

# **RULES AND REGULATIONS**

These rules and regulations serve as an Addendum to the Dwelling Lease between the Housing Authority of the City of East St. Louis (hereinafter referred to as ESLHA) and the resident (You), Compliance with these rules is an obligation of tenancy and violation may lead to eviction.

These rules may be changed from time to time by ESLHA providing that we give you at least 30 days advanced notice of the proposed change and an opportunity to present comments.

## **1. RENT PAYMENT**

You must pay your rent on or before the first of each month. A late fee will be assessed if rent is not paid on or by the 8<sup>th</sup> calendar day of the month.

## **2. INSUFFICIENT/RETURNED CHECKS**

If you present a check or money orders which is returned by a bank for insufficient funds, you will be charged a fee of \$40.00. If you “bounce” a check a second time, you will be charged the \$40.00 fee, and no further personal checks will be accepted from you for the length of your tenancy.

## **3. DELIVERIES, MAIL**

Staff will not accept mail, parcels, packages, or other deliveries for residents.

**You may not permit other parties to use your mailing address.**

## **4. PETS**

You may not have a pet without ESLHA's written permission. If you receive permission to have a pet, you must abide by the Pet Rules attached to the agreement.

## **5. UTILITIES**

You must pay for utilities directly as described in your Lease. **Failure to maintain utility services is a Lease Violation and may be grounds for eviction.** Resident may be charged for excessive usage of ESLHA's paid utility services.

## **6. USE OF PARKING AREAS**

The ESLHA parking facilities are solely for the convenience of residents. Parking is at the owner's risk. Vehicle insurance is required to park on any of ESLHA's properties. ESLHA is not liable for any damages.

No trailers, boats, or commercial vehicles may be parked on ESLHA property without prior written permission. You and your guests may not repair vehicles on ESLHA property (e.g. oil change, tune-ups, etc.). You must park and drive your vehicle on the property in a safe manner at all times and may not exceed a speed of 5 m.p.h.

Vehicles, which are abandoned, inoperable, on jacks, or otherwise pose a threat to the health and safety of

residents, and must be promptly removed or they will be ticketed and towed at the expense of the owner.

Car washing, Swimming Pools and Basketball Goals are prohibited on ESLHA's property.

## **7. GARBAGE DISPOSAL**

ESLHA has provided trash receptacles or dumpsters near your apartment for your use. Dispose of trash neatly and properly. Use proper bags for trash disposable and tie the trash bag to avoid spillage. Do not permit children who cannot reach the container opening to dispose of garbage.

## **8. REQUEST FOR REPAIRS**

You must place a work order when maintenance or repairs are required in your unit by calling the Management Office during regular business hours. Your failure to do so may result in your account being charged for damages resulting from delays in repairs.

## **9. EMERGENCY REPAIRS**

You must report emergency maintenance and repairs immediately by calling the Management Office during normal business hours or Emergency Work Order number after normal business hours. Repair needs that the ESLHA defines as emergencies include the following:

No electricity in unit (Check panel box and circuit breakers before requesting service.)

- Gas Leak
- Serious water leak causing damage to unit
- No heat (seasonal)
- No air conditioning (seasonal)
- Toilet stoppage where one toilet in unit
- Other situations which threaten the health and safety of residents or the property.

Your failure to promptly report emergency maintenance or repair needs could result in charges assessed to your account for damages caused by such delays.

## **10. CHARGES**

We may charge you for repairs (when damage is beyond normal wear and tear), fines, and fees as described in the Charge List attached to and made part of your Dwelling Lease.

When we notify you that a charge has been assessed, you must pay the charges within 14 days.

## **11. WALL HANGINGS**

Pictures, mirrors, and other wall hangings may be hung with nail hooks of the proper type and size for the weight of the item. No fixtures or items of any kind may be

attached to the ceiling. Gluing or taping on walls, ceilings, or any other surface is prohibited.

**12. LIGHT BULBS**

The ESLHA will initially provide light bulbs for all permanent light fixtures in your unit. You must replace light bulbs as necessary.

**13. SMOKE/CARBON MONOXIDE DETECTOR**

Smoke /Carbon Monoxide detectors have been installed in your unit. If the smoke detector is battery-operated, you must replace the batteries as necessary. You must report any other malfunction of smoke/carbon detectors to the Management Office. Smoke/Carbon Monoxide detectors are not to be disconnected at any time. Failure to comply will result in a \$50.00 charge for the 1<sup>st</sup> occurrence and \$100 charge and termination of your lease for the 2<sup>nd</sup> occurrence.

**14. NON-RESIDENT BAN AND BAR**

The Resident and household member(s) acknowledges the ESLHA Ban & Bar Policy and agrees to comply with the terms and conditions of all materials aspects of the said policy. The Residents specifically herein acknowledges and accepts:

- (a) Responsibility for being aware of persons officially banned from ESLHA's property;
- (b) To "That allowing banned person(s) to visit the leased premises shall be considered a violation of materials and subject the Resident to lease termination."

**15. WINDOW COVERINGS**

Curtains/blinds must be hung properly and neatly. Paper, aluminum foil, and/or sheets are not to be hung in the windows.

**16. STORAGE**

We do not supply any additional storage unit areas for residents.

No flammables may be kept on the premises including containers filled with gasoline, solvents, etc.

**17. PIANOS AND WATERBEDS**

Pianos and waterbeds are permitted in the unit only with the prior consent of the ESLHA. Management will grant permission for a waterbed only after the resident has furnished proof of insurance coverage for damage to the unit caused by waterbeds in an amount satisfactory to the ESLHA. The resident must also produce a statement from the insurance company that the policy will not be terminated for the terms modified without 30 days advance written notice to the ESLHA.

## 18. MAJOR APPLIANCES

Written permission is required prior to installing any additional and/or replacement appliances in your unit. We will grant permission for appliances which were intended for use in your unit, such as washing machines and clothes dryers which conform to the hookups provided. We will generally not grant permission for other appliances, including those that require any alternations to the unit in order to install. Kerosene space heaters or space heaters with visible coils are strictly prohibited.

## 19. YARD MAINTENANCE

You are responsible for the maintenance of the yard areas surrounding your unit which are intended for your exclusive use. Yards will be inspected regularly to insure they are kept orderly and litter-free. Pick up litter surrounding your area daily. If your trash is found to be littering the property, you will be charged in accordance with the Charge List.

## 20. LOCKOUTS

You must safeguard your key at all times. We will provide lockout service only during regular business hours at a charge of **\$20.00** per occurrence. Only adults who have proper identification and have signed the Lease will be admitted. **Lockouts are not considered emergencies.** You must make arrangements, in advance to protect yourself from being locked out.

## 21. INSURANCE

You are encouraged to obtain renter's insurance to protect against loss of property. However, insurance is not required. The ESLHA is not responsible for the loss of your property.

## 22. FIRE

In case of a known or suspected fire in your unit or a neighboring unit, immediately call the East St. Louis Fire Department at 9-1-1.

## 23. SECURITY

All residents must report suspicious activity to the East St. Louis Police Department by calling 9-1-1 and to the Security Department. If all members of your household plan to be away for more than **7** days, inform the Management Office.

## 24. TRANSFER

If you need to be transferred to a larger or smaller unit, or a different type unit, you may obtain an Application for Transfer form at the Management Office. Until you complete the form and submit it, your request will not be

considered. ESLHA's Policy on Admissions and Continued Occupancy (ACOP) describes the circumstances under which a resident will be approved for

a transfer. Copies of the Policy are available in the Management Office for your review.

## **25. PLAY AREAS**

Children may play on the property only in their own yards or, with permission, in neighbors' yards, and on sidewalks. Playing in parking areas is prohibited. Bicycles may not be ridden on the grass, in planted areas, or in parking areas. Playing baseball on the property is prohibited.

Swimming pools and portable basketball goals are not allowed on premises

Parents are required to supervise their children and their visitors so that personal injury and property damage do not occur. Management reserves the right to impose stricter rules on children who exhibit reckless behavior.

If an accident occurs on the property, residents must report it immediately, or as soon as possible to the Management Office as well as the appropriate authorities.

## **26. CRIMINAL ACTIVITY**

Any and all activity deemed criminal in nature including but not limited to:

a) Illegal use of a controlled substance or the engagement in drug related criminal activities on or off the premises and not just on or near the premises is a Lease violation and may result in eviction.

b) Interference with the health, safety, or right to peaceful enjoyment of the premises by other residents because of abuse of alcohol is a Lease violation and may result in an eviction.

c) all activity expressly indicated in your Dwelling Lease with the ESLHA.

## **27. NO SMOKING POLICY**

Resident acknowledges smoking is prohibited in all ESLHA's dwelling units, community space, hallways, stairways, laundry rooms, balconies, elevators, etc. Resident, household members, guest/visitor may smoke 50 feet on the outside of the exterior doors.

Resident acknowledges that the penalty for smoking within the apartment is Fifty Dollars (\$50.00) or the actual costs expended to remove smoke odor or residue. Also, a breach of the policy will occur. Please review the No Smoking Policy.

## 28. NOISE

Musical instruments, stereos, radios, televisions, etc., must be played at reasonable volumes so other resident's peace is not disturbed, particularly when played outside.

The hours of 10:00 p.m. to 8:00 a.m. will be observed as quiet hours.

## 29. COMPLAINTS

All residents are expected to respect the rights of their neighbors and expected to make every effort to resolve whatever disputes may arise amicably. It is not the role of the ESLHA or its Management staff to intervene in disputes between neighbors; however, staff will take necessary action if the dispute affects the ability of any resident to peacefully enjoy their unit.

## 30. GRIEVANCES

ESLHA's Grievance Procedure is intended to resolve individual disputes between ESLHA and its residents. Copies of the procedure are available in the Management Office.

## 31. OUTDOOR COOKING

Outdoor cooking is restricted to the patio areas in family developments. In cases where patios are not available, residents may cook in the back of their unit. Cooking is strictly prohibited on the balconies of all High-Rise Buildings and the front of all units.

## 32. BEVERAGES

**No alcoholic beverages are not permitted in common areas or in front of units.**

## 33. LOITERING

The term loiters shall be defined as: To remain in an area for no obvious reason or to stand around or move slowly about; also to stand idly around or to linger or spend time idly. Loitering also shall include the act of delaying an activity with aimless idle stops and pauses in accordance with all local ordinances prohibiting loitering in the City of East St. Louis.

## 34. CHILDCARE SERVICE

To inform Management in writing of the utilization of a childcare provider in the unit for the purpose of working or attending school. Information must include: Name of the provider, address, age, picture ID and the time in which the childcare services will be provided. **NOTE: NO CHILDCARE SERVICES ARE PERMITTED IN THE HIGH-RISE DEVELOPMENTS ON A REGULAR BASIS (NO MORE THAN THREE TIMES PER WEEK).**

## 35. PATIO FENCE

Clothes hanging, rugs and other items or objects are not allowed on patio fences.

**36. CABLE LINES AND SATELITE DISH**

Satellite dish and cable lines must be installed properly. Satellite dish are not allowed in the front of the unit and/or on the roof tops. Cable cords must be secured properly not posing a tripping hazard and/or defacing the property. Prior written approval from ESLHA is needed before installation.

**37. RESIDENT IDENTIFICATION (I.D.) PROGRAM**

The Resident I.D. program is mandatory for all ESLHA's residents who are 13 years of age and older. Residents must report to the management office upon request to take photo I.D., must obtain and carry residential I.D. card at all times. Residents are required to display their I.D. card upon request to authorized ESLHA's representatives, Public Safety Officers and other Law Enforcement.

I.D. cards must be returned to management office upon vacating the premises or charges of **\$25 per** I.D. will be imposed. The replacement cost of the I.D. is \$5.00 per card.

**38. PEST CONTROL TREATMENT**

You are required to allow authorized personnel to enter the unit to perform routine, monthly and/or preventative maintenance for the extermination of pests. Bed Bug Treatment: You are required to comply with all the preparation requirements as instructed by authorized personnel. Failure to comply may lead to eviction proceedings.

I have read the forgoing Rules and Regulations and agree to comply with them.

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Management Signature

\_\_\_\_\_  
Date