

SOUTH PITTSBURG ELDERLY HOUSING CHESTER POWELL APARTMENTS

HOUSE RULES POLICIES

THE RULES AND POLICIES SET FORTH IN THIS LEASE ADDENDUM ARE FOR THE BENEFIT OF ALL TENANTS. FAILURE TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS LEASE ADDENDUM SHALL BE A VIOLATION OF THE LEASE.

1. **ABUSIVE LANGUAGE.** Abusive language or foul language interferes with the right of other Tenants to the quiet enjoyment of the premises. Such languages is not allowed in common areas or in other areas where people congregate.
2. **ACTION OF FAMILY MEMBERS AND GUESTS.** Tenants are responsible for the actions of their family members and guests and shall reimburse management for any damage caused by family members or guests. Tenants must provide proper supervision of visiting children, as well. It is a violation if any tenant has overnight guests more than 14 days in a calendar year. Tenants whose guests continually create disturbances and nuisances or damage the property may be evicted and their guests admonished from the property.
3. **ALCOHOLIC BEVERAGES.** Drinking alcoholic beverages is strictly prohibited anywhere on the property except in the Tenant's units.
4. **ALTERATIONS.** Changes to any fixture, wiring, or any part of the unit, including entry door locks are strictly prohibited without the advance written consent of the Property Manager. No credit will be given for repairs, painting, or other work done in a unity by a Tenant. Approval must be obtained prior to hanging any object on a wall or ceiling that weighs in excess of five pounds. No ceiling hooks or adhesive mirror tiles are allowed.

The Tenant shall not do any of the following without first obtaining the Property Manager's written approval:

- a. Install/disconnect a security alarm or smoke alarm for any reason;



- b. Install additional locks or deadbolts on the unit door;
 - c. Attach any shelves, screen doors, or other permanent hardware;
 - d. Change or remove any part of the appliances, fixtures or equipment in the unit; including smoke detectors or alarms;
 - e. Paint or install wallpaper or contact paper, antennas and sunscreens in the unit;
 - f. Attach or place any fixtures, signs or fences on the buildings, common areas, or the property grounds;
5. **AMERICAN WITH DISABILITY ACT- EQUAL ACCESS.** All requests for accommodations by tenants who have a disability shall be submitted to the Property Manager. All accommodation request are processed in accordance with SPHA's policies. The policy and accommodation request forms are available upon request.
6. **APARTMENT DOORS.** In order to maintain the fire rating of the building and to ensure the privacy and security of all tenants, all apartment entry doors must be closed and locked except in use.
7. **BREAKAGE.** Tenants shall pay for all breakage; damage and cleaning beyond normal wear and tear, to the premises and any furnishings in the premises.
8. **BULLETIN BOARD.** Notices of activities and other information of interest to the tenants will be posted on the community bulletin board. There is a Resident Bulletin Board on the first floor for tenants use. Posting of notices or material by tenants anywhere else on the property is strictly prohibited.
9. **CLEANING.** Tenants are responsible for cleaning the unit, appliances, drapes/blinds and carpets during their tenancy and when they move out.
10. **COMMUNITY ROOM.** The community room is available for tenant activities between the hours of 5:00 am-11:00 pm.
11. **COMPLAINTS.** All complaints shall be made to the Property Manager or his/her designee.
12. **CONSERVATION.** Tenants are expected to use energy wisely. Conservation is essential to the efficient operation of the property. Every tenant shall participate in the managements conservation efforts.
13. **CRIMINAL ACTIVITIES.** The illegal use, sale or distribution of drugs, any criminal activity and/or any physical violence to person or property by any tenant or family



member or guest of a tenant on or near the premises, is prohibited and can result in eviction.

- 14. DANGEROUS MATERIALS.** Paints, oils, gasoline, or any flammable materials, and all hazardous materials must be properly, safely and legally disposed. None of these materials are permitted in any unit, any storage areas, or on the property in general.
- 15. DELIVERY.** Management will assume no responsibility for accepting deliveries of packages, mail, etc. on behalf of any tenant.
- 16. DRESS CODE IN COMMON AREAS.** Tenants are required to be fully dressed, including shoes when in the hall ways, lobby and community room. Pajamas and robes should only be worn within the tenant's apartment. Tenants are encouraged to be considerate of neighbors and always dress appropriately before leaving your home.
- 17. DISRUPTIVE BEHAVIOR.** Behavior that disrupts the quiet enjoyment of other Tenants is prohibited. Tenants, family members and/ or guests shall not loiter or run in the hallways, stairways, landscaped areas or parking areas.
- 18. GARBAGE.** Garbage shall be properly enclosed in plastic garbage bags, which shall be fastened shut to prevent leaks and spillage. No computers, monitors, television sets, or electronic equipment may be disposed of in the building's dumpster. Tenants may contact management to find out the correct way to dispose of any trash, garbage or other refuse.
- 19. GUESTS.** Guests may stay in a unit for no more than fourteen (14) days, unless expressly approved in writing by the Property Manager. Guests must park their vehicles on the street and not take up the parking of tenants. Tenants are responsible for the conduct of their guests.
- 20. KEYS.** A charge of \$10.00 per entry key will be assessed for any key provided.
- 21. LANDSCAPE.** The tenant shall not alter, disturb, or interfere in any way with the grounds or landscaping.
- 22. LAUNDRY ROOMS.** Laundry rooms are for tenant use only! Common courtesy should be shown at all times when using washers and dryers. The use of the machines is on a first come, first serve basis. Clothes should be removed from the machines promptly so others may use the equipment.



23. LIGHT FIXTURES. The use of light bulbs with a higher wattage than is allowed in any light fixture is a fire hazard and is strictly prohibited.

24. LITTERING. Littering the grounds and parking areas is strictly prohibited. This includes putting out cigarettes on the sidewalks and in driveways or dumping ashtrays on the grounds or in parking areas.

25. LOCKOUTS. During normal working hours (8:00 am-4:30 pm), tenants who are locked out can contact the SPHA office. Only the Head of Household will be issued a key or given entry to a unit when locked out.

- a. After normal working hours or holidays. The Head of Household locked out of his/her units when the management office is closed, may call the On-Call Phone (423-847-7760). **A charge of \$30.00 will be assessed for SPHA staff to respond to lockouts after hours or on holidays.**

26. MAINTENANCE REQUESTS. All requests for maintenance work shall be made to the Property Manager. Work order forms must be generated before entry into a unit is permitted. Emergency maintenance work order after-hours, tenants should contact the On-Call Phone (423-847-7760).

27. NOISE. Tenants, family and guests shall keep the volume of musical instruments, radios, televisions, stereos, voices, etc. at a level that will not disturb neighbors. Any/all loud noises that disturb other Tenants is a lease violation and grounds for eviction.

28. PARKING/VEHICLES. Storage of inoperative and/or unlicensed vehicles on the property is not allowed. Vehicles that create a hazard, such as leaking oil, are also not allowed. Oil and water leaks from vehicles must be repaired immediately. No oil changes and only minor automotive repairs are permitted on the property. Guests must park on the street.

29. PERSONAL PROPERTY. Personal property (i.e. sofas, chairs, tables, plants, etc.) is not to be stored or placed in common areas or hallways without the Property Manager's approval. Instruction on how to properly dispose of large personal items, such as old televisions, sofas, table and chairs, etc. is available by calling the SPHA Office at 423-837-6600.

30. PETS. Pets are allowed at the Chester Powell Apartments. Pets included are dogs, cats, fish (maximum 25 gallon tank) or caged birds (maximum of 2 birds). Pet addendum to the lease must be signed and kept on file for each resident. Pets are



not allowed in common areas, including wash rooms, lounge, dining room or cafeteria. ADA requests for service animals please refer to the SPHA'S ADA policy.

- 31. RENT PAYMENTS.** All rent is due on the first day of every month. Payments must be made by personal check or money order. If payments are not made by the 15th of each month, a detainer warrant will be issued and the eviction process will begin. The tenant will be responsible for the costs incurred for the eviction process, including warrant, process serving, as well as attorney fees.
- 32. RESPONSIBILITY.** SPHA is NOT RESPONSIBLE for fire, theft, water or any other damage to a Tenant's personal belongings when the damage is caused by the Tenant's intentional, negligent and reckless behavior. For tenant's security, it is recommended that doors be kept locked at all times. IT IS SUGGESTED THAT TENANTS CONSIDER OBTAINING THEIR OWN APARTMENT RENTERS INSURANCE TO COVER LOSS OF THEIR PERSONAL PROPERTY.
- 33. SECURITY.** All tenants are responsible for the security of the building. The building's entry door keys may not be given to anyone who is not on the lease. DO NOT open the door for people you do not know. DO NOT prop any exterior doors open for any reason.
- 34. SIGNS.** No signs or place cards may be posted in or about the premises without the Property Manager's permission in advance.
- 35. SMOKE DETECTORS.** Each unit has an operational smoke detector. It is the responsibility of the Tenant to notify management if the smoke detector is not working properly. Any smoke detector that is malfunctioning must be reported immediately. Because of the severe threat to the safety of all Tenants, any Tenant who disconnects or tampers with a smoke detector, or permits a relative or guest to disconnect or tamper with a smoke detector, it will be considered a lease violation and may cause eviction proceedings. There will be a fine of \$ 20.00 for missing Smoke Detectors. SMOKE DETECTORS MUST BE OPERATIONAL AT ALL TIMES.
- 36. SMOKING.** Smoking is NOT ALLOWED in the Chester Powell Apartments. No exceptions. Smoking is permitted outside in the designated smoking areas ONLY.
- 37. SPRINKLERS.** Tenants shall not tamper with sprinklers, outside or inside fire extinguishers, outside equipment, general use appliances or outside/inside fuse boxes.



38. STRAY ANIMALS. Feeding stray animals or wildlife, including birds, creates a nuisance and a health and safety hazard for other tenants. This is not permitted on or near the premises.

39. USE OF UNIT. Tenants shall use the unit as the sole dwelling for the Tenant's household. Tenants may engage in lawful business activities on the property only with the Property Manager's prior approval, and shall refrain from other activity which is illegal or which impairs the safety, comfort and welfare of other Tenants; or endangers the physical or social environment of the community. Tenants shall comply with all laws, rules and regulations related to occupancy of the premises and to operating a business on the premises.

40. WATER USE. Water shall not be wasted or left running unattended in the kitchen, bathroom or elsewhere. All plumbing defects must be promptly reported to management. Tenants who cause damage to, or obstruct plumbing will be required to pay the cost of any needed repairs.

41. VAWA PROTECTIONS. This property allows for VAWA protections for Violence Against Women. This property has policies and procedures to protect against this violence, support and assists victims. A copy of the VAWA policy and procedures, as well as documents necessary for these protections are available at the SPHA office.

I/we by my/our signature(s) below, acknowledge that I/we have read and understand the above Rules and Policies and agree to comply with them.

DATE

TENANT SIGNATURE

DATE

CO-TENANT SIGNATURE

DATE

MANAGEMENT SIGNATURE

