



SUNSET MEADOWS 1 & 2

HOUSE RULES

SECURITY:

1. Outside doors shall not be propped open at any time. If articles are being transported into the building, a responsible individual shall be stationed at the door to insure that no unauthorized persons enter. The tenant is responsible to insure that the door is securely shut and locked before leaving the area.
 2. Visitors may enter through the *front* door only. A tenant may sign out an extra front door key for the use of a relative or caretaker, but *only tenants* are allowed to possess side door keys.
 3. Lost or misplaced keys should be reported to the office manager *immediately*.
 4. Tenants must advise the office manager and/or night manager if a guest plans to stay overnight in a unit. Approved guests may stay free-of-charge for a *reasonable* period of time. No guest may stay longer than two weeks without *specific permission* from management.
 5. No door-to-door solicitation of any kind will be allowed. No solicitation is permitted in public areas with out prior approval from management.
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SAFETY:

6. All tenants are required to participate in periodic emergency drills.
7. Tenants may not use any type of space heater in a unit until it is inspected and approved by the maintenance manager.
8. No open flames, including candles of any kind, are allowed in units at any time.
9. Ovens and/or burners should *never* be used as auxiliary heat in a unit.
10. Tenants may not block access to unit electrical panel or disable unit smoke detector at anytime.

11. All units must be kept clutter-free with a clear pathway to the door in case of fire or other emergency. Any unit that is deemed a fire hazard by management must be corrected immediately at the expense of the tenant.
12. A tenant should notify management when he or she plans to be away overnight. A tenant may live away from the property for up to 60 consecutive days as long as the rent is paid on time. If the absence from the property is due to medical reasons a tenant may be absent from the property up to 180 days as long as the rent is current. If a tenant must live away from the property longer than the established guidelines listed above, he or she must obtain prior approval from the Executive Director and/or the Housing Authority Supervisor (Office Manager).
13. Appropriate management and/or staff members may enter units for periodic inspections, or for other business related reasons. If a tenant so desires, a written statement can be filed with the business office requesting that prior written notice be given by management and/or staff for any non-emergency visit. This request will be honored by staff posting notice on the apartment door. If tenant exercises this right and does not respond to written notice of the staffs need to enter the unit within 24 hours, staff may enter the apartment and perform the work needed. A reminder for inspections will be posted prior to an inspection taking place in your home.
14. Management may check a unit periodically if a tenant is away for more than three days. Management and/or staff will consider the absence in itself, as permission to enter the tenant's apartment, and no written notice would be needed or required.
15. No running in public areas, playing in elevators, or excessive noise making.
16. If possible and reasonable, safety bars will be installed as part of a unit bathroom at the request of the tenant. If portable bars are purchased and attached to any bathroom fixture by the tenant or a tenant representative, it will be done at the *tenant's own risk*.

ENVIRONMENT:

17. Bodily or other offensive odors emanating into the hallway from a unit must be addressed and eliminated by the tenant or the tenant's family within twenty-four hours of *written* notification by management.
18. Units are to be kept clean and insect-free. Potential infestation problems shall be reported to management immediately. Management will inspect units for *basic housekeeping* periodically and the tenant will be given a list of items that need to be corrected before the next inspection.
19. No smoking is allowed in either building starting April 1, 2009. Smoking is allowed in units with the door to the hallway closed and *if they have signed their lease prior to March 1, 2009*.

20. For those who smoke and have a lease prior to April 1, 2009, if it becomes necessary to air out a unit after smoking, the tenant should open window, no the door to the hallway. No smoke from a unit should ever permeate the hall way outside the unit. Those tenants who smoke on the grounds outside the buildings should pick up their cigarette butts an take them to the trash. A smoking area is provided at the back of each building on the patio.
 21. Tenants may have pets, and visitors may bring pets into the building. However, tenants are responsible to insure that they and their visitors abide by *all* regulations listed in the Moffat County Housing Authority Pet Policy, a copy of which may be obtained in the business office. If a doctor states that you are to have a comfort animal or an assistance animal, the Director may make reasonable accommodations for you.
 22. Posted handicapped-accessible, bus parking and drop-off spaces are to be used for pick-up and drop-off purposes only unless prior permission is granted by management. Vehicles parked in handicapped-accessible and bus parking spaces may be towed at the owner's expense.
 23. Tenant parking is allowed in designated areas only. Each tenant with a car is assigned a numbered parking slot and should use only that parking slot. All motor vehicles parked on Sunset Meadows property must have a current registration and license plates in accordance with Colorado State Law.
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MAINTENANCE:

24. Tenants should report maintenance problems as soon as they are discovered. If management is not informed of a serious maintenance problem in a timely manner, the tenant may be required to pay for any additional damages caused because it was not reported. Maintenance logs have been placed on the counter of each lobby so tenants can report any problems in writing as soon as they occur.
 25. If an item is part of the unit and needs repair or replacement, it will be done at no cost to the tenant. However, if a maintenance item is requested solely because of personal preference, the tenant must purchase that item. Personal items belonging to the tenant will not be repaired or maintained by management. Repair or replacement of unit items in disrepair due to neglect or abuse by the tenant will be charged to the tenant.
 26. Smokers may be required to pay for a periodic thorough cleaning of the unit in order to eliminate excessive odors from walls and/or carpeting. Cigarette burns in carpeting, on counters, etc. will be repaired at the expense of the tenant.
 27. Nothing should be attached to unit doors or cabinets with nails, screws, or adhesive of any kind. Management should be consulted before a molly screw or other like type device that causes a very visible hole is made in any unit wall. *Small* nail holes in walls are permissible.
 28. Items such as shelves, window coverings, etc. that will be permanently affixed to any part of the unit must have advance approval. Once the item is attached to the unit, it will become the
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property of Sunset Meadows and may not be removed upon departure unless said unit is completely restored to its original condition at the expense of the tenant or tenant's family.

29. If a tenant wishes, he or she may request permission from management to replace unit window coverings at his or her own expense. The portion of those window coverings that face the outside of the building must be white or off-white.

CONDUCT:

30. No tenant may behave in a manner that disrupts the normal operations of Sunset Meadows. This includes but is not limited to verbal or physical harassment of a member of staff or management, interference in day-to-day operating procedures, and unwarranted intrusion into the affairs of the business. If a tenant persists in the disruption of business, management and/or the Moffat County Housing Authority Board of Commissioners will take appropriate action to end the disruption. This action may result in the eviction of said tenant.
31. No tenant may behave in a manner that disturbs the peaceful environment or well being of another tenant. If a tenant persists in disrupting the peaceful environment of another tenant, management and/or the Moffat County Housing Authority Board of Commissioners will take the appropriate action necessary to put an end to the disruption. This action may result in the eviction of said tenant.
32. If a tenant is dissatisfied for any reason, he or she should meet with the Director for a resolution. Should a resolution not be met, the tenant shall follow the Official Grievance Procedure adopted by the Moffat County Housing Authority Board of Commissioners. Grievance forms, which include instructions for submission, are given to each new tenant and are also available in the business office during business hours.

COMMON AREAS:

33. Shirts and shoes/slippers (no bare feet) must be worn in common areas of the building. Nightwear should not be worn in common areas, but nice loungewear is acceptable.
34. Tenants are expected to clean and straighten common areas after they have used them.
35. No religious or political advertisements or posters will be allowed in common areas.
36. Tenants who plant a garden in the spring must clean up their plot in the fall. Tenants may do laundry in the common laundry room from 7:00 a.m. until 10:00 p.m. daily. Laundry rooms are for *tenants' use only*. For the convenience of other tenants, the tenant or a designated representative must remain with his or her laundry until it is removed from the laundry room.



GENERAL:

37. Rent is due on the first day of each month and should be paid in the business office between the first and the fifth day of the month. If the full amount is not paid by the end of the 5th day of the month, the Landlord may collect a fee of \$5 on the 6th day of the month. Thereafter, the landlord may collect \$1.00 for each additional day the rent remains unpaid during the month. A monthly utility stipend will be charged each tenant as approved by HUD. This stipend pays for the use of cable television and air conditioning in each apartment
A resident may purchase meal tickets in the business office.
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Requests for services may be made to the property manager in writing, orally, or by any other effective means of communication. The Moffat County Housing Authority will assure that all oral requests are reduced to writing.



**Acknowledgement for
Sunset Meadows 1 and Sunset Meadows 2
“House Rules”**

By signature below, I acknowledge that I have received a copy and that I understand the Sunset Meadows I and II House Rules. I further agree to comply with all provisions in this policy and acknowledge that failure to do so may jeopardize my housing assistance.

Tenant Signature

Date

Landlord Signature

Date

For Moffat County Housing Authority Use Only

Tenant Name: _____ Complex & Unit #: _____

