



HOUSTON HOUSING AUTHORITY

Transforming Lives & Communities

2640 Fountain View Drive ■ Houston, Texas 77057 ■ 713.260.0500 P ■ 713.260.0547 TTY ■ www.housingforhouston.com

HOUSE RULES

The following general rules are compiled herein for the benefit of all public housing residents but shall apply to all tenants, including authorized family/household members, guests and invitees. House Rules will be applied fairly and uniformly to all Tenants. Failure to abide by the House Rules is a violation of the lease terms and may result in termination.

1. OFFICE HOURS

The property management office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. All business, including move-ins and move-outs, will be conducted during these hours with the exception of emergencies.

2. NEW TENANT ORIENTATION

All adult household members are required to attend a New Tenant Orientation session prior to receiving keys for the unit.

The purpose of the Orientation will be to familiarize all new tenants with rules, regulations, policies, and procedures pertinent to successful occupancy in the Houston Housing Authority (HHA) public housing program. The Lease, House Rules, maintenance policies, housekeeping, Community Service requirements, and Earned Income Disallowance will be among the topics reviewed at Orientation.

Existing tenants may be required to attend the orientation as directed by their Property Manager as a condition of continued occupancy if lease violations have occurred.

3. RENT PAYMENTS

In accordance with terms of your lease, the full rent for the month is due and payable in advance, on the first day of the month. All rents are to be paid and received in person, through the mail, or through the (24) hour drop slot at the rental office no later than the fifth (5th) calendar day of the month.

Please note the following:

- a. A resident who cannot pay rent when due because of circumstances beyond their control (such as late receipt of public assistance or TANF, social security or pension checks) should contact the property management office immediately, or no later than the fifth (5th) day of the month, to make payment arrangements. Late charges will be assessed, but making these arrangements in advance may save court costs associated with an eviction notice.
- b. Charges for late payment of rent will be assessed as follows:

1. If rent is not paid by the fifth (5th) day of the month, a charge of \$15.00 will be assessed.
 2. Tenants who have not paid their rent by the fifth (5th) day of the month will receive a Notice of Termination of Tenancy. If no response is received by the end of the “notice” period, it will be necessary to file an action for possession of the premises in Court. Additional charges will be assessed to cover the court and constable fees involved in the process.
 3. Delinquency charges will not be assessed on account balance for anything other than rent.
- c. In the event of an eviction for non-payment of rent and/or other charges due, no payment may be accepted by the HHA or property management for charges due (including rent, late fees, maintenance charges, etc.) except when payment is for charges in full. **Partial payments will NOT be accepted.** Payment must be by a certified check or money order ONLY.
 - d. No third-party checks will be accepted at any time.
 - e. A returned check charge of \$25.00 will be assessed for any check received as payment of rent and/or other charges that is returned unpaid due to insufficient funds or for any other related reason. If such occurs, the property management will no longer accept checks from that resident and future payments must be certified check or money order only.

4. NOISE AND CONDUCT

- a. Tenant shall not engage in any activity that endangers Tenant or others.
- b. Tenant shall not make or allow any excessive noise on the premises nor permit any actions that will interfere with the rights, comforts, and conveniences of other persons. Tenant shall refrain from playing musical instruments, television sets, stereos, radios, computers, and other mechanical, electronic, or entertainment equipment at a volume likely to disturb other persons. Tenant acknowledges that a tolerable volume during normal daytime and early evening hours may not be considered a tolerable volume during late night or early morning hours and will adjust volume accordingly so as not to disturb neighbors or other persons. **Quiet hours are between 10:00 p.m. and 7:00 a.m.**
- c. Tenant also acknowledges that Tenant lives in a community within close proximity of neighbors, and shall accept as reasonable and normal typical sounds including but not limited to noises generated by the use of plumbing, fans, closet and cabinet doors, etc. Tenant shall refrain, and shall ensure that Tenant’s guests or minors likewise refrain, from activities and conduct inside and outside the premises (patios, balconies, common areas, parking areas, or recreational facilities) that are likely to annoy or disturb other persons. Tenant shall refrain from creating, or allowing to be created, any noise or activity that is disturbing (loitering, partying, louse conversations, etc.) to other tenants or neighbors, including but not limited to loitering, partying, or loud

conversations. Consumption of alcoholic beverages in common areas is prohibited.

- d. All children on the premises must be supervised by a responsible adult at all time. Parking lots, carports, and laundry areas are not play areas and as such, children shall not be allowed to play in these areas. Parents or guardians shall take care that toys or other objects are not left in public areas or walkways and do not otherwise create a safety hazard.
- e. Vandalism and/or destruction of plants, gardening equipment, or property of the HHA, neighboring properties, or public property is prohibited. The HHA has a zero-tolerance policy for any vandalism, graffiti, and/or malicious damage done to HHA property. Tenant and tenant's guests or minors who engage in the above will be prosecuted, and the Lease and any related rental subsidy may be terminated. In addition, Tenant shall pay to the HHA any costs associated with repairing damage to the property.
- f. Play Areas are reserved for residents only. Children under the age of seven (7) must be accompanied by an adult. It will be the responsibility of each parent to supervise their child(ren). The HHA and property management will not be responsible for accidents. No glass containers of any kind are permitted in the play area in addition to no alcoholic beverages. There shall be no loud music or profane music; no shoving, pushing, or fighting on the playground; no destruction of the playground equipment; and all trash and debris must be discarded in proper bins. Tenant is required to abide by any additional rules and/or regulations set forth by the property.

5. SAFETY & SECURITY

- a. Security is the responsibility of each Tenant. The HHA and the property management company assumes no responsibility or liability, unless otherwise provided by law, for Tenant's safety and security, or for injury or damage caused by criminal acts of other persons.
- b. All HHA dwelling units have locks on exterior doors. It is the Tenant's responsibility to ensure that locks are secured upon exiting the premises, and to notify maintenance if any lock is not functioning properly. The property management and the HHA will not be responsible for articles missing from the apartment. When leaving for an extended period (more than 14 calendar days), Tenant shall notify the property, in writing, as to the length of the Tenant's absence and contact information.
- c. Tenants are **not** permitted to have their own locks on any doors (inside or outside). The HHA and property management **must** be able to gain access for routine maintenance, inspection purposes, and in the event of any emergency. Use of personal locks is grounds for lease termination.
- d. Tenant shall not smoke inside the unit. Tenant shall not store gasoline, combustibles, or other hazardous materials in the unit. Tenant shall check that all appliances are turned off prior to leaving the premises.
- e. Charcoal barbecues and gas grills are permitted on the properties but must be ten (10)

feet or further from the building to avoid being a fire hazard or nuisance.

- f. Tenant shall not place, store, leave unattended, or discard bicycles, strollers, toys, wagons, shopping carts, furniture, clothing, brooms, mops, garbage cans, wood, newspapers, or any other item in the common areas. Common areas include, but are not limited to, hallways, entrances, breezeways, sidewalks, stairways, garden areas, public meeting rooms, laundry rooms, water heater closets, and parking areas. If Tenant leaves items in the common areas, the property may remove these items and store or dispose of them at Tenant's expense.

6. VEHICLES & PARKING

- a. Tenants and guest shall comply with the HHA's Parking & Towing Policy. Any vehicle parked in a property lot must have a valid parking permit displayed in accordance with the Parking & Towing Policy.
- b. Tenants, household members, and guests are prohibited from parking in the following areas:
 - 1. Fire Hydrants: Spaces are marked off with red paint and signs.
 - 2. Handicapped Parking: Spaces are marked off and lines, generally in blue, with signage indicating the space is reserved for handicapped parking only. Any vehicle parked in Handicapped Parking must clearly display registered/licenses handicap sticker/plates/signage.
 - 3. Trash Containers: Spaces are marked with red paint. Do not park in front of containers. Garbage cannot be collected if the truck cannot gain access.
- c. Tenants shall not keep vehicles on the property unless they are properly licensed, registered, and in an operable condition. Any vehicles which do not display current licenses and/or which are in an inoperable condition (flat tires, broken windows, leaking fluids, etc.) will be towed at the vehicle owner's expense.
- d. All powered cycles of any type, size, style, or model must be parking in a designated parking area only. No parking on lawns or on sidewalks.
- e. All guests must park on the street or in designated guest spaces. Any vehicle improperly parked or blocking another vehicle, or blocking an emergency vehicle access lane ("fire lane"), will be immediately ticketed and/or towed away at vehicle owner's expense. The HHA or property management is under no obligation to warn the owners or drivers of improperly parked vehicles prior to ticketing and/or towing.
- f. Repairing any vehicle, washing any vehicle, and/or storing an inoperable vehicle shall not be permitted on the property. Grocery store shopping carts shall not be stored or left on or near the property. Removal and towing fees may be charged to Tenants who do not comply with the above.
- g. The parking areas are not play areas, and adult tenants must make sure that children under their care do not use the parking areas as a play area. No cycling,

skateboarding, roller-skating, in-line skating, or other recreational or play activities will be permitted in parking areas.

7. PRIVACY OF APARTMENTS

HHA officials and property management will not enter your apartment in your absence, except under the following conditions:

- a. In the event of an emergency, such as fire, water line break, electrical failure, or other instance that require immediate attention to protect lives and property, both yours and that of your neighbors and other tenants.
- b. To enforce welfare checks.
- c. For security reasons by security personnel.
- d. To perform routine maintenance work you have requested. Maintenance shall leave a copy of completed work order in the unit.
- e. To check the premises at reasonable hours, when there is reason to believe the premises may have been abandoned.
- f. To perform preventive maintenance work where there is a published schedule that has been provided to the tenant (i.e.: filter changes, fire extinguishers, etc.).
- g. For regularly scheduled housekeeping inspections, to ensure that you are maintaining at least minimum standards in the apartment. (General notice will be given in advance.)
- h. For Special Inspections as needed. (General notice will be given in advance.)
- i. In the event a law enforcement officer provides HHA's duly appointed representative with a copy of a warrant (search or arrest).

8. MAINTENANCE & REPAIRS

For maintenance requests call your Property Management's Office

Maintenance hours are Monday – Friday, 8:00 a.m. to 5:00 p.m.

- a. Routine maintenance & repairs
 1. Tenant is expected to keep clean and in good working order all appliances within the premises, and to report any needed repairs. Tenant shall make repair requests as soon after the defect is noted as is practical. Failure to report maintenance items may result in charges to Tenant and lease violations.
 2. Tenants should **NOT** approach maintenance staff and direct them or assign tasks; all requests must be directed to property management.
 3. Tenant shall not use drain cleaners of any kind, other than common household

bleach. Tenant is responsible for plumbing costs associated with hair, food, foreign objects found in drains and plumbing. It is the Tenant's responsibility to report slow drains to maintenance. Property management personnel shall make arrangement for plumbing repairs. Tub enclosures and shower stalls are to be cleaned with non-abrasive cleaners.

b. Emergency maintenance & repairs

1. Emergencies such as fire or other life threatening conditions – **CALL 911**. Do not call the office or maintenance to assist in these situations; **CALL 911** and then report to the property management.
2. **CALLS FOR EMERGENCY MAINTENANCE WORK CAN BE MADE AT ANY TIME** (day, night, weekends, holidays). An employee will be available to respond to true emergencies at all hours.
3. After hour emergencies will be handled by an answering service. It is necessary to provide your name, apartment number, type of emergency, and contact number.
4. The following types of work will be treated as an **EMERGENCY**:
 - a. Air conditioning or cooling problems in the summer.
 - b. Heating system problems in the winter.
 - c. Sewer stoppages affecting all toilets (not just a backed-up sink or hand basin).
 - d. Breaks in water lines, or major water leaks.
 - e. Electrical failures (affecting more than just a single lighting circuit).
 - f. Lock-out (resident will be billed the current charge for responding after hours). Doors will not be unlocked for any person under 18 years of age or for a person not listed on the lease. Proper identification must be provided at the time of emergency response. Under no circumstance will locks other than those provided by the HHA be allowed on exterior or interior doors.
 - g. Broken windows that present safety hazards. The glass may not be replaced, but the area will be secured.

9. SPECIAL EXTERMINATION SERVICES

Normally you will not have problems with cockroaches, fleas, ticks, ants and other pests if you follow good sanitation practices. However, in the event your unit becomes infested, the HHA will spray it for you. Please note the following:

- a. Routine Pest Control is scheduled monthly. (General notice will be given in advance.)
- b. If you need extermination services, call property management.

- c. For trees, shrubs, and weeds in the public areas that have become infested, please contact property management.
- d. If you suspect that there are bed bugs in or around your home, please contact property management **immediately**.

10. GROUNDS MAINTENANCE & SANITATION

- a. Tenant shall keep the premises, as well as areas immediately adjacent to the premises, clean, sanitary, and free from objectionable odors. Tenant shall ensure that trash or other materials are not stored or permitted to accumulate so as to be unsightly, cause a nuisance or hazard, or be in violation of any health, fire, or safety regulation. Tenant shall be responsible, at Tenant's sole expense, for hauling to the dump those items too large to fit in the trash containers.
- b. Tenants shall not feed, nor leave food or seeds out for wild birds, wild or domestic animals, either outside the premises or in the common areas. This practice attracts rodents, creates bird and animal droppings, and results in unsafe and unsanitary living conditions. Leaving any materials in any manner that will attract such animals onto the property shall be prohibited.
- c. Tenant shall refrain from storing or disposing of any combustible or hazardous materials in or about the unit, trash containers, dumpsters, storm drains, or sewer or drain lines.
- d. Tenant shall not use window, ledge, balcony, patio, yard, or any common area, as a place to store or hang to dry items including but not limited to laundry, rugs, and mops. Tenants shall refrain from shaking clothing, rugs, and similar items from any windows or balconies.
- e. Tenant shall ensure that furniture is kept inside the unit and that unsightly items are kept out of view. Yard areas, patios, porches and/or balconies may have furniture designed for outdoor use. Planters placed on balconies shall have appropriate trays, so that water from planters does not run onto unit below.
- f. Tenants may NOT store items such as old furniture, car or truck parts or tires, used appliances, or items that constitute a fire hazard or threat to health and/or safety in or near patios, entry doors, or yard areas.
- g. Tenant shall make all efforts to prevent and/or eliminate mold or mildew as part of Tenant's normal cleaning routine. If, after following a normal and thorough cleaning routine, mold and mildew growth seems to be abnormal or difficult to control, Tenant shall report these circumstances to property management in writing, and request that maintenance access and treat any abnormal mold or mildew.
- h. Tenants are requested not to ride bicycles, walk or run through plantings or flowerbeds; use sidewalks. Tenants are responsible for their children. Children are not to dig holes, scatter rocks, or otherwise disturb lawns, shrubbery, trees, or sprinkler systems. In addition, it is the responsibility of tenants to report to the office

any destruction by other tenants and their families or guests.

- i. Please do not place storage boxes, toys, barbecues, etc. over sprinkler heads. This keeps the sprinkler from covering the lawn area it is designed to serve.
- j. It is the Tenant's responsibility to take rubbish and garbage to the containers, dumpsters, etc. Only garbage and trash should be placed in the containers. Do not allow children to play inside the dumpsters.

11. CHARGES FOR SPECIAL SERVICES OR CHARGES DUE TO DAMAGE FROM TENANT ABUSE OR NEGLIGENCE

You will not be charged for maintenance or damage due to normal wear and tear on your unit. However, in some situations you will be required to pay the charges for material and labor for special services rendered to you, or for damage, repair, or the cost of missing items. You are not authorized to have any HHA property or equipment repaired by an outside vendor.

The following charges will be levied for special services which are not a part of regular, routine maintenance and operations:

- a. Hauling Charges. If you permit old furniture, appliances, junk, trash, debris to accumulate in your unit or in the area surrounding the unit, and if it becomes necessary for the property to remove such material (after giving reasonable notice), then the property will charge the actual cost of removing such material. Tenants moving out and leaving old furniture, appliances, junk, or trash, are subject to the hauling charge at the time the unit is vacated.
- b. Charge for Damage by Tenant(s), Household Members, Guests or Other Persons Under the Tenant's Control. Such charges will be made in accordance with the list of current charges for service/maintenance as posted in the office management office.
- c. Cost of Damages Done by Third (or Unknown) Parties. Tenants will be charged for damages to the dwelling by third or unknown parties (such as break-ins, broken windows, etc.).

12. DECORATING RESTRICTIONS

- a. No structural alterations are permitted or any cosmetic alterations that compromise the basic design feature of the HHA property.
- b. Tenant may decorate the interior of the unit with Tenant's own drapes or blinds, provided that window treatments are of a neutral color, as seen from the exterior of the property, and that no curtain rods are installed other than those provided by the HHA. Tenant shall be responsible for maintaining HHA drapes and/or blinds. Tenant shall not use aluminum foil or other unsightly materials as a window covering.
- c. Tenant shall not install an air conditioner (window-mounted unit) without prior written permission from the HHA. Tenant may not install any antennas, including satellite dishes or mini-satellite dishes, upon either the interior or exterior of the

premises or common areas, including windows and balconies, without prior written authorization from the HHA.

- d. Tenant may use small picture hanger nails, but may not use items including but not limited to glue, large nails, adhesive tape or stickers on any walls or surfaces. Tenant may decorate with carpeting or rugs that are not attached or glued to the floor. Tenant may not use contact paper or wallpaper. Painting of the unit is not permissible without prior written consent.
- e. No dishwashers, washing machines, or any other appliances that consume large quantities of water may be installed within the property. The only exception to this rule applies to properties designed to accommodate these types of appliances.
- f. Tenant shall not replace or alter any lock or doorknob in the unit. Deadbolts and/or keyed locks are prohibited on interior doors. Any lock that is changed without prior written permission shall be considered a structural alteration and a violation of the lease.

13. PET POLICY

To keep dogs, cats, or other common household animals on the premises, refer to the HHA's Pet Policy. The HHA requires prior written consent and approval of a pet application, which will become a part of the Lease. No consent will be given to animals classified as dangerous, or snakes or other exotic animals that are not household pets. All state and local laws regarding curbing rules, anti-cruelty laws, animal control, and animal health shall be applicable to pet ownership by any Tenant.

14. GRIEVANCE POLICY

Any disputes or complaints by a Tenant shall be resolved pursuant to the HHA's Grievance Policy, where applicable, and any amendments thereto that are in effect at the time such grievances arise, incorporated herein by reference.

15. TRANSFER DUE TO UNINHABITABLE UNIT

Tenants of units which are rendered unsafe, unhealthful, or uninhabitable by reason of fire, water, or wind damage, etc. will be transferred to an appropriate sized apartment in the development whenever possible. Refer to the Lease for additional details.

16. RENTER'S INSURANCE

Tenants are encouraged to purchase renter's insurance for coverage of household belonging in case of damage or destruction to the unit. The HHA insurance **does not** include coverage for loss or damage to tenants' possessions, or for negligence/damage caused by members of the household or guests. Renter's insurance is obtainable from most major insurance companies.

17. SPECIAL EVENTS AND COMMUNITY ROOMS

- a. Tenants planning special events that are conducted on the property but outside the

dwelling unit require prior approval from the HHA and property management, and any equipment must be removed immediately after the event.

- b. If the development offers the availability of a community room for a tenant's special event, rules regarding the use, sign up, and access to the room will be posted at the respective development and must be followed.
- c. To be eligible to use the community room for a special event, the tenants' account must be in good standing (no past due charges of any kind, no evictions pending, etc.).
- d. No alcoholic beverages are allowed.
- e. Tenants must follow all posted rules in Community Rooms that are open and available to all tenants.

18. INCLEMENT WEATHER

During hurricane season it may be required or suggested that you leave your home for a period of time as the storm passes. The following will be the responsibility of the tenant:

- a. If a mandatory evacuation is declared for all tenants, you will be required to leave the premises and go to the designated community shelter.
- b. If it is suggested that all tenants should evacuate their homes because of the severity of the storm, then it will be the HHA's suggestion that you take that advice.
- c. It will be your responsibility to follow any and all instructions as provided by FEMA, and any other Federal, State, or Local government agency as to what preparations are needed.
- d. It will be your responsibility to have a prepared Hurricane/Disaster Supply Kit as instructed by the State, Red Cross, and all other government agencies. This kit should contain a supply of water, food (non-perishable), batteries, flashlight, first aid kit, all of your medicine, toiletries, radio, and, if applicable, your pet care items.

19. CHECKING OUT WHEN VACATING UNIT

Rent is due in full for the month, even if notice to vacate has been given. You must give at least a thirty (30) day written notice of your intent to move out. Failure to give proper notice could result in additional charges to the resident. The resident is responsible for rent, damages, and other charges incurred until such time as they inform the Property Manager of their move, have vacated the unit, and have turned the keys in to the Property Manager.

- a. In order for the apartment to be properly checked out, you must have physically moved all possessions out of the apartment prior to turning in your keys.
- b. You **must** turn in your apartment keys within 24 hours after having vacated the apartment. **You will be charged rent until all of the keys are received.**

- c. After your apartment is checked, and the cost of cleaning (if necessary) and any repairs for damage to the unit or equipment, or for missing items, is calculated, you will be refunded any amount due to you from the security deposit within thirty (30) days.
- d. If you cannot pay all charges due at move-out, ask for a payment arrangement to fully satisfy the debt over a reasonable length of time. This will save your credit rating from an unfavorable report. If you fail to pay or make arrangements to pay when moving out, the property management will send you a notice of the amount owed, indicating that if payment is not received within ten (10) days, the amount will be turned over to a Collection Agency.
- e. A collection fee will be charged to the resident for any debts owed to the HHA that are collected by a collection agency. This fee will equal the amount charged by the collection agency and will be in addition to the debt itself.

20. INSTRUCTION TO RESIDENTS ON WHAT TO DO WHEN VACATING

As your lease requires, you agree to leave your apartment in a good and clean condition, as it was when you moved into it. The following is a checklist prepared by the HHA to assist you with your return of a good and clean apartment. It may also help you receive a refund of your security deposit.

- a. If you have painted any rooms of your unit, you will be charged for the labor and materials to repaint the apartment.
- b. All wall coverings (wallpaper, paneling, contact paper, mirrors, etc.) must be removed, including glue or paste, and the wall returned in good condition, free of holes or other blemishes. Any large holes, including holes from drapery rods or picture hooks, must be filled with appropriate material, and the wall left in good repair.
- c. No personal belongings should remain in the apartment. The apartment must be empty, free of hangers, garbage, boxes, newspapers, furnishings, etc.
- d. All cabinets must be empty and clean. If you installed shelf paper or contact paper, it must be removed.
- e. The refrigerator must have all food removed. It must be left clean, the freezer defrosted, the unit unplugged, and the door left open.
- f. All bathroom fixtures must be left clean including toilets, sinks, and bathtubs. The tile, vanity, mirror, and medicine cabinet must also be left clean.
- g. If you have removed the original light fixtures, switch plates, or receptacle plates to install your own personal ones, you must replace the original ones where they belong.
- h. Clean floors by vacuuming and mopping.
- i. Make sure all windows are clean and do not require washing.

- j. Vacuum or brush dirt from window sills, tracks of sliding window sashes, and tracks of sliding doors.
- k. Leave stove, oven, and broiler in clean condition; check burners on top and underneath; check top and side of oven, broiler, and drip pan in bottom of oven, etc.
- l. Wipe off all shelves and surfaces which can catch dust, and clean out all cabinets and drawers, making sure to remove any shelf paper, etc.
- m. Clean filters in kitchen exhaust fan; check and clean filters in air conditioner and/or heater or furnace.
- n. Check painted surfaces and wash off dirt, finger marks, etc.
- o. After giving your thirty (30) day notice and completing the Intent to Vacate Form in the property management's office, a move out inspection will be scheduled and you are required to turn in your keys at that time. If you are not able to be present at a move out inspection, the keys must be returned to the Property Manager within twenty-four (24) hours of the scheduled move-out.

21. ADDITIONAL RULES (ELDERLY COMMUNITIES ONLY)

- a. There will no loitering in the lobby at any time. Entry way into the building must be clear for access at all time. The lobby is to be used for business purposes only. Business includes the following: Office business and waiting on transportation. Please do not stand around in the lobby and talk loudly. You may use the Activity/Community Room.
- b. Please do not open the front door for ANYONE. All residents entering the building should use the security system or your special code. Visitors should call your apartment by using the call box. All residents shall verify their phone number is in the system.
- c. Do not prop front or side door open at any time. This is for your protection. **STAIR EXIT DOORS ARE NOT TO BE USED TO ENTER OR EXIT BUILDING UNLESS IT IS AN EMERGENCY.**
- d. Tenants and/or guests are not permitted to use the fire escapes (stairs) exits, unless it is an emergency. Anyone caught using the fire escape will receive a violation immediately.
- e. Your personal code, your apartment keys, outside entry keys, and/or mailbox keys are not to be given to anyone unless they are your guardian that is listed on your file with office.
- f. There will be no Alcohol Beverages allowed in the lobby. **NO ALCOHOL BEVERAGES IN ELEVATORS, STAIRWELLS, AND WASHING AREAS.**
- g. The restrooms are for the convenience of the employees and visitors. Tenants may use them when they are in the community room and lounge area. Please do not put

paper towels or any other foreign articles in the toilets and please flush after each use.

- h. There will be NO SMOKING inside the building. Do not put your cigarettes out on the floor of the corridors, elevators and stairs. There are designated areas for smoking, please use them. THIS APPLIES TO TENANTS, PROVIDERS AND VISITORS.
- i. No Solicitation on the property. No Tenant can use their apartment for a business or trade.
- j. No babysitting allowed. Children can visit but are not allowed to disturb the quiet and peaceful enjoyment of other tenants. An adult must accompany children at all times.
- k. Tenants must wear “street clothes” when coming through the lobby, activity/community room, mailbox area, and washing area/room. “Street clothes” mean clothes you would wear outside the building. This does NOT include nightgowns, sleeping attire, or see-through clothing. You must wear shoes due to safety precautions. DO NOT WEAR HOUSECOATS OR LOUNG ATTIRE.
- l. Help keep the garbage rooms clean. Please take out your garbage and tie the bag with a knot. Put all trash in the trash chute provided, NOT ON THE FLOOR. If the chute is full, please bring your trash downstairs and place it inside the dumpster outside.
- m. YOU CAN NOT BRING GROCERY CARTS INSIDE THE BUILDING AT ANY TIME. This is from the City of Houston Fire Marshal. Please do NOT ask for management to bend the rules at any time.
- n. TENANTS ARE NOT PERMITTED TO PARK IN VISITOR PARKING. VEHICLES WILL BE TOWED AT OWNER’S EXPENSE.

TENANT ACKNOWLEDGMENT

I, _____, have received the HHA’s House Rules and I agree to comply with the provisions. I understand that any violation of this policy and the established HHA procedures shall be considered a violation of my Residential Lease Agreement and may be cause for lease termination.

Tenant’s Signature

Unit #

Property Manager’s Signature

Date

Date