_____ Trees and shrubbery are a vital and valuable part of the community, and you will be liable for damages or any mutilation or defacing for which you, your children, or your guests are responsible.

_____ Holiday decorations (i.e. Christmas lights, lawn ornaments, wreaths, etc.) can only be displayed thirty (30) days prior and thirty (30) days after the date of the Holiday. Any decorations not removed at that time will be removed by the management at the tenant's expense utilizing the current approved maintenance hourly rate

_____ Any expense incurred by the management ~~as a result of~~ because of mistreatment of the unit or common areas will, insofar as necessary, be assessed against the tenant. ~~'s responsible.~~

~~_____ Trampolines are not allowed in the Development. If you have a Trampoline, you will be served a lease violation.~~

_____ Lawns are to be mowed and kept tidy at all times. Lawns that are not properly maintained (i.e. lawns not mowed) will be mowed by management at the tenant's expense utilizing the current approved maintenance hourly rate.

_____ **Keys and Locks:** We supply a set of keys to the unit. All keys are to be returned to our office upon vacating the apartment. Tenants are not permitted to alter any lock or install a new lock, knocker or other attachment on the door. Changes to locks will result in a lease violation and charges as applicable.

_____ ~~**Swimming Pools:** Tenants must sign and agree to the "Addendum to Lease for Pool" before setting up a swimming pool. Swimming pools are limited to ten (10) inches high by six (6) feet across and must be located in a back yard with a locked gate. Tenant must provide proof of current renters insurance including subsequent~~



~~renewals which includes coverage for damage and accidents. The yard and pool must be maintained in a neat and tidy manner.~~

Prohibited Outdoor Equipment: trampolines and/or personal exercise equipment may not be stored or used on property.

Basketball hoops: May be used when maintained on the tenant's property and stored when not in use. Equipment must be removed if poorly maintained or causing disturbance within the community.

Pools: Children's pools are permitted when stored out of sight immediately after use. Pools may be no larger than 12'h x 63"w

Pets: Limit one pet per dwelling unit. The pet must be approved in advance by Management. The pet owner must submit and enter into a Pet Consent Agreement with Management before the pet is brought into the premises, if applicable. Keeping unapproved pet is a violation of the House Rules and grounds for termination of your lease. Aide animals are not subject to this rule. Tenants with animal must pay a pet security deposit of \$300 for general occupancy developments or \$150 for elderly/disabled developments.

Your pet can not weight more than twenty (25~~0~~) pounds. All fish tanks must be ten (10) gallons or less.

At no times are your guests allowed to bring their "pets" with them to visit, nor are you allowed to watch someone's pet on your property. Failure to abide by these may be cause for termination of your tenancy

Automobiles: Automobiles must be parked on the street or in parking spaces provided by the development. Please park in a manner that allows other cars easy access in and out. Do not "double park". Park only in designated areas, never in fire lanes. Cars that are parked in restricted areas will be towed away at the owner's expense.

You, any other household members, or your guests are not allowed to park on the lawn in either your yard or any common areas. You will be issued a lease violation and fined \$25 for the first offense and \$50 for subsequent offenses. Excessive lease violations could lead to termination of your lease.

Only those individuals who are "Handicapped" use the space provided for "Handicapped Parking". Those who violate the parking guidelines will have their vehicle towed away at their own expense and subject to a lease violation.

All cars must be licensed and drivable. They should not be "stored" in parking areas. Vehicles found on the premises in a "non-operable" condition, with flat tires or on jacks, supports or bare wheels, will be removed at the owner's expense. Expired licenses indicate a "stored" condition, and the vehicle will be removed.

We also ask that tenants not perform any major repairs on their cars at the development. Changing of a battery, tire, air filter, or other minor repair not lasting more than four (4) hours will be allowed. **Note: Changing oil is not permitted at any time and constitutes a lease violation.** Please, always properly dispose of refuse.

Additional vehicles including but not limited to RV's, trailers and ATV's are not permitted to be stored/parked on the property. ATV's may not be driven on the property.

Trash Disposal and Refuse: ~~For~~ Trash **must** be bagged and tied or wrapped and



should be placed **only in your** unit numbered trash receptacle that you are provided. Follow the guidelines that were given to you at Move-In.

Screens: Any lease holder or tenant who removes a screen from a window except in an extreme emergency, such as fire, will receive a substantial charge for re-installation and if necessary, the cost of a new screen. This will be considered a lease violation.

Waterbeds: Waterbeds are NOT ALLOWED in any unit unless arrangements are made in advance and Management has given WRITTEN APPROVAL and a copy of the tenant's waterbed insurance is provided to management.

Plumbing: Plumbing facilities must be used only for the purpose for which they were designed and constructed. Do not drop/flush disposable wipes, sanitary napkins, rags, matches, cigarettes, coarse paper, or kitchen refuse in the toilet bowl. All tenant-caused plumbing stoppage is the tenant's ~~responsibility~~ responsibility, and any resulting costs will be charged to the tenant.

Damage to Unit: Tenants will be required to pay for all damage ~~to apartments cause by their negligence~~ above normal wear and tear to apartments. Management reserves the right to enter the apartments at all reasonable hours to protect the premises and contents from damage and to make repairs. A 24-hour notice is required except in emergency situations.

Painting: Painting of any portion of the unit is not permitted.

Fire Department Regulations and Fire Precautions: Please report any fires to the Fire Department and the office immediately. Always give an accurate and understandable address to aid fire units in locating the fire. Storage of kerosene, gasoline or other flammable or explosive agents is prohibited. Fire regulations prohibit tenants from installing burglar gates, or grill cooking on the porches.

The best way to stop fire is to prevent it before it starts:

- Store all items safely.
- Empty waste and trash containers daily.
- Dispose of newspapers and magazines regularly.
- Store all matches in tightly closed metal containers.
- Clean grease and spilled food daily from cooking range and oven.
- Store cooking grease containers away from range.
- Never wear flimsy clothing or plastic aprons when cooking.
- Keep curtains, towels, potholders, and other flammable items away from cooking range top.
- ~~Please refrain from smoking in bed.~~
- ~~Have plenty of ashtrays for smokers to use.~~
- ~~Never empty ashtrays in wastebaskets until the ash has been soaked.~~
- Always keep household equipment clean and in good repair.
- Have worn and frayed electrical cords replaced immediately.

- Avoid overloading electric wiring circuits.
- Use a heat-resistant pad under toasters, grills, and other appliances.

Smoke Detectors: Smoke detectors have been installed in your unit in compliance with city ordinances and to provide an additional measure of safety for you. These devices are designed to sense the visible and invisible products of combustion created by a fire, and are intended to give early warning in case of smoke or fire. ~~However, they cannot be expected to protect against fires resulting from smoking in bed.~~ The battery that powers the detector should last at least one year. However, you should test its operation once each month to assure yourself of proper functioning. (Test the battery by firmly depressing the button located near the center of the detector cover for a few seconds. The alarm will sound as it would if smoke from a fire were actually present. If the alarm does not sound, call the management office immediately.) Removal of smoke detector(s) or battery is a lease violation and will result in a \$50 fine per smoke detector and may result in termination of the Lease.

Tenant Insurance: In the event of loss or damage by fire or other casualty to your apartment due to your own fault or that of your guests, you will be charged and billed for restoration of the loss or the damaged premises. Therefore, we strongly recommend that you contact an insurance agent to obtain Renters' Insurance, Household Goods and Liability Insurance or another similar policy to cover your personal belongings against vandalism, fire, burglary, and water damage as well as personal liability. Our insurance **does not** cover your personal belongings or liability.

Vacations or Absence from Unit: It is advisable to notify the mail carrier, newspaper and all other routine delivery people when you plan to be away from your home for an extended period. The Post Office can hold your mail and other deliveries for you until you return. A growing pile of newspapers allows too many people to know you are absent. Before leaving on your vacation, cupboards should be checked for unwrapped foodstuffs. The garbage should be emptied. Mail a check to cover the rent if the rental payment due date comes during your vacation. (Your rent is due on the first day of each month, whether you are here or not.)

Keep all windows closed during your absence to prevent rain damage to draperies, carpeting, and unit interiors. Check all electrical appliances (such as the stove or coffeepot to be certain that they are unplugged or off. It is required to notify the office if you will be away for an extended period of time.

The following information pertains to Move-ins and Move-outs.

1. The moving or removing of any furniture, boxes, or any other articles to or from your unit shall be done at reasonable hours, so as not to disturb other tenants. Any damage caused by moving shall be your responsibility and as such you will be charged accordingly.
2. Charges at move-out will be levied where damages and abnormal wear have been caused by the abuse or misuse of the tenant, household members or guests of the household. The Housing Authority of the County of San Joaquin (Authority) will not charge the tenant for the on-going refurbishment of the unit or items needing attention due to normal wear and tear.
3. **CHECK-IN** – You are responsible for a check-in with the Authority at move-in and you should be very careful that any items needing repair are noted on the **MOVE-IN INSPECTION REPORT**, so that you will not be held responsible for any damages that you did not do.

4. **CHECK-OUT** – You are responsible for making an appointment to check-out with the Authority and returning the keys. For any days beyond your move-out date, that the keys are not returned, you will be charged rent at the daily pro-rated amount. You are responsible to call all utility companies to have final readings taken [to close your account](#).

The following is a list of items that need to be cleaned by the tenant (you) **prior** to move-out. Any failure on the part of the tenant to leave the unit and its appliances or fixtures clean will result in deductions from the Security Deposit and possibly remove the ability of you to remain in or return to Public Housing.

- All debris must be removed from the unit, storage shed, patio and any and all areas assigned to your unit.
- The walls and floor behind and around the stove should be cleaned.
- Entire bathroom which includes but is not limited to; sinks, tub, tile and toilets must be cleaned.
- Light fixtures should be clean and if any bulbs are missing or broken, they need to be replaced.
- Closets and cabinets ~~should~~[must](#) be cleaned thoroughly inside and outside (kitchen area will probably need degreaser).
- All floors, walls and stairs must be swept and wiped.
- If your windows are excessively dirty from smoking or cooking, they [must](#) ~~should~~ be cleaned.
- Any carpet tape, contact paper or shelf paper, picture hooks, etc. ~~must~~[should](#) be removed and disposed of.
- All units with carpet must have the carpet professionally cleaned before the unit is vacated

You can expect a letter with an accounting of charges, if any, levied against your security deposit within twenty-one (21) days after the end of the month in which you vacated your unit. You should discuss anything that you might be charged with when you conduct your check-out with the Authority. If you abandon the unit or are not present for the check-out you have no chance to dispute any charges for damages or cleaning. Any charges that exceed your security deposit, including unpaid rent, late fees, NSF fees, prior back charges, sales and service, attorney fees etc., will be listed on the Authority’s notice to you and payment of those charges should be remitted to the Authority **IMMEDIATELY**. If the Authority does not receive payment from you, we ~~will~~[may](#) turn your account over to an agency for collection.

The Authority ~~will~~[may](#) serve a thirty (30) day notice to vacate to any tenant receiving four (4) Lease Violations in a twelve (12) month period.

I/We hereby acknowledge that I/We have received a copy of the House Rules & Regulations and agree that we will abide by them.

Head of Household

Date

Spouse/Adult/Co-Head

Date

Other Adult or Live-In Aide

Date

Other Adult or Live-in Aide

Date

Other Adult or Live-in Aide

Date

