

LOUISE TERRACE HOUSE RULES Updated Effective 9/1/2025

Installation of washing machines, clothes dryers or air conditioning units is prohibited in the apartment.

Garbage, rubbish, and other waste materials are to be sealed in proper trash bags and tied before being placed in the dumpster.

Please report all maintenance needs to the Managing Agent office immediately. Do not do your own repair work or maintenance.

Light bulbs and all similar household items are not provided by the maintenance staff. Working bulbs will be in place at move-in and should be replaced by the resident as needed.

Use caution when backing from parking places. Drive slowly. Watch for small children playing around the parking lot area.

Be considerate of neighbors. Keep music and noise to minimum and acceptable levels.

Combustible or flammable material is not to be stored on the premises. Take every precaution to prevent fires.

*As stipulated by insurance providers and health and safety codes, Louise Terrace residents are prohibited from having trampolines, fire pits, grills, swings or swing sets, and swimming pools on the grounds of Louise Terrace.

Visitors and guests are required to abide by rules and regulations and terms of the lease agreement, the Policies and Procedures Manual, TSP and the Resident Handbook.

One vehicle is permitted per licensed driver in the household. The vehicle must be operational and must be insured.

Handicap parking places are marked and only handicap tagged vehicles are to park there. Parking on any lawn is prohibited. *Driving through the yard is not permitted. Parking of other than currently licensed, operable, insured vehicles is prohibited and such vehicles will be towed away at owner's expense.

Vehicles are not to be washed or maintained on the lot.

The tenant shall refrain from and shall cause the household and guests to refrain from destroying, defacing, damaging, or removing any part of the premises or project. Excessive damages and destruction of property shall constitute separate and independent grounds for termination of agreement, and as a result, eviction.

Tenant shall pay reasonable charges (other than for wear and tear) for the repair of damages to the premises caused by Tenant, his household or guests.

Tenant shall accompany all guests and other persons on the premises under the tenant's control while using common areas and/or common building facilities. Tenant's guests and invitees shall not loiter in the common areas of the premises.

Tenants are allowed to have pets in their units according to the Pet Policy which is an attachment to this lease. PMHA, Managing Agent of Louise Terrace, must issue prior approval and the pet policy of the agency will be enforced strictly.

An assistance animal is exempt from the pet policy. Persons having a disability which requires an assistance animal are entitled to full and equal access to all types of housing accommodations that are owned and managed by PMHA. The assistance animal policy will be enforced strictly.

No visiting pets are allowed. You may not harbor a pet without prior approval. You may not pet sit in your home. (Assistance animals are an exception to this policy).

Only residents, or someone on their behalf, are permitted to use the laundry facilities.

Washers and dryers are to be wiped off after each use, and all empty laundry containers (soaps, bleach, etc) are to be disposed of by placing them in the trash container provided.

Flushable hygiene products are to be disposed of through the trash.

No firearms are to be discharged within the dwelling unit or on the project grounds

The tenant, visitors and guests all agree that illegal drugs will not be bought, sold, traded, manufactured or used on the premises.

*Screening through the national sex offender registry will be performed during the annual certification process.

Only small, picture-hanging nails should be used when hanging items on the walls.

Any evidence of a pest problem or infestation in your home should be reported immediately to the management office.

Any problem with the smoke detection system in your residence should be reported immediately to the management office.

*This property will implement the Smoke Free Housing Policy with the renewal of leases effective January 1, 2017. All new leases effective January 1, 2017 will be required to sign the Addendum. The Owner/Agent will begin working with residents on smoking cessation if requested in 2017 and Full Implementation of the Policy will begin in January, 2018.

Strive to conserve energy at all times.

PMHA reserves the right to limit the amount of time a visitor or guest may stay at the premises of a tenant. Visitors or guests are permitted to visit up to 14 days, one time annually. Daily visitors are not prohibited. However, daily visitors, spending in excess of 6-8- hours when not providing care, assistance, etc. are considered abusing the definition of visitor or guest and will likely cause a request for documentation and discussion with the tenant in question. **Only persons who are listed on the lease may reside in the unit.**

If management suspects that a guest has moved into a resident's unit, management has the right to request documentation that the guest does not reside with the resident at the property. Acceptable documentation includes current copies of the following: leases, utility bills, pay stubs, bank statements, car registration, mortgage coupons, or house deeds. Management will

request two sources of documentation. The following items will not be accepted as documentation: Driver's license, tax returns, or any other document that may contain out-of-date information.

Decorations outside your apartment are limited to one appropriate hanging door decoration placed on the apartment entry door and one decoration placed on a wall adjacent to your apartment entry door. These decorations cannot have electrical wiring. No decorations are to be placed on the floor outside your door, including rugs and mats, due to tripping and safety concerns as well as cleaning efficiency.

Keys are issued only by PMHA staff. Keys are not to be duplicated by anyone other than the Maintenance staff. Only one key will be issued to family members not listed in the tenant household. Cost for replacement of lost key card will be \$10.00 and cost for replacement of a lost key will be \$10.00.

The following telephone numbers are to be used for after hours, emergency maintenance needs only:

Jamie Agin	207-0656
Dale Hendrix	207-0638
Todd Smith	497-9381
John Largent	207-0635

Termination of the lease: This lease may be terminated only for serious or repeated violations of material terms of the lease. Such serious or repeated violations of terms shall include but not be limited to:

- a. Failure to pay rent or other payments when due
- b. Repeated late payment, which shall be defined as failure to pay the amount of rent or other charges due by the close of business (4:00 p.m.) on the fifteenth (15th) of the month. Four such late payments within a 12 month period shall constitute a repeated late payment
- c. Misrepresentation of family income, assets, or composition
- d. Failure to supply in a timely fashion any certification, release, information or documentation on family income or composition needed to process annual reexaminations or interim redeterminations.
- e. Serious or repeated damage to the dwelling unit, creation of physical hazards in the unit, common areas, grounds, or parking areas of the project site.
- f. Criminal activity by tenant, household member, guest, or other person under tenant's control, including criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees, or any drug-related criminal activity. ****Drug-related criminal activity includes any household member who is illegally using a controlled substance (e.g. marijuana) or whose use interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents. *This includes recreational and medicinal marijuana.**
- g. Illegal weapons or illegal drugs seized on the property by a law enforcement officer.
- h. Any fire on the premises caused by carelessness or unattended cooking

Fire suppression systems are to remain in place at all times. If for any reason the fire suppression canister is noticed to be missing, this must be reported to PMHA within 12 hours. If the fire suppression canister activates due to flame on the stove-top, this must be reported to PMHA immediately. Failure to do so is cause for termination of the lease.

A thirty day notice is required from a tenant who wishes to end the lease. If the tenant moves before the 30 day notice expires the rent paid by the tenant for that period will be retained as well as any security deposit in excess of damages unless the unit is re-rented before the end of the notice period.

Tenants are expected to reside in the unit. Failure to move into the unit within one (1) week after signing the lease will cause the subsidy to terminate. If a tenant will be absent for more than one (1) week they must notify management. If a tenant will be absent from the unit for more than thirty (30) continuous days the tenant must provide a doctor's statement that provides an estimated date of the tenant return to the unit. An absence of more than 180 continuous days from the unit will cause PMHA to begin eviction proceedings on behalf of Louise Terrace. A tenant may request an exception in the 180 day deadline for extenuating circumstances. PMHA will consider each request individually based on the likelihood that the tenant will return to the unit in the near future. *Death of the sole remaining occupant of a unit will result in ending of subsidy 14 days from date of death.

I have reviewed the property House Rules. I have been given the opportunity to ask questions. I agree to abide by these rules.

Resident Signature

Date

Resident Signature

Date

Owner/Agent

Date

USDA Non-Discrimination Statement

This institution is an equal opportunity provider.

HUD Notification of Non-Discrimination on the Basis of Disability Status

Pickaway Metropolitan Housing Authority does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988):

Tammy McGlone, Pickaway Metropolitan Housing Authority, 176 Rustic Drive, Circleville OH 43113, Phone: 740-477-2514, Email: tmcglone@pickawaymha.com