

**THE HOUSING AUTHORITY
OF THE CITY OF ERIE**

TENANT HANDBOOK

Introduction

The Housing Authority of the City of Erie owns and manages affordable housing for low- and moderate-income families, elderly, and persons with disabilities. The Housing Authority manages 2,150 units of housing. This includes 210 units at Erie Heights and 63 units at Curry/Schell, which are moderate-income housing with fixed monthly rents. The rent for all other housing managed by the Authority is based on family income.

The information in this handbook, which is an addendum to your lease, applies to all of our residents. In addition, the supplement in the back pocket of the handbook provides specific information about the apartment/house and community where you reside.

The Housing Authority prides itself in being a professionally managed organization with all managers certified by the National Association of Housing and Redevelopment Officials (NAHRO) as *Public Housing Managers*. The management and maintenance staffs are trained to follow procedures that are designed to provide efficient service and a pleasant living environment for all residents. Your cooperation with the management and maintenance staff in following the rules and regulations described in this booklet will result in an excellent relationship between you and our staff.

MOVE-IN

Lease

The lease is an agreement between you and the Housing Authority of the City of Erie. It is important that you read and understand thoroughly what this agreement means. Read it carefully. Your manager will answer questions about the lease. It is a binding legal document that commits both parties to certain conditions. You have been given a signed copy for your records.

You are required, by the terms of our *Public Housing Admissions and Occupancy Policy*, to report to the management office, within twenty days of the occurrence, any change in family income or family composition.

Rent

All rent is due on the first business day of each month, and payable by the 10th of each month. Rents in federally subsidized housing (all but Erie Heights and Curry/Schell) are based on family size and income. Failure to pay your rent by the 10th of the month will result in a notice of lease termination. This notice starts the legal process for eviction. Failure to pay by the 10th of the month will result in a \$25.00 late charge. Charges for repairs or damages are also due and payable with the rent. Each month, you will receive an itemized rent statement indicating the amount due on your account. Take the statement, along with your full payment, to any office of the First National Bank, Erie Federal Credit Union, Northwest Savings Bank, Widget Financial, or Erie Bank. The bank teller will retain the white copy and mark the yellow copy "paid" and return it to you for your records. **The banks cannot accept partial payment.** No cash payments will be accepted at the

management office or Central Office of the Authority. Arrangements can also be made to have your rent deducted automatically each month from your checking or savings account. Families who receive public assistance can have the rent deducted from their assistance checks.

The Authority is required to re-examine all leaseholders annually, to determine changes in income and rent. You will be notified in advance as to the date of the re-examination.

Security Deposit

Your security deposit is not rent, but a deposit to insure the fulfillment of the lease conditions, and as a contingency against any damages to the apartment. If you fulfill your lease according to the terms, only charges for damages, excluding normal wear and tear, will be deducted from your security deposit. The security deposit is required when you sign the lease. The security deposit will be returned to you within 30 days of move-out if you meet the following conditions:

1. Must submit to your management office a *Notice of Intent to Vacate* 15 days prior to moving.
2. Leave the apartment and appliances clean and damage-free.
3. Do not unplug appliances.
4. Remove all of your possessions.
5. Return all keys to the management office.
6. Furnish a forwarding address.

Occupancy

Only the persons named on your lease or the current recertification form are permitted to occupy your apartment/house. Guests and/or visitors to your apartment/house are permitted for a period not exceeding 14 days in a 52-week period.

Inspections

Just prior to or immediately after your move-in, both you and the manager will inspect your apartment/house. A move-in inspection form will be completed and signed by both parties to establish a record of the condition of the unit upon your occupancy. You will be provided a copy of this form. It can then be utilized as a reference point during the move-out inspection. This before- and after-inspection can save unnecessary misunderstandings. Any damages noted at the final inspection will be charged to you. The Authority will inspect units annually.

After your first 90 days of occupancy, the manager will inspect your apartment/house. At least annually thereafter, the Authority will inspect your apartment/house. Preventative repairs identified in these inspections will be made, as necessary. Except in the case of an emergency, the Authority will give 48 hours written notice of the inspection and repairs. When you are ready to vacate the apartment, a move-out inspection will be scheduled with you and management to review the condition of the apartment and to determine if any charges for damages should be assessed. You will receive a detailed closing statement within 30 days after you vacate the apartment.

Renter's Insurance

We strongly recommend that you contact an insurance agent to obtain details concerning Apartment Renter's Insurance or Household Goods and Liability Insurance or another similar policy. This is to cover your personal belongings against vandalism, fire, burglary, water and sewage damage, as well as personal liability. **Our insurance does not cover your personal property.**

Utilities

In some housing with individual utility meters, residents are responsible for paying for some or all of their own utility bill(s). In consideration for the residents paying their own utility bill(s), the Housing Authority provides a utility allowance in the form of a credit each month that is subtracted from the monthly rent. Residents who fail to pay their monthly utility bill(s) and have their service terminated for non-payment are in violation of the terms of their lease and are subject to eviction by the Housing Authority.

Residents are responsible for notifying the various utility companies concerning their utility service connections and terminations. You must show the manager proof of utility service before you will be allowed to move in. Residents are reminded not to terminate the utility service to their apartment/house when they are vacating the unit until they have moved out and returned the apartment/house keys to the management office.

In those housing communities where the utilities are not individually metered, the utilities are included with the rent. An energy charge will be assessed for excessive usage based on average energy consumption. You are responsible for keeping windows and doors closed during cold weather and for keeping the thermostat set no higher than 72 degrees.

If your apartment has an entrance area or storage shed, these areas are not to be heated, and the door to the apartment itself should be kept closed. For those apartments with entrance areas, the main entry door must be kept closed in cold weather.

If you choose to have air conditioning, an additional charge will be due monthly with your rent. This fee will be applied year-round, to offset the extra electric charges during the cooling season. Please see the supplement supplied for your development regarding air conditioning charges. Air conditioning is not provided by HACE at our scattered site units.

Residents are responsible for arranging for telephone service. The Authority maintains the inside wiring, so you do not need to purchase this through the phone company. The management office should be notified of your phone number. Additional telephone lines may not be installed without permission of the Authority.

Storage Areas / Basements (where applicable)

Bicycles and tools should be kept in the storage shed or basement, not in the living area of your apartment/house or outside the apartment/house. There is only one means of exit/egress from the basement; therefore, it is not to be used as additional living space. Do not store combustible items like gas cans, batteries, car tires, propane tanks, or charcoal for grills in storage areas or the basement. The Authority is not responsible for damage to personal property due to sewer back ups. **Again, we strongly recommend that all residents protect their personal property with appropriate renter's insurance.**

Utility Rooms/Sheds/Basements (where applicable)

Keep the area around the gas pilot lights of your hot water heater and furnace free and clear of and items that could prevent their efficient operation. This equipment needs access to air to operate correctly. For your safety, do not store gasoline or other flammable liquids in the utility room.

GENERAL POLICIES

Keys

The Housing Authority will supply you with two apartment keys. If you live in one of our high-rise apartment buildings, you will also receive two door entry chips that unlock the main doors to the building, and a mailbox key. You will be charged for any additional keys or chips. All keys and chips are to be returned to the office upon vacating the apartment. Residents are not permitted to alter any lock or install a new lock on the door. If you feel that you need to have your locks changed you are to contact your manager.

Please be sure to take your key with you when leaving your apartment/house. If you require assistance from the Authority, after normal business hours, to gain entry to your apartment/house, you could be assessed a charge. **The Authority will provide duplicate keys only to a leaseholder.**

Children

Residents are responsible for the conduct of their children and their guests' children. No small children should ever be left alone. You are responsible for damage to the property done by your children, or by visiting children. Please do not leave bicycles, toys, or tricycles in your front yard or on steps or sidewalks. There will be charges assessed for any items removed by the Housing Authority. Playgrounds and other recreational areas are available to children. For their own safety, we recommend that children be closely supervised. Strewn toys can be a potential hazard, are unattractive, and are an inconvenience to neighbors. **Swimming pools are not permitted because of potential health and safety hazards.**

Animals

The purpose of our pet policy and procedures is to permit pet ownership by residents of public housing owned and managed by the Housing Authority of the City of Erie, not including Erie Heights or the Curry/Schell Apartments. A complete copy of the Housing Authority's Pet Policy can be obtained from the manager's office.

Vehicles

All tenant vehicles (automobiles, trucks, motorcycles) must be registered with the management office, and display the appropriate registration decal. Only properly licensed and inspected vehicles are permitted to use the Housing Authority parking lots. **Parking is on a first-come, first-served basis, with no assigned spaces.** Park only in designated areas that do not obstruct or hinder the flow of traffic. Boats, recreation vehicles, trailers, and campers may not be parked on Authority property. The Housing Authority parking lots and lawn areas are not to be used as storage or repair areas for vehicles. Handicap parking spaces are only for those with handicap license plates. Illegal parking tickets are very expensive. Pay attention to the posted parking regulations in your neighborhood.

No vehicles are to be driven or parked on sidewalks, lawns, or in the fire lanes for any reason. Vehicles parked in violation of these regulations will be tagged as abandoned and towed by the City of Erie Police Department, resulting in a \$500 fine. This is a Commonwealth of Pennsylvania

fine that we cannot change. A charge will also be assessed for any damage to Authority property caused by tenant and visitors' vehicles.

Right of Entry

Generally, Housing Authority personnel will not enter your apartment without prior notification stating the reason for such a visit. Note, though, that the Authority reserves the right to enter your apartment without notification should we suspect an emergency, or to complete needed maintenance repairs. A 48-hour notice will be given for annual and other required inspections, for periodic pest extermination or for persistent poor housekeeping.

Extra Appliances

The design of your particular apartment may not permit the installation of certain appliances. Make sure you receive authorization from the management office prior to the purchase and installation of any additional appliances. Electric clothes dryers are not permitted in the apartments. In scattered-site units, window air conditioners must be installed properly, and removed during the heating season (November through March). Residents are permitted the following appliances with no extra utility charge: freezer, microwave oven, washer, dryer, computers, radios, television sets, and customary kitchen appliances. In our senior buildings, where we provide laundry facilities, washers and dryers are not permitted in the apartments. For appliances not listed here, a schedule of monthly utility charges is posted at the management office.

Alterations to the Apartment

Alterations of any kind inside or outside the apartment are strictly prohibited without the prior written approval of the Authority. Ranges and refrigerators are not to be removed from the apartment. The installation of carpet, or any other floor covering, is not permitted without approval in writing. Failure to comply will result in charges being assessed to your account for damages to the property. Waterbeds, showers, and/or other items not furnished by the Housing Authority are prohibited.

If you wish to install a fence or storm door, they must meet the Authority's specifications, have our prior written approval, and, in the case of permanent fencing, be left in place when you vacate the apartment/house. Damage caused by a tenant's removal of fencing or storm door will be charged to the tenant at move-out.

Antennas

A hookup to the master TV antenna is available in your apartment. All apartments are also wired for cable. You must contact Spectrum Cable (746-4790) to make arrangements for cable. No other antenna of any kind (e.g., TV, radio, or C.B.) may be installed on the exterior or roof of the apartment/house, or property of the Authority. The Authority will remove any such installation, after 48 hours notice.

Satellite Dishes

Scattered-site residents who are interested in satellite TV dishes must get prior approval from their manager. Installers must contact the Authority management office to obtain a copy of the Authority's satellite installation specifications. The Authority will notify the tenant of any charges resulting from unauthorized or incorrectly installed satellite dishes.

Outside areas

Residents are responsible for maintaining the porches, stoops, steps, and front and back walks leading to their individual apartment/house. They are to be kept clean in the summer and free from

ice and snow in the winter, from your door through the length of the lead walk, in both the front and rear of your apartment/house. Residents are also responsible for keeping the outside of their apartment/house free of litter. **If the area must be maintained by Authority personnel because of the resident's failure to do so, residents will be charged for such work.**

No Smoking Policy

The U. S. Department of Housing and Urban Development (HUD) requires that all public housing across the United States have a No Smoking Policy. Effective February 1, 2018, all HACE properties will be no-smoking. This No Smoking Policy will apply to all HACE residents and their guests. The policy will ban smoking in dwelling units and interior common areas. Smoking is not permitted within twenty-five (25) feet of any HACE property or development, including entry ways, porches, balconies, and patios.

Please refer to your development's supplement in the back of this handbook and the No Smoking Policy addendum to your lease for more information regarding the HACE No Smoking Policy.

SERVICES

Garbage and Trash

There are a number of different methods used by the Housing Authority to remove garbage, trash, and recyclable items, depending on the location of your apartment. Information specific to your location is contained in the supplement. For health reasons, do not permit trash and garbage to accumulate. All garbage must be securely wrapped before placing it in the proper container. In the family units, the Authority provides a 90-gallon container for garbage and trash. Do not put any garbage or grease in the sink, commode, or floor drain. Do not dispose of diapers or feminine sanitary articles in the commode. Plumbing problems caused by these actions are both expensive and unpleasant for you. We strongly encourage recycling in accordance with the plan for your area as described in the supplement.

Maintenance

For all maintenance service requests, call 898-0937. This number is to be used for both regular maintenance problems occurring during the workday and for emergencies at night, on weekends, and holidays. Be sure to state your name, address, telephone number, and the nature of your maintenance problem. Also, be sure to give the operator your manager's name. The operator will then contact the maintenance department to take care of your request. You must report any and all damages to your apartment. Requests for service are not to be made at the management office. However, if a request for service is not completed satisfactorily, contact your manager.

Only the following emergencies will result in maintenance service after normal working hours:

- | | | |
|----------------------------|-----------------------|--------------|
| °Fire | °Major Water Leak | °Roof Leak |
| °Furnace Problem (no heat) | (not dripping water) | °No Electric |
| °Smoke Alarm | °Plugged Commode | °Gas Leak |
| °Plugged Sewer | (only if one commode) | °Gas Range |
| °Refrigerator Not Working | °Hot Water Tank | °Break-In |

Only emergencies that endanger the health of residents will be responded to between midnight and 6:00 AM.

Pest Control

The Housing Authority provides pest control service on a regularly scheduled basis. However, if you have a pest emergency, contact the management office for immediate service. Do not call the extermination service provider directly. Please cooperate by not leaving food open or dirty dishes lying around to attract insects. Garbage and waste should never be left in an apartment. The best way to prevent unwanted bugs, mice, and other pests from entering your dwelling is to keep it neat and clean. Residents must permit the Authority's pest extermination service personnel to enter their apartments. If a resident is not home when a pest problem must be handled, the exterminator will enter the unit to perform the needed work. You will receive specific instructions in advance on how to prepare for the extermination servicing. For us to do an effective job, you must cooperate.

If you find evidence of bedbugs in your unit, please contact your manager immediately. Do not call the extermination service provider directly. HACE absorbs the cost for the extermination services. Make sure to follow the instructions given to you by the exterminator and HACE. If you fail to follow the instructions given by the exterminator and HACE, if you fail to keep the appointments with the exterminator, or if you refuse services, you could be responsible for future extermination charges.

Paint

Paint for use in each apartment is available to residents every four years. Paint is applied by the tenant and will be inspected by the manager. A maximum of two gallons per room will be provided. No paint will be given out until the areas to be painted have been thoroughly cleaned. No other material, such as contact paper, wallpaper, paneling, carpeting, or mirrors, may be used on the walls or ceilings. Dark paint is not permitted. Use very small nails and hook-type picture hangers on the walls. Adhesive-backed hangers are not permitted. No exterior painting is permitted.

SAFETY AND SECURITY

Doors and Locks

Adequate protection for you and your property is of great concern to the Authority. Your security begins with your own actions. Be sure to make use of any locks and other security devices provided to ensure that uninvited persons cannot gain access to your apartment. Close and lock your doors at all times. Many of our apartments are equipped with security screens for your protection. Exterior security lighting and security cameras located outdoors and in public areas are provided at all Authority properties with the exception of Erie Heights and the Curry/Schell Apartments. Report security lighting that is not operating to your management office. **HACE contracts with the City of Erie to provide extra police patrols in our various neighborhoods and buildings.**

At our senior buildings, do not let anyone into the building whom you do not know.

VAWA (Violence Against Women and Justice Department Reauthorization Act)

VAWA provides protection to tenants who are victims of domestic violence, dating violence, sexual assault and/or stalking. If you feel that you or a household member is a victim of such abuse, please contact your manager. Also, please see the lease addendum regarding VAWA that you signed for the steps to follow in order to be further assisted by HACE.

Illegal Activities

The Authority has a very strict policy on illegal activities, drugs, and alcohol abuse. Specifically, any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or Authority employees will result in eviction. **Any drug-related criminal activity, on or off public housing premises, will result in eviction.** Also, drug or alcohol abuse that interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents will result in eviction. The Authority has ZERO tolerance for these types of activities. If we know about it, the lease will be terminated.

The term “drug-related criminal activity” means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use a controlled substance.

A safe community is one where residents are involved. If you see illegal activity taking place, report it to the police, or to your manager. The Authority has “silent complaint” forms designed to allow you to report suspicious activity while remaining anonymous.

Fire Safety

Store all items safely. Empty all waste and trash containers daily. Dispose of newspapers and magazines regularly. Store all matches in tightly-closed, metal, child-proof containers. Do not leave your apartment while food is cooking. Clean grease and spilled food daily from cooking range and oven. Store containers holding cooking grease away from range. Never wear flimsy clothing or plastic aprons when cooking. Keep curtains, towels, potholders, etc., away from cooking range top. Never use combustible cleaning products or solvents indoors. Always keep household equipment clean and in good repair. Have worn and frayed electrical cords replaced immediately. Avoid overloading electric wiring circuits. Use a fireproof pad under toasters, grills, and other appliances. Call the maintenance work order number (898-0937) to report beeping smoke detectors.

The Fire Department number is listed on the last page of this handbook. All fires must be reported to the Fire Department and the management office immediately (**in case of emergencies, call 911**). Always give an accurate and understandable address to aid fire fighters in locating the fire. Storage of kerosene, gasoline, or other flammable or explosive materials is strictly prohibited. Fire regulations prohibit residents from storing any items in the area where the water heater and furnace are located. Kerosene heaters are not permitted.

The best way to stop a fire is to prevent it. You must keep your apartment neat, clean, and free of hazardous materials. You must control your children and keep matches and lighters out of their reach.

Smoke and Carbon Monoxide Detectors

All apartments are equipped with smoke and carbon monoxide detectors. The smoke detectors can be activated by smoke, steam, dust, etc. If your smoke detector is activated and there is no fire in your apartment, you can clear the sound by fanning the area around the smoke detector with a magazine or newspaper.

The smoke detectors are installed for your safety. Do not disconnect, remove the battery, or try to repair a smoke detector. Residents can be fined should a smoke detector be damaged or made inoperable. The Authority checks the smoke detector during our annual inspection. You can also

check it by depressing the button on the face of the detector. All detectors are wired into the electrical system with battery backup. If the battery begins to beep intermittently, it needs to be replaced. **Call the work order number (898-0937).**

Furniture

Furniture is not to be located in front of doors or windows, as these could be needed as a means of escape in the event of fire.

APPLIANCES (PROPER CARE AND USE OF EQUIPMENT)

Range

For gas ranges, clean burners and grids with a damp cloth and mild detergent. A plastic scouring pad can be used, but *never* use gritty cleaners and steel-wool soap pads. Range tops should be wiped after each use. "Soft scrub" cleanser is good to use for hard to remove spatters and will not damage porcelain. The range top will lift up from the front for easy cleaning underneath.

For electric ranges, wipe electric surface coil when cool with a damp cloth. Do not use scouring pads at any time. For oven and oven racks, a spray-on oven cleaner can be used according to directions. This should be used to prevent spilled food from baking on the surface. Wash drip pans and the broiler pan in hot, sudsy water after each use. Grease catches fire easily, so do not let it accumulate. Do not dispose of grease in sink drains. Put grease in a sealed container, wrap, and place in the garbage. Never cover oven racks or drip pans with aluminum foil. This is a fire hazard.

Refrigerator

Clean inside and outside of refrigerator with warm water and baking soda or mild dish detergent (about one teaspoon soda or detergent per quart of water). Rinse thoroughly and wipe dry. All of the Authority's refrigerators are frost-free. Do not overstock your freezer, as this limits ability to freeze food and to automatically defrost.

Gas Furnace and Hot Water Tank (where applicable)

Keep a clear space around the furnace and hot water tank at all times. This equipment is automatic and should not be tampered with. **Call the Maintenance work order number (898-0937) in case of trouble.** The utility room where this equipment is located must be kept clean and free from all flammable items. If the pilot light on the furnace or hot water tank goes out, or if the water heater does not heat your water, notify maintenance immediately.

If you live in an apartment or house with an individual furnace, the Authority will change the filter prior to the start of the heating season. Check your filter periodically. If it appears dirty, call the Maintenance number, and we will replace the filter at no cost to you. Considerable gas savings will result if this practice is followed.

Do not block the radiators or heating vents with furniture, and remember to keep these areas clean for best heating results. Heating registers should be cleaned periodically for maximum efficiency.

Energy Conservation

Energy conservation results in lower utility bills, which benefit both you and the Housing Authority. Energy conservation is everyone's responsibility. Don't waste energy.

Following are some energy conservation tips:

- Do not leave doors and windows open when furnaces or air conditioners are on.
- Do not overstock your freezer.
- Remove several items from refrigerator at one time and close door immediately. Don't make several trips back and forth.
- When cooking, use lower settings on the burners and cover the pots.
- **Don't use your oven to heat the apartment/house. It is dangerous.**
- Turn lights and appliances off when not in use.
- HACE has set your thermostat to 72 degrees. Changing this setting will be seen as excessive use of utilities.
- Television sets draw a great deal of electricity. Turn TVs off when no one is watching.
- Use energy saving CFL (Compact Fluorescent Light) or LED (Light-Emitting Diode) light bulbs.

MOVE-OUT TIME

1. Notify the management office 15 days ahead of your planned departure date and complete a "Notice of Intent to Vacate" form. Rent is due and payable for those 15 days. Failure to give proper notice will result in your being charged an additional 15 days' rent.
2. Clear your account in full. It may be necessary to pay additional charges if damages are noted during the move-out inspection that is not covered by your security deposit.
3. Clean your apartment/house and leave it as you would like to have it if you were just moving in.
4. Be sure to remove everything from the apartment; otherwise, we will assume it is unwanted. If rubbish is left inside or outside the unit, the charge to remove it will be deducted from your security deposit.
5. Lock the windows and doors and return all the keys and chips (for high-rise senior buildings) to the management office. If you leave on a weekend, make arrangements with your manager for the return of keys. You have officially moved only when the keys/chips are returned to the office and your apartment/house inspection is completed. You will be charged for changing the locks if you do not return your keys/chips.
6. Provide the management office with a forwarding address so we can mail your final statement and security deposit refund to you.

YOU AND YOUR NEIGHBORS

Life in any neighborhood can be pleasant, if certain basic responsibilities are upheld. All of us expect everyday courtesies and should be willing to practice them. It makes life happier and more enjoyable for everyone.

If you have a party, remember that your neighbor may not enjoy it second-hand. He/she has a right to peace and quiet; so please, don't be loud. Don't play your radio, stereo, or TV too loud at any time. Be considerate of the rights and privileges of your neighbors.

People in all neighborhoods can live with respect for one another.

**RESIDENT
INFORMATION**

Your management office is _____

Your manager is _____

Office phone is _____

Maintenance and Emergency phone **898-0937**

Management office hours: Monday through Friday, 8:30 AM to 4:30 PM.

The Housing Authority Central Administration Office

Address: 606 Holland Street, Erie PA 16501

Hours: Monday through Friday, 8:30 AM to 4:30 PM

Phone: 452-2425 / FAX 452-2429 / TDD 454-3507

Police Emergency(911)

Fire Emergency(911)

Ambulance(911)

Doctor _____

Thank You

The Housing Authority of the City of Erie looks forward to providing you and your family with a safe and affordable housing. We strive to make your new house the best possible place to live. If we fail to meet your expectations in any way, please contact us.

TENANT HANDBOOK SUPPLEMENT

C. Ted Dombrowski Apartments

Cleaning: Your bathroom tub and sink, kitchen sink, counter tops, and tile floors and walls throughout the apartment should be cleaned with a liquid detergent. Do not use abrasives for cleaning these areas. You may use cleanser to clean the bathroom toilet.

Gardens: The Housing Authority encourages tenants in our family developments to garden. During the gardening season, please keep gardens well maintained. At the end of the gardening season, please restore the grounds by cleaning out dead plant material and removing any plastic, wood framing, and/or fencing. **Homemade fencing is not permitted.** If the ground is not

returned to its original condition at the time of move-out, there could be additional charges. If gardens are not properly maintained, HACE reserves the right to remove them.

Lawn Areas and Sidewalks: The Housing Authority is responsible for cutting lawn areas in the summertime and for shoveling the snow from the walks in the winter. You are responsible for keeping the front and backyards clean. You must also keep the front and rear porches neat and clean. The front porches are not to be used for storage.

Locks and Keys: Your apartment has a security dead bolt lock on both the front and rear entry doors. You will be given two keys which work in all your locks. If you require additional keys, you will be charged for them. For your added protection, we recommend that the front and rear porch lights be left on overnight.

You are not permitted to change your locks on your apartment doors. If you feel that you need to have your locks changed, you are to contact your manager.

If you are locked out of your unit during normal business hours, you can contact the office to be let in to your unit. If you are locked out after hours, you will need to contact maintenance, and you will be assessed a charge in the amount of \$28.00.

No Smoking Policy: Effective February 1, 2018, HACE has a No Smoking Policy at all of its properties. This policy applies to residents, their guests and visitors, contractors, and service personnel. Tenants agree and acknowledge that the non-smoking area extends to tenants' residences, porches, sheds, front and back yards, playgrounds, community spaces, management offices, maintenance areas, and within twenty-five (25) feet of the property. All smoking restrictions that apply to the tenants shall also apply to tenants' guests and visitors.

Paint: The Housing Authority is responsible for all interior and exterior painting. No painting is to be done by the tenant.

Parking: The parking areas off the alley are for properly licensed and inspected vehicles. There is one vehicle space per unit provided for parking, on a first-come, first-served basis. Do not park on the sidewalks or the lawn areas for any reason. Non-working vehicles may not be stored or repaired on Authority property. These vehicles will be tagged and towed at the owner's expense. No vehicles are permitted on the lawn areas for any reason.

Pets: Under federal regulations, the C. Ted Dombrowski Apartments tenants are allowed to have a small pet. A copy of the regulations governing the ownership of a pet can be obtained from your manager.

Recycling and Refuse Disposal: Each tenant may recycle aluminum, metal cans, and plastics. Place your thoroughly-rinsed recyclable items in a "blue bag" at the rear parking area on the second and fourth Thursday of each month by 9:00 PM. The Authority collects recyclables, not the City of Erie. Regular trash and garbage must be properly wrapped in a plastic bag and placed in the green Authority trash container assigned to you. Your container will be picked up in the alley weekly. The trash pick-up in your neighborhood is on Monday evening. The trash container is to be stored at the rear (alley side) of the apartment, inside the wing wall.

Miscellaneous: There is a Community Library Building located at the southeast corner of East 14th and Wallace Streets. This building is available for tenant and neighborhood meetings. The building is *not* available for private parties, wedding receptions, etc.

(rev. 4-18)