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# HOUSE RULES

## POLICIES LEASE ADDENDUM

THE RULES AND POLICIES SET FORTH IN THIS LEASE ADDENDUM ARE FOR THE BENEFIT OF ALL RESIDENTS. FAILURE TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS LEASE ADDENDUM SHALL BE A VIOLATION OF THE LEASE.

1. **ABUSIVE LANGUAGE, HARASSMENT AND DISCRIMINATION.** It is the policy of SHA not to discriminate against any individual in accordance with the federal, state, county and/or city fair housing laws. It is the policy of SHA to not violate the rights of any protected class, which includes race, color, religion, national origin, creed, sex, familial status, mental or physical disability, marital status, ancestry, gender, age, political ideology (i.e. party affiliation), and sexual orientation. Discriminatory harassment, including any bias-related incident of a hate crime that is derogatory and/or offensive, or any other type of harassment and/or intimidation directed at a Resident, staff person, contract employee/worker, or guest because of their protected class are violations of the fair housing laws and are specifically prohibited. Harassment and/or intimidation can include abusive, foul or threatening language or behavior. Abusive, threatening or foul language interferes with the rights of other Residents or Staff to the quiet enjoyment of the premises. Such language is not allowed in common areas or in other areas where people congregate.
2. **ACTION OF FAMILY MEMBERS AND GUESTS.** Residents are responsible for:
  - the conduct and actions of their family members and guests and agree to reimburse management for any damage caused by them; guests who create disturbances and nuisances or damage the property will be asked to leave and guests may be admonished from the property.
  - ensuring guests adhere to all House Rules.
  - any behavior that is loud or otherwise disrupts the rights to quiet enjoyment of other Residents.
  - ensuring family members and guests do not loiter or run in stairways, landscaped areas or parking areas.
3. **ALCOHOLIC BEVERAGES.** Drinking alcoholic beverages is strictly prohibited anywhere on the property except in the Residents units.
4. **ALTERATIONS.** Changes to any fixture, door, wiring, wall, cabinetry, or any other part of the unit, including entry door locks are strictly prohibited without the advance written consent of the Senior Property Manager. Approval must be obtained prior to hanging or attaching any object on a wall or ceiling that weighs in excess of five pounds. No ceiling hooks, adhesive items that cannot be removed or adhesive mirror tiles are allowed. No credit will be given for repairs, painting, or other work done in a unit by a Resident.

Alterations include but are not limited to:

- a. Installing screen doors, or other permanent hardware;
- b. Change or remove any part of the appliances, fixtures or equipment in the unit;
- c. Paint or applying wallpaper or contact paper in the unit;
- d. Installing awnings or window guards or security bars in the unit.

5. **AMERICANS WITH DISABILITY ACT & SECTION 504 – EQUAL ACCESS**

All requests for accommodation by residents who have a disability shall be submitted to the management staff. All accommodation requests are processed in accordance with SHA's policies. The policy and accommodation request forms are available upon request.

6. **BREAKAGE.** Residents shall pay for all breakage; damage and cleaning beyond normal wear and tear, to the premises and any furnishings in the premises. This includes, but is not limited to, drapes, blinds, carpets, and common area furnishings.

7. **BULLETIN BOARDS.** Notices of activities and other information of interest to residents shall be posted on the "Resident Bulletin Board." All postings shall identify the source of the posting, mailing address of the source or apartment number, and date of the posting. Postings older than fourteen (14) days shall be subject to removal by any person and disposed of without notice to the source. Any material SHA deems to be obscene, unlawful, in violation of fair housing laws or to pose a health or safety threat will be removed by SHA staff or agent. Items removed shall be returned to the source, if known. For specific rules on posting of notices or materials, contact the management office. Posting of notices or material by residents anywhere else on the property is strictly prohibited.

8. **BUSINESSES.** Residents are not allowed to operate a business in his or her unit or on the premises without the Senior Property Manager's advance approval in writing.

9. **CLEANING.** Residents are responsible for cleaning the unit, appliances, drapes / blinds and carpets during their tenancy and when they move out.

10. **COMMUNITY ROOM.** The community room is available for resident sponsored activities. Residents who wish to use the community room for any activity or family event must reserve the room in advance with management. A deposit may be required. Set-up and clean-up of the community room is the responsibility of the resident. For specific rules on reserving the community room, contact the management office.

11. **COMPLAINTS.** All complaints shall be made in writing to the property management staff or by U.S. Mail to \_\_\_\_\_ at \_\_\_\_\_ the \_\_\_\_\_ property \_\_\_\_\_ management \_\_\_\_\_ office.

12. **CONSERVATION.** Residents are expected to use energy wisely. Conservation is essential to the efficient operation of the property. Every resident shall participate in the efforts of the City and SHA to promote conservation.

13. **CRIMINAL ACTIVITIES.** The illegal use, sale or distribution of drugs, any criminal activity and/or any physical violence to persons or property by any resident or member of a resident household, on or off the premises, is prohibited and can result in eviction.

14. **DANGEROUS MATERIALS.** Gasoline, oils, or any flammable material, and all hazardous materials must be properly, safely and legally disposed. None of these materials are permitted in any dwelling unit.
15. **DELIVERY.** Management will assume no responsibility for accepting deliveries of packages, mail, etc. on behalf of any resident. Parcel lockers are located in the lobby of high rise buildings for use by the US Postal Service for larger packages.
16. **ENTRY DOORS TO UNITS.** In order to maintain the fire rating of an apartment building and to ensure the privacy and security of all residents, all unit (apartment) entry doors must be closed except when in use.
17. **EXTERIOR ATTACHMENTS.** No wires, aerials, antennas for radio or television, or wires, ropes, or other material or device for clothes drying, or other personal use shall be installed on the roof, decks, patios or other parts of the building. No attachments to the building or structure are permitted without the Senior Property Manager's advance written approval. No extensions are allowed beyond the Resident's private rented space.
18. **FENCE POLICY.** Residents must contact the Management Office before fences are installed and SHA will determine the boundaries. Residents who install fences must sign SHA's Fence policy, pay an additional security deposit and agree to maintain fences and gates in a safe and attractive condition.
19. **GARBAGE REMOVAL.** Residents may contact management to find out the correct way to dispose of any trash, garbage or other waste material. No computers, monitors, television sets, or electronic equipment may be disposed of in community dumpsters.

High rise Communities: Garbage shall be properly enclosed in plastic garbage bags, which shall be fastened shut to prevent leaks and spillage. In case of a spillage, resident must clean and dry area immediately. No glass, cat litter or large items may be disposed of using a building's trash chute. These items must be carried down and disposed of directly into the building's dumpster.

Scattered Sites and Garden Communities: Community dumpsters or individual garbage cans are provided by SHA for garbage service. Garbage must be disposed of in such a manner that prevents overflow of garbage and spillage. Extra garbage bags can be purchased at the management office. Residents are responsible for placing their garbage cans at the designated curb location for pick up no later than 7 AM and returning them to the unit no later than 7 AM the following morning. Pick up schedules are available at the management office. For missed garbage pick ups, damaged, or lost garbage cans, Residents should contact the management office.

20. **GARDEN POLICY.** Gardens may be allowed with Managements prior written approval. Residents, who request a garden must sign SHA's Garden policy, pay an additional security deposit and comply with the terms of the Garden policy. Non-edible plantings could be placed near the foundations, but residents need to be aware of the hazards of ingesting lead from working in the dirt.
21. **GROCERY CARTS.** Leaving commercial grocery carts on or about the premises is prohibited. Any costs incurred in returning a cart will be charged to the Resident.

22. **HALLWAYS AND COMMON AREAS.** Hallways and common areas are to be kept clear of clutter. No personal items may be kept or stored in the hallways, stairways or other common areas in or about the premises without management's permission in advance.
23. **KEY or ENTRY CARD.** Apartment door keys and building entry keys or cards are issued only to members of the household. A charge will be assessed for any additional or replacement entry card or key provided.
24. **LANDSCAPE.** The Resident shall not alter, disturb, or interfere in any way with the grounds or landscaping. Residents who wish to add plant materials, ornaments or signs to a planting area must get prior management approval. Residents with individual yards are responsible for mowing, watering and general upkeep to ensure that their landscaping is maintained in good condition. Residents who fail to maintain their yards will be subject to lease enforcement, up to and including eviction.
25. **LAUNDRY FACILITY.** Laundry facilities are for **resident use only**. Any keys issued for laundry room access are not to be duplicated or given to non-residents. Common courtesy should be shown at all times when using washers and dryers. Rules of Use and Hours of Operations are posted. Use of the machines is on a first come, first serve basis.
26. **LIGHT FIXTURES.** The use of light bulbs with a higher wattage than is allowed in any light fixture is a fire hazard and is strictly prohibited. Replacement of light bulbs is at the residents' expense.
27. **LITTERING.** Littering the grounds and parking areas is strictly prohibited. This includes putting out cigarettes on the sidewalks and in driveways or dumping ashtrays on the grounds or in parking areas.
28. **LOCKOUTS. During normal working hours.** If the Head of Household, Spouse, or Co-Head, is locked out of his or her unit the Head of Household, Spouse or Co-Head may go to the building or community property management office, and upon presentation of suitable identification (which verifies his or her tenancy) borrow or purchase a key to their unit. When on-site staff is available, staff may provide entry to the unit. There shall be no charge to the tenant for this service, other than the cost of the key if one is purchased. The staff will not provide a key or entry to the unit, to any other household member.

**After SHA's normal working hours or on holidays.** If the property management office is closed, the Head of Household, Spouse or Co-Head may contact the SHA on-site staff on-duty. If no staff person is available, a Head of Household, Spouse, or Co-Head may call SHA's Emergency Answering Service number (443-4440) and request lockout services.

Only the Head of Household, Spouse, or Co-Head will be provided entry to the unit.

The Emergency Answering Service will contact the lockout contractor (either the security services contractor or a contract employee) and, depending on availability, dispatch the contractor to the tenant's unit.

To provide access to the unit the contractor will require the following:

1. The name and birth date of Head of Household, Spouse, or Co-Head

2. The name and birth date of one other person in the household (if more than one person occupies the unit),
3. Picture identification.

If the person requesting access to the unit cannot provide the above information and identification, no entry will be provided. Entry may be provided if the person's identification is locked in the unit, but the person is able to provide the other information requested; provided that, when admitted the person must provide his or her identification.

**A charge will be assessed for contractor or SHA staff responses to lockouts.**

29. **MAINTENANCE REQUESTS.** Maintenance work order request forms are available at the property management office. Requests for maintenance repairs can be made as follows:

High-rise Community: complete a maintenance work order form and submit it to a staff person at the property management office. If no one is available, the form can be left in the designated drop-box for work orders.

For Scattered-Sites and Garden Communities: call (206) \_\_\_\_\_ for all work order requests.

In the event of an *emergency* maintenance repair, residents should follow the same procedures as described above during normal working hours. Outside normal working hours, when no staff is on-duty, or during the day when an emergent maintenance repair is needed Residents should call SHA's Emergency Answering Service number (443-4440) and request emergency services. The Answering Service will contact the appropriate staff and dispatch the staff to the Resident's unit.

**Charges** for the work requested *may* be billed to the resident account if it is determined the damage was due to resident neglect.

30. **MANAGEMENT DUTIES.** Refusal to cooperate with management in its exercising of rights and obligations in accordance with the Landlord Tenant Act and dwelling lease constitutes a lease violation and is grounds for initiating the eviction process. Anyone who refuses to cooperate with management, or obstructs management from performing its duties, or is abusive to management staff, is subject to eviction.
31. **NOISE.** Residents, family and guests shall keep the volume of musical instruments, radios, televisions, record players, etc. at a level that will not disturb neighbors. Playing sound producing devices at volumes that disturb other Residents is a lease violation and grounds for eviction.
32. **OXYGEN TANK USE.** Residents may have oxygen tanks for medical reasons. The use of commercial oxygen, however, poses a potentially life threatening hazard if not used properly. To reduce the risk of injury or death, the SHA requires residents to comply with safety rules and requirements in accordance with SHA's policy and sign an "Acknowledgement of Risk & Hold Harmless Agreement and Resident Oxygen Tank and Equipment Safety Tips Sheet release."
33. **PARKING / VEHICLES.** All Residents must register their vehicle with management in accordance with SHA's Parking policy and comply with all provisions of the policy. Any vehicles not registered will be towed. Storage of inoperative and/or unlicensed vehicles on the property is not allowed. Vehicles that create a hazard, such as leaking oil, are

also not allowed. Oil and water leaks from vehicles must be repaired immediately. No oil changes and only minor automotive repairs are permitted on the property.

34. **PATIOS.** Dust mops, rugs, tablecloths and clothing may not be shaken, cleaned or left in any of the public areas, patios, or decks. Patios and decks are to be kept clear of clutter and not used for storage of personal items. No carpeting is allowed on patios or decks. Planters and flower pots shall be no larger than 14 inches in diameter.
35. **PETS.** To have a pet, Residents must first get written permission from the Senior Property Manager. Residents who request a pet must sign SHA's Pet Policy, and comply with all provisions of the Pet Policy, including payment of an additional pet deposit.
36. **RECYCLING.** Residents are required to participate in the community recycle program. Recycle containers are provided for glass, paper and plastics. Recycling information is available at the management office.

Scattered Sites and Garden Communities: Individual recycle totes provided by SHA must be placed at the designated curb location for pick up no later than 7 AM and returned to the unit no later than 7 AM the following morning. Pick up schedules are available at the management office. For missed recycle pick ups, damaged, or lost recycle totes, Residents should contact the management office.

37. **RENT PAYMENTS.** All rent payments are due on the first day of each month and are to be mailed to SHA in the pre-addressed, pre-paid envelope provided with the monthly rent statement. A late charge will be assessed and applied to the Resident's account whenever rent is not received by the seventh of the month. Rent payments in cash will not be accepted at any field property management office. Payment must be made by check, money order or cashier check. In some exceptional circumstances, cash, credit cards and debit cards may be accepted at the Central Office in the Finance Department. Payments received without the rent statement will be rejected and will cause a delay in processing that may result in late fees or eviction fees being incurred.
38. **RENTERS INSURANCE.** The SHA is NOT RESPONSIBLE for fire, theft, water or any other damage to a Resident's personal belongings when the damage is caused by the Resident's intentional, negligent, reckless behavior. IT IS SUGGESTED THAT RESIDENTS CONSIDER OBTAINING THEIR OWN APARTMENT RENTERS INSURANCE TO COVER LOSS OF THEIR PERSONAL PROPERTY.
39. **SAFETY, FIRE, LIFE SYSTEMS.** Residents shall not tamper with fire suppression sprinklers, fire extinguishers, equipment, or fuse boxes.
40. **SATELLITE.** Freestanding satellite dishes less than one (1) meter in diameter may be allowed with prior management approval. Residents who request a satellite dish must sign SHA's Satellite policy, and must comply with all provisions of the Satellite Policy, including payment of an additional damage deposit.
41. **SECURITY.** All residents are responsible for the security of the building. For residents' security, it is recommended that unit (apartment) doors be kept locked at all times. Building entry keys or entry cards may not be given to anyone who is not on the lease. Please allow entrance to the building for **your** guests only.

Additional security devices may be installed in the unit in accordance with SHA's Additional Security Device Policy. If a resident desires additional security measures, a request must be submitted in writing and approved by the Senior Property Manager prior to the installation of any device or system. Residents must sign SHA's Additional Security Device Policy, and pay an additional security deposit.

42. **SIGNS.** SHA's buildings and properties should blend into their surroundings and, to the extent possible, be indistinguishable from other buildings and properties in the neighborhood. Similarly, the interior common areas of SHA's buildings should be inviting and free from clutter. Signs, flyers, advertisements and other written material, indiscriminately posted on the exterior of buildings and in common areas create a negative appearance which detrimentally affects residents of the building, residents of the surrounding community, and the public generally. For this reason, in all SHA residential properties, no signs, flyers, placards, advertisements or similar material may be posted on exterior walls and any interior common area walls. This rule does not prohibit, restrict, or otherwise limit the rights of residents to post signs, placards, or similar materials in or on the walls, windows, or other surfaces of their unit. Residents can post signs on their apartment front door as long as the material posted upon the door meets the requirements and standards of content that are listed in the House Rules, under #1, Abusive Language, Harassment and Discrimination.

Signs announcing events or activities of interest to the community and building residents may be permitted in designated areas of each building or property with the advance written approval of the community's Senior Property Manager. Signs and other insignia required for health and safety purposes are permitted, but must first be approved by the building's Senior Property Manager.

43. **SMOKE DETECTORS.** Each unit has an operational smoke detector. It is the responsibility of the Resident to notify management if the smoke detector is not working properly. Any smoke detector that is malfunctioning must be reported immediately. Because of the severe threat to the safety of all Residents, any Resident who disconnects or tampers with a smoke detector, or permits a relative or guest to disconnect or tamper with a smoke detector will receive a \$75.00 fine and may be evicted. SMOKE DETECTORS MUST BE OPERATIONAL AT ALL TIMES.
44. **SMOKING.** Residents are responsible for the proper and safe disposal of their matches and cigarette butts, so as not to pose a fire hazard or litter the grounds. No smoking is allowed in the common areas which includes entry walkways, and patio areas, unless such an area is a designated smoking area. Residents who smoke in their units should keep their doors closed to prevent smoke from entering the halls and common areas.

For properties designated as a "smoke-free environment", smoking will not be allowed in individual housing units. The exterior entrances and exits of the designated building, and common grounds such as walkways, parking lots, etc. will also be considered smoke-free.

45. **SOCIAL SERVICES.** The Seattle Housing Authority may contract with various Social Service agencies to provide residents with services or referrals to support a successful tenancy with SHA. SHA may make referrals to such agencies for residents in need of help with daily living activities or at risk of lease enforcement actions.

46. **STRAY ANIMALS.** Feeding stray animals or wildlife, including birds, creates a nuisance and a health and safety hazard and is not permitted on or near the premises.
47. **VACATING YOUR UNIT:** Residents must contact the management office in accordance with the lease not less than 20 days prior to the end of the last full month of tenancy. Further instructions about cleaning and vacating the unit are available from the management staff.
48. **WATERBED POLICY.** The Seattle Housing Authority does permit residents to have a waterbed in their unit. A resident who wishes to have a waterbed in their unit must sign SHA's Waterbed Policy and pay an additional security deposit.
49. **WATER USE.** Water shall not be wasted or left running unattended in the kitchen, bathroom, or elsewhere. All plumbing defects must be promptly reported to management. Residents who cause damage to, or obstruct plumbing will be required to pay the cost of any needed repairs.
50. **WHEELED DEVICES.** All wheeled vehicles and devices including, but not limited to, bicycles, scooters and wheel chairs must be used in a safe and courteous manner. Wheeled vehicles and devices may not be used or ridden on the grass or in planted areas. Wheeled vehicles and devices should not be stored on walkways, stairways, hallways, porches, or other public areas, except as specified and approved by management.
51. **WINDOWS.** Exterior sills and ledges shall not be used for the storage of bottles, food, etc. Only window drapes, mini-blinds, and vertical blinds are allowed as unit window coverings.