

Mercy Housing Management Group House Rules

House Rules

It is important that all Residents follow the rules of the Apartment where they live. This will contribute to a well-managed home for every Resident to enjoy. We recognize that your home is very important to you and appreciate your choice to live in a community managed by Mercy Housing Management Group. Please be sure to completely understand these rules before you sign this document. If you violate the house rules, your lease may not be renewed, or you may be evicted. These house rules are an addendum to your Lease Agreement and as such, you are fully liable for the content of this document.

Rent and Occupancy

1. Rent is due on the first of each month. Late fees are assessed in accordance with your lease agreement.
2. Payment may be made by first party check, money order, or cashier's check. No cash will be accepted. Cash given to anyone will be the Resident's responsibility to recover. Third party checks are not allowed. Rent payments from individuals or organizations other than the leaseholder must be pre-approved by Management.
3. If your payment via check is returned from your bank for any reason, including Non-Sufficient Funds, Closed Account, Stop Payment, or Failure to Sign, more than one time during a lease term of 12 months, future payments must be made only by money order or cashier's check. You will be charged for any fees charged to the Property due to your returned check and no personal checks will be accepted for the following one-year period. Any returned checks must be re-paid in the form of a cashier's check or money order.
4. Management is not responsible for damage to your personal property. You are strongly urged to purchase Renter's Insurance to cover your personal property. Information about Renter's Insurance for your belongings is available in the Management office.
5. Keys, entry cards, and key fobs (*access methods vary by property*) are provided to all appropriate household members. They are to be returned when you move out. Keys are not to be duplicated or given to anyone. There will be a charge of \$_____ to replace lost keys, fobs, or entry cards. A key may be temporarily lent to a friend/neighbor/family member, on a short-term basis, for situations such as to let in a delivery person who is expected, or to water plants, while the resident is away.
6. You must notify Management in writing if you intend to be absent from your apartment for more than 60 consecutive days (*or for longer than 180 days for medical reasons*) and rent must be paid in accordance with your lease. Failure to report such absences may result in your unit being considered abandoned as identified by local state law. If an apartment is considered abandoned, Management will be required to dispose of your items in accordance with applicable law.
7. Recertification of occupancy qualifications is required for each household annually and conducted by the office staff. Additional Residents/Occupants must receive advance qualification and approval prior to moving onto the Property. It must be reported to the office within 30 days if someone (*but not the whole household*) moves out or there is a change in income.

Building and Unit Policies

- Smoking Policy (*Check if this is a smoke-free property*).

Due to the increased risk of fire, increased maintenance costs and the known health effects of secondhand smoke, smoking is prohibited in any area of the Property, both private and common, whether enclosed or outdoors. The term "smoking" means: inhaling, exhaling, breathing, burning or carrying any lighted cigar, cigarette, pipe or other tobacco product or similarly lighted product in any manner or in any form. The non-smoking policy applies to any and all persons entering the Property, including Residents and their guests, visitors, employees and service persons entering onto the Property. Residents are responsible for ensuring that family members, roommates and guests comply with this rule.

Tenant acknowledges that Landlord's adoption of a smoke-free living environment, and the efforts to designate the rental complex as smoke-free, do not make the Landlord or any of its managing agents the guarantor of Tenant's health or of the smoke-free condition of the Tenant's unit and the common areas. However, Landlord shall take reasonable steps to enforce

the smoke-free terms of its lease. Landlord is not required to take steps in response to smoking unless Landlord knows of said smoking or has been given written notice of said smoking.

Check One:

This is a non-smoking property and vapor/e-cigarettes are **not allowed**.

This is a non-smoking property, but vapor/e-cigarettes **are allowed**.

1. Alcohol must not be consumed in common areas of the Property or near the Property, including the front of the building or parking area.
2. Even though the use of marijuana, medically or recreationally, is permitted under some state laws, it is illegal under Federal law. The Owner of this Housing Community does not permit the use of marijuana, in any form, or for any use, in the apartments, buildings, or on the grounds (*or common areas*). Illegal drugs **as deemed by Federal law**, must not be consumed, used, or sold in common areas of the Property or near the Property, including the front area of the building or parking area.
3. Selling, sharing, trading, soliciting, distribution, growing or manufacture of illegal or prescription drugs is prohibited on or near the Property.
4. Personal belongings to include furniture, door mats, and bicycles must not be left in common areas/hallways of the building. Management is not responsible for unattended personal belongings.
5. Trash must be placed in sealed plastic bags and disposed of in designated trash areas immediately and not left on a balcony, patio, or in any common areas.
6. Trash and recyclables must be stored in containers, inside of your apartment rather than piled up inside or outside of an apartment. Boxes must be broken down and flattened prior to being placed in a trash receptacle. Alternate arrangements must be made for the disposal of items too large for the Property trash receptacles such as furniture, and for items that require special disposal to include paint, carpet, and appliances.
7. You may use the Resident Lounge, Computer Center or other locations (*if provided*) for your leisure activities during normal hours of operation. Loitering is not allowed in business areas such as the lobby, around entry gates or exit stairs, fire escapes or in areas next to Property, such as the front of the building.
8. Fire escapes, exit doors, and rear fire doors are for emergency use only. Fire doors must not be propped open. Tampering with any fire or life safety system is not allowed.
9. If you live in a building with interior hallways, the door to your apartment must be kept closed, in accordance with local fire codes.
10. Pets are allowed only under the terms of the Pet Policy as outlined in the Resident Selection Criteria, with advance written permission of the Property Manager. Pet rules as outlined in the Pet Agreement, must be followed. No fish tanks larger than 2.5 gallons are allowed.
11. Common areas such as the Computer Center and Laundry facilities are subject to Use Rules, which are posted and must be followed.
12. Under normal circumstances, appropriate attire is required at all times in the common areas. Examples include shoes and shirts.
13. You are responsible for the upkeep of your unit. This includes keeping it clean and free of clutter that blocks entry, exit or emergency egress (*windows*). Trash and food waste should be removed daily to improve sanitation and avoid pests.
14. All units will undergo periodic entry for pest control and regularly-scheduled inspections. Written notice is provided, and Residents must allow entry.

_____ Resident(s) Initials

Version: SRO CA 2.1.18

Page 2 of 6

15. Only outdoor furniture items are allowed on porches or patios; no indoor furniture, bikes, sporting goods, toys, etc. should be kept outside of your apartment. Clotheslines or other items being dried, such as clothing, cannot be left on porches, patios or balconies. Mops, brooms, or similar items must not be visible from the street.
16. Potted plants may not sit directly on the patio/balcony surface if it is constructed of wood or stucco. Planters may not be attached in any way to the building. Plants must not interfere with any egress through entry or patio doors.
17. Plants or other items may not be positioned, or attached, to the ledge or railing of any balcony or patio. Bicycles, toys, swimming pools, and other personal effects are not to be left for longer than 1 day in common areas, yard areas, or any other area outside of the apartment. No attachments may be made to any exterior surface to include nails, screws, bolts, tacks, clamps, tape, glue or hooks. Pets may not be left unattended on patios or balconies.
18. No gasoline, paint, propane, or other flammable materials will be stored on the premises. Mops, brooms, or similar items must not be visible from the street.
19. Garage/yard sales are not permitted unless coordinated and approved by Management and Resident Services.
20. Smoke detectors/alarms must be working: Report to the office immediately for repair if they are not working. A Resident who damages, disconnects, or covers a detector/alarm will be required to pay the cost of replacement or repair. Tampering with smoke detectors/alarms in any way including removal of batteries, is a Federal offense and may result in eviction.
21. You are to report items for repair as soon as you notice them. Maintenance requests should be given to the office or Front Desk personnel along with signed permission for Maintenance personnel to enter your unit. Residents are to replace light bulbs, as needed, after occupancy. Work orders called into the office by the Resident do not require an additional signature for permission to enter.
22. Maintenance emergencies are to be reported immediately, 24 hours per day. Emergencies include fires, smoke, sparks or overflowing water, amongst other problems.
23. Except for normal wear-and-tear, you must pay the cost of repairing damage to your apartment. A list of charges for common repairs is available to every Resident.
24. The Property Manager must approve alterations to an apartment or to the building, in writing. This includes special paint, window treatments, etc.
25. Tape and stickers should not be placed on walls, doors, windows or furniture. Check with the office before using.
26. Residents are not to hang plants, lamps, mobiles, etc. from, or otherwise disturb the ceiling or ceiling attachments (*sprinkler head, smoke alarm, etc.*)
27. Signs, advertisements, etc. are not to be affixed to any part of the premises that can be viewed by the general public.
28. During potentially damaging weather, Residents must close all windows to prevent damage from rain, wind, etc. and will be responsible for all damages resulting from failure to do so.
29. Anything showing on or through a window must be removed at Management request.
30. You are responsible for your personal phone services and your utilities. As specified in your lease agreement.
31. Parking of Resident vehicles is allowed as follows. Resident cars in a building parking lot must be registered with Management, be in working condition, have proof of insurance and have a current registration. Otherwise they will be towed at the owner's expense. Visitor vehicles are subject to the same requirements. Cars are not to be backed into parking spaces.
32. No car repair or maintenance is allowed anywhere on the Property, including parking areas. This includes oil changing and washing.
33. Bicycles and Motorcycles must be registered with Management. Bike storage is subject to rules posted in any bike storage area. No repairs or maintenance in common areas or inside the apartment.
34. Riding of bikes, scooters, skateboards or other recreational vehicles in buildings, courtyards or parking lots is not allowed.

35. The office is open for your business needs from _____ a.m. to _____ p.m. Monday through Friday.
36. If you lock yourself out of your apartment and do not have a key, outside of posted office hours (check applicable policy):
- You must call a locksmith and pay the charges directly to them for their service.
 - Call the emergency maintenance number. A member of management/maintenance will unlock the door for you. A charge of \$_____ will be posted to your account and must be paid to the office with your next rental payment.
 - Call the locksmith directly at _____. You must provide whatever identification required by the locksmith, in order for them to complete the lockout service. The cost of the lockout service will be billed to the property or you will be reimbursed if no account is set up.
37. Owner and Management are not responsible for delivery, damage, or loss of messages, packages, mail or other material left at doorways or at the Management office.
38. Personal washers and dryers, other appliances, or water filtration systems must be approved by Management. Freezers are not allowed. Resident agrees to not install fans, heaters, or air conditioners in the unit, place any aerials, antennas or other electrical connections on/in the unit. Portable heaters are not allowed to be used anywhere on the property.
39. Barbeques/grills of any type are not allowed anywhere on the premises, except as provided by Management.
40. Satellite Dishes/Antennas must comply with the Property's satellite dish policy.
41. All firearms in the possession of a resident, guest or service provider must be licensed and carried in accordance with state and local laws. The use of any type of weapon, firearm, or dangerous object is strictly prohibited within the boundaries of the property. This includes, but is not limited to:
- Shotguns, handguns, pistols, rifles, etc.
 - Ammunition of any type
 - Pellet guns, B.B. guns, air guns (pistols, rifles, etc.), of any type
 - Archery equipment (bows, arrows, targets, etc.)
 - Any, and all types of sling shots or any device that could shoot a projectile
 - All sharp edged or pointed objects (i.e., knife, sword, etc.) used with the intent to threaten, intimidate, or harm another.
 - Any, and all types of explosives, fireworks, and flammable/explosive chemical(s) including, but not limited to, propane tanks, charcoal, and lighter fluid.
 - 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. The illegal possession of weapons by a resident, a resident's service provider or a resident's guest is prohibited and constitutes a material lease violation.

Being a Good Neighbor

1. We do not allow/tolerate violence at this Property. Participation in abusive, disruptive, violent, or injurious behavior to other Residents, Staff or Visitors is prohibited. **See VAWA Policy language.**
2. Abusive or foul language, harassment, panhandling or unsolicited advances toward Residents, Staff or visitors is prohibited.
3. Observe quiet time between 10:00 p.m. and 8:00 a.m., loud noises from personal conversations or from TVs, radios, stereos, musical instruments, etc are not allowed. Be aware of noise you make at all times. This includes common areas and hallways. Management's discretion shall be final.
4. Respect the privacy of other Residents. Except in an emergency, knock on their door only between 8:00 a.m. and 10:00 p.m.
5. Report violations of building rules or illegal activity to Management.
6. If another Resident seems to be having difficulty, inform Management.

7. Common areas such as Laundry facilities, are available only during specified posted times.
8. Concerns or complaints should be in writing, signed and given to Management.

VAWA POLICY-Language

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault, or stalking. VAWA protections are not only available to women but are available equally to all individuals regardless of sex, gender identity, or sexual orientation. The full VAWA Notice of Right and Certification has been included with your lease documents. A copy will be provided to you upon request, or can be accessed on our website at: <https://www.mercyhousing.org/FAQs>

Mercy Housing will take into account individual circumstances when making a determination to terminate tenancy; such circumstances might include, among other things, the seriousness of the offending action, the extent of participation by the leaseholder in the offending action, and whether the leaseholder, if not the wrongdoer, took all feasible steps to prevent the offending action from occurring and has removed the offending person from the lease or otherwise banned the offending person from the premises in the future.

LEASE ADDENDUM

The HUD-approved lease addendum will be implemented and provided in accordance with HUD guidance.

Guests

This Property has limited space for visitors. In order to provide a quality home for all of our Residents, we have outlined specific considerations/rules concerning Resident guests. The Property Manager may make occasional allowances for special family situations if requests are made at least 24 hours in advance.

1. Guests are welcome and will be required to follow the rules of the building. Guests who violate building rules will not be allowed to enter the Property in the future.
2. Management reserves the right to refuse admission to any Non-Resident at any time.
3. You are responsible for all actions of your guest, while the guest is on the Property. A rule violation or damage caused by a guest of a Resident is treated as a rule violation by the Resident household they are visiting, regardless of the age of the visitor.
4. Mail service is for Residents only. All other mail will be returned to sender.
5. Guests may not stay on the Property more than 7 days total in a 90-day period. You may have one overnight guest at a time, no more than twice per week. Not applicable for approved care-givers.
6. If your guest is under age 18, you must inform the Property Manager and provide documentation as required. The guest will be signed in for emergency purposes.
7. Guests 18 years and older must sign-in and leave a valid identification with the Desk Clerk. Agency workers may show a picture ID issued by the agency that they represent.
8. Visitors must know your name and your apartment number, and be allowed entry by you, or the Desk Clerk will not admit them.
9. Guests will not be admitted without your presence. The Desk Clerk will attempt to reach you at your apartment but cannot be responsible to contact you elsewhere in the building.
10. Guests may visit from 8:00 a.m. until 11:45 p.m. No guests are admitted after 11:45 p.m. at properties with a Desk Clerk.
11. You must accompany your guest wherever they are on the property. Guests under 12 years of age are not to be left alone in your unit or elsewhere on the Property. Guests under 18 years of age are not to be left alone in a unit overnight.

- Your guest privileges may be forfeited if you are in the process of being evicted or if your previous guests have had a history of violating house rules.

Household Members

In the event that Management has knowledge of behavior that we believe places individuals in an unhealthy or unsafe situation, we will notify any government agency that we feel is appropriate to evaluate and deal with the situation.

- Recreation of Residents and guests is limited to _____.
- The FRC will remain open until the earlier of either 10:00p.m., or when there is no monitor on duty.

Management Reporting Requirements

Child abuse, elder abuse, animal abuse, neglect, or lack of supervision will be reported as required by state law to the appropriate protective service agency.

The following violations of house rules by you or your guest(s) may result in immediate eviction. It is important that every Resident understand these requirements.

- Violation of Property drug/alcohol policies.**
- Drinking of alcohol in the common areas or immediately outside of the Property.**
- Threats of violence; violent, dangerous, disruptive or injurious activity to other people or self.**
- Intentional damage to the Property or its furnishings.**
- Refusal to pay for damage done to the building or its furnishings, whether or not the damage was intentional.**
- Continuing occupancy of a Resident's unit by a person not on the lease.**
- Refusal to pay rent.**

Changes in House Rules

These rules are subject to change. Residents are welcome to make suggestions for changes that will improve our community. Management reserves the right to rescind or change any of the foregoing rules and to make such rules and regulations from time to time as may be deemed appropriate for the safety of Residents and the care and cleanliness of the Property. Any such changes in the Community Rules will be formally submitted to all Residents in writing and shall become effective following a thirty (30) day review period.

_____ House Rules/Lease Attachment #1 is hereby agreed to by the undersigned Resident(s) and shall form a part of that attached as an addendum to this lease dated _____.

I have received a copy of these rules and agree to abide by them.

Head of Household Signature

Date

Resident Signature

Date

Resident Signature

Date

Printed Name(s)

Apartment Number

