

HOUSE RULES

Catholic Housing Communities of Eastern WA

St. Michael's Haven – Walla Walla, WA*

These guidelines and policies have been established as an easy reference for you in your new home. Each resident should ensure that all members of the household and guests follow these rules as a condition of occupancy. It is the responsibility of the resident to comply with all conditions and terms of the Lease Agreement and House Rules. Residents are encouraged to call their office for their community with any comments or concerns regarding the Lease or House Rules.

Landlord will provide reasonable accommodations for persons with disabilities and supports the federal protections in the Violence Against Women Act (VAWA). Landlord will take reasonable steps to ensure meaningful access to the information and services they provide for persons with Limited English Proficiency (LEP). Please contact leasing office if you need help understanding this document.

RENT AND RENT COLLECTION

- THE LANDLORD AND RESIDENTS MUTUALLY AGREE AND UNDERSTAND THE FOLLOWING:
 - RENT IS DUE ON OR BEFORE THE FIRST DAY OF EACH MONTH and shall be paid in compliance with Section _____ of your lease.
 - No cash will be accepted. Do not put cash in the drop-box. Personal Checks or money orders only should be left in the drop box.
 - Checks, money orders or cashier's checks for rent payments may be made at your leasing office.
 - No partial payments will be accepted without prior written approval from management.
 - Rent is considered late if not received by the close of business day on the fifth (5th) of each month. If the lease allows, a late fee will automatically be posted on the 6th of each month.
 - Changes in rent and notice procedures will be made in accordance with the lease agreement.
 - Failure to make payments due under the lease is a serious violation of material terms of the lease.
 - Repeated late rent payments of more than three (3) times within a 12-month period may result in lease termination.

MOVING

Moving should occur between the hours of 8:00 am and 8:00 pm and shall cease moving activities and refrain from causing disturbances during "quiet hours". Residents should be courteous to all persons in and around the premises and may not block or hinder any entrance, hallway, elevator, or any other common area including the parking lots and driveways. Resident may be liable for any and all damages occurred when moving in or out.

CODE OF CONDUCT AND NO TRESPASS GUIDELINES

Catholic Housing Communities goal is to maintain the premises and neighborhood in a safe, decent, and sanitary condition. Catholic Housing Communities has prepared a guideline for all properties on the [Code of Conduct for Residents and their Guests](#). Residents are made aware that guests are their responsibility. Violations of the Code of Conduct may result in disciplinary action including barring and/or arrest of the guest and/or eviction and/or arrest of the Resident.

CODE OF CONDUCT FOR RESIDENTS AND THEIR GUESTS AND NO TRESPASS GUIDELINES GUESTS

Guests of all Catholic Housing Communities are welcome unless there are local or federal guidelines that prohibit or recommend otherwise. The lease signed by each adult resident makes them responsible for the conduct of their guests.

Guests are always expected to act in an appropriate manner and should limit their visit to the resident's apartment and designated meeting/gathering areas. Loitering and disturbing the residents of the _____ will not be allowed. Guests should obey the "No Loitering" signs posted throughout the communities and refrain from creating a disturbance.

Guests and residents are expected to abide by all the laws which govern the conduct of any other citizen of

_____ WA. A violation of any such law or ordinance will be a violation of this policy. Some of the more obvious examples would be trespass and criminal damage to property. Other examples include but are not limited to:

Drug/Alcohol Violation

- The sale, use, possession, or distribution of illegal drugs or sale of alcoholic beverages on the property of _____ is prohibited.
- Possession of alcoholic beverages in an open container outside the residence, in a parking lot, street, or other common area is prohibited. Conduct in violation of the Local and State open container ordinance is also a violation of this policy.
- Methamphetamine: Residents or non-residents who through a “preponderance of evidence” indicate they are involved in the manufacture, use or distribution of methamphetamine shall receive a lifetime ban from ALL Catholic Housing Communities.

Interference and Intimidation.

- Interference with and intimidation of _____ staff or any law enforcement officers is prohibited.

Threats of Harm and Profanity

- Threats of harm or use of profanity towards _____ staff or law enforcement officers is prohibited.

Loitering/Trespassing

- Loitering or any conduct that constitutes loitering or prowling under the laws of this City and State is prohibited. Entry into an area which is not open to the public at the time of entry is prohibited.

Refusal to Identify Self

- Refusal to present sufficient identification to verify one's identity to _____ staff or any law enforcement officer is prohibited.

Loud Music

- Playing loud music on _____ property or any activity that would constitute a violation of the City of Noise Ordinance is prohibited. This property has “quiet time” **from 9:00 P.M. until 8:00 A.M.** in All Catholic Housing Communities Properties.

Fraud in Obtaining Housing Assistance

- Residents or applicants are prohibited from fraudulently obtaining or attempting to obtain rental assistance or a reduction in rent and includes any person who assists another in violation of this law. Any visitor who is determined to be “staying” with or an “unauthorized guest” of a resident is a violation of a resident's lease and will be barred and/or prosecuted.

Other Illegal Activities

- The above list of examples is for illustrative purposes only and is not all inclusive. Any conduct that is offensive under the laws pertaining to the other residents of the City of _____ shall also be a violation of this policy and subject the offender to disciplinary action and/or arrest.

NO TRESPASS

In Order ensure the safety of residents and their guests, _____ expressly reserves the right to exclude non-residents from the property owned or managed by Catholic Housing Communities, including all grounds, common areas, parking areas and hallways.

Non-residents who violate any of the prohibited acts or laws of the State of Washington while on _____ are subject to being trespass for 60 days to 1 year depending on the circumstances and severity of the infraction. However, the efforts of the owner/management agent to provide written notice shall not invalidate an oral notice which shall have the same force and effects as a written notice, if properly served.

UTILITIES

- Water, sewer, and garbage shall be paid by _____.
- Residents responsible for electricity must establish an account with the utility company prior to, or immediately upon move in. Resident failure to establish account or make payment when due shall be a violation to this agreement.
- When required, Residents must provide permission to obtain history and usage printouts for utility allowance analysis.
- Unless requested by Landlord to keep cold water at a slow drip to prevent pipes from freezing Residents shall not waste water or leave it running.
- Failure to promptly report needed repairs to plumbing, electrical fixtures, appliances or heating and air conditioning equipment could result in resident's responsibility for increased cost of use or repairs.
- The water on this property is for resident's residential use only. Water cannot be used for business purposes or for washing cars and/or filling up water containers, or any other purpose other than drinking and normal household use for the residents' family only. Residents are not allowed to use water for any other unauthorized purposes.

ABSENCES/ABANDONMENT

- The Apartment Unit must be the Residents primary residence. An extended absence expected to be more than thirty days should be reported in advance to Landlord in writing. Landlord must ensure compliance with funder regulations for project-based vouchers (30 days) and HUD/RD subsidies (60 – 180 days) in any 12-month period. If absence extends past the allowable days the Landlord may start termination of tenancy as per the Agreement. The Apartment Unit shall not be occupied by any person who is not a party to the Agreement while the Resident is absent.
- If a member of the household is incarcerated for any causes, (that would not violate the terms of their lease), exceeding 30 days, that member will be considered permanently absent and owner/management's agent shall not permit the household member to remain on the lease as a resident. A remaining adult member of the household may remove the individual from the lease. If the individual is not removed from the household, the lease shall be terminated for the entire household.
- Abandonment is defined as failure to pay the rent when due and indications by words or actions the intention not to resume the Tenancy. Landlord will follow Washington State Law for posting Abandonment Notice, charging rent, removal of personal belongings and storage. If Landlord stores personal belongings they will be placed in a reasonably secure location and Residents will be notified of the location, the length of time and their rights to have their personal belongings returned or sold.
- Upon notification of death of a sole household member Landlord will comply with Washington State Law RCW 59.18.595. Landlord will immediately change Apartment Unit locks. If applicable, HUD regulations allow subsidy to continue for fourteen days after the date of death then market rent will be charged until unit is returned to the possession of Landlord. Unless previously established, the Landlord will require legal authorization, such as: designated representative; successor; heir; executor of the will; permission from probate court, court-appointed guardian, etc. before allowing the personal belongings to be removed from the Apartment Unit.

GUEST, BOARDERS AND LODGERS

- The apartment shall be occupied only by persons named on the resident's lease. Residents are responsible for their guest's behavior while on the premises.
- Not to sublease the dwelling unit.
- No guest will be permitted to visit overnight or remain overnight on a regular or irregular basis for more than fourteen (14) cumulative nights within any twelve (12) Month period. Resident may make written request, in advance, for an extension of time, or for repeated visits for the same individual, and after considering the merits of the case, Management will advise Resident in writing of its decision. The decision of Management in this regard shall be final.
- Persons not listed on the lease that give _____ address as their own to any entity will be considered as an unauthorized border or lodger and resident may receive a notice of termination for unauthorized occupant.
- No trespassed persons will be allowed into the apartment or on the premises at any time unless prior approval from management is received in writing.

SOLICITATION, DELIVERIES AND STAFF REQUESTS

Landlord will not allow access to the building nor accept any mail, package or delivery on behalf of any Resident, household member or Residents guest whether current or past. Residents are responsible for any lost, damaged, or stolen packages/parcels and must 'return to sender' any mail received in error and place in outgoing mail. Solicitation is strictly prohibited. Landlord must approve any and all Residents flyers, notices, or activities before posting on the community bulletin board, postings not approved will be removed by Landlord.

Staff is not authorized to accept any gifts or money, nor perform errands, hold items or conduct any personal business for or on behalf of Residents. This may include, but is not limited to: lending a maintenance tool, helping with shopping bags, repairing any personal belonging, helping put on jewelry, etc.

LIVE-IN AIDE

- Live-in aide means a person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who: (1) is determined to be essential to the care and well-being of the persons, (2) is not obligated for the support of the persons, and (3) would not be living in the unit except to provide the necessary supportive services [24 CFR 5.403].
- Owner/Management Agent must approve a live-in aide if needed as a reasonable accommodation in accordance with 24 CFR 8, to make the program accessible to and usable by a family member with disabilities.
- A live-in aide is a member of the household, not the family, and the income of the aide is not considered in income calculations [24 CFR 5.609(c)(5)]. Relatives may be approved as live-in aides if they meet all of the criteria defining a live-in aide. However, a relative who serves as a live-in aide is not considered a family member and would not be considered a remaining member of a resident family.

Catholic Housing Communities Policy

A family's request for a live-in aide must be made in writing. Written verification will be required from a reliable, knowledgeable professional of the family's choosing, such as a doctor, social worker, or case worker, that the live-in aide is essential for the care and well-being of the elderly, near elderly, or disabled family member.

In addition, the family and live-in aide will be required to submit a certification stating that the live-in aide is (1) not obligated for the support of the person(s) needing the care, and (2) would not be living in the unit except to provide the necessary supportive services.

Owner/Management Agent will not approve a person as a live-in aide, and may withdraw such approval if [24 CFR 966.4(d)(3)(i)]:

- The person commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program.
- The person has a history of drug-related criminal activity or violent criminal activity; or
- Within 10 business days of receiving a request for a live-in aide, including all required documentation related to the request, **504 Coordinator** will notify the family of its decision in writing.

WATERBEDS AND STANDARD BEDDING

- Residents may not have or keep waterbeds in the apartment.
- All mattresses and bedding must be off the floor and on a bed frame or bed rails.

LOCKOUT & KEYS

- During normal business hours lock out services will be provided by Landlord to Residents with proper identification.
- After normal business hours Residents must call the office phone to be connected with the answering service for assistance. Lockouts may be documented for record purposes and billing (if applicable).

VEHICLES

VEHICLE REPAIRS

- There shall be no maintenance or repairs performed on any vehicle on the premises. This includes, but not limited to, jacking up a vehicle, changing oil or any other fluids, changing brakes or any other work of a

maintenance nature.

- Changing a tire is authorized only if the owner or responsible adult is always attending the vehicle. No flammables, tires, rims, or spare mechanical parts shall be stored on the property.

VEHICLE PARKING

- Resident agrees to abide by the parking regulations established by management.
- Handicap Parking: The reserved designated spaces are to be occupied only by vehicles displaying the proper handicap vehicle identification. Other vehicles will be ticketed and towed at the vehicle owner's expense. Any assigned handicap spaces will be clearly marked with signage.
- Motorcycles must be parked in a single parking bay, not on the porch, grass, or sidewalk.
- Non-operational vehicles are not permitted on premises. Any such vehicle may be removed by management at the expense of the resident or vehicle owner.
- All vehicles must be in running condition, have inflated tires and current license plates. No vulgar or offensive stickers, tags, or other displays shall be allowed on any vehicle.
- _____ shall not be liable or responsible for any damage to a vehicle unless the damage was caused by an employee or legal agent of _____.
- Please read the Parking and Vehicle Agreement for more information.

AIR CONDITIONER UNITS (if applicable)

It is imperative that nothing is placed on top or around the units because this will reduce the air flow which could cause damage to the air handling unit. These units are not to be tampered with by any resident and are only to be maintained by the _____.

BBQ & COOKING GRILLS

Outside grilling is enjoyable; however, misuse can be very unsafe and can damage the building or grass if not handled with care and caution. Misuse of gas/electric grills is considered a fire hazard due to this reason BBQ's of any type are not allowed. There is a BBQ in the clubhouse – please contact your property manager for additional information.

FUEL STORAGE

_____ maintains the grounds, therefore, there is no reason for a resident to keep or store any type of. Resident will take reasonable precautions to prevent fires and to refrain from storing or keeping highly volatile or flammable materials upon the premises.

- Residents are not allowed to store any type of combustible fuel on the property for any reason. Gas cans or other fuel containers left unattended are considered a fire hazard and will be removed and discarded.
- Residents will pay the amount determined by Management to be charged to any resident for damages caused by any fire of which the local fire department provides a written statement that the probable cause of such fire was due to the negligence or fault of resident, resident's guest, or other occupants of the premises. Management shall not be liable to any resident, household member or guest(s) or any others for any loss, destruction, theft, or damages to person(s) or personal property resulting from fire of any origin or cause, unless due to the intentional or negligent act of Management or its agents or representatives. Upon the occurrence of a second resident caused fire in any apartment (whether or not the same apartment), Management shall consider this as a serious lease violation and may immediately terminate the lease. Also if the fire department personnel give a written opinion that any fire is the result of arson by any resident or guest, Management shall consider this a serious violation and may immediately terminate the lease.

RENTERS INSURANCE

Residents are encouraged to obtain Renter's Insurance at their expense. For your security, it is recommended that you keep your doors locked at all times. Resident is not considered a co-insured of the Landlord for any purpose. To the extent allowed by law, Landlord shall not be liable for loss or damage to the personal belongings of the Residents Apartment Unit or any other location on the Premises, unless it is determined that such damage is the result of Landlords negligence.

NOISE

Residents, household members and guests must conduct themselves in such a way as to ensure the quiet and peaceful enjoyment of the Premises at all times. Some factors in determining noise and disruptive actions may include the location, time, place, words, and those involved. Examples are, but not limited to: running appliances; excessive use of utilities, including bath/shower/faucet; loud music or televisions; excessive dog barking; use of power tools; excessive loud engines; fireworks or explosives; fighting; yelling and shouting. **“Quiet hours” are between 9:00 pm and 8:00 am and must be observed by all Residents, household members and guests (Curfew Hours may apply).**

GOOD NEIGHBOR POLICY

Residents, household members and guests shall be considerate of their neighbors and shall make an effort to be polite and respectful, show common courtesy and watch noise levels at all times. Landlord encourages all to participate within the community creating a strong network of neighbors. Residents with neighbor conflicts should inform Landlord and work to find a mutually agreed-upon solution. Failure to comply with this policy or any action, behavior or conduct that threatens the health, safety or right to peaceful enjoyment of any Resident, household member, guest, site staff or authorized vendor on the Premises or in the surrounding neighborhood is prohibited and may result in termination of tenancy.

MAINTENANCE SERVICE REQUESTS AND WORK ORDERS

Maintenance Requests:

Residents must report all routine maintenance requests promptly in writing to Landlord. Maintenance staff is not allowed to accept requests directly. Description of requests should be clear, detailed and provide entry authorization to allow the staff to properly prioritize. With 48 Hour written notice the staff will enter your unit during normal business hours should you fail to schedule or keep an appointment for any routine maintenance needed.

Emergency Repairs:

Should an emergency maintenance request occur report immediately to Landlord. If it is after hours call the office phone to be connected with the answering service for emergency dispatching. Emergency maintenance repairs may require the staff to enter an Apartment Unit without prior notice.

Afterhours Maintenance Examples:

- Flood or plumbing leaks
- No Heat (temp below 60 °F) or No Air Conditioning (temp above 80° F)
- No running water or hot water
- Gas leaks/smell
- Inoperable Toilet (does not apply if second toilet available)
- No electricity
- Inoperative refrigerator/stove/range
- Broken window/locks/doors
- Lock-outs
- Beeping Smoke alarm or Carbon Monoxide detector
- Fire or Safety emergencies. CALL 911, then report to Landlord!

PLUMBING/SINKS

Do not pour or put fats, oils, and grease down the drains as this will clog and stop up the drain causing damage and repairs that may be charged back to the resident.

FOOD SCRAPS

spends a great deal of money, time, and effort to keep the grounds in good condition. When food scraps, oils, or grease is thrown out it does damage in several ways:

- This practice attracts unwanted dogs, cats, rats, raccoons, skunks, and other animals. Stray dogs, feral (wild) cats and other wild animals are very dangerous and unpredictable. Studies show that once you feed wild animals, the likelihood of an attack is increased.
- This practice also attracts roaches, ants, spiders, and other insect pests that can enter your home. When a resident throws old food on the ground, they make our pest control eradication goals almost impossible to achieve.

- Old food items should go into your garbage bag. Old cooking grease and oils should be left to cool, then placed in a glass jar with a secure lid and placed in your garbage bag, and then placed in your garbage cart. DO NOT put old food, grease, or oil in the trash canister unless it is secured.

SEWAGE LINES AND TOILETS

Only flush “bodily fluids/waste” and tissue paper down the toilet. Even if an item states on its packaging that it is “flushable”, please DO NOT flush it. Examples of some non-dissolvable items that cannot and should not be flushed down the toilet(s) are the following:

- Diapers
- Baby Wipes
- Sanitary Napkins/Pads/Tampons
- Condoms
- Paper towels
- Paper of any kind other than toilet paper
- Cotton balls
- Toys
- Cooking Fats, oils, grease, or food items
- Clorox wipes, Swiffer wipes, mop pads, or any cleaning pads or cloths

Failure to comply with this rule will result in maintenance charges as well as eviction for repeated or severe violations.

PEST CONTROL AND EXTERMINATION

Residents must report all pest problems in the Apartment Unit immediately to Landlord. Residents are responsible for keeping their apartments clean and free from debris, residue and garbage or other waste that may attract pests. If extermination is needed, Resident must cooperate with Landlord or vendors to remedy problem. Denial of entry is considered interference with Landlord and may constitute a lease violation.

_____ has adopted a separate Bed Bug Policy for a case of bed bug infestation. Bed bug infestations call for specific and sometimes repeated treatments for eradication. Therefore, the preparation for treatments, instructions and guidelines for management and residents are specific and unique. For all bed bug issues please refer to the Bed Bug Policy.

Resident cooperation with the extermination plan is essential. Residents will be given information about the extermination program at the time of move-in. Residents will be given instructions that describe how to prepare the unit for treatment.

INSPECTIONS

Resident agrees to permit the Landlord and/or other agencies entry of Apartment Unit purpose of inspections, repairs and/or replacements with proper notice. At a minimum, inspections will be performed annually to determine condition of cleanliness, appliances, fixtures, equipment, etc. and to assess any repairs or replacement needed. Any damage caused by the Resident's abuse or negligence will be charged to the Resident at actual cost. Any failed inspection will require re-inspections until condition has been corrected. Residents agree the Landlord has the right to take every step necessary to mitigate the situation. Failed inspections may result in a 10-day notice to comply or vacate, termination of rental assistance and/or tenancy.

The Landlord has the right to use cameras or other recording devices during any inspection to document the condition, and if necessary, any illegal activity and/or conduct. Information recorded on these devices may be used by Landlord to document for damages, lease violations, legal proceeding, mediation or appeals.

FRONT AND REAR PORCHES/BALCONIES/SIDEWALKS

- Porches/balconies should be well organized and neat. Porches/balconies should not be used as general storage and should not have an unsightly appearance.
- As a rule of thumb, if a piece of furniture is designed to be “outside furniture”, it can be placed on the porch. However, if the furniture is obviously designed as an inside piece, then it should not go on the porch. Tires, sofas, upholstered or any other household furniture shall not be kept on the porch.
- Bicycles, tricycles, scooters, skateboards and riding toys are permitted on porches/balconies but should not be hung extending over railings.
- No weight benches or other work out equipment shall be left on the porch.

- No tapes or adhesives or nails shall be used on the brick or any exterior surfaces, handrails, windows, or doors. Tapes will cause a sticky residue that leaves the surface dirt and is hard to remove.
- Steps (front and rear) should be clean and free of hazards.
- Sidewalks should be clean and free of hazards.

PERSONAL PROPERTY

All personal property placed in the apartment, or any other common place shall be at Resident's sole risk and Management shall not be liable to any Resident, guest(s), or any other for any damage, loss, theft or destruction thereof unless caused by the negligence or intentional acts of Management. Resident is urged to obtain insurance on personal property as Management's insurance does not cover personal losses.

WEAPONS

Per the Veterans Administration Policy for Jonathan M. Wainwright Memorial VA Medical Center firearms are not allowed in buildings, cars, on the person of VA property unless by authorized personnel such as law enforcement.

OUTDOOR PLAY EQUIPMENT

While some outside play equipment may be authorized, others are not. Some examples of play equipment that are NOT authorized are wading pools, trampolines, horseshoe posts and sandboxes. Each of these would cause damage to the property and pose certain health risks to our residents. Bicycles, tricycles, scooters, skateboards and riding toys are not to be left outside when not in use. They are to be stored inside the unit. Any of these items left unattended are subject to removal by the maintenance department.

WASHERS/DRYERS

The property either provides a coin-operated washer/dryer in a common area or a washer/dryer in Apartment Unit. Washer/dryers are for Residents use only and approved caregivers using on behalf of Resident. Guests may not use any washer/dryer on the Premises. If damage occurs to the washer/dryer as a result of carelessness, misuse or neglect, the Resident may be responsible to pay the actual cost of cleaning or repairs.

SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS

Management will maintain an operational smoke and carbon monoxide detector in every apartment. It is against the law and a serious violation of the lease as well as a safety hazard to tamper with, remove, remove the battery, disarm or otherwise disturb any fire detector, smoke detector or carbon monoxide detector. Violation of this provision is punishable by law and may result in immediate eviction.

SMOKE FREE AREAS

Smoking is prohibited on the Premises, in or around Apartment Unit, all common areas. **Per the Veterans Administration Policy for Jonathan M. Wainwright Memorial VA Medical Center smoking not allowed in buildings, cars, on the person of VA property.**

OXYGEN TANKS

Residents with an oxygen tank should comply with all safety precautions when in use and being stored and should stay at least thirty feet from any designated smoking area or fire hazard. Smoking or allowing smoking within the near or immediate vicinity of any oxygen device is expressly prohibited and shall be considered nuisance activity and grounds for immediate termination of tenancy. It is also recommended that Residents post their oxygen is in use sign for Apartment Unit door (or request from Landlord).

SATELLITE DISH/OVER-THE-AIR RECEPTION DEVICES

No dish style reception device shall be installed without prior written approval from Management. Dish style reception devices will be removed by management if it has been determined they are no longer in use.

PETS AND ASSISTANCE ANIMALS

Resident agrees to follow the Pet and/or Assistance Animal Policy, Registration and Agreement for the property and agrees that all Pets and/or Assistance Animals must be pre-approved by Landlord prior to coming on-site and annually thereafter (deposit may apply). Residents agree to contact Landlord if any Pet and/or Assistance Animal changes occur throughout tenancy. Landlord reserves the right to determine standards of upkeep, safety, behavior, and damages cause by Pets and/or Assistance Animals.

Potentially dangerous dog or Dangerous dogs are NOT permitted anywhere on the premises. Definition as defined in RCW 16.08.070

"Potentially dangerous dog" means any dog that when unprovoked: (a) Inflicts bites on a human or a domestic animal either on public or private property, or (b) chases or approaches a person upon the streets, sidewalks, or any public grounds in a menacing fashion or apparent attitude of attack, or any dog with a known propensity, tendency, or disposition to attack unprovoked, to cause injury, or to cause injury or otherwise to threaten the safety of humans or domestic animals.

"Dangerous dog" means any dog that (a) inflicts severe injury on a human being without provocation on public or private property, (b) kills a domestic animal without provocation while the dog is off the owner's property, or (c) has been previously found to be potentially dangerous because of injury inflicted on a human, the owner having received notice of such and the dog again aggressively bites, attacks, or endangers the safety of humans.

Conflicts with State of Local Law or Regulations Regarding the Pet policy

If there is any applicable State or local law or regulation that conflicts with any portion of the above pet policy, the State or local law or regulation shall prevail.

CLEANLINESS

Walls/Hallway/Stairwells

- Should be clean, free of dirt, grease, holes, cobwebs, fingerprints, crayon, ink, borders, or wallpaper.
- Baseboards should be clean, free of dust, gouges or scratches.
- Hallways and stairwells should be clean and free of hazards and not impede traffic.

Floors

- Regular sweeping, cleaning, and mopping is the resident's responsibility. This includes all areas such as under furniture and in corners. (Personal carpets also)
- Spills and stains should be cleaned immediately to prevent permanent damage
- Any floor damage will be noted on the move-in inspection and any future damage could be charged to the resident, up to and including flooring replacement if necessary.

Bathrooms

- All bathroom fixtures are to be cleaned weekly with appropriate tub and tile cleaner.
- Tub and shower should be clean and free of mildew and mold.
- Water should be dried from tub surround and tile floor following shower or bath.
- Shower curtains are to remain inside the bathtub and be of adequate length
- Exhaust fan is to be on during all showers and baths, be free of dust and in working order.
- Residents shall not block the shower drain with clothing or store items in the shower/tub.
- Tubs/Showers shall not be used for any purpose other than it's intended use.

Kitchen Cabinets/Counters/Sink

- All cabinets and counters are to be cleaned after use with mild detergent and hot water.
- Cabinets should be clean and neat. Cabinet surfaces and countertops should be free of grease and food spills.
- Cabinets should not be overloaded
- Storage under the sink should be limited to small or lightweight items to permit access for repairs.
- Heavy pots and pans should not be stored under the sink.
- Food is not to be left on counters or in cabinets unless in sealed containers
- Sink should be clean, free of grease, and food scrapes. Dirty dishes and cookware should be washed and put away in a timely manner.

Kitchen appliances

- Stoves should be cleaned after each use with mild detergent and hot water. At times when food has been spilled a harsher cleaner may be required.
- If stoves are self-cleaning stoves, please use manufactures guidelines.
- Do not allow food or grease to build up on stove top or in oven.
- Stove Exhaust hoods should be cleaned after each use with mild detergent and hot water.
- Do not store items in the oven; this can be a fire hazard and a serious lease violation.

- Do not place or store flammable items on the cook top; this is a fire hazard and a serious lease violation.
- Refrigerator and freezer should be clean and food spills removed immediately.
- Refrigerator and freezer door should close properly and not be overloaded with food or other items.
- Refrigerator gaskets should be kept clean and free of any food or liquid

Laundry area

- All dryers must be vented to the outside; do not remove dry vent hose and report to management if it becomes detached.
- Lint filters are to be emptied after each use

Windows/Ceiling/Doors/Roof/Storage Area

- Cobwebs and dust should be removed from window sills and casing regularly
- Screens should be kept free of cobwebs and intact at all times
- Glass should be cleaned when dirt and handprints are visible
- Blankets or other heavy bedding material may not be used as curtains.
- Ceilings should be clean and free of cobwebs.
- All exterior doors should be kept clean, with glass and/or screen intact.
- All storage areas should be free of debris, motor vehicle parts, and flammable materials.

Closets

- Clothes should be hung on hangers and not thrown on the floor
- Shoes should be kept neat and orderly inside closet
- Towels and bedding should be placed neatly inside linen closet
- No items should hinder closing of doors
- No highly flammable materials should be stored in the unit.

Trash

- Trash/garbage should be stored in a covered container until removed to the garbage cart or trash dumpster.

Heat and Air Vents

- Dust and cobwebs should be removed from vents on a regular basis
- Never remove vent covers

APARTMENT ALTERATIONS

To refrain from, and to cause the household and guest(s) to refrain from destroying, defacing, damaging, or removing any part of the dwelling unit, the grounds, or neighborhood. No alterations to the apartment are to be made without the written permission from management. DO NOT PAINT or repair any walls of the apartment without written permission from management. Residents are permitted to hang pictures; however no large nails or screws are to be used. Adhesive hangers and standard picture hooks are allowed.

Attachments to the building are prohibited. Request for handrails, etc. must be submitted to the Housing department for approval. Nothing shall be affixed to or placed upon the exterior walls, entrance doors, storm doors, handrails or windows. This includes but not limited to decoration, signs, flags, awnings, canopies, radio/television antennas or satellite dishes. A decorative wreath on the door may be hung with a proper wreath hanger only. Resident agrees not to install additional or different locks or gates on any doors or windows of the unit without written permission of the Landlord. Absolutely, no duct tape allowed anywhere.

All graffiti inside and outside the unit will be removed at the resident's expense.

CURB APPEAL

The view of the apartments from the outside is known as "curb appeal". The _____, HUD and other Regulatory Agencies are promoting better "curb appeal". Windows should have appropriate window treatments such as curtains, blinds, shades, etc. No towels, sheets, blankets, foil, plastic or any other window coverings are allowed that may damage the property or detract from providing good "curb appeal".

VIOLENCE AGAINST WOMEN ACT PROTECTIONS (VAWA)

The Violence Against Women Act (VAWA) requires Owner/Agents (O/A) of federally assisted housing to support, through their property policies, victims of domestic violence, dating violence, sexual assault or stalking and protect victims and their families from being denied housing, losing housing solely due to victim status: (1) Being a victim of domestic violence, dating violence, sexual assault or stalking, as these terms are defined in the law, is not a basis for denial of assistance or admission to assisted housing if the applicant otherwise qualifies for assistance or admission, (2) Incidents or threats of domestic violence, dating violence, sexual assault or stalking will not be construed as serious or

repeated violations of the lease or as "good cause" for termination of the assistance, tenancy, or occupancy rights of the victim, (3) Criminal activity directly relating to domestic violence, dating violence, sexual assault or stalking, engaged in by a member of a resident's household or any guest or other person under the resident's control, shall not be cause for termination of assistance, tenancy, or occupancy rights if the resident or an affiliated individual of the resident is the victim.

Policies that support current residents claiming protections under VAWA may include but are not limited to: (1) Residents facing eviction for incidences of violence where they were the victim, even if the perpetrator is also a household member: (a) Victims are not protected from their own criminal acts by virtue of their victim status, (b) If an O/A can prove that an imminent threat to other residents exists if the victim is not evicted, there may still be grounds for legal eviction, (2) Lease bifurcation in order to remove an offending household member from the unit without removing the victim: (a) The O/A is to honor court-orders regarding the distribution of property as a result of the eviction, (b) If a lease is bifurcated or if a resident is evicted from the property because of an act covered under the Violence Against Women Act, the person will be permanently barred from the property. Inviting a person evicted because of an Act covered under the Violence Against Women Act or encouraging such person to remain on the property is a lease violation. The resident agrees to notify the O/A and/or the local authorities.

O/A will provide applicants and residents the opportunity to request protections under VAWA by completing HUD issued form for Certification of Domestic Violence, Dating Violence, sexual assault or Stalking: (1) At the time of admission to the property, (2) At the start of eviction proceedings, with a 14-day deadline to supply the form. An O/A may extend the deadline at their discretion. Other paperwork may replace or supplement the certification form such as documents provided by the applicant/resident regarding the claims of victim status such as police reports, letters from victim service providers, attorneys, medical professionals, etc.

O/A are not required to demand proof. At their discretion, O/A may provide assistance based on self-statement. Care should be taken to evaluate abuse claims made to avoid eviction. The form will not be mailed to the applicant/resident if doing so puts the victim at further risk. Alternatives to completing the form may be discussed with the applicant/resident. Confidentiality will be maintained per the limits listed on the form. The form and applicable attachments will be maintained in a secure file separate from the other resident files.

GRIEVANCES

When possible, Residents should try to discuss his/her concern or complaint with site staff and/or person(s) involved. If the discussion does not result in an adequate solution or desired corrective behavior, Residents may request a formal Resident Grievance Process. Individuals with a disability may request an alternate means of communicating as a reasonable accommodation. Please refer to your properties Resident Grievance Process for more information. Should the site staff be the subject of the complaint, the complaint should be directed to the Corporate Office. Complaints will be responded to in writing as expeditiously as possible.

SIGNATURE PAGE IS PAGE 12

Property:	does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988). We do business in accordance with the Federal Fair Housing Act and provide persons with disabilities reasonable accommodation upon request. TTY# (for hearing impaired) 711. Persons with language barriers may request or arrange interpretation alternatives or services based on the property's LEP Policy.	 
504 Coordinator Name: Jessica Robertson Compliance Director	Address: P.O. Box 2253, Spokane, WA 99210-2253	Telephone #: (509) 358-4250

I have read, have had explained and understand, and furthermore received a copy of the HOUSE RULES and agree to abide by these policies and guidelines. I understand management reserves the right to revise these HOUSE RULES at any time.

Representative Date _____

Resident (Head of Household) Date _____

Resident Date _____

Resident Date _____

Resident Date _____

Resident Date _____