

## Lucas Metropolitan Housing

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### House Rules<sup>1</sup>

These House Rules ("Rules") and the Admissions and Continued Occupancy Policy ("ACOP") are incorporated into the Lease by reference. Residents agree to comply with the House Rules, 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 residents. Failure to comply may lead to lease termination. Residents have the option of viewing the ACOP at the Management Office or request copies from the Management Office.

#### **RESIDENT'S RESPONSIBILITIES:**

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

#### **GUESTS:**

- A) **Resident shall ensure that resident, resident's occupants, resident's guests and resident's invitees shall not engage in, perpetrate, permit, encourage, intend to facilitate, or actually facilitate any criminal activity of any kind on, or within 500 feet of the premises. If the tenant fails to ensure that no criminal activity occurs, whether or not resident knew of such criminal activity, any such criminal activity is a material violation of the lease subjecting the resident and occupants to immediate eviction.**
- B) **OUTSIDE THE UNIT, the resident 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.
  - 3) Keep the front and rear porches and steps clean and free of hazards. Any items stored on the porch must not impede access to the unit.
  - 4) Keep the sidewalks clean and free of hazards.
  - 5) Ensure that storm doors and windows are kept clean and are not defaced. The glass and screens for the doors must remain intact with the door and/or window and in good repair.
  - 6) Keep the stairwells clean and uncluttered from trash, grease, and other debris.
  - 7) 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 dyeing of fabric, etc.
  - 8) Keep the utility room free of debris, motor vehicle parts, tires, and flammable materials, including lighter fluid, gasoline, or kerosene, and their containers.
  - 9) Not hang clothes and other items from trees, windows, bushes, porches, railings, etc.,
  - 10) Not hang wires or ropes from the windows, trees, or any other structure near a building.
  - 11) Obtain approval from the Management Office, before altering the unit in any way. No tripping hazards shall be made. If installation of a satellite dish is

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<sup>1</sup> Approved by LMH's Board of Commissioners on

approved, the resident will be charged a refundable security deposit of at least \$75.00. The refund shall be processed upon removal of the satellite dish.

- 12) Not nail door wreaths into apartment doors. Residents must use appropriate hangers, suction devices, or tape that will not damage the door finish.
- 13) Remove all seasonal decorations no later than three days after the celebrated holiday. LMH will remove and discard the equipment at the resident's expense.
- 14) Not place trampolines, swing sets, basketball hoops, inflatables, swimming pools or any other play equipment in the yards. LMH will remove and discard the equipment at the resident's expense.
- 15) Not place lawn furniture anywhere other than on patios and porches.
- 16) Cameras and recording devices of any kind are not permitted outside the residence.

**C) REDECORATION:**

Should unauthorized redecorating occur, LMH will add a charge of \$50.00 per room to the security deposit, which must be paid effective the first of the following month. In the case of unauthorized wallpapering or painting, LMH will refund the security deposit if the resident restores the unit to its original condition, normal wear and tear excepted. Should a resident fail an occupied housing inspection due to unsanitary housekeeping or damage to LMH property, LMH will charge the resident an additional \$50.00 per room, per inspection that the unsatisfactory housekeeping conditions exist to protect the interest of LMH until the housing condition is determined to be satisfactory. The resident must pay this charge effective the first of the following month

**D) INSIDE THE UNIT (AKA LMH Housekeeping Standards):**

- 1) Walls and baseboards: should be clean, free of dirt, grease, holes, cobwebs, and fingerprints.
- 2) Floors: should be clean, dry and free of hazards.
- 3) Ceilings: should be clean and free of cobwebs.
- 4) Windows: should be clean and not nailed shut. Curtain hardware, shades and blinds should be intact. Curtains shall have white cloth backing.
- 5) Woodwork: should be clean, free of dust, gouges, or scratches.
- 6) Doors: should be clean, free of grease, fingerprints, gouges and scratches. Doorstops should be present. Locks must all work.
- 7) Heating units, vents, and air conditioning units supplied by LMH: should be dusted and access uncluttered and not blocked.
- 8) Trash: must be disposed of properly and not left in the unit.
- 9) Entire unit should be free of rodent or insect infestation.
- 10) Kitchen—
  - (i) Stove: should be clean and free of food and grease.
  - (ii) Refrigerator: should be clean. Freezer door should close properly, and freezer have not more than one inch of ice.
  - (iii) Cabinets: should be clean and neat. Cabinet surfaces and countertops should be free of grease and spilled food. Cabinets shall not be

overloaded. Storage under the sink should be limited to a small number of lightweight items to permit access for repairs. Heavy pots and pans must not be stored under the sink.

- (iv) 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) Food storage areas: should be neat and clean without spilled food.
  - (vii) Trash/garbage: must be stored in a covered container until removed to the disposal area.
- 11) 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.
  - (iii) Lavatory: should be clean
  - (iv) Exhaust fans: should be free of dust.
  - (v) Floors should be clean and dry, including baseboard areas.
- 12) Storage Areas—
- (i) Linen closet: should be neat, organized and clean.
  - (ii) Other closets: should be neat, organized and clean. No highly flammable materials are to be stored in the unit.
  - (iii) Other storage areas: should be neat, organized, clean and free of hazards.
- 13) Furnace Rooms-
- (i) Should be clean, neat and free of hazards, such as flammable materials, and accessible for maintenance repairs and inspections.
  - (ii) Must not be used as a storage closet.
- 14) At Resident paid utility sites, Residents will be permitted to install washers and dryers in accordance with Operating Procedures, Supplement #46, and a refundable \$75.00 security deposit will be charged. All equipment is inspectable by LMH. LMH has the right to restrict or deny installation at any time if the equipment is not considered appropriate for the dwelling unit's utility or water consumption.
- 15) Residents must not install a waterbed, except for documented medical requirements related to a specific disability. In such case, the resident must provide proof of insurance and will be held responsible for all damages to LMH property resulting from water leaks or other defects.
- 16) LMH is not responsible for any costs related to the installation of any non LMH supplied appliances. This includes but is not limited to washing machines, dryers, air conditioners, extra refrigerators, or freezers.

**E) OUTSIDE THE FAMILY SCATTERED SITE UNIT:**

The following standards apply to scattered site developments only; some standards apply only when the area noted is for the exclusive use of the resident:

- 1) Porches (front and rear): no items are to be stored on the porch except for patio furniture.
- 2) Parking lot: vehicles must not leak any fluids.
- 3) Common hallways: should be clean and free of hazards.
- 4) Fences: Must be kept free of vegetation and debris.
- 5) Swing sets are permitted but must be maintained in safe, good working condition.
- 6) Portable Basketball hoops are permitted but must be maintained in safe, good working condition.
- 7) LMH reserves the right to remove any swing set or basketball hoops at a cost to the resident.
- 8) Residents must obtain prior written permission from LMH before installing any type of camera or recording device outside of the residence. Devices should not be used to infringe on the privacy of neighbors. Installation of device should not alter the residence in any way (no drilling etc.). Residents shall be responsible for all costs associated with installation and removal of device. Installation of any camera or recording device without prior written approval of LMH is a material breach of the lease agreement. Upon vacating the residence, the device will be removed and the residence returned to its original condition unless otherwise agreed in writing by management.

**F) BUSINESS ESTABLISHMENT ON THE PREMISES:**

The resident must not carry on any business or display signs of any type on the premises without the prior written approval of LMH.

**G) NOISE:**

Residents must exercise good judgment and thoughtfulness for others while playing musical instruments, recording devices, radios, TV sets, and other audio equipment. Any noise disturbance identified within 20 feet of a resident's apartment shall constitute a violation of the lease.

**H) PEST CONTROL:**

LMH provides regularly scheduled treatment for common pests. Residents are asked to notify the work order line if pest control treatment is needed. When treatment is scheduled, the resident must remove items from cabinets, etc. as requested and follow all instructions of LMH staff or pest control vendor. If a pest control problem is found by LMH staff, pest control vendor, or the City of Toledo health inspector during a unit inspection, LMH may declare that an emergency condition exists and immediately perform pest control in the dwelling unit without further notice to the resident. If the unit is determined to be uninhabitable due to infestation, LMH will immediately contact the resident. If LMH schedules pest control treatment for a Resident, the Resident must be prepared according to the preparation instructions provided. Failure to be prepared for an inspection can constitute a violation of the lease agreement and can constitute in lease termination or a fee according to the vendor cost charged to the resident.

I) **NO TRESPASS LETTERS**

The head of the household, household members, guests or visitors must not permit persons who are on the no trespass list or have received a "No Trespass" letter from LMH to be in their unit. LMH will send a copy of the "No Trespass" letter to the head of the household and all adult members on the Lease at the time it sends the letter to the person who is being warned about trespassing.

J) **REFUSE AND TRASH:**

- 1) Residents must place all garbage, trash, and food waste in containers approved or provided by LMH and maintained in a sanitary and safe manner. Residents must not set garbage outside units in non-garbage areas or containers at any time.
- 2) Residents who have trash cans/containers and sheds must keep the trash cans in a location specified by the Property Manager. Residents must keep the doors closed to any shed or garage when they are not in use.
- 3) Residents 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, porches, yards and dumpster enclosure areas.

K) **MISCELLANEOUS:**

- 1) The resident must:
  - (i) Not waste or use unreasonable amounts of water, electricity or heat that LMH pays for. Car washing is prohibited on all LMH properties.
  - (ii) Not make any alterations or repairs to the premises or to the equipment on the premises and do not install any additional fixtures or major appliances without the prior written approval of LMH.
  - (iii) Be held strictly responsible for any loss or damage to his/her and other units resulting from an overflow of sinks, bathtubs or basins in his/her unit. Residents are responsible for the condition of their units.
  - (iv) Immediately report to the Management Office any accident, damage or loss of any kind to water pipes, toilets, drains, fixtures or other LMH property, and any mold or mildew.
  - (v) Not use or keep flammable materials or containers on the premises or in storage rooms and must not use any method of heating or air conditioning other than those supplied or approved in writing by LMH. In no event shall a stove or oven be used to heat the unit.
  - (vi) Allow representatives of LMH, in accordance with Lease, to enter the resident's unit for housekeeping, pest control, and any HUD Inspections. LMH staff will access resident units without prior notification for all health and safety concerns.
- 2) LMH retains the right to control and prevent access into all buildings and grounds of all persons it has sufficient cause to consider unauthorized.
- 3) LMH will, if requested in writing, send a copy of a resident notice to a case manager or other person identified by the resident after receiving a signed release form.
- 4) The head of the household is responsible for all keys and fobs LMH issues to them. Duplication of such keys and fob is prohibited. The head of the household must make the request if any household member needs extra keys. LMH may issue 2

keys per household and 1 fob per adult. All other household members or guests will have to be verified by way of reasonable accommodation before additional key or fobs are provided.

- 5) The head of the household, household members, guests and visitors must not improperly secure doors to the building and garages and must only use proper entrances and exits.
- 6) Residents may install alarm systems only after LMH gives its approval, and LMH will not unreasonably withhold approval. The resident must supply an access code to their Management Office for use by Maintenance personnel and in emergency situations.
- 7) Residents and household members must not receive mail addressed to persons who are not named in the Lease.
- 8) Residents are not permitted to have pools or live cut Christmas trees on any LMH property due to insurance restrictions.
- 9) Residents must not install any dead bolts, door chains, or door guards.
- 10) If LMH gives its advanced written approval for a resident to install an air conditioner, it must not block entry/exit and Plexiglas, or wood must be installed around it. LMH may inspect the installation of air conditioners. If it is determined that the air conditioner is not installed correctly, the Resident must immediately remove the air conditioner.

**I/We have read and understand these House Rules and agree to abide by them during my/our residency, and that failure to abide by this document can result in lease termination in accordance with Section 15 of my lease agreement**

**SIGNATURE(S):**

**Resident:** \_\_\_\_\_  
**(Head of Household)**

**DATE:** \_\_\_\_\_

**Resident:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Resident:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Resident:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Resident:** \_\_\_\_\_

**DATE:** \_\_\_\_\_