**Housing Authority of the**

**Town of Harrison**

**House Rules**

**Adopted: \_**

**Resolution: \_**

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# Introduction

The Housing Authority of the Town of Harrison (“Housing Authority”) is a public entity which provides decent, safe, and sanitary affordable housing to low-income families and seniors. It was created pursuant to State law by the Town of Harrison and is funded by the U.S. Department of Housing and Urban Development (“HUD”). The Housing Authority is governed by an independent Board of Commissioners (“Board”).

The Housing Authority has the right to regulate conduct in the buildings and on the grounds it owns and/or operates to help maintain a decent, safe, and sanitary living environment for all residents. Through the House Rules, the Housing Authority has established reasonable rules for the benefit and well-being of the housing project(s) and the residents. These rules will be applied to all residents uniformly.

# Occupancy

1. General: The only permitted occupants of a dwelling unit are the individuals listed on a written lease between the Housing Authority and Resident. Resident shall not provide accommodation for boarders, lodgers, or roomers. Resident shall not assign the Lease, sublease, or transfer possession of the dwelling unit.
2. Resident Responsibility: Resident shall ensure that any household members and guests do not engage in any conduct that would constitute a violation of the Lease or the rules and regulations of the Housing Authority.
3. Guests: Resident shall provide the Housing Authority with advance written notice of any overnight guest, including the guest’s name and length of stay. An individual shall not be permitted as a guest for more than seven (7) consecutive days, or thirty (30) days per calendar year, unless authorized in writing by the Housing Authority. Such authorization may be provided at the Housing Authority’s sole discretion if Resident submits a written request with sufficient justification.

Guests shall not receive mail at a Housing Authority property. Guests shall be accompanied by Resident or a household member at all times while on Housing Authority property.

1. Absences: Resident shall not be absent from their dwelling unit for more than thirty (30) days unless there is a verified medical reason. The Housing Authority shall be provided with advance written notice of any extended absences and an address and phone number to contact in case of emergency. Even with a verified medical reason, Resident shall not be absent from their dwelling unit for more than ninety (90) days without providing a date certain for their return. The return date shall be no more than one hundred eighty (180) days from the start of the absence.
2. Inspections: The Housing Authority shall notify Resident whenever inspections will be conducted within their dwelling unit. Resident shall not prevent the Housing Authority or any third-party inspector from accessing their dwelling unit to perform an inspection.

# Safety and Security

1. General: Resident shall cooperate with the Housing Authority’s safety and security measures. Resident shall not enable any individual to bypass any of the Housing Authority’s safety or security measures.
2. Reporting: Resident shall immediately report any suspicious activity on the property to law enforcement and to the Housing Authority. Resident shall immediately report any soliciting on the property to the Housing Authority.
3. Keys/Fobs: Resident shall immediately report any lost keys/fobs to the Housing Authority and pay the required replacement fee. Resident shall return all keys/fobs at moveout.
4. Building Entrances: Resident shall only enter buildings through entrances configured for key/fob access and by using their own key/fob.
5. Check-In: Resident shall ensure that their overnight guests are properly checked in by the Housing Authority.
6. Lockout: In the event of a lockout, the Housing Authority shall assist an individual in regaining entry to their dwelling unit provided that the individual is known to reside in that dwelling unit.
7. Dwelling Units: Resident shall keep their dwelling unit locked. Resident shall not install their own locks in their dwelling unit. If such locks are discovered by the Housing Authority, they shall be removed and Resident shall be held financially responsible for the cost of replacement.
8. Window Treatments: Resident shall provide and install appropriate window treatments (white shades or blinds) within seventy-two (72) hours of moving into their dwelling unit. Resident shall maintain the window treatments for the duration of their tenancy.
9. Defiant Trespass: Resident shall not invite, allow, or cause an individual on the Defiant Trespass List to enter or remain on Housing Authority property.
10. Restricted Areas: Resident shall not attempt to access any area of the building that is marked staff only (e.g. mechanical rooms, maintenance shops, roof access, etc.).
11. Fire Doors: Resident shall ensure that fire doors remain closed at all times.
12. Fire Escape: Resident shall not place any object on the fire escape or otherwise interfere with the intended use of the fire escape.
13. Safety Equipment: Resident shall not tamper with any smoke detectors, carbon monoxide detectors, fire sprinklers, fire extinguishers, or any other safety equipment.
14. Open Flames: Resident shall not light candles, incense, or any other open flames on Housing Authority property. Fire pits and outdoor fireplaces are prohibited.
15. Firearms: Resident shall not display, use, or possess any firearms (operable or inoperable) or other offensive weapons as defined by the laws and courts of the State of New Jersey, anywhere on the property of the Housing Authority in violation of New Jersey law. This includes but is not limited to B.B. guns, air powered rifles, and paintball guns.
16. Gang Colors: Resident shall not display gang colors.

# Work Orders

1. General: Resident shall cooperate with the Housing Authority’s work order process. Resident shall not approach individual employees to report maintenance issues.
2. Reporting: Resident shall immediately report any non-functioning equipment and/or damage within their dwelling unit to the Housing Authority by calling (973) 483-1489.
3. Responsibility: Resident shall be financially responsible for any damage caused by their failure to immediately report any non-functioning equipment or damage within their dwelling unit. For example:

* If Resident fails to immediately report a leaking pipe, they will be financially responsible for the cost of repairing any resulting water damage and/or remediating any resulting mold within the dwelling unit or any other area of the building.
* If Resident fails to report mold growth and the mold is allowed to spread throughout the dwelling unit, they will be financially responsible for the cost of remediating the mold.
* If Resident disables a smoke detector and their dwelling unit is subsequently damaged in a fire, they will be financially responsible for the cost of restoring their dwelling unit and any other area of the building damaged by the fire, including any insurance deductibles.
* If Resident fails to report an infestation and the infestation spreads to other areas of the building, they will be financially responsible for the cost of remediating the infestation.

1. Unit Access: Resident shall not prevent the Housing Authority or any third-party contractor from accessing their dwelling unit to complete work orders.

# Housekeeping Standards

1. General: Resident shall comply with the Housing Authority’s housekeeping standards. Resident shall ensure that each component (floors, walls, doors, windows, locks, shades, blinds, appliances, fixtures, countertops, cabinets, etc.) of their dwelling unit remains clean, functional, damage free, and hazard free. Clean means free of dirt, grime, cobwebs, fingerprints, graffiti, grease, food scraps, waste, animal droppings, and odors. Hazard free means free of debris, clutter, and other conditions that present a life safety risk. Resident shall not damage common areas, interfere with the functionality of common areas or anything in the common areas, create hazards in common areas, or cause them to be unclean or unsanitary.
2. Reporting: Resident shall immediately report any clutter within or damage to the buildings (e.g. plumbing issues, broken equipment, falling masonry, etc.) or the grounds to the Housing Authority by calling the office at (973) 483-1489.
3. Dusting: Resident shall regularly remove dust from surfaces within their dwelling unit.
4. Cleaning: Resident shall use appropriate cleaning solutions within their dwelling unit. The Housing Authority recommends warm water and mild soap for the range (exterior), kitchen cabinets (light cleaning), walls, window screens, and doors; mild detergent for the refrigerator, counter tops, and kitchen cabinets (heavy cleaning); warm water and abrasive soap for sinks, bathtubs, and showers; hot water and a mild degreaser for the range (removable parts such as the broiler tray and oven racks only); and common household toilet bowl cleaners and disinfectants for the toilet. Abrasive pads shall not be used on any painted surface.
5. Moisture Control: Resident shall prevent excessive moisture through ventilation and other appropriate measures.
6. Flooring: Resident shall protect the flooring from damage caused by furniture (e.g. scratches or dents caused by legs or casters).
7. Doors and Windows: Resident shall keep the area surrounding all doors and windows free of anything that would block emergency ingress/egress.
8. Appliances: Resident shall not allow more than one (1) inch of ice to accumulate in the freezer.
9. Dishes: Resident shall promptly clean and store all dishes.
10. Waste: Resident shall ensure that all waste is stored in an appropriate receptacle until it can be removed to an appropriate disposal area. Resident shall not use a sink or the bathtub/shower to dispose of anything other than water and/or soap. Resident shall not use the toilet to dispose of anything other than bodily excretions and toilet paper. The Housing Authority expressly warns against using a toilet, sink, or bathtub/shower to dispose of cat litter, wipes (even if labeled flushable), wax, grease, or food waste.
11. Bathroom: Resident shall keep the bathtub/shower free of excessive mildew and mold.
12. Storage: Resident shall keep all cabinets, closets, and other storage areas neatly organized. Cabinets, closets, and other storage areas shall not be overloaded. Resident shall only keep small or lightweight items in the storage area under the sink to permit access for repairs.
13. Common Areas: Resident shall not leave any personal property or waste in any common areas. Resident shall keep all common areas free of hazards that would block ingress/egress by first responders. Resident shall not attempt to operate any equipment controls or windows in any common areas.
14. Grounds: Resident shall not damage the landscaping. Walking or playing on any lawn areas is prohibited. Resident shall not participate in any potentially dangerous sporting activity (i.e. combat sports / martial arts, tackle football, baseball – batting only) in recreation areas. Resident shall not sit, climb, or jump on fences or railings. Resident shall not leave any personal property or waste on the grounds (excluding the designated outdoor waste area). Resident shall keep all entrances, steps, and sidewalks free of any hazards.

# Noise

1. General: Resident shall not engage in any disorderly conduct or otherwise disturb their neighbors’ peaceful enjoyment of the premises.
2. Quiet Hours: Resident shall not allow any loud noise between the hours of 10:00 p.m. and 6:00 a.m. During these hours, Resident shall ensure that any noise from music, television, etc. is kept to a minimum.

# Pest Control

1. General: Resident shall cooperate with the Housing Authority’s pest control measures. If Resident has any relevant medical (e.g. allergy) or other concerns regarding the pest control measures, they must immediately notify the Housing Authority.
2. Reporting: Resident shall promptly report any pests within the building to the Housing Authority.
3. Unit Access: The Housing Authority shall notify Resident whenever pest control activities will be conducted within their dwelling unit. The notification shall specify any actions Resident must take to prepare (cleaning, moving furniture, bagging linens, removing persons and pets on a temporary basis, etc.). Resident shall not prevent the Housing Authority or any third-party exterminator from accessing their dwelling unit to perform pest control activities.
4. Routine Services: The Housing Authority provides pest control services on a routine basis. This is a preventative service that is provided to every unit, regardless of whether pests are known to be present.

# Waste

1. General: Resident shall promptly and properly dispose of all waste and recyclable materials.
2. Separation: Resident shall separate waste and recyclable materials, which shall be stored in appropriate receptacles until they can be removed to an appropriate disposal area.
3. Sanitary Conditions: Resident shall ensure that there are no leaks while removing waste and/or recyclable materials to the appropriate disposal area. Resident shall not use any window to dispose of waste. Resident shall not shake brooms, mops, or dust rags out windows or doors or within common areas.
4. Ordinary Waste: Ordinary waste (e.g. kitchen waste, clothing) shall be placed in bags/containers and disposed of in the appropriate receptacles, located at the dumpster stations.
5. Sharps: Needles and other sharps must be properly disposed in an appropriate sharps disposal container.
6. Bulk Waste: Resident shall make arrangements with the Housing Authority for the removal of bulk waste (e.g. furniture, electronic equipment, carpeting). Once arrangements have been made, bulk waste may be placed outside the building entrance door in a location that does not interfere with ordinary operations or emergency ingress/egress.
7. Recycling: Recyclable materials shall be placed in the appropriate receptacles, located at the dumpster stations.
8. Move Out: Resident shall arrange for the removal and/or disposal of all personal property upon move-out. Resident shall not leave personal property in the vacated dwelling unit or dispose of personal property in a Housing Authority dumpster.
9. Scavenging: Resident shall not retrieve any item from a waste disposal room or dumpster.

# Utilities

1. General: Resident shall not waste or unreasonably use any utilities (e.g. electricity, gas, heat, water).
2. Reporting: Resident shall immediately report any utility concerns to the utility company and to the Housing Authority.
3. Electricity: Resident shall not extend electricity from a common area or dwelling unit to any other area. Resident shall not use extension cords or socket extenders, but may use power strips with surge protection.
4. Heat: During the heating season, Resident shall alleviate excess heat by turning off radiators (rather than opening windows).

# Decorations

1. Common Area: Resident shall not install or erect any decorations in any common area without the advance written permission of the Housing Authority.
2. Dwelling Unit: Resident shall not redecorate their dwelling unit through painting or installing wallpaper, carpet, etc. without the advance written permission of the Housing Authority. No permission is required for picture hangers or door hangers.
3. Rugs: Any rugs shall not be affixed to the floor (using nails, staples, glue, etc.) and must fit under existing doors. Resident shall not shake rugs out windows or doors or within common areas.
4. Holidays: Resident may have a decoration with lights (e.g. an artificial Christmas tree) in their dwelling unit, provided that the lights are inspected by Housing Authority staff and turned off when Resident is not present. Resident may place a decoration (e.g. a Christmas wreath) on their unit door, provided that any tape or other material used to hold the decoration in place can be removed without damaging the door. Resident may fully cover their unit door with foil or other suitable material, provided that any tape or other material used to hold the cover in place can be removed without damaging the door.

# Fixtures and Appliances

1. General: Fixtures and/or appliances shall not be altered, removed, installed, or replaced without the prior written approval of the Housing Authority.
2. Air Conditioners: Resident shall not install an air conditioner unless the location and the air conditioner’s make, size, and voltage are approved in writing by the Housing Authority.
3. Dryers: Resident shall not install a clothes dryer unless the location and the dryer’s make, size, and voltage are approved in writing by the Housing Authority. Only gas dryers shall be permitted.
4. Heating: Resident shall not use any method (e.g. space heater, oven, stove) to supplement the heating provided to their dwelling unit by the Housing Authority.
5. Lighting Fixtures: Resident shall not replace lighting fixtures without the prior written approval of the Housing Authority. Resident shall replace lightbulbs, ensuring that the lightbulbs are appropriate for the fixture.
6. Satellite Dish: Resident shall not install a satellite dish or a television antenna.
7. Windows: Resident shall not hang a flower box, sign, banner, pennant, or other object from a window.

# Common Areas

1. General: Resident shall not make any alteration or repair to any common area.
2. Community Room: The Community Room is generally restricted to use by Housing Authority residents. Resident may operate the television if they sign for the required remotes. Resident shall abide by the Housing Authority’s quiet hours and clean up the Community Room after each usage. In order to hold an event in the Community Room, Resident must secure advance written permission from the Housing Authority and sign a hold harmless agreement. Neither food nor beverages shall be permitted in the Community Room at any time.
3. Windows: Resident shall not attempt to open hallway windows.
4. Consumption: Resident shall not consume food or beverages in any common areas unless expressly permitted by the Housing Authority.
5. Clotheslines: Resident may place a clothesline on any open hook. Hooks cannot be reserved. Clotheslines shall only be used to hang dry clothing; they shall not be used to hang dry towels, bedding, rugs, etc. Resident shall promptly remove clothing and promptly take down their clothesline. The Housing Authority may cut down any clotheslines that is not in current use.
6. Personal Property: The Housing Authority is not and shall not be responsible for any personal property left unattended in any common areas or on the grounds. The Housing Authority reserves the right to dispose of any such personal property without notice.
7. Signs: Resident shall not post any signs, notices, or advertisements of any kind on the property without Housing Authority approval.

# Miscellaneous

1. Shopping Carts: Resident shall not bring a shopping cart into the building at any time.
2. Laundry: Resident shall not hang laundry to dry anywhere on the property except within their own dwelling unit or on an approved clothesline.
3. Gratuities: Resident shall not offer or provide any gratuities (i.e. tips) to any Housing Authority employee for any reason.
4. Alcohol: Resident shall not consume alcohol on the grounds or in any common areas – alcohol consumption is limited to individual apartments.
5. Waterbeds: Resident shall not have a waterbed.
6. Motorized Vehicles: Resident shall not have a motorcycle or any other motorized vehicle in their dwelling unit.
7. Inappropriate Conduct: Resident shall not engage in any harassing, discriminatory, abusive, or retaliatory conduct (as defined by the Admissions and Continued Occupancy Policy). Resident shall be fully dressed while answering their unit door, while Housing Authority employees or vendors are present within their dwelling unit (e.g. to complete inspections or work orders), and while they are present in common areas or on the grounds.
8. Emergencies: Resident shall report an emergency by calling 911 and then the Housing Authority. Resident shall abide by the instructions of first responders and Housing Authority staff during an emergency. Resident shall not use the elevator during an emergency. If the emergency is within their dwelling unit, Resident shall exit the dwelling unit and close the door behind them. In the event of fire, Resident shall activate the nearest fire alarm pull station.
9. Insurance: The Housing Authority’s insurance does not cover personal belongings. Thus, the Housing Authority recommends that each resident obtain renter’s insurance.
10. Injury: Resident shall immediately report in writing any injury occurring on Housing Authority property to the Housing Authority.

# Violations

Violation of any provision of the House Rules by Resident shall constitute a substantial violation of the landlord’s rules and regulations and a material and substantial breach of the Lease for which Resident may be evicted under New Jersey law.

The Housing Authority may take any necessary lawful action to address any violation of the House Rules, to include termination of the Lease, assessment of charges for damage to the premises, and any other action authorized by law.

# Amendments and Revisions

The House Rules may be amended or revised from time to time by the Housing Authority’s Board of Commissioners. The Housing Authority will notify residents of all proposed amendments and/or revisions to the House Rules in accordance with 24 C.F.R. 966.5.

**RECEIPT OF HOUSE RULES**

I hereby acknowledge that I have received a copy of the **Housing Authority’s House Rules**. I have read, understand, and agree to comply with the terms of the House Rules. I understand that a violation of the House Rules may result in the termination of my lease and other actions authorized by law. I understand that I am legally and financially responsible for any property damage and/or bodily injury caused by my violation of the House Rules.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**