HOUSE RULES

SHA-96
Seattle Housing Authority

POLICY LEASE ADDENDUM

THE RULES AND POLICIES OF THE SEATTLE HOUSING AUTHORITY ("SHA") SET FORTH IN THIS LEASE ADDENDUM ARE FOR THE BENEFIT OF ALL SHA RESIDENTS. FAILURE TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS LEASE ADDENDUM SHALL BE A VIOLATION OF THE LEASE AND SUBJECT TO LEASE ENFORCEMENT.

1. **THREATS, HARASSMENT, AND INTIMIDATION.** Threats, harassment and/or intimidation directed at a resident, staff person, SHA contractor, or guest is prohibited. Harassment and/or intimidation includes abusive or threatening behavior, or communication, whether such communication is verbal, digital, or written. Prohibited harassment consists of unwelcome verbal, written or physical conduct that denigrates or shows hostility toward an individual because of their race, color, creed, religion, national origin, sex, sexual orientation, gender identity or expression, marital status, age, citizenship, veteran status, or disability.

2. **ACTION OF HOUSEHOLD MEMBERS AND GUESTS**.

   Residents are responsible for:

   - ensuring that household members, guests and invitees, adhere to all lease provisions and rules relating to behavioral expectations;
   - the conduct of their household members, guests, and invitees, including any behavior that is loud or otherwise disrupts the rights of other residents to the quiet enjoyment of their respective residences;
   - reimbursing management for any damage caused by household members, guests, and invitees; and
   - guests and invitees who cause a disturbance, nuisance, or damage to the property (such guests and invitees will be asked to leave the property and may be admonished from the property to ensure that such guests and invitees do not loiter on the premises).

3. **ALCOHOLIC BEVERAGES PROHIBITED**. Drinking or carrying open containers of alcoholic beverages is strictly prohibited anywhere on the property except in a resident's unit.

4. **TENANT ALTERATIONS TO UNIT PROHIBITED**. Tenants are prohibited from making the following alterations to their units:
   - installation of in-window air conditioning units;
   - installation of ceiling hooks;
   - application of wallpaper, contact paper, mirror tiles, or any other adhesive items that cannot be easily removed;
   - changes or removal of any part of the appliances, fixtures or equipment in the unit;
   - changes to any portion of the unit including, but not limited to, doors, windows, wiring, walls (including painting), cabinetry, entry door locks;
   - attachment of any object on a wall or ceiling that weighs in excess of five pounds; and
   - installation of shelves, screen doors, shades or blinds, awnings, window guards or security bars or any other permanent hardware

   Requests for reasonable accommodations or modifications to the unit for tenants with a disability should be submitted to property management. Such accommodations or modifications will be approved in

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compliance with state and federal law. A copy of SHA's policy regarding accommodations and modifications are available upon request.

5. **BULLETIN BOARDS**. Notices regarding events, activities, and other information of interest to residents may be posted on a community bulletin board, if provided. All postings shall identify the person who posted the notice, the person's mailing address or apartment number, and the date of the posting. Postings older than fourteen (14) days will be subject to removal and disposed of without notice to the source. Any material SHA deems to be obscene, unlawful, in violation of fair housing laws, or that could pose a health or safety threat will be removed by SHA staff. Posting of notices or material anywhere else on the property is strictly prohibited unless approved by the Senior Property Manager.

6. **BUSINESSES**. Residents may operate a business in their units in accordance with SHA's Home Based Business policy. Residents may not operate any businesses on the premises unless the businesses are in full compliance with the Home-Based Business policy.

7. **CLEANING**. Residents are responsible for cleaning the unit, including but not limited to: appliances, drapes / blinds and carpets during their tenancy and when they move out.

8. **COMMUNITY ROOM**. The community room or facility may be available for resident sponsored activities. Residents who wish to use the community room or facility for any activity or family event must reserve the room in advance with management. A deposit and cleaning fee may be required. Set-up and clean-up of the community room or facility is the responsibility of the resident. Requests to reserve the room may be denied if the resident owes any amount for damages or other costs associated with the use of the community room or facility, or has, at any time in the past, failed to comply with the rules for use of the community room or facility. For specific rules on reserving the community room or facility, contact the management office.

9. **COMPLAINTS**. Complaints should be made to the property management office, either by filling out a complaint form or by sending the complaint in writing to the Property Manager by email. If you are unable to put a complaint in writing, go to the property management office, explain that you are unable to fill out a written complaint, and property management staff will assist you in completing a written complaint form.

10. **CONSERVATION**. Residents are expected to use the City's resources responsibly. 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.
Water shall not be wasted or left running unattended in the kitchen, bathroom, or elsewhere. All plumbing defects, water and pipe leaks, running toilets, etc. 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.

11. **DELIVERY**. Management will not accept any deliveries of packages or mail on behalf of any resident.

12. **ENTRY DOORS TO UNITS**. Pursuant to City Fire Code, all apartment entry doors must be closed, except when in use. For residents' security, it is recommended that apartment doors be kept locked at all times.

13. **EXTERIOR ATTACHMENTS.** No wires, aerials, or antennas for radio or television (including satellite TV dish), or ropes, or other material or devices 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. No extensions are allowed beyond the Resident's private rented space.

14. **FEEDING 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.

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15. **FENCES**. No fencing shall be installed or altered at the Resident's unit, without the Senior Property Manager's prior written approval. Residents requesting to install a fence must sign and comply with all provisions of SHA's Fence Policy, including payment of an additional deposit.

16. **FOOD WASTE.** Residents are required to participate in the community food waste program. All food waste must be carried down and disposed of directly into the building's food waste container. Food waste may not be placed in the garbage. Food waste information is available at the management office and online at seattlehousing.org.

    Family Communities: Individual Yard/Food toters must be placed at the designated location no later than 7 AM on the scheduled pick up day and returned to the unit no later than 7 AM the following morning. For missed pick ups, damaged, or lost toters, Residents should contact the management office.

17. **GARBAGE LARGE ITEM/ELECTRONIC WASTE REMOVAL**. Residents are responsible for removing waste and garbage from their units in conformity with the lease. For large items, such as mattresses and furniture, residents must contact management to find out the correct way to dispose of such items. Large items are not allowed in or around the community dumpsters or abandoned in other areas of the property. Electronic waste, such as computers, monitors, and television sets, or electronic equipment must be disposed of properly and are not allowed to be dumped in the community dumpsters. Residents will be charged a fee to remove large items and electronics, and/or subject to lease enforcement for improper disposal of such items.

    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. Garbage must be disposed of in such a manner that prevents spillage and overflow.

    For properties with shared dumpsters, all garbage must be disposed of directly into the building's garbage dumpster by the resident. No food waste is allowed in the garbage dumpster.

    For properties where residents have individual cans, Residents are responsible for placing their garbage cans at the designated location no later than 7 AM on the scheduled pick-up day and returning them to the unit no later than 7 AM the following morning. For missed garbage pick-ups, damaged, or lost garbage cans, Residents should contact the management office.

18. **LITTERING AND ILLEGAL DUMPING**. Littering and illegal dumping on the premises is strictly prohibited. This includes putting out cigarettes on the sidewalks and in driveways or dumping ashtrays on the grounds or in parking areas. Residents will be charged for the clean-up of litter or illegal dumping.

19. **DANGEROUS MATERIALS PROHIBITED**. Gasoline, household paint, or any other toxic and hazardous materials must be properly, safely and legally disposed of. Storage of these materials is not allowed in any dwelling unit, building garages, or resident storage unit.

20. **GROCERY CARTS**. Removing grocery carts from a retail owner's parking area is prohibited by law (RCW 9A.56.270). Anyone who brings a grocery cart onto SHA property will be reported to law enforcement. Failure to return a grocery cart from SHA property to the retail owner may result in termination of tenancy.

21. **HALLWAYS AND COMMON AREAS**. Common areas, including hallways, must be kept clear of residents' personal belongings. No personal items may be kept or stored in the hallways, stairways, walkways or other common areas in or about the premises. Personal items left unattended may be subject to removal by management without notice.

22. **KEYS AND ENTRY CARDS**. Apartment door keys and building entry keys or cards are issued only to adult members of the household. A charge will be assessed for any additional or replacement entry card or key provided. Residents shall not duplicate building entry keys or cards.

23. **LANDSCAPE AND YARDS**. The Resident shall not alter in any way the grounds, landscaping, or rights of way to the property.
Residents with individual yards are responsible for mowing, watering, and general upkeeping to ensure the yard is maintained in good condition and rights-of-way are to be kept clear. Yard Waste service is through the City's program.

24. **LAUNDRY FACILITY.** Laundry facilities are for the personal use of the residents of the specific building or property only. Non-residents are prohibited from using or occupying the laundry facilities. Laundry room keys may 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-served basis.

25. **LIGHT FIXTURES**. The installation of light bulbs in a residence 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.

26. **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 the Resident's tenancy), may 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 Resident 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 who is not Head of Household, Spouse, or Co-Head.

After SHA's normal working hours, on holidays, or locations without on-site staff. 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 (206-424-7403) and request lockout services.

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

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

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), and
3. A valid photo identification.

If the person requesting access to the unit cannot provide the above information and identification, no entry will be provided.

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

HighRise 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.

Family Communities: Call your property management office for all work order requests.

Emergency 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 emergency maintenance repair is needed, residents should call SHA's Emergency Answering Service number (206-424-7403) and request emergency services.

Charges for the work requested may be billed to the resident's account if it is determined the damage was caused by the resident and/or their guests.

28. **MOISTURE**. Residents shall comply with the Mold Addendum. Residents shall use good housekeeping practices and have adequate ventilation and heat in the unit to minimize interior moisture in their unit. Resident shall cooperate with management in the remediation of any mold or mildew in the unit.

29. **MOVING**. Move-in and move-out activities shall be limited to the hours of 8:00am to 8:00pm, seven (7) days a week. At move-out, residents are encouraged to request to be present for the vacate inspection of their unit.

30. **NOISE**. Residents, household members, and guests shall keep all noise at a level that will not disturb neighbors and shall comply with the City's Noise Ordinance..

31. **OXYGEN TANK USE**. Residents may have oxygen tanks for medical reasons. The use of commercial oxygen tanks, however, may poses a potentially life-threatening hazard if not used properly. To reduce the risk of injury or death, 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", as well as a "Resident Oxygen Tank and Equipment Safety Tips Sheet Release Form."

32. **PARKING / VEHICLES**. Residents shall comply with the Parking Policy Addendum.

33. **PATIOS, PORCHES, AND 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. Dust mops, rugs, tablecloths, and clothing may not be shaken, cleaned, or left in any of the public areas, patios, or decks. No barbequing or cooking on porches, patios, or decks. Planters and flower pots shall not sit directly on the patio or deck flooring, shall not be larger than 14 inches in diameter, and shall be maintained in a manner that does not restrict access or pose a health or safety risk. To avoid overflow or run off when watering, all planters and flower pots must have liners.

34. **PETS**. Pets are not allowed in the unit unless the resident has signed SHA's Pet Policy, and residents must comply with all provisions of the Pet Policy, including payment of an additional pet deposit.

35. **PLAY AREAS**. A responsible adult must accompany anyone under twelve (12) years of age that is a household member, visitor, or guest at all times in play areas, community rooms, and recreation rooms on SHA property. Residents shall ensure while using all play areas, community rooms, and recreation rooms, the conduct and actions of household members, visitors or guests, does not create disturbances and nuisances or damage the property.

36. **RECYCLING**. Residents are required by the City of Seattle to participate in the Community Recycle Program. Recycle containers are provided for glass, paper and plastics. Recycling information is available at the management office and online at seattlehousing.org.

Family Communities: Individual recycle toters (bin) must be placed at the designated location no later than 7 AM on the scheduled pick up day and returned to the unit no later than 7 AM the following morning. For missed recycle pick-ups, damaged, or lost recycle toters, Residents should contact the management office.

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37. **YARD WASTE.** Residents are required to participate in the City's Yard Waste Program. Yard/Food waste toters (bins) are provided for your grass clippings, leaves, branches, and other yard and food waste. Yard waste information is available at the management office and online at seattlehousing.org.

    Family Communities: Individual yard/food waste toters 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. For missed pick ups, damaged, or lost toters, Residents should contact the management office.

38. **RENTERS INSURANCE**. SHA is NOT RESPONSIBLE for fire, theft, water or any other damage to a Resident's personal belongings, unless the damage is directly caused by the intentional act or gross negligence of an employee or agent of SHA. Any and all damage caused by the Resident, resident's guests, or other persons to Resident's personal belongings is the Resident's responsibility. IT IS RECOMMENDED THAT RESIDENTS OBTAIN APARTMENT RENTERS INSURANCE TO COVER LOSS OF ANY PERSONAL PROPERTY.

39. **RESIDENT PROVIDED APPLIANCES**. No resident provided appliances (regular size or portable), to include dishwashers, washing machines, dryers, freezers, refrigerators, and ranges, shall be installed at the Resident's unit.

40. **SAFETY, FIRE, LIFE SYSTEMS**. Residents shall not tamper, in any way, with fire suppression sprinklers, fire extinguishers, fuse boxes, or equipment. Residents shall not knowingly trigger an alarm or smoke detector when no actual fire or emergency is present. Residents shall not use a building's hallway to ventilate smoke from a resident's unit, but should instead open windows to clear any smoke. Residents may not smoke or use vape products in or around SHA buildings.

41. **SATELLITE.** To have a satellite dish, residents must first get written permission from the Property Manager. 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. Satellite dishes installed without prior written permission may have the satellite dish removed by SHA at the resident's expense.

42. **SECURITY**. All residents are responsible for the security of the property. Entrance to the property is for residents and authorized guests only. Actions to overcome, circumvent, damage, or alter the property's security measures, including but not limited to holding doors open for others, "piggybacking" another or allowing another to "piggyback" a Resident entering the building, propping open exterior doors and jamming or disabling door locks to allow unauthorized entry onto the property is prohibited.

    Additional security devices may be installed in the unit in accordance with SHA's Additional Security Device Policy. Residents must sign SHA's Additional Security Device Policy, and pay an additional security deposit.

43. **SIGNS.** In all SHA residential properties, no signs, flyers, placards, advertisements or similar material may be posted in the common areas of SHA property. 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.

44. **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. SMOKE DETECTORS MUST BE OPERATIONAL AT ALL TIMES. Any Resident who disconnects or tampers with a smoke detector, or permits a household member or guest to disconnect or tamper with a smoke detector, will be fined and may be subject to lease enforcement.

45. **SMOKING**. In accordance with SHA's policy, smoking is prohibited anywhere on SHA property, including but not limited to dwelling units, entry walkways, patio and common areas.

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46. **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.

47. **SWIMMING POOLS.** Swimming and wading pools, of all sizes, are prohibited on SHA property.

48. **TRAMPOLINES / BOUNCE HOUSE.** Trampolines and bounce houses are prohibited on SHA property.

49. **WATERBEDS.** Waterbeds are prohibited in SHA units.

50. **WHEELED DEVICES**. All wheeled vehicles and devices including, but not limited to, bicycles and scooters 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 community areas, except in designated areas as specified.

51. **WINDOWS**. Exterior sills and window ledges shall not be used for storage, including any bottles, liquids, or food. Only window drapes, mini-blinds, and vertical blinds are allowed as unit window coverings.

RESIDENT(S) – all adult household members must sign

I agree to abide by these rules. I understand that failure to comply with any part of this policy may be considered a violation of my lease. By signing this policy, I acknowledge that I have received a copy of this policy.

_____	_____	_____
Head of Household Name	Signature	Date
_____	_____	_____
Adult Household Member Name	Signature	Date
_____	_____	_____
Adult Household Member Name	Signature	Date
_____	_____	_____
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Adult Household Member Name	Signature	Date

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