House Rules for Public Housing

The House Rules ("Rules") of the City of Chandler Housing and Redevelopment Division (the "City's Housing Office") are incorporated into the Lease by reference. Tenants agree to comply with the Rules, Admissions and Continued Occupancy Policy (ACOP) and Lease. These Rules are reasonably related to the safety, care and cleanliness of the building, and the safety, comfort and convenience of the tenants. Failure to comply may lead to lease termination.

I. CITY OF CHANDLER'S HOUSING RESPONSIBILITIES:

A. These Rules will be applied fairly and uniformly to all tenants.

B. City's Housing staff and representatives/designees of the U.S. Department of Housing and Urban Development ("HUD") will inspect each unit at least annually to determine compliance with Uniform Physical Conditions Standards ("UPCS"). Upon completion of an inspection, Housing staff will inform the tenant the specific correction(s) required for unit compliance. If the first inspection finds areas of non-compliance, Housing staff will inform the tenant that training is available if needed for compliance. Housing staff will schedule a second inspection within a reasonable period of time. Failure of a second inspection constitutes a serious violation of the Lease. Housing staff has the right to inspect as many times as it deems necessary, with appropriate notice to the tenant.

II. TENANT'S RESPONSIBILITIES:

A. The tenant is required to abide by these Rules. Failure to abide by the Rules may result in termination of the Lease.

B. OUTSIDE THE UNIT, the tenant must:

1) Keep the yard free of debris and trash. Exterior walls should be free of graffiti. Grease shall not be dumped on the exterior walls or grounds.
2) Not damage the lawns or landscaping on the premises.
3) Keep the front and rear patios, concrete slabs and steps clean and free of hazards. Any items stored on the patio must not impede access to the unit.
4) Keep the sidewalks clean and free of hazards.
5) Ensure that doors, windows and walls are kept clean and are not defaced.
6) Not hang clothes and other items from trees, windows, bushes, patios, railings, etc., but only from designated clotheslines.
7) Not hang or allow to be hung, wires or ropes from the windows, trees, or any other structure near a building.

8) Obtain prior approval from the housing office, before installing a satellite dish, cable, telephone or internet. If approval was not obtained, the tenant will be responsible for all damages and any charges associated with the removal, rerouting or repair from housing or the service provider. If approval is obtained, the tenant will refer to the installation guidelines for specific instructions.

9) Not to nail door wreaths into apartment doors. Tenants must use appropriate hangers, suction devices, or tape that will not damage the door finish.

10) Remove all seasonal decorations within three weeks after the celebrated holiday.

11) Not to place trampolines in the yards.

12) Not to place, use, keep, store, or maintain any upholstered furniture not manufactured for outdoor use, including, without limitation, upholstered chairs, upholstered couches, and mattresses, in any outside areas. Patio furniture must be in good condition.

13) Not have pools on any City's Housing property due to insurance restrictions.

14) Not use fire pits, fireplaces or chimneys (chimineas) on property.

15) Not have bounce houses or large inflatable play structures on any COCHRD property.

16) Not to place, use, keep, store, or maintain any inoperable outside cooking devices. Operable outside cooking devices must be used at a safe distance from the building to avoid any potential fire hazards. Outside cooking devices must not be stored in the common areas.

17) Not to use trees or gas meters for bike racks. Do not tie, lock, or attach bikes to a tree or a gas meter.

18) Not to use gas meter for any purpose. Do not use the gas meter or pipes to hang towels, rags, mops, brooms, etc.

19) Not to have garage/yard/patio sales.

20) Not to have more than four (4) potted plants. Each container shall not exceed a circumference of 12" and no taller than 12" (applicable only to family sites).

21) Not to make any alterations to the exterior of the building.

22) (Kingston Arms only) Keep the laundry area clean and neat. This includes removing lint from dryers and washers after each use. The equipment may only be used to wash and dry clothing or bedding. No other uses are permitted such as dying of fabric, etc.

C. INSIDE THE UNIT, the tenant must:

23) Not to make any alterations to the interior of the unit, this includes installing carpeting, painting, or alteration of walls, cabinets or other items without prior written consent.

24) Maintain the interior conditions of the unit by the following housekeeping standards:

a) Walls and baseboards: should be clean, free of dirt, grease, holes, and cobwebs

b) Floors: should be clean, dry and free of hazards, litter, and dirty clothes.

c) Ceilings: should be clean and free of cobwebs.

d) Windows: should be clean. Curtain hardware, shades and blinds should be intact.

e) Woodwork: should be clean, free of dust, gouges, or scratches.

f) Doors: should be clean, free of grease, gouges and scratches. Locks must all work.

g) Return air grille should be cleaned monthly.

h) Trash must be disposed of properly when the trash can(s) are full and not be left in the unit.

i) Entire unit should be free of rodent or insect infestation.

j) Kitchen—

(i) Stove/Oven/Countertops: should be clean and free of food and grease.

(ii) Refrigerator and Freezer: should be clean.

(iii) Cabinets: should be clean and neat. Cabinet surfaces and countertop should be free of grease and spilled food. Cabinets shall not be overloaded. Storage under the sink should be limited to small number of lightweight items to permit access for repairs. Heavy pots and pans must not be stored under the sink.

(iv) Range Hood/Exhaust Fan: should be free of grease, food particles, and dust.

(v) Sink: should be clean, free of grease and garbage. Dirty dishes must be washed and promptly put away.

(vi) Floor: should be free of spills from food and liquids. Floor must be clean including the bottom edge under the cabinets and appliances.

(vii) Food storage areas: should be neat and clean and free from spilled food.

(viii) Trash/garbage: must be stored in a covered container until removed to the disposal area.

k) Bathroom—

(i) Toilet and tank: should be clean and odor free.

(ii) Tub and shower: should be clean and free of excessive mildew and mold. Shower curtains should be in place, and of adequate length to prevent damage by moisture.

(ii) Bathroom sink: should be clean

(i) Exhaust fans: should be free of dust.

(ii) Floor should be clean and dry including baseboard areas.

l) Storage Areas—

(i) Linen closet: should be neat, organized and clean.

(ii) Other closets: should be neat, organized and clean.

(iii) Other storage areas: should be neat, organized, clean and free of hazards.

25) Highly flammable materials must not be stored in the unit.

26) Tenants must not install a waterbed, except for documented medical requirements related to a specific disability. In such case, the tenant must provide proof of insurance and will be held responsible for all damages to COCHRD property resulting from water leak or other defects.

27) Tenants must not block emergency exits.

D. OUTSIDE THE FAMILY SCATTERED SITE UNIT:

The standards in Section D apply to scattered site developments only:

1) Patios (front and rear): no items are to be stored on the patio.

2) Fences: Must be kept free of vegetation and debris.

3) Cut and trim the grass or shrubbery in a timely manner pursuant to the Landscaping Policy.

E. BUSINESS ESTABLISHMENT ON THE PREMISES:

The tenant must not have any business or display signs of any type on the premises without the prior written approval of CCHRD.

F. **NOISE:**
Tenants must exercise good judgment and thoughtfulness for others while playing musical instruments, recording devices, radios, TV, computers and other audio equipment. Any noise disturbance identified within 20 feet of a tenant's apartment shall constitute a violation of the lease.

G. PEST CONTROL:
City's Housing staff provides regularly scheduled treatment for common pests. A refusal of service will result in a charge to the tenant. Resident pet owners are responsible for the safety and health of their pets, and to secure the pet during the pest control treatment. Unsecured pets may result in a charge to the tenant.

Tenants are encouraged to inspect secondhand items before bringing the items home.

Tenants are asked to notify the City's Housing Office if pest control treatment is needed. When treatment is scheduled, the tenant must remove items from cabinets, etc. as requested and follow all instructions of City's Housing staff or other pest control applicators. If a pest control problem is found by Housing staff during a unit inspection, Housing staff may declare that an emergency condition exists and immediately perform pest control in the dwelling unit without further notice to the tenant. If the unit is determined to be uninhabitable due to infestation, City's Housing Office will immediately contact the tenant.

If tenant allows a severe infestation to develop or fails to fully cooperate with the treatment plan will be considered a health and safety violation and cause for termination.

H. NO TRESPASS NOTICES:
The head of the household, household members, guests or visitors must not permit persons who have received a "No Trespass" notice from City's Housing Office to be in the unit. Housing staff will send a copy of the "No Trespass" notice to the head of the household and all adult members on the Lease at the same time it sends the letter to the person who is being warned about trespassing.

I. REFUSE AND TRASH:
Tenants must place all garbage, trash, and food waste in containers approved or provided by City's Housing Office and maintained in a sanitary and safe manner. Tenants must not set garbage outside units in non-garbage areas or containers at any time.

4) Scattered Site Development Only: Tenants who have trash cans/containers must keep the trash cans stored away from public view. Tenants must keep the doors to any shed or garage closed when they are not in use.
5) Tenants must refrain, and assure that household members and guests refrain, from littering or leaving trash and debris in any common areas, including all door stoops, patios, yards and dumpster enclosure areas.

J. CURFEW:
1) City of Chandler City Code, Section 11.1.1 – Curfew Hours – For Minors, *Offenses:*

(A) 10:00 p.m. to 5:00 a.m (of the following day). - Minors under the age of sixteen (16) years are not allowed to be in, about, or upon any place in the City away from the property where the youth resides

(B) 12:00 a.m. and 5:00 a.m. (of the following day). Minors, age sixteen (16) years to under eighteen (18) years, are not allowed to be in, about, or upon any place in the City away from the property where the youth resides.

(C) It is unlawful for a parent or guardian of a minor to knowingly permit, or by insufficient control, allow a minor to violate subsection 11-1.1.

K. MISCELLANEOUS:

1) The tenant must:
   (i) Not waste or use unreasonable amounts of water that the City Housing Office pays for. Car washing is prohibited on the properties located at 130 North Hamilton, 210 North McQueen, 73 South Hamilton, 127 North Kingston and 660 South Palm Lane.
   (ii) Be held strictly responsible for any loss or damage to his/her and other units resulting from overflow of sinks, bathtubs or basins in his/her unit. Tenants are responsible for the condition of their units.
   (iii) Immediately report to the housing office any accident, damage or loss of any kind to water pipes, toilets, drains, fixtures or other City's Housing property, and any mold or mildew.
   (iv) Not use a stove or oven to heat the unit.
2) Not duplicate any unit keys. The head of the household is responsible for all keys City's Housing Office issues to them. The head of the household must make the request, if any household member needs extra keys.
3) Not receive mail addressed to persons who are not named in the Lease. Residents are not allowed to let anyone who is not an approved family member to use the address for any purpose, including receiving mail or deliveries.
4) Not install any dead bolts, door chains, or door guards.
5) Keep the water heater closet free of debris, motor vehicle parts, tires, and flammable materials, including lighter fluid, gasoline, or kerosene, and their containers. All stored items must have a 12 inch clearance from the hot water heater. Tenants in violation of this rule will receive a written warning for a first offense. Upon a second offense, City's Housing staff will not permit tenant access to the hot water heater closet.
6) Purchase a mailbox key for the cluster box located at their location from the post office within 30 days of the move in date in order to receive mail.

I/We have read and understand these House Rules and agree to abide by them during my/our residency.

SIGNATURE(S):

Address: _____

_____ _____

Head of Household Signature Date

Other Adult Household Member Signature	Date
Other Adult Household Member Signature	Date
Other Adult Household Member Signature	Date