

REPORTING CHANGES IN HOUSEHOLD MEMBERS

You must report any additions to your household within 14 days. Adults will be required to pass a background check and provide all requested documents including income.

Long term guests are not permitted to stay more than 14 calendar days per year.

Basements are not living quarters.

REPORTING NEEDED REPAIRS TO MAINTENANCE

Failure to report known needed repairs may result in the tenant being charged if any damage occurs due to negligence. For example, in the case we pay your water bill, and you don't report a leak, you will be charged for any excess consumption of utilities.

You must call all work orders in. Approaching a maintenance worker on the property and reporting the problem to them does not count.

INSPECTIONS

Good housekeeping is expected of all our residents. Periodic inspections of all units is required to ensure that proper standards are maintained and equipment is in good condition.

Your unit, the premises, or the equipment provided with the unit will be inspected annually and in certain cases more often if it appears that conditions exist that are detrimental to the

integrity of the premises, or if they impair the social environment of the community.

SMOKING

There is no smoking of any kind allowed inside units or community indoor areas. The HUD rule states that you must be 25 feet away from the building. Please be mindful of your neighbors.

REPORTING INCOME

If someone in your household has a change of income (beginning or ending a job, increase or decrease in wages, starts, or stops receiving Social Security benefits, starts or stops receiving child support or cash assistance, etc.) You must come to the office and fill out a change of income.

If it is a decrease, then it will be effective for next month provided you have turned in all the required paperwork.

If it is an increase, we must give you a 30-day notice (it will be effective not the 1st of the next month but the following month) provided you have given notice within 14 days of the change.

Failure to report timely may result in a retroactive rent charge.

PARKING/VEHICLES

There are NO assigned parking spots. Only one vehicle per adult per household is permitted. All vehicles must be registered with AMHA and have a parking sticker displayed on the window. If you do not already have an AMHA sticker, you need to come to the office and register or we may tow your vehicle at your expense. You will need to bring your license, registration, and proof of insurance. Insurance is now required to obtain a sticker from us. Car insurance in Ohio is mandated by law.

Any vehicles that are inoperable (flat tire, etc.) will also be towed at the tenant's expense. Guests are allowed to park on premises however we ask that you take into consideration your neighbors and cooperate with each other, or you may lose that privilege and they will have to park elsewhere.

Do not park behind any cars or block anyone in. This is a serious violation in case of an emergency. Also, parking your car along the sidewalk or in the fire lane is not permitted for that reason.

Do not drive in the yard or on the grounds. Often is the case when someone is moving in or moving out and their unit location is in the back. We understand it seems more convenient, but you will get charged for any damage and under certain weather conditions your tires will get stuck. Please note there is a minimum charge of \$100 for creating ruts in the yard.

Working on your vehicle (leaving oil, gas, or other hazardous materials around) and putting it up on jacks and leaving it puts others (most notably children) in danger and is not allowed.

TRASH

Please do not put trash bags outside without putting them in containers. Stray animals may tear them open and make a mess. It will also attract bugs.

Others in our community see our complexes every day. Your reputation and ours depend upon the appearance of them. We ask that you take pride inside and outside your apartment.

Only put trash bags in containers approved by AMHA. Trash service will not collect them otherwise.

Do not use your neighbor's trash can if you have extra trash. You need to take personal responsibility and arrange to get rid of any excess.

Please do not send small children out to the dumpsters with bags. They may not be tall enough to properly put the bag inside the dumpster. The bag may be too heavy for them as well, resulting in the child dragging it and the bag tearing open and spilling out.

Never under any circumstances are you allowed to dump large items (mattresses, furniture, appliances, etc.) in or next to dumpsters or on the curb.

Please do not put them outside of your unit and leave them either. If you have an infestation, especially DO NOT remove anything from your unit until the entire unit and everything in it has been treated. This is how bug infestations spread.

PETS

You must have the approval of AMHA before moving a pet into your unit and the correct paperwork completely filled out. You may have one cat and a small animal such as a fish, bird, hamster etc. (No reptiles besides turtles)

Cats require a \$200 pet deposit and must be spayed or neutered. Shots must be up to date. You must register your pet properly if you have not already done so or we may remove it. We may also remove a pet if it is a nuisance or threat to the health and safety of other occupants.

Do not feed strays or keep them as "indoor/outdoor cats."

No dogs are allowed as pets. Assistance and emotional support animals must also be approved before moving into the unit with the proper paperwork.



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Ashtabula
METROPOLITAN HOUSING AUTHORITY
PUBLIC HOUSING PROGRAM

TENANT RESPONSIBILITIES

This pamphlet is being sent out as a courtesy to remind our tenants of responsibilities that are frequently neglected. It is meant to be informative and prevent reoccurring violations from happening in the future. We have noted the most common issues that we have had to address and pulled the tenant obligations directly from the lease that you signed with AMHA.

It is our aim to keep our relationship cooperative and pleasant. Please be aware that if you choose to break the rules, it may result in a lease violation and/or a notice to leave the premises depending on the severity and frequency of the individual case. Remember that you may request a hearing in accordance with the Ashtabula Metropolitan Housing Authority grievance procedure.