



*2016*

***PROPERTY OCCUPANCY STANDARDS***

The premises leased are for the exclusive use and occupancy of the Resident and the Resident's household consisting of the persons that are named on the Lease.

**1. PETS**

Families residing in a Public Housing unit are allowed to keep one common household pet in their apartments. Families must request permission to keep a pet. Prior to a pet being accepted for keeping in an apartment, the proposed owner must complete a Pet Application Form.

The pet must be registered with the Housing Authority prior to being brought on the premises. No vicious or intimidating animal or pet is to be kept on the premises.

The resident will be responsible for all reasonable expenses directly related to the presence of the pet on the premises. **A pet fee and deposit is also required.**

**2. VEHICLES**

All vehicles parked at this property must comply with the following property policies:

- a) All vehicles are to be parked in designated parking areas and should be in operating condition with current vehicle tag and registration. All vehicles are to be maintained with legal license plates.
- b) If a vehicle is in an inoperable condition, does not have a current tag and registration or decal, this vehicle will be tagged and the resident will have 72 hours to correct this situation. Inoperable condition includes, but is not limited to, flat or missing tire(s), mechanical problems(s), (i.e. motor will not start, no brakes, can't drive in reverse, no brakes) or damage from a collision.
- c) **The driving, parking, and/or operation of any type of vehicle on the lawns is strictly prohibited. NO VEHICLE IS TO BE PARKED AT ALL, FOR ANY LENGTH OF TIME, ALONG THE ENTRANCE CURBS PAINTED YELLOW.**
- d) The storage of resident/non-resident vehicle(s) is strictly prohibited.
- e) Vehicles are **NOT** to be repaired on Housing Authority Property, as you may be charged for removing fluid leaks such as oil, transmission fluid, radiator fluid, etc.)
- f) Large trucks, motor homes, boats and trailers, utility trailers, commercial vans and/or trucks, excavation equipment, or any commercial equipment is strictly prohibited from the property.
- g) Management is not responsible for the safety or security of your vehicles(s) or your guest's vehicle(s).
- h) Washing of vehicles on the property is prohibited.

### **3. SPEED LIMITS**

All residents and/or his/her guests are required to comply with the speed limit stated for the property.

### **4. KEYS AND LOCKS**

Keys are issued to all residents at the time of move-in. Any alteration, addition, and/or replacement of a lock(s) is not permitted without the consent of management. Keys will be issued for household members only. Resident(s) are responsible for the control of and return of all keys issued during/his her term of possession of the apartment.

### **5. PROPERTY APPEARANCE**

- a) All residents are responsible for the conduct of his/her household members and/or guest.
- b) Toys, personal items, and other play things should not be left unattended or abandoned on the sidewalks, stairways, or in common entries or in hallways, or on the grounds
- c) Sidewalks, entrances, passages, stairways, hallways, and courtyards should not be obstructed, or used for any purpose other than entering and exiting your apartment.
- d) The lawn and/or common area should be kept free of unattended or abandoned furniture, toys, and other personal property.
- e) Trees, shrubbery, and lawn turf are a vital part of the property. Residents are financially responsible for any damage, destruction, or mutilation to any part of the common areas caused by their household members.
- f) No flowerbeds, gardens, shrubbery or other decorations are allowed without first checking with management.

### **6. WASTE REMOVAL-DUMPSTERS/ENCLOSURES**

- a) No trash or garbage accumulation is allowed in the apartment.
- b) No aluminum cans are to be stored within the complex.
- c) Trash and garbage are to be properly placed inside the DUMPSTERS. Please make sure that children placing trash in the dumpsters are of sufficient height so that they will not litter the area.
- d) The placing or dumping of any highly flammable material in the dumpsters, which will or may cause a fire in the dumpster, is strictly prohibited.
- e) Grease, paint, acids, and other problem materials may not be disposed of in the dumpster.

### **7. LITTERING**

Littering is the intentional or unintentional disposal or abandonment of unwanted household or personal items contrary to established methods.

- a) Disposal of cigarette butts and/or other smoking material(s) on apartment property grounds is strictly prohibited.
- b) Disposal of items as small as candy, chewing gum wrappers, and/or soda cans to as large as a mattress or sofa on apartment property grounds is strictly prohibited.
- c) Repeated offenses of littering will result in charges.

### **8. CONDUCT**

- a) Residents and his/her guest(s) will not engage in, or participate in, such conduct which interferes with the quiet and peaceful enjoyment of the other residents living in the apartment property.
- b) No act of intimidation, harassment, verbal abuse, physical threat or violence, or social misconduct of, or to, any employee of this apartment property by any person will be tolerated.
- c) Social and friendly gatherings of residents and his/her guest(s) are welcomed provided such gatherings does not become noisy, offensive, threatening, or generally objectionable to other residents and/or management.
- d) The public consumption of alcoholic beverages within the common areas of the apartment communities is **strictly prohibited**.
- e) The resident, any member of the resident's household, or a guest or other person under the resident's shall not engage in criminal activity including drug-related criminal activity on or off Public Housing premises
- f) The resident on Lease is responsible for the actions and conduct of his/her household members, guest(s), and visitors(s), while in the apartment and/or on the property.
- g) The volume of stereos, televisions, radios, etc. is to be controlled at a minimum sound level so as not to violate the rights of neighbors to the quiet and peaceful enjoyment of his/her residence **at all times**.

## 9. COMMON AREAS AND GROUNDS

The common areas and grounds are for use and enjoyment of all residents. The walkways, hallways, corridors, stairways, courtyards, playgrounds, parking lots, and lawns are not to be obstructed, encumbered, or used for any purpose other than entering or leaving the apartment premises. Residents may linger or congregate in the walkways, hallways, corridors, stairways, property roadway, or parking areas. Storage of household or personal items in the common areas is prohibited. Stored and/or abandoned item(s) will be removed from the property with or without notice if the owner is unknown.

## 10. FIRE SAFETY

*Fires are a serious problem in apartment communities-much more so than in a single family dwelling due to the number of families living within each building. Though damage is usually confined to property loss and damage, the loss of personal items can be quite an emotional experience. Most often started through carelessness with cooking grease, matches, cigarettes, and fireplaces, many fires can be avoided by using caution and common sense.*

- a) Storage of containers of flammable fluids or explosive materials within the apartment, storage area, or adjacent to the building exterior, is strictly prohibited.
- b) Storage of paper or plastic bags or materials adjacent to the hot water heater, HVAC, range, or refrigerator creates a health and fire hazard and is strictly prohibited.
- c) Storage of any flammable fluid upon or within the property is expressly prohibited.
- d) Windows are not allowed to be nailed or permanently shut in any way.
- e) No kerosene heaters are allowed in the apartment.
- f) Residents must keep light bulbs in all sockets whether they are working or not.

## 11. UTILITIES

- a) It is the responsibility of the resident(s) to notify management of all water leaks (faucets, running toilets, etc.)
- b) The resident will maintain all utility accounts for which he/she is responsible for payment while in possession of his/her apartment.

## 12. APPLIANCES

Each resident is responsible for the care and use of each appliance and fixture in his/her apartment provided by the apartment property.

## 13. LAUNDRY FACILITIES (IF APPLICABLE)

- a) Laundry facilities are available for each resident's use. Use of the laundry facilities is at **your own risk. Management is not responsible for any loss or damage caused by the operation of the machines.**
- b) Please follow all posted rules for operating the machines.

## 14. FIREARMS, WEAPONS, DANGEROUS OBJECTS AND/OR MATERIALS

The use of any type of weapon, firearm, or dangerous objects is strictly prohibited within the boundaries of the property. This includes, but is not limited to:

- a) Shot guns, pistols, rifles, etc. used with the intent to threaten, intimidate, or harm another.
- b) Ammunition of any type used with the intent to threaten, intimidate, or harm another.
- c) Pellet guns, B.B. guns, air guns (pistols, rifles, etc.), of any type
- d) Archery equipment (bows, arrows, targets, etc.)
- e) Any and all types of slingshots or any device that could shoot a projectile.
- f) All sharp edged or pointed objects (i.e., knife, sword, etc.) used with the intent to threaten, intimidate, or harm another.
- g) Any and all types of explosives, fireworks, and explosive chemical(s)
- h) Any other type of instrument, object, and/or material that may be deemed a weapon when used with the intent to threaten, intimidate, or harm another.

## 15. MISCELLANEOUS

- A. No additional equipment, refrigeration unit, freezing unit, air conditioning, or heating unit may be installed, operated, or used in any way without the express written consent of the Management.
- B. Do not install any additional electrical wiring or heating instrument in your apartment.
- C. No provided equipment and/or appliances may be moved or removed from the apartment or building.
- D. Waterbeds must be approved by management before installation and the proper addendum signed.
- E. No Changes to the rented residence is allowed without the written consent of management, this includes addition of decorations attached to the walls, windows, doors, ceilings or floors.
- F. Do not allow anyone to put stickers on any of the Housing Authority appliances or cabinets.
- G. **ABSOLUTELY NO painting is to be done in the apartment by the resident.**

## 16. VISITOR POLICY

- a) No one other than those persons listed on the lease may live in the dwelling unit for more than fourteen (14) days with the resident per year. There will be one set of fourteen-day visitation allowed per year with written permission from management.

- b) The resident is responsible for the guest's action(s) while the guest(s) is on the apartment complexes' property.

**17. NON-EMERGENCY/EMERGENCY MAINTENANCE**

- 1) The resident must report all needed maintenance repairs.
- 2) Maintenance Emergencies
  - a) Maintenance request will be completed in a timely manner.
  - b) Maintenance request will be handled after normal business hours if they are emergencies.  
We define EMERGENCIAS as situations which:

**Present a danger to people...**

- Fire
- No electricity
- Broken or non-working doors, locks, window
- No heat (when outside temperatures are below 50 °F) in accordance with state and local laws
- No water
- Toilet not functioning (when only one in an apartment)

**Present a danger to property....**

- Flooding
- Broken pipes

**18. INSURANCE**

Please be aware that your personal possessions are not covered for fire, theft, or other perils. For this reason, we strongly recommend that you obtain adequate renter's insurance coverage for your personal belongings.

**19. RESIDENT'S GRIEVANCE AND APPEAL PROCEDURE**

Any dispute, which a resident may have with respect to the South Carolina Regional Housing Authority No. 3's action or failure to act in accordance with the individual Resident's rights, duties, and welfare, or status is entitled to due process of the law.

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Resident's Signature

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Property Manager's Signature