

HOUSING AUTHORITY OF THE CITY OF SEATTLE

MANUAL OF OPERATIONS

SUBJECT: Security Deposits - LIPH

SCOPE: This policy applies to all applicants and residents of federally-subsidized public housing operated by the Seattle Housing Authority (SHA). It does not apply to: 1) residents of the Seattle Senior Housing Program, 2) Section 8 Housing Choice Voucher participants, or 3) residents of public housing units or other non-federal programs subject to partnership agreements, regulatory agreements and/or financial agreements that have been incorporated into a management plan approved by HUD and/or SHA; the policies set forth in those documents shall take precedence for residents of such units.

POLICY:

Security deposits shall be required of all residents occupying units operated by the Housing Authority. The security deposit shall be used to compensate SHA, when residents vacate, for any delinquent rent, unpaid excess utility charges, unpaid legal charges, unpaid miscellaneous and sundry charges, excessive wear and tear on Authority-owned furnishings or equipment, or damages to property which was in the custody of the resident.

Security deposits shall only be for the purposes indicated above. When a resident vacates, the Authority shall deduct any amounts owing from the initial deposit and credit the remainder to the resident's account. Interest earned on security deposits shall belong to SHA and shall not be distributed to residents.

Deposits shall be charged based upon unit size, but shall be subject to change from time to time. When the Housing Authority believes, based upon previous experience, that damage to a unit or the cost of returning a vacated unit to SHA's occupancy standard may exceed the average costs, an additional deposit may be collected. Those circumstances include, but are not limited to: additional lock and security alarm deposit, waterbed deposit, garden and fence deposit, and pet deposit. The amounts of such deposits shall be available to reimburse SHA for any costs incurred, even if such costs are not related to the reason the additional deposit was collected. See Exhibit B.

IMPLEMENTING POLICY:

The security deposit rates in Exhibit A shall apply to new residents as well as residents who transfer to another unit. The Board of Commissioners has granted authority to the Executive Director to amend these rates from time to time, balancing the agency's costs, continued access to housing for low-income people, and common rates charged in other low-income housing in the community. (Resolution 4772, dated 3/21/2005)

EXHIBIT A

Revised 11/1/09

| | <u>0-1 BR</u> | <u>2 BR</u> | <u>3 BR</u> | <u>4+ BR</u> | <u>Section 8 New Construction</u> |
|------------------|---------------|-------------|-------------|--------------|---|
| Security Deposit | \$300 | \$400 | \$500 | \$600 | \$50.00 OR amount equal to Total Tenant Payment, which ever is greater. |

Rescinds L 11.3-1, revised 11/01/96 in its entirety.

Rev. 11-1-09 Deposit amounts changed. Smokers Deposit added.

EXHIBIT B

Additional Deposits
Revised 11/01/09

| | |
|--------------------------|--|
| Smokers Deposit | \$250 |
| Pet Deposit | \$100 |
| Waterbed Deposit | \$250 |
| Garden Deposit | \$250 |
| Fence Deposit | \$250 |
| Satellite Deposit | \$250 |
| Security Device Deposit: | |
| Extra Lock | \$100 |
| Installed Alarm System | \$100 – High Rises \$250 – Garden / Scattered Sites |

Rescinds L 11.3-1, revised 11/01/96 in its entirety.

Rev. 11-1-09 Deposit amounts changed. Smokers Deposit added.