



TACOMA HOUSING AUTHORITY

HOUSE RULES

THA Form (#) CS-LSNG-100-8

A. FOR YOUR APARTMENT

1. **No Smoking.** No smoking is permitted in the apartment or anywhere else on THA Property. Please refer to and follow the **Non-Smoking Policy** included with your Lease.

2. **Smoke Detectors.** Do not tamper with, disconnect or otherwise disable the smoke detectors in your apartment. You must maintain the smoke detectors as specified by the manufacturer, including replacement of batteries, when needed. A violation of this rule may result in a statutory fine of up to \$200 and a \$75 fee to Landlord for each violation. A violation of this rule may also result in your eviction. You will also be charged the cost of repair and replacement to restore the detector to good and working condition in compliance with State law if the detector is damaged or destroyed. Please refer to the Lease for more information.

3. **Carbon Monoxide Detectors.** Do not tamper with, disconnect or otherwise disable the carbon monoxide detectors in your apartment. You must maintain the carbon monoxide detectors as specified by the manufacturer, including replacement of batteries, when needed. A violation of this rule may result in a \$75 fee to Landlord for each violation. A violation of this rule may also result in your eviction. You will also be charged the cost of repair and replacement to restore the detector to good and working condition in compliance with State law if the detector is damaged or destroyed. Please refer to the Lease for more information.

4. **Bed Bugs.** A growing problem in the United States is the spread of bed bugs. It is critical to notify the Landlord immediately if you suspect that you have bed bugs in your apartment or in someone else's apartment. To reduce the problem, the Landlord requires that you notify the leasing office before you bring any second-hand item of furnishing into your apartment so that it can be checked and sprayed for bed bugs, if THA deems necessary. Please refer to and follow the **Bed Bugs Addendum** included with your Lease.

5. **Water Beds & Other Heavy Objects.** No water beds, aquariums in excess of 10 gallons, pianos, organs, libraries or other unusually heavy objects are

permitted in the apartment without the Landlord's written permission.

6. **Pets.** Pets may only be kept in the apartment with the approval of Landlord and the payment of the non-refundable Pet Fee described in the Lease. Any pet owner must follow the **Pet Policy and Agreement** included with your Lease. A few highlights of that policy are:

6.1 **Weight Limit; Prohibited Animals.** The pet may not exceed 20 pounds at senior and apartment style complexes, and 40 pounds at Salishan, Dixon Village and other townhouse style sites. A pet that is not full grown but will typically exceed 40 pounds when it is full grown is not allowed. Dogs of dangerous propensity breeds such as pit bulls, Rottweilers, chows and boxer breeds are not allowed. Ferrets and other animals whose natural protective mechanisms pose a risk to small children of serious bites or lacerations are not allowed. Animals not permitted by law, code or ordinance are not allowed. Uncommon household pets (reptiles, rodents, insects, spiders, wild animals, pigs, chickens, commercial breeding) are not allowed.

6.2 **Leash Required when Outside.** Dogs or cats are to remain inside the unit except when accompanied by and under the control of the owner on a leash not longer than 6-feet. You cannot solely keep the pet outdoors. You cannot create a dog run, have a kennel or make alterations to a patio or yard area for the animal.

6.3 **License Required; Collars.** Animals requiring a license must be licensed. Pets must wear ID collars.

6.4 **Updated Shot Records.** Animals must have their shots updated annually and must be registered annually with the Landlord.

6.5 **Must be Sterilized.** Pets must be neutered/spayed.

6.6 **Removal of Pet.** A pet may be removed if it presents a danger or a health hazard to other residents (i.e., rabies, fleas, etc.) or if two or more substantiated complaints are received in a 6-month period. Pets cannot

bite, howl, bark, scratch or do other things that interfere with the peaceful enjoyment of other residents.

6.7 **Strays.** Do not feed strays, leave food outside your unit to attract strays or wild animals such as birds or squirrels, or make such animals your unofficial pet. Strays will be treated as an illegal pet and removed.

Please refer to the complete **Pet Policy and Agreement** included with your Lease for more detailed information.

7. **Reasonable Accommodation.** If you need a reasonable accommodation for a disability, please complete the Reasonable Accommodation Form attached to the Lease or contact a THA office.

8. **Guests.** You are responsible for your guests and their conduct in your apartment while on the Property. Please make sure your guest complies with these Rules.

9. **Garbage/Recycling.** You are required to dispose of your garbage in your apartment in a proper garbage receptacle. Do not allow it to build up around the rooms. Do not hoard personal property in such a way that would obstruct access to and from the rooms, create an unhygienic living condition, or otherwise put your safety at risk. Please recycle whenever possible. If there is a recycling policy applicable to your building, you are required to follow it. The leasing office will let you know if such a policy exists at the time you sign your Lease.

10. **Noise.** You must keep your TV, stereo, radio and musical instrument volumes and other noise low enough so that no noise can be heard from outside of the Property and your next door apartment neighbor does not find it disturbing to their peaceful enjoyment. No noise from your TV, stereo, radio and musical instruments sound is heard outside your unit before 7:00 am or after 10:00 pm. Please be considerate.

11. **Alterations.**

11.1 You cannot drive nails, screws or tacks into the walls or paint anything without the prior written approval of the Landlord.

11.2 You cannot change or repair any plumbing or light fixtures, doors, screens, fixture, wiring, walls, cabinetry, door locks, appliances or other equipment.

11.3 You cannot install awnings, window guards or security bars.

11.4 Under no circumstances can approved hangings under Section 11.1 exceed five (5) pounds in weight.

11.5 You cannot remove any energy or conservation devices like light bulbs and/or shower heads.

12. **Maintenance.** You are responsible for the cleanliness of your apartment and the maintenance of the appliances you have brought to the apartment. Regularly wash window sills and other areas that may collect moisture with soap and water to avoid the buildup of mold. Please review the Mold, Moisture and Your Home Brochure included with your Lease for more information. To standardize certain maintenance procedures and services, THA has created a uniform schedule of charges and repairs for the repair of damage caused by the Tenant or a member of the household. Please review the Schedule of Maintenance Charges included with your Lease for more information. Notify the leasing office immediately if you need something repaired or to report damage.

13. **Illegal Use of your Unit.** You cannot use the apartment or any other part of the Property, including the common areas, for anything illegal.

14. **Windows, Patios, Balconies and Doors.** Keep your door closed except when in use. This will help maintain the building's fire rating and ensure your privacy and safety. Do not use your exterior window sill or ledge for storing anything.

15. **Satellite Dishes and other Exterior Attachments to the Deck or Patio.**

15.1 You cannot install any wires, antennas, clothes lines, ropes or satellites anywhere on or in your apartment, its patio or deck (if any), or on or in the building anywhere else without the Landlord's prior written approval.

15.2 Do not use your patio, balcony or front porch railing for drying laundry or hanging things on ropes or other lines to dry.

15.3 Do not clutter or store things on your balcony or patio.

15.4 Do not carpet your patio or balcony.

15.5 Do not install air conditioning units in windows without the Landlord's consent. These can fall out and hurt people or damage property. Air conditioners must be requested in writing and installed by THA maintenance staff.

15.6 No planters or flower pots larger than 14 inches wide can be on the patio or deck.

15.7 You cannot have large umbrellas on patio furniture on the deck or patio.

15.8 Seasonal decorations are permitted but cannot violate City fire code. They must be removed within 30 days of the end of the seasonal holiday.

B. FOR THE COMMON AREAS

1. **No Smoking.** No smoking is permitted anywhere on THA Property. Please refer to and follow the **Non-Smoking Policy** included with your Lease.

2. **Parking.** The Lease identifies whether you have assigned parking or whether parking is on a first-come first-serve basis. Only authorized parking is allowed on the Landlord's property. Authorized parking requires the display of a current THA parking sticker. Visitors are not required to have a parking sticker but may only park in the spaces designated for visitors. Handicapped parking spaces are reserved for those with a permit to use those spaces. Vehicles cannot be repaired or stored in parking spaces or take up more than one space per car. Please refer to the complete **Parking Policy and Procedure** attached to your Lease for more information.

3. **Vehicles.** Only authorized vehicles are allowed on the Landlord's property. The vehicle must be in operable condition, registered, licensed and insured, and present no safety hazard or nuisance. For example, the vehicle cannot leak oil or gas, be excessively noisy when operating, or have broken or defective lights, windows or brakes. Please refer to the complete **Parking Policy and Procedure** attached to your Lease for more information.

4. **Key Card Entry.** If your building has a keycard access entry system, and you are a Cardholder, you must follow the rules of the **Keyless Access Card Policy** attached to your Lease.

5. **Pets.** See above.

6. **Garbage/Recycling.** You are required to dispose of your garbage from your apartment to the common area garbage dumpster in a safe and sanitary manner. That means you can only toss it into the dumpster sealed in a bag and do not allow it to fall out around the garbage dumpster. Close the lid of the dumpster whenever possible. Please recycle whenever possible. If there is a recycling policy applicable to your building, you are required to follow it. The leasing office

will let you know if such a policy exists at the time you sign your Lease. You cannot dispose of electrical equipment (for example, computers, TVs, batteries) in the community dumpsters.

7. **Laundry Facility.** If there is a common laundry facility on the Property, it is for resident use only. Do not let your friends use it and do not duplicate any keys for access to it. Follow the rules of use and the hours of operation, which are posted in a conspicuous place at the facility. Machines are used on a first-come first-serve basis. Do not use flammable materials or dyes in the machines and do not overload the machines. If the machine is rocking because of an uneven load, or an overloaded cycle, stop the cycle and either redistribute the load or take some laundry out. If the machine breaks or stops working, you will be responsible for any resulting damage.

8. **Grocery Carts.** Do not leave commercial grocery carts around the Property or bring them into your apartment. Not only is it a crime to remove the cart from the grocery store premises, but it is unsafe and unsightly for the rest of the residents. If the landlord has to return the cart and there is a fee or fine assessed for the return of the cart or for a missing cart, it will be charged to you.

9. **Cleanliness.** Please keep the hallways, stairwells, pathways, walkways, driveways, the community room, parking spaces, access areas to and from the parking lots and public roads, the area around access gates and other exterior doors clear of clutter and other obstructions. Do not litter. Respect the area you live in. Put out your cigarettes in proper receptacles. Do not leave your cigarette butts on the sidewalks. You cannot store or keep personal items outside of your apartment, except in the patio or balcony area off your apartment (if any), but even in that case, it still requires the prior written approval of the Landlord.

10. **Yards.** If you have a yard, you are responsible for its upkeep. This means watering the grass, any other plantings that require water to survive, weeding, and the general upkeep needed to keep it in a good condition and pleasing to the eye of your neighboring residents. Seasonal vegetation, gardens and flowers are encouraged.

11. **Alcoholic Beverages.** Drinking alcohol is prohibited anywhere on the Property except in the resident's apartment.

12. **Bulletin Boards.** You may use the Resident Bulletin Board to post notices of activities and other information of interest to residents, but all postings must visibly and legibly identify your name, address, and

the date of the posting somewhere on the posting. After 14 days or whenever the posting by its own terms has expired, the Landlord may remove your posting. Do not post anything obscene, unlawful, in violation of fair housing laws, or that would otherwise injure or annoy the other residents. Any such posting will be immediately removed by the Landlord. Posting anywhere else on the Property is prohibited.

13. **Community Rooms.** Use of a community room (if any) on the Property is available for resident sponsored activities only. You must sign up and reserve the room in advance of its use. If no one else has reserved the room for a specific time or use, it can be used on a first-come first-serve basis when accompanied by the required deposit (if any). Set-up and tear-down of the room is the responsibility of the resident who reserved the room. The leasing office can provide you with more details.

14. **Dangerous/Flammable Materials.** You cannot store, use or dispose of gas, oil or any flammable material or other hazardous material anywhere on the Property.

C. OTHER ISSUES

1. **Businesses.** You cannot run a business anywhere on the Property without the Landlord's approval.

2. **Complaints.** If you have a complaint about someone violating these Rules, submit it in writing to the leasing office.

3. **Deliveries.** Landlord is not responsible for accepting deliveries of packages, mail or other deliveries of any kind intended for a resident.