



RULES AND REGULATIONS

These rules and regulations serve as an Addendum to the Lease Agreement between the Housing Authority of the City of East St. Louis (ESLHA) and the Resident. 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 provided that the Resident receives at least 30 days advanced notice of the proposed change and an opportunity to present comments.

1. RENT PAYMENT

Rent is due on or before the first of each month. A late fee will be assessed for late payment on or by the 8th calendar day of each month.

2. INSUFFICIENT/RETURNED CHECKS

If a personal check is presented and the check does not clear due to insufficient funds, residents will be charged a fee of \$40.00. If this occurs twice during the residents tenancy, personal checks will no longer be an accepted form of payment.

3. TRANSFER REQUEST

Residents must complete an Application for Transfer form with ESLHA. ESLHA 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.

4. REPAIRS REQUEST

Residents must place a work order when maintenance or repairs are required in the unit through the Management office during normal business hours. Failure to do so may result in the tenant being charged for damages resulting from delays in repairs.

5. EMERGENCY REPAIRS

Residents must report emergency maintenance and repairs immediately to the Management office during normal business hours or to the emergency number after normal business hours if the health and safety of residents or ESLHA property are at risk. Failure to do so may result in the tenant being charged for damages resulting from delays in repairs. Emergency repairs include the following:

No electricity (check circuit breaker/panel before calling)
Gas Leak

Serious water leak causing damage to unit
No heat or no air conditioning (seasonal)
Toilet stoppage (applicable if only one toilet exists in unit)

6. LOCKOUTS

ESLHA will provide lockout service only during regular business hours at a charge of \$20.00 per occurrence. Residents listed on the lease with proper identification will be granted access to the unit. **Lockouts are not considered emergencies.**

7. UTILITIES

Residents must maintain utilities as described in the Lease. Residents, who receive a utility subsidy, may be charged for excessive usage.

8. CHARGES

Residents may be charged for repairs resulting from damage beyond normal wear and tear. All charges assessed must be paid within 14 days of receipt of notice, unless resident dispute charges within 5 days of receipt of charges.

9. DELIVERIES, MAIL

Staff will not accept mail, parcels, packages, or other deliveries for residents. Without prior authorization from ESLHA, residents are not allowed to permit others to use their mailing address.

10. PETS

Must have prior written permission from ESLHA. If permission is granted, residents must abide by the Pet Rules attached to the Lease.

11. GARBAGE DISPOSAL

ESLHA has provided trash receptacles or dumpsters near the apartments for resident's use. Residents must dispose of trash in an orderly and proper manner inside the trash containers. Use proper bags for trash disposable and secure the trash bags to avoid spillage.

12. WALL HANGINGS

Pictures, mirrors, and other wall hangings may be hung with the appropriate nail hooks based on the size and weight of the item. The following are prohibited: fixtures or any items attached to the ceiling, gluing or taping on any surface.

13. LIGHT BULBS

The apartments are supplied with initial light bulbs for all permanent light fixtures in the unit. Residents must replace light bulbs as necessary.

14. SMOKE/CARBON MONOXIDE DETECTOR

Smoke /Carbon Monoxide detectors have been installed in all units and shall not be disconnected for any reason. If the smoke detector is battery-operated, residents must replace the batteries as necessary. Residents must report any other malfunction of smoke/carbon monoxide detectors to ESLHA. Failure to comply will result in a \$50.00 charge for the 1st occurrence and \$100 charge for the 2nd occurrence and subject to lease termination.

- 15. WINDOW COVERINGS** Curtains/blinds must be hung properly and neatly in the windows. Prohibited window hangings: paper, aluminum foil, sheets or any other item not considered a curtain or blind.
- 16. STORAGE** No additional storage areas are provided to residents.
- 17. PIANOS AND WATERBEDS** Pianos and waterbeds are permitted with written permission from ESLHA. In addition, waterbeds will only be allowed if the resident provides proof of insurance. Residents must maintain insurance throughout the duration of their tenancy. Failure to comply will be subject to lease termination.
- 18. MAJOR APPLIANCES** Written permission is required prior to installing any additional and/or replacement appliances in the unit. ESLHA will grant permission for appliances which were intended for use in the unit, such as a washer and/or dryer. Kerosene space heaters or electric space heaters with visible coils are strictly prohibited. Failure to comply will be subject to lease termination.
- 19. YARD MAINTENANCE** Residents are responsible for the maintenance of the yard surrounding their unit. Yards will be inspected regularly to insure proper maintenance (e.g. litter-free). Residents will be assessed charges for not maintaining the area surrounding their unit and/or area within their exclusive control.
- 20. PATIO FENCE** No items shall hang from the patio fence at any time.
- 21. OUTDOOR COOKING** Outdoor cooking is restricted to the patio or the back of the unit only. Outdoor cooking is prohibited on the balconies of all High-Rise buildings and/or in the front of any unit.
- 22. BEVERAGES** Alcoholic beverages are not permitted in common areas or in the front of units.
- 23. LOITERING** Loitering is strictly prohibited on ESLHA property as defined by the local ordinances of the City of East St. Louis.
- 24. CABLE LINES/SATELITE DISH** Satellite dish and cable lines may be installed if: (1) ESLHA has provided prior written permission and (2) installed properly. Cable cords must be secured properly by not imposing any hazards and/or defacing the property. Satellite dish(s) are prohibited from being installed in front of the unit and/or on the rooftops
- 25. USE OF PARKING AREAS** ESLHA parking facilities are solely for the convenience of residents. Parking is at the vehicle owner's risk. Vehicle insurance is required to park on any of ESLHA's property. ESLHA is not liable for any damages.

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

At the vehicle owner's expense, vehicles which are abandoned and/or inoperable or otherwise create a threat to the health and safety of residents will be promptly towed or issued a citation.

The following activities/items are prohibited on ESLHA's property: car washing, portable swimming pools and basketball stands and/or any other activity that creates a threat to the health and safety of residents.

26. USE OF PLAY AREAS

Children must be supervised by an adult when playing outside. The adult must supervise the children to avoid personal injury and/or property damage. ESLHA reserves the right to impose stricter rules on Residents who children or guest(s) exhibit negligent or 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.

Children may play within the yard of their residence or in neighbors' yards, as long as neighbor grants permission, and on sidewalks. Children are prohibited from the following:

Playing and/or throwing baseballs or basketballs in parking areas,

Riding bicycles on the grass, in planted areas, or in parking areas.

The following items are prohibited on ESLHA property: portable swimming pools, basketball stands and/or any other item/activity that creates a threat to the health and safety of residents.

27. INSURANCE

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

28. FIRE

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

Flammables material are prohibited from being on ESLHA property. (ex. gasoline, solvents)

29. SECURITY

All residents must report suspicious activity by contacting 9-1-1. If all members of the household leave the unit for more than 7 days, ESLHA must be notified.

30. CRIMINAL ACTIVITY

Any and all activity deemed criminal in nature including but not limited to the following may result in lease termination:

a) any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or ESLHA employees by activities of the resident or guest.

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

31. BAN AND BAR POLICY

Residents agree to comply with the terms and conditions of the ESLHA Ban & Bar Policy. Specifically, Residents acknowledge and accept:

(a) Responsibility for being aware of persons listed on the Ban & Bar list which is posted in each development in or near the Management office;

(b) Knowingly allowing banned person(s) to visit the leased premises shall be considered a material violation and subject to lease termination.

32. NO SMOKING POLICY

Smoking is prohibited in all ESLHA's units, common areas, including but not limited to, hallways, stairways, laundry rooms, balconies, elevators, etc. Residents, household members, or guest(s) may smoke 50 feet from any ESLHA property.

Resident acknowledges that the penalty for smoking within any restricted area may result in a Fifty Dollar (\$50.00) or the actual costs expended to remove smoke odor or residue.

33. NOISE POLICY

Musical instruments, stereos, radios, televisions, etc., must be played at reasonable volumes inside or outside of the unit.

During the hours of 10:00 p.m. to 8:00 a.m. loud music is prohibited.

34. COMPLAINTS

Residents shall resolve disputes amicably. ESLHA shall not intervene in disputes between neighbors. However, ESLHA will take necessary action if the dispute which threatens the health, safety, or right to peaceful enjoyment of the premises.

35. GRIEVANCES

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

36. CHILDCARE SERVICE

Residents must receive written permission from ESLHA to have childcare services on ESLHA property. The resident must provide the following: address, age, picture ID and the time(s) services will be provided. **NOTE: CHILDCARE SERVICES ARE PERMITTED IN THE HIGH-RISE DEVELOPMENTS FOR NO MORE THAN THREE TIMES PER WEEK, UNLESS WRITTEN PERMISSION IS GRANTED BY ESLHA.**

37. RESIDENT IDENTIFICATION

Residents, who are 13 years or older, must carry a residential identification card (ID) at all times while on ESLHA property. Residents must possess a photo ID card issued by ESLHA and display the ID card upon request to authorized ESLHA's representatives and other Law Enforcement.

ID cards must be returned to the Management office upon vacating the premises or charges of \$25 per Identification card will be assessed. The replacement cost of the ID is \$5.00 per card.

38. PEST CONTROL TREATMENT

Residents must allow authorized personnel to enter the unit to perform routine, monthly and/or preventative maintenance for the extermination of pests. If applicable, residents are required to comply with all preparation requirements for bed bug treatment.

I (WE) have read all of the Rules and Regulations and agree to comply with all terms and conditions.

Resident

Date

Resident

Date

ESLHA

Date