

GRAND RAPIDS HOUSING COMMISSION SATELLITE DISH POLICY

The following guidelines are to be utilized in granting residents permission to install this equipment at their dwelling unit:

1. In conjunction with the Grand Rapids Housing Commission Satellite Dish Installation Notification Form, a Resident must submit a \$75.00 refundable deposit to cover damage or expenses that may occur during installation, use or removal of the equipment. Residents may not install any satellite dish larger than one meter (3 feet, 3 inches), measured across its widest part.
2. The satellite dish must be installed within the dwelling unit or on a patio or balcony that is part of the apartment. Residents may not install a satellite dish in a common area or on the roof. It may be installed outside the resident's unit if the resident and management are able to select a suitable location, within the area exclusively used by the resident, which will not cause damage, present hazard or present maintenance problems to the property. The dish may not be installed outside the resident's unit unless there is a yard, patio or balcony for their exclusive use, and it may not be installed on an exterior wall. Residents may install a satellite dish entirely inside an apartment so long as no damage is done to flooring, wallboard or ceilings. Cabinets or other fixtures of the unit must not be damaged by installation of or near a satellite dish.
3. The installation location must be in the least visible location to the street which allows the resident reception. To the maximum extent possible, wiring or cabling should blend into the material to which is it mounted or placed.
4. The satellite dish must be securely mounted and may not extend beyond the edge of the patio or balcony railing. Residents may not hang a satellite dish out the window of the dwelling unit. All damages incurred from mounting or removal of the satellite dish are the responsibility of the resident and will be assessed to the resident in the event the dish is removed or the resident vacates the premises.
5. Installation must not damage the dwelling unit. Residents must not damage the apartment when installing the satellite dish. You may not drill holes in railings, exterior walls, or any other location where holes might impair the building's weatherproofing or there is a risk of striking electrical or water lines.
6. It is recommended that a satellite dish be professionally installed to ensure conformity with electrical, grounding, and manufacturer safety measures.

Management must receive the attached GRHC Satellite Dish Installation Notification Form (Attachment A) at least seven (7) business days in advance of any installation so as to reasonably accommodate meeting with the resident or installer regarding compliance with manufacturer's installation rules and the permissible restrictions contained herein. Accompanying the GRHC Satellite Dish Installation Notification Form, the resident must provide a copy of the antenna's installation specifications brochure.

7. After installation is complete, the GRHC Asset Manager or other representative will inspect and approve the installation if it is in compliance with the manufacturer's installation requirements and the permissible restrictions contained herein. Any work found not to be in compliance by the Asset Manager or representative must be corrected within seven (7) days of the inspection or, thereafter, the GRHC will complete or contract to have the work completed properly at the resident's expense. Charges for said work would be added to the resident's account and be payable in accordance with other maintenance charges.
8. Residents found to have installed satellite dishes without providing the required notice to the GRHC, shall be placed on written notice that the said equipment must be inspected by the GRHC or removed within seven (7) days and, if the resident does not permit inspection or remove the equipment it will be removed at the expense of the resident and billed to their account with the GRHC. Removal expenses will be billed and payable within two weeks or, alternatively, paid in the same manner as any other damage charge.
9. The resident shall be responsible for the maintenance of any satellite dish. Equipment must be maintained in good working and visible condition. Noted repairs must be done within seven (7) days except in the case of trip or safety hazards which must be corrected within twenty-four (24) hours. Non-compliance will be considered a lease violation. The GRHC shall not be held responsible for any damage or vandalism to the device.
10. Residents who choose to install and operate satellite dish equipment do so at their own risk. Residents will be liable for any injury or damage to persons or property caused by resident's satellite dish or the operation of the satellite dish. The GRHC will be held harmless in any claims for injury or damage to persons or property caused by the satellite dish. The Housing Commission recommends that residents obtain liability coverage for use in the event of injury or damage to persons or property.

Attachment A
GRAND RAPIDS HOUSING COMMISSION
SATELLITE DISH INSTALLATION NOTIFICATION FORM
(Must be presented to the Housing Commission seven (7) days prior to installation)

RESIDENT NAME:	
RESIDENT ADDRESS:	
TELEPHONE NUMBER:	
INSTALLATION DATE:	

This form must be accompanied by a \$75.00 refundable deposit to cover any damage that may occur during installation, use, or removal of the equipment.

As a reminder to all residents that request to install a satellite dish, the following guidelines for installation are contained in the Grand Rapids Housing Commission (“GRHC”) Satellite Dish Policy, incorporated by reference into each resident’s lease agreement, and should be given consideration during the installation, maintenance, use, and removal of a satellite dish.

1. Satellite dish may not be larger than one meter in diameter (3 feet, 3 inches), measured across its widest part;
2. The satellite dish must be installed within the dwelling unit or in a yard or on a patio or balcony that is part of the dwelling unit;
3. A satellite dish may not be installed in a common area or on a rooftop;
4. The satellite dish may not be installed on an exterior wall of the dwelling unit;
5. A satellite dish may be installed entirely inside an apartment so long as no damage is done to flooring, wallboard, ceilings, cabinets, or other fixtures;
6. The satellite dish must be securely mounted and may not extend beyond the edge of the patio or balcony railing;
7. Residents may not install a satellite dish outside of a window of the dwelling unit or any other unauthorized location that presents a safety risk;
8. All damages incurred resulting from mounting, installation, or removal of the satellite dish are the responsibility of the resident and will be added to the resident’s account and be payable in accordance with other maintenance charges;
9. Installation must not damage the dwelling unit in any way;
10. Holes may not be drilled into railings, exterior walls, or any other location where holes might impair the building’s exterior walls or any other location where holes might impair the building’s weatherproofing or there is a risk of striking electrical or water lines;

11. Upon completion of the installation, the GRHC will have the right to inspect the work to ensure compliance with the manufacturer's installation requirements and any other permissible requirements contained in the GRHC Satellite Dish Policy.
12. Damages found caused by the satellite dish or its removal will be subject to repair and billing to the resident's account. Residents moving without the removal of the satellite dish will be billed for any damages present at the time of the move-out inspection or from the removal of the said satellite dish. Charges can be deducted from the refundable fee paid by the resident in conjunction with the submission of this GRHC Satellite Dish Installation Notification Form;
13. Transferring residents must conform to the GRHC Satellite Dish Policy and provide a new GRHC Satellite Dish Notification form if the resident desires to install a satellite dish in a different housing unit.

In the event a GRHC Satellite Dish Policy provision must be violated to effect installation, please explain the reason for the violation:

Please be advised that the date of installation may need to be adjusted in order to promptly resolve any perceived inconformity with the GRHC Satellite Policy.

I acknowledge that I have read and understand the Satellite Dish Installation Policy and are hereby notifying the Grand Rapids Housing Commission that I intend to install a satellite dish.

Resident

Date

Resident

Date

Grand Rapids Housing Commission

Date Received