

CITY OF ONEONTA HOUSING AUTHORITY
ALBERT S. NADER TOWERS
2 MITCHELL STREET
ONEONTA, NY 13820

RULES AND REGULATIONS

1. The Tenant and the members of his/her household and guests shall comply with all the laws of the City Ordinances regarding occupancy of premises and with the rules and regulations adopted by the Authority for the safety, comfort and welfare of the occupants of the development.
2. The Tenant shall not use unreasonable amounts of water, gas or electricity.
3. The Tenant will, at all times, keep the dwelling and fixtures therein in a clean and sanitary condition.
4. The Tenant shall make no alterations, or repairs to either interior or exterior premises or the equipment or install any additional equipment, without the consent of the Authority.
5. The Tenant will be held strictly responsible for any loss or damage to any dwelling resulting from overflow of water, closets, sinks, bathtubs or basins in his/her dwelling. The Tenant shall report to the Authority 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.
6. The Authority reserves the right to inspect the premises to observe compliance with the Agreement and the rules and regulations of the Oneonta Housing Authority as presently in operation or amended in the future.
7. The Tenant shall take every precaution to prevent fires and shall not store any quantity of inflammable materials that would create a fire hazard.
8. No rubbish, refuse or waste materials shall be thrown from the windows, balconies or doors of any dwelling. Occupants shall not shake, clean or hang any bed clothes, rugs, dust cloths, etc. from the windows or balcony. Clothes shall be dried in designated areas.
9. Sidewalks, areaways and passages shall not be obstructed, nor be used for any purpose other than ingress to or egress from the dwelling. Responsibility for snow removal from parking lots and walkways will lie with the Housing Authority.
10. 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.
11. Plumbing and electrical equipment shall not be used for any purposes other than for which they were intended. No aerial or antenna wires of any description shall be installed on the building or hung from the windows or balconies.

12. The Authority or its representatives shall have the right to enter the Tenant's premises during all reasonable hours to examine the same or to make such repairs, additions or alternations as may be deemed necessary for the preservation of the building.

13. 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 after the Tenant vacates. The tenant shall pay to the Authority all costs in connection therewith. The Authority will not be responsible to any damage to such personal property that is left on the premises

14. Tenants will be allowed to park one vehicle on Housing Authority property. Only vehicles that are properly registered, insured and inspected, as required by law may be brought on the premises.

15. A guest shall not be permitted to remain more than two weeks per year without (as prescribed by the Authority) prior consent of the Housing Authority.

16. 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.**

- a. No smoking is allowed within 50 feet of the building
- b. Effective immediately, when a unit becomes vacant it becomes a non-smoking unit.
- c. Effective January 1, 2011, all units will become non-smoking units (once a unit becomes non-smoking no individual may smoke in the unit) with the following exception:
- d. A resident, who moved in on/or before November 1, 2010, who moved in as a smoker, will be allowed to smoke in his or her own unit.

17. Internet Use – The Authority may provide internet access as a courtesy to tenants.

- a. Any unauthorized use of the Authority provided internet access is prohibited. Unauthorized use includes, but is not limited to: connecting to, viewing, posting or downloading pornographic material; engaging in computer hacking, and other related activities; gambling; attempting to disable or compromise the security of the Authority's computer system or any other computer system.. The Authority provided internet access shall not be used to create post, send or forward any offensive, harassing or disruptive messages. Among those messages which are considered offensive are any messages which contain threats (express or implied), sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability.
- b. Users must never access pop-ups launched from web browsers or advertisements posted on websites. Pop-up blockers must be activated unless this function prevents access to required information or websites.
- c. Users may not establish internet or other external, network connections which could permit unauthorized persons to gain access to the Authority's computer systems, files and other information. These connections include the establishment of hosts with

public modem dial-ins, World Wide Web home pages and File Transfer Protocol (FTP) servers.

- d. Guests of tenants shall have access to the computer only if the tenant is present.
- e. Any user who violates these regulations or uses the Authority's internet access capabilities for improper purposes shall be subject to discipline which may include prohibition of use of computer or termination of the tenant's lease.
- f. The Authority reserves the right to limit tenants' access in defined blocks of time to be determined by the Authority.
- g. The Authority reserves right to limit the hours of access or remove the computer at any time.

18. The laundry facility is to be used only by the residents and aides of Nader Towers. If a family member is helping you do your laundry, you as the resident must be present. Residents are asked to keep the laundry room clean, neat and in sanitary condition at all times.

19. There will be an additional charge for lockouts after office hours. If residents require extra keys they may request them from the office for an additional charge (check with office for additional charges).

20. The resident is responsible for his or her visitors, and is responsible for supervision of said visitors, both children and adults.

21. Renter's insurance should be obtained by residents to cover their personal belongings. The Housing Authority has coverage for Authority property only.

By: _____
Tenant Relations Assistant

