

COMMUNITY RULES

WELCOME HOME! We consider each of our properties as a neighborhood and each Resident a vital part of our community. It is our goal to provide quality affordable housing, but it is up to you, the resident, to be a good neighbor and abide by the lease and all rules and regulations associated with our properties.

This is a legal and binding addendum to the lease which holds the Resident responsible (financially and legally liable) for actions of all family members and guests while on Housing Authority property. ***Any violation of these rules may lead to termination of your lease.***

Office Hours

This document is attached and made part of, by reference, the West Valley Housing Authority Public Housing Lease.

Please contact your property manager or the office with any questions you may have.

Main Office

204 SW Walnut Ave
Dallas OR 97338
503.623.8387
Rick Batie, Prop Manager
8:00 – noon 1:00 – 4:30

Pioneer Village Apartments

375 Taybin Rd NW
Salem OR 97304
503.623.8387
Jeff Berry, Prop Manager
1:00 – 4:30

Kingwood West Apartments

1947 Salem Dallas Hwy NW
Salem OR 97304
503.623.8387
Liz Silva, Prop Manager
8:00 – noon

All West Valley Housing Authority offices are closed Noon – 1:00 p.m. and on Fridays. You may call and leave a voice mail message at any time.

Rental Payments

Rent is due on the first day of each month. Rent must be paid by check or money order made payable to West Valley Housing Authority. **Cash is not accepted at any time.** If rent is not received on or before the fifth day of the month, a late fee will be added to your account. If rent is not received on or before the first business day after the seventh day of the month, you will be issued a 14-day notice. **If rent is late four (4) times in any 12-month period, Resident will be subject to eviction.**

In the event that you pay by personal check and it is returned from our bank for non-sufficient funds, you must pay by Cashier's Check or Money Order within 10 days of notification. The total due at the time will include your rent amount plus a late fee (\$35.00) and an NSF fee (\$39.00). Two returned checks in a 12-month period will require all future payments to be made by Cashier's Checks or Money Orders only.

Maintenance & Work Orders

To place a work order for **all non-emergency work order needs**, regardless of the time or day of the week, please contact any of the three management offices. If after hours, please leave a voice mail message reporting your name, telephone number, address, a description of what is needed and whether maintenance has permission to enter to conduct the repair. Maintenance requests come in two forms, routine maintenance that is the Housing Authority's responsibility and Courtesy requests that are not routine and will be charged to the resident. Please refer to the Schedule of Charges.

To place a work order for **emergency work order needs AFTER HOURS**, when the management offices are closed, please contact the Maintenance Emergency line at 503.370.4623.

Emergencies are:

- Loss of utilities or power
- Gas Leak
- Sever plumbing problems (water leaks) that can cause damage
- Unsecured Entrance
- No heat during winter months
- Smoke detector not working
- Refrigerator or stove not working
- Sewage stoppage or back up
- No Water
- Broken Window
- Roof Leak

In the case of a life-threatening emergency, such as severe illness, fire or to contact the police, please call 911.

Keys & Locks

Two apartment keys are issued per household and will be provided at time of move-in. Lost keys will require a lock replacement. A lock replacement will require a payment of actual costs for each lock changed plus labor. Residents will be charged a fee for lockouts, please refer to the Schedule of Charges. Should you require a replacement key, it is your responsibility to contact your Property Manager in person. A replacement key will not be given to another individual on your behalf. The replacement (duplicate) key fee is also noted on the Schedule of Charges.

Management will not allow apartment access to children or to any guests of the household in the Residents absence. It is the Resident's responsibility to provide building entry for their guests. **No one other than a household member may use the unit key or mailbox key. Contact the office should special circumstances arise.**

In addition to the two keys for your unit, dependent upon the unit you are renting, the following applies:

La Creole Manor (high-rise) residents will also be given an entrance key for the building and a mailbox key.

La Creole Manor (family units) residents, it is your responsibility to contact the Dallas Post Office to obtain a mailbox key.

Ash Creek residents, it is your responsibility to contact the Independence Post Office to obtain a mailbox key.

Arbor Court residents, your unit key will also fit the lock for the laundry room and storage area. It is your responsibility to contact the Independence Post Office to obtain a mailbox key.

Kingwood West Apartments residents will also be given a key for the laundry room.

Pioneer Village Apartments residents will also be given a key for the laundry room.

Dallas Scattered Sites residents, it is your responsibility to contact the Dallas Post Office to obtain a mailbox key.

Upon vacating your rental unit, it is your responsibility to return all unit and laundry room keys to your property manager and any mailbox keys obtained from any Post Office to that Post Office.

Guests

Your visitors are always welcome. However, House Rules apply to your guests and you are responsible for their behavior while on Housing Authority property. This includes your apartment, common areas and grounds. Any Resident having guests for more than 3 days (maximum – cannot exceed 14 overnight stays in a 12-month period) must contact their Property Manager to report the guests name, date of arrival and planned date of departure. Social workers, visiting nurses, housekeepers, etc., who will be to your unit on a regular basis should be reported to your Property Manager.

Your guests are not allowed to receive mail. If unauthorized persons are receiving mail at your address, it will be deemed as a violation of your lease. Allowing unauthorized individuals to reside in your unit can result in termination of lease.

Children must be supervised at all times. They must not play in the hallways, lobbies, elevators or laundry room or any other public area of the building. Bicycles, scooters, wagons, skateboards, skates, rollerblades and any other means of wheeled-transportation are allowed only in your Resident area and the adult Resident is totally liable for any injury and/or damage which may be incurred or suffered by their children and/or guests.

Vehicles & Parking

Our first priority is to provide safe and adequate parking for our Residents. Residents must present a current vehicle registration in his or her name, a valid driver's license, a valid license plate number and proof of insurance to their Property Manager for the vehicle they intend to use. If you change vehicles, the new information must be provided in a timely manner.

With the exception of Ash Creek and 245 SW Walnut units 1 - 6, there is no assigned parking. Each

household may have ONE vehicle parked in a resident designated parking space. Any household with an additional vehicle may park ONE additional vehicle in designated guest/visitor parking. Any vehicles more than these two, must be parked off of Housing Authority property. Residents may not park campers, trailers, boats utility trailers, ect., on Housing Authority property.

All vehicles must be parked correctly in parking spaces. Illegally parked vehicles are subject to towing at the owner's expense. All vehicles must be operable and be properly licensed, registered and insured. No mechanical improvements or oil changing, etc., are allowed on Housing Authority property.

Playground (where applicable)

Children must be supervised at all times and children under the age of seven (7) must be accompanied by an adult. The playground areas will be open from 8:00 a.m. to 8:00 p.m. All persons using the playground area do so at their own risk. The playground is reserved for use by Housing Authority Residents and guests only. No rough playing, yelling, foul languages or inappropriate action will be permitted on or by the playground area. Playground equipment is to be used as intended. No climbing on the outside or on top of tubes, tunnels, roofs, picnic tables, etc. All trash **MUST** be picked up immediately. Glass bottles are not allowed. Children over the age of 14 are not permitted to use the equipment.

Play Equipment

Residents shall not use, erect or maintain, any play structure, swing set, slide, or climbing apparatus without prior written consent from their Property Manager. Trampolines and swimming pools other than small wading pools are strictly prohibited. The small wading pool, when filled can be no deeper than 18 inches and **MUST** be emptied and put away every day after use.

Trash Disposal

All garbage must be bagged and tied shut before being placed in a trash receptacle or dumpster. Recycling Bins are provided for Mixed Recycling (Blue Bin), Yard Debris (Green Bin) and Glass (Red Crate). Please follow the directions on the Bins of what items to place in each Bin. Do not stack garbage/recycled items outside of the dumpster or recycle bins. Large items such as washers, dryers, mattresses, and furniture **are NOT** to be placed in or around any dumpster. It is the resident's responsibility to make pick-up arrangements with the Garbage Company or someone to haul items away. **Any extra costs accrued will be the resident's responsibility.**

Any Resident and their children and guests disposing of garbage improperly will be charged a clean-up fee. If you allow children to take out the trash, the adult Resident is responsible for the child's ability to do so properly. A fee will be charged if maintenance has to pick up any trash/debris after improper disposal. All boxes must be collapsed and placed in the dumpster.

For Residents of La Creole Manor (high-rise):

A trash chute is located on each floor. It is imperative that you bag your garbage securely before you

place it in the chute. You must not put cardboard boxes or used kitty litter down the chute. Boxes must be broken down and carried out to the dumpster. Kitty litter must be securely bagged and also be taken to the dumpster. **Do not use the garbage chute after 8:00 p.m. or before 8:00 a.m.**

Pest Control

It is your responsibility to minimize the risk of infestation in your unit. Keeping the unit clean will aid in minimizing this risk. If you do however, suspect you have an infestation in your unit, it is your responsibility to report the infestation to your Property Manager as quickly as possible. The Property Manager will make arrangements for an exterminating contractor as needed. You will be notified when service is scheduled, and you will be required to allow entrance to the apartment for inspection and service.

Laundry Facilities

Any Housing Authority provided laundry facilities are strictly for the use of Housing Authority residents only. You are not allowed to wash or dry any pet bedding, rugs, comforters, or other large bulky or heavy items in the facility. Only usual personal and household items will be permitted. **Do no allow access to the laundry facility to anyone.**

For Residents of the high-rise, laundry facilities are located on the second floor and there is a sink for hand-washing. Coin operated washers and dryers are available for your use.

For Elderly and/or Disabled Residents of Arbor Court, coin operated washers and dryers are available for your use and there is a sink for handwashing.

For Residents of Pioneer Village and Kingwood West Apartments, card operated washers and dryers are available for your use and there is a sink for handwashing.

Please remove your laundry promptly when the machines are finished. Tinting and dyeing of clothing is forbidden in the machines. Residents have the right to remove clothing from idle machines, if no other machines are available. You are requested to use no more than two (2) washers or dryers at any given time. Please clean the lint filters, and wipe down any spilled soap or excess lint when you are finished using the machines.

Pets

No pets are allowed on any Housing Authority property without prior written approval of management. Pets must be pre-approved and owners must pay a Pet Security Deposit. Residents are to abide by the Pet Policy Rules at all times. Visitors/guests are NOT allowed to bring any pet onto Housing Authority property. Residents may not care for or feed other pets or any strays. Residents are responsible to pick up all animal waste from their pet immediately, placing it in a sealed bag and disposing of it in the dumpster.

Adult dogs must be no more than 25 lbs. The dog will be leashed and attended to at all times when not

inside your unit. A pet, other than a dog, is to be kept inside your apartment at all times. Management reserves the right to request removal of the pet if it causes damage to Housing Authority property or disturbs the quiet enjoyment of other residents. Residents will be responsible for all damages caused by a pet. Please refer to the Housing Authority Pet Policy for further detail. Failure to comply with the Pet Policy could lead to termination of lease.

Inspections

A Move-In Inspection will be performed with the Resident/family upon completion of the lease signing appointment and directly prior to management releasing the keys to the Resident. The move-in inspection is to determine the condition of the unit and equipment in the unit. A copy of the initial inspection should be signed by the Property Manager and Resident, provided to the resident, and kept in the Resident file. A Move-Out Inspection will be performed when the Resident vacates the apartment. You may be present for all inspection if you wish, but inspections are performed whether you are home or not and only after proper notice has been served. Inspections may also be conducted if there are concerns about housekeeping, the unit's condition, if there is a suspected lease violation, for preventative and routine maintenance, or if there is a reasonable cause to believe that an emergency exists.

Move out Notification and Procedures

If you are moving out, you must complete a written notice of Intent to Vacate thirty (30) days prior to your moving date. This form is available from any Housing Authority office upon request. This notice is required even if you are planning to move out at the end of your lease term.

After you have removed all of your belongings from the apartment and cleaned the unit, you may complete a move-out inspection with management and return the unit keys. If you do not participate in a walk-through inspection, you will forfeit your right to dispute any possible move-out work order charges. It is your responsibility to have utilities transferred back to the Housing Authority name. Any items left in the unit will be considered abandoned and resident will be charged a removal fee. The PHA must provide to the resident a statement of any charges to be made for maintenance and damage beyond normal wear and tear. **No moving activity is permitted before 8:00 a.m. or after 10:00 p.m.**

Disorderly Conduct - Noise

It is a violation of your lease to disturb the peace of others. Residents, their family and guests may not make or permit any disturbing noises or boisterous behavior. All acts of violence, fighting, harassment, threats, verbal abuse, or defacement of property are prohibited. Loud playing of television, stereo or other musical instruments are not allowed. Any boisterous conduct or other actions which disturb the peace and quiet of the premises are prohibited. Loitering in the laundry area, elevators, hallways, stairways or entrances or other common areas is not allowed.

Note: City ordinance prohibits excessive noise from 10:00 p.m. to 7:00 a.m. and children must be in their apartment by 10:00 p.m., unless supervised by an adult.

Good neighbor policy: You are expected to show respect for your neighbors and for your neighborhood. Disturbing the peace and tranquility of your neighbor is not permitted for any reason and disorderly conduct will result in arrest and detainment of the perpetrator. **Housing Authority quiet hours are 10:00 p.m. to 8:00 a.m.**

If you have a Resident issue that impedes your ability to peacefully enjoy your apartment or is a cause for neighborhood concern, you must complete a Resident Complaint / Concern Form in writing, and submit it to your Property Manager.

Alcohol, Drugs and Smoking

Drinking of alcoholic beverages is strictly prohibited anywhere on Housing Authority property except in the privacy of your unit. It is a violation to consume any alcoholic beverage in any common area, or abuse alcohol in such a way that interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.

Effective January 1, 2019, smoking is prohibited on ALL Housing Authority properties.

“Smoking” means inhaling, exhaling, burning, vaping or carrying any lighted cigar, cigarette, pipe or any other device containing any tobacco product, or any other leaf, weed, plant, oil or other products. This includes inside and outside all resident units, common areas, buildings and grounds.

The sale, purchase or use of illegal drugs is strictly forbidden anywhere on Housing Authority properties WITHOUT EXCEPTION and will lead to immediate eviction.

The above rules apply to all Residents, their families and guests.

Common Areas: *Entrances, Stairwells, Hallways, Social Halls*

In compliance with State and local fire codes, there should be nothing stored anywhere except in your own apartment. Throw rugs, shoes, shopping carts, bicycles, scooters, or other items cannot be left in common hallways.

For Residents of the high-rise, seating near the front entry door of the building is intended for those people waiting for rides. **Residents are not to loiter in this area.**

The Social Halls at La Creole Manor, Pioneer Village and Kingwood West Apartments are common areas intended for socializing and are for the benefit of all Residents. Good neighbor behavior is expected at all times when using common areas. Residents may reserve the Social Hall for their own private use. A Social Hall Agreement form must be completed upon requested reservation. The resident and his/her guests are to comply with the conditions of the agreement and abide by the designated time scheduled on the agreement. Changes will be considered by management if made 24 hours in advance of the scheduled

date of rental. Reservations are made on a first come first served basis and cannot conflict with Housing Authority or meal site use.

Security

For your protection, the Housing Authority does not allow soliciting. Do not open your door for strangers. Please notify the office right away in the event of uncertainty due to strangers in the building or on the property. Do not prop open doors under any circumstances.

Residents of the high-rise are part of a secure building. **Under no circumstances should you open the entry door for anyone other than your personal visitors.** Your apartment is part of the neighborhood. Be a good neighbor and report any inappropriate behavior or security issues. Please contact the office right away with specific information (name, unit #, time, day, etc.)

Weapons

The Resident, members of the household, a guest or other person under the Resident's control shall not display, carry, discharge or threaten the use of a firearm or other weapon while on or near the property of the Housing Authority. Residents who have a Concealed Carry License may carry their firearm directly to and from their dwelling unit and vehicle provided that they carry the firearm unloaded in a carrying case or disassembled and in a non-threatening manner. Under no circumstances is a resident, any member of the

household, a guest or other person under the Residents control permitted to wear a holstered or concealed firearm on or near the property of the Housing Authority. Violation of this provision shall constitute a serious violation of the lease and shall be considered a threat to the health and safety of other residents or employees of the Housing Authority.

Smoke Detectors / Carbon Monoxide Detectors

At no time shall the Resident cover, tamper with or in any way cause a smoke detector or carbon monoxide detector to become inoperable. The Resident is to report immediately to their Property Manager any inoperable smoke detector or if batteries need to be replaced (noted by chirping). If the smoke detector is activated and the Resident smells smoke in their unit, they should check for the source and if needed call 911. If the apartment unit is full of smoke, the Resident should immediately leave the unit and call 911 from a neighbor's unit or a cell phone outside of the unit. Smoke detectors are only to alert the people in the unit of smoke or fire so that they can escape. **There is no connection between the smoke detectors in the unit and the fire department or West Valley Housing Authority offices.** After 911 has been called, the Resident should then notify Management by calling the office or the after-hours emergency number.

Emergency Call Switches (as applicable)

Apartments for senior / disabled residents are equipped with an emergency alarm system. Switches are located in both the bedroom and bathroom of these units. **Switches must be accessible and not be blocked by furniture or other items.** When the switch is activated, a light will flash outside of your unit

and a bell will sound outside of the apartment to alert your neighbors that you are in need of help.

The location of the flashing light is as follows:

La Creole Manor (high-rise) – outside the unit's front door in the common hallway.

Arbor Court – outside the unit front door.

Kingwood West Apartments – outside the unit's door in the common hallway.

Pioneer Village Apartments – outside your dining room window.

There is no connection between these switches and the fire department, ambulance service or West Valley Housing Authority offices. This system should only be used in times of emergency.

Air Conditioners

Installation of air conditioners is considered an alteration to the unit and must be approved by Management before installation may be completed. Installation may require removal of the window pane. The resident is responsible to store the window in his/her apartment and to replace the window with an approved material that is cut to fit the window frame to make the unit secure. Installation must be done in such a way that it does not create a safety hazard, damage to the property, or is considered unsightly. At the time of vacating the unit, it is necessary to return the window to its original condition. Due to fire code egress guidelines and HUD rules, **installation in bedroom windows is not allowed.**

Satellite Dish / Antenna

No satellite dish or antenna may be installed without prior written approval of the Property Manager.

Banning

The Housing Authority has the right to ban individuals from all areas of Housing Authority property. Residents are responsible for informing their guest of all rules and regulations. If your guests break any of the rules and regulations or if the Housing Authority feels they pose a threat to the safety, health or well-being of any Resident or employee, they may be banned and or arrested for criminal trespassing. Failure of the Resident to cooperate with the banning policy is grounds for termination of tenancy.

Elevator

Please use elevator courtesy. Allow people to exit before you enter. If the elevator is being used for emergency purposes (paramedics) please refrain from using the elevator until the emergency situation is over. If you are transporting large items (moving in or out) keep in mind that you must allow room inside so that other residents may also ride with you.

Extended Absence or Abandonment

Your lease requires that you live in your unit. If you abandon your unit or are absent from your unit longer than 60 days without prior notification to the Housing Authority, the Housing Authority shall consider the unit abandoned and will dispose of any remaining items after appropriate notice has been served. Residents will be responsible for the storage of and disposal costs associated with any remaining items. If you remove your property, or a large part of it, you will be considered to have abandoned your unit. If only part of your property has been removed, the Housing Authority will make the determination

whether you have abandoned the apartment at their sole discretion. If a resident is or will be absent from their unit for seven (7) or more consecutive days, the office must be notified.

Your Apartment and its Care

You are expected to respect the Housing Authority property at all times. This includes keeping your apartment in a clean, orderly and sanitary condition. Stove, refrigerator, counters and sinks should be kept free of grease and food debris. Trash and garbage should not be allowed to accumulate and should regularly be deposited in an appropriate manner.

For Residents of the high-rise, garbage is to be bagged, the bag tied and then deposited into the garbage chute on your floor.

For all other Residents, garbage is to be bagged, the bag tied and then deposited into a trash receptacle or dumpster as provided on your particular property.

Any pet or human accidents must be cleaned up immediately and appropriately.

The Housing Authority reserves the right to charge Residents for damage to the property resulting from negligence, carelessness, or misuse anytime damage occurs. Residents shall not, in any manner, deface the walls, woodwork, floors, doors or ceilings of Housing Authority property; nor shall Residents do any painting or make any alterations to any part of the building, inside or out, without prior consent of their Property Manager. Failure to report damages in a timely manner will result in a lease violation. The Resident is responsible for the repair or replacement for damages.

Below are the resident responsibilities for housekeeping standards.

General:

- 1) Walls: should be clean, free of dirt, grease, grime, holes, cobwebs, stains, and fingerprints.
- 2) Floors: should be clean, clear, dry and free of tripping hazards.
- 3) Ceilings: should be clean and free of cobwebs.
- 4) Windows: should be clean and not nailed shut. Shades or blinds should be intact, in proper working order and be free of dust and cobwebs.
- 5) Baseboards/trim: should be clean, free of dust, gouges, or scratches.
- 6) Doors: should be clean, free of grease, grime, fingerprints and holes.
- 7) Heating units: should be dusted and easily accessible. Heating units should not be blocked by furniture items.
- 8) Trash: shall be disposed of properly and not left in the unit.
- 9) Entire unit should be free of rodent and insect infestations.

Kitchen:

- 10) Stove: should be clean and free of food, grease, and grime. **Do not use aluminum foil to wrap drip pans or to line the bottom of the oven.**

- 11) Refrigerator: should be clean. The frost-free refrigerators must be cleaned regularly of food spills and spoiled foods. The freezer portion shall not be packed so tightly with items that there is no air circulation.
- 12) Garbage Disposal (as applicable): should be kept clear of food debris. **DO NOT** place potato peelings, coffee grounds, raw vegetables, bones, pits, seeds or any other hard or course food items in the garbage disposal. Always run plenty of water while the garbage disposal is turned on and continue running the water for a short time after the disposal has been turned off.
- 13) Cabinets: should be clean and neat. Cabinet surfaces and counter tops should be free of grease, grime and spilled food. Cabinets should not be overloaded. Storage under the sink should be limited to small or lightweight items to permit access for repairs. Heavy pots and pans should not be stored under the sink.
- 14) Exhaust Fan: should be free of grease, grime and dust.
- 15) Sink: should be clean, free of grease, grime, food debris and garbage. Dirty dishes should be washed and put away in a timely manner.
- 16) Food storage area: should be neat and clean without spilled food.
- 17) Trash/garbage: should be stored in a covered container until removed to the garbage chute, receptacle or dumpster.

Bathroom:

- 18) Toilet and tank: should be clean and odor free.
- 19) Tub and shower: should be clean and free of excessive mildew and mold. Where applicable, shower curtains should be in place, and of adequate length.
- 20) Sink: should be clean.
- 21) Exhaust fans: should be free of dust and in proper working order.
- 22) Floor: should be clean and dry.

Storage Areas (as applicable):

- 23) Linen closet: should be neat and clean.
- 24) Other closets: should be neat and clean. No highly flammable materials should be stored anywhere in the unit.

Outside the Apartment:

- 25) Door: should be clean, free of grease, grime and fingerprints.
- 26) Yard areas: should be regularly weeded, trimmed and be free of debris and trash.

Alterations to the unit:

Residents may not alter the unit in any manner, such as painting, wallpapering, paneling or installing any additional light fixtures, outlets, cupboards, cabinets, closets, walls or etc. without written approval of their Property Manager. Residents may hang pictures and other personal decorative items inside of the dwelling unit. To hang items on any concrete wall, it is best to request a work order to have maintenance install proper hangers, or you may use the stick-on type picture hangers available on the market. On regular walls use appropriate small picture nails.

Patio, Balcony & Yard Area (as applicable):

Patios: should be kept clean and free of debris and garbage. Only outdoor patio furniture, planters, etc. may be kept on patio. Resident must obtain written approval from Property Manager before placing any sort of canopy structure over the patio area.

Yard area: should be kept in a clean, safe and sanitary manner. Do not store old furnishings, appliances, boxes or other debris in yard. It is the Residents responsibility to weed and trim their individual yard area. Only small plants, flowers, etc. may be planted in the yard area and must be planted a minimum of 12 inches from any fencing or exterior wall of the unit. **No vegetation can be touching or growing on any fencing or structure of the Housing Authority.** No trees or large bushes/shrubs may be planted without prior written approval of the Property Manager.

Screen Doors / Security Doors: Resident cannot install any screen door or security door to the unit without written approval of their Property Manager. If a security door is approved, it will be the Resident's responsibility to provide a key to their Property Manager.

Fencing/Gating: Resident cannot install any fencing or gating on Housing Authority property without written approval of their Property Manager.

Sheds: Resident cannot install any storage shed without prior written approval of the Property Manager.

Installation of Tenant-owned canopy structures, screen or security door, fences, gates, or storage sheds is considered an alteration to the unit and must be pre-approved, in writing, by the Property Manager before installation. Upon approval, installation will be at the expense of the Resident. Once a canopy, screen or security door, fence, gate or shed has been installed, it is the responsibility of the resident to maintain it in good working condition. If the resident fails to make repairs to any canopy, screen or security door, fence, gate or shed as needed, Maintenance will remove the item from the property at the resident's expense. When the resident vacates their unit, it is their responsibility to inform the Property Manager of their intent to remove or leave the canopy, screen or security door, fence, gate or shed. If a new resident accepts a unit that has a canopy, screen or security door, fence, gate or storage shed already installed from a previous resident, the new resident will have the option to accept ownership and maintenance responsibility of the canopy, screen or security door, fence, gate or shed or to request that it be removed by Maintenance, at no expense, at the time of the move-in inspection. If the canopy, screen or security door, fence, gate or shed is accepted at move-in, the resident cannot relinquish ownership or responsibility at a later date.

All of the above Community Rules apply to all Residents of West Valley Housing Authority properties, their family members and guests. Residents are always held responsible for the action of their visitors. If these rules and regulations are broken by a Resident, their family member or guest, it is grounds for termination of tenancy.

By signature(s) below I/we acknowledge that these Community Rules have been received and thoroughly explained to me/us.

Head of Household Signature

Date

Spouse / Co-Head Signature

Date

Other Adult Household Member Signature

Date

Property Manager

Date