

This is an important notice. Please have it translated.

Este e' un aviso importante. Sirvase mandarlo traducir.

Ca ce you bagay ki impotant. Fe yo traduit li pou ou sous ple.

C'est une annonce tres important. Faite la traduction s'il vout plait.

Welcome To Your New Home

Every effort will be made to provide you with a delightful atmosphere in which to reside. To achieve this and insure your health, welfare, and safety, we ask all Tenants to cooperate with the following rules and regulations, which are part of the Lease Agreement.

General Lease Terminations:

Objectionable conduct includes the Tenant's failure to refrain from and cause his/her household, guests and other persons on the premises under the tenant's control to refrain from all manner of objectionable conduct. More specifically, objectionable behavior includes, but is not limited to:

- Radios, TV's, and/or other electronic equipment or devices played loud enough to carry beyond the confines of the tenant's unit.
- Tenant and all persons on the premises with Tenant's consent shall not loiter in the common areas of the premises.
- Tenant will refrain from and cause other persons on the premises with consent, to refrain from gambling and consuming alcoholic beverages in the common areas or in the premises of the community center. Alcoholic beverages may be consumed in the confines of your apartment, front porch or in your backyard as long as it does not cause problems or interfere with the peaceful enjoyment of the Tenants or staff.
- Making or permitting noise that disturbs the rights or comfort of neighbors.
- Failure to quiet activities after 10:00PM until 8:00AM .or permitting any other noises or acts that might interfere with the neighbor's rights and comfort.
- Harassment of neighbors or NHA staff or personnel, which interferes with them doing their job.
- Smoking in common areas is prohibited. However, you may smoke in your apartment on your front porch or in your backyard. We request that you

open a window or turn on your exhaust fan or both while smoking. This will vent the smoke outside. The Management will not be held responsible for second hand smoke.

- Tenant shall request in advance in writing the addition of legal activity that may be profit making. We will review and approve or disapprove in writing any such request.
- If Tenant or any member of Tenant's household, or guest or other person under Tenant's control displays, uses, or possesses any firearms, (operable or inoperable) or other offensive weapons as defined by the law, anywhere on the Landlord's property which are not registered with the Landlord or firearms for which no valid legal permit has been obtained, such action shall be cause for termination of tenancy. If Tenant or member of Tenant's household wishes to possess a firearm on the Landlord's property, Tenant shall obtain a valid legal permit from the State of Connecticut and any local authority, if necessary, and register said firearm with the Landlord. Failure of Tenant to obtain appropriate permits or register firearms on the Landlord's property with the Landlord shall be grounds for termination of tenancy.
- We will notify the local post office if any individual or family is evicted for criminal activity, including drug-related criminal activity (NAHA, Section 505, U.S. II. Action, Section 6 (a)). The purpose of this action is so that the Post Office will terminate delivery of mail for such (evicted) persons at the apartment, and that such persons will have no reason to return to the complex to pick-up mail.

Drug Free Community:

- It is a violation of your Lease, State and/or Federal Law to possess, use, sell, or distribute illegal drugs on or near Housing Authority property or assist others in doing so. This Agreement and your assistance will be terminated as a result of such conduct. You will be evicted from your dwelling apartment if you violate these rules.

No flammable material

- Flammable material may not be stored in your apartment. No one will be allowed the use of alternative heat, such as propane, kerosene, or use of candles will not be permitted.

Limits on personal property:

- Management may deny entrance to Tenant's furnishings, equipment, or personal belongings which it deems unsafe, unsanitary, or unhealthful to the project, or after occupancy, may order their removal from the premises. The management shall also have permission and approval of the Tenant to exterminate furnishings brought into the building if necessary. Possession of waterbeds, aquariums, or other potentially harmful equipment is allowed only with written permission of management.

Vehicles:

- All vehicles must be registered with the office. No inoperable or unregistered vehicles are permitted to be parked on site. Boats or trailers are not permitted to be stored on site. Such vehicles may be towed at the owner's expense by management. Trailer, motorcycles, boats or other similar vehicles, must not be stored in the parking areas. Cars and motor vehicles are not permitted on sidewalks or lawns. Commercial vehicles are not permitted on the property at anytime.
- Repairs or maintenance of vehicles of any type shall not take place on the grounds. Tenant shall not nor shall Tenant allow any guest or authorized occupants to abandon any motor vehicle on the premises or keep any unregistered vehicle on the premises at any time. Tenant shall not perform any repairs to motor vehicles on the premises, including, but not limited to, oil and fluid replacement, tune-ups, engine and transmission repairs, brakes, suspension and exhaust repairs, body work, painting, etc. All vehicles on property must be registered and insured at all times.

The Tenant is responsible for the following:

- The Tenant will be responsible to place their trash and recyclables in the proper containers provided for pickup by the sanitation department.
- Pet Owners or owners of Assistance Animals will be responsible for removing animal waste to the outside trash containers. An assisted animal is not classified as a pet. The landlord will allow the tenant to keep an animal needed as a reasonable accommodation to the tenant's disability, and will allow animals to accompany visitors with disabilities who need such animals as an accommodation to their disabilities. Tenants must apply for a service dog as a reasonable accommodation and obtain approval before acquiring a pet.

- Visitors may not bring pets to the building.
- If you were a tenant on or before August 1, 1996 and had a dog registered with Norwalk Housing Authority at that time, you are permitted to keep the dog. The dog may not be replaced and any off spring must be removed from the property immediately.
- When leaving for any length of time, windows should be closed to prevent wind or rain damage. Should you neglect to follow this rule and damage occurs to the floors, or the interior of the unit, or to any other unit, the Tenant shall be responsible for the cost of cleaning or replacing any necessary item to restore the unit to its original condition.
- Tenant shall wisely use water. If you are having problems with your sink, toilet, faucets, or shower, you must report it immediately to the central office.
- Tenant may paint unit white or very light pastel colors.
- Tenant may install curtains or shades at windows if desired
- Over night guests can remain in the assisted unit no longer than 15 consecutive days or a total of 30 cumulative calendar days during any 12 month period. A family may request an exception to this policy for valid reasons (e.g., care of a relative recovering from a medical procedure is expected to last 40 consecutive days). An exception will not be made unless the family can identify and provide documentation of the residence to which the guest will return.
- Place any grills or patio furniture in the front or side yard(s), or store items in the front or side yard(s). Two violations or 1 violation lasting 30 days shall be deemed a material breach of the Lease.
- Shall attend designated orientation if cited for poor housekeeping, unauthorized pet, unauthorized occupant, and maintenance charges greater than \$200.00 in the last year or late rent 3 or more times since last recertification.
- Any amount due for underpayment of rent in accordance with the lease and HUD regulations. Tenant Obligation to repay shall be paid within 30 days of written notice to tenant.
- The tenant agrees **NOT** to do any of the following:
 1. No changing or removing any part of the fixtures or equipment in the apartment
 2. No installing wallpaper or contact paper, repairing or tiling
 3. No painting units medium to dark colors

4. No painting or making improvements to the wood floor in the apartment.
5. No satellite dishes installed anywhere.
6. No attaching awnings or window guards in the apartment
7. No attaching or place any fixtures, signs, or fences on the building(s), the common areas, or the complex grounds.
8. No attaching any shelves or other permanent improvements in the apartment.
9. No placing any aerials, antennas or other electrical connections on the apartment roof or siding
10. No use of sheets, blankets, etc. at windows
11. No placing any cords, wires or cables on floors that create tripping hazards or under area rugs.
12. No installing any fence or shed on the property.
13. No swimming pools of any type are permitted.
14. Nothing shall be installed on the roof or side of building at anytime.
15. No Christmas decorations may be installed with nails, screws or penetrate the vinyl siding or roof in any way and all outside Christmas decorations must be removed annually by January 15th.

Maintenance & Emergencies:

Tenant agrees to:

- Shovel snow from your porch, steps, and sidewalks to the apartment from the main sidewalk.
- Mow individual apartment front, rear and/or side yard and lawn and trim.
- Comply with all laws, rules and regulations affecting the premises and all statutory duties
- Not to remove or tamper with the smoke detectors or batteries.
- Disposal of medical waste properly to insure protection of other Tenants, NHA staff and others
- Maintenance emergencies must be reported immediately to 838-8471 ext.139 during business hours and after business hours to 853-9091 and

report to the answering service what the emergency is, your name, apartment number and phone number where you can be reached. For fastest service, report emergencies during business hours.

- No repairs will be done without a work order. Do not just tell a NHA staff person, call 838-8471 ext.139 during business hours and after business hours call 853-9091 to report needed repairs.
- Medical emergencies must be reported to 911. Do not call maintenance for medical emergencies. They are not trained to assist with medical needs.
- At no time will the staff assist anyone if they fall and appear to be injured. They will call the emergency number for you. The staff will try to make the person as comfortable as possible.

Temporarily and Permanently Absent:

- Generally an individual who is or is expected to be absent from the assisted unit for 180 consecutive days or less is considered temporarily absent and continues to be considered a family member. An individual who is or is expected to be absent from the assisted unit for more than 180 consecutive days is considered permanently absent and no longer a family member.

Reasonable Accommodation:

- An individual with a disability is any person who has a physical or mental impairment that substantially limits one or more major life activities. The term "physical or mental impairment" may include, but is not limited to, conditions such as visual or hearing impairment, mobility impairment, HIV infection, mental retardation, drug addiction (except current illegal use of or addiction to drugs), or mental illness. The term "major life activity" may include seeing, hearing, walking, breathing, performing manual tasks, caring for one's self, learning, speaking, or working.
- Section 504 also protects persons who have a record of such impairment, or are regarded as having impairment.
- If you require a reasonable accommodation, contact your Occupancy Specialist.

Truancy Policy:

Unexcused absences will be defined by the Norwalk School System.

The 1st through 3rd unexcused absences will be permitted. However, the parent/guardian will be notified via mail.

After the 4th unexcused absence the student must enroll in a Learning Center (LC) program.

The parent/guardian will be contacted by the Director, Learning Center Programs. A meeting will be scheduled to review the requirements of the program, and determine the LC that the student will enroll in. The student must begin reporting to the LC no later than one week after the meeting unless there are extenuating circumstances that necessitate additional time.

Subsequent to enrolling in the LC the student must attend at least four times a week. The student will be excused from the requirement to participate in an LC program if they do not incur an additional unexcused absence for a three month period of time. However, if an unexcused absence should occur after the three month period the student will be required to participate in an LC program for the remainder of the school term.

If the student is enrolled in either an after school tutoring program or an academically based program at a non-NHA center, the parent/guardian must present the Director, Learning Center Programs with a letter from the center Director that specifically states the name and content of the program, the attendance requirements, and the duration of the program in order for the requirement to enroll at an NHA LC to be waived.

A failure to satisfy this requirement may result in the process moving to the ninth step.

For the 5th through 6th unexcused absences a letter will be sent to the parent/guardian informing them of the repeated absences, and the parent/guardian will be required to perform LC based community service.

In addition to the letter, the parent/guardian will be contacted by the Director, Learning Center Programs. A meeting will be held to determine the schedule for the parent/guardian to either perform community service twice a week at the LC attended by the student, or complete home based activities on behalf of the LC if reporting to the LC is legitimately not feasible for reasons of their

schedule. The activities will be determined by the Lead Coordinator at the LC in conjunction with the parent/guardian. After 3 months of community service, the parent/guardian will be excused from the requirement to perform community service at an LC program if the student does not incur an additional unexcused absence for a three month period of time. However, if an unexcused absence should occur after the three month period the student and parent/guardian will be required to participate in an LC program for the remainder of the school term.

A failure to satisfy the requirement may result in the process moving to the ninth step.

After the 7th and 8th unexcused absences a second letter will be sent to the parent/guardian informing them of the absence history and the seriousness of the matter. A meeting will be scheduled with NHA family support staff after the seventh unexcused absence, and the family will subsequently be required to meet with a family support organization for assistance with student and family concerns.

The parent/guardian will be provided with referrals and required to pursue assistance within a one week period of time. The parent/guardian will subsequently be required provide verification to the Director, Learning Center Programs, that they met with a support organization (details of the meeting will not be required).

After the 9th unexcused absence a third letter will be sent to the parent informing them of the repeated absences and proposed action by the NHA, as well as the consequences faced if the behavior does not change. The matter will also be addressed at a meeting with the Executive Director, NHA or his designee, which will be scheduled within one week of the notification.

After the 10th unexcused absence, the parent will be required to meet with the Board of Commissioners to review the student's history of truancy. Subsequent to the meeting, the Board will determine the appropriate action to be taken.

Note:

Students who move into the housing development, regardless of when this should occur, will be governed by the entire ten (10) step progressive discipline process for the remainder of the school year.

It is understood that these Rules and Regulations are part of the Lease and by signing this form you have agreed to obey these Rules and Regulations. All persons over 18 years of age must sign the lease forms house rules. We hope your stay with us will be a decent, safe, and healthy stay.

Tenant: _____ Date: _____

Tenant: _____ Date: _____

Tenant: _____ Date: _____

Tenant: _____ Date: _____

Tenant: _____ Date: _____

Revised _____, 2008.