



***Housing Authority of
the County of DeKalb***

Open the Door to Independence

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Welcome Home! We consider each of our properties as a neighborhood and each Tenant a vital part of our community. It is our goal to provide quality affordable housing, but it is up to you, the tenant, to be a good neighbor and abide by the lease and all rules and regulations associated with our properties.

This is a legal and binding addendum to the lease which holds the Tenant responsible (financially and legally liable) for actions of all family members and guests while on Housing Authority property. ***Any violation of these rules may lead to termination of your lease.***

This document is attached and made part of, by reference, the Housing Authority of the County of DeKalb Public Housing Lease.

Office Hours

Please contact your property manager or the office with any questions you may have.

Main Office	Golden Years Plaza	Civic Apartments	Briarwood
310 N. 6 th Street	507 E. Taylor Street	350 Grant Street	3345 Resource Pkwy.
DeKalb IL 60115	DeKalb IL 60115	Sycamore IL, 60178	DeKalb IL 60115
815.758.2692	815.758.4396	815.895.5631	815.758.2960
8:30 – 4:30*	8:30 – Noon	8:30 - Noon	<i>Appointment only</i>
*Closed Noon-1:00			

Rental Payments

Rent is due on the first day of each month. Rent must be paid by check or money order made payable to the Housing Authority of the County of DeKalb. **Cash is not accepted at any time.** If rent is not received on or before the first business day after the seventh day of the month, you will be issued a 14-day notice and a late fee will be added to your account. This will include any unpaid rent amount and past due work order charges. **If rent is late four (4) times in any 12 month period, Tenant will be subject to eviction.** Management reserves the right to waive late fees.

In the event that your personal check is returned from our bank for non-sufficient funds, you must pay by Cashier's Check or Money Order within 10 days of notification. The total due at the time will include your rent amount plus a late fee and an NSF fee. Three returned checks in a 12 month period will require all future payments to be Cashier's Checks or Money Orders.

Maintenance & Work Orders

To place a work order for routine maintenance issues please use the **24 Hour NON-Emergency Maintenance Hot Line 815.751.4789**. *Please DO NOT contact maintenance staff directly for non-emergency work orders.* Maintenance requests come in two forms, routine maintenance that is the Authority's responsibility and Courtesy requests that are not routine and charged to the tenant. Please refer to the General Fees and Charges schedule.

For maintenance emergencies, please contact your Property Manager immediately. If it is after business hours, please contact the night manager listed on your list of Emergency Telephone Numbers.

Emergencies are:

- Loss of utilities or power
- Gas Leak
- Sever plumbing problems (water leaks) that can cause damage
- Unsecured Entrance
- No heat during winter months
- Smoke detector not working
- Refrigerator or stove not working
- Sewage stoppage or back up
- No Water
- Broken Window
- Roof Leak

In case of a life-treating emergency, such as severe illness, fire or to contact the police call 911.

Locks & Keys

One apartment key and one mailbox key are issued per household and will be provided at time of move-in. Lost keys will require a lock replacement. A lock replacement will require a payment of actual costs for each lock changed plus labor. Highrise Tenants will be provided one electronic key fob for the main entrance per adult listed on the lease. A fee will be charged for any additional fobs . Tenants will be charged a fee for lockouts.

Management will not allow apartment access to children or guests of adult Tenants in their absence. It is the Tenant's responsibility to provide building entry for their guests. **No one other than a household member may use the unit key or mailbox key. Contact the office should special circumstances arise.**

Guests

Your visitors are always welcome. However, House Rules apply to your guests and you are responsible for their behavior while on Housing Authority property. This includes your apartment, common areas and grounds. Any Tenant having guests for more that 3 days (maximum – cannot exceed- 14 overnight stays in a 12 month period) must contact the property manager. Social workers, visiting nurses, housekeepers, etc., are requested to register in the office each time they come to your apartment.

For Tenants of Dresser Court: Visitors are allowed on the property between the hours of 7:00 a.m. and 10:00 p.m., unless they are an overnight guest. All visitors must leave the property by 10:00 p.m. All visitors must sign in and out when entering and leaving the property.

Your guests are not allowed to receive mail. If unauthorized persons are receiving mail at your address, it will be deemed as a violation of your lease. Allowing unauthorized individuals to reside in your unit can result in termination of lease.

Children must be supervised at all times. They must not play in the hallways, lobbies, elevators or laundry room or any other public area of the building. Bicycles, scooters, wagons, skateboards, skates, rollerblades and any other means of wheeled-transportation are allowed only in your Tenant area and the adult Tenant is totally liable for any injury and/or damage which may be incurred or suffered by their children and/or guest. Be advised that adult Tenants are liable for any injury and/or damage which may be incurred and or suffered by their children and/or guests.

Vehicles & Parking

Our first priority is to provide safe and adequate parking for our Tenants. Parking on Housing Authority property is by sticker or guest pass only. One sticker will be provided for one licensed vehicle/driver per household. Tenants must present a current vehicle registration in his or her name, a valid driver's license, a valid license plate number and proof of insurance to acquire a parking permit. Permits must be placed inside the vehicles driver-side, rear window at the lower corner. If you change vehicles, the new information must be provided in a timely manner before a new permit will be issued.

All vehicles must be parked correctly in parking spaces. Illegally parked vehicles are subject to towing at the owner's expense. All vehicles must be operable. No mechanical improvements or oil changing, etc, are allowed on Housing Authority property.

During snowstorms Tenants will be asked to move their cars to a cleared space in conjunction with posted plowing schedule. It is the Tenants responsibility to leave keys with someone to move their car if they are unable to do so. The Housing Authority is not responsible for any damages if staff must move the vehicle.

Playground

Children must be supervised at all times and children under the age of seven (7) must be accompanied by an adult. The playground will be open from 8:00 a.m. to 8:00 p.m. All persons using the playground area do so at their own risk. The playground is reserved for use by Housing Authority Tenants and guests only. No rough playing, yelling, foul languages or inappropriate action will be permitted on or by the playground area. Playground equipment is to be use as intended. No climbing on the outside of or top of tubes, tunnels, roofs, picnic tables, etc. All trash **MUST** be picked. Glass bottles are not allowed. Children over the age of 14 are not permitted to use the equipment.

Bicycles

A bicycle rack is provided. Please register your bike with the Housing Authority. You must provide your own lock, and we strongly suggest your bike is securely attached to the rack, as the Housing Authority is not responsible for bicycles stored in the rack. Each household is allowed the same number of bikes as persons on the lease. Additional bikes will be considered excessive and will need to be stored elsewhere.

Trash Disposal

All garbage must be tied in bags. Any Tenant and their children and guest disposing garbage improperly will be charged a cleanup fee. If you allow children to take out the trash, the adult Tenant is responsible for the child's ability to do so properly. A fee will be charged if maintenance has to pick up after improper disposal. All boxes must be collapsed and placed in the dumpster.

For Tenants of the high-rise:

A trash chute is located on each floor. It is imperative that you wrap your garbage securely before you place it in the chute. You must not put cardboard boxes or used kitty litter down the chute. Boxes must be broken down and carried out to the dumpster. Kitty litter must be securely bagged and also taken to the dumpster. **Do not use the garbage chute after 8:00 pm or before 8:00 am.**

Pest Control

The exterminating contractor comes three times per year, or as needed. Tenants are notified when service is scheduled, and are required to allow the technician entrance to their apartment for inspection and service. Please notify the office if you need service between regularly scheduled visits.

Laundry Facilities

For Tenants of the high-rise, laundry facilities are located on the first floor and there is a sink for hand-wash. Coin operated washers and dryers are available for your use. Please remove your laundry promptly when the machines are finished. Tinting and dyeing of clothing is forbidden in the machines. Tenants have the right to remove clothing from idle machines, if no other machines are available. We ask you use no more than two (2) washers or dryers at any given time. Please clean the lint filters, and wipe down any spilled soap or excess lint when you are finished using the machines.

Dress Code

Tenants must be fully dressed when in the public areas of the building, and shoes must be worn at all times. Grooming and personal hygiene standards must be met and maintained.

Pets

Pets are not allowed without prior approval by management. Pets must be pre-approved and owners must pay a Pet Security Deposit. Adult dogs must be no more than 30 lbs. The dog will be leashed and attended at all times when not inside your unit. A pet, other than a dog, is to be kept inside your apartment at all times. Management reserves the right to request removal of the pet if it causes damage to Housing Authority property or disturbs the quiet enjoyment of other tenants. Tenants will be responsible for all damages caused by a pet. Please refer to the Housing Authority Pet Policy for further detail. Failure to comply with the Pet Policy could lead to termination of lease.

Inspections

A Move-In Inspection will be performed with the Tenant/family within 30 days after move-in to determine the condition of the unit and equipment in the unit. A copy of the initial inspection should be signed by the PHA and the Tenant, provided to the tenant, and kept in the Tenant file. A Move-Out Inspection will be performed when the Tenant vacates the apartment. You may be present for all inspections if you wish, but inspections are performed whether you are home or not. Inspections may also be conducted if there are concerns about housekeeping, the unit's condition, if there is a suspected lease violation, for preventative and routine maintenance, or if there is a reasonable cause to believe that an emergency exists.

Move out Notification and Procedures

If you are moving out, you must complete a written notice of Intent to Vacate thirty (30) days prior to your moving date. This form is available in the office of the building. For high-rise Tenants, you must notify the office at least 24 hours prior to move out in order to have use of the elevator. This notice is required even if you are moving out at the end of your lease. If you are moving on a weekend, the office must be notified no later than 4:00 PM on the Thursday before your move.

After you have removed all of your belongings from the apartment and cleaned the unit, you must complete a move-out inspection with management and return the unit keys. If you do not participate in a walk through inspection, you will forfeit your right to dispute charges. It is your responsibility to have utilities transferred back to the Housing Authority name. Any items left in the unit will be considered abandoned and tenant will be charged a removal fee. The PHA must provide to the tenant a statement of any charges to be made for maintenance and damage beyond normal wear and tear. **No moving activity is permitted before 8:00 AM or after 10:00 PM.**

Disorderly Conduct

It is a violation of your lease to disturb the peace of others. Tenants, their family and guests may not make or permit any disturbing noises or boisterous behavior. All acts of violence, fighting, harassment, threats, verbal abuse, or defacement of property are prohibited. Loud playing of television, stereo or other musical instruments are not allowed. Any boisterous conduct or other actions which disturb the peace and quiet of the premises are prohibited. Loitering in the laundry area, elevators, hallways, stairways or entrances or other common areas is not allowed.

Note: The City of DeKalb ordinance prohibits excessive noise from 10:00 p.m. to 8:00 a.m. and children must be in their apartment by 10:00 p.m., unless supervised by an adult.

Good neighbor policy: You are expected to show respect for your neighbors and for your neighborhood. Disturbing the peace and tranquility of your neighbor is not permitted for any reason and disorderly conduct will result in arrest and detainment of the perpetrator. **Housing Authority Quiet hours are 10:00 p.m. to 8:00 a.m.**

If you have a Tenant issue that impedes your ability to peacefully enjoy your apartment or is a cause for neighborhood concern, you must complete a Tenant Complaint Form in writing.

Alcohol, Drugs and Smoking

Drinking of alcoholic beverages is strictly prohibited anywhere on Housing Authority property except in the privacy of your unit. **Effective JUNE 1, 2014 Smoking cigarettes is not allowed in any indoor area of Housing Authority property. This includes tenant units.** Tenants are prohibited from smoking directly by entrances. You may not smoke within 15 feet of the entrance. All cigarette butts should be disposed of properly or Tenants will be charged maintenance clean up fee. **The sale, purchase or use of illegal drugs is strictly forbidden anywhere on Housing Authority property WITHOUT EXCEPTION and will lead to immediate eviction.** The above rules apply to all Tenants, their families and guests.

Common Areas: *Entrances, Stairwells, Hallways, Porches & Patio's*

In compliance with State and City Fire Codes, nothing should be stored anywhere except your own apartment. Throw rugs, shoes, shopping carts or other items cannot be left in common hallways.

Seating near the front entry door of the building is intended for those people waiting for rides. **Tenants are not to loiter in this area.** Please use the Community Room or the Coffee Room for socializing. Common areas such as the Community Room and Coffee Room are for the benefit of all Tenants. Good neighbor behavior is expected at all times when using common areas.

For the family sites, your porches must be kept clean and clear. Only outdoor furniture is allowed on porches and patios.

For Tenants of Dresser Court, no food or drinks are allowed in common areas.

Security

For your protection, the Housing Authority does not allow soliciting. Do not open your door for strangers. Please notify the office right away in the event of uncertainty due to strangers in the building or on the property. Do not prop doors open under any circumstances.

Tenants of the high-rise are part of a secure building. **Under no circumstances should you open the entry door for anyone other than your personal visitors.** Each floor has a monitor whose job is to check on each Tenant by 10:00 a.m. Please hang the "I'm OK" sign on your door knob each morning before the 10:00 a.m. check. Please do not hang the sign the night before.

Your apartment is part of the neighborhood. Be a good neighbor and report any inappropriate behavior or security issues. Please contact the office right away with specific information (name, unit #, time, day, etc.).

Weapons

The tenant, member of the household, a guest or other person under the Tenant's control shall not display, carry, discharge or threaten the use of a firearm or other weapon while on or near the property of the Housing Authority. Tenants who have an Illinois Firearm Owners Identification Card or an Illinois concealed Carry License may carry their firearm directly to and from their dwelling unit and vehicle provided that they carry the firearm unloaded in a carrying care or disassembled and in a non threatening manner. Under no circumstances is a tenant, any member of the household, a guest or other person under the tenants control permitted to wear a holstered or concealed firearm on or near the property of the Housing Authority. Violation of this provision shall constitute a serious violation of the lease and shall be considered a threat to the health and safety of other tenants or employees of the Housing Authority

Banning

The Housing Authority has the right to ban individuals from all areas of Housing Authority property. Tenants are responsible for informing their guest of all rules and regulations. If your guests break any of the rules and regulations or if the Housing Authority feels they pose a threat to the safety, health or well being of any Tenant or employee, they may be banned and or arrested for criminal trespassing. Failure of the Tenant to cooperate with the banning policy is grounds for termination of Tenant tenancy.

Elevator

Please use elevator courtesy. Allow people to exit before you enter. If the elevator is being used for emergency purposes (paramedics) please refrain from using the elevator until the emergency situation is over. If you are transporting large items (moving in or out) keep in mind that you must allow room inside so that tenants may also ride with you. People with scooters, wheelchairs, bicycles or carts, please use the large elevator.

Extended Absence or Abandonment

Your lease requires that you live in your unit. If you abandon your unit or are absent from your unit longer than 60 days without prior notification to the Housing Authority, the Housing Authority shall consider the unit abandoned and will dispose of remaining items. Tenant will be responsible for storage and disposal costs. If you remove your property, or a large part of it, you will be considered to have abandoned your unit. If only part of your property has been removed, the Housing Authority will make the determination whether you have abandoned the apartment at their sole discretion. If a tenant is absent from their unit for 15 consecutive days, the office must be notified.

Your Apartment and its Care

You are expected to respect the Housing Authority property at all times. This includes keeping your apartment in a clean, orderly and sanitary condition. Stove, refrigerator, counters and sinks should be kept free of grease and food debris. Trash and garbage should not be allowed to accumulate and should regularly be deposited in the garbage chute on your floor. Any pet or human accidents must be cleaned up immediately and appropriately.

The Housing Authority reserves the right to charge Tenants for damage to the property resulting from negligence, carelessness or misuse anytime damage occurs. Tenants shall not, in any manner, deface the walls, woodwork, floors, doors or ceilings of Housing Authority property; nor shall Tenants do any painting or make any alterations to any part of the building, inside or out, without prior consent of the Management. Failure to report damages in a timely fashion will result in a lease violation. The tenant is responsible for the repair or replacement for damages.

Below are the tenant responsibilities for housekeeping standards.

General:

- 1) Walls: should be clean, free of dirt, grease, holes, cobwebs and fingerprints.
- 2) Floors: should be clean, clear, dry and free of hazards.
- 3) Ceilings: should be clean and free of cobwebs.
- 4) Windows: should be clean and not nailed shut. Shades or blinds should be intact.
- 5) Baseboard/trim: should be clean, free of dust, gouges, or scratches.
- 6) Doors: should be clean, free of grease and fingerprints.
- 7) Heating units: should be dusted and access uncluttered.
- 8) Air Conditioning units: should be dusted and filters cleaned once a month.
- 9) Trash: shall be disposed of properly and not left in the unit.
- 10) Entire unit should be free of rodent or insect infestation.

Kitchen

- 11) Stove: should be clean and free of food and grease.
- 12) Refrigerator: should be clean. Freezer door should close properly.
- 13) Cabinets: should be clean and neat. Cabinet surfaces and counter top should be free of grease and spilled food. Cabinets should not be overloaded. Storage under the sink should be limited to small or lightweight items to permit access for repairs. Heavy pots and pans should not be stored under the sink.
- 14) Exhaust Fan: should be free of grease and dust.
- 15) Sink: should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner.
- 16) Food storage area: should be neat and clean without spilled food.
- 17) Trash/garbage: should be stored in a covered container until removed to the garbage chute or dumpster.

Bathroom

- 18) Toilet and tank: should be clean and odor free.
- 19) Tub and shower: should be clean and free of excessive mildew and mold. Where applicable, shower curtains should be in place, and of adequate length.
- 20) Sink: should be clean.
- 21) Exhaust fans: should be free of dust.
- 22) Floor: should be clean and dry.

Storage Areas, as applicable

- 23) Linen closet: should be neat and clean.
- 24) Other closets: should be neat and clean. No highly flammable materials should be stored anywhere in the unit.

Outside The Apartment

- 25) Door: should be clean, free of grease and fingerprints.
- 26) Hallway carpet should be kept vacuumed. If you drop or spill anything on the carpet it should be thoroughly cleaned up. Advise maintenance as necessary.

All of the above rules apply to all Tenants of Housing Authority property, their family members and guests. Tenants are always held responsible for the action of their visitors. If these rules and regulations are broken by a Tenant, family member or guest it is grounds for termination of tenancy.