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BOARD OF COMMISSIONERS

Michelle L. Pultz-Orthaus, President

Michelle Woods, Vice-President

Gerald Montgomery, Commissioner

James Stark, Commissioner

Resident Commissioner

Laurie Ingram, MBA, PHM
Executive Director

THIS IS YOUR TENANT HANDBOOK

Presented To:

Name

Address

Dwelling Unit Number

WELCOME

We are very pleased to have you and your family with us at the Jackson Housing Commission. Our management team and staff are here for you. We hope you will have many years of comfort, security and happiness in your new home.

Whenever you move into a new home and neighborhood, there are many questions you may have, and problems that may arise. There are also a number of requirements for our different housing assistance programs. Hopefully this handbook will help to answer some of your questions and concerns.

This handbook should be considered as part of your lease. It explains in more detail some of the requirements of our programs, and has some tips on how to properly care for your unit. Please remember that if you have further questions you can call our main office, or if you need repairs you can call our Maintenance office. We have after-hours maintenance support, so your call will always get through to the appropriate person.



IMPORTANT TELEPHONE NUMBERS

| | |
|--|----------|
| MEDICAL-POLICE-FIRE-EMERGENCIES ONLY | 911 |
| HEALTH DEPARTMENT | 788-4420 |
| CONSUMERS ENERGY..... | 787-1121 |

MANAGEMENT & MAINTENANCE OFFICES

| | |
|--|----------|
| REED MANOR (MAIN OFFICE) | 787-1188 |
| PAMELA STILSON-POSTMA, HOUSING MANAGER | |
| CHALET TERRACE | 787-1850 |
| JANNAA POOL, HOUSING MANAGER | |
| SHAHAN-BLACKSTONE NORTH APARTMENTS | 787-0218 |
| ERICA ESTELLE, HOUSING MANAGER | |
| ADMINISTRATIVE OFFICE (C-BUILDING) | 787-9241 |
| LAURIE INGRAM, EXECUTIVE DIRECTOR | |

MAINTENANCE EMERGENCY AFTER HOURS CALLS

| | |
|---|----------|
| ANSWERING SERVICE FOR ALL LOCATIONS | 789-1909 |
|---|----------|

OFFICE HOURS

ALL OFFICES ARE CLOSED ON WEEKENDS & FEDERAL HOLIDAYS

OFFICES ARE OPEN FROM 7:30 AM UNTIL 4:00 PM – MONDAY THROUGH FRIDAY

MOVING IN

Security Deposit

You will pay a security deposit in the amount specified by the lease. If you have chosen to pay the security deposit in multiple payments, the amount due on the security deposit will be taken before any rent payment is credited. This deposit will be held until you move out of the unit. After you have moved out of the unit, the security deposit will be refunded to you within the time period specified in the lease minus any charges you have incurred.

Typically the deposit will be returned in full upon vacancy, if the following conditions are met:

1. Your rent is paid in full at the time of vacating.
2. You have paid all service charges due because of damages to the premises beyond normal wear.
3. No extra cleaning or repairing is necessary after you vacate the home.
4. The Management incurs no rent loss because of your failure to give thirty (30) days written notice of your intent to move.
5. All keys to the unit are returned to the Management office.

Inspection

Prior to moving in, Management will issue the Tenant an Inspection Form for the Tenant and/or his representative to concur in the condition of the unit. This inspection details what condition the unit is in when the Maintenance Department turned it over for occupancy. The move-in inspection sheet should be returned to the office as soon as possible and not later than seven (7) days after move-in.

First Month's Rent

If the beginning date of the lease is for any day other than the first day of the month, the rent for the first month will be pro-rated.

Renter's Insurance

We encourage all our tenants to get Renter's Insurance. The cost is usually very low and it will protect and your possessions against a variety of unforeseen events.



RULES AND POLICIES

THIS IS YOUR HOME!

You can enjoy the usual privileges of peaceful possession provided you wish to accept certain responsibilities: **PAYING YOUR RENT PROMPTLY WHEN DUE**, conforming to all other conditions of your lease and this handbook. Adequately maintaining your home, however, rests entirely upon you. The management personnel will always be ready to cooperate with you to the best of their ability.

You will find among your neighbors, individuals of various races and creeds. Our facilities are open to all persons without discrimination.

The Lease

Your lease is your contract with the Housing Commission for the unit you have rented. It is an important document. Treat it as you would other valuable papers. You should reread it carefully at your first opportunity and keep it handy in case you need to refer to it. It explains in detail what your responsibilities are as a tenant of the Housing Commission, and what our responsibilities are as your landlord.

Your lease covers a number of areas including: when your rent is due, what your security deposit is, what items you will be charged for, how payments are applied, what maintenance you are responsible for, what utilities you are responsible for, what maintenance we are responsible for, for what reasons we may enter your unit, and for what reasons you may be evicted.

The policy of the Commission is to permit no intolerance of any kind. Please note that one of the reasons you may be evicted is for acting in a manner that will disturb other residents' peaceful enjoyment of their unit.

The City of Jackson has ordinances and we expect our tenants to follow them. We ask that you be considerate of your neighbors, especially during the hours between 10 p.m. and 8 a.m.

Referenced in your lease, community service hours are required for all non-exempt adult Public Housing residents. Consult the Management office if you are in doubt concerning the conditions of the lease.

Rent

Rents based on the net family income are computed on the lowest possible rate which will permit efficient operation of the units. All management and operating costs must be paid from federal subsidies and your rent payment. Consequently, rents are subject to change upon the approval by the Jackson Housing Commission and the Department of Housing and Urban Development.

Your rent is payable in advance and is due on the first day of each month. We will appreciate your cooperation in making payment on or before the due date. We will accept rents through the fifth (5th) day of the month without additional fees or commencing court

action. **Late payment** of rent is not tolerated. The firm stand we take on this is in the best interest of residents and essential to the continuance of the low-rent program.

If the rent is not paid on the fifth (5th) day of the month, the Tenant will be served with a legal document, **NOTICE TO QUIT FOR NON-PAYMENT OF RENT**. This document requires that the rent be paid or the home vacated within fourteen (14) days. Failure of the Tenant to comply with the notice within the fourteen (14) days requires that the account be turned over to the District Court for collection and eviction from the premises. Having court action started against you three (3) times in any twelve (12) month period may lead to the termination of your residency. All legal fees incurred by you because of failure to pay your rent on time are your responsibility and will be added to your account.

The Housing Commission calculates your rent as the greater of the minimum rent or 30% of your adjusted gross income. The Public Housing minimum rent is \$50. The maximum rent you will have to pay is the Housing Commission's flat rent, which is calculated as 80% of the fair market rate rent for the community you live in.

If unforeseen difficulties arise, do not wait until the day your rent is due to discuss the matter with Management.

Program Requirements

Once per year you will be required to recertify with the Housing Commission. JHC will send a letter to you when your recertification is due, asking you to make an appointment to see your Housing Manager. Your ready response in furnishing the information at the time of re-examination will be greatly appreciated.

As part of the recertification process, your income must be reexamined and your unit must be inspected. You will be notified of any change in rent. You will be given at least 30 days' notice of any increase in rent resulting from an annual recertification, unless the recertification has been delayed because you failed to come in on time. Tenants who claim no income will be required to recertify every 90 days.

You may at any time request a reexamination of your income if you have had a decrease in income during the year. Any change in family composition or income must be reported to the Housing Authority within 10 days of the change. Any new member added to the household must first be determined eligible for assistance by the Housing Authority. Failure to report such changes is grounds for eviction and loss of assistance. Changes in the number of persons in the family may make it necessary for the family to either move to a smaller or larger dwelling unit.

OVER-INCOME FAMILY RENTS

Families that have been determined over-income and thereby ineligible, will be allowed to remain in residence for the duration of this situation, but the monthly rent will increase in accordance with the approved schedule of rents as reflected the in the JHC policies.

OCCUPANCY STANDARDS

The right to assign dwelling units at the time of admission or at the time of re-examination for continued occupancy is reserved by the Management in accordance with occupancy standards established by the Jackson Housing Commission. This includes the right to designate the size unit which you occupy in accordance with the size of the family, the sex, and age of each member of the family. It also includes the right to designate the location of your residence within the development. The dwelling shall be used as a private home only and not as a rooming or boarding house or any other commercial purpose.

Policies

Policies governing admission and continued occupancy of Public Housing are available for you to read at the Housing Commission's offices. These policies may be subject to change. Notice of changes will be posted with reasonable time given for review and comment. The following are being highlighted:

USE OF DWELLING AND PREMISES

These dwellings were built to provide homes for residential purposes only. Therefore, each home is to be used strictly as a private resident and not a place of business. Vehicles such as trucks, business equipment, etc., are not permitted to be parked or set up in parking bays, or any other common/ general areas. We know you are as anxious to preserve the residential character of these homes as we are, and therefore we expect that you will abide by the requirements.

A cluttered premise affects you and the entire neighborhood. Do not clutter up the front or back yards with boxes, broken furniture, or any kind of litter; or use the back patio for storage of mops, pails, or anything that will make your premises unsightly. You may store only furniture made specifically for outdoor use, barbecue grills, and operable bicycles on your patio.

OCCUPANCY ISSUES

Normal entertaining and visiting are expected. You are responsible for the conduct of all household members and any guests who might be visiting. You may have out-of-town guests for reasonable periods and should notify the Management of such visits and their duration.

It is the responsibility of parents to properly manage their children. We urge you to teach your children the rules of safety, good citizenship, fair play, and due respect for others. Streets and parking areas are not for playgrounds and children should be cautioned not to use them for that purpose. The Commission has provided play areas for our children. Children learn readily and their conduct is dependent on a few early lessons which can best be taught by the parents. Your efforts along these lines will be greatly appreciated.

The family may not be absent from the unit for more than 30 days without the prior written consent of the Housing Authority. In general it is a good idea to let your Housing Coordinator know if you are going to be absent for an extended period of time to avoid any misunderstandings.

BOARDERS AND ROOMERS

Under no circumstances may boarders, roomers, or other extra persons whether relative, friend, or stranger is permitted to share your dwelling unit. Possession of your dwelling unit shall under no condition be sublet or transferred to anyone. Your Dwelling Lease specifically provided that the premises you occupy are for the exclusive use of the occupant and the members of his family named on the latest application.

UNIT INSPECTION

The Commission is required to inspect your unit prior to move-in, at move-out and annually during your occupancy. Additional inspections may include the following: Special Inspections; Quality Control inspections; City of Jackson unit inspections; and/or HUD REAC Inspections. To protect the property, Management reserves the right to enter your dwelling unit at reasonable hours to inspect the unit, to check and/or repair equipment in cases of emergency. This right of entry is reserved whether or not any member of your family is at home.

In the event all members of your family or those persons signing the lease are to be away for any length of time, you are requested to notify the Management office, leaving an address or telephone number where you may be reached in an emergency.

When a Tenant vacates, Management will inspect the dwelling unit and give the Tenant a written statement of the charges, if any, for which the Tenant is responsible. Tenant and/or his representative may join in such inspection.

KEYS/ LOCK OUT SERVICE

Keys(*and security door fobs-Reed Manor*) to the dwelling unit will be supplied at the time of admission and must be returned to the Management office before vacating in order to claim the Security Deposit. Except for scattered sites, a mail box key will be issued at a cost of \$25.00 from the postal service. You will be charged for replacements if you lose any keys or security door fobs (where applicable). Apartment keys are \$1.75 each. Security Door Fobs are \$25.00.

Residents misplacing their keys or otherwise requiring admittance to their unit after hours are to contact a locksmith to let them in at their own expense. Lockout services are for the Elderly and Disabled individuals only. Maintenance will only respond to family requested lockouts in extreme emergencies and a \$25.00 fee will be charged even on the first call. Elderly and disabled residents are to contact after hours maintenance to be let in. Lockouts that maintenance staff conducts other than what is previously specified will be charged as follows: 1st time\$5.00; 2nd time \$15.00; 3rd and each subsequent times \$25.00.

PETS

The Housing Commission has 2 classifications of animals for tenants: service/support animals that assist disabled individuals, and household pets. In family housing, cats, dogs, or other animals are permitted. Management understands the companionship offered by these pets, both to the children and adults. Canary birds, parakeets, goldfish, cats, and small dogs

are permissible. Please see the Pet Policy located within this handbook for further explanation on the Jackson Housing Commission's Pet Policy.

There is no extra charge for service/support animals that assist disabled individuals, while there is an extra charge required for some household pets.

PARKING AREAS AND BAYS – AUTOMOBILE, MOTORCYCLE

Parking space is provided for one car in running condition for each dwelling unit. The Housing Commission's parking areas, driveways and common areas are private property and are not to be used for the storage of boats, trailers, mobile homes, recreational vehicles or other items. All vehicles must be must be licensed, properly tagged, in working condition, with fully inflated tires.

The Resident shall not make repairs on his car or change oil in any parking bay or area. Commercial vehicles are prohibited from parking overnight.

Parking bays are not assigned to any particular unit. Like the streets, they belong to the public. Driving or parking cars, motorcycles, etc., on the development grounds is prohibited.

You will be asked to remove any vehicles in violation of this policy. Vehicles left parked in any parking area that are not in running condition will be towed away at the tenant's expense.

DO NOT PARK ON THE LAWN AT ANY TIME



TRANSFERS

The Housing Authority has three categories of transfer requests: emergency transfers, immediate administrative transfers, and regular administrative transfers. Emergency transfers result from the unit's condition being uninhabitable; immediate administrative transfers include medical transfers; and regular administrative transfers result from occupancy and demo related transfers. Most cases, except for emergency transfers, there will be a waiting list for the transfer. A transfer cannot take place until there is a vacant unit available and the tenant is at the top of the transfer waiting list. Unless the transfer is at the request of the Housing Commission, the tenant will be responsible for any costs associated with the transfer.

CARE OF YOUR HOME

The Housing Authority expects you to maintain your unit in a safe and sanitary condition at all times. This includes routine cleaning of your unit, disposal of trash, and caring for the outside of your unit and yard if required to do so.

As a good housekeeper, you will want to keep your home neat and clean at all times. We ask you not to hang clothing, rugs or bedding out of the windows. Do not shake dust mops or throw rubbish, papers, or sweepings out of the windows and doorways. **Please use plastic bags and twist ties to contain your garbage, and place the bags in the containers provided.** Crush boxes and cans before disposing of them when possible. Always make sure any cigarette butts or other smoking materials are extinguished before disposing of them in the garbage. No tubs, sleds, or wagons are to be hung on the exterior of the buildings. You and your neighbors can set a high standard of appearance.

At the time of your annual inspection, a check of your housekeeping standards will be conducted. If you fail this inspection your unit will have to be re-inspected until it passes. **Failure to maintain your unit** in a safe and sanitary manner is grounds eviction and loss of your assistance.

MAINTENANCE

GENERAL MAINTENANCE ISSUES

Please do not use your patio or balcony area to store household items. Please do not leave toys, bikes, car parts, appliances, etc., on your balcony, patio or lawn. Do not use your outside areas for storage of combustible materials or trash which may impose a fire hazard. The Housing Commission provides either shades or mini blinds for your unit. Please keep your mini blind cords separated and away from small children.

Please do not attach decals or other hard to remove items to your windows. Wall decorations may be hung with small nails, please do not use large nails. Plants or ceiling hangings may be hung with toggle bolt hooks. Do not pour oil or fats down your drain or in your toilet as they may harden on contact with cold water and cause a blockage.

Only authorized personnel are allowed on your roof. **You are not allowed to affix antennas, satellite dishes, basketball hoops or any other item to the unit or structure.** If you need something removed from your roof, please call the Maintenance Department.

SERVICE CHARGES

Charges for damages to the premises or equipment, due to negligence, carelessness or misuse must be paid in full on the rent day following completion of the work. Residents are not permitted to make repairs or alterations themselves. Report all faulty or damaged equipment to the Management office at once. Service charges will be predetermined or estimated on a time and material basis in accordance with local prices and wage rates.

REPAIRS, ALTERATIONS, AND SERVICE REQUESTS

Our Maintenance Department will attend to all routine maintenance. Report any needed repairs to the Management office as soon as they are discovered. Please do not ask our Maintenance staff to do any work directly; contact the Management office and a work order will be issued for the work to be done. Emergency work orders will be taken care of as soon as possible, non-emergency work orders should generally not take over 15 days to complete unless outside contractors or vendors are involved. If you plan to be gone and want your work order completed, please let our staff know they have permission to enter your unit.

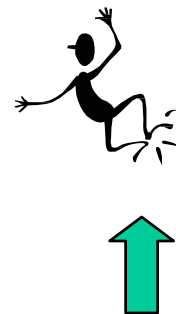
For medical emergencies or emergencies that threaten the health, safety or welfare of you or our residents, please call 9-1-1. Calls made after normal business hours will go to our answering service, who will contact the maintenance person on call for emergencies. Please be sure to leave your name, address, phone number, and a description of the problem. Damages caused by you, your family, or your guests will be charged to your account. Items needing repairs that are the Commission's property are paid for by us.

Management Offices are as follows:

| | |
|-------------------|---------------|
| Reed Manor | (517)787-1188 |
| Chalet Terrace | (517)787-1850 |
| Shahan Blackstone | (517)787-0218 |



1. Work order



4. Happy Resident



2. Work order given to maintenance staff



3. Maintenance completes the work

PAINTING AND DECORATION

Because our budget allowance for repainting is very low, and it is our desire to keep rents at a minimum; your home may be repainted as needed and upon the Management's Approval.

IMPORTANT: FLOORS ARE NOT TO BE PAINTED UNDER ANY CIRCUMSTANCES.

SIDEWALKS

You will be expected to maintain sidewalks in cooperation with your neighbor. Children's toys, bicycles, wagons, and other playthings are to be kept off the sidewalks as they create a safety hazard. When not in use, these articles should be stored on the rear patios or in your utility rooms.

LAUNDRY/LAUNDRY FACILITIES

The units are equipped with hot and cold water taps to permit use of a washer and dryer. The laundry appliances are not furnished by the Housing Commission. (Chalet Terrace only) Laundry poles are provided for drying. The tenant will supply their own clothes line.

Laundry facilities are also available at some locations. Coin operated washers and dryers are available for tenant use only. Please be considerate of other tenants and remove your clothes promptly when they are done. Please help keep the laundry room clean by disposing of your trash in the proper containers. Please be sure to clean the lint trap out after you use it to help reduce the risk of fires. The laundry facility hours are from 7:30 a.m. to 3:30 p.m.

WINDOWS AND CONDENSATION

Clean shining windows and fresh curtains prove to everyone your interest in your home. We suggest that you maintain a regular schedule of cleaning the windows at frequent intervals. Metal windows and window sills will rust and windows will become hard to open and close if moisture is allowed to accumulate on the windows during cold weather months and when cooking. The condition of condensation can be prevented by opening windows very slightly, which will prevent an accumulation of moisture on the windows, walls, etc., particularly in the kitchen and bedroom.

Broken window panes should be reported immediately to the Management office. Repairs or replacements resulting from the repair/replacement will be charged to the Tenant at cost.

SHADES, DRAPERIES, AND CURTAINS

Shades and drapery rods are furnished by the Management. Repairs or replacements due to neglect or carelessness will be charged to the Tenant at cost.

Curtains are furnished by Tenants. Curtains must be of good quality. Do not use any material cheaper than unbleached muslin. Blankets, sheets, newspapers, or other like materials are not permitted to cover windows or clothes closets.

ELECTRIC LIGHT BULBS

Replacement of light bulbs in your unit is your responsibility. Light bulbs are replaced free of charge for Elderly residents.

ELECTRICAL SYSTEM

Your home is equipped with a circuit breaker system – not fuses. These circuit breakers trip when:

1. The circuit is overloaded
2. Shorts are caused by frayed iron, toaster or other defective appliance cords. See that your appliances and cords are kept in good condition.

ELECTRIC AND GAS RANGES, FURNACES AND HOT WATER HEATERS

If you notice an odor of gas, open the window at once. Check to make sure that the pilot has not gone out and all burners are turned off. Do not strike a match until all odors of gas have disappeared. If the odor persists, notify Consumers Energy Company and the Management office at once. The most important item in the proper care and cleanliness of stoves is the cleanliness of burners. Burners should be removed and thoroughly cleaned. Boiling the burners in baking soda and water is a suggested way to clean them. (***EXCEPT ELECTRIC STOVES LOCATED IN ACCESSIBLE UNITS***).

Be careful not to disturb the oven temperature control. If your burners smoke or need adjustments, notify Management. Electric and gas ranges should be cleaned regularly with a mild oven cleaner. Please report to the Management Office if electric unit burners are not working properly.

Your furnace heating system is an automatic gas-fired hot air system; temperature is controlled by the wall thermostat. An ideal and healthful temperature should not be set at above 68 degrees F. Under no circumstances are you to tamper with the controls of the heating system. If you are not getting proper heat, call the Management office.

REFRIGERATORS

Keep the refrigerator clean. At least once a week, your refrigerator should be cleaned thoroughly. For shelves, freezing trays and exterior surfaces use warm water to which two (2) tablespoons of baking soda for each quart of water has been added. Wipe with a cloth soaked in clear water.

All refrigerators are frost free and require little maintenance. If your refrigerator is not operating properly, please notify Management immediately.

TELEPHONE SERVICE

Residents may have a telephone installed by making the necessary arrangements with a phone provider of their choosing. The Commission recommends AT&T, Verizon, or Comcast.

ROOFTOPS, DOWNSPOUTS, ETC.

Tenants are not permitted on roofs and are advised to caution their children not to climb on rooftops and downspouts.

GARBAGE REFUSE

All trash must be placed in trash bags prior to being placed in containers. Garbage in the case of large bones, corn husks, etc., must be cleaned, thoroughly drained, wrapped and placed in the garbage containers. Garbage collectors will make regular pickups. Bottles, cans, papers, and other household refuse should be placed in the containers provided. Washing food debris from cans and bottles should be practiced before disposing of them. Large items such as furniture and other refuse that cannot be placed in the containers will be picked up on Wednesday mornings. These items must be set out at the curb before 8:00 AM Wednesdays, but should never be placed there earlier than Tuesday evening. Trash **MUST** be placed in plastic bags. Bags may be purchased, at cost, at the Central Office of Reed Manor. Containers, bags, or cartons must be tied securely to prevent scattering.

Times/Week

2
2
2
1

Site

Reed Manor
Shahan Blackstone
Chalet Terrace
Scattered Sites

SCREENS AND STORM WINDOWS

There are screens in your unit for every window to assure ample ventilation. Window screens and storm windows are to be left up year round. To remove the screen or storm window, pull up on the two sliding stays on the right hand side and slide back on their individual track. The screens and storm windows were in good order at the time of your occupancy and you will, of course, be held responsible for their care, reasonable wear and tear expected. If they become damaged in any way, report to the Management office at once. Do not attempt to make repairs yourself. In the case of vandalism, a police report must be supplied to Management by the Tenant.

DOORS

Keep combination locks latched securely at all times. Do not permit the door to slam, swing in the wind, or get out of hand while entering or leaving the unit. Any damage done to these doors must be reported promptly. Damages due to causes other than the fault of the Tenant will not be the Tenant's responsibility, provided Management is immediately notified of such an occurrence. Tenants are expected to take normal precautions in preventing damage to combination doors. Costs of repairing any damage caused by the Tenant's failure to do so will be borne by the Tenant.

FAUCETS, SINKS, DRAINS, TOILETS

Enamel should be treated carefully so as to prevent scratching and marring. The Management will supply you with hot and cold water. We ask you to be careful not to use excessive amounts of either.

Running toilets, stopped up sinks, tubs and wash basins should be reported to the Management office at once. **(DO NOT USE SOLVENTS OF ANY TYPE FOR SINK STOPPAGES.)**

STOPPAGE

A clogged toilet drain usually results in unnecessary inconvenience and expense both to the family and the Management. All parents should especially caution their children against dropping such articles as bars of soap, rubber balls, pencils, sticks and small toys into the toilet bowl. All stoppages of toilets and sinks will be corrected at the Tenant's expense.

CLEANING

It is of primary importance that bathtubs, washtubs, sinks, and toilets be cleaned regularly in order to prevent accumulation of dirt rings. In cleaning bathtubs and basins, soap will work as fast as gritty powder and will not damage the surface. When enamel has been scratched up with powder, it becomes difficult to keep clean. Under no circumstances are you to use gritty powder or acids of any kind.

WASHING OF PAINTED SURFACES

WALLS

1. Use warm water and mild soap only.
2. Wash from floor upwards to avoid streaking.
3. Do not rub surface too much or paint will come off.

WOODWORK

1. Use warm water and mild soap only.
2. Wash surface without scrubbing.

Do not drive nails, hooks, or picture hangers into walls and woodwork. You may use plastic adhesive-backed hooks that will hold up to thirty-five (35) pounds for picture hanging. Do not use decals or transfers on interior or exterior surfaces.

FLOORS

Care of floors is important and each type of floor requires different treatment:

WOOD FLOORS

1. DO NOT USE WATER.
2. Clean with an approved floor cleaner. (Example: Bruce or Stanley Products.)
3. Keep floors waxed.

TILE FLOORS

1. Clean with warm water and rinse.
2. Was with two (2) coats of liquid (water emulsion) self-polishing wax. **NEVER USE PASTE WAX.**

CARPETS

1. Vacuum carpet regularly, including in front of your apartment.
2. Carpet should be cleaned with mild carpet cleaner.
3. The use of rubber coasters under the legs of your furniture will prevent denting or scratching of the floors.

GROUPS AND LAWN

The Housing Commission has endeavored to beautify these homes by planting shrubs and grass in open areas. We hope every Resident family will take as much pride in the landscaping as the Management does and will try to help us maintain the park-like appearance of the neighborhood.

We believe this can best be done if each family will assume responsibility for the care of their own yard and the adjoining sidewalks. Management will seed, fertilize, and furnish tools which should be all the assistance you need to have the greenest lawn in Jackson. If you wish to plant flowers, please consult the Management office first regarding location.

We remind you that neglect of walks, lawns, and shrubs adjacent to your home will not be tolerated. The cost of any landscaping repair will be charged to the Tenant and continued neglect will result in termination of the Dwelling Lease. **DO NOT DRIVE ON THE LAWN AT ANY TIME.**

EXTERMINATION SERVICE

As a safeguard, extermination is done twice per month. If you discover insect pests, report to the Management at once. Extermination is performed by professional exterminators at cost to the Jackson Housing Commission. If disregard by tenants, bed-bugs (please see Bed Bug Policy), cockroaches, mice, and other household pests, are unsanitary health hazards to all residents.

CONTAGIOUS DISEASES

The Resident must strictly observe all quarantine regulations.

TENANT ORGANIZATIONS

All Residents, upon move-in, are automatically a member of the Tenant's Council. The Tenant Association is an extended arm of Management to help identify and provide the type of living environment you want for you and your family. Tenant organization meetings are conducted monthly at each site. We encourage you to attend the meetings. If you are interested in volunteering or being on the board, please let the Management know.

EMERGENCIES

Burglary, vandalism, and disturbances of the peace are situations to be handled by the Jackson Police Department. Please call 9-1-1 to have any situations handled.

INCIDENT REPORTS/COMPLAINTS

Issues concerning neighbors or employees of the Housing Commission should be submitted in writing if at all possible. The Housing Commission will investigate all such reports. Mediation meetings will be conducted to help solve disputes between neighbors, and we also urge you to attempt to solve the problem yourself first.

NOISE AND DISTURBANCES

Show consideration for your neighbor by applying the “Golden Rule.” This will eliminate any complaints of this type. Have your parties, play your music and television, sing that song, but remember there is a proper time and place to soft pedal your activities or stop them entirely. Good neighbors always do.

ALCOHOLIC BEVERAGES/DRUGS

Alcoholic beverages ARE NOT PERMITTED in any common/public area of the complex, including rented Community Rooms. Tenants should adhere to local ordinances with regards to “possession of open or uncapped alcoholic liquor within public parks or other outdoor locations open to the general public”; (Chapter3, Section 3.3, City of Jackson Code of Ordinances) which prohibits open or uncapped alcoholic liquor in any common/public area.

Under NO circumstance are illegal drugs permitted in ANY area, including your own apartment/home. As we are a federally funded property, we do not allow the use of any Marijuana, including Medical Marijuana.

ILLEGAL ACTIVITY/LAW VIOLATION

The Resident and members of his/her household and guests shall comply with all laws and ordinances affecting the use or occupation of the premises

FIRE AND SAFETY

Take every precaution to prevent fires. You cannot be too careful in protecting your family, your neighbors, and your home from fire. Do not permit these major causes of fire to exist in and about your home.

- Do not leave any food cooking on the stove unattended. Make sure your stove is turned off whenever leaving your unit, even if only “for just a minute”.
- Replace electrical appliances such as irons, toasters, radios, etc., which have frayed or tattered cords.
- Keep matches out of reach of children.
- Keep your stove free from grease.
- Keep oily and greasy rags stored in an air tight can.
- Keep utility rooms cleaned.
- Outdoor fires of any kind are prohibited either on the premises of the development or the surrounding area.
- Keep your furnace room clean and uncluttered. Do not store anything in the furnace room.

In case of fire, call the Jackson Fire Department by dialing 9-1-1 immediately.

MOTOR VEHICLE SAFETY

Over one-half of the Residents of our homes are children, which mean that operators of motor vehicles must be especially careful on streets or parking areas. Traffic violations should be reported to the Jackson Police Department immediately.

FIREARMS AND WEAPONS

The use of firearms, air rifles, bows and arrows or slingshots are strictly prohibited. Anyone violating this regulation will be reported to the police and terms of the Dwelling Lease enforced. We further suggest that every member of your family be instructed regarding safety precautions. Children need constant guidance in order to keep accidents at a minimum.

MOVING OUT

Notice to Vacate

Your Dwelling Lease requires thirty (30) days prior notice in writing to the Management office before vacating. Each Resident will be liable for any rent loss incurred by Management for failure to supply this notice. **You must turn your keys in to be considered moved out.** You will be charged rent until your keys are turned in, and you will be charged rent for the full 30 days if you did not give proper written notice.

Abandoned Personal Property

When you move, be sure to take all personal property with you as the Management will not be responsible for articles left on the premises. Any articles left after the unit has been vacated will be disposed of as provided in the Dwelling Lease.

Refunds

Except for normal wear and tear, your unit should be in the same condition upon move-out as it was when you moved in. A detailed list of cleaning expectations is available from your Housing Manager. A pre move-out consultation is available from our Maintenance Department. The Maintenance Department will also do a move-out inspection that you may be present for if you wish. Please call the Maintenance Department to arrange for a time if you wish to be present. Your deposit will be refunded to you according to the time frame specified in your lease, minus any charges for damages and cleaning. Please leave a forwarding address and phone number if you wish to get your refund timely.

LEASE SUMMARY

When a Tenant has signed a lease in for development, the Tenant agrees to:

1. Pay in advance the first day of each month.
2. Pay, as additional rent, when billed, the following:
 - a. Excess electrical energy used over and above that which is allowed in my lease.
 - b. Damages to premises beyond normal use.
3. Not sublet my dwelling unit or use it for any purpose but a home for my family.
4. Provide when requested by Management, any and all information about my income, place of work, assets, etc.
5. Move to a larger or smaller home if the number of persons in my family increases or decreases beyond the number allowed for the size of the dwelling I now occupy.
6. Pay a Security Deposit equivalent to one month's rent to take care of any unnecessary damage to the premises, or unpaid rent or other charges due when I leave.
7. Leave the dwelling and the grounds around it clean and sanitary condition when I move.
8. Give thirty (30) days' notice in writing of my intention to move and give a definite moving date.
9. Take care of the grounds around my home; the sidewalks; stoops and steps; and keep them in a sanitary and safe condition. This includes the removal of snow and ice in the winter and lawn cutting and trimming in the summer.
10. Abide by the Pet Policy & Bed Bug Policy.
11. Violation of any rules in the lease or this handbook will be cause for my eviction.
12. Permit the Management to enter my dwelling at any reasonable hour, whether anyone is home or not, to examine or to make such repairs that are necessary.
13. Be appropriately dressed in the common areas and out of doors. Common areas include, but are not limited to, hallways, stairwells, social rooms, dining rooms, etc. "Appropriately dressed" means day time wear regardless of the hour to include, at a minimum, shirts, blouses or tops, trousers, skirts or modest shorts, and footwear.

These rules and suggestions are not meant to restrict you in your new home; but to familiarize you with those items about which you will want to be informed from time to time. We cannot cover everything in this booklet about which numerous questions will undoubtedly arise. We reserve the right, therefore, to add to or change the instructions and suggestions contained herein without further notice.

The Jackson Housing Commission wishes you a pleasant stay with us and every success.

**CONSULT MANAGEMENT REGARDING QUESTIONS AND CONCERNS
PERTAINING TO YOUR STAY HERE.**

SAMPLE TENANT LEASE

Jackson Housing Commission
301 Steward Avenue
Jackson, Michigan 49201-1132

of Bedrooms _____
Development No. _____
Housing Unit # _____
Utilities ☐ PHA Furnished
☐ Resident Paid

(SAMPLE) DWELLING LEASE

THIS LEASE AGREEMENT (called the "lease"), is between the Jackson Housing Commission hereafter referred to as PHA, whose mailing address is 301 Steward Avenue, Jackson, Michigan 49201-1132 represented by its Executive Director, leases to _____ (referred to as "Resident"): the dwelling unit located at _____ under the terms and conditions as stated below:

1. The premises leased are for the exclusive use and occupancy of Resident and Resident's household who reside in the dwelling unit.

RESIDENT'S HOUSEHOLD:

| Name | Social Security Number | Sex | Date of Birth |
|-------------|-------------------------------|------------|----------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10 | | | |
| . | | | |

A. INITIAL PERIOD OF LEASE & RENEWAL:

The lease shall begin on _____ and end on the same calendar day of the same month one year hence. The Lease shall be automatically renewable for a successive term of one (1) year unless the community service requirement is not fulfilled or, unless terminated sooner by PHA or Resident as hereinafter provided.

B. RENT AND ADDITIONAL CHARGES:

The rent for the initial period (prorated for partial month) of this Lease shall be \$_____ and, if applicable, an amount of \$_____, from the JHC for utility reimbursement. The monthly rental thereafter shall be a calculated rent of \$_____ or a flat/ceiling rent of \$_____, whichever the Resident elects, or at such an amount that may be established at time of annual or interim review, which is in accordance with Section 14 of the Lease. Rent is due and collectable on the first (1st) day of each month and is delinquent if not paid by the close of business on the fifth (5th) calendar day of each month. Charges for other than rent shall be due and collectable in accordance with the JHC Work Order Charge List and Rent Collection Policy, incorporated herein by reference. Such charges shall be considered delinquent on the fifth (5th) calendar day of the month following the due date. A list of standard charges is posted in the management office and is made a part of this lease by reference. Failure to pay charges for other than rent when due shall be considered a serious violation of the terms and conditions of this lease. A late payment charge of \$25.00 shall be assessed upon issuance of a late rent payment notice.

C. SECURITY DEPOSITS:

Resident agrees to pay a security deposit of \$_____. This will be used at Lease termination toward partial or total reimbursement for the cost of repairing any intentional or negligent damages as to the aforementioned dwelling unit, ordinary wear and tear excepted, and any unpaid rent or applicable charges owed to JHC by the Resident. If such deductions are made, JHC will provide Resident with a written statement of any such charges for damages and/or other charges to be deducted from the security deposit. Payment of the security deposit due Resident will be refunded within thirty (30) days after Resident yields possession. The security deposit **shall not** be used to pay rent or other charges while Resident occupies the dwelling unit.

YOU MUST NOTIFY YOUR LANDLORD IN WRITING FOUR (4) DAYS AFTER YOU MOVE OF A FORWARDING ADDRESS WHERE YOU CAN BE REACHED AND WHERE YOU WILL RECEIVE MAIL: OTHERWISE YOUR LANDLORD SHALL BE RELIEVED OF SENDING YOU AN ITEMIZED LIST OF DAMAGES AND THE PENALTIES ADHERENT TO THAT FAILURE.

2. UTILITIES AND SPECIAL SERVICES CHARGES:

- A. Utilities consumed in excess of the authorized amounts provided in the Schedule of Utilities posted in the Management Office and available upon request, will be charged to the Resident's account as an additional required payment.
- B. Resident shall be responsible for securing utilities not supplied by Management and shall pay directly to the utility provider all deposits and charges necessary to secure and maintain **uninterrupted** service. Failure of Resident to furnish **uninterrupted** service because of non-payment of utilities or other reasons under Resident's control shall be considered a serious violation of the terms and conditions of this lease.

- 1. Commission-Supplied Utilities: If indicated by an (X) for JHC furnished on the Lease Agreement, the Commission will supply the indicated utility: electricity, natural gas, heating fuel, water, sewer service. The Commission will not be liable for the failure to supply utility service for any cause whatsoever beyond its control.

The Commission will provide a cooking range and refrigerator in all units whether JHC furnished or Resident paid utilities. Other major electrical appliances, air conditioners, freezers, extra refrigerators, etc., may be installed and operated only with the written approval of the Commission. A monthly service charge will be payable by Resident for the electricity used in the operation of such appliances, as shown on the Schedule posted in the Development Office.

- 2. Resident-Paid Utilities: If Resident resides in a development where the Commission does not supply electricity, natural gas, or heating fuel, an Allowance for Utilities shall be established, appropriate for the size and type of dwelling unit for utilities Resident pays directly to the utility supplier. The Total Resident Payment less the Allowance for Utilities equals Resident Rent. If the Allowance for Utilities exceeds the Total Resident Payment, the Commission will pay a Utility Reimbursement to the utility supplier.

The Commission may change the Allowance at any time during the term of the lease, and shall give Resident sixty (60) days written notice of the revised Allowance along with any resultant changes in Resident Rent or Utility Reimbursement.

If Resident's actual bill exceeds the Allowance for Utilities, Resident shall be responsible for paying the actual bill to supplier. If Resident's actual utility bill is LESS than the Allowance for Utilities, Resident shall receive the benefit of such saving.

- 3. Resident Responsibilities: Resident agrees not to waste the utilities provided by the Commission and to comply with any applicable law,

regulation, or guideline of any governmental entity regulating utilities or fuels.

Resident also agrees to abide by any local ordinance or House rules restricting or prohibiting the use of space heaters in multi-dwelling units.

- C. Resident shall be charged for damages resulting from his/her failure to maintain sufficient heat or to notify Management, unless for any cause beyond his/her control.

3. RESPONSIBILITIES OF JHC:

- A. Maintain in good and safe working order and condition: electrical, plumbing, sanitary, heating, ventilating and other facilities and appliances supplied or required to be supplied by JHC.
- B. Make necessary repairs to the premises.
- C. Maintain buildings, facilities and common areas, not otherwise assigned to the Resident or Maintenance Department and maintain these facilities, in a clean, safe, sanitary condition.
- D. Provide and maintain appropriate receptacles and facilities, except those assigned to a specific Resident for the deposit of garbage, or rubbish removed from the premises by the Resident.
- E. Maintain in common areas: facilities and equipment; grounds, lawns and shrubs.
- F. Respond to calls by the Resident for applicable maintenance services.
- G. OTHER SERVICES
 - 1. *Exterminations:* JHC may provide extermination services on a regularly scheduled basis in the communities or as conditions may require.
 - 2. *Consultation:* JHC shall provide instructions to those Residents, who desire installation, repair or to maintain items that will not permanently or partially deface or destroy the integrity of the dwelling unit. Written permission shall be secured by Resident from JHC.

4. RESIDENT OBLIGATIONS:

A default on the part of Resident shall exist and be grounds for eviction if Resident fails to meet and/or perform any of the specified duties and obligations set forth in this Lease. Grounds for eviction shall include, but not be limited to the following:

- A. Failure to abide by necessary and reasonable regulations as required by JHC for the benefit and well-being of the community and Residents which shall be posted in the Management Office and incorporated by reference into the Lease.

- B. Non-payment of legal obligations, including rent, maintenance charges, court case costs, lock-out fees, utility cost where applicable, return check charges. (A charge of \$15.00 will be added for any check returned by the bank for any reason).
- C. Continuous arrearage in payment of rent and/or other legal obligations. Continuous arrearage means being filed in court three (3) times within a twelve-month period.
- D. Malicious or willful destruction of property by Resident, Resident's household members and guests.
- E. Intentional falsification of initial application and/or application for continued occupancy.
- F. Flagrant and/or repeated disregard for other Residents' rights;
 - 1. Resident shall not disturb or permit the disturbance of others by the use of musical instruments, unseemly noises or any interference whatsoever.
 - 2. Nothing shall be placed or permitted upon windowsills, or thrown or suspended from windows, balconies or railings of the building.
 - 3. Resident shall agree not to keep pets unless prior written approval is given by JHC in accordance with JHC's Pet Policy, which is posted in the Management Office and incorporated herein by reference. Resident agrees **not** to permit their visitors or guests to bring their pets onto JHC premises.
- G. Failure to promptly and accurately report to JHC changes in total family income and family size of persons residing in the assigned dwelling unit.
- H. Any illegal conduct or actions detrimental to the community or Residents by Resident, his/her guest or household members.
- I. Residents shall neither place nor permit to be placed any signs, advertisements or notices in or upon any part of the building or grounds except on the approval of the JHC. All others may be removed by the JHC at the expense of Resident.
- J. Repeated violations of parking illegally or possession of "junk vehicles";
 - 1. Resident and household members, visitors and guests shall use authorized parking areas.
 - 2. Parking on any lawn area within the development site is not permitted, including motorcycles.
 - 3. Motorcycles are not to be driven within the development except for travel to and from the development.

4. Loud mufflers, large trucks or other like vehicles shall not be driven or parked in the parking areas.
5. Resident's and Resident's guest's motorized vehicles must be properly tagged and licensed and shall be in running condition with fully inflated tires.
6. Resident agrees to call the Management Office for permission to perform any maintenance activities on Resident's vehicle.
7. Resident agrees to pay towing charges for parked motorized vehicles and vehicles that are not in a running condition as outlined in Section 4, Part J above.

K. Resident shall keep the premises and such other areas as may be assigned to him/her for his exclusive use in a clean, neat and safe condition. This shall include the following maintenance of the premises at reasonable periods and seasons on grounds adjacent to the dwelling unit, where appropriate. Specific Housekeeping Standards are listed in the Resident Handbook incorporated herein by reference.

1. Residents agree not to store gasoline or any flammable or explosive substances, not including matches, inside the dwelling unit, on any porch of the dwelling unit or in any building auxiliary to the dwelling unit. Storage of any flammable or explosive substances by Resident, household members, visitors or guests shall be considered a serious violation of the terms and conditions of the lease.
2. Residents agree to dispose of all garbage, rubbish and other waste materials in a safe and sanitary manner.
3. Residents agree to immediately and personally report to the JHC all unsafe conditions that are known to or observed by the Resident, either in common areas of the public housing premises or in the dwelling unit or premises leased by the Resident.

L. Failure to comply with all obligations imposed upon Resident by applicable building and housing codes materially affecting health and safety.

M. Residents, household members, visitors or guests shall not loiter in hallways, driveways, or parking areas.

N. Failure to refrain from, or to cause Resident household members and guests to refrain from destroying, defacing, damaging or removing any part of the premises or community.

O. Resident agrees that Resident, any member of the household, guests, or any other person under the Resident's control, shall not engage in:

1. Any criminal activity on or off JHC premises, regardless of location that threatens the health, safety or right of peaceful enjoyment of JHC premises by other Residents or JHC employees;
2. Any drug-related criminal activity on or off PHA premises regardless of location; or
3. Alcohol abuse that the JHC determines interferes with the health, safety or right to peaceful enjoyment of the premises by other Residents.

For the purpose of this section, criminal activity that threatens the health, safety or right of peaceful enjoyment of the premises by other Residents or JHC employees shall include but not be limited to the following:

1. Physical assault or the threat of physical assault to any person whatsoever;
2. Illegal use of a firearm or other weapon or the threat to use a firearm or other weapon; and/or
3. Sexual molestation, debauchery of a minor, prostitution, and other similar or related sexual misconduct.

For the purpose of this section, drug-related criminal activity means the following:

1. Illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance, or substances commonly known as, but not limited to, cocaine, heroin, marijuana, methamphetamine and opium, and further defined as in the Controlled Substances Act (21 U.S.C. 802) unless such controlled substance or substances were obtained directly pursuant to a valid prescription or order.

Compliance with this section is a material condition of this Lease for continued occupancy of the premises by Resident, household members and guests and any breach of this section by Resident, household members or guests shall be cause for termination of this Lease. If JHC believes, in good faith, that a breach of this section has occurred, it may terminate tenancy without regard to the following:

1. Whether or not any person, whose conduct is at issue, has been arrested, charged, or convicted by law; or
2. Whether or not Resident had knowledge, in fact, of criminal activity engaged in by a member of Resident's household or of any guest or invitee.

For the purposes of this section, it shall be conclusively presumed that a breach hereof constitutes a serious and clear danger to the health or safety of other Residents or JHC employees. Notwithstanding the foregoing, however, it shall be

JHC's duty, in any eviction proceeding, to prove that a breach of this covenant has occurred.

- P. Resident agrees not to allow any individual that has been barred or banned from the JHC's property to be on any property under Resident's responsibility.
- Q. Resident and Resident's guest will not display, discharge or threaten to display or discharge a firearm of any type, including "B-B" guns, on JHC property. Displaying, discharging or threatening to display or discharge a firearm will be considered a serious violation of the terms and conditions of this lease.
- R. Resident and Resident's guest further agree not to display, use or threaten to use a knife, club, or any other weapon against any person on JHC property. The display, use of, or threat to use a knife, club, or any other weapon against any person on JHC property will be considered a serious violation of the terms and conditions of this Lease.
- S. Resident shall refrain from verbally abusing or otherwise interfering with Commission Staff in the normal course of performing their duties.
- T. Each adult Resident, who is not considered exempt per section 512 of the Quality Housing and Work Responsibility Act of 1998 shall contribute eight (8) hours per month or participate in a community service self-sufficiency program for eight (8) hours a month.

5. **CONDITION OF PREMISES:**

Resident accepts premises and agrees that the fixtures, equipment, and appliances are in good condition and in operable order on the date of the Resident's first occupancy, by affixing his/her signature on the move-in inspection form. The completed move-in inspection form shall be returned to the development management office within seven (7) calendar days. If the inspection form is not returned as required the dwelling unit is presumed to be in excellent condition. Resident agrees to keep all fixtures, equipment and appliances as provided in working order; to make no alteration, commit no waste, to repay JHC the cost of repairs made to premises by JHC at termination of Lease to restore unit to the same condition as when first occupied, reasonable wear and tear excepted.

6. **ASSIGNMENT OR SUBLETTING:**

Resident shall not allow anyone to share said premises, keep roomers or boarders, nor assign or permit premises to be used for any other purposes, sublet or transfer said premises or any part thereof, without getting prior written consent from the JHC. Resident shall use the premises as a private dwelling only for Resident or Resident's household members as identified in this lease, or with the consent of management, care of foster children and live-in care of a member of the Resident's family. The Resident may have visitors or guests reside in the unit for a maximum accumulative fourteen (14) calendar days in any twelve-month period.

7. DESTRUCTION OF PREMISES:

If assigned premises are rendered uninhabitable by Resident, Resident's household members or guests, JHC reserves the right to deny Resident another dwelling unit within the JHC network. Further, JCH has the right to pursue monetary reimbursement from the Resident in the amount equal to cost disbursed by JHC to restore the unit to habitable condition. If the dwelling unit is rendered uninhabitable by circumstances beyond Resident's control, JHC shall offer Resident another dwelling unit, on a temporary basis, until the damaged unit is restored to a habitable condition. In offering alternative temporary housing, Resident and JHC shall decide on a dwelling unit that will not cause undue hardship to either party. JHC reserves the right to deny or grant Resident re-occupancy of the unit originally assigned.

8. DAMAGE AND REPAIR:

In the event that the premises are damaged to the extent that conditions are created which are hazardous to life, health, or safety of the occupants, then the following rules shall apply:

- A. Resident shall immediately notify JHC of the damage.
- B. JHC shall be responsible for repair of damage within a reasonable time; however, provided that Resident or Resident's household or guests caused the damage, the reasonable cost of the repairs shall be charged to Resident. Charges assessed to Resident under this Section are due and collectable in accordance with JHC's Work Order Charge List and Rent Collection Policy.
- C. JHC shall offer standard alternative accommodations, if available, in circumstances where necessary repairs cannot be made within a reasonable time.
- D. The rent of Resident shall be abated in proportion to the seriousness of the damage and loss in value as a dwelling in the event repairs are not made in accordance with subparagraph (B) of this Section or alternative accommodations are not provided in accordance with subparagraph (C) of this Section, except that no abatement of rent shall occur if the Resident rejects the alternative accommodations or if the damage was caused by Resident or Resident's household or guests.

9. VACATING PREMISES:

Resident shall notify JHC thirty (30) days in advance of his/her intention to vacate the assigned dwelling and return the unit in as good a condition as when first accepted. Resident shall yield immediate possession and return to the Management Office all keys (entrance door keys, mailbox keys, etc.) upon termination of this Lease. JHC shall provide Resident an itemized statement of account of the vacated unit within a period not to exceed thirty (30) days, providing Resident provides JHC with a forwarding address. JHC reserves the right to pursue collection of any monies owed by Resident to JHC upon move-out, through court action or by action mutually agreeable to both parties. If

Resident does not give the JHC a thirty (30) day written notice, Resident will forfeit the security deposit.

10. HOLDING OVER:

Resident shall promptly vacate the dwelling unit and remove all of Resident's goods and property therefrom after expiration of this lease, whether such termination occurs by lapse of time or otherwise. Any holding over or occupancy of the dwelling unit by Resident after the expiration of this lease without the express consent of the Management shall create a tenancy at sufferance and not a Resident at will. There shall be no renewal whatsoever of this lease by operation of law.

11. ENTRY OF PREMISES DURING TENANCY:

Management shall, upon reasonable advance notification to the Resident, be permitted to enter the dwelling unit during reasonable hours for the purpose of performing routine inspections and maintenance, for making improvements or repairs, or to show the premises for re-leasing. A written statement specifying the purpose of the management entry delivered to the premises at least two (2) days before such entry shall be considered reasonable advance notification. Resident shall notify JHC of any needed repairs in accordance with the established maintenance procedures of JHC. Such notice(s) shall be deemed an authorization by Resident for JHC to enter said premises, with a pass key, to make necessary repairs. If JHC has reason to believe that an emergency exists, JHC can enter the premises at any time without advance notification or Resident's consent. JHC shall leave a written statement specifying the date, time, and purpose of entry in a visible place prior to leaving the premises.

12. INSPECTIONS:

All dwelling units and the equipment provided by JHC shall be inspected on an annual basis, or more often if it appears that conditions exist that are detrimental to the integrity of the premises, or if they impair the social environment of the community. Resident's refusal to permit access for inspection is grounds for eviction. Resident shall be given a two (2) day advance notice in writing, specifying purpose, date and approximate time of the inspection. When Resident vacates, management will inspect the dwelling unit and give Resident a written statement of the charges, if any, for which Resident is responsible. Resident and/or his/her representative may join such inspection, unless Resident vacates without notice to management.

13. APPLICATION FOR CONTINUED OCCUPANCY:

- A. Once each year the eligibility status and family income of each Resident residing in the household shall be re-examined according to the following procedures:
 - 1. *Application:* Upon written notification, JHC shall require a written application for continued occupancy to be signed by one or both heads of household attesting to the accuracy of the information provided by the Resident to

JHC. Resident must promptly and accurately report to the Management Office, in person, all changes in earned income or family status, including new employment within ten (10) business days of the date the changes takes effect. Resident agrees to furnish in adequate detail all information and data necessary to enable JHC to determine:

- a. Rent to be charged;
 - b. Size of the dwelling unit required;
 - c. Retroactive rental charges if applicable;
 - d. A transfer to an appropriate size or type of dwelling unit upon appropriate notice by JHC that a unit is available; and/or
 - e. The Resident's exclusive use of lease premises which shall include reasonable accommodation of Resident's guests and visitors with consent of JHC which will include foster children or live-in care for a member of the Resident's household.
2. *Verification:* JHC shall verify all information on the application by methods necessary to assure JHC that the information is complete and true at the time of re-examination.
 3. *Certification:* As part of application for continued occupancy, PHA shall duly certify to the Department of Housing and Urban Development that an investigation has been made of Resident(s) and that on the basis of this investigation it has been determined by PHA that Resident(s) is eligible or ineligible for continued occupancy.
 4. *Compliance:* Each adult member of the household, who has been determined eligible to perform eight (8) hours per month community service or participate in a self-sufficiency program, shall provide documentation to that effect.
 5. *Non-compliance:* If Resident(s) fails to provide the information by the date and time prescribed in the notice to enable JHC to determine eligibility and rental payments, JHC shall serve a thirty (30) day notice to vacate the premises because Resident has failed to provide information or reschedule a re-examination date. JHC shall initiate eviction proceedings against Resident.
 6. *Community Service Requirement:* If a Resident has not complied with the community service requirement, the JHC shall notify the Resident that their lease will not be renewed unless they enter into an agreement to cure the deficiency.

- B. Determination will be made of monthly rental to be charged, eligibility and appropriateness of dwelling size in accordance with the approved Admission Policy posted in the Management Office.
1. Rent as fixed in Section 1B hereof adjusted pursuant to the above will remain in effect until:
 - a. Source of income changes;
 - b. Family status changes due to divorce, death, marriage, birth of additional children, assumption of legal custody of any minor children, or any person(s) who, with the consent of JHC, is added to the Lease as a member of the household;
 - c. Resident changes from public assistance to employment or from public assistance, both of which must be reported within ten (10) working days of the application; and/or
 - d. If it is found that Resident has misrepresented to JHC the facts (upon which rental payments are based) so that the rents being charged are less than what should have been charged, JHC can either terminate the Lease immediately and bring criminal charges against Resident or the increased rental payment shall be made retroactive to the date of income and/or family status change.
 2. In the event of any rent adjustment pursuant to the above, JHC will mail or deliver a notice of Rent Adjustment to the Resident in accordance with Section 17 hereof:
 - a. Annual reexamination rental adjustments become effective on a pre-determined date;
 - b. Rent adjustments as a result of an interim review;
 - (i) Rent decreases will become effective the first (1st) day of the month after the re-examination was completed; and
 - (ii) Rent increases will become effective the first (1st) day of the second (2nd) month following the increase.
 3. If JHC determines the size of the assigned dwelling unit is no longer adequate for the Resident's needs, JHC shall notify Resident that he must move to another unit, giving Resident reasonable time to move.

14. ABANDONMENT OF DWELLING UNIT AND PROPERTY:

In the event Resident removes or attempts to remove any goods or property from the dwelling unit other than in the ordinary and usual course of continuing occupancy, the dwelling unit may, at the option of Management, be considered abandoned. In such event, Management shall have the right, provided five (5) days written notice is mailed to

the Resident's last known address, to store or otherwise dispose of any property left on or about the dwelling unit by Resident following or pursuant to such abandonment. Management shall also be entitled to store or dispose of any property remaining on or about the dwelling unit after the termination of this lease and any renewal thereof. Any property left on or about the dwelling unit shall be considered abandoned.

15. **TERMINATION OF LEASE:**

The JHC shall terminate this lease for serious or repeated violations of its terms and conditions that include, but are not limited to, failure to make payments and/or to fulfill the Resident Obligations set forth in Section 4, drug-related and other criminal activities or alcohol abuse, or other good cause;

A. In the event that JHC terminates this Lease, Resident shall be given a Notice of Termination as set forth below:

1. Fourteen (14) days prior to the termination date in cases of failure to pay rent;
2. Seven (7) days prior to the termination date in cases of engaging in criminal activity including drug-related criminal activity on or off the premises, or where the Resident, Resident's household members or guests have created or maintained a threat to the health and safety of other residents, Commission employees, or the general public;
3. Thirty (30) days in all other cases;
4. In deciding to evict for criminal activity, JHC shall have discretion to consider all of the circumstances of the case, including seriousness of the offense, the extent of participation by family members, and the effects that the eviction would have on family members not involved in the proscribed activity.

In addition to the Notice of Termination, the Resident will be advised of the right to exercise JHC Grievance Procedures. Resident **does not** have recourse to the Grievance Procedures if noticed under Section 15, A, 2, above.

16. **Domestic Violence, Dating Violence, Stalking.**

A. The following provisions are applicable to situations involving incidents of actual or threatened domestic violence, dating violence, or stalking, as those terms are defined in Section 6(u)(3) of the United States Housing Act of 1937, as amended, (42 U.S.C. §1437d(u)(3)) and in JHC's Violence Against Women Act (VAWA) Policy. To the extent any provision of this section shall vary from or contradict any other provision of this lease, the provisions of this section shall prevail.

1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking shall not constitute a serious or repeated violation of the lease by the victim of such violence; and
2. Criminal activity directly relating to domestic violence, dating violence or stalking, engaged in by a member of the tenant's household, a guest, or other person under the tenant's control, shall not be cause for termination of tenancy or occupancy rights, if the Tenant or any member of the Tenant's family is a victim of that domestic violence, dating violence, or stalking.
3. Notwithstanding anything to the contrary contained in paragraphs A.1. and A.2. above, JHC may terminate Tenant's tenancy under this lease if it can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the development in which the unit is located, if the tenant's tenancy is not terminated.
4. Further, nothing in this section shall prohibit JHC from terminating tenancy under this lease based on a violation of this lease not premised on an act or acts of domestic violence, dating violence, or stalking against the tenant or a member of the tenant's household for which protection against termination of tenancy is given in paragraphs A.1. and A.2. above. However, in taking any such action to terminate tenancy, JHC shall not apply a more demanding standard to you than to other tenants.

B. Bifurcation of Lease. Under the authority provided in Section 6(l)(6)(B) of the United States Housing Act of 1937, as amended (42 U.S.C. §1437d(l)(6)(B)), JHC may bifurcate this lease in order to evict, remove, or terminate assistance to any individual who is a Tenant or a lawful occupant under this lease and who engages in criminal acts of physical violence against family members or others. JHC may take such action without evicting, removing, terminating assistance to, or otherwise penalizing a victim of such violence who is the Tenant or a lawful occupant under this lease.

C. Certification. If the Tenant or a lawful occupant, as a defense to termination of tenancy or an action to evict, claims protection under this section against such action, JHC may (but is not required to) request the individual to deliver to JHC a certification. The certification may be delivered in one of the following forms:

1. A HUD-approved form (supplied by JHC) attesting that the individual is a victim of domestic violence, dating violence, or stalking and that the incident or incidents in question are bona fide incidents of such actual or threatened abuse and meet the requirements of this section, or
2. documentation signed by an employee, agent or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence, or stalking or the effects of the abuse, in which the professional attests under penalty of perjury to the professional's belief that the incident or incidents in question are bona fide incidents of abuse, and the victim has signed or attested to the documentation, or

3. A federal, State, tribal, or local police report or court record, describing the incident or incidents in question.

The certification must be delivered to JHC within 14 days after the request for certification is received from JHC. If the certification is not delivered to JHC within the 14-day period allowed, the provisions of this section will not apply and JHC may elect to terminate tenancy and evict without regard to the protections provided in this section.

17. LEGAL NOTICES:

- A. Regulatory and Policy Notices shall be posted at each Commission Management Office as required.
- B. Commission Notices to Resident regarding routine inspections, maintenance program reviews and the like may be hand delivered.
- C. Commission Notices to Resident regarding lease violations, failure to pay rent, and the like, shall be by first class mail to the unit in which Resident resides.
- D. Resident Notices to the Commission may be hand delivered or mailed to the Management Office of the development where the Resident resides.

18. ACCOMMODATION OF PERSONS WITH DISABILITIES:

JHC shall provide reasonable accommodations to Residents to the extent required by law.

19. CHANGES TO LEASE:

This Lease, along with any future adjustments of rent, reassignment of dwelling unit(s) is evidence that JHC and Resident have entered into an agreement that states the responsibilities of both parties to each other, to other Residents and to dwelling units and premises.

20. ALTERNATIVE HOUSING ACCOMMODATIONS

Resident agrees not to have alternative housing or reside out of the dwelling unit for more than sixty (60) days unless prior written approval is received from Management. If Resident resides out of the dwelling unit for more than sixty (60) days Management will assume the dwelling unit to be abandoned and take possession in accordance with Section 15.

21. GRIEVANCE PROCEDURE:

All grievances or appeals arising under this Lease shall be processed and resolved pursuant to the JHC Grievance Procedure which is in effect at the time such grievance or appeal arises. The procedure is posted in the Management Office and incorporated herein by reference,

Except:

An action initiated by PHA for eviction of Resident as described in Section 15, A, 2, is not subject to its Grievance Procedure. In case of eviction, affected Residents are afforded all the elements of due process by Michigan State law and may seek redress in the State of Michigan) Courts.

22. COURT COST AND ATTORNEY FEE:

If judgement is rendered against Resident in court proceedings, Resident shall be obliged to pay all court cost and reasonable attorney's fees.

23. UNENFORCEABLE LEASE PROVISIONS:

The provisions of this lease are intended by the parties to be joint and severable. Should any paragraph or any portion of any paragraph in this Lease, be found to be unenforceable due to any reason whatsoever, including unconstitutionality, it is the intention of the parties that the remaining portions of this lease which are enforceable remain binding and enforceable upon the parties.

24. TRUTH IN RENTING ACT (MCL 554.641) PROVISIONS:

Resident and Commission agree that this lease shall not, is not intended, nor shall it be construed to violate any provisions of Michigan's Truth in Renting Act. If any provisions do, in fact, result in such violation, that specific provision shall be invalid, but the other provisions shall remain valid.

NOTICE: MICHIGAN LAW ESTABLISHES RIGHTS AND OBLIGATIONS FOR PARTIES TO RENTAL AGREEMENTS. THIS AGREEMENT IS REQUIRED TO COMPLY WITH THE TRUTH IN RENTING ACT. IF YOU HAVE A QUESTION ABOUT THE INTERPRETATION OF LEGALITY OF A PROVISION OF THIS AGREEMENT, YOU MAY WANT TO SEEK ASSISTANCE FROM A LAWYER OR OTHER QUALIFIED PERSON.

I, the undersigned, do hereby acknowledge that I have read this agreement and that I fully and completely understand the provisions contained herein. Further, I agree to abide by these regulations as stated. I also acknowledge the Grievance Procedure as being posted in the JHC Management Office and contained in the Resident or Tenant Handbook, and I fully understand its contents.

IN WITNESS WHEREOF, the parties have executed this Lease Agreement this

1st day of April 2016 at, Jackson, Michigan.

I HAVE RECEIVED A COPY OF THIS LEASE AND I HEREBY DECLARE THAT THE FACTS GIVEN IN MY APPLICATION FOR HOUSING ARE TRUE AND CORRECT. I UNDERSTAND THAT IF THESE FACTS ARE NOT TRUE, THIS LEASE WILL BE TERMINATED AND I WILL BE REQUIRED TO VACATE.

WITHHOLDING OR GIVING FALSE INFORMATION RELATIVE TO THE DETERMINATION OF ELIGIBILITY, AMOUNT OF RENT OR WHO WILL OCCUPY THE PREMISES, OR TO MAKE A FALSE STATEMENT OR REPRESENTATION TO ANY REPRESENTATIVE OF THE JACKSON HOUSING COMMISSION WILL BE CONSIDERED AN INTENT TO DEFRAUD UNDER MICHIGAN LAW AND MAY BE PUNISHABLE WITH FINES UP TO \$1,000.00 AND/OR A PRISON TERM UP TO ONE YEAR.

Resident

Resident

Resident

Resident

JACKSON HOUSING COMMISSION

By _____
Director, PHP

Housing Representative

JACKSON HOUSING COMMISSION
INSPECTION MOVE-IN/TERMINATION REPORT

NAME: _____ ADDRESS: _____

ACCOUNT NO. _____ DATE: _____

CHECKING SYMBOLS: (X) MISSING OR BROKEN (✓) ACCEPTABLE

| | LIVING ROOM | KITCHEN | BATHROOM | DRESSING ROOM | BEDROOM 1 | BEDROOM 2 | BEDROOM 3 | BEDROOM 4 | BEDROOM 5 | UTILITY ROOM | BATHROOM 2 | |
|----------------|-------------|---------|----------|---------------|-----------|-----------|-----------|-----------|-----------|--------------|------------|----------------------------------|
| | | | | | | | | | | | | <u>KITCHEN EQUIPMENT</u> |
| | | | | | | | | | | | | RANGE () DRIP PANS () |
| | | | | | | | | | | | | SURFACE () OVEN DOOR () |
| | | | | | | | | | | | | RACKS () BROILER PAN () |
| | | | | | | | | | | | | REFRIGERATOR () DOOR () |
| | | | | | | | | | | | | NO. ICE CUBE TRAYS () |
| WALLS | | | | | | | | | | | | FAUCETS () CABINETS () |
| CEILINGS | | | | | | | | | | | | SHELVES () DRAWERS () |
| FLOORS | | | | | | | | | | | | HARDWARE () |
| LT. FIXTURE | | | | | | | | | | | | |
| LT. SWITCHES | | | | | | | | | | | | <u>BATHROOM FIXTURE</u> |
| WINDOWS | | | | | | | | | | | | TOWEL RACK () PAPER HOLDER () |
| SHADES | | | | | | | | | | | | MEDICINE CABINET () TOILET () |
| SCREENS | | | | | | | | | | | | GLASS HOLDER () TUB () |
| DOOR | | | | | | | | | | | | SOAP DISH () SHOWER () |
| DOOR SCREEN | | | | | | | | | | | | SINK () FAUCETS () STOPPER () |
| CLOSETS | | | | | | | | | | | | |
| SMOKE ALARM | | | | | | | | | | | | |
| BASEBOARDS | | | | | | | | | | | | |
| OUTLETS | | | | | | | | | | | | GENERAL COMMENTS: |
| HEAT REGISTERS | | | | | | | | | | | | |
| THERMOSTAT | | | | | | | | | | | | |

APPLIANCES: _____

STAIRWAYS: _____

MAILBOXES: _____

HALLWAYS: _____

GARBAGE CANS: _____

YOU SHOULD COMPLETE THIS CHECKLIST NOTING THE CONDITION OF THE RENTAL PROPERTY, AND RETURN IT TO THE LANDLORD WITH IN 7 DAYS AFTER OBTAINING POSSESSION OF THE RENTAL UNIT. YOU ARE ALSO ENTITLED TO REQUEST AND RECEIVE A COPY OF THE LAST TERMINATION INVENTORY CHECKLIST WHICH SHOWS WHAT CLAIMS WERE CHARGEABLE TO THE LAST PRIOR TENANTS.

TENANT'S SIGNATURE: _____ DATE: _____
PLEASE COMPLETE AND RETURN TO MANAGEMENT WITHIN 7 DAYS

MANAGER'S SIGNATURE: _____ DATE: _____

JACKSON HOUSING COMMISSION **WORK ORDER CHARGE LIST**

Effective November 1, 2014

Pursuant to the terms and conditions of dwelling ease agreements, all residents are required to pay for damages to their units, equipment and/or grounds that are beyond normal wear and tear.

DOORS/LOCK-OUTS

| | | |
|----|-------------------------------|----------|
| 1 | Closet Door | Market |
| 2 | Dead bolt latch back set-sbn | \$ 14.50 |
| 2a | Deadbolt complete with core | Market |
| 3 | Deadbolt Lock-CT | \$ 9.00 |
| 4 | Door-Interior | \$ 49.00 |
| 5 | Door-Entry | Market |
| 6 | Door Closure (Standard) | \$ 7.50 |
| 7 | Door Closure (Heavy Duty) | \$ 8.79 |
| 8 | Door Jamb | \$ 20.00 |
| 9 | Door- Repair & Cover | \$ 25.00 |
| 10 | Door Trim per Foot | \$ 1.00 |
| 11 | Key Made | \$ 2.50 |
| 12 | Latch Handle-Storm Door | \$ 6.00 |
| 13 | Lock Change-Shahan-Blackstone | \$ 10.00 |
| 14 | Lock Change-Scattered Sites | \$ 10.00 |
| 15 | Lock-Out: Family-Emergency | \$ 25.00 |

| | | |
|----|---|----------|
| 16 | Lock-Out: Seniors-1st Time | \$ 5.00 |
| 17 | Lock-Out: Seniors-2nd Time | \$ 15.00 |
| 18 | Lock-Out: Seniors-3rd Time | \$ 25.00 |
| 19 | Mail Box Lock | \$ 7.50 |
| 20 | Patio Door Screen | \$ 26.00 |
| 21 | Repair Screen w/Frame | \$ 12.00 |
| 22 | Steel Door | Market |
| 23 | Steel Door Hinges | \$ 16.00 |
| 24 | Storm Door | Market |
| 25 | Storm Door Kick Plate | Market |
| 26 | Storm Door Wind Chain | \$ 2.85 |
| 27 | Storm Door Screen & Window Clips/Pivots | \$ 0.75 |
| 28 | Wall Plate 3" | \$ 0.92 |
| 29 | Wall Plate 5" | \$ 1.00 |

KITCHEN/BATH/LAUNDRY

| | | |
|----|------------------------|----------|
| 30 | Aerator | \$ 1.00 |
| 31 | Ballcock Assembly | \$ 5.79 |
| 32 | Burner Knob-Range | \$ 3.30 |
| 33 | Cabinet Door (Replace) | \$ 60.00 |

| | | |
|----|--------------------------|----------|
| 63 | Oven Thermostat-GE | \$ 34.85 |
| 64 | Range Hood Filter | \$ 3.50 |
| 65 | | |
| 66 | Refrigerator Butter Door | \$ 6.35 |

| | | |
|-----|---------------------------------|-------------|
| 34 | Cabinet Door (Reface) | \$ 40.00 |
| 35 | Cabinet Hinge per Pair | \$ 4.00 |
| 36 | Drawer Box | \$ 90.00 |
| 37 | Drawer Head | \$ 45.00 |
| 38 | Electric Stove Drip Pan 6" | \$ 1.84 |
| 39 | Electric Stove Drip Pan 8" | \$ 2.38 |
| 40 | Electric Stove Element 6" | \$ 15.55 |
| 41 | Electric Stove Element 8" | \$ 14.42 |
| 42 | Faucet - Bathroom | \$ 62.23 |
| 43 | Faucet - Kitchen | \$ 62.66 |
| 44 | Faucet - Laundry | Market |
| 45 | Faucet- Seats & Springs per Set | \$ 2.81 |
| 46 | Faucet- Sprayer Head | \$ 6.00 |
| 47 | Bathtub Drain Trip Lever | \$ 2.50 |
| 48 | Flapper Ball | \$ 2.39 |
| 49 | Floor Tile (Per Square Foot) | \$ 1.00 |
| 50 | Garbage Disposal | Market |
| 51 | Garbage Disposal (Unclog) | \$ 15.00 |
| 52 | Ice Trays- Pair | \$ 2.50 |
| 53 | Medicine Cabinet | Market |
| 54 | Medicine Cabinet - Glass Shelf | \$ 2.00 |
| 55 | Oven Broiler Pan & Rack | Market |
| 56 | Oven Control | \$ 72.00 |
| 57 | Oven Element | \$ 10.00 |
| 58 | Oven Door Hinges- Pair | \$ 29.00 |
| 59 | Oven Ignitor | \$ 33.50 |
| 59a | Stove Top Ignitor | \$ 18.00 |

| | | |
|-----|-----------------------------------|-------------|
| 67 | Refrigerator Butter Tray | \$ 0.75 |
| 68 | Refrigerator 16 CF | \$512.00 |
| 68a | Refrigerator 18 CF | \$558.33 |
| 69 | Refrigerator Crisper Cover SBN | Market |
| 70 | Refrigerator Crisper Drawer | Market |
| 71 | Refrigerator Crisper Drwr - Front | Market |
| 72 | Refrigerator Door Bar -SBN | Market |
| 73 | Refrigerator Door Bar - 38/7 | \$ 12.65 |
| 74 | Refrigerator Door Bar Clip - CT | \$ 5.00 |
| 75 | Refrigerator Door Seal | Market |
| 76 | Refrigerator End Cap | \$ 4.42 |
| 77 | Refrigerator Handle | \$ 15.30 |
| 78 | Refrigerator Handle Bracket/pr. | \$ 20.00 |
| 79 | Shower Cartridge | \$ 72.00 |
| 80 | Shower Curtain Rod | \$ 5.99 |
| 82 | Shower Diverter | Market |
| 82 | Shower Head | \$ 4.90 |
| 82a | Accessible Shower Head | \$35.08 |
| 83 | Sink Leg/pr. | \$ 54.98 |
| 84 | Sink Stopper - 1" | \$ 1.00 |
| 85 | Sink Stopper - 2" | \$ 2.00 |
| 86 | Sink Stopper - 3" | \$ 3.00 |
| 87 | Sink Stopper - 4" | \$ 3.00 |
| 88 | Sink Strainer | \$ 4.50 |
| 89 | Soap Dish | \$ 3.19 |
| 90 | Splash Guard | \$ 8.75 |
| 91 | Stove Knob- 38/7 | \$ 10.50 |

| | | |
|----|-----------------------------|-------------|
| 60 | Oven Knob | \$ 11.20 |
| 61 | Oven Pilot Orifice Assembly | \$ 9.50 |
| 62 | Oven Safety Valve | \$125.00 |

| | | |
|----|------------------------|-------------|
| 92 | Oven Knob- Roper | \$ 16.31 |
| 93 | Stove/Oven | Market |
| 94 | Toilet | \$86.71 |
| 95 | Toilet Handle, CT, SBN | Market |

KITCHEN/BATH/LAUNDRY (CON'T.)

| | | |
|-----|-------------------------------|-------------|
| 96 | Roto-Rooter Service Call | Market |
| 97 | Toilet Handle Scattered Sites | \$ 10.69 |
| 98 | Toilet Paper Holder | \$ 3.25 |
| 99 | Toilet Paper Roller | \$ 0.55 |
| 100 | Toilet Seat - Regular | \$ 7.50 |
| 101 | Toilet Seat - Elongated | \$ 13.50 |
| 102 | Toilet Tank Top | \$ 30.00 |
| 103 | Tooth Brush Holder | \$ 3.39 |

| | | |
|-----|----------------------|-------------|
| 104 | Towel Bar 18" | \$ 8.35 |
| 105 | Towel Bar 24" | \$ 8.75 |
| 106 | Unclog Toilet Drain | \$ 5.00 |
| 107 | Vent Fan | \$ 25.40 |
| 108 | Vent Fan Cover | \$ 8.97 |
| 109 | Vent Fan Motor | \$ 15.12 |
| 110 | Wax Ring | \$ 0.65 |
| 111 | Remove Toilet/Unclog | \$ 15.00 |

LIVING ROOM/BEDROOM/HALLWAY

| | | |
|-----|-----------------------------------|-------------|
| 112 | Handrail Bracket | \$ 4.00 |
| 113 | Bannister Pole-14' | \$ 16.00 |
| 114 | Carpet Cigarette Burns (Seniors) | Market |
| 115 | Carpet & Pad (Seniors)-Repairs | Market |
| 116 | Curtain Rod - 28"x48" | \$ 2.97 |
| 117 | Curtain Rod - 48"x86" | \$ 2.97 |
| 118 | Curtain Rod - 66"x120" | \$ 2.97 |
| 119 | Magnetic Weather Strip-Latch Side | \$ 4.80 |
| 120 | Magnetic Weather Strip-Top Side | \$ 2.40 |
| 121 | Heating Vent Register | \$ 4.49 |
| 122 | Heating 24" Base Register-SBN | \$ 11.00 |
| 123 | Reed Manor Entry Key Fob | \$ 35.00 |

| | | |
|-----|---------------------------|-------------|
| | Shade Material-RM: | |
| 132 | 26"x 84" | \$ 5.25 |
| 133 | 32"x 5' | \$ 5.25 |
| 134 | 48"x 5' | \$ 7.30 |
| 135 | 60"x 5' | \$ 7.30 |
| 136 | 72"x 5' | \$ 9.90 |
| 137 | 48"x 84" Patio | \$ 9.90 |
| | Shade Roller: | |
| 138 | 15/16" x 37" | \$ 3.25 |
| 139 | 1/8" x 55" | \$ 7.25 |
| 140 | 60" | \$ 8.75 |
| 141 | 72" | \$ 10.00 |

| | | |
|------|------------------------------------|----------|
| 124 | Repair Hole in Wall < 1/2" | N/C |
| 125 | Repair Hole in Wall 1/2" to 3" | \$ 1.00 |
| 126 | Repair Hole in Wall 4" to 12" | \$ 5.00 |
| 127 | Replacement Slat | \$ 0.99 |
| | Vertical Shade Material-CT: | |
| 128 | 92"x48" | \$ 44.00 |
| 129 | 47"x48" | \$ 27.00 |
| 130 | 33"x48" | \$ 21.00 |
| 131 | 29"x48" | Market |
| 131a | head nail 93" blind | \$ 28.00 |
| 131b | head nail 45" blind | \$ 27.00 |
| 131c | head nail 30" blind | \$ 15.00 |

| | | |
|-----|-------------------------------|----------|
| 142 | Thermostat | \$ 43.23 |
| | Traverse Rod: | |
| 143 | 50" to 86" | \$ 17.29 |
| 144 | 66" to 120" | \$ 23.79 |
| 145 | 86" to 150" | \$ 25.79 |
| 146 | Traverse Rod Extension Pulley | Market |

LAWN EQUIPMENT/OUTDOOR SERVICE

| | | |
|-----|------------------------------------|----------|
| 147 | Grass Rake (Lost or not returned.) | \$ 15.00 |
| 148 | Mow Lawn - CT/SBN | \$ 7.50 |
| 149 | Scattered Sites | \$ 20.00 |
| 150 | Sidewalk Snow Removal CT/SBN | \$ 7.50 |

| | | |
|-----|---------------------------------|----------|
| 151 | | |
| 152 | Push Mower (Lost or no return.) | \$189.00 |
| 153 | | |

LIGHT BULBS/FIXTURES

| | | |
|-----|-----------------------|----------|
| 154 | Addressograph 7" Tube | \$ 2.00 |
| 155 | Addressograph | Market |
| 156 | Ballast | \$ 12.00 |
| 157 | 20W Fluorescent 24" | \$ 3.10 |
| 158 | 60 watt CFL bulb | \$ 1.00 |
| 159 | 30W Fluorescent | \$ 3.80 |
| 160 | 34W Fluorescent | \$ 3.35 |
| 161 | 8" circle bulb | \$ 3.99 |

| | | |
|-----|---------------------------|----------|
| 164 | 150W Outdoor | \$ 2.61 |
| 165 | 48" scattered light cover | \$ 20.00 |
| 166 | 250W Infrared | \$ 6.99 |
| 167 | Light Fixture | Market |
| 168 | Light Globe-SBN | \$ 3.50 |
| 169 | Light Globe-Bathroom | \$ 6.05 |
| 170 | Light Globe-Bedroom | \$ 9.00 |
| 171 | Round/Square | \$ 4.29 |

| | | |
|-----|-----------------|------------|
| 162 | 12" circle bulb | \$ 4.99 |
| 163 | 75W Indoor | \$ 2.04 |

| | | |
|-----|-------------------------|------------|
| 172 | Refrigerator Light Bulb | \$ 0.92 |
|-----|-------------------------|------------|

PAINT

| | | |
|-----|-------------------------|-------------|
| 173 | #240 Wood Finish/5 gal. | \$ 65.00 |
| 174 | Krylon/spray can | \$ 3.00 |

| | | |
|-----|--------------------|-------------|
| 175 | Ivory Cloud/gal. | \$ 26.18 |
| 176 | Ceiling White/gal. | \$ 26.18 |

MAINTENANCE CLEANING MATERIALS/MISCELLANEOUS

| | | |
|-----|-----------------------------------|-------------|
| 177 | Acrylic Floor Finish/gal. | \$ 13.42 |
| 178 | Air Conditioner Cover | \$ 25.00 |
| 179 | Angle Stop | \$ 2.57 |
| 180 | Baseboard Glue/gal. | \$ 11.50 |
| 181 | Carbon Monoxide Detector | \$ 30.00 |
| 182 | Carbon Monoxide Detector-SBN | \$ 30.00 |
| 183 | Cove Base | \$ 62.00 |
| 184 | Dead Bolt Lock | Market |
| 185 | DIF Cream Cleanser/qt. | \$ 2.53 |
| 186 | Dissolvo/qt. | \$ 4.83 |
| | Dump Charge: | |
| 187 | Per Ton (Landfill) | Market |
| 188 | Per Load- Brush/Ground Sweepings | \$ 10.00 |
| 189 | Degreaser | \$ 6.69 |
| 190 | Dyn-o-Mite II Floor Stripper/gal. | \$ 10.52 |
| 191 | Emergency Light Battery | \$ 27.00 |
| 192 | Extracto Carpet Cleaner/gal. | \$ 10.75 |
| 193 | Fan Limit Switch (Furnace) | Market |
| 194 | Floor Drain Cover- 3" | \$ 3.00 |
| 195 | Furnace Blower-Center | Market |

| | | |
|-----|------------------------------|-------------|
| 210 | Mailbox | Market |
| 211 | Mophead-Cotton | \$ 5.37 |
| 212 | Mophead-Rayon | \$ 5.37 |
| 214 | Neutralizer/Case | \$ 40.85 |
| 215 | Neutralizer/Pack | \$ 0.26 |
| 217 | Neutral Cleaner/gal. | \$ 6.65 |
| 218 | Oven Cleaner/gal. | \$ 10.89 |
| 219 | Outside Dryer Vent | \$ 3.00 |
| 220 | Outlet Cover- Outside | \$ 5.50 |
| 221 | P-Trap 1 1/2", 20 ga. Offset | \$ 8.12 |
| 222 | Sanifresh Hand Soap | \$ 3.70 |
| 223 | Shampoo Carpet | \$ 20.00 |
| 224 | Sprinkler - Plastic | \$ 5.00 |
| 225 | Sprinkler - Rotating | \$ 15.00 |
| 226 | Smoke Alarm Battery | \$ 1.54 |
| 227 | Smoke Alarm - Electric | \$ 15.00 |
| 228 | Stair Tread | \$ 19.00 |
| 229 | Steel Polish | \$ 2.97 |
| 230 | Steel Wool Package | \$ 1.45 |
| 231 | Super Jamb | \$ 67.50 |

| | | |
|------|-----------------------------|-------------|
| 196 | Furnace Blower-Ignition Box | Market |
| 197 | Furniture Polish | \$ 2.78 |
| 198 | Garbage can with lid | Market |
| 199 | Can Only | Market |
| 200 | Lid Only | Market |
| 201 | Gas Manifold (Furnace) | Market |
| 202 | Glass Cleaner | \$ 2.59 |
| 203 | House Lock - 38/7 Per Door | Market |
| 204 | House Lock - SBN | Market |
| 205 | Steel Dead Bolt-All Sites | \$ 14.50 |
| 206 | vinyl plank flooring box | \$ 28.00 |
| 206a | 72" cherry carpet trim | \$ 13.95 |
| 207 | Single | \$ 0.63 |
| 208 | Double | \$ 0.78 |
| 209 | Triple | \$ 0.99 |

| | | |
|-----|--------------------------------|------------|
| 232 | Tenant Handbook | \$ 5.00 |
| 233 | | |
| 234 | Tile Replacement/sq. | \$ 1.00 |
| 235 | Toilet Bowl Cleaner-Acid | \$ 2.15 |
| 236 | Toilet Bowl Cleaner-Non-Acid | \$ 2.15 |
| 237 | Trash Can Liner-Large | \$ 0.20 |
| 238 | Trash Can Liner-Small | \$ 0.10 |
| 238 | dielectric union | \$ 4.00 |
| 239 | Waste Tube - 30 ga. | \$ 4.10 |
| 240 | Water Heater | \$289.73 |
| 241 | Water Heater- Relief Valve | \$ 7.99 |
| 242 | water heater install w/ permit | \$280.00 |

WINDOW REPAIRS

ANY STORM DOOR PLEXIGLASS/PATIO DOOR GLASS OR APARTMENT WINDOW REPAIR OR REPLACEMENT WILL BE CHARGED CURRENT Market RATE COST FROM JACKSON GLASS COMPANY.

GENERAL

ANY OTHER WORK ORDER CHARGE ITEM NOT SPECIFICALLY IDENTIFIED ON THIS LIST SHALL BE CHARGED TO THE TENANT AT THE ACTUAL COST TO THE COMMISSION TO REPAIR OR REPLACE THE ITEM.

EXCESS UTILITY & OTHER CHARGES

| | | |
|-----------------------|---------|--|
| Air Conditioner | \$12.00 | (June, July, August, & September Only) |
| Extra Air Conditioner | \$12.00 | (June, July, August, & September Only) |
| Small Freezer | \$7.00 | |
| Large Freezer | \$10.00 | |
| Extra Refrigerator | \$7.00 | |
| Pet Charge | \$6.00 | |
| Water Bed – Single | \$12.00 | |
| Water Bed – Double | \$12.00 | |

It is the responsibility of the tenant to notify Management if they wish to have any of the above referenced appliances, in addition to those already supplied in the dwelling.

AFTER HOURS MAINTENANCE EMERGENCY PROCEDURE

All Residents: Call After Hours Emergency at (517) 789-1909 if you have any issues after hours and on weekends.

The After Hours Emergency call center will then contact our Maintenance Staff to assist you.

Please call for any condition that poses a serious threat to the life and/or safety of the residents, staff or general public, and/or will cause serious structural or systems damage to the property if not abated within 24 hours.

This includes:

- Fire
- Natural gas leak/fumes
- Carbon monoxide/smoke alarm going off
- Power failures/electrical hazards
- Elevator entrapment
- Furnace/heating system failure if the forecasted temperature will be below 45 degrees at ANY point in the day
- Clogged/over-flowing toilet (if the tenant has only one bathroom)
- Sewer failures (sewage coming up into units and drains)
- Water leak/broken pipes
- Electrical problems
- Pilot out on stove or water heater
- Hot water heater failure (only an emergency between 4pm Friday and 4pm Sunday)
- Building penetrations (broken windows, broken exterior door, roofs, exterior walls etc.)
- Refrigerator/freezer failure
- Lock-outs (senior citizens over age 62 and disabled tenants only)
- Malfunctioning building entrance door
- Anything threatening to life, health or safety of employees or resident
- If caller has rented the community center and they are locked out
- Anything damaging to building/grounds

HOW TO TEST/RESET YOUR GFI RECEPTACLE

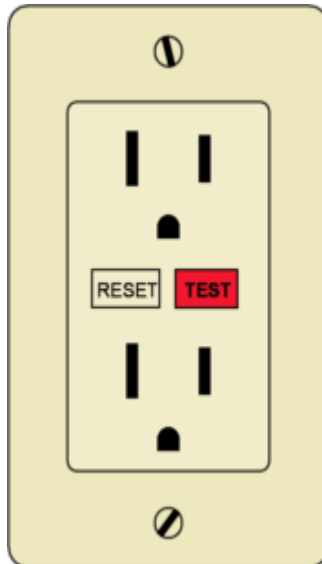
Testing

A GFCI receptacle can be tested with the built-in test button, which will cause a small ground fault, tripping a properly working device. GFCI receptacles should be tested monthly.

GFCI receptacles can also be tested with a plug-in type GFCI tester. This tester has a GFCI trip button on it which accomplishes the same thing as the built-in test button. Your local inspector will usually test with this method.

Resetting

If your receptacle is tripped, it should reset by pressing in the reset button. If it doesn't, the device has a faulty load plugged into it, or is simply in need of replacement. Please contact management to place a work order.



RENT COLLECTION POLICY

1. Rent is due and payable on the **FIRST** day of each month.
2. **CASH PAYMENTS** for rent, excess utility charges, work order service charges, etc. **are not accepted.**
3. **PAYMENTS BY CHECK, MONEY ORDER, BANK DRAFT, CASHIER'S CHECK,** may be made directly to the Cashier during rent collection hours at Reed Manor, as stated above, or deposited in the Perma-Vault located in the Management Offices at Chalet Terrace and Shahan-Blackstone North Apartments during regular business hours weekdays. Such payments may be deposited in the Perma-Vaults located outside the management office entrances at Chalet Terrace and Shahan-Blackstone North Apartments, and the Administrative Office at Reed Manor, at any time.
4. A personal check returned to the Commission for **INSUFFICIENT FUNDS** shall require the resident to make immediate reimbursement to the Commission, including any penalty charge assessed by the Bank against the Commission, including a \$ 25.00 late fee. Further, all future rent and service charges shall be paid by **MONEY ORDER, BANK DRAFT OR CASHIER'S CHECK.** No personal checks will be accepted.
5. Partial payments for rent will be accepted **BEFORE** the first of the month. However, the remainder of the rent owed must be paid by the first of the month.
6. **PARTIAL PAYMENT** for rent **WILL NOT** be accepted after the first of the month, except as outlined in No. 7, below.
7. Residents who receive public assistance for shelter and utilities through the Michigan Family Independence Agency (formerly the Department of Social Services) may request that the rent and utilities portion of their assistance grants may be "vendored", or sent directly, to the Commission. In that the State makes such payment bi-weekly, the Commission will accept partial payment in this instance only.
8. If rent is not paid by the **FIFTH DAY** of the month, the Commission shall issue a notice requiring that full payment be made within 14 days. A late payment fee of **\$ 25** shall be assessed as part of the rent owed upon issuance of a 14-day notice. If payment is not made, the Commission shall begin civil court proceedings to have the resident vacate the premises. Once a resident has been filed in court, s/he will have to pay **COURT COSTS** as determined by the court.
9. **EVICTION.** Upon court judgment being entered, the resident shall have 10 days to make payment of rent, fees, and court costs or vacate the premises with all personal belongings. **Once the judgment is filed, we will not accept personal checks. Payment must be made by money order, bank draft or cashier's check.** Failure to make payment or leave within the specified time shall result in the Commission seeking a Writ of Restitution from the

court and an order to law enforcement officers to remove the resident and personal belongings from the property.

10. **REMAINING PERSONAL PROPERTY.** Any personal property remaining in the dwelling unit after the resident leaves shall be removed and stored by the Commission. If no claim for the property by the resident has been made after storing for 30 days, the Commission shall consider the property to be abandoned, and shall dispose of the property as it deems reasonable.

11. **SCHEDULE OF PAYMENT FOR NON- ROUTINE WORK ORDERS AND OTHER SERVICE CHARGES.**

| | | |
|----------|---------|--|
| \$.01 - | \$ 4.99 | to be paid upon work order completion. |
| 5.00 - | 49.99 | to be paid within 30 calendar days. |
| 50.00 - | 99.99 | to be paid within 60 calendar days. |
| 100.00 - | 124.99 | special payment schedule devised to pay within 90 calendar days. |

Residents who do not pay their service charges within the time frame specified, above, shall be in violation of their dwelling lease agreement. Failure to pay service charges in a timely manner shall be cause to issue a **Notice to Terminate Tenancy**.

12. **RECEIPTS.** For any payment made to the Commission, the resident shall receive a prenumbered, serialized automated receipt. The resident shall receive a receipt immediately upon payment to the Cashier. Residents who make payments as described in No. 3, above, should allow 7 to 10 days to receive receipts by return mail. If the resident does not receive a receipt, or receives a receipt that is different than the standardized receipt form described above, the resident should notify the Executive Director at 787-9241 as soon as possible.

13. As the Commission's current procedures, when a work order is received, a member of the maintenance staff will be assigned to thoroughly check for a problem. If the maintenance staff can find nothing wrong, the resident will be given the option of having the Commission contact an outside contractor who specializes in the problem in question under the following conditions:

- (a.) If the contractor finds something defective that calls for repairs or replacement, the Commission will pay for all necessary repairs or replacement of the defective equipment and any charge for the service call.
- (b.) If, on the other hand, the contractor finds nothing defective, the resident is obligated to pay for the service call. This payment is to be made within thirty days of the service.
- (c.) If the resident decides on item (b.), s/he must sign a written agreement to pay for any service charge incurred.

14. **ACKNOWLEDGEMENT.**

By my signature below I, _____, acknowledge receipt and orientation regarding this **Rent Collection Policy**. I agree to comply with its provisions and I understand this policy is incorporated by reference at Section VI (5) in my Dwelling Lease Agreement.

Resident/Apartment Unit

Manager

cc. Resident
Original to Resident Folder

BED BUG CONTROL POLICY

The Jackson Housing Commission (JHC) recognizes the need for an aggressive management program to reduce and eliminate bed bug infestation in the agency's public housing properties. This policy is developed to ensure that proper management processes are undertaken, which will increase the likelihood of bed bug prevention.

The JHC believes that bed bugs are best controlled by utilizing a "three-tiered" approach in combating infestation. The "three-tiered" approach incorporates management, the residents, and the pest control provider. The cooperation of each party is essential in supporting the fight against bed bugs.

The JHC encourages residents to speak openly about bed bugs and to seek clarification when needed.

The JHC Executive Director, or his/her designee, is responsible for the implementation of this policy.

The residents must comply with the terms of the policy. Failure to do so will be considered a violation of the lease.

Preventing/Controlling Infestation

The JHC will ensure that proper controls are utilized to prevent and/or control bed bug infestation. The prevention/control measures identified are based on industry standards at the time of policy implementation. Additional prevention/control measure may be implemented at the discretion of the Executive Director. Any additions will be provided to all resident through written correspondence from the Executive Director.

The following is a list of controls that must be adhered to by all Public Housing Residents, unless, otherwise stated:

1. The JHC will provide literature and tools to educate the residents about bed bugs.
2. Residents will be required to certify that they have received and read a copy of this policy.
3. Upon implementation of this policy, residents will be required to certify that all furnishings and personal belongings have been inspected and are "bed bug free".
4. Residents are prohibited from bringing items collected from the street, discarded items, or donated furniture into JHC owned properties. Used furniture, mattresses, and other household items are more likely to be infested; therefore, it is not safe to bring discarded, abandoned, or used items into the facility.
5. Residents must minimize clutter in their unit to reduce bed bug harborages.

6. Residents must perform regular examination of personal belongings (especially bed) and rooms for bed bugs.
7. Residents residing in low rise properties must transport laundry in sealed plastic bags to all laundry areas.
8. Residents residing in low rise properties must not move personal belongings or furniture through the common areas of the building unless they are properly contained.
9. Residents may be charged for bed bug treatments if re-infestation occurs as a result of violating this policy.

Suspected/Real Infestation

Bed bugs are unique compared to other types of infestation in that they bite and feed off human blood. The JHC has implemented the following procedures to fight infestation.

1. The JHC staff will act promptly to resident reports of newly identified infestations.
2. Based on the report submitted to the JHC staff, the JHC will determine if an informal maintenance inspection is required to determine if infestation is apparent.
3. If the infestation is apparent based upon the residents report or stemming from the informal maintenance inspection, the pest management company will be scheduled to perform a professional infestation inspection.
4. Residents will be notified of preparation requirements for the professional infestation inspection. Residents **must** comply with the requirements.*
5. If an infestation is reported by the pest management company, the JHC will consult with the pest management company to determine the proper treatment method.
6. The JHC will treat the affected unit and all adjoining units as proposed in industry standards.
7. Residents will be notified of preparation requirements, and follow-up procedures, for the infestation treatment utilized. Residents **must** comply with the requirements and procedures.*
8. Upon completion of infestation treatment, the JHC will consult with the pest management company to determine monitoring protocol.
9. Residents must comply with monitoring protocol by allowing unit access.

10. Residents **must not** attempt bed bug control themselves. The use of sprays, fog, or dust pesticides is prohibited. (Studies have shown that home remedies do not work and could possibly enhance an infestation problem)

****Residents experiencing difficulty in meeting any preparation requirements because of health or physical limitations should contact a social provider or family member for assistance. Many social service agencies will provide assistance.***

RECEIPT OF BED BUG CONTROL POLICY
AND
BED BUG FREE CERTIFICATION

The undersigned Resident(s) acknowledge the Jackson Housing Commission Bed Bug Control Policy. The Resident(s) understands that failing to comply with the Policy is considered a violation of the lease agreement.

The undersigned Resident(s) certifies that they made a good faith and through inspection of all of the following items:

- Mattress
- Box Spring
- Bed Frame and Headboard
- Couches, Sofas, Chairs, Recliners
- Nightstands, Dressers, and Clothing
- Suitcases and Backpacks, etc.
- General inspection of your current premises, including baseboards, carpet and rug edges, between folds and drapery of curtains, and all window and door molding.

Based upon this inspection, the undersigned Resident(s) hereby certify that they found no visible signs of bed bug infestation. Resident(s) further certify, based upon their knowledge and belief, that their current unit has not suffered a bed bug infestation during their tenancy.

Resident(s) agree to be bound by the Bed Bug Control Policy. Resident(s) understands that this information is relied on by the Jackson Housing Commission in controlling, preventing, and eliminating bed bugs. Any false statements and/or misrepresentations may serve as grounds for breach of the lease and/or termination of tenancy.

Head of Household

Date

Other Adult

Date

Other Adult

Date

Management

Date

PET POLICY

In compliance with Section 526 of the Quality Housing and Work Responsibility Act of 1968, JHC residents shall be permitted to own and keep common household pets. Animals that are an auxiliary for persons with a disability are excluded from this policy. The ownership of common household pets is subject to the following rules and limitations.

1. Common household pets shall be defined as “domesticated animals such as a dog, cat, bird, rodent, fish or turtle”. Common household pets are defined as follows:

| | | | | | | | | | |
|--------------|---|--------------|-------------------|--------------|--------------|-----------|--------------|--------------|--|
| Bird | Includes Canary, Parakeet, Finch and other species that are normally kept caged; birds of prey are not permitted. | | | | | | | | |
| Fish | In tanks or aquariums, not to exceed twenty (20) gallons in capacity; poisonous or dangerous fish are not permitted. | | | | | | | | |
| Dogs | Not to exceed twenty-five pounds (25lbs.) weight, or fifteen (15) inches in height at full growth. Dogs must be spayed or neutered. Veterinarians' recommended/suggested types of dogs are as follows: <table style="margin-left: 40px; border: none;"> <tr> <td style="vertical-align: top;">a. Chihuahua</td><td style="vertical-align: top;">e. Cocker Spaniel</td></tr> <tr> <td style="vertical-align: top;">b. Pekingese</td><td style="vertical-align: top;">f. Dachshund</td></tr> <tr> <td style="vertical-align: top;">c. Poodle</td><td style="vertical-align: top;">g. Terriers*</td></tr> <tr> <td style="vertical-align: top;">d. Schnauzer</td><td></td></tr> </table> | a. Chihuahua | e. Cocker Spaniel | b. Pekingese | f. Dachshund | c. Poodle | g. Terriers* | d. Schnauzer | |
| a. Chihuahua | e. Cocker Spaniel | | | | | | | | |
| b. Pekingese | f. Dachshund | | | | | | | | |
| c. Poodle | g. Terriers* | | | | | | | | |
| d. Schnauzer | | | | | | | | | |

***NO PIT BULL TERRIERS WILL BE PERMITTED**

| | |
|-------------|---|
| Cats | Cats must be spayed or neutered and de-clawed or have a scratching post, and should not exceed fifteen pounds (15lbs.). |
| Rodents | Rodents other than hamsters, gerbils, white rats or mice are not considered common household pets. These animals must be kept in appropriate cages. |
| Reptiles | Reptiles other than turtles or small lizards such as chameleons are not considered common household pets. |
| Exotic Pets | At no time will the Commission approve of exotic pets as tarantulas, iguanas, snakes, ferrets, monkeys, game pets, etc. |

2. No more than one (1) dog or cat shall be permitted in a household. A maximum of two other common household pets may be permitted. There shall be no limit as to the

number of fish, but no more than one aquarium with the maximum capacity of twenty (20) gallons shall be permitted. A Resident with a dog or cat may also have other categories of "common household pets" as defined, and limited, above.

3. Pets other than a dog or cat shall be confined to an appropriate cage or container. Such a pet may be removed from its cage while inside the pet owner's housing unit for the purpose of handling, but shall not generally be unrestrained.
4. All dogs and cats shall be on a leash, tied up, or otherwise restrained and attended at all times when they are outside. Neither dogs nor cats shall be permitted to run loose.
5. Pet owners shall maintain their pet in such manner as to prevent any damage to their unit, yard, or common areas of the community in which they live. The animal shall be maintained so as not to be a nuisance or a threat to the health or safety of neighbors, Commission employees, or the public, by reason of noise, unpleasant odors or other objectionable situations.
6. Each pet owner shall be fully responsible for the care of the pet, including proper disposal of pet wastes in a safe and sanitary manner. Specific instructions for pet waste shall be available in the management office. Improper disposal of pet waste is a lease violation and may be grounds for termination.
7. All pets shall be inoculated and licensed according with applicable state and local laws. All cats or dogs shall be neutered or spayed, unless a veterinarian certifies that the spaying or neutering would be inappropriate or unnecessary (because of health, age, etc.).
8. All pets shall be registered with the Management Office the first business day following their introduction into the community. Registration shall consist of providing:
 - a. Basic information about the pet (type, age, description, name, etc.);
 - b. Proof of inoculation and licensing;
 - c. Proof of neutering or spaying. All female dogs over the age of six (6) months and female cats over the age of five (5) months must be spayed. All male dogs over the age of eight (8) months and all male cats over the age of six (6) months must be neutered. If health problems prevent such spaying or neutering, a veterinarian's certificate will be necessary to allow the pet to become or continue to be a resident of the community.
 - d. Payment of a nominal fee of \$ 6.00 a month to defray the cost of potential damage done by the pet to the unit or to common areas of the community. There shall be no fee for pets other than dogs or cats. The fee shall not preclude charges to a Resident for repair of damages done on an ongoing basis by a pet. The Resident is responsible for all damages caused by the pet and will reimburse the

Commission for all costs it incurs in repairing such damages. This fee is non-refundable.

| | | |
|-------------|------------|------------------------------|
| Type of Pet | Pet's Name | Inoculations (type and date) |
| _____ | _____ | _____ |

| | |
|--------------|---------------------|
| License Date | Spay or Neuter Date |
| _____ | _____ |

A Resident that cannot care for a pet due to illness, absence, or death after twenty-four (24) hours have elapsed shall permit the pet to be released to the Humane Society/Animal Control Shelter, in accordance with their procedures. In no case shall the Commission incur any costs or liability for the care of a pet placed in the care of another individual or agency under this procedure. The Commission strongly advises Resident to obtain liability insurance.

Provide the name, address and phone number of one or more persons who will care for the pet if you are unable to do so. This information will be updated at least annually.

| | | | |
|-------|---------|-------------|---------------|
| Name | Address | Phone (day) | Phone (night) |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

9. Any litigation resulting from actions by pets shall be the sole responsibility of the pet owner. The pet owner agrees to indemnify and hold harmless the Jackson Housing Commission from all claims, causes of action, damages or expenses, including attorney fees, resulting from the action or the activities of his or her pet. The Commissions accepts NO RESPONSIBILITY for the pet under any circumstance. The Commission strongly advises Resident to obtain liability insurance.

NOTE: This policy is an agreement between the head of household and the Jackson Housing Commission and needs to be signed only if a pet is in the household.

As head of household, I have read the pet policy as written above and understand these provisions. I agree to abide by these provisions fully and understand that permission will be revoked if I fail to do so. Failure to comply with any part of the above and/or to take corrective action after sufficient notice of a violation shall be cause for termination of the lease. I have received a copy of this policy.

| | | |
|-----------------------------------|-----------------------|----------|
| _____ | _____ | _____ |
| Name (please print) | Community or Building | Unit No. |
| _____ | | _____ |
| Resident | | Date |
| _____ | | _____ |
| Housing Commission Representative | | Date |

RESIDENT GRIEVANCE PROCEDURES

Applicability

The Jackson Housing Commission, hereafter referred to as JHC, grievance procedure shall be applicable to all individual grievances as defined below, between the Resident and JHC. The JHC excludes from this procedure any grievance concerning a termination of tenancy or eviction that involves:

1. Any activity that threatens the health, safety, or right of peaceful enjoyment of the other Residents or employees of the JHC;
2. Any drug related criminal activity on or off the JHC premises; or
3. Any alcohol abuse that the JHC determines interferes with the health, safety of, or right to peaceful enjoyment of the premises by other Residents.

Definitions

1. "Grievance" shall mean any dispute that a Resident may have with respect to JHC action or failure to act in accordance with the individual Resident's lease or JHC regulations that adversely affect the individual Resident's rights, duties, welfare or status.
2. "Grievant" shall mean any Resident whose grievance is presented to the JHC or at the development management office in accordance with this procedure.
3. "Elements of Due Process" shall mean an eviction action or termination of tenancy in a State or Local Court in which the following safeguards are required:
 - a. Adequate notice to the Resident of the grounds for terminating the tenancy and for eviction;
 - b. Right of the Resident to be represented by counsel;
 - c. Opportunity for the Resident to examine all relevant documents, records, and regulations of the JHC prior to the trial for the purpose of preparing a defense;
 - d. Opportunity for the resident to refute the evidence presented by the JHC including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the Resident may have; and
 - e. A decision on the merits.
4. "Hearing Officer" shall mean a person selected in accordance with this policy to hear grievances and render a decision with respect thereto.

5. "Hearing Panel" shall mean a panel selected in accordance with this policy to hear grievances and render a decision with respect thereto.
6. "Resident" shall mean the adult person(s) (other than a live-in aide) who resides in the unit, and who executed the lease with the JHC as lessee of the dwelling unit. At the time of filing a grievance if no such person resides in the unit, the remaining head of household of the Resident family residing in the unit may file the grievance.
7. "Resident Organization" means an organized body of Residents with an adopted set of by-laws, a democratic body, and elected officers. It shall include a Resident Management Corporation.

Procedure Prior to a Hearing

Any grievance shall be personally presented in writing to the JHC office or to the office of the development in which the grievant resides so that the grievance may be discussed informally and settled without a hearing. The grievance shall be date stamped when filed and a copy shall be made for the grievant after being date stamped. The grievance must be submitted within five (5) days of JHC's action or failure to act that is the basis of the grievance. The Executive Director, or any Housing Commissioner, may waive the timely filing requirements, or other details of the filing process, so that substantive elements of the grievance and access to the process are preserved. A summary of such discussion shall be prepared within a reasonable time, not in excess of five (5) working days. One (1) copy shall be given to the grievant and one (1) copy retained in the JHC Resident file. The summary shall specify the names of the participants, dates of meetings, the nature of the proposed disposition of the grievance and the specific reasons therefore, and shall specify the procedures by which a hearing under this policy may be obtained if the grievant is not satisfied. The summary shall be delivered to the grievant in accordance with the lease.

Procedure to Obtain a Hearing

1. The grievant shall submit a written request for a hearing to the JHC or the development office within a reasonable time after receipt of the summary, not in excess of five (5) calendar days. The written request shall specify:
 - a. The reasons for the grievance; and
 - b. The action or relief sought.
2. A grievance hearing shall be conducted by an impartial person(s) appointed in accordance with this policy. The Hearing Officer or Hearing Panel shall consist of a person or persons other than a person who made or approved the JHC action under review or a subordinate of such person. The Hearing Officer or Hearing Panel may consist of a person or persons who may be an officer or employee of the JHC.

The Executive Director of the JHC shall select a Hearing Officer or Hearing Panel. It shall be the Executive Director's decision, based on facts and circumstances of the grievance, whether to select a single Hearing Officer or a Hearing Panel consisting of three persons. Careful consideration should be given in the selection of the Hearing Officer or Hearing Panel. The Executive Director is not prohibited from selecting himself/herself provided that s/he is impartial and was not the person who made or approved the JHC action.

The Executive Director shall have fifteen (15) calendar days after receipt of a request for a hearing in which to make a final selection of a Hearing Officer or Hearing Panel.

3. If the grievant does not request a hearing in accordance with D, 1, above, then the JHC's disposition of the grievance under this policy shall become final.
4. All grievances shall be personally presented in writing pursuant to the informal procedure prescribed in Section C, above, as a condition precedent to a hearing under this section.
5. If the grievance involves rent, the Grievant shall pay to JHC, to be held in escrow, an amount equal to the amount of rent due and payable as of the first (1st) of the month preceding the month in which the act or failure to act took place. The Grievant shall thereafter deposit the same amount of the monthly rent in an escrow account, held by the JHC, monthly until the grievance is resolved by decision of the Hearing Officer or Hearing Panel. The JHC shall hold in escrow all deposits, on behalf of the Resident, pending resolution of the grievance. These requirements may be waived by the JHC under extenuating circumstances. Unless so waived, the failure to make such payment shall result in termination of the grievance procedure.
6. Upon grievant's compliance with subsections 1, 3, 4 and 5 of this section, a hearing shall be scheduled by the Hearing Officer or Hearing Panel promptly for a time and place reasonably convenient to both the grievant and JHC. A written notification specifying the time, place and procedures governing the hearing shall be delivered to the grievant and the appropriate JHC official in accordance with this procedure.

Procedure Governing the Hearing

1. The hearing shall be held before a Hearing Officer or Hearing Panel, as determined by the Executive Director.
2. The grievant shall be afforded a fair hearing, which shall include:
 - a. The opportunity to examine before the grievance hearing any JHC documents, including records, and regulations, which are directly relevant to the hearing. At the grievant's expense, s/he shall be allowed to copy any such document. If the JHC does not make the document available for examination upon such request by

the grievant, the JHC may not rely on such document at the grievance hearing.

- b. The right to be represented by counsel or other person chosen as the grievant's representative, and to have such person make statements on the grievant's behalf;
 - c. The right to a private hearing unless the grievant requests a public hearing;
 - d. The right to present evidence and arguments in support of the grievance, to controvert evidence relied upon by the JHC or development management, and to confront and cross examine all witnesses upon whose testimony or information the JHC or development management relies; and
 - e. A decision based solely and exclusively upon the facts presented at a hearing.
3. The Hearing Officer or Hearing Panel may render a decision without proceeding with the hearing if the Hearing Officer or Hearing Panel determines that the issue has been previously decided in another proceeding.
 4. If the grievant or the JHC fails to appear at a scheduled hearing, the Hearing Officer or Hearing Panel may make a determination to postpone the hearing for not more than five (5) business days or make a determination that the party has waived his/her right to a hearing. The Hearing Officer or Hearing Panel shall notify both grievant and JHC of such a determination.
 5. At the hearing the grievant must first make a showing of entitlement to the relief sought and thereafter the JHC must sustain the burden of justifying its action or failure to act against which the grievant claimed entitlement.
 6. The hearing shall be conducted informally by the Hearing Officer or Hearing Panel and any oral or documentary evidence pertinent to the facts and issues raised by the grievant may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The Hearing Officer or Hearing Panel shall require orderly conduct of the JHC, the grievant, counsel and other participants or spectators. Failure to comply with the direction of the Hearing Officer or Hearing Panel to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denying of the relief sought, as appropriate.
 7. The grievant or the JHC may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of the transcript.
 8. The JHC must provide reasonable accommodations for persons with disabilities to participate in the hearing. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants. If the grievant is

visually impaired, any notice to the grievant that is required under this section must be in an accessible format.

Decision of the Hearing Officer or Hearing Panel

1. The Hearing Officer or Hearing Panel shall prepare a written decision, together with the reasons therefore, within a reasonable time after the hearing, but not in excess of seven (7) business days. A copy of the decision shall be sent to the grievant and to JHC. The JHC shall retain a copy of the decision in the grievant's folder. A copy of such a decision, with all names and identifying references deleted, shall also be maintained on file by the JHC and made available for inspection by a prospective grievant, his/her representative, or the Hearing Officer or Hearing Panel.
2. The decision of the Hearing Officer or Hearing Panel shall be binding on the JHC. It shall take all actions, or refrain from any actions, necessary to carry out the decision unless the JHC's Board of Commissioners determines within a reasonable time, not to exceed thirty (30) days, and promptly notifies the grievant of its determination that:
 - a. The grievance does not concern JHC action or failure to act in accordance with or involving the grievant's lease or JHC regulations, which adversely affect the grievant's rights, duties, welfare or status; and
 - b. The decision of the Hearing Officer or Hearing Panel is contrary to applicable Federal, State or Local law, HUD regulations or requirements of the Annual Contributions Contract between HUD and the JHC.
3. A decision by the Hearing Officer or Hearing Panel, or Board of Commissioners in JHC's favor shall not constitute a waiver of, nor affect in any matter whatever, any rights the grievant may have to a trial *de novo* or judicial review.

Actions Not a Waiver of Right to Appropriate Judicial Proceedings

Any action or failure to act by the grievant in any part of this policy shall not constitute a waiver by the grievant of his/her right thereafter to contest the JHC's actions in disposing of the grievance in an appropriate judicial proceeding.

Amendments

Any amendments that need to be made to these procedures shall only be made after a thirty (30) comment period is allowed for Residents and then only after the JHC has considered the comments received.

FAMILY CHOICE OF RENTAL PAYMENT

I, _____, head of household, have been informed that my rent based upon my income is \$_____.

The Ceiling/Flat Rent for this apartment is \$_____.

☐ I elect the flat rent.

☐ I elect rent based upon my income.

My monthly rental amount based on the select above is \$_____.

Head of Household

Date

Property Manager Signature

Date

MINIMUM RENT HARDSHIP EXEMPTION REQUEST

1. Name of Family: _____
2. Address: _____
3. Public Housing or Section 8 Family: _____
4. Date Request is made: _____
(Request **MUST** be in writing)

5. Is this family on minimum rent? ____ YES ____ NO

6. If "NO", family is not eligible for and is denied hardship request. There is not a grievance provision.

7. If "YES", rent is immediately suspended for public housing family as of date in Step 4.

8. If "YES", what hardship is claimed?

9. Does hardship meet the federal definition? ____ YES ____ NO

- A. Family lost or is awaiting eligibility for government assistance (Except where benefits are reduced due to fraud or family failed to comply with work or economic, self-sufficiency requirements).
- B. Family income decreased due to changes in circumstances including loss of employment, death in family (based on agency definition of family), or other PHA or HUD recognized circumstances.
- C. Family would be evicted if minimum rent requirement was imposed?
(If family has been paying minimum rent all along, what family changes have occurred such that they can't pay now?)

Does hardship meet conditions set in A, B, or C? ____ YES ____ NO
If "NO", go to step 10. If "YES", go to step 11.

10. Request is DENIED

- A. Date Denied: _____
- B. Send letter of denial, reason for denial, statement of back rent due, and notice of resident's right to a hearing under PHA Grievance Policies, including date by which hearing request must be made in writing. Follow agency policy in conducting hearing.
- C. Grievance Request Notes
- a. Family requested hearing? ____ YES ____ NO
- b. If "NO", case closed.
Date Closed: _____
(Date should be the day following the deadline for hearing request).
- c. If "YES", set hearing date.
Date of Hearing: _____
Send Notice of Hearing: Date, Time, Place, in writing to the family; together with statement that rent remains suspended until hearing outcome.
- d. Family appeared for hearing? ____ YES ____ NO
If "NO", close case as of hearing date. Send letter immediately to the family notifying them of default, and denial of request for hardship exemptions is upheld, statement of back rent due, date by which it must be paid, and eviction action if not paid by deadline.

11. If answers to Step 9 is "YES", request meets hardship exemption definition:

- A. Notify resident in writing that their request meets the hardships exemption of definition and their request will be approved contingent upon receipt of written documentation which must be submitted by: _____.
- B. When documentation is received and verified; go to Step 12.
- C. If family fails to provide documentation, notify them in writing that their request is denied for failure to provide documentation. Include statement of back rent and date by which it must be paid and eviction action if not paid by deadline.

NOTE: If hardship is not proven, rent is due and payable according to the terms of the lease.

- D. If documentation is provided, but cannot be verified; or if verification indicates that the request does not meet the definition, follow Step 11. C., stating the result of the effort to verify the request. If the request was an attempt to commit fraud, follow agency fraud policy and/or other applicable lease policies.

It is the PHA's policy that the family must be able to provide documentation of the hardship and that the documentation must be verifiable. The agency's inability, after reasonable effort, to verify the hardship or where it verifies that the hardship does not exist, will result in a denial of the request. Disputes between the resident and third party agent responsible for providing or verifying the documentation are outside the PHA's control and will result in a denial of the request which will not be subject to the Grievance Procedure.

12. Where documentation is provided and verified, determine if the hardship is temporary or long lasting.

Temporary Hardship is less than ninety (90) days.

Is this a Temporary Hardship? ____ YES ____ NO

NOTE: Explain to the resident that if the hardship becomes long term it is their responsibility to notify the PHA and if verified by the PHA, the waiver will be granted retroactively and rent will be reimbursed or credited.

13. If "NO", (to Step 12) meaning hardship is long lasting notify resident in writing that hardship is granted as a date of request (if Public Housing) or first of the month after date request, (if Section 8). Remind resident of obligation to report all changes in family circumstances.
14. If "YES", (to Step 12) notify resident that hardship does not qualify for exemption, they are obligated for back rent, state the amount and offer repayment agreement. Remember, PHA cannot evict this family for ninety (90) days from the date request if it fails to pay rent or meet the rental agreement.

COMMUNITY SERVICE COMPLIANCE CERTIFICATION

I have received a copy of, have read and understand the contents of the Jackson Housing Commission's Community Service Policy as required by HUD through the Quality Housing and Work Responsibility Act of 1998. I certify that:

_____ I understand that I must perform 96 hours of community service per year at no less than 8 hours per month per this requirement. I further understand that if I do not comply with this requirement that my lease will not be renewed.

_____ I am eligible for exemption from the Community Service requirement for the following reason:

(Please circle which applies)

- A. I am 62 years of age or older.
- B. I have a disability, which prevents me from working.
(Documentation to verify disability is required)
- C. I am working every week.
(Employment verification form will serve as documentation)
- D. I am participation in a Welfare to Work Program
(Must provide verification letter from agency)
- E. I am receiving Welfare assistance and I am participating in a required economic self-sufficiency program or work activity.
(Must provide verification from the funding agency that you are complying with job training or work requirements)
- F. I am a primary caregiver to a disabled person and am on the lease with said person.
- G. I am a full-time student.
- H. I Receive FAP/SNAP

Adult Family Member

Date

TENANT HANDBOOK

July, 2016



Laurie Ingram, Executive Director

Chalet Terrace
316 Barberry Dr.
Jackson, MI, 49203
(517) 787-1850

Jannaa Pool
Housing Manager

Reed Manor
301 Steward Ave.
Jackson, MI 49201
(517) 787-1188

Pamela Stilson-Postma
Housing Manager

Shahan Blackstone-North
109 Shahan Dr.
Jackson, MI 49202
(517) 787-0218

Erica Estelle
Housing Manager



Board of Commissioners

Michelle L. Pultz-Orthaus..... President

Michelle Woods..... Vice-President

Gerald Montgomery.....Commissioner

James Stark..... Commissioner

..... Resident Commissioner

Laurie Ingram, MBA, PHM
Executive Director

THIS IS YOUR RESIDENT HANDBOOK

Presented To:

Name

Address

Dwelling Unit Number

Welcome

We are very pleased to have you and your family with us at the Jackson Housing Commission. Our management team and staff are here for you. We hope you will have many years of comfort, security and happiness in your new home.

Whenever you move into a new home and neighborhood, there are many questions you may have, and problems that may arise. There are also a number of requirements for our different housing assistance programs. Hopefully this handbook will help to answer some of your questions and concerns.

This handbook should be considered as part of your lease. It explains in more detail some of the requirements of our programs, and has some tips on how to properly care for your unit. Please remember that if you have further questions you can call our main office, or if you need repairs you can call our Maintenance office. We have after-hours maintenance support, so your call will always get through to the appropriate person.



Jackson Housing Commission
Your Tenant Handbook contains the following:

1. Important Phone Numbers
2. Tenant Handbook
 - A. Moving In
 - B. Rules and Policies
 - C. Maintenance
 - D. Moving Out
 - E. Lease Summary
3. Sample Dwelling Lease
4. Housekeeping Form
5. Work Order Charge List
6. Excess Utility Charge List
7. After Hours Maintenance Procedures
8. How to test your GFI's
9. Rent Collection Policy
10. Bed Bug Policy
11. Pet Policy
12. Resident Grievance Procedure
13. Family Choice of Rental Payment
14. Minimum Rent Hardship Exemption Request
15. Third Party Certification of Community Service

IMPORTANT TELEPHONE NUMBERS

MEDICAL-POLICE-FIRE-EMERGENCIES ONLY911
HEALTH DEPARTMENT788-4420
CONSUMERS ENERGY.....787-1121

MANAGEMENT & MAINTENANCE OFFICES

REED MANOR (MAIN OFFICE)787-1188
PAMELA STILSON-POSTMA, HOUSING MANAGER
CHALET TERRACE787-1850
JANNAA POOL, HOUSING MANAGER
SHAHAN-BLACKSTONE NORTH APARTMENTS787-0218
ERICA ESTELLE, HOUSING MANAGER
ADMINISTRATIVE OFFICE (C-BUILDING)787-9241
LAURIE INGRAM, EXECUTIVE DIRECTOR

MAINTENANCE EMERGENCY AFTER HOURS CALLS

ANSWERING SERVICE FOR ALL LOCATIONS 789-1909

OFFICE HOURS

ALL OFFICES ARE CLOSED ON WEEKENDS & FEDERAL HOLIDAYS

OFFICES ARE OPEN FROM 7:30 AM UNTIL 4:00 PM – MONDAY THROUGH FRIDAY

TENANT HANDBOOK

Moving In

a. Security Deposit

You will pay a security deposit in the amount specified by the lease. If you have chosen to pay the security deposit in multiple payments, the amount due on the security deposit will be taken before any rent payment is credited. This deposit will be held until you move out of the unit. After you have moved out of the unit, the security deposit will be refunded to you within the time period specified in the lease minus any charges you have incurred.

Typically the deposit will be returned in full upon vacancy, if the following conditions are met:

1. Your rent is paid in full at the time of vacating.
2. You have paid all service charges due because of damages to the premises beyond normal wear.
3. No extra cleaning or repairing is necessary after you vacate the home.
4. The Management incurs no rent loss because of your failure to give thirty (30) days written notice of your intent to move.
5. All keys to the unit are returned to the Management office.

b. Inspection

Prior to moving in, Management will issue the Tenant an Inspection Form for the Tenant and/or his representative to concur in the condition of the unit. This inspection details what condition the unit is in when the Maintenance Department turned it over for occupancy. The move-in inspection sheet should be returned to the office as soon as possible and not later than seven (7) days after move-in.

c. First Month's Rent

If the beginning date of the lease is for any day other than the first day of the month, the rent for the first month will be pro-rated.

d. Renter's Insurance

We encourage all our tenants to get Renter's Insurance. The cost is usually very low and it will protect your possessions against a variety of unforeseen events.



Rules and Policies

THIS IS YOUR HOME!

You can enjoy the usual privileges of peaceful possession provided you wish to accept certain responsibilities: **PAYING YOUR RENT PROMPTLY WHEN DUE**, conforming to all other conditions of your lease and this handbook. Adequately maintaining your home, however, rests entirely upon you. The management personnel will always be ready to cooperate with you to the best of their ability.

You will find among your neighbors, individuals of various races and creeds. Our facilities are open to all persons without discrimination.

a. The Lease

Your lease is your contract with the Housing Commission for the unit you have rented. It is an important document. Treat it as you would other valuable papers. You should reread it carefully at your first opportunity and keep it handy in case you need to refer to it. It explains in detail what your responsibilities are as a tenant of the Housing Commission, and what our responsibilities are as your landlord.

Your lease covers a number of areas including: when your rent is due, what your security deposit is, what items you will be charged for, how payments are applied, what maintenance you are responsible for, what utilities you are responsible for, what maintenance we are responsible for, for what reasons we may enter your unit, and for what reasons you may be evicted.

The policy of the Commission is to permit no intolerance of any kind. Please note that one of the reasons you may be evicted is for acting in a manner that will disturb other residents' peaceful enjoyment of their unit.

The City of Jackson has ordinances and we expect our tenants to follow them. We ask that you be considerate of your neighbors, especially during the hours between 10 p.m. and 8 a.m.

Referenced in your lease, community service hours are required for all non-exempt adult Public Housing residents. Consult the Management office if you are in doubt concerning the conditions of the lease.

b. Rent

Rents based on the net family income are computed on the lowest possible rate which will permit efficient operation of the units. All management and operating costs must be paid from federal subsidies and your rent payment. Consequently, rents are subject to change upon the approval by the Jackson Housing Commission and the Department of Housing and Urban Development.

Your rent is payable in advance and is due on the first day of each month. We will appreciate your cooperation in making payment on or before the due date. We will accept rents through the fifth (5th) day of the month without additional fees or commencing court action. **Late payment** of rent is not tolerated. The firm stand we take on this is in the best interest of residents and essential to the continuance of the low-rent program.

If the rent is not paid on the fifth (5th) day of the month, the Tenant will be served with a legal document, **NOTICE TO QUIT FOR NON-PAYMENT OF RENT**. This document requires that the rent be paid or the home vacated within fourteen (14) days. Failure of the Tenant to comply with the notice within the fourteen (14) days requires that the account be turned over to the District Court for collection and eviction from the premises. Having court action started against you three (3) times in any twelve (12) month period may lead to the termination of your residency. All legal fees incurred by you because of failure to pay your rent on time are your responsibility and will be added to your account.

The Housing Commission calculates your rent as the greater of the minimum rent or 30% of your adjusted gross income. The Public Housing minimum rent is \$50. The maximum rent you will have to pay is the Housing Commission's flat rent, which is calculated as 80% of the fair market rate rent for the community you live in.

If unforeseen difficulties arise, do not wait until the day your rent is due to discuss the matter with Management.

c. Program Requirements

Once per year you will be required to recertify with the Housing Commission. JHC will send a letter to you when your recertification is due, asking you to make an appointment to see your Housing Manager. Your ready response in furnishing the information at the time of re-examination will be greatly appreciated.

As part of the recertification process, your income must be reexamined and your unit must be inspected. You will be notified of any change in rent. You will be given at least 30 days' notice of any increase in rent resulting from an annual recertification, unless the recertification has been delayed because you failed to come in on time. Tenants who claim no income will be required to recertify every 90 days.

You may at any time request a reexamination of your income if you have had a decrease in income during the year. Any change in family composition or income must be reported to the Housing Authority within 10 days of the change. Any new member added to the household must first be determined eligible for assistance by the Housing Authority. Failure to report such changes is grounds for eviction and loss of assistance. Changes in the number of persons in the family may make it necessary for the family to either move to a smaller or larger dwelling unit.

OVER-INCOME FAMILY RENTS

Families that have been determined over-income and thereby ineligible, will be allowed to remain in residence for the duration of this situation, but the monthly rent will increase in accordance with the approved schedule of rents as reflected the in the JHC policies.

OCCUPANCY STANDARDS

The right to assign dwelling units at the time of admission or at the time of re-examination for continued occupancy is reserved by the Management in accordance with occupancy standards established by the Jackson Housing Commission. This includes the right to designate the size unit which you occupy in accordance with the size of the family, the sex, and age of each member of the family. It also includes the right to designate the location of your residence within the development. The dwelling shall be used as a private home only and not as a rooming or boarding house or any other commercial purpose.

d. Policies

Policies governing admission and continued occupancy of Public Housing are available for you to read at the Housing Commission's offices. These policies may be subject to change. Notice of changes will be posted with reasonable time given for review and comment. The following are being highlighted:

USE OF DWELLING AND PREMISES

These dwellings were built to provide homes for residential purposes only. Therefore, each home is to be used strictly as a private resident and not a place of business. Vehicles such as trucks, business equipment, etc., are not permitted to be parked or set up in parking bays, or any other common/general areas. We know you are as anxious to preserve the residential character of these homes as we are, and therefore we expect that you will abide by the requirements.

A cluttered premise affects you and the entire neighborhood. Do not clutter up the front or back yards with boxes, broken furniture, or any kind of litter; or use the back patio for storage of mops, pails, or anything that will make your premises unsightly. You may store only furniture made specifically for outdoor use, barbecue grills, and operable bicycles on your patio.

OCCUPANCY ISSUES

Normal entertaining and visiting are expected. You are responsible for the conduct of all household members and any guests who might be visiting. You may have out-of-town guests for reasonable periods and should notify the Management of such visits and their duration.

It is the responsibility of parents to properly manage their children. We urge you to teach your children the rules of safety, good citizenship, fair play, and due respect for others. Streets and parking areas are not for playgrounds and children should be cautioned not to use them for that purpose. The Commission has provided play areas for our children. Children learn readily and their conduct is dependent on a few early lessons which can best be taught by the parents. Your efforts along these lines will be greatly appreciated.

The family may not be absent from the unit for more than 30 days without the prior written consent of the Housing Authority. In general it is a good idea to let your Housing Coordinator know if you are going to be absent for an extended period of time to avoid any misunderstandings.

BOARDERS AND ROOMERS

Under no circumstances may boarders, roomers, or other extra persons whether relative, friend, or stranger is permitted to share your dwelling unit. Possession of your dwelling unit shall under no condition be sublet or transferred to anyone. Your Dwelling Lease specifically provided that the premises you occupy are for the exclusive use of the occupant and the members of his family named on the latest application.

UNIT INSPECTION

The Commission is required to inspect your unit prior to move-in, at move-out and annually during your occupancy. Additional inspections may include the following: Special Inspections; Quality Control inspections; City of Jackson unit inspections; and/or HUD REAC Inspections. To protect the property, Management reserves the right to enter your dwelling unit at reasonable hours to inspect the unit, to check and/or repair equipment in cases of emergency. This right of entry is reserved whether or not any member of your family is at home.

In the event all members of your family or those persons signing the lease are to be away for any length of time, you are requested to notify the Management office, leaving an address or telephone number where you may be reached in an emergency.

When a Tenant vacates, Management will inspect the dwelling unit and give the Tenant a written statement of the charges, if any, for which the Tenant is responsible. Tenant and/or his representative may join in such inspection.

KEYS/ LOCK OUT SERVICE

Keys(*and security door fobs-Reed Manor*) to the dwelling unit will be supplied at the time of admission and must be returned to the Management office before vacating in order to claim the Security Deposit. Except for scattered sites, a mail box key will be issued at a cost of \$25.00 from the postal service. You will be charged for replacements if you lose any keys or security door fobs (where applicable). Apartment keys are \$1.75 each. Security Door Fobs are \$25.00.

Residents misplacing their keys or otherwise requiring admittance to their unit after hours are to contact a locksmith to let them in at their own expense. Lockout services are for the Elderly and Disabled individuals only. Maintenance will only respond to family requested lockouts in extreme emergencies and a \$25.00 fee will be charged even on the first call. Elderly and disabled residents are to contact after hours maintenance to be let in. Lockouts that maintenance staff conducts other than what is previously specified will be charged as follows: 1st time\$5.00; 2nd time \$15.00; 3rd and each subsequent times \$25.00.

PETS

The Housing Commission has 2 classifications of animals for tenants: service/support animals that assist disabled individuals, and household pets. In family housing, cats, dogs, or other animals are permitted. Management understands the companionship offered by these pets, both to the children and adults. Canary birds, parakeets, goldfish, cats, and small dogs are permissible. Please see the Pet Policy located within this handbook for further explanation on the Jackson Housing Commission's Pet Policy. There is no extra charge for service/support animals that assist disabled individuals, while there is an extra charge required for some household pets.

PARKING AREAS AND BAYS – AUTOMOBILE, MOTORCYCLE

Parking space is provided for one car in running condition for each dwelling unit. The Housing Commission's parking areas, driveways and common areas are private property and are not to be used for the storage of boats, trailers, mobile homes, recreational vehicles or other items. All vehicles must be must be licensed, properly tagged, in working condition, with fully inflated tires.

The Resident shall not make repairs on his car or change oil in any parking bay or area. Commercial vehicles are prohibited from parking overnight.

Parking bays are not assigned to any particular unit. Like the streets, they belong to the public. Driving or parking cars, motorcycles, etc., on the development grounds is prohibited.

You will be asked to remove any vehicles in violation of this policy. Vehicles left parked in any parking area that are not in running condition will be towed away at the tenant's expense.

DO NOT PARK ON THE LAWN AT ANY TIME



TRANSFERS

The Housing Authority has three categories of transfer requests: emergency transfers, immediate administrative transfers, and regular administrative transfers. Emergency transfers result from the unit's condition being uninhabitable; immediate administrative transfers include medical transfers; and regular administrative transfers result from occupancy and demo related transfers. Most cases, except for emergency transfers, there will be a waiting list for the transfer. A transfer cannot take place until there is a vacant unit available and the tenant is at the top of the transfer waiting list. Unless the transfer is at the request of the Housing Commission, the tenant will be responsible for any costs associated with the transfer.

CARE OF YOUR HOME

The Housing Authority expects you to maintain your unit in a safe and sanitary condition at all times. This includes routine cleaning of your unit, disposal of trash, and caring for the outside of your unit and yard if required to do so.

As a good housekeeper, you will want to keep your home neat and clean at all times. We ask you not to hang clothing, rugs or bedding out of the windows. Do not shake dust mops or throw rubbish, papers, or sweepings out of the windows and doorways. **Please use plastic bags and twist ties to contain your garbage, and place the bags in the containers provided.** Crush boxes and cans before disposing of them when possible. Always make sure any cigarette butts or other smoking materials are extinguished before disposing of them in the garbage. No tubs, sleds, or wagons are to be hung on the exterior of the buildings. You and your neighbors can set a high standard of appearance.

At the time of your annual inspection, a check of your housekeeping standards will be conducted. If you fail this inspection your unit will have to be re-inspected until it passes. **Failure to maintain your unit** in a safe and sanitary manner is grounds eviction and loss of your assistance.

Maintenance

GENERAL MAINTENANCE ISSUES

Please do not use your patio or balcony area to store household items. Please do not leave toys, bikes, car parts, appliances, etc., on your balcony, patio or lawn. Do not use your outside areas for storage of combustible materials or trash which may impose a fire hazard. The Housing Commission provides either shades or mini blinds for your unit. Please keep your mini blind cords separated and away from small children.

Please do not attach decals or other hard to remove items to your windows. Wall decorations may be hung with small nails, please do not use large nails. Plants or ceiling hangings may be hung with toggle bolt hooks. Do not pour oil or fats down your drain or in your toilet as they may harden on contact with cold water and cause a blockage.

Only authorized personnel are allowed on your roof. **You are not allowed to affix antennas, satellite dishes, basketball hoops or any other item to the unit or structure.** If you need something removed from your roof, please call the Maintenance Department.

SERVICE CHARGES

Charges for damages to the premises or equipment, due to negligence, carelessness or misuse must be paid in full on the rent day following completion of the work. Residents are not permitted to make repairs or alterations themselves. Report all faulty or damaged equipment to the Management office at once. Service charges will be predetermined or estimated on a time and material basis in accordance with local prices and wage rates.

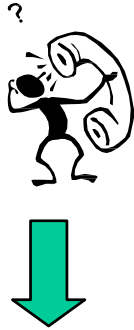
REPAIRS, ALTERATIONS, AND SERVICE REQUESTS

Our Maintenance Department will attend to all routine maintenance. Report any needed repairs to the Management office as soon as they are discovered. Please do not ask our Maintenance staff to do any work directly; contact the Management office and a work order will be issued for the work to be done. Emergency work orders will be taken care of as soon as possible, non-emergency work orders should generally not take over 15 days to complete unless outside contractors or vendors are involved. If you plan to be gone and want your work order completed, please let our staff know they have permission to enter your unit.

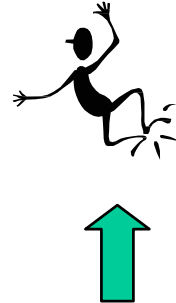
For medical emergencies or emergencies that threaten the health, safety or welfare of you or our residents, please call 9-1-1. Calls made after normal business hours will go to our answering service, who will contact the maintenance person on call for emergencies. Please be sure to leave your name, address, phone number, and a description of the problem. Damages caused by you, your family, or your guests will be charged to your account. Items needing repairs that are the Commission's property are paid for by us.

Management Offices are as follows:

| | |
|-------------------|---------------|
| Reed Manor | (517)787-1188 |
| Chalet Terrace | (517)787-1850 |
| Shahan Blackstone | (517)787-0218 |



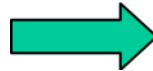
1. Work order



4. Happy Resident



2. Work order given to maintenance staff



3. Maintenance completes the work

PAINTING AND DECORATION

Because our budget allowance for repainting is very low, and it is our desire to keep rents at a minimum; your home may be repainted as needed and upon the Management's Approval.

IMPORTANT: FLOORS ARE NOT TO BE PAINTED UNDER ANY CIRCUMSTANCES.

SIDEWALKS

You will be expected to maintain sidewalks in cooperation with your neighbor. Children's toys, bicycles, wagons, and other playthings are to be kept off the sidewalks as they create a safety hazard. When not in use, these articles should be stored on the rear patios or in your utility rooms.

LAUNDRY/LAUNDRY FACILITIES

The units are equipped with hot and cold water taps to permit use of a washer and dryer. The laundry appliances are not furnished by the Housing Commission. (Chalet Terrace only) Laundry poles are provided for drying. The tenant will supply their own clothes line.

Laundry facilities are also available at some locations. Coin operated washers and dryers are available for tenant use only. Please be considerate of other tenants and remove your clothes promptly when they are done. Please help keep the laundry room clean by disposing of your trash in the proper containers. Please be sure to clean the lint trap out after you use it to help reduce the risk of fires. The laundry facility hours are from 7:30 a.m. to 3:30 p.m.

WINDOWS AND CONDENSATION

Clean shining windows and fresh curtains prove to everyone your interest in your home. We suggest that you maintain a regular schedule of cleaning the windows at frequent intervals. Metal windows and window sills will rust and windows will become hard to open and close if moisture is allowed to accumulate on the windows during cold weather months and when cooking. The condition of condensation can be prevented by opening windows very slightly, which will prevent an accumulation of moisture on the windows, walls, etc., particularly in the kitchen and bedroom.

Broken window panes should be reported immediately to the Management office. Repairs or replacements resulting from the repair/replacement will be charged to the Tenant at cost.

SHADES, DRAPERIES, AND CURTAINS

Shades and drapery rods are furnished by the Management. Repairs or replacements due to neglect or carelessness will be charged to the Tenant at cost.

Curtains are furnished by Tenants. Curtains must be of good quality. Do not use any material cheaper than unbleached muslin. Blankets, sheets, newspapers, or other like materials are not permitted to cover windows or clothes closets.



ELECTRIC LIGHT BULBS

Replacement of light bulbs in your unit is your responsibility. Light bulbs are replaced free of charge for Elderly residents.

ELECTRICAL SYSTEM

Your home is equipped with a circuit breaker system – not fuses. These circuit breakers trip when:

1. The circuit is overloaded
2. Shorts are caused by frayed iron, toaster or other defective appliance cords. See that your appliances and cords are kept in good condition.

ELECTRIC AND GAS RANGES, FURNACES AND HOT WATER HEATERS

If you notice an odor of gas, open the window at once. Check to make sure that the pilot has not gone out and all burners are turned off. Do not strike a match until all odors of gas have disappeared. If the odor persists, notify Consumers Energy Company and the Management office at once. The most important item in the proper care and cleanliness of stoves is the cleanliness of burners. Burners should be removed and thoroughly cleaned. Boiling the burners in baking soda and water is a suggested way to clean them. (***EXCEPT ELECTRIC STOVES LOCATED IN ACCESSIBLE UNITS***).

Be careful not to disturb the oven temperature control. If your burners smoke or need adjustments, notify Management. Electric and gas ranges should be cleaned regularly with a mild oven cleaner. Please report to the Management Office if electric unit burners are not working properly.

Your furnace heating system is an automatic gas-fired hot air system; temperature is controlled by the wall thermostat. An ideal and healthful temperature should not be set at above 68 degrees F. Under no circumstances are you to tamper with the controls of the heating system. If you are not getting proper heat, call the Management office.

REFRIGERATORS

Keep the refrigerator clean. At least once a week, your refrigerator should be cleaned thoroughly. For shelves, freezing trays and exterior surfaces use warm water to which two (2) tablespoons of baking soda for each quart of water has been added. Wipe with a cloth soaked in clear water. All refrigerators are frost free and require little maintenance. If your refrigerator is not operating properly, please notify Management immediately.

TELEPHONE SERVICE

Residents may have a telephone installed by making the necessary arrangements with a phone provider of their choosing. The Commission recommends AT&T, Verizon, or Comcast.

ROOFTOPS, DOWNSPOUTS, ETC.

Tenants are not permitted on roofs and are advised to caution their children not to climb on rooftops and downspouts.

GARBAGE REFUSE

All trash must be placed in trash bags prior to being placed in containers. Garbage in the case of large bones, corn husks, etc., must be cleaned, thoroughly drained, wrapped and placed in the garbage containers. Garbage collectors will make regular pickups. Bottles, cans, papers, and other household refuse should be placed in the containers provided. Washing food debris from cans and bottles should be practiced before disposing of them. Large items such as furniture and other refuse that cannot be placed in the containers will be picked up on Wednesday mornings. These items must be set out at the curb before 8:00 AM Wednesdays, but should never be placed there earlier than Tuesday evening. Trash **MUST** be placed in plastic bags. Bags may be purchased, at cost, at the Central Office of Reed Manor. Containers, bags, or cartons must be tied securely to prevent scattering.

| <i>Times/Week</i> | <i>Site</i> |
|-------------------|--------------------------|
| <i>2</i> | <i>Reed Manor</i> |
| <i>2</i> | <i>Shahan Blackstone</i> |
| <i>2</i> | <i>Chalet Terrace</i> |
| <i>1</i> | <i>Scattered Sites</i> |

SCREENS AND STORM WINDOWS

There are screens in your unit for every window to assure ample ventilation. Window screens and storm windows are to be left up year round. To remove the screen or storm window, pull up on the two sliding stays on the right hand side and slide back on their individual track. The screens and storm windows were in good order at the time of your occupancy and you will, of course, be held responsible for their care, reasonable wear and tear expected. If they become damaged in any way, report to the Management office at once. Do not attempt to make repairs yourself. In the case of vandalism, a police report must be supplied to Management by the Tenant.

DOORS

Keep combination locks latched securely at all times. Do not permit the door to slam, swing in the wind, or get out of hand while entering or leaving the unit. Any damage done to these doors must be reported promptly. Damages due to causes other than the fault of the Tenant will not be the Tenant's responsibility, provided Management is immediately notified of such an occurrence. Tenants are expected to take normal precautions in preventing damage to combination doors. Costs of repairing any damage caused by the Tenant's failure to do so will be borne by the Tenant.

FAUCETS, SINKS, DRAINS, TOILETS

Enamel should be treated carefully so as to prevent scratching and marring. The Management will supply you with hot and cold water. We ask you to be careful not to use excessive amounts of either. Running toilets, stopped up sinks, tubs and wash basins should be reported to the Management office at once. **(DO NOT USE SOLVENTS OF ANY TYPE FOR SINK STOPPAGES.)**

STOPPAGE

A clogged toilet drain usually results in unnecessary inconvenience and expense both to the family and the Management. All parents should especially caution their children against dropping such articles as bars of soap, rubber balls, pencils, sticks and small toys into the toilet bowl. All stoppages of toilets and sinks will be corrected at the Tenant's expense.

CLEANING

It is of primary importance that bathtubs, washtubs, sinks, and toilets be cleaned regularly in order to prevent accumulation of dirt rings. In cleaning bathtubs and basins, soap will work as fast as gritty powder and will not damage the surface. When enamel has been scratched up with powder, it becomes difficult to keep clean. Under no circumstances are you to use gritty powder or acids of any kind.

WASHING OF PAINTED SURFACES

WALLS

1. Use warm water and mild soap only.
2. Wash from floor upwards to avoid streaking.
3. Do not rub surface too much or paint will come off.

WOODWORK

1. Use warm water and mild soap only.
2. Wash surface without scrubbing.

Do not drive nails, hooks, or picture hangers into walls and woodwork. You may use plastic adhesive-backed hooks that will hold up to thirty-five (35) pounds for picture hanging. Do not use decals or transfers on interior or exterior surfaces.

FLOORS

Care of floors is important and each type of floor requires different treatment:

WOOD FLOORS

1. DO NOT USE WATER.
2. Clean with an approved floor cleaner. (Example: Bruce or Stanley Products.)
3. Keep floors waxed.

TILE FLOORS

1. Clean with warm water and rinse.
2. Was with two (2) coats of liquid (water emulsion) self-polishing wax. ***NEVER USE PASTE WAX.***

CARPETS

1. Vacuum carpet regularly, including in front of your apartment.
2. Carpet should be cleaned with mild carpet cleaner.
3. The use of rubber coasters under the legs of your furniture will prevent denting or scratching of the floors.

GROUNDNS AND LAWNS

The Housing Commission has endeavored to beautify these homes by planting shrubs and grass in open areas. We hope every Resident family will take as much pride in the landscaping as the Management does and will try to help us maintain the park-like appearance of the neighborhood.

We believe this can best be done if each family will assume responsibility for the care of their own yard and the adjoining sidewalks. Management will seed, fertilize, and furnish tools which should be all the assistance you need to have the greenest lawn in Jackson. If you wish to plant flowers, please consult the Management office first regarding location.

We remind you that neglect of walks, lawns, and shrubs adjacent to your home will not be tolerated. The cost of any landscaping repair will be charged to the Tenant and continued neglect will result in termination of the Dwelling Lease. **DO NOT DRIVE ON THE LAWN AT ANY TIME.**

EXTERMINATING SERVICE

As a safeguard, extermination is done twice per month. If you discover insect pests, report to the Management at once. Extermination is performed by professional exterminators at cost to the Jackson Housing Commission. If disregard by tenants, bed-bugs (please see Bed Bug Policy), cockroaches, mice, and other household pests, are unsanitary health hazards to all residents.

CONTAGIOUS DISEASES

The Resident must strictly observe all quarantine regulations.

TENANT ORGANIZATIONS

All Residents, upon move-in, are automatically a member of the Tenant's Council. The Tenant Association is an extended arm of Management to help identify and provide the type of living environment you want for you and your family. Tenant organization meetings are conducted monthly at each site. We encourage you to attend the meetings. If you are interested in volunteering or being on the board, please let the Management know.

EMERGENCIES

Burglary, vandalism, and disturbances of the peace are situations to be handled by the Jackson Police Department. Please call 9-1-1 to have any situations handled.

INCEDENT REPORTS/COMPLAINTS

Issues concerning neighbors or employees of the Housing Commission should be submitted in writing if at all possible. The Housing Commission will investigate all such reports. Mediation meetings will be conducted to help solve disputes between neighbors, and we also urge you to attempt to solve the problem yourself first.

NOISE AND DISTURBANCES

Show consideration for your neighbor by applying the “Golden Rule.” This will eliminate any complaints of this type. Have your parties, play your music and television, sing that song, but remember there is a proper time and place to soft pedal your activities or stop them entirely. Good neighbors always do.

ALCOHOLIC BEVERAGES/DRUGS

Alcoholic beverages ARE NOT PERMITTED in any common/public area of the complex, including rented Community Rooms. Tenants should adhere to local ordinances with regards to “possession of open or uncapped alcoholic liquor within public parks or other outdoor locations open to the general public”; (Chapter 3, Section 3.3, City of Jackson Code of Ordinances) which prohibits open or uncapped alcoholic liquor in any common/public area.

Under NO circumstance are illegal drugs permitted in ANY area, including your own apartment/home. As we are a federally funded property, we do not allow the use of any Marijuana, including Medical Marijuana.

ILLEGAL ACTIVITY/LAW VIOLATION

The Resident and members of his/her household and guests shall comply with all laws and ordinances affecting the use or occupation of the premises

FIRE AND SAFETY

Take every precaution to prevent fires. You cannot be too careful in protecting your family, your neighbors, and your home from fire. Do not permit these major causes of fire to exist in and about your home.

- Do not leave any food cooking on the stove unattended. Make sure your stove is turned off whenever leaving your unit, even if only “for just a minute”.
- Replace electrical appliances such as irons, toasters, radios, etc., which have frayed or tattered cords.
- Keep matches out of reach of children.
- Keep your stove free from grease.
- Keep oily and greasy rags stored in an air tight can.
- Keep utility rooms cleaned.
- Outdoor fires of any kind are prohibited either on the premises of the development or the surrounding area.
- Keep your furnace room clean and uncluttered. Do not store anything in the furnace room.

In case of fire, call the Jackson Fire Department by dialing 9-1-1 immediately.

MOTOR VEHICLE SAFETY

Over one-half of the Residents of our homes are children, which mean that operators of motor vehicles must be especially careful on streets or parking areas. Traffic violations should be reported to the Jackson Police Department immediately.

FIREARMS AND WEAPONS

The use of firearms, air rifles, bows and arrows or slingshots are strictly prohibited. Anyone violating this regulation will be reported to the police and terms of the Dwelling Lease enforced. We further suggest that every member of your family be instructed regarding safety precautions. Children need constant guidance in order to keep accidents at a minimum.

Moving Out

RESIDENT NOTICE TO VACATE

Your Dwelling Lease requires thirty (30) days prior notice in writing to the Management office before vacating. Each Resident will be liable for any rent loss incurred by Management for failure to supply this notice. **You must turn your keys in to be considered moved out.** You will be charged rent until your keys are turned in, and you will be charged rent for the full 30 days if you did not give proper written notice.

ABANDONED PERSONAL PROPERTY

When you move, be sure to take all personal property with you as the Management will not be responsible for articles left on the premises. Any articles left after the unit has been vacated will be disposed of as provided in the Dwelling Lease.

REFUNDS

Except for normal wear and tear, your unit should be in the same condition upon move-out as it was when you moved in. A detailed list of cleaning expectations is available from your Housing Manager. A pre move-out consultation is available from our Maintenance Department. The Maintenance Department will also do a move-out inspection that you may be present for if you wish. Please call the Maintenance Department to arrange for a time if you wish to be present. Your deposit will be refunded to you according to the time frame specified in your lease, minus any charges for damages and cleaning. Please leave a forwarding address and phone number if you wish to get your refund timely.

LEASE SUMMARY

When a Tenant has signed a lease in for development, the Tenant agrees to:

1. Pay in advance the first day of each month.
2. Pay, as additional rent, when billed, the following:
 - a. Excess electrical energy used over and above that which is allowed in my lease.
 - b. Damages to premises beyond normal use.
3. Not sublet my dwelling unit or use it for any purpose but a home for my family.
4. Provide when requested by Management, any and all information about my income, place of work, assets, etc.
5. Move to a larger or smaller home if the number of persons in my family increases or decreases beyond the number allowed for the size of the dwelling I now occupy.
6. Pay a Security Deposit equivalent to one month's rent to take care of any unnecessary damage to the premises, or unpaid rent or other charges due when I leave.
7. Leave the dwelling and the grounds around it clean and sanitary condition when I move.
8. Give thirty (30) days' notice in writing of my intention to move and give a definite moving date.
9. Take care of the grounds around my home; the sidewalks; stoops and steps; and keep them in a sanitary and safe condition. This includes the removal of snow and ice in the winter and lawn cutting and trimming in the summer.
10. Abide by the Pet Policy & Bed Bug Policy.
11. Violation of any rules in the lease or this handbook will be cause for my eviction.
12. Permit the Management to enter my dwelling at any reasonable hour, whether anyone is home or not, to examine or to make such repairs that are necessary.
13. Be appropriately dressed in the common areas and out of doors. Common areas include, but are not limited to, hallways, stairwells, social rooms, dining rooms, etc. "Appropriately dressed" means day time wear regardless of the hour to include, at a minimum, shirts, blouses or tops, trousers, skirts or modest shorts, and footwear.

These rules and suggestions are not meant to restrict you in your new home; but to familiarize you with those items about which you will want to be informed from time to time. We cannot cover everything in this booklet about which numerous questions will undoubtedly arise. We reserve the right, therefore, to add to or change the instructions and suggestions contained herein without further notice.

The Jackson Housing Commission wishes you a pleasant stay with us and every success.

**CONSULT MANAGEMENT REGARDING QUESTIONS AND CONCERNS
PERTAINING TO YOUR STAY HERE.**

Jackson Housing Commission
301 Steward Avenue
Jackson, Michigan 49201-1132

of Bedrooms _____
Development No. _____
Housing Unit # _____
Utilities ☐ PHA Furnished
☐ Resident Paid

(SAMPLE) DWELLING LEASE

THIS LEASE AGREEMENT(called the "lease"), is between the Jackson Housing Commission hereafter referred to as PHA, whose mailing address is 301 Steward Avenue, Jackson, Michigan 49201-1132 represented by its Executive Director, leases to _____ (referred to as "Resident"): the dwelling unit located at _____ under the terms and conditions as stated below:

1. The premises leased are for the exclusive use and occupancy of Resident and Resident's household who reside in the dwelling unit.

RESIDENT'S HOUSEHOLD:

| Name | Social Security Number | Sex | Date of Birth |
|------|------------------------|-----|---------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10 | | | |
| . | | | |

A. INITIAL PERIOD OF LEASE & RENEWAL:

The lease shall begin on _____ and end on the same calendar day of the same month one year hence. The Lease shall be automatically renewable for a successive term of one (1) year unless the community service requirement is not fulfilled or, unless terminated sooner by PHA or Resident as hereinafter provided.

B. RENT AND ADDITIONAL CHARGES:

The rent for the initial period (prorated for partial month) of this Lease shall be \$_____ and, if applicable, an amount of \$_____, from the JHC for utility reimbursement. The monthly rental thereafter shall be a calculated rent of \$_____ or a flat/ceiling rent of \$_____, whichever the Resident elects, or at such an amount that may be established at time of annual or interim review, which is in accordance with Section 14 of the Lease. Rent is due and collectable on the first (1st) day of each month and is delinquent if not paid by the close of business on the fifth (5th) calendar day of each month. Charges for other than rent shall be due and collectable in accordance with the JHC Work Order Charge List and Rent Collection Policy, incorporated herein by reference. Such charges shall be considered delinquent on the fifth (5th) calendar day of the month following the due date. A list of standard charges is posted in the management office and is made a part of this lease by reference. Failure to pay charges for other than rent when due shall be considered a serious violation of the terms and conditions of this lease. A late payment charge of \$25.00 shall be assessed upon issuance of a late rent payment notice.

C. SECURITY DEPOSITS:

Resident agrees to pay a security deposit of \$_____. This will be used at Lease termination toward partial or total reimbursement for the cost of repairing any intentional or negligent damages as to the aforementioned dwelling unit, ordinary wear and tear excepted, and any unpaid rent or applicable charges owed to JHC by the Resident. If such deductions are made, JHC will provide Resident with a written statement of any such charges for damages and/or other charges to be deducted from the security deposit. Payment of the security deposit due Resident will be refunded within thirty (30) days after Resident yields possession. The security deposit **shall not** be used to pay rent or other charges while Resident occupies the dwelling unit.

YOU MUST NOTIFY YOUR LANDLORD IN WRITING FOUR (4) DAYS AFTER YOU MOVE OF A FORWARDING ADDRESS WHERE YOU CAN BE REACHED AND WHERE YOU WILL RECEIVE MAIL: OTHERWISE YOUR LANDLORD SHALL BE RELIEVED OF SENDING YOU AN ITEMIZED LIST OF DAMAGES AND THE PENALTIES ADHERENT TO THAT FAILURE.

2. UTILITIES AND SPECIAL SERVICES CHARGES:

- A. Utilities consumed in excess of the authorized amounts provided in the Schedule of Utilities posted in the Management Office and available upon request, will be charged to the Resident's account as an additional required payment.
- B. Resident shall be responsible for securing utilities not supplied by Management and shall pay directly to the utility provider all deposits and charges necessary to secure and maintain **uninterrupted** service. Failure of Resident to furnish **uninterrupted** service because of non-payment of utilities or other reasons under Resident's control shall be considered a serious violation of the terms and conditions of this lease.

- 1. Commission-Supplied Utilities: If indicated by an (X) for JHC furnished on the Lease Agreement, the Commission will supply the indicated utility: electricity, natural gas, heating fuel, water, sewer service. The Commission will not be liable for the failure to supply utility service for any cause whatsoever beyond its control.

The Commission will provide a cooking range and refrigerator in all units whether JHC furnished or Resident paid utilities. Other major electrical appliances, air conditioners, freezers, extra refrigerators, etc., may be installed and operated only with the written approval of the Commission. A monthly service charge will be payable by Resident for the electricity used in the operation of such appliances, as shown on the Schedule posted in the Development Office.

- 2. Resident-Paid Utilities: If Resident resides in a development where the Commission does not supply electricity, natural gas, or heating fuel, an Allowance for Utilities shall be established, appropriate for the size and type of dwelling unit for utilities Resident pays directly to the utility supplier. The Total Resident Payment less the Allowance for Utilities equals Resident Rent. If the Allowance for Utilities exceeds the Total Resident Payment, the Commission will pay a Utility Reimbursement to the utility supplier.

The Commission may change the Allowance at any time during the term of the lease, and shall give Resident sixty (60) days written notice of the revised Allowance along with any resultant changes in Resident Rent or Utility Reimbursement.

If Resident's actual bill exceeds the Allowance for Utilities, Resident shall be responsible for paying the actual bill to supplier. If Resident's actual utility bill is LESS than the Allowance for Utilities, Resident shall receive the benefit of such saving.

- 3. Resident Responsibilities: Resident agrees not to waste the utilities provided by the Commission and to comply with any

applicable law, regulation, or guideline of any governmental entity regulating utilities or fuels.

Resident also agrees to abide by any local ordinance or House rules restricting or prohibiting the use of space heaters in multi-dwelling units.

- C. Resident shall be charged for damages resulting from his/her failure to maintain sufficient heat or to notify Management, unless for any cause beyond his/her control.

3. RESPONSIBILITIES OF JHC:

- A. Maintain in good and safe working order and condition: electrical, plumbing, sanitary, heating, ventilating and other facilities and appliances supplied or required to be supplied by JHC.
- B. Make necessary repairs to the premises.
- C. Maintain buildings, facilities and common areas, not otherwise assigned to the Resident or Maintenance Department and maintain these facilities, in a clean, safe, sanitary condition.
- D. Provide and maintain appropriate receptacles and facilities, except those assigned to a specific Resident for the deposit of garbage, or rubbish removed from the premises by the Resident.
- E. Maintain in common areas: facilities and equipment; grounds, lawns and shrubs.
- F. Respond to calls by the Resident for applicable maintenance services.

G. OTHER SERVICES

- 1. *Exterminations:* JHC may provide extermination services on a regularly scheduled basis in the communities or as conditions may require.
- 2. *Consultation:* JHC shall provide instructions to those Residents, who desire installation, repair or to maintain items that will not permanently or partially deface or destroy the integrity of the dwelling unit. Written permission shall be secured by Resident from JHC.

4. RESIDENT OBLIGATIONS:

A default on the part of Resident shall exist and be grounds for eviction if Resident fails to meet and/or perform any of the specified duties and obligations set forth in this Lease. Grounds for eviction shall include, but not be limited to the following:

- A. Failure to abide by necessary and reasonable regulations as required by JHC for the benefit and well-being of the community and Residents which

shall be posted in the Management Office and incorporated by reference into the Lease.

- B. Non-payment of legal obligations, including rent, maintenance charges, court case costs, lock-out fees, utility cost where applicable, return check charges. (A charge of \$15.00 will be added for any check returned by the bank for any reason).
- C. Continuous arrearage in payment of rent and/or other legal obligations. Continuous arrearage means being filed in court three (3) times within a twelve-month period.
- D. Malicious or willful destruction of property by Resident, Resident's household members and guests.
- E. Intentional falsification of initial application and/or application for continued occupancy.
- F. Flagrant and/or repeated disregard for other Residents' rights;
 - 1. Resident shall not disturb or permit the disturbance of others by the use of musical instruments, unseemly noises or any interference whatsoever.
 - 2. Nothing shall be placed or permitted upon windowsills, or thrown or suspended from windows, balconies or railings of the building.
 - 3. Resident shall agree not to keep pets unless prior written approval is given by JHC in accordance with JHC's Pet Policy, which is posted in the Management Office and incorporated herein by reference. Resident agrees **not** to permit their visitors or guests to bring their pets onto JHC premises.
- G. Failure to promptly and accurately report to JHC changes in total family income and family size of persons residing in the assigned dwelling unit.
- H. Any illegal conduct or actions detrimental to the community or Residents by Resident, his/her guest or household members.
- I. Residents shall neither place nor permit to be placed any signs, advertisements or notices in or upon any part of the building or grounds except on the approval of the JHC. All others may be removed by the JHC at the expense of Resident.
- J. Repeated violations of parking illegally or possession of "junk vehicles";
 - 1. Resident and household members, visitors and guests shall use authorized parking areas.
 - 2. Parking on any lawn area within the development site is not permitted, including motorcycles.

3. Motorcycles are not to be driven within the development except for travel to and from the development.
 4. Loud mufflers, large trucks or other like vehicles shall not be driven or parked in the parking areas.
 5. Resident's and Resident's guest's motorized vehicles must be properly tagged and licensed and shall be in running condition with fully inflated tires.
 6. Resident agrees to call the Management Office for permission to perform any maintenance activities on Resident's vehicle.
 7. Resident agrees to pay towing charges for parked motorized vehicles and vehicles that are not in a running condition as outlined in Section 4, Part J above.
- K. Resident shall keep the premises and such other areas as may be assigned to him/her for his exclusive use in a clean, neat and safe condition. This shall include the following maintenance of the premises at reasonable periods and seasons on grounds adjacent to the dwelling unit, where appropriate. Specific Housekeeping Standards are listed in the Resident Handbook incorporated herein by reference.
1. Residents agree not to store gasoline or any flammable or explosive substances, not including matches, inside the dwelling unit, on any porch of the dwelling unit or in any building auxiliary to the dwelling unit. Storage of any flammable or explosive substances by Resident, household members, visitors or guests shall be considered a serious violation of the terms and conditions of the lease.
 2. Residents agree to dispose of all garbage, rubbish and other waste materials in a safe and sanitary manner.
 3. Residents agree to immediately and personally report to the JHC all unsafe conditions that are known to or observed by the Resident, either in common areas of the public housing premises or in the dwelling unit or premises leased by the Resident.
- L. Failure to comply with all obligations imposed upon Resident by applicable building and housing codes materially affecting health and safety.
- M. Residents, household members, visitors or guests shall not loiter in hallways, driveways, or parking areas.
- N. Failure to refrain from, or to cause Resident household members and guests to refrain from destroying, defacing, damaging or removing any part of the premises or community.
- O. Resident agrees that Resident, any member of the household, guests, or any other person under the Resident's control, shall not engage in:

1. Any criminal activity on or off JHC premises, regardless of location that threatens the health, safety or right of peaceful enjoyment of JHC premises by other Residents or JHC employees;
2. Any drug-related criminal activity on or off PHA premises regardless of location; or
3. Alcohol abuse that the JHC determines interferes with the health, safety or right to peaceful enjoyment of the premises by other Residents.

For the purpose of this section, criminal activity that threatens the health, safety or right of peaceful enjoyment of the premises by other Residents or JHC employees shall include but not be limited to the following:

1. Physical assault or the threat of physical assault to any person whatsoever;
2. Illegal use of a firearm or other weapon or the threat to use a firearm or other weapon; and/or
3. Sexual molestation, debauchery of a minor, prostitution, and other similar or related sexual misconduct.

For the purpose of this section, drug-related criminal activity means the following:

1. Illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance, or substances commonly known as, but not limited to, cocaine, heroin, marijuana, methamphetamine and opium, and further defined as in the Controlled Substances Act (21 U.S.C. 802) unless such controlled substance or substances were obtained directly pursuant to a valid prescription or order.

Compliance with this section is a material condition of this Lease for continued occupancy of the premises by Resident, household members and guests and any breach of this section by Resident, household members or guests shall be cause for termination of this Lease. If JHC believes, in good faith, that a breach of this section has occurred, it may terminate tenancy without regard to the following:

1. Whether or not any person, whose conduct is at issue, has been arrested, charged, or convicted by law; or
2. Whether or not Resident had knowledge, in fact, of criminal activity engaged in by a member of Resident's household or of any guest or invitee.

For the purposes of this section, it shall be conclusively presumed that a breach hereof constitutes a serious and clear danger to the health or safety of other Residents or JHC employees. Notwithstanding the foregoing, however, it shall be JHC's duty, in any eviction proceeding, to prove that a breach of this covenant has occurred.

- P. Resident agrees not to allow any individual that has been barred or banned from the JHC's property to be on any property under Resident's responsibility.
- Q. Resident and Resident's guest will not display, discharge or threaten to display or discharge a firearm of any type, including "B-B" guns, on JHC property. Displaying, discharging or threatening to display or discharge a firearm will be considered a serious violation of the terms and conditions of this lease.
- R. Resident and Resident's guest further agree not to display, use or threaten to use a knife, club, or any other weapon against any person on JHC property. The display, use of, or threat to use a knife, club, or any other weapon against any person on JHC property will be considered a serious violation of the terms and conditions of this Lease.
- S. Resident shall refrain from verbally abusing or otherwise interfering with Commission Staff in the normal course of performing their duties.
- T. Each adult Resident, who is not considered exempt per section 512 of the Quality Housing and Work Responsibility Act of 1998 shall contribute eight (8) hours per month or participate in a community service self-sufficiency program for eight (8) hours a month.

5. **CONDITION OF PREMISES:**

Resident accepts premises and agrees that the fixtures, equipment, and appliances are in good condition and in operable order on the date of the Resident's first occupancy, by affixing his/her signature on the move-in inspection form. The completed move-in inspection form shall be returned to the development management office within seven (7) calendar days. If the inspection form is not returned as required the dwelling unit is presumed to be in excellent condition. Resident agrees to keep all fixtures, equipment and appliances as provided in working order; to make no alteration, commit no waste, to repay JHC the cost of repairs made to premises by JHC at termination of Lease to restore unit to the same condition as when first occupied, reasonable wear and tear excepted.

6. **ASSIGNMENT OR SUBLETTING:**

Resident shall not allow anyone to share said premises, keep roomers or boarders, nor assign or permit premises to be used for any other purposes, sublet or transfer said premises or any part thereof, without getting prior written consent from the JHC. Resident shall use the premises as a private dwelling only for Resident or Resident's household members as identified in this lease, or

with the consent of management, care of foster children and live-in care of a member of the Resident's family. The Resident may have visitors or guests reside in the unit for a maximum accumulative fourteen (14) calendar days in any twelve-month period.

7. DESTRUCTION OF PREMISES:

If assigned premises are rendered uninhabitable by Resident, Resident's household members or guests, JHC reserves the right to deny Resident another dwelling unit within the JHC network. Further, JCH has the right to pursue monetary reimbursement from the Resident in the amount equal to cost disbursed by JHC to restore the unit to habitable condition. If the dwelling unit is rendered uninhabitable by circumstances beyond Resident's control, JHC shall offer Resident another dwelling unit, on a temporary basis, until the damaged unit is restored to a habitable condition. In offering alternative temporary housing, Resident and JHC shall decide on a dwelling unit that will not cause undue hardship to either party. JHC reserves the right to deny or grant Resident re-occupancy of the unit originally assigned.

8. DAMAGE AND REPAIR:

In the event that the premises are damaged to the extent that conditions are created which are hazardous to life, health, or safety of the occupants, then the following rules shall apply:

- A. Resident shall immediately notify JHC of the damage.
- B. JHC shall be responsible for repair of damage within a reasonable time; however, provided that Resident or Resident's household or guests caused the damage, the reasonable cost of the repairs shall be charged to Resident. Charges assessed to Resident under this Section are due and collectable in accordance with JHC's Work Order Charge List and Rent Collection Policy.
- C. JHC shall offer standard alternative accommodations, if available, in circumstances where necessary repairs cannot be made within a reasonable time.
- D. The rent of Resident shall be abated in proportion to the seriousness of the damage and loss in value as a dwelling in the event repairs are not made in accordance with subparagraph (B) of this Section or alternative accommodations are not provided in accordance with subparagraph (C) of this Section, except that no abatement of rent shall occur if the Resident rejects the alternative accommodations or if the damage was caused by Resident or Resident's household or guests.

9. VACATING PREMISES:

Resident shall notify JHC thirty (30) days in advance of his/her intention to vacate the assigned dwelling and return the unit in as good a condition as when first accepted. Resident shall yield immediate possession and return to the

Management Office all keys (entrance door keys, mailbox keys, etc.) upon termination of this Lease. JHC shall provide Resident an itemized statement of account of the vacated unit within a period not to exceed thirty (30) days, providing Resident provides JHC with a forwarding address. JHC reserves the right to pursue collection of any monies owed by Resident to JHC upon move-out, through court action or by action mutually agreeable to both parties. If Resident does not give the JHC a thirty (30) day written notice, Resident will forfeit the security deposit.

10. **HOLDING OVER:**

Resident shall promptly vacate the dwelling unit and remove all of Resident's goods and property therefrom after expiration of this lease, whether such termination occurs by lapse of time or otherwise. Any holding over or occupancy of the dwelling unit by Resident after the expiration of this lease without the express consent of the Management shall create a tenancy at sufferance and not a Resident at will. There shall be no renewal whatsoever of this lease by operation of law.

11. **ENTRY OF PREMISES DURING TENANCY:**

Management shall, upon reasonable advance notification to the Resident, be permitted to enter the dwelling unit during reasonable hours for the purpose of performing routine inspections and maintenance, for making improvements or repairs, or to show the premises for re-leasing. A written statement specifying the purpose of the management entry delivered to the premises at least two (2) days before such entry shall be considered reasonable advance notification. Resident shall notify JHC of any needed repairs in accordance with the established maintenance procedures of JHC. Such notice(s) shall be deemed an authorization by Resident for JHC to enter said premises, with a pass key, to make necessary repairs. If JHC has reason to believe that an emergency exists, JHC can enter the premises at any time without advance notification or Resident's consent. JHC shall leave a written statement specifying the date, time, and purpose of entry in a visible place prior to leaving the premises.

12. **INSPECTIONS:**

All dwelling units and the equipment provided by JHC shall be inspected on an annual basis, or more often if it appears that conditions exist that are detrimental to the integrity of the premises, or if they impair the social environment of the community. Resident's refusal to permit access for inspection is grounds for eviction. Resident shall be given a two (2) day advance notice in writing, specifying purpose, date and approximate time of the inspection. When Resident vacates, management will inspect the dwelling unit and give Resident a written statement of the charges, if any, for which Resident is responsible. Resident and/or his/her representative may join such inspection, unless Resident vacates without notice to management.

13. APPLICATION FOR CONTINUED OCCUPANCY:

- A. Once each year the eligibility status and family income of each Resident residing in the household shall be re-examined according to the following procedures:
1. *Application:* Upon written notification, JHC shall require a written application for continued occupancy to be signed by one or both heads of household attesting to the accuracy of the information provided by the Resident to JHC. Resident must promptly and accurately report to the Management Office, in person, all changes in earned income or family status, including new employment within ten (10) business days of the date the changes takes effect. Resident agrees to furnish in adequate detail all information and data necessary to enable JHC to determine:
 - a. Rent to be charged;
 - b. Size of the dwelling unit required;
 - c. Retroactive rental charges if applicable;
 - d. A transfer to an appropriate size or type of dwelling unit upon appropriate notice by JHC that a unit is available; and/or
 - e. The Resident's exclusive use of lease premises which shall include reasonable accommodation of Resident's guests and visitors with consent of JHC which will include foster children or live-in care for a member of the Resident's household.
 2. *Verification:* JHC shall verify all information on the application by methods necessary to assure JHC that the information is complete and true at the time of re-examination.
 3. *Certification:* As part of application for continued occupancy, PHA shall duly certify to the Department of Housing and Urban Development that an investigation has been made of Resident(s) and that on the basis of this investigation it has been determined by PHA that Resident(s) is eligible or ineligible for continued occupancy.
 4. *Compliance:* Each adult member of the household, who has been determined eligible to perform eight (8) hours per month community service or participate in a self-sufficiency program, shall provide documentation to that effect.
 5. *Non-compliance:* If Resident(s) fails to provide the information by the date and time prescribed in the notice to enable JHC to determine eligibility and rental payments, JHC shall serve a thirty (30) day notice to vacate the premises because Resident has failed

to provide information or reschedule a re-examination date. JHC shall initiate eviction proceedings against Resident.

6. *Community Service Requirement.* If a Resident has not complied with the community service requirement, the JHC shall notify the Resident that their lease will not be renewed unless they enter into an agreement to cure the deficiency.

B. Determination will be made of monthly rental to be charged, eligibility and appropriateness of dwelling size in accordance with the approved Admission Policy posted in the Management Office.

1. Rent as fixed in Section 1B hereof adjusted pursuant to the above will remain in effect until:
 - a. Source of income changes;
 - b. Family status changes due to divorce, death, marriage, birth of additional children, assumption of legal custody of any minor children, or any person(s) who, with the consent of JHC, is added to the Lease as a member of the household;
 - c. Resident changes from public assistance to employment or from public assistance, both of which must be reported within ten (10) working days of the application; and/or
 - d. If it is found that Resident has misrepresented to JHC the facts (upon which rental payments are based) so that the rents being charged are less than what should have been charged, JHC can either terminate the Lease immediately and bring criminal charges against Resident or the increased rental payment shall be made retroactive to the date of income and/or family status change.
2. In the event of any rent adjustment pursuant to the above, JHC will mail or deliver a notice of Rent Adjustment to the Resident in accordance with Section 17 hereof:
 - a. Annual reexamination rental adjustments become effective on a pre-determined date;
 - b. Rent adjustments as a result of an interim review;
 - (i) Rent decreases will become effective the first (1st) day of the month after the re-examination was completed; and
 - (ii) Rent increases will become effective the first (1st) day of the second (2nd) month following the increase.
3. If JHC determines the size of the assigned dwelling unit is no longer adequate for the Resident's needs, JHC shall notify

Resident that he must move to another unit, giving Resident reasonable time to move.

14. ABANDONMENT OF DWELLING UNIT AND PROPERTY:

In the event Resident removes or attempts to remove any goods or property from the dwelling unit other than in the ordinary and usual course of continuing occupancy, the dwelling unit may, at the option of Management, be considered abandoned. In such event, Management shall have the right, provided five (5) days written notice is mailed to the Resident's last known address, to store or otherwise dispose of any property left on or about the dwelling unit by Resident following or pursuant to such abandonment. Management shall also be entitled to store or dispose of any property remaining on or about the dwelling unit after the termination of this lease and any renewal thereof. Any property left on or about the dwelling unit shall be considered abandoned.

15. TERMINATION OF LEASE:

The JHC shall terminate this lease for serious or repeated violations of its terms and conditions that include, but are not limited to, failure to make payments and/or to fulfill the Resident Obligations set forth in Section 4, drug-related and other criminal activities or alcohol abuse, or other good cause;

A. In the event that JHC terminates this Lease, Resident shall be given a Notice of Termination as set forth below:

1. Fourteen (14) days prior to the termination date in cases of failure to pay rent;
2. Seven (7) days prior to the termination date in cases of engaging in criminal activity including drug-related criminal activity on or off the premises, or where the Resident, Resident's household members or guests have created or maintained a threat to the health and safety of other residents, Commission employees, or the general public;
3. Thirty (30) days in all other cases;
4. In deciding to evict for criminal activity, JHC shall have discretion to consider all of the circumstances of the case, including seriousness of the offense, the extent of participation by family members, and the effects that the eviction would have on family members not involved in the proscribed activity.

In addition to the Notice of Termination, the Resident will be advised of the right to exercise JHC Grievance Procedures. Resident **does not** have recourse to the Grievance Procedures if noticed under Section 15, A, 2, above.

16. Domestic Violence, Dating Violence, Stalking.

A. The following provisions are applicable to situations involving incidents of actual or threatened domestic violence, dating violence, or stalking, as those terms are defined in Section 6(u)(3) of the United States Housing Act of 1937, as amended, (42 U.S.C. §1437d(u)(3)) and in JHC's Violence Against Women Act (VAWA) Policy. To the extent any provision of this section shall vary from or contradict any other provision of this lease, the provisions of this section shall prevail.

1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking shall not constitute a serious or repeated violation of the lease by the victim of such violence; and
2. Criminal activity directly relating to domestic violence, dating violence or stalking, engaged in by a member of the tenant's household, a guest, or other person under the tenant's control, shall not be cause for termination of tenancy or occupancy rights, if the Tenant or any member of the Tenant's family is a victim of that domestic violence, dating violence, or stalking.
3. Notwithstanding anything to the contrary contained in paragraphs A.1. and A.2. above, JHC may terminate Tenant's tenancy under this lease if it can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the development in which the unit is located, if the tenant's tenancy is not terminated.
4. Further, nothing in this section shall prohibit JHC from terminating tenancy under this lease based on a violation of this lease not premised on an act or acts of domestic violence, dating violence, or stalking against the tenant or a member of the tenant's household for which protection against termination of tenancy is given in paragraphs A.1. and A.2. above. However, in taking any such action to terminate tenancy, JHC shall not apply a more demanding standard to you than to other tenants.

B. Bifurcation of Lease. Under the authority provided in Section 6(l)(6)(B) of the United States Housing Act of 1937, as amended (42 U.S.C. §1437d(l)(6)(B)), JHC may bifurcate this lease in order to evict, remove, or terminate assistance to any individual who is a Tenant or a lawful occupant under this lease and who engages in criminal acts of physical violence against family members or others. JHC may take such action without evicting, removing, terminating assistance to, or otherwise penalizing a victim of such violence who is the Tenant or a lawful occupant under this lease.

C. Certification. If the Tenant or a lawful occupant, as a defense to termination of tenancy or an action to evict, claims protection under this section against such action, JHC may (but is not required to) request the individual to deliver to JHC a certification. The certification may be delivered in one of the following forms:

1. A HUD-approved form (supplied by JHC) attesting that the individual is a victim of domestic violence, dating violence, or stalking and that the incident or incidents in question are bona fide incidents of such actual or threatened abuse and meet the requirements of this section, or
2. documentation signed by an employee, agent or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence, or stalking or the effects of the abuse, in which the professional attests under penalty of perjury to the professional's belief that the incident or incidents in question are bona fide incidents of abuse, and the victim has signed or attested to the documentation, or
3. A federal, State, tribal, or local police report or court record, describing the incident or incidents in question.

The certification must be delivered to JHC within 14 days after the request for certification is received from JHC. If the certification is not delivered to JHC within the 14-day period allowed, the provisions of this section will not apply and JHC may elect to terminate tenancy and evict without regard to the protections provided in this section.

17. LEGAL NOTICES:

- A. Regulatory and Policy Notices shall be posted at each Commission Management Office as required.
- B. Commission Notices to Resident regarding routine inspections, maintenance program reviews and the like may be hand delivered.
- C. Commission Notices to Resident regarding lease violations, failure to pay rent, and the like, shall be by first class mail to the unit in which Resident resides.
- D. Resident Notices to the Commission may be hand delivered or mailed to the Management Office of the development where the Resident resides.

18. ACCOMMODATION OF PERSONS WITH DISABILITIES:

JHC shall provide reasonable accommodations to Residents to the extent required by law.

19. CHANGES TO LEASE:

This Lease, along with any future adjustments of rent, reassignment of dwelling unit(s) is evidence that JHC and Resident have entered into an agreement that states the responsibilities of both parties to each other, to other Residents and to dwelling units and premises.

20. ALTERNATIVE HOUSING ACCOMMODATIONS

Resident agrees not to have alternative housing or reside out of the dwelling unit for more than sixty (60) days unless prior written approval is received from

Management. If Resident resides out of the dwelling unit for more than sixty (60) days Management will assume the dwelling unit to be abandoned and take possession in accordance with Section 15.

21. GRIEVANCE PROCEDURE:

All grievances or appeals arising under this Lease shall be processed and resolved pursuant to the JHC Grievance Procedure which is in effect at the time such grievance or appeal arises. The procedure is posted in the Management Office and incorporated herein by reference,

Except:

An action initiated by PHA for eviction of Resident as described in Section 15, A, 2, is not subject to its Grievance Procedure. In case of eviction, affected Residents are afforded all the elements of due process by Michigan State law and may seek redress in the State of Michigan) Courts.

22. COURT COST AND ATTORNEY FEE:

If judgement is rendered against Resident in court proceedings, Resident shall be obliged to pay all court cost and reasonable attorney's fees.

23. UNENFORCEABLE LEASE PROVISIONS:

The provisions of this lease are intended by the parties to be joint and severable. Should any paragraph or any portion of any paragraph in this Lease, be found to be unenforceable due to any reason whatsoever, including unconstitutionality, it is the intention of the parties that the remaining portions of this lease which are enforceable remain binding and enforceable upon the parties.

24. TRUTH IN RENTING ACT (MCL 554.641) PROVISIONS:

Resident and Commission agree that this lease shall not, is not intended, nor shall it be construed to violate any provisions of Michigan's Truth in Renting Act. If any provisions do, in fact, result in such violation, that specific provision shall be invalid, but the other provisions shall remain valid.

NOTICE: MICHIGAN LAW ESTABLISHES RIGHTS AND OBLIGATIONS FOR PARTIES TO RENTAL AGREEMENTS. THIS AGREEMENT IS REQUIRED TO COMPLY WITH THE TRUTH IN RENTING ACT. IF YOU HAVE A QUESTION ABOUT THE INTERPRETATION OF LEGALITY OF A PROVISION OF THIS AGREEMENT, YOU MAY WANT TO SEEK ASSISTANCE FROM A LAWYER OR OTHER QUALIFIED PERSON.

I, the undersigned, do hereby acknowledge that I have read this agreement and that I fully and completely understand the provisions contained herein. Further, I agree to abide by these regulations as stated. I also acknowledge the Grievance Procedure as being posted in the JHC Management Office and contained in the Resident or Tenant Handbook, and I fully understand its contents.

IN WITNESS WHEREOF, the parties have executed this Lease Agreement this

1st day of April 2016 at, Jackson, Michigan.

I HAVE RECEIVED A COPY OF THIS LEASE AND I HEREBY DECLARE THAT THE FACTS GIVEN IN MY APPLICATION FOR HOUSING ARE TRUE AND CORRECT. I UNDERSTAND THAT IF THESE FACTS ARE NOT TRUE, THIS LEASE WILL BE TERMINATED AND I WILL BE REQUIRED TO VACATE.

WITHHOLDING OR GIVING FALSE INFORMATION RELATIVE TO THE DETERMINATION OF ELIGIBILITY, AMOUNT OF RENT OR WHO WILL OCCUPY THE PREMISES, OR TO MAKE A FALSE STATEMENT OR REPRESENTATION TO ANY REPRESENTATIVE OF THE JACKSON HOUSING COMMISSION WILL BE CONSIDERED AN INTENT TO DEFRAUD UNDER MICHIGAN LAW AND MAY BE PUNISHABLE WITH FINES UP TO \$1,000.00 AND/OR A PRISON TERM UP TO ONE YEAR.

Resident

Resident

Resident

Resident

JACKSON HOUSING COMMISSION

By _____
Director, PHP

Housing Representative

JACKSON HOUSING COMMISSION
INSPECTION MOVE-IN/TERMINATION REPORT

NAME: ADDRESS:

ACCOUNT NO. DATE:

CHECKING SYMBOLS: (X) MISSING OR BROKEN (✓) ACCEPTABLE

| | LIVING ROOM | KITCHEN | BATHROOM | DRESSING ROOM | BEDROOM 1 | BEDROOM 2 | BEDROOM 3 | BEDROOM 4 | BEDROOM 5 | UTILITY ROOM | BATHROOM 2 | |
|----------------|-------------|---------|----------|---------------|-----------|-----------|-----------|-----------|-----------|--------------|------------|----------------------------------|
| | | | | | | | | | | | | <u>KITCHEN EQUIPMENT</u> |
| | | | | | | | | | | | | RANGE () DRIP PANS () |
| | | | | | | | | | | | | SURFACE () OVEN DOOR () |
| | | | | | | | | | | | | RACKS () BROILER PAN () |
| | | | | | | | | | | | | REFRIGERATOR () DOOR () |
| | | | | | | | | | | | | NO. ICE CUBE TRAYS () |
| WALLS | | | | | | | | | | | | FAUCETS () CABINETS () |
| CEILINGS | | | | | | | | | | | | SHELVES () DRAWERS () |
| FLOORS | | | | | | | | | | | | HARDWARE () |
| LT. FIXTURE | | | | | | | | | | | | |
| LT. SWITCHES | | | | | | | | | | | | <u>BATHROOM FIXTURE</u> |
| WINDOWS | | | | | | | | | | | | TOWEL RACK () PAPER HOLDER () |
| SHADES | | | | | | | | | | | | MEDICINE CABINET () TOILET () |
| SCREENS | | | | | | | | | | | | GLASS HOLDER () TUB () |
| DOOR | | | | | | | | | | | | SOAP DISH () SHOWER () |
| DOOR SCREEN | | | | | | | | | | | | SINK () FAUCETS () STOPPER () |
| CLOSETS | | | | | | | | | | | | |
| SMOKE ALARM | | | | | | | | | | | | |
| BASEBOARDS | | | | | | | | | | | | |
| OUTLETS | | | | | | | | | | | | GENERAL COMMENTS: |
| HEAT REGISTERS | | | | | | | | | | | | |
| THERMOSTAT | | | | | | | | | | | | |

APPLIANCES:

STAIRWAYS:

MAILBOXES:

HALLWAYS:

GARBAGE CANS:

YOU SHOULD COMPLETE THIS CHECKLIST NOTING THE CONDITION OF THE RENTAL PROPERTY, AND RETURN IT TO THE LANDLORD WITH IN 7 DAYS AFTER OBTAINING POSSESSION OF THE RENTAL UNIT. YOU ARE ALSO ENTITLED TO REQUEST AND RECEIVE A COPY OF THE LAST TERMINATION INVENTORY CHECKLIST WHICH SHOWS WHAT CLAIMS WERE CHARGEABLE TO THE LAST PRIOR TENANTS.

TENANT'S SIGNATURE: DATE: PLEASE COMPLETE AND RETURN TO MANAGMENT WITHIN 7 DAYS

MANAGER'S SIGNATURE: DATE:

JACKSON HOUSING COMMISSION
WORK ORDER CHARGE LIST
Effective November 1, 2014

Pursuant to the terms and conditions of dwelling ease agreements, all residents are required to pay for damages to their units, equipment and/or grounds that are beyond normal wear and tear.

DOORS/LOCK-OUTS

| | | |
|----|-------------------------------|----------|
| 1 | Closet Door | Market |
| 2 | Dead bolt latch back set-sbn | \$ 14.50 |
| 2a | Deadbolt complete with core | Market |
| 3 | Deadbolt Lock-CT | \$ 9.00 |
| 4 | Door-Interior | \$ 49.00 |
| 5 | Door-Entry | Market |
| 6 | Door Closure (Standard) | \$ 7.50 |
| 7 | Door Closure (Heavy Duty) | \$ 8.79 |
| 8 | Door Jamb | \$ 20.00 |
| 9 | Door- Repair & Cover | \$ 25.00 |
| 10 | Door Trim per Foot | \$ 1.00 |
| 11 | Key Made | \$ 2.50 |
| 12 | Latch Handle-Storm Door | \$ 6.00 |
| 13 | Lock Change-Shahan-Blackstone | \$ 10.00 |
| 14 | Lock Change-Scattered Sites | \$ 10.00 |
| 15 | Lock-Out: Family-Emergency | \$ 25.00 |

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|----|---|----------|
| 16 | Lock-Out: Seniors-1st Time | \$ 5.00 |
| 17 | Lock-Out: Seniors-2nd Time | \$ 15.00 |
| 18 | Lock-Out: Seniors-3rd Time | \$ 25.00 |
| 19 | Mail Box Lock | \$ 7.50 |
| 20 | Patio Door Screen | \$ 26.00 |
| 21 | Repair Screen w/Frame | \$ 12.00 |
| 22 | Steel Door | Market |
| 23 | Steel Door Hinges | \$ 16.00 |
| 24 | Storm Door | Market |
| 25 | Storm Door Kick Plate | Market |
| 26 | Storm Door Wind Chain | \$ 2.85 |
| 27 | Storm Door Screen & Window Clips/Pivots | \$ 0.75 |
| 28 | Wall Plate 3" | \$ 0.92 |
| 29 | Wall Plate 5" | \$ 1.00 |

KITCHEN/BATH/LAUNDRY

| | | |
|----|---------------------------------|----------|
| 30 | Aerator | \$ 1.00 |
| 31 | Ballcock Assembly | \$ 5.79 |
| 32 | Burner Knob-Range | \$ 3.30 |
| 33 | Cabinet Door (Replace) | \$ 60.00 |
| 34 | Cabinet Door (Reface) | \$ 40.00 |
| 35 | Cabinet Hinge per Pair | \$ 4.00 |
| 36 | Drawer Box | \$ 90.00 |
| 37 | Drawer Head | \$ 45.00 |
| 38 | Electric Stove Drip Pan 6" | \$ 1.84 |
| 39 | Electric Stove Drip Pan 8" | \$ 2.38 |
| 40 | Electric Stove Element 6" | \$ 15.55 |
| 41 | Electric Stove Element 8" | \$ 14.42 |
| 42 | Faucet - Bathroom | \$ 62.23 |
| 43 | Faucet - Kitchen | \$ 62.66 |
| 44 | Faucet - Laundry | Market |
| 45 | Faucet- Seats & Springs per Set | \$ 2.81 |
| 46 | Faucet- Sprayer Head | \$ 6.00 |
| 47 | Bathtub Drain Trip Lever | \$ 2.50 |
| 48 | Flapper Ball | \$ 2.39 |
| 49 | Floor Tile (Per Square Foot) | \$ 1.00 |
| 50 | Garbage Disposal | Market |
| 51 | Garbage Disposal (Unclog) | \$ 15.00 |
| 52 | Ice Trays- Pair | \$ 2.50 |
| 53 | Medicine Cabinet | Market |
| 54 | Medicine Cabinet - Glass Shelf | \$ 2.00 |
| 55 | Oven Broiler Pan & Rack | Market |
| 56 | Oven Control | \$ 72.00 |
| 57 | Oven Element | \$ 10.00 |
| 58 | Oven Door Hinges- Pair | \$ 29.00 |

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|-----|-----------------------------------|----------|
| 63 | Oven Thermostat-GE | \$ 34.85 |
| 64 | Range Hood Filter | \$ 3.50 |
| 65 | | |
| 66 | Refrigerator Butter Door | \$ 6.35 |
| 67 | Refrigerator Butter Tray | \$ 0.75 |
| 68 | Refrigerator 16 CF | \$512.00 |
| 68a | Refrigerator 18 CF | \$558.33 |
| 69 | Refrigerator Crisper Cover SBN | Market |
| 70 | Refrigerator Crisper Drawer | Market |
| 71 | Refrigerator Crisper Drwr - Front | Market |
| 72 | Refrigerator Door Bar -SBN | Market |
| 73 | Refrigerator Door Bar - 38/7 | \$ 12.65 |
| 74 | Refrigerator Door Bar Clip - CT | \$ 5.00 |
| 75 | Refrigerator Door Seal | Market |
| 76 | Refrigerator End Cap | \$ 4.42 |
| 77 | Refrigerator Handle | \$ 15.30 |
| 78 | Refrigerator Handle Bracket/pr. | \$ 20.00 |
| 79 | Shower Cartridge | \$ 72.00 |
| 80 | Shower Curtain Rod | \$ 5.99 |
| 82 | Shower Diverter | Market |
| 82 | Shower Head | \$ 4.90 |
| 82a | Accessible Shower Head | \$35.08 |
| 83 | Sink Leg/pr. | \$ 54.98 |
| 84 | Sink Stopper - 1" | \$ 1.00 |
| 85 | Sink Stopper - 2" | \$ 2.00 |
| 86 | Sink Stopper - 3" | \$ 3.00 |
| 87 | Sink Stopper - 4" | \$ 3.00 |
| 88 | Sink Strainer | \$ 4.50 |
| 89 | Soap Dish | \$ 3.19 |

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|-----|-----------------------------|----------|
| 59 | Oven Ignitor | \$ 33.50 |
| 59a | Stove Top Ignitor | \$ 18.00 |
| 60 | Oven Knob | \$ 11.20 |
| 61 | Oven Pilot Orifice Assembly | \$ 9.50 |
| 62 | Oven Safety Valve | \$125.00 |

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|----|------------------------|----------|
| 90 | Splash Guard | \$ 8.75 |
| 91 | Stove Knob- 38/7 | \$ 10.50 |
| 92 | Oven Knob- Roper | \$ 16.31 |
| 93 | Stove/Oven | Market |
| 94 | Toilet | \$86.71 |
| 95 | Toilet Handle, CT, SBN | Market |

KITCHEN/BATH/LAUNDRY (CON'T.)

| | | |
|-----|-------------------------------|----------|
| 96 | Roto-Rooter Service Call | Market |
| 97 | Toilet Handle Scattered Sites | \$ 10.69 |
| 98 | Toilet Paper Holder | \$ 3.25 |
| 99 | Toilet Paper Roller | \$ 0.55 |
| 100 | Toilet Seat - Regular | \$ 7.50 |
| 101 | Toilet Seat - Elongated | \$ 13.50 |
| 102 | Toilet Tank Top | \$ 30.00 |
| 103 | Tooth Brush Holder | \$ 3.39 |

| | | |
|-----|----------------------|----------|
| 104 | Towel Bar 18" | \$ 8.35 |
| 105 | Towel Bar 24" | \$ 8.75 |
| 106 | Unclog Toilet Drain | \$ 5.00 |
| 107 | Vent Fan | \$ 25.40 |
| 108 | Vent Fan Cover | \$ 8.97 |
| 109 | Vent Fan Motor | \$ 15.12 |
| 110 | Wax Ring | \$ 0.65 |
| 111 | Remove Toilet/Unclog | \$ 15.00 |

LIVING ROOM/BEDROOM/HALLWAY

| | | |
|------|------------------------------------|----------|
| 112 | Handrail Bracket | \$ 4.00 |
| 113 | Bannister Pole-14' | \$ 16.00 |
| 114 | Carpet Cigarette Burns (Seniors) | Market |
| 115 | Carpet & Pad (Seniors)-Repairs | Market |
| 116 | Curtain Rod - 28"x48" | \$ 2.97 |
| 117 | Curtain Rod - 48"x86" | \$ 2.97 |
| 118 | Curtain Rod - 66"x120" | \$ 2.97 |
| 119 | Magnetic Weather Strip-Latch Side | \$ 4.80 |
| 120 | Magnetic Weather Strip-Top Side | \$ 2.40 |
| 121 | Heating Vent Register | \$ 4.49 |
| 122 | Heating 24" Base Register-SBN | \$ 11.00 |
| 123 | Reed Manor Entry Key Fob | \$ 35.00 |
| 124 | Repair Hole in Wall < 1/2" | N/C |
| 125 | Repair Hole in Wall 1/2" to 3" | \$ 1.00 |
| 126 | Repair Hole in Wall 4" to 12" | \$ 5.00 |
| 127 | Replacement Slat | \$ 0.99 |
| | Vertical Shade Material-CT: | |
| 128 | 92"x48" | \$ 44.00 |
| 129 | 47"x48" | \$ 27.00 |
| 130 | 33"x48" | \$ 21.00 |
| 131 | 29"x48" | Market |
| 131a | head nail 93" blind | \$ 28.00 |
| 131b | head nail 45" blind | \$ 27.00 |
| 131c | head nail 30" blind | \$ 15.00 |

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|-----|-------------------------------|----------|
| | Shade Material-RM: | |
| 132 | 26"x 84" | \$ 5.25 |
| 133 | 32"x 5' | \$ 5.25 |
| 134 | 48"x 5' | \$ 7.30 |
| 135 | 60"x 5' | \$ 7.30 |
| 136 | 72"x 5' | \$ 9.90 |
| 137 | 48"x 84" Patio | \$ 9.90 |
| | Shade Roller: | |
| 138 | 15/16" x 37" | \$ 3.25 |
| 139 | 1/8" x 55" | \$ 7.25 |
| 140 | 60" | \$ 8.75 |
| 141 | 72" | \$ 10.00 |
| 142 | Thermostat | \$ 43.23 |
| | Traverse Rod: | |
| 143 | 50" to 86" | \$ 17.29 |
| 144 | 66" to 120" | \$ 23.79 |
| 145 | 86" to 150" | \$ 25.79 |
| 146 | Traverse Rod Extension Pulley | Market |

LAWN EQUIPMENT/OUTDOOR SERVICE

| | | |
|-----|------------------------------------|----------|
| 147 | Grass Rake (Lost or not returned.) | \$ 15.00 |
| 148 | Mow Lawn - CT/SBN | \$ 7.50 |
| 149 | Scattered Sites | \$ 20.00 |
| 150 | Sidewalk Snow Removal CT/SBN | \$ 7.50 |

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|-----|---------------------------------|----------|
| 151 | | |
| 152 | Push Mower (Lost or no return.) | \$189.00 |
| 153 | | |

LIGHT BULBS/FIXTURES

| | | |
|-----|-----------------------|----------|
| 154 | Addressograph 7" Tube | \$ 2.00 |
| 155 | Addressograph | Market |
| 156 | Ballast | \$ 12.00 |
| 157 | 20W Fluorescent 24" | \$ 3.10 |

| | | |
|-----|---------------------------|----------|
| 164 | 150W Outdoor | \$ 2.61 |
| 165 | 48" scattered light cover | \$ 20.00 |
| 166 | 250W Infrared | \$ 6.99 |
| 167 | Light Fixture | Market |

| | | |
|-----|------------------|---------|
| 158 | 60 watt CFL bulb | \$ 1.00 |
| 159 | 30W Flourescent | \$ 3.80 |
| 160 | 34W Flourescent | \$ 3.35 |
| 161 | 8" circle bulb | \$ 3.99 |
| 162 | 12" circle bulb | \$ 4.99 |
| 163 | 75W Indoor | \$ 2.04 |

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|-----|-------------------------|---------|
| 168 | Light Globe-SBN | \$ 3.50 |
| 169 | Light Globe-Bathroom | \$ 6.05 |
| 170 | Light Globe-Bedroom | \$ 9.00 |
| 171 | Round/Square | \$ 4.29 |
| 172 | Refrigerator Light Bulb | \$ 0.92 |

PAINT

| | | |
|-----|-------------------------|----------|
| 173 | #240 Wood Finish/5 gal. | \$ 65.00 |
| 174 | Krylon/spray can | \$ 3.00 |

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|-----|--------------------|----------|
| 175 | Ivory Cloud/gal. | \$ 26.18 |
| 176 | Ceiling White/gal. | \$ 26.18 |

MAINTENANCE CLEANING MATERIALS/MISCELLANEOUS

| | | |
|------|-----------------------------------|----------|
| 177 | Acrylic Floor Finish/gal. | \$ 13.42 |
| 178 | Air Conditioner Cover | \$ 25.00 |
| 179 | Angle Stop | \$ 2.57 |
| 180 | Baseboard Glue/gal. | \$ 11.50 |
| 181 | Carbon Monoxide Detector | \$ 30.00 |
| 182 | Carbon Monoxide Detector-SBN | \$ 30.00 |
| 183 | Cove Base | \$ 62.00 |
| 184 | Dead Bolt Lock | Market |
| 185 | DIF Cream Cleanser/qt. | \$ 2.53 |
| 186 | Dissolvo/qt. | \$ 4.83 |
| | Dump Charge: | |
| 187 | Per Ton (Landfill) | Market |
| 188 | Per Load- Brush/Ground Sweepings | \$ 10.00 |
| 189 | Degreaser | \$ 6.69 |
| 190 | Dyn-o-Mite II Floor Stripper/gal. | \$ 10.52 |
| 191 | Emergency Light Battery | \$ 27.00 |
| 192 | Extracto Carpet Cleaner/gal. | \$ 10.75 |
| 193 | Fan Limit Switch (Furnace) | Market |
| 194 | Floor Drain Cover- 3" | \$ 3.00 |
| 195 | Furnace Blower-Center | Market |
| 196 | Furnace Blower-Ignition Box | Market |
| 197 | Furniture Polish | \$ 2.78 |
| 198 | Garbage can with lid | Market |
| 199 | Can Only | Market |
| 200 | Lid Only | Market |
| 201 | Gas Manifold (Furnace) | Market |
| 202 | Glass Cleaner | \$ 2.59 |
| 203 | House Lock - 38/7 Per Door | Market |
| 204 | House Lock - SBN | Market |
| 205 | Steel Dead Bolt-All Sites | \$ 14.50 |
| 206 | vinyl plank flooring box | \$ 28.00 |
| 206a | 72" cherry carpet trim | \$ 13.95 |
| 207 | Single | \$ 0.63 |
| 208 | Double | \$ 0.78 |
| 209 | Triple | \$ 0.99 |

| | | |
|-----|--------------------------------|----------|
| 210 | Mailbox | Market |
| 211 | Mophead-Cotton | \$ 5.37 |
| 212 | Mophead-Rayon | \$ 5.37 |
| 214 | Neutralizer/Case | \$ 40.85 |
| 215 | Neutralizer/Pack | \$ 0.26 |
| 217 | Neutral Cleaner/gal. | \$ 6.65 |
| 218 | Oven Cleaner/gal. | \$ 10.89 |
| 219 | Outside Dryer Vent | \$ 3.00 |
| 220 | Outlet Cover- Outside | \$ 5.50 |
| 221 | P-Trap 1 1/2", 20 ga. Offset | \$ 8.12 |
| 222 | Sanifresh Hand Soap | \$ 3.70 |
| 223 | Shampoo Carpet | \$ 20.00 |
| 224 | Sprinkler - Plastic | \$ 5.00 |
| 225 | Sprinkler - Rotating | \$ 15.00 |
| 226 | Smoke Alarm Battery | \$ 1.54 |
| 227 | Smoke Alarm - Electric | \$ 15.00 |
| 228 | Stair Tread | \$ 19.00 |
| 229 | Steel Polish | \$ 2.97 |
| 230 | Steel Wool Package | \$ 1.45 |
| 231 | Super Jamb | \$ 67.50 |
| 232 | Tenant Handbook | \$ 5.00 |
| 233 | | |
| 234 | Tile Replacement/sq. | \$ 1.00 |
| 235 | Toilet Bowl Cleaner-Acid | \$ 2.15 |
| 236 | Toilet Bowl Cleaner-Non-Acid | \$ 2.15 |
| 237 | Trash Can Liner-Large | \$ 0.20 |
| 238 | Trash Can Liner-Small | \$ 0.10 |
| 238 | dielectric union | \$ 4.00 |
| 239 | Waste Tube - 30 ga. | \$ 4.10 |
| 240 | Water Heater | \$289.73 |
| 241 | Water Heater- Relief Valve | \$ 7.99 |
| 242 | water heater install w/ permit | \$280.00 |

WINDOW REPAIRS

ANY STORM DOOR PLEXIGLASS/PATIO DOOR GLASS OR APARTMENT WINDOW REPAIR OR REPLACEMENT WILL BE CHARGED CURRENT Market RATE COST FROM JACKSON GLASS COMPANY.

GENERAL

ANY OTHER WORK ORDER CHARGE ITEM NOT SPECIFICALLY IDENTIFIED ON THIS LIST SHALL BE CHARGED TO THE TENANT AT THE ACTUAL COST TO THE COMMISSION TO REPAIR OR REPLACE THE ITEM.

JACKSON HOUSING COMMISSION EXCESS UTILITY & OTHER CHARGES

| | |
|-----------------------|--|
| Air Conditioner | \$12.00 (June, July, August, & September Only) |
| Extra Air Conditioner | \$12.00 (June, July, August, & September Only) |
| Small Freezer | \$7.00 |
| Large Freezer | \$10.00 |
| Extra Refrigerator | \$7.00 |
| Pet Charge | \$6.00 |
| Water Bed – Single | \$12.00 |
| Water Bed – Double | \$12.00 |

It is the responsibility of the tenant to notify Management if they wish to have any of the above referenced appliances, in addition to those already supplied in the dwelling.

AFTER HOURS MAINTENANCE EMERGENCY PROCEDURE

All Residents: Call After Hours Emergency at (517) 789-1909 if you have any issues after hours and on weekends.

The After Hours Emergency call center will then contact our Maintenance Staff to assist you.

Any condition that poses a serious threat to the life and/or safety of the residents, staff or general public and/or will cause serious structural or systems damage to the property if not abated within 24 hours, should be called-in after hours.

This includes:

- Fire
- Natural gas leak/fumes
- Carbon monoxide/smoke alarm going off
- Power failures/electrical hazards
- Elevator entrapment
- Furnace/heating system failure if the forecasted temperature will be below 45 degrees at ANY point in the day
- Clogged toilet (if the tenant has only one bathroom)
- Sewer failures (sewage coming up into units and drains)
- Water leak/broken pipes
- Electrical problems
- Pilot out on stove or water heater
- Hot water heater failure (only an emergency between 4pm Friday and 4pm Sunday)
- Building penetrations (broken windows, broken exterior door, roofs, exterior walls etc.)
- Refrigerator/freezer failure
- Lock-outs (senior citizens over age 62 and disabled tenants only)
- Malfunctioning building entrance door
- Anything threatening to life, health or safety of employees or resident
- If caller has rented the community center and they are locked out
- Anything damaging to building/grounds

HOW TO TEST/RESET YOUR GFI RECEPTACLE

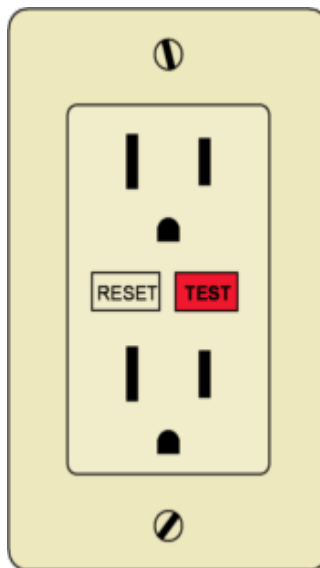
Testing

A GFCI receptacle can be tested with the built-in test button, which will cause a small ground fault, tripping a properly working device. GFCI receptacles should be tested monthly.

GFCI receptacles can also be tested with a plug-in type GFCI tester. This tester has a GFCI trip button on it which accomplishes the same thing as the built-in test button. Your local inspector will usually test with this method.

Resetting

If your receptacle is tripped, it should reset by pressing in the reset button. If it doesn't, the device has a faulty load plugged into it, or is simply in need of replacement. Please contact management to place a work order.



**JACKSON HOUSING COMMISSION
RENT COLLECTION POLICY**

1. Rent is due and payable on the **FIRST** day of each month.
2. **CASH PAYMENTS** for rent, excess utility charges, work order service charges, *etc.* **are not accepted.**
3. **PAYMENTS BY CHECK, MONEY ORDER, BANK DRAFT, CASHIER'S CHECK**, may be made directly to the Cashier during rent collection hours at Reed Manor, as stated above, or deposited in the Perma-Vault located in the Management Offices at Chalet Terrace and Shahan-Blackstone North Apartments during regular business hours weekdays. Such payments may be deposited in the Perma-Vaults located outside the management office entrances at Chalet Terrace and Shahan-Blackstone North Apartments, and the Administrative Office at Reed Manor, at any time.
4. A personal check returned to the Commission for **INSUFFICIENT FUNDS** shall require the resident to make immediate reimbursement to the Commission, including any penalty charge assessed by the Bank against the Commission, including a \$ 25.00 late fee. Further, all future rent and service charges shall be paid by **MONEY ORDER, BANK DRAFT OR CASHIER'S CHECK**. No personal checks will be accepted.
5. Partial payments for rent will be accepted **BEFORE** the first of the month. However, the remainder of the rent owed must be paid by the first of the month.
6. **PARTIAL PAYMENT** for rent **WILL NOT** be accepted after the first of the month, except as outlined in No. 7, below.
7. Residents who receive public assistance for shelter and utilities through the Michigan Family Independence Agency (formerly the Department of Social Services) may request that the rent and utilities portion of their assistance grants may be "vendored", or sent directly, to the Commission. In that the State makes such payment bi-weekly, the Commission will accept partial payment in this instance only.
8. If rent is not paid by the **FIFTH DAY** of the month, the Commission shall issue a notice requiring that full payment be made within 14 days. A late payment fee of **\$ 25** shall be assessed as part of the rent owed upon issuance of a 14-day notice. If payment is not made, the Commission shall begin civil court proceedings to have the resident vacate the premises. Once a resident has been filed in court, s/he will have to pay **COURT COSTS** as determined by the court.
9. **EVICITION**. Upon court judgment being entered, the resident shall have 10 days to make payment of rent, fees, and court costs or vacate the premises with all personal belongings. **Once the judgment is filed, we will not accept personal checks. Payment must be made by money order, bank draft or cashier's check.** Failure to make payment or leave within the specified time shall result in the Commission seeking a Writ of Restitution from the court and an order to law enforcement officers to remove the resident and personal belongings from the property.
10. **REMAINING PERSONAL PROPERTY**. Any personal property remaining in the dwelling unit after the resident leaves shall be removed and stored by the Commission. If no claim for the property by the resident has been made after storing for 30 days, the Commission shall consider the property to be abandoned, and shall dispose of the property as it deems reasonable.

11. **SCHEDULE OF PAYMENT FOR NON- ROUTINE WORK ORDERS AND OTHER SERVICE CHARGES.**

| | | | | | |
|----|--------|---|----|--------|--|
| \$ | .01 | - | \$ | 4.99 | to be paid upon work order completion. |
| | 5.00 | - | | 49.99 | to be paid within 30 calendar days. |
| | 50.00 | - | | 99.99 | to be paid within 60 calendar days. |
| | 100.00 | - | | 124.99 | special payment schedule devised to pay within 90 calendar days. |

Residents who do not pay their service charges within the time frame specified, above, shall be in violation of their dwelling lease agreement. Failure to pay service charges in a timely manner shall be cause to issue a **Notice to Terminate Tenancy**.

12. **RECEIPTS.** For any payment made to the Commission, the resident shall receive a prenumbered, serialized automated receipt. The resident shall receive a receipt immediately upon payment to the Cashier. Residents who make payments as described in No. 3, above, should allow 7 to 10 days to receive receipts by return mail. If the resident does not receive a receipt, or receives a receipt that is different than the standardized receipt form described above, the resident should notify the Executive Director at 787-9241 as soon as possible.
13. As the Commission's current procedures, when a work order is received, a member of the maintenance staff will be assigned to thoroughly check for a problem. If the maintenance staff can find nothing wrong, the resident will be given the option of having the Commission contact an outside contractor who specializes in the problem in question under the following conditions:
- (a.) If the contractor finds something defective that calls for repairs or replacement, the Commission will pay for all necessary repairs or replacement of the defective equipment and any charge for the service call.
 - (b.) If, on the other hand, the contractor finds nothing defective, the resident is obligated to pay for the service call. This payment is to be made within thirty days of the service.
 - (c.) If the resident decides on item (b.), s/he must sign a written agreement to pay for any service charge incurred.

14. **ACKNOWLEDGEMENT.**

By my signature below I, _____, acknowledge receipt and orientation regarding this **Rent Collection Policy**. I agree to comply with its provisions and I understand this policy is incorporated by reference at Section VI (5) in my Dwelling Lease Agreement.

Resident/Apartment Unit

Manager

cc. Resident
Original to Resident Folder

JACKSON HOUSING COMMISSION BED BUG CONTROL POLICY

The Jackson Housing Commission (JHC) recognizes the need for an aggressive management program to reduce and eliminate bed bug infestation in the agency's public housing properties. This policy is developed to ensure that proper management processes are undertaken, which will increase the likelihood of bed bug prevention.

The JHC believes that bed bugs are best controlled by utilizing a "three-tiered" approach in combating infestation. The "three-tiered" approach incorporates management, the residents, and the pest control provider. The cooperation of each party is essential in supporting the fight against bed bugs.

The JHC encourages residents to speak openly about bed bugs and to seek clarification when needed.

The JHC Executive Director, or his/her designee, is responsible for the implementation of this policy.

The residents must comply with the terms of the policy. Failure to do so will be considered a violation of the lease.

Preventing/Controlling Infestation

The JHC will ensure that proper controls are utilized to prevent and/or control bed bug infestation. The prevention/control measures identified are based on industry standards at the time of policy implementation. Additional prevention/control measure may be implemented at the discretion of the Executive Director. Any additions will be provided to all resident through written correspondence from the Executive Director.

The following is a list of controls that must be adhered to by all Public Housing Residents, unless, otherwise stated:

1. The JHC will provide literature and tools to educate the residents about bed bugs.
2. Residents will be required to certify that they have received and read a copy of this policy.
3. Upon implementation of this policy, residents will be required to certify that all furnishings and personal belongings have been inspected and are "bed bug free".
4. Residents are prohibited from bringing items collected from the street, discarded items, or donated furniture into JHC owned properties. Used furniture, mattresses, and other household items are more likely to be infested; therefore, it is not safe to bring discarded, abandoned, or used items into the facility.
5. Residents must minimize clutter in their unit to reduce bed bug harborages.

6. Residents must perform regular examination of personal belongings (especially bed) and rooms for bed bugs.
7. Residents residing in low rise properties must transport laundry in sealed plastic bags to all laundry areas.
8. Residents residing in low rise properties must not move personal belongings or furniture through the common areas of the building unless they are properly contained.
9. Residents may be charged for bed bug treatments if re-infestation occurs as a result of violating this policy.

Suspected/Real Infestation

Bed bugs are unique compared to other types of infestation in that they bite and feed off human blood. The JHC has implemented the following procedures to fight infestation.

1. The JHC staff will act promptly to resident reports of newly identified infestations.
2. Based on the report submitted to the JHC staff, the JHC will determine if an informal maintenance inspection is required to determine if infestation is apparent.
3. If the infestation is apparent based upon the residents report or stemming from the informal maintenance inspection, the pest management company will be scheduled to perform a professional infestation inspection.
4. Residents will be notified of preparation requirements for the professional infestation inspection. Residents **must** comply with the requirements.*
5. If an infestation is reported by the pest management company, the JHC will consult with the pest management company to determine the proper treatment method.
6. The JHC will treat the affected unit and all adjoining units as proposed in industry standards.
7. Residents will be notified of preparation requirements, and follow-up procedures, for the infestation treatment utilized. Residents **must** comply with the requirements and procedures.*
8. Upon completion of infestation treatment, the JHC will consult with the pest management company to determine monitoring protocol.
9. Residents must comply with monitoring protocol by allowing unit access.
10. Residents **must not** attempt bed bug control themselves. The use of sprays, fog, or dust pesticides is prohibited. (Studies have shown that home remedies do not work and could possibly enhance an infestation problem)

**Residents experiencing difficulty in meeting any preparation requirements because of health or physical limitations should contact a social provider or family member for assistance. Many social service agencies will provide assistance.*

JACKSON HOUSING COMMISSION

RECEIPT OF BED BUG CONTROL POLICY AND BED BUG FREE CERTIFICATION

The undersigned Resident(s) acknowledge the Jackson Housing Commission Bed Bug Control Policy. The Resident(s) understands that failing to comply with the Policy is considered a violation of the lease agreement.

The undersigned Resident(s) certifies that they made a good faith and through inspection of all of the following items:

- Mattress
- Box Spring
- Bed Frame and Headboard
- Couches, Sofas, Chairs, Recliners
- Nightstands, Dressers, and Clothing
- Suitcases and Backpacks, etc.
- General inspection of your current premises, including baseboards, carpet and rug edges, between folds and drapery of curtains, and all window and door molding.

Based upon this inspection, the undersigned Resident(s) hereby certify that they found no visible signs of bed bug infestation. Resident(s) further certify, based upon their knowledge and belief, that their current unit has not suffered a bed bug infestation during their tenancy.

Resident(s) agree to be bound by the Bed Bug Control Policy. Resident(s) understands that this information is relied on by the Jackson Housing Commission in controlling, preventing, and eliminating bed bugs. Any false statements and/or misrepresentations may serve as grounds for breach of the lease and/or termination of tenancy.

Head of Household

Date

Other Adult

Date

Other Adult

Date

Management

Date

Jackson Housing Commission PET POLICY

In compliance with Section 526 of the Quality Housing and Work Responsibility Act of 1968, JHC residents shall be permitted to own and keep common household pets. Animals that are an auxiliary for persons with a disability are excluded from this policy. The ownership of common household pets is subject to the following rules and limitations.

1. Common household pets shall be defined as “domesticated animals such as a dog, cat, bird, rodent, fish or turtle”. Common household pets are defined as follows:

| | |
|------|---|
| Bird | Includes Canary, Parakeet, Finch and other species that are normally kept caged; birds of prey are not permitted. |
| Fish | In tanks or aquariums, not to exceed twenty (20) gallons in capacity; poisonous or dangerous fish are not permitted. |
| Dogs | Not to exceed twenty-five pounds (25lbs.) weight, or fifteen (15) inches in height at full growth. Dogs must be spayed or neutered. Veterinarians’ recommended/suggested types of dogs are as follows: <div><div>a. Chihuahua</div><div>b. Pekingese</div><div>c. Poodle</div><div>d. Schnauzer</div><div>e. Cocker Spaniel</div><div>f. Dachshund</div><div>g. Terriers*</div></div> |

*NO PIT BULL TERRIERS WILL BE PERMITTED

| | |
|-------------|---|
| Cats | Cats must be spayed or neutered and de-clawed or have a scratching post, and should not exceed fifteen pounds (15lbs.). |
| Rodents | Rodents other than hamsters, gerbils, white rats or mice are not considered common household pets. These animals must be kept in appropriate cages. |
| Reptiles | Reptiles other than turtles or small lizards such as chameleons are not considered common household pets. |
| Exotic Pets | At no time will the Commission approve of exotic pets as tarantulas, iguanas, snakes, ferrets, monkeys, game pets, etc. |

2. No more than one (1) dog or cat shall be permitted in a household. A maximum of two other common household pets may be permitted. There shall be no limit as to the number of fish, but no more than one aquarium with the maximum capacity of twenty (20) gallons shall be permitted. A Resident with a dog or cat may also have other categories of “common household pets” as defined, and limited, above.

3. Pets other than a dog or cat shall be confined to an appropriate cage or container. Such a pet may be removed from its cage while inside the pet owner's housing unit for the purpose of handling, but shall not generally be unrestrained.
4. All dogs and cats shall be on a leash, tied up, or otherwise restrained and attended at all times when they are outside. Neither dogs nor cats shall be permitted to run loose.
5. Pet owners shall maintain their pet in such manner as to prevent any damage to their unit, yard, or common areas of the community in which they live. The animal shall be maintained so as not to be a nuisance or a threat to the health or safety of neighbors, Commission employees, or the public, by reason of noise, unpleasant odors or other objectionable situations.
6. Each pet owner shall be fully responsible for the care of the pet, including proper disposal of pet wastes in a safe and sanitary manner. Specific instructions for pet waste shall be available in the management office. Improper disposal of pet waste is a lease violation and may be grounds for termination.
7. All pets shall be inoculated and licensed according with applicable state and local laws. All cats or dogs shall be neutered or spayed, unless a veterinarian certifies that the spaying or neutering would be inappropriate or unnecessary (because of health, age, etc.).
8. All pets shall be registered with the Management Office the first business day following their introduction into the community. Registration shall consist of providing:
 - a. Basic information about the pet (type, age, description, name, etc.);
 - b. Proof of inoculation and licensing;
 - c. Proof of neutering or spaying. All female dogs over the age of six (6) months and female cats over the age of five (5) months must be spayed. All male dogs over the age of eight (8) months and all male cats over the age of six (6) months must be neutered. If health problems prevent such spaying or neutering, a veterinarian's certificate will be necessary to allow the pet to become or continue to be a resident of the community.
 - d. Payment of a nominal fee of \$ 6.00 a month to defray the cost of potential damage done by the pet to the unit or to common areas of the community. There shall be no fee for pets other than dogs or cats. The fee shall not preclude charges to a Resident for repair of damages done on an ongoing basis by a pet. The Resident is responsible for all damages caused by the pet and will reimburse the Commission for all costs it incurs in repairing such damages. This fee is non-refundable.

| | | |
|-------------|------------|------------------------------|
| Type of Pet | Pet's Name | Inoculations (type and date) |
| _____ | _____ | _____ |

| | |
|--------------|---------------------|
| License Date | Spay or Neuter Date |
| _____ | _____ |

A Resident that cannot care for a pet due to illness, absence, or death after twenty-four (24) hours have elapsed shall permit the pet to be released to the Humane Society/Animal Control Shelter, in accordance with their procedures. In no case shall the Commission incur any costs or liability for the care of a pet placed in the care of another individual or agency under this procedure. The Commission strongly advises Resident to obtain liability insurance.

Provide the name, address and phone number of one or more persons who will care for the pet if you are unable to do so. This information will be updated at least annually.

| | | | |
|-------|---------|-------------|---------------|
| Name | Address | Phone (day) | Phone (night) |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

9. Any litigation resulting from actions by pets shall be the sole responsibility of the pet owner. The pet owner agrees to indemnify and hold harmless the Jackson Housing Commission from all claims, causes of action, damages or expenses, including attorney fees, resulting from the action or the activities of his or her pet. The Commissions accepts NO RESPONSIBILITY for the pet under any circumstance. The Commission strongly advises Resident to obtain liability insurance.

NOTE: This policy is an agreement between the head of household and the Jackson Housing Commission and needs to be signed only if a pet is in the household.

As head of household, I have read the pet policy as written above and understand these provisions. I agree to abide by these provisions fully and understand that permission will be revoked if I fail to do so. Failure to comply with any part of the above and/or to take corrective action after sufficient notice of a violation shall be cause for termination of the lease. I have received a copy of this policy.

| | | |
|-----------------------------------|-----------------------|----------|
| _____ | _____ | _____ |
| Name (please print) | Community or Building | Unit No. |
| _____ | _____ | _____ |
| Resident | | Date |
| _____ | | _____ |
| Housing Commission Representative | | Date |

Jackson Housing Commission RESIDENT GRIEVANCE PROCEDURES

A. Applicability

The Jackson Housing Commission, hereafter referred to as JHC, grievance procedure shall be applicable to all individual grievances as defined below, between the Resident and JHC. The JHC excludes from this procedure any grievance concerning a termination of tenancy or eviction that involves:

1. Any activity that threatens the health, safety, or right of peaceful enjoyment of the other Residents or employees of the JHC;
2. Any drug related criminal activity on or off the JHC premises; or
3. Any alcohol abuse that the JHC determines interferes with the health, safety of, or right to peaceful enjoyment of the premises by other Residents.

B. Definitions

1. "Grievance shall mean any dispute that a Resident may have with respect to JHC action or failure to act in accordance with the individual Resident's lease or JHC regulations that adversely affect the individual Resident's rights, duties, welfare or status.
2. "Grievant" shall mean any Resident whose grievance is presented to the JHC or at the development management office in accordance with this procedure.
3. "Elements of Due Process" shall mean an eviction action or termination of tenancy in a State or Local Court in which the following safeguards are required:
 - a. Adequate notice to the Resident of the grounds for terminating the tenancy and for eviction;
 - b. Right of the Resident to be represented by counsel;
 - c. Opportunity for the Resident to examine all relevant documents, records, and regulations of the JHC prior to the trial for the purpose of preparing a defense;
 - d. Opportunity for the resident to refute the evidence presented by the JHC including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the Resident may have; and
 - e. A decision on the merits.
4. "Hearing Officer" shall mean a person selected in accordance with this policy to hear grievances and render a decision with respect thereto.
5. "Hearing Panel" shall mean a panel selected in accordance with this policy to hear grievances and render a decision with respect thereto.

6. "Resident" shall mean the adult person(s) (other than a live-in aide) who resides in the unit, and who executed the lease with the JHC as lessee of the dwelling unit. At the time of filing a grievance if no such person resides in the unit, the remaining head of household of the Resident family residing in the unit may file the grievance.
7. "Resident Organization" means an organized body of Residents with an adopted set of by-laws, a democratic body, and elected officers. It shall include a Resident Management Corporation.

C. Procedure Prior to a Hearing

Any grievance shall be personally presented in writing to the JHC office or to the office of the development in which the grievant resides so that the grievance may be discussed informally and settled without a hearing. The grievance shall be date stamped when filed and a copy shall be made for the grievant after being date stamped. The grievance must be submitted within five (5) days of JHC's action or failure to act that is the basis of the grievance. The Executive Director, or any Housing Commissioner, may waive the timely filing requirements, or other details of the filing process, so that substantive elements of the grievance and access to the process are preserved. A summary of such discussion shall be prepared within a reasonable time, not in excess of five (5) working days. One (1) copy shall be given to the grievant and one (1) copy retained in the JHC Resident file. The summary shall specify the names of the participants, dates of meetings, the nature of the proposed disposition of the grievance and the specific reasons therefore, and shall specify the procedures by which a hearing under this policy may be obtained if the grievant is not satisfied. The summary shall be delivered to the grievant in accordance with the lease.

D. Procedure to Obtain a Hearing

1. The grievant shall submit a written request for a hearing to the JHC or the development office within a reasonable time after receipt of the summary, not in excess of five (5) calendar days. The written request shall specify:
 - a. The reasons for the grievance; and
 - b. The action or relief sought.
2. A grievance hearing shall be conducted by an impartial person(s) appointed in accordance with this policy. The Hearing Officer or Hearing Panel shall consist of a person or persons other than a person who made or approved the JHC action under review or a subordinate of such person. The Hearing Officer or Hearing Panel may consist of a person or persons who may be an officer or employee of the JHC.

The Executive Director of the JHC shall select a Hearing Officer or Hearing Panel. It shall be the Executive Director's decision, based on facts and circumstances of the grievance, whether to select a single Hearing Officer or a Hearing Panel consisting of three persons. Careful consideration should be given in the selection of the Hearing Officer or Hearing Panel. The Executive Director is not prohibited from selecting himself/herself provided that s/he is impartial and was not the person who made or approved the JHC action.

The Executive Director shall have fifteen (15) calendar days after receipt of a request for a hearing in which to make a final selection of a Hearing Officer or Hearing Panel.

3. If the grievant does not request a hearing in accordance with D, 1, above, then the JHC's disposition of the grievance under this policy shall become final.
4. All grievances shall be personally presented in writing pursuant to the informal procedure prescribed in Section C, above, as a condition precedent to a hearing under this section.
5. If the grievance involves rent, the Grievant shall pay to JHC, to be held in escrow, an amount equal to the amount of rent due and payable as of the first (1st) of the month preceding the month in which the act or failure to act took place. The Grievant shall thereafter deposit the same amount of the monthly rent in an escrow account, held by the JHC, monthly until the grievance is resolved by decision of the Hearing Officer or Hearing Panel. The JHC shall hold in escrow all deposits, on behalf of the Resident, pending resolution of the grievance. These requirements may be waived by the JHC under extenuating circumstances. Unless so waived, the failure to make such payment shall result in termination of the grievance procedure.
6. Upon grievant's compliance with subsections 1, 3, 4 and 5 of this section, a hearing shall be scheduled by the Hearing Officer or Hearing Panel promptly for a time and place reasonably convenient to both the grievant and JHC. A written notification specifying the time, place and procedures governing the hearing shall be delivered to the grievant and the appropriate JHC official in accordance with this procedure.

E. Procedure Governing the Hearing

1. The hearing shall be held before a Hearing Officer or Hearing Panel, as determined by the Executive Director.
2. The grievant shall be afforded a fair hearing, which shall include:
 - a. The opportunity to examine before the grievance hearing any JHC documents, including records, and regulations, which are directly relevant to the hearing. At the grievant's expense, s/he shall be allowed to copy any such document. If the JHC does not make the document available for examination upon such request by the grievant, the JHC may not rely on such document at the grievance hearing.
 - b. The right to be represented by counsel or other person chosen as the grievant's representative, and to have such person make statements on the grievant's behalf;
 - c. The right to a private hearing unless the grievant requests a public hearing;
 - d. The right to present evidence and arguments in support of the grievance, to controvert evidence relied upon by the JHC or development management, and to confront and cross examine all witnesses upon whose testimony or information the JHC or development

management relies; and

- e. A decision based solely and exclusively upon the facts presented at a hearing.
3. The Hearing Officer or Hearing Panel may render a decision without proceeding with the hearing if the Hearing Officer or Hearing Panel determines that the issue has been previously decided in another proceeding.
4. If the grievant or the JHC fails to appear at a scheduled hearing, the Hearing Officer or Hearing Panel may make a determination to postpone the hearing for not more than five (5) business days or make a determination that the party has waived his/her right to a hearing. The Hearing Officer or Hearing Panel shall notify both grievant and JHC of such a determination.
5. At the hearing the grievant must first make a showing of entitlement to the relief sought and thereafter the JHC must sustain the burden of justifying its action or failure to act against which the grievant claimed entitlement.
6. The hearing shall be conducted informally by the Hearing Officer or Hearing Panel and any oral or documentary evidence pertinent to the facts and issues raised by the grievant may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The Hearing Officer or Hearing Panel shall require orderly conduct of the JHC, the grievant, counsel and other participants or spectators. Failure to comply with the direction of the Hearing Officer or Hearing Panel to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denying of the relief sought, as appropriate.
7. The grievant or the JHC may arrange, in advance and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of the transcript.
8. The JHC must provide reasonable accommodations for persons with disabilities to participate in the hearing. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants. If the grievant is visually impaired, any notice to the grievant that is required under this section must be in an accessible format.

F. Decision of the Hearing Officer or Hearing Panel

1. The Hearing Officer or Hearing Panel shall prepare a written decision, together with the reasons therefore, within a reasonable time after the hearing, but not in excess of seven (7) business days. A copy of the decision shall be sent to the grievant and to JHC. The JHC shall retain a copy of the decision in the grievant's folder. A copy of such a decision, with all names and identifying references deleted, shall also be maintained on file by the JHC and made available for inspection by a prospective grievant, his/her representative, or the Hearing Officer or Hearing Panel.
2. The decision of the Hearing Officer or Hearing Panel shall be binding on the JHC. It shall take all actions, or refrain from any actions, necessary to carry out the decision unless the JHC's

Board of Commissioners determines within a reasonable time, not to exceed thirty (30) days, and promptly notifies the grievant of its determination that:

- a. The grievance does not concern JHC action or failure to act in accordance with or involving the grievant's lease or JHC regulations, which adversely affect the grievant's rights, duties, welfare or status; and
 - b. The decision of the Hearing Officer or Hearing Panel is contrary to applicable Federal, State or Local law, HUD regulations or requirements of the Annual Contributions Contract between HUD and the JHC.
3. A decision by the Hearing Officer or Hearing Panel, or Board of Commissioners in JHC's favor shall not constitute a waiver of, nor affect in any matter whatever, any rights the grievant may have to a trial *de novo* or judicial review.

G. Actions Not a Waiver of Right to Appropriate Judicial Proceedings

Any action or failure to act by the grievant in any part of this policy shall not constitute a waiver by the grievant of his/her right thereafter to contest the JHC's actions in disposing of the grievance in an appropriate judicial proceeding.

H. Amendments

Any amendments that need to be made to these procedures shall only be made after a thirty (30) comment period is allowed for Residents and then only after the JHC has considered the comments received.

JACKSON HOUSING COMMISSION
FAMILY CHOICE OF RENTAL PAYMENT

I, _____, head of household, have been informed that my
rent based upon my income is \$_____.

The Ceiling/Flat Rent for this apartment is \$_____.

☐ I elect the flat rent.

☐ I elect rent based upon my income.

My monthly rental amount based on the select above is \$_____.

Head of Household

Date

Property Manager Signature

Date

Jackson Housing Commission
MINIMUM RENT HARDSHIP EXEMPTION REQUEST

1. Name of Family: _____
2. Address: _____
3. Public Housing or Section 8 Family: _____
4. Date Request is made: _____
(Request MUST be in writing)
5. Is this family on minimum rent? ____ YES ____ NO
6. If "NO", family is not eligible for and is denied hardship request. There is not a grievance provision.
7. If "YES", rent is immediately suspended for public housing family as of date in Step 4.
8. If "YES", what hardship is claimed?

9. Does hardship meet the federal definition? ____ YES ____ NO
 - A. Family lost or is awaiting eligibility for government assistance (Except where benefits are reduced due to fraud or family failed to comply with work or economic, self-sufficiency requirements).
 - B. Family income decreased due to changes in circumstances including loss of employment, death in family (based on agency definition of family), or other PHA or HUD recognized circumstances.
 - C. Family would be evicted if minimum rent requirement was imposed?
(If family has been paying minimum rent all along, what family changes have occurred such that they can't pay now?)

Does hardship meet conditions set in A, B, or C? ____ YES ____ NO
If "NO", go to step 10. If "YES", go to step 11.

10. Request is DENIED

- A. Date Denied: _____
- B. Send letter of denial, reason for denial, statement of back rent due, and notice of resident's right to a hearing under PHA Grievance Policies, including date by which hearing request must be made in writing. Follow agency policy in conducting hearing.
- C. Grievance Request Notes
 - a. Family requested hearing? ____ YES ____ NO
 - b. If "NO", case closed.
Date Closed: _____
(Date should be the day following the deadline for hearing request).
 - c. If "YES", set hearing date.
Date of Hearing: _____
Send Notice of Hearing: Date, Time, Place, in writing to the family; together with statement that rent remains suspended until hearing outcome.
 - d. Family appeared for hearing? ____ YES ____ NO
If "NO", close case as of hearing date. Send letter immediately to the family notifying them of default, and denial of request for hardship exemptions is upheld, statement of back rent due, date by which it must be paid, and eviction action if not paid by deadline.

11. If answers to Step 9 is "YES", request meets hardship exemption definition:

- A. Notify resident in writing that their request meets the hardships exemption of definition and their request will be approved contingent upon receipt of written documentation which must be submitted by: _____.
- B. When documentation is received and verified; go to Step 12.
- C. If family fails to provide documentation, notify them in writing that their request is denied for failure to provide documentation. Include statement of back rent and date by which it must be paid and eviction action if not paid by deadline.

NOTE: If hardship is not proven, rent is due and payable according to the terms of the lease.

- D. If documentation is provided, but cannot be verified; or if verification indicates that the request does not meet the definition, follow Step 11. C., stating the result of the effort to verify the

request. If the request was an attempt to commit fraud, follow agency fraud policy and/or other applicable lease policies.

It is the PHA's policy that the family must be able to provide documentation of the hardship and that the documentation must be verifiable. The agency's inability, after reasonable effort, to verify the hardship or where it verifies that the hardship does not exist, will result in a denial of the request. Disputes between the resident and third party agent responsible for providing or verifying the documentation are outside the PHA's control and will result in a denial of the request which will not be subject to the Grievance Procedure.

12. Where documentation is provided and verified, determine if the hardship is temporary or long lasting.

Temporary Hardship is less than ninety (90) days.

Is this a Temporary Hardship? ____ YES ____ NO

NOTE: Explain to the resident that if the hardship becomes long term it is their responsibility to notify the PHA and if verified by the PHA, the waiver will be granted retroactively and rent will be reimbursed or credited.

13. If "NO", (to Step 12) meaning hardship is long lasting notify resident in writing that hardship is granted as a date of request (if Public Housing) or first of the month after date request, (if Section 8). Remind resident of obligation to report all changes in family circumstances.
14. If "YES", (to Step 12) notify resident that hardship does not qualify for exemption, they are obligated for back rent, state the amount and offer repayment agreement. Remember, PHA cannot evict this family for ninety (90) days from the date request if it fails to pay rent or meet the rental agreement.

Community Service Compliance Certification

I have received a copy of, have read and understand the contents of the Jackson Housing Commission's Community Service Policy as required by HUD through the Quality Housing and Work Responsibility Act of 1998. I certify that:

_____ I understand that I must perform 96 hours of community service per year at no less than 8 hours per month per this requirement. I further understand that if I do not comply with this requirement that my lease will not be renewed.

_____ I am eligible for exemption from the Community Service requirement for the following reason:

(Please circle which applies)

- A. I am 62 years of age or older.
- B. I have a disability, which prevents me from working.
(Documentation to verify disability is required)
- C. I am working every week.
(Employment verification form will serve as documentation)
- D. I am participation in a Welfare to Work Program
(Must provide verification letter from agency)
- E. I am receiving Welfare assistance and I am participating in a required economic self-sufficiency program or work activity.
(Must provide verification from the funding agency that you are complying with job training or work requirements)
- F. I am a primary caregiver to a disabled person and am on the lease with said person.
- G. I am a full-time student.
- H. I Receive FAP/SNAP

Adult Family Member

Date



I, _____ do hereby certify that on this date that I have read, fully understand, and agree to comply with all aspects of the dwelling lease agreement; as well as any other information contained within in the lease agreement..

Tenant Signature

Date

Further, let it be known that during this interview I was briefed on the following:

- | | | | |
|--------------------------|-------|-----------------------------|-------|
| 1. Move In Summary Sheet | _____ | 10. My keys were issued | _____ |
| 2. Ownership of Car | _____ | 11. Ownership of Freezer | _____ |
| 3. Rents Due | _____ | 12. Housekeeping Inspection | _____ |
| 4. Inspection Sheets | _____ | 13. Term & Renewal | _____ |
| 5. Work Orders | _____ | 14. Emergency Data Sheet | _____ |
| 6. Operation of Intercom | _____ | 15. Policy of Lost Keys | _____ |
| 7. Briefing Sheet | _____ | 16. Tenant Handbook | _____ |
| 8. Grievance Procedure | _____ | 17. Good Neighbor System | _____ |
| 9. Reporting Procedure | _____ | | |

Interviewed By

Date



301 Steward Avenue
Jackson, MI 49201-1132
Phone: (517) 787-9241
Fax: (517) 787-6143

August 12, 2016

Dear Resident of Jackson Housing Commission:

The purpose of this notice is to service as a reminder of an important provision of your lease agreement with us as stated at Page 5, Section 4, paragraph C:

"Grounds for eviction shall include continuous arrearage in payment of rent and/or other legal obligations. Continuous arrearage means being filed in court three (3) times within a twelve month period."

Effective January 2006, the provisions of the lease have been strictly enforced, including rent payments. Any tenant that is filed in court three times within a 12 month period will be issued a 30 day notice to vacate for lease violation. In other words, if are filed in court two times or more; **or if you are late paying your rent and get filed in court, you will receive a 30 day notice to vacate.** Also, if we receive a judgment against you and it expires, we will issue an "Order of Eviction" and proceed to evict. **We will not accept your rent payment once that order is filed with the court, and you will be required to vacate your unit.**

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It is not cost effective for us to file the same people in court time after time. Rent payment is the most basic responsibility for a tenant.

If you have any questions regarding this matter, please contact me at *(insert your office number here)* between the hours of 8:00 a.m. and 3:30 p.m., weekdays.

Sincerely,
Jackson Housing Commission

Property Manager

Tenant Signature: _____

Date: _____