

CITY OF ONEONTA HOUSING AUTHORITY

ACADEMY ARMS APARTMENTS

ATTACHMENT #3 TO LEASE AGREEMENT

HOUSE RULES

1. The resident or guests shall comply with all the laws and the City Ordinances affecting the use of the premises and with the rules and regulations now or hereafter adopted by the Authority for the safety, comfort and welfare of the occupants of the Complex.
2. The resident will at all times keep the dwelling and fixtures therein in a clean and sanitary condition.
3. The resident shall make no alterations, redecorations or repairs to either the interior or the exterior of the premises or the equipment or install any additional equipment without prior consent
4. The resident will be held responsible for any loss or damage to any dwelling resulting from overflow of water closets, sinks, bathtubs or basins in his dwelling. The tenant shall report to the management office immediately any accident or injury to water pipes, toilets, drains, or other property belonging to the authority, including all breakages, damage or losses of any kind.
5. The resident is required to advise the office staff of any work orders needed for repairs. When a work order is written there will be no further notification to the resident by the maintenance staff, who may enter the apartment and complete the work order as soon as possible. The resident need not be present when work is done, however, signature may be required by the resident at a later date.
6. The Authority reserves the right to enter a dwelling without notification, in case of an emergency. For other than emergency purposes, the resident will be notified in advance of any inspection, for example, annual inspection.
7. The resident shall take every due precaution to prevent fires and shall not store any quantity of flammable materials that would create a fire hazard. Live Christmas trees are not permitted. Candles or other open-flame devices are not permitted.
8. Residents are required to contact New York State Electric and Gas and have the electric bills sent directly to themselves – copies may be requested by the Housing Authority at time of re-certification.
9. The laundry facility is to be used only by the residents of Academy Arms. Residents are asked to keep the laundry room in a clean, neat and sanitary condition at all times. Residents must be present when using laundry machines.
10. Resident, family and friends will obey the parking and any other traffic regulations, made for the safety, comfort and convenience of all residents. The handicap parking area is reserved for handicapped residents who have vehicles. License plates or windshield marker showing handicap status must be displayed.
11. No resident shall make or permit any disturbing noises in the building by himself, his family or friends, nor permit anything by such persons that will interfere with the rights, comforts or convenience of other residents. No resident shall play any musical instrument or operate a radio or television or stereo in the occupied premises between the hours of 10:00 p.m. and the following 8:00 a.m., if the same shall disturb or annoy occupants of the complex.
12. No articles of any description shall be hung from the windows or blocking doors. No rubbish, refuse or waste materials shall be thrown from the windows or doors of any dwelling. Occupants shall not shake, clean or hang any bedclothes, rugs, dust cloths, etc., from windows. Clothes shall be dried in designated areas.
13. Sidewalks, hallways or any other passageways shall not be obstructed, nor be used for any purposes other than entering or exiting the building.

14. No tacks, nails or other fasteners or cement shall be used in laying carpets or rugs on the floors of the unit – no nails, bolts or screws shall be placed in the walls, floors or trim in the premises except in such manner and of such type as shall be approved by the Authority. No shellac or varnish shall be applied to the floors.
15. Plumbing and electrical equipment shall not be used for any purposes other than those for which they are intended. No aerial or antennae wires of any description shall be installed on the building or hung from the windows.
16. A contracted exterminator will exterminate each apartment every other month. You will be notified in advance of the date and time.
17. Smoking Policy -- No smoking is allowed in any of the common areas, such as, elevator, entryway, hallways, lounge, laundry or community room, IN COMPLIANCE WITH NYS LAW.
 - No smoking is allowed within 50 feet of the building.
 - Effective immediately, when a unit becomes vacant it becomes a non-smoking unit.
 - Effective July 1, 2009, all units will become non-smoking units (once a unit becomes non-smoking no individual may smoke in the unit) with the following exception:
 - A resident who moved in before June 1, 2009, who moved in as a smoker, will be allowed to smoke in his or her own unit.
18. There is a charge of \$25.00 for lockouts after office hours. If residents require extra keys they may request them from the office and will be charged \$3.25 each.
19. The authority shall have the right, without further notice, to sell or otherwise dispose of any personal property left on the premises or in the project by the resident after the resident vacates the same and the resident shall pay to the authority all cost in connection therewith. All personal property placed in or on the premises shall be at the risk of the resident or owner of such personal property and the authority will not be responsible to any damage to such personal property.
20. The resident shall not permit any persons other than those listed on the lease or re-certification to reside in the dwelling unit for more than fourteen (14) days each calendar year without obtaining the prior written approval of the Landlord.
21. All residents are required to recycle according to the recycling requirements of the City of Oneonta.
22. The resident is responsible for his or her visitors, and is responsible for supervision of said visitors, both children and adults.
23. Renter's insurance should be obtained by residents to cover their personal belongings. The Housing Authority has coverage for Authority property only.
24. Any willful damages due to neglect on the part of the resident should be reported to the office immediately. Absolutely no repairs will be made until paid in full by the resident. Resident will also be responsible for damages incurred after the move-in inspection (items not listed in the inspection report) other than normal wear and tear.
25. Dishwashers and washing machines are not permitted in the apartments.
26. The Housing Authority reserves the right to rescind or change any of the forgoing rules and to make such other rules and regulations from time to time as may be deemed needful for the safety, care and cleanliness of the premises and for securing the comfort and convenience of all residents.

Signature

Date