

# **CENTRAL TOWERS HOUSE RULES**

## **GARBAGE**

1. No garbage shall be placed in the garbage chute before 12:00 noon or after 6:00 p.m. All kitty litter and glass needs to be taken to the first floor chute during appropriate hours.
2. First floor resident's garbage must be placed in the garbage chute by the boiler room door between 8:00 a.m. and 4:00 p.m. Mon. – Friday. No garbage shall be placed in the chute on weekends or holidays.
3. All glass is to be washed and bagged and placed in the garbage chute by the boiler room door between 8:00 a.m. and 4:00 p.m. Mon. – Friday. Broken glass should be packaged and marked so the maintenance men are alerted. No glass shall be placed in the chute on weekends or holidays.
4. All syringes/needles must be placed in a closed, clear container, and brought to the boiler room door between 8 a.m. and 4 p.m. Contents must be evident for maintenance staff.
5. No clothing is to be placed in the garbage chute. Clothing may be placed in the first floor garbage chute.
6. Papers, magazines, catalogs, etc. must be placed in designated containers on each floor. These containers are located in the closets with the garbage chute. First floor residents are asked to package their papers, magazines, and catalogs separate from their regular garbage and place in the first floor garbage chute during normal garbage deposit times.

## **PARKING**

1. Each tenant who has a car is assigned a parking place as spaces are available. There are not enough parking spaces for every unit in the building.
2. When a tenant gives up their car, they give up their parking space.
3. Tenants with handicapped license tags will be given priority for spaces closest to the entrance doors.
4. All visitors must park in designated visitor parking spots or on Greeves Street. This is the responsibility of the tenant that the visitor is coming to see.
5. A 15 minute limited parking restriction will be enforced for tenant and transportation vehicles at the building entrance. (This may be revised once the parking lot renovation is complete.)
6. Snow removal will take place as soon as possible following any significant snowfall. In cases of significant accumulation, snow removal will be done the following day. In both situations, each tenant is responsible for moving their vehicle to allow the maintenance staff to clean the entire parking lot completely. If your vehicle is not moved, your parking space will not be completely cleared of snow.

## **USE OF THE COMMUNITY ROOM**

1. If a tenant wants to use the Community Room for a private function, the request must be made two (2) weeks in advance of the event.
2. Activity being held in Community Room must not prevent other tenants from using the main area.

## **HOUSEKEEPING**

1. Units are expected to be kept clean and clutter free.
2. Refrigerators must be clean, including the floor underneath and the surface on top. Remember to keep the seals clean also.
3. Dishes should not be permitted to pile up in the sink. Dirty dishes should be washed and put away nightly.
4. Window screens need to remain free from holes.
5. Entire Unit should be free of rodent or insect infestation. If you see pests or signs of pests (droppings, damage, eggs, or cast skins), notify the office personnel immediately. (Refer to the bed bug policy for further information.)
6. Refrain from having expired food kept in your cupboards and refrigerator.
7. The tub and shower units should be clean and free of any mildew and mold.
8. Hallway obstructions are not permitted. (Ex. Floor decorations, lights & garland wrapped around handrails, etc.)
9. No littering in community areas or on the grounds will be tolerated.

## **SAFETY AND CARE OF THE BUILDING**

1. Any adult not included on the HUD 50059 who has been in the unit more than 14 days in a 12 month period, will be considered to be living in the unit and must be added to the household by including the visitors income. Any tenant found to be allowing visitors to stay longer than the 14 days, is subject to being evicted.
2. Lost keys **MUST** be reported to the office immediately in order for the key fob to be deactivated. If the keys are not located within 48 hours, the maintenance staff will change the unit locks and provide new keys. The tenant will be responsible for the labor and key/fob costs.

## **EXTENDED ABSENCE OR ABANDONMENT**

1. Extended absences longer than 60 consecutive days or longer than 180 continuous days for medical reasons, without written notice to the office, will result in an eviction being initiated.
2. If a tenant is issued an eviction notice for unpaid rent, and does not respond to A Partnership in Housing, Inc. within the 10-day period following delivery of the notice or within 10 days after the notice is mailed, the unit will be considered abandoned. At the end of the 30-day period of the eviction, A Partnership in Housing, Inc. will take possession of the unit and its contents.

## **LAUNDRY**

1. Tenants will clean out washers and dryers after each use. Please remove your laundry from the washers and dryers upon completion of the cycle to allow them to be used by other tenants.
2. Tenants must report any appliance that is not functioning properly.

## **SMOKING**

As of March 1, 2011, the McKean County Housing Authority and A Partnership in Housing, Inc. have banned smoking in ALL PUBLIC HOUSING UNITS.

Smoking is prohibited in the building and within 25 feet of the main entrances in the front and rear of the building. Tenants and their visitors are also asked to be courteous of their neighbors when smoking outside so that smoke does not go in neighboring apartments through open windows.

Any violation of this policy should be reported to the McKean County Housing Authority office staff.

**House Rules are for the safety, care and cleanliness of the building, and for the comfort of the residents.**

Custodians: Janice and Gary Raught, Apt. 105.

Central Towers office hours are 8:00 a.m. – 4:00 p.m. for staff & maintenance. Telephone (814) 837-7393.

Smethport Office: 887-5563, hours 8:30 a.m. to 4:30 p.m.