

House Rules
Attachment to Public Housing Dwelling Lease
New Boston Property Management
Resolution 2016-05; January 22, 2016

Tenant agrees to observe the following House Rules and acknowledges that violation of one or more of these House Rules shall constitute material violations of the Lease and may be cause for termination of tenancy.

Charges - Any item in these rules that include, but are not limited to, damages to property, property of others, negligence and misuse on the part of a Tenant, other members of Tenant's household or guest's is subject to charges being imposed without any other notice.

- A. **Housekeeping** - Tenant must meet the New Boston Property Management's Housekeeping requirements in accordance with the Housekeeping Policy to avoid Termination of Benefits.
- B. **Loitering** - Loitering is strictly prohibited. Neither Tenants nor their guests are permitted to engage in any activities that limit, restrict, impair, obstruct or impede access to parking lots or public walkways or any resident apartment. Non-residents that are excessive loiterers are subject to trespass notices being issued.
- C. **Curfew** - City of New Boston curfew is midnight on Sunday-Thursday and 1:00 a.m. Friday- Saturday nights and applies to all minors regardless if they are a resident or not.
- D. **Quiet Time** - Loud or disruptive noises of any kind or the playing of any musical instrument, radio, stereo, or television that would disturb others are not permitted at any time, and prohibited after the hours of 10:00 p.m. Sunday-Thursday, 11:00 p.m. Friday-Saturday or before 6:00 a.m. on any day.
- E. **Judgments** - In the event Management obtains a judgment against the Head of Household for non-payment of rent, Management will immediately pursue possession of the premises in accordance with state law.
- F. **Violence** - Tenant, any member of Tenant's household, a guest or other person under Tenant's control shall not engage in acts of violence or threats of violence including but not limited to the unlawful discharge of firearms on or near Management property. The commitment of Criminal Activities are not allowed by any resident while on or off property.
- G. **Firearms** - Firearms are not allowed to be displayed or discharged in an illegal manner. The Texas Open Carry law applies only to those individuals who have an approved state handgun license/permit. Open carry of firearms is not permitted on property by individuals who do not have such license.
- H. **Cold Weather** - To avoid cold weather problems, Tenant should never set heat below 55° during winter months. When an apartment is allowed to get too cold, water supply lines can freeze and break which could result in damage to Tenant's apartment or Tenant's neighbor's apartment. When the temperature is expected to fall below freezing, all Tenants are required to open cabinets where water pipes are located, to open the lid to all toilets and to allow drip all water faucets to avoid pipe freezing. Tenant may be liable for damages resulting from frozen pipes.
- I. **Damages and Repairs** - It is the responsibility of all Tenants to report any damages or necessary repairs to Management upon knowledge of such damage. Damages to property can result in charges if no alert to Management is given. Examples of charges tenants could possibly incur due to negligence or damage to property include tub, sink, or toilet overflows or leaks due to abuse or negligence on the part of Tenant causing water damage to his/her apartment or to any other apartment.

- J. **Emergency Maintenance** - If an emergency arises after hours, Tenant must call the After-Hours Emergency number provided by Management. The call will be answered and maintenance personnel will be dispatched within a reasonable time depending on the nature of the emergency. Listed below are examples of items that are considered to be emergencies.
- a. fire that causes any damage,
 - b. apartment doors or windows that will not lock,
 - c. flooding,
 - d. electrical problems,
 - e. sewer back-up,
 - f. broken windows,
 - g. no heat when the outdoor temperature falls below 40° Fahrenheit,
 - h. no air conditioning when the outdoor temperature rises above 90° Fahrenheit,
 - i. damage due to breaking of exterior doors or windows that causes apartment to not be able to be secured.
- K. **Plumbing** - Tenants are responsible for the repair of plumbing stoppage caused by disposal of anything other than normal sewage. The system is not designed to handle anything other than normal sewage. Toilet paper is acceptable in reasonable quantities and should not be used excessively. Feminine products should never be disposed of in the plumbing.
- L. **Air Conditioning** - Tenant must not block the return air grill. The grill must be accessible at all times.
- M. **Key and Locks** - Tenant will be issued two apartment keys and one mailbox key at the time of occupancy. Alterations/replacement of locks or installation of deadbolt locks, knockers, or other attachments on interior or exterior doors is prohibited. Tenant shall not install any locks themselves. Keys are not loaned to Tenants. If Tenant loses his/her key, a duplicate key will be provided for a fee. If any Tenant is locked out, Management will allow access only to a member of the household listed on the lease for a fee. All such persons will be required to provide picture identification to verify that the person seeking access is a member of the household.
- N. **Alteration/Decorating** - Tenant shall not make modifications to apartment walls, shelves, or closets without prior approval of Management. The following items are not allowed on windows: aluminum foil, sheets, blankets, or any other covering that diminishes the appearance of the property.
- O. **Maintenance Inspections** - Regularly scheduled Preventive Maintenance inspections are conducted. Tenant will be notified of the approximate scheduled date with a minimum notice of forty-eight (48) hours in advance. Maintenance personnel must have access to Tenant's unit to conduct the scheduled maintenance inspections. If access is not granted or is blocked, a charge for a return trip will be assessed.
- P. **Wiring** – Tenants may use only the telephone and cable outlets already installed in the apartment. Any additional wiring must be requested to and approved by Management in writing prior to installation and all costs associated with additional wiring are the responsibility of Tenant.
- Q. **Insurance** - Management strongly recommends that Tenant obtain renter's insurance. Management is not responsible for damages or loss of personal property from such events as theft, vandalism or fire/water damage.
- R. **Common Areas** - The definition of a common area is an area located outside of Tenant's apartment which includes, but is not limited to: parking lots, pavilions, and courtyard areas. These areas must be kept clear at all times of trash, clutter and other obstructions.
- a. All items left unattended in the common areas will be removed and disposed of by Management Staff without notification to Tenant.

- b. Common areas are for the use and enjoyment of all Tenants. Tenant and/or guest conducting themselves in any unreasonable and/or offensive manner shall be subject to being removed from the common areas. Non-residents will be subject to trespass notices being issued.
- c. Tenants will be liable if they or their guests cause any damage to any part of the community.
- d. Moving vans, trucks, or vehicles of any kind are not permitted on the lawn or sidewalk at any time without the prior written permission of Management.
- e. The consumption of alcoholic beverages in any area other than the porch of Tenant or inside the residence is prohibited.
- f. Alcoholic beverages are prohibited in all common areas.
- g. Loud noise levels from Tenant or guest's automobile stereos and/or jam boxes will not be tolerated at any time and may be subject to criminal charges and/or Trespass notices being issued.
- h. All activities in the common areas and playgrounds by any person 6 years of age or younger must be supervised by a parent or legal guardian at all times.

S. **Entrances** - In compliance with the fire code, all sidewalks, entrances, and passages are to be kept free from obstruction at all times. Any items left unattended will be removed and disposed of by Management or designated personnel without notice.

T. **Porches** -

- a. Keep porches free of indoor furniture, appliances and trash at all times. Porches are not storage areas.
- b. Clotheslines are not permitted unless installed by Management.
- c. Trash must be properly disposed of at all times in a timely manner and not left on porch or yard.
- d. No radio, television antennas, satellites or wires shall be erected on any part of the premises without prior written permission from management.
- e. Only outdoor furniture in good condition is permitted on porches.
- f. Bird feeders are not allowed on porches.
- g. Grease and other food should not be thrown outside for any reason.

U. **Trash** - Tenant and guests are to keep the premises clean by not throwing trash on the property. Trash receptacles are located on the property for convenience. All trash must be wrapped or put in bags and placed inside the designated trash receptacle. All garbage should be discarded on a regular basis to help eliminate any insect problems.

V. **Parking and Vehicles** -

- a) All parking is unassigned. Corley Homes' residents may park one vehicle with proper parking permit in designated Tenant Parking areas. Guests and all other vehicles must park in visitor parking. Any guest vehicle being parked on property over twenty-four (24) hours must have a visitor permit from the central office.
- b) Tenant is required to obtain parking permits from Management at move in.
- c) Vehicles without current inspection stickers and/or license plates are subject to towing at owners' expense.
- d) The unauthorized use of parking lots for any purpose other than parking of automobiles, motorcycles, vans or pick-ups (such as storage, parking of boats, trailers, large trucks, commercial vehicles, buses, motor homes) without written permission from Management is prohibited and the vehicles are subject to towing at owners' expense.
- e) Pickup beds are not storage units. Nothing should be stored inside the cab or in the bed that exceeds the top rail of the bed of the truck or that diminishes the appearance of the property.
- f) Mini bikes, go-carts or other non-licensed, self-propelled vehicles are prohibited on Management property.
- g) Fire codes prohibit the parking of motorcycles on sidewalks, porches or inside of apartments.
- h) Tenant must not park in designated fire lanes or block trash receptacles.

- i) All abandoned and/or inoperable vehicles must be removed from the property or will be towed at owners' expense twenty-four (24) hours after Management notes such offense.
- j) Repairing or washing of vehicles in parking lots is strictly prohibited. Tenants shall be charged for the cost of cleaning chemicals, debris, or property damages resulting from these actions.
- k) The parking areas are not play areas and adult residents must make sure that children under their care do not use the parking areas as a play area. No cycling, skateboarding, roller-skating, in-line skating, or other recreational or play activities will be permitted in parking areas.

W. **Vandalism** - Vandalism or destruction of plants, gardening equipment, property or items associated with Management property, neighboring properties or other resident's property is prohibited. Management has a zero-tolerance policy for any vandalism, graffiti and/or malicious damage done to Management property, Tenant property or neighboring properties. Tenant and Tenant's guests or minors who engage in the above may be prosecuted, and housing benefits may be terminated. In addition, Tenant shall pay to Management any costs associated with repairing damage to Management property.