

**CHICKASAW HOUSING AUTHORITY  
HOUSE RULES**

The Chickasaw Housing Authority welcomes you and your family. We hope you like your apartment and that you will enjoy your stay with us and become an active member of this community. The Management Office is the place you can depend upon for correct information concerning all phases of operations. Rumors can seldom, if ever, be relied upon for accuracy. Should any questions arise about which you or your friends are in doubt, do not hesitate to contact the Management Office for the facts. The purpose of this Housing Authority is to provide decent, safe, and sanitary housing for stable families of low income, who are trying to help themselves, at rents they can afford to pay. The Development is owned, managed, and operated by the Chickasaw Housing Authority and not the Federal Government or the City of Chickasaw. Operating policies are within guidelines established by local, State and Federal law. We don't want to throw the rule book at you, but we must say at the onset that the Authority does have some firm and fast rules, which will be discussed on the following pages. Our families have built a reputation for neighborliness. We are counting on you to preserve that reputation by respecting your neighbor's rights just as they will respect yours. We hope that you will prosper so that in a few years you will be able to obtain the kind of home in which you have always wanted to live.

**THE HOUSING AUTHORITY OF THE CITY OF CHICKASAW, ALABAMA**

OFFICE HOURS: MONDAY THROUGH FRIDAY 8:00 A.M. TO 4:30 P.M.  
CLOSED SATURDAYS, SUNDAYS, AND HOLIDAYS  
TELEPHONE: RENTAL OFFICE 457-6841

IN CASE OF EMERGENCY - NIGHTS, WEEKENDS, HOLIDAYS:

(These numbers must be called in order)

1st Call - 605-5367, if no answer  
2nd Call - 679-1263, if no answer  
3rd Call - 605-8448, if no answer  
4th Call - 452-2366, if no answer  
5th Call - 645-4157, if no answer  
6th Call - 656-4374, if no answer  
7th Call - 454-8706

If you cannot get anyone at these numbers, call 675-4956. If no one can be reached at the previous numbers, call the Police Department at 452-0571 and ask them to contact the Chickasaw Housing Authority. Give your name, address and the nature of your problem.

FIRE DEPARTMENT: 452-0574  
POLICE DEPARTMENT: 452-0571

**RENT**

Pay your rent on time! It is due in advance and without notice on the first day of each month. Rent will be considered delinquent if not paid by 4:30 p.m. on the 5th day of the month. If the 5th should fall on the weekend or holiday, your rent must be paid by 4:30 p.m. on the first business day following the weekend or holiday. A \$30.00 late fee will be applied to all delinquent accounts. Providing shelter for your family is your first concern and prompt payment of rent should be a routine matter. Your rent is determined by the size of your family and income, less authorized deductions and not by the size of the apartment. Your lease is the agreement between you and the Housing Authority. Please read it and ask questions so that you understand it thoroughly. The lease is for a one year term and automatically renews itself unless terminated by one of the parties. You may terminate at any time by giving at least 10 days prior notice in writing. Management may also terminate with 14 days written notice. It is our mutual obligation to live up to the terms and provisions of the lease which will help make your home an important part of the community. If your rent is not paid by the 5th, you will receive a 14 day notice advising you to cure the deficiency or vacate the premises. If you have not paid within the 14 day period, and you are still in residence, management will file in court for your eviction. This suit will ask for rent, late charge, and cost of filing court eviction, all of which must be paid if you continue to reside in the development. There may be additional court costs and, if so, you will be responsible for them. Should you vacate owing rent, suit may be filed against you in small claims court. A 14 day notice will be given in other cases such as violations of obligations set forth in Section IV of your lease.

### **RENT COLLECTION POLICY**

1. Our dwelling lease stipulates that all rents are due and payable in advance, without notice, on the first day of each month. Payment of current rent and past due charges must be in full.
2. Retroactive rents, fire damage, vandalism or other charges may be set up for collection by resident signing a Repayment Agreement to pay the amount due. Sums due under a Repayment Agreement are added to the monthly rent. Repayment Agreements are subject to the approval of the Executive Director. Repayment Agreements will not be approved for terms longer than 6 months.
3. All residents who have not paid current rent plus past due charges by the fifth of the month shall be delivered a 14 day Notice of Lease Termination/Demand for Possession. A Late payment charge of \$30.00 will be added to the resident's account as part of charges owed.
4. If any day upon which the fifth of the month falls on a weekend or holiday, then Notice of Termination/Demand for Possession shall be given on the first business day after the weekend or holiday. Notices will be delivered to the resident, or to an adult member residing in the dwelling, and/or sent by prepaid first class mail, properly addressed to the resident. If no one is at home, notice may be affixed to the front door of the premises.
5. If the apartment is not vacated or if payment in full of the current rent and all charges due are not received within 14-days, an Eviction Action will be filed in the District Court of Mobile County. Actual court costs plus a reasonable fee to cover costs of the Chickasaw Housing Authority will be charged to resident.
6. To eliminate continuous notices to habitual late payers, Management shall not retract court eviction procedures on residents who require the filing of two Eviction Actions in any twelve month span.

### **RETURNED CHECKS**

Once the Housing Authority receives a returned check on your account it is our policy not to accept anymore personal checks. Your rent, maintenance charges, etc. will have to be paid by money order. The maximum penalty fee allowable by Alabama Law plus any/all Bank fees will be charged for returned checks.

### **SECURITY DEPOSIT**

Provisions of your lease require a security deposit of \$200.00. Tenants have two options for the payment of Security Deposits - \$200.00 paid at move in - OR - \$100.00 paid at move in and \$100.00 paid the following month with rent. An additional \$100.00 deposit will be charged to households that contain member(s) that use tobacco products. Security Deposits will be refunded to you in full, without interest, after you move, provided that:

1. All rents and other charges are paid;
2. Dwelling and equipment is left clean and undamaged;
3. Grass cut and walks trimmed; and
4. Keys to the dwelling are returned to the office.

### **ANNUAL REDETERMINATION OF RENT AND ELIGIBILITY**

As prescribed by law and provided for in your lease, all occupants will be periodically reexamined and rent adjusted. You will be advised when the review is due.

### **HOUSEKEEPING**

The Department of Housing and Urban Development (HUD) has adopted strenuous regulations requiring the decent, safe and sanitary living conditions be maintained in and around all Public Housing Apartments. It is your responsibility to meet the housekeeping requirements of these new regulations. It goes without saying that you are required to keep the property and equipment in the same state of cleanliness (free from dirt or impurities; unsoiled) as you received it; floors must be cleaned and waxed throughout the apartment, bathroom (tub, toilet, medicine cabinets and sink), kitchen counters, cabinets and pantries must be kept clean. Refrigerators, stoves/ovens must be kept clean (inside and out), grass cut, walks trimmed, yards cleaned, porches cleaned, garbage can in proper place, etc. You cannot store a large number of items in your apartment due to the fact that it can be classified as a fire hazard. If this happens, you will be asked to remove excess property. Generally keep your house as clean and fresh as you would have it for company. Ventilate regularly in order to eliminate odors. The following requirements apply to housekeeping:

FLOORS: Because the floor tiles in your apartment are easily damaged, chair tips or leg coasters must be purchased and placed on your chair legs, furniture, etc. There will be a maintenance charge for damage to floor tiles. Cleaning and waxing your floors will keep them in good condition. Cement porch floors should be washed with soap and water or they may be scrubbed with water and scouring powder, then rinsed.

VINYL TILE: Should be washed with lukewarm water and mild soap, then rinsed. Use a wax specifically made for vinyl floors. Never use a paste or acrylic wax. Use a dry mop to remove dust and dirt between waxing. Do not use an oil mop because it will damage the tiles.

COOK STOVES: Top surface, top grates, ovens, and broilers should be thoroughly and frequently cleaned. The enameled surface should not be washed when hot because the enamel will crack.

OVENS: Oven cleaner is just what it says! It is for the cleaning of your oven and burners, only - not exterior surfaces. It ruins all surfaces except the oven and burners. We hope you will not force us to charge you for damages to your stove by using oven cleaner on enamel or plastic surfaces. Do not attempt to make mechanical adjustments to your stove. Call the office for any service required. Do not leave the oven door open for home heating purposes. This represents a significant fire hazard and will damage the oven controls. Do not put hot pans directly on formica counter tops or around the edges of the kitchen sink. This practice will result in damage to the formica.

GARBAGE AND TRASH: Household garbage should not be allowed to accumulate. Garbage is picked up on Monday and Thursday. Your can should be placed street side the night before or the morning of garbage pickup. Following garbage pickup, your can must be moved back to the rear of your apartment. You have been issued a serviceable can with a lid. Replacement cans must be bought by you. When you move, you must leave a serviceable can with a lid. Garbage can areas, as well as cans, should be kept clean at all times. If you have problems with garbage or trash pick-up, you may call Advance Disposal Service (800)344-3145.

Chickasaw City Ordinance (98-36 through 98-40), which deals with the care and maintenance of property, allows for the citing and fining of the Landlord - in this case Chickasaw Housing Authority - when tenants fail to upkeep their areas of responsibility. If at any time the CHA is fined for a tenant's failure to maintain their home or yard, the fine will be passed on to that tenant in the form of a charge placed on his/her account.

## MAINTENANCE

Your apartment is well built and well equipped but we know that some things normally wear out. The Housing Authority makes repairs for normal wear and tear at no cost to you. You are responsible for the property and when damage is the results of carelessness, negligence, break-ins or abuse, the bill for actual cost of repairs goes to you. A schedule of standard charges for services is posted in the rental office. Maintenance employees will repair any defects you report, such as clogged sinks, toilets, bathtubs, lavatories, leaking faucets, broken windows, damaged electrical fixtures, etc. Don't try to make repairs yourself. The following apply to maintenance requirements and services:

LIGHT BULBS: There will be serviceable light bulbs in every fixture when you move in. Replacements must be furnished by you. When you move, you must leave a serviceable bulb in every fixture.

PICTURES: Fasteners for picture hanging MUST be installed by Authority personnel. The Housing Authority office can be contacted to schedule this service. Fasteners, nails, screws, hooks, towel holders, etc. are not to be used on any wood trim or cabinets in your apartment.

REFRIGERATORS: Your refrigerator should be kept clean at all times. Ice trays should never be filled more than two thirds full. Your refrigerator should be washed inside and out with a mild cleaning solution or soapy water at least once a month.

HOT WATER HEATERS: Dwelling units have automatic gas hot water heaters. The water heaters require no adjustment or attention other than cleaning. Should the heater become overheated, or leak, turn it off and notify the office. The area around your Hot Water Heater must be kept well ventilated. Do not use the top of the water heater for a storage area. **DO NOT** store flammable materials, clothing, paper, newspaper, etc. around your water heater.

PLUMBING FIXTURES: A homemaker soon learns that the kitchen sink receives the hardest wear of any of the plumbing fixtures. Use a liquid cleaner to keep it clean. Do not place acidic foods (Ex. oranges, lemons, tomatoes, etc.) in your sink; any of them will stain it. Put your leftover grease in cans for disposal, do not pour it down the drain or in your yard. Be sure that faucets are shut off completely after each use since dripping faucets waste water and cause internal damage to the faucet. The bathtub and wash basin should be cleaned regularly. Do not pour hot water in your toilet, this may crack the bowl. Any good toilet bowl cleaner and/or disinfectant can be used on your toilet. Please teach your children not

to drop objects (balls, soap, toys, etc.) into the toilet. In addition, feminine products, paper towels, diapers, baby wipes, etc. cannot be flushed down the toilet. You will be charged maintenance cost for any sewage line stoppages that are a result of inappropriate items/objects being flushed or washed into the drain lines. Immediately report leaky faucets and toilets to the office for repair.

**AIR CONDITIONERS AND CEILING FANS:** Air conditioners will be installed on the back or end of buildings only. None will be placed on front of buildings without special permission. The Chickasaw Housing Authority defines the "front" of your apartment as the side of the apartment that contains the front door. Exceptions to this rule are apartments that only have windows located on the front of the apartment (0-bedroom units/some 1-bedroom units), apartments that have back bedrooms where the installation of a window unit air conditioner would result in blockage of the only existing egress, and apartments that do not have adequate electrical service (220) at the back/end of the building. No other exceptions will be granted unless special permission is requested. Only air conditioners that are determined to be in safe operating condition by the CHA Maintenance Department and fit the existing window opening will be installed. Check the size of your window before buying the appliance. DO NOT CHECK THE SIZE OF YOUR NEIGHBOR'S AIR CONDITIONER. Maintenance personnel will make all installations within a REASONABLE time after a work order is submitted. Our personnel will insure proper grounding, sealing and stability. Maintenance personnel will also remove window units for you when you move. Labor for this service is free. However, labor to remove and correct unauthorized, unsafe or improper installations will be charged to the resident head-of-house.

Maintenance personnel will only install ceiling fans in living rooms where fixtures are available. Labor for this service is free. If you want ceiling fans in your bedroom(s), you must hire a licensed electrician to install them for you. Box fans or other fans are prohibited from being placed in the windows.

**HEATERS (WHERE APPLICABLE):** Some apartments have an automatically controlled gas heater. Maintenance personnel checks, cleans, and lights pilot lights for you. You can regulate the heat at the thermostat but, by no means, should you attempt to adjust any of the working parts. If you think something is wrong with your heater or smell gas, contact the office immediately.

**WINDOW SHADES/MINI-BLINDS:** There will be a serviceable shade at every window when you move into your apartment. All replacements must be furnished by you. Shades must look uniform and may be purchased from the Housing Authority by calling in a work order. When you move, you must leave serviceable shades (ie. no holes or tears) at every window. To prolong the life of shades, they should be raised and lowered by the pull bar. Windows should be closed during rain and wind storms to prevent damage and children should be taught not to handle them by the edges.

Mini-blinds can be purchased (by you) and installed by the Housing Authority Maintenance Department in your apartment. If you decide to have mini-blinds installed, existing shades and brackets must be stored in your apartment.

**ALTERATIONS:** Experience has taught us that we cannot allow our residents to make any kind of alterations. The following are not permitted:

1. Contact paper, stick-on mirrors or stick-on cork tiles, stick on decorations such as bumper stickers and stick-on signs of any kind should not be placed on walls, doors, windows or equipment.
2. Placing aluminum foil on windows.
3. Hanging pictures (see pictures section) or making any alterations or repairs to Housing Authority property.
4. Changing or adding locks and other fixtures.
5. Drilling holes for additional cable television hookup.

Maintenance will take care of all repairs and you can count on having your apartment inspected periodically.

**PAINTING:** Painting cycles are established. Maintenance personnel paints vacant dwellings as needed. Occupied dwellings are painted at resident's convenience and when the Maintenance Department schedule permits. Paint inside and out is expected to last for many years. If repainting due to abuse or nicotine staining is required sooner, you will be charged with pro rata cost. A resident cannot paint his/her apartment.

**CURTAINS:** Curtains and drapes should be hung on the rods provided. No rod of any kind will be installed without permission from Management. Additional rods can be purchased (by you) and installed by the Housing Authority Maintenance Department in your apartment.

**INSECT CONTROL:** The Authority exterminates occasionally and if you cooperate in keeping your area of responsibility clean you should be able to control insects. Do not allow food scraps to collect on counters, pantry shelves, or floor. Do not throw food scraps into the yard.

**LAWNS AND PORCHES:** You are responsible for the maintenance of your yard. This includes cutting grass and also weeding flower beds. Nothing is to be stored on porches. This includes old furniture, lawn mowers, barbecue grills, bicycles, ice chests, etc. Only lawn furniture or outdoor furniture is to be kept on front porches, back porches and back yards. No furniture of any kind can be placed in the front yard.

Inspection of resident yards is routinely done. If a resident's area of responsibility is in need of attention, he/she will receive a notice from the office to have the grass cut within ten calendar days. Following the ten day notice, the yard will be re-inspected. If the yard is still in need of attention, the CHA will cut the grass for the resident and a \$25.00 fee will be placed on his/her account. The servicing of a resident's neglected yard does NOT include edging, raking, weed-eating, bagging, etc. If CHA has to cut the same resident's grass a second time in the same growing season, the charge will double to \$50.00 and will be followed by a letter for a conference in which a warning will be issued. If CHA has to cut the same resident's grass a third time in the same growing season, the price will again double to \$100.00 and may be followed by an eviction notice. (Policy revised 11/6/08)

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**INSPECTIONS:** As provided for in your lease, a representative of the Housing Authority will make occasional housekeeping inspections of your apartment. Areas of your responsibility will be checked. The condition of the building and equipment will determine the need for preventative maintenance.

**TELEVISION ANTENNAES:** A television antennae can be installed at your apartment. Antennas MUST be installed by Authority personnel. Any material costs associated with the installation of a television antennae will be charged to you.

**SMOKE DETECTORS:** The goal of this policy is to insure that each apartment has at least one operable smoke detector in each unit at all times.

1. The CHA will provide at least one operable smoke detector in each of its apartments in accordance with applicable regulation.
2. In the case of hearing impaired residents, the CHA will provide and install a smoke detector designed for the hearing impaired in the bedroom occupied by such person. The smoke detector will be hardwired and the smoke detector will be connected to the pull alarm system.
3. It is the responsibility of the CHA to repair or replace an inoperable smoke detector in a rented unit within 24 hours of discovery or as reported by a resident.
4. The CHA will inspect and test each smoke detector in a rented apartment unit at the time of annual inspection. In addition, each time a CHA employee enters the unit for maintenance, the smoke detector will be inspected.
5. It is the responsibility of the resident to insure that the smoke detector(s) that are installed in their unit are not tampered with, and remain in good operating condition and installed at all times.
6. By signing the Chickasaw Housing Authority House Rules, resident agrees to test each smoke detector in their apartment at least once a month.
7. It is the responsibility of the resident to report to the CHA an inoperable smoke detector immediately after the discovery of such malfunction.
8. If the CHA discovers that smoke detector(s) have been removed, altered or tampered with, the CHA may charge \$100.00 for each smoke detector that was removed, altered or tampered with.
9. The CHA may, at its discretion, initiate eviction actions against lease holder of the household where smoke detector was removed, altered or tampered with.

#### **OTHER REQUIREMENTS**

The following are additional rules that apply to you and your family's conduct at the Chickasaw Housing Authority:

**NOISE:** When people live close together, life is more pleasant if they respect and try to understand each other. Loud parties, shouting and slamming of doors can be extremely

annoying to your neighbors. Radio, television, and other musical instruments should not be played loudly at any time of the day or night and special care should be used in playing such instruments between the hours of 9:00 p.m. and 8:00 a.m. Playing ball of any kind is prohibited, except in those areas specifically reserved for that purpose - (Miller Park & field beside Civic Theatre). Parents are responsible for the conduct of their children. We expect and want happy and playful children. However, your cooperation is requested in teaching your children to observe our rules which have been adopted for the safety and welfare of all the residents as well as the preservation of the property.

**SIDEWALKS:** The Chickasaw Housing Authority is well equipped when it comes to sidewalks. Virtually every street within the CHA community has a sidewalk on one side of the street or the other. For safety reasons, these sidewalks should always be used when moving about on foot within the CHA. Never use other resident yards or the City streets as your walkway. **NEVER TAKE SHORT CUTS THROUGH OTHER RESIDENT'S BACK YARDS!** Please teach your children these rules.

**FIREWORKS:** It is the policy of the Housing Authority that no type of fireworks are allowed to be discharged on Housing Authority property. This includes all park areas.

**PARKING:** All motor vehicles (including motorcycles) must be parked in the street. All vehicles parked on the streets within the confines of the Chickasaw Housing Authority are required to have a parking permit/decals. Because of lack of space and City Ordinances/State Laws we cannot permit parking areas to be used for storage of junk or mechanically/legally inoperable vehicles. In other words, a vehicle must be in running condition with a current tag and liability insurance or it will not be issued a parking permit/decals and can not remain within the Housing Authority. Permits/decals will not be issued for vehicles that are not registered to a Chickasaw Housing Authority resident, unless a Statement of Vehicle Use/Ownership form has been completed. Residents who fail to comply with the parking permit requirement may be issued a parking ticket as per City of Chickasaw Ordinance #1593. The parking decal must be removed from your vehicle at move out or from vehicles that you sell, transfer, give away, etc. Changes in vehicle ownership/registration must be reported to the Chickasaw Housing Authority office within 10 days. A \$2.00 fee will be charged for any re-issuance of parking decals.

**VISITOR/GUEST PARKING:** As specified in your Lease and House Rules, you are permitted to have visitors at anytime and you may have overnight guests for up to 14 calendar days per year. However, due to limited space for parking, visitors and overnight guests will be required to park their vehicles in the designated Visitor/Guest parking area between the hours of 10:00 P.M. to 6:00 A.M. all days of the week. The designated Visitor/Guest parking is located at the Chickasaw Housing Authority Community Room parking lot at 604 Dumont Street. Visitors and guests who fail to comply with this requirement may be issued a parking ticket as per City of Chickasaw Ordinance #1593. The Chickasaw Housing Authority will not be responsible for any damage to or theft from vehicles parking in the Visitor/Guest parking area.

**TEMPORARY PARKING:** Visitors or guests who are physically disabled or are unable to walk between the Visitor/Guest Parking area and the apartment they are visiting for health related reasons may obtain a temporary parking permit. Visitors or guests who are on-site for the medical care of a Housing Authority resident may also obtain a temporary parking permit. A temporary parking permit will allow a visitor or guest to park in front of an apartment between the hours of 10:00 P.M. to 6:00 A.M. all days of the week. A visitor/guest, accompanied by the resident that they will be visiting, may apply for a temporary parking permit at the Chickasaw Housing Authority office located at 604 Dumont Street. The resident will be responsible for the return of the temporary parking permit tag following the permit expiration date. A \$10.00 fee will be charged to the resident for failure to return the temporary permit tag. Temporary parking permit applicants may be required to substantiate disability or health related claims. The Chickasaw Housing Authority reserves the right to make the final determination concerning the issuance of any/all temporary parking permits.

**OUTDOOR LITTER:** You have a well defined area of responsibility. The Dwelling Lease of the Chickasaw Housing Authority stipulates in Section IV(BB) that the "Tenant agrees to perform seasonal maintenance or other maintenance tasks where performance of such tasks by Tenant of dwelling units of similar design and construction is customary." Keeping your yard free of trash, litter and other debris is considered to be seasonal maintenance and a maintenance task which shall be customary for tenants of the Chickasaw Housing Authority to perform. If Management finds that a tenant is not complying with this policy, notice shall be given tenant that he/she has 1 to 3 days (depending on severity) to clean the yard. Failure to clean the yard will result in the Housing Authority having the area cleaned and the tenant being charged a fee for this service. If tenant repeatedly fails to comply with this requirement, it shall be considered a serious breach of the lease and the lease will be

terminated and the eviction process initiated. Your yard is your responsibility, there for, feel free to admonish any adult or child that litters your area.

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**WATER USAGE:** The Chickasaw Housing Authority supplies your water at our cost! Your cooperation in the thrifty use of water is requested. This is not intended to stop you from adequately watering grass and shrubbery. However, the washing of automobiles is prohibited. Wading pools are permitted. Pools will not be in excess of 8 feet in diameter and 1 foot in depth and **MUST** be constructed of hard plastic. Pools **MUST** be emptied after every use (to prevent mosquito infestation) and stored against the rear exterior wall of your apartment. The fine for wasting water (ie. washing car, large pool, etc.) is \$20.00 per occurrence.

**VISITORS:** You are welcome to have visitors as you like, but boarders, lodgers or freeloaders are not permitted. The only persons who may live in your apartment are those named on your lease. You are allowed to have overnight guests for 14 calendar days per year.

**PETS:** Your lease specifies that pets are not permitted. However, an addendum can be added to your lease which will allow you to have 1 pet. To obtain the addendum, your pet must meet the qualifications stated in your PET POLICY. Failure to abide by the PET POLICY will result in cancellation of your lease. See Pet Policy for further information.

**SATELLITE DISHES:** The Following policy has been developed concerning the ownership and installation of satellite dishes for reception and television use by residents of the CHA. The CHA does not wish to prohibit the use of satellite dishes by residents, however, guide lines must be established for the installation of such devices so that the CHA property can be preserved and residents and employees can be protected. This policy is created for all future (after 2/1/2008) dish installations

1. All requests to install a satellite dish must be made by Application in writing to the Executive Director. The Application must be made and approved in writing prior to any installation.
2. The Application will require the satellite company name, address, phone number and the installer's name.
3. All installation of such devices will be completed by an authorized service installer.
4. All satellite cable required for installation and operation will follow existing cable route currently made available within the dwelling structure. NO additional holes or hookups will be allowed.
5. A \$200.00 refundable deposit must accompany the written request for installation. The deposit will be refunded upon resident having all of the satellite equipment removed and returning the structure and yard to original condition. Any cost associated with the CHA having to restore the property to its original condition will be deducted from the deposit.
6. Only one satellite dish per apartment will be permitted.
7. No satellite dish over 26 inches in diameter will be permitted.
8. No satellite dishes can be fastened to or attached to the apartment structure. Dishes may be installed on a pole in the back yard of your apartment. Dishes must be installed on a 4 in. X 4 in. wood pole or a 3 in. diameter metal pole of at least 5 feet in height, but not more than 10 feet in height (from the ground up). Exact location of the satellite pole must be pre-approved by the Maintenance Department prior to installation.
9. No holes or fasteners for the satellite cable can be put on the apartment soffit. Cable(s) must enter the apartment at the cable television inlet already established on the exterior of the apartment.
10. No cable will run atop the ground, attached to any building, on any roof tops or in any fashion other than what is described herein. The cable from the dish to the building will be buried as specified by the most current building code (but not less than 1 foot deep) and the top of the ground will be restored to flat condition.
11. The CHA is not obligated to cut or trim any trees to enable satellite service or reception.
12. The resident is responsible for any damage to the satellite system due to utility service, Housing Authority maintenance, or ANY other reason. The resident is responsible for any damage to the apartment as a result of the dish installation. Any/all damages are an eligible deduction from the tenant's deposit.

13. The CHA will be notified immediately whenever a satellite dish installation appointment is scheduled.

14. Any/all dishes that have been installed prior to implementation of this policy will be governed by previous satellite dish policy.

Applications for satellite dishes are made available at the CHA office. Any questions concerning this policy or any part of the installation procedure should be directed to the CHA. Any violation of this policy will be considered a violation of the dwelling lease and will be subject to eviction.

**STORAGE:** Junk, furniture, etc. of any kind is not to be stored outside the apartment. You may chain your lawn mowers, bikes, etc. to your garbage can holder in the back of your apartment. Mobile Gas Service does not allow anything to be attached to the gas meter.

Chickasaw City Ordinance (98-36 through 98-40), which deals with the care and maintenance of property, allows for the citing and fining of the Landlord - in this case Chickasaw Housing Authority - when tenants fail to upkeep their areas of responsibility. If at any time the CHA is fined for a tenant's failure to maintain their home or yard, the fine will be passed on to that tenant in the form of a charge placed on his/her account.

**STORM DRAINS:** Do not use storm drains as garbage or trash cans. Storm drain grates are only to be removed by Housing Authority or City employees. Children are not allowed to play in storm drains.

**USE OF EXTERIOR PROPERTY:** The Chickasaw Housing Authority (CHA) is committed to providing a decent, safe, and tranquil environment throughout the property owned and/or controlled by the Authority. For this reason, the CHA has adopted the following policy concerning Resident use of CHA common areas, parks, or any other outside areas (hereinafter referred to as exterior property) owned and/or controlled by the Chickasaw Housing Authority - The Chickasaw Housing Authority prohibits Resident use of exterior property owned or controlled by the CHA for special events, gatherings, parties, etc., unless the written permission of the CHA is obtained in advance of the proposed use of the property. Any adult resident may apply for permission to use the exterior property owned or controlled by the CHA. This application shall be on a form which will be supplied by the Authority. Said application shall include the nature of the gathering, expected number of participants, the date(s) of the event, the person(s) in charge, and other information as required by the Executive Director. Said application shall be returned to the Housing Authority office. An adequate damage deposit will be charged for any use of exterior properties. Security will be provided by the Housing Authority at resident's expense. The appropriate funds will be collected in advance for costs incurred for security personnel. A permit will be issued for any approved applications. The permit shall specify the date(s), time(s), purpose(s), and location(s) where the gathering or activity may be conducted. The permit shall be strictly enforced and a breach of the specified date(s), time(s), purpose(s), and/or location(s) shall be considered a violation of the permit. The written permit shall be available for inspection during the gathering or activity by any member of law enforcement or any employee or agent of the Chickasaw Housing Authority. If said written permit is not available for review, the activity shall immediately cease until such time as the written permit is produced. At the conclusion of the activity and in accordance with this policy, any and all expenses incurred by the Authority for the clean-up of buildings, grounds or other areas, as well as compensation for any damages shall be deducted from the deposit and the remainder shall be refunded to the resident who applied for the permit. Any further amounts of money incurred for such purposes shall be billed to the resident who received the permit. The Chickasaw Housing Authority shall exercise this policy to the extent allowable by all applicable laws, rules, policies, and/or regulations. The Chickasaw Housing Authority, its Board of Commissioners, and its staff shall not discriminate against any resident in its granting permission for use of the exterior property as provided in this policy.

## **COMPLAINTS**

It is your right to complain whenever the Housing Authority or your neighbors give just cause. We hope you will skip the little things and save your voice for the serious problems. It is also your right to speak or write a kind word whenever your neighbor or the Housing Authority staff deserves a pat on the back. If every family would write us a short letter once a year, telling us what they like or dislike, it is possible that we could make your homes even better. In any event, feel free to discuss your problems at anytime.

ADDRESS correspondence to:           Executive Director  
  Chickasaw Housing Authority  
  604 Dumont Street  
  Chickasaw, Alabama 36611

I have received a copy of the House Rules. In addition, I have been briefed on the requirements of the House Rules and I agree as a condition of my lease to comply with them.

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Head of House

Date

Adopted 9/27/94

Revised 6/30/97, 2/98, 5/98, 6/98, 2/00, 11/01, 1/07, 2/09