

OPERATING STANDARDS

SCATTERED SITES PROGRAM

821 S. Division
Grand Rapids, MI 49507
Office Phone (616) 235-2879
Office Fax (616) 301-1029

OFFICE HOURS

The office will be open Monday through Friday from 1:00 p.m. to 5:00 p.m. and for legal holidays.

There may be an occasion when the office is closed at other times due to meetings, depositing rent payments, etc. At these times, we will note our absence on the door with an estimated return time.

RENT

All rent is due and payable on or before the first of the month. Rent is payable by check or money order **ONLY**. No cash will be accepted. Payments must be made payable to the Grand Rapids Housing Commission or GRHC.

Rent not paid by the 5th of the month will be considered past due and late fees will be assessed in the amount of \$5.00 plus \$1.00 per day until the rent is paid in full.

Per the Grand Rapids Housing Commission Rent Collection Policy, you are chronically delinquent if you are late four times in a twelve-month period. Your continued failure to pay rent on time shall be used in a court of law as cause for your eviction.

UTILITIES

Tenants are required to pay both gas and electric. At lease-up, tenants will sign a form giving permission to both utility companies to notify Management regarding utility shutoffs. Eviction proceedings will be initiated against the tenant when it appears utility shutoff is imminent or has occurred.

MOVING

Moving in and out of the unit must be done between the hours of 8:00 a.m. and 8:00 p.m. Moves must be coordinated and scheduled with Management. Vehicles shall only park on the grass or in designated parking areas while moving takes place.

NOTICE TO VACATE

Before moving from a Scattered Site home, you must complete a Vacate Notice. This notice is available at the office and must be completed and received 30 days before you move out. You will be charged rent until all keys are turned into the office.

SMOKE DETECTORS

Unplugging, removing batteries or altering in any manner a smoke detector is grounds for eviction.

WORK ORDERS

Any malfunction of the heat, appliances, plumbing, electrical fixtures, etc. must be reported to the office in person or by calling 235-2879. For **EMERGENCY** after-hours repairs, please call the property manager, Jake Blakeney, at 581-4657 and leave a voice message.

AIR CONDITIONING

Personal air conditioners must be approved by Management prior to installation. No boards, paneling, etc. will be permitted in our windows. All installations must be done by an electrician.

PROPERTY DAMAGE

Repair of any damage to the premises such as doors, appliances, carpeting, etc. will be charged to the tenant's account. This does not apply to normal wear and tear. Tenants will be charged for additional expenses incurred by Management if they fail to call for repair on a leaky/running toilet and/or faucet.

SMOKE-FREE PROPERTY

To insure the quality of air and the safety of residents, the Grand Rapids Housing Commission has declared that a Scattered Sites home is a smoke-free property. Smoking is not permitted on any area of the property. All tenants, employees and guests must abide by the rules and regulations as described in the Grand Rapids Housing Commission Smoke-Free Policy.

RENTERS' INSURANCE

Tenants are encouraged to obtain insurance on their personal belongings.

SNOW REMOVAL

Tenant is responsible for removing snow from driveway, sidewalks, and steps leading from both the front and back doors of their unit out to the City sidewalk.

LAWN CARE

Tenants are responsible for mowing lawn, raking leaves, removing tall weeds, and all general lawn care.

LAUNDRY FACILITIES

Hook-ups for tenant-owned washers and dryers are provided in each home or duplex. Only one washer and dryer will be allowed in a unit. Written permission from Management must be received prior to installation of a washer and/or dryer.

BASEMENTS

Basements must be maintained according to the lease standards for housekeeping. Basement sleeping quarters in violation of the City of Grand Rapids Housing Codes are PROHIBITED.

STORAGE SHEDS/ GARAGE

These must be maintained according to the lease standards for housekeeping. Food products and other items known to attract pests or rodents are prohibited.

DOOR MATS

Door mats must be kept inside the tenant's homes.

PORCHES

Porches are to be used for durable and safe outdoor furniture only. This excludes furniture intended for indoor use, barbeque grills, or anything deemed not safe or secure by Management. Personal belongings, including bicycles and/or trash will not be left outside the home. Tenants will not hang anything from or attach anything to the porch structure. Tenants will not shake rugs, mops, etc. from the porch, nor do anything on his/her porch that might cause discomfort to those living next door. Tossing of food scraps and cigarette butts is strictly prohibited.

BARBEQUE GRILLS

Neither gas nor charcoal grills are allowed to be used on the premises.

TRASH AND GARBAGE

Personal trash containers must be kept inside the home or duplex. Trash is to be taken to the curb the day of waste collection. Tenants are responsible for the purchase of city trash tags, which must accompany all disposed of trash. Trash found on the ground or inappropriately disposed of is subject to a fine. Tenants are responsible to keep clean the front and back of their home, including the property, and maintain it free of clutter.

RECYCLING

Individual families must do so in accordance with standards similar to the City of Grand Rapids recycling program. Recycling containers must be brought in promptly and not left out more than twenty-four (24) hours.

HOUSEKEEPING

Tenants must keep house in a clean and sanitary condition at all times. Receiving four (4) housekeeping citations within a year will result in a Notice of Eviction.

SCREENS

Screens must be kept on windows and screen doors at all times according to the City of Grand Rapids Housing Code.

LOCKS

No tenant shall alter any lock or install a new lock or door knocker on any door without the written consent of Management.

MODIFICATIONS

You cannot change the configuration of your home. This includes installing ceiling fans, wallpaper, permanent stickers, etc. Carpet installation is prohibited unless approved as an exception by Management. Fabric wall coverings are PROHIBITED.

SATELLITE DISHES

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. Satellite Dishes must be installed within the guidelines of the Grand Rapids Housing Commission Satellite Dish Policy.

PETS

No pets of any kind are permitted in the homes at any time without written consent of Management. Visitors are not allowed to bring pets to the home for any reason. Tenants, who have approved pets, must clean up pet waste and properly dispose of it.

USE OF HOUSE/DUPLEX

Tenants shall not sublet nor transfer possession of the home, nor give accommodations to boarders or lodgers without consent of Management. Visitors are limited to 14 days per year. Tenants shall not use or permit the use of the dwelling unit for any purpose other than a private dwelling.

NOISE

Your neighbors are entitled to the peaceful enjoyment of their accommodations. No resident will make, or allow their guests to make any disturbing noises in or around the house or duplex. Care should be taken when playing musical instruments, radios, stereos, computers, computer games, VCRs, DVDs, or your television to not disturb or annoy neighbors.

ALCOHOLIC BEVERAGES

Tenants are limited to their use of alcohol to within the unit only.

LOITERING

Loitering by tenants or guests is prohibited by Management and will be enforced by the Grand Rapids Police Department.

HARBORING

Any tenant harboring a person(s) running from the police will receive an eviction notice.

PARKING AND AUTOMOBILE REPAIRS

Tenants are permitted one (1) motor vehicle per adult household member. Motor vehicles must: 1) have valid plates and be registered with the State of Michigan, and 2) be operable. The parking of motorcycles, boats, trailers, or commercial vehicles is prohibited. Automobile repairs, except for changing of flat tires or other very minor adjustments, are not permitted on the premises. The only exception being if a motorcycle is the resident's only means of transportation. Parking or driving of any vehicle or trailer on landscaped surfaces or in front of or behind residence is prohibited.

Cars in violation of the above will be ticketed and may be towed from the property at the vehicle owner's expense.

SOLICITATION AND POSTINGS

Solicitation is not permitted on the premises. The posting of signs, notices, etc. must be cleared through Resident Services or the Management Office and are only allowed on boards inside the office building.