

**DWELLING LEASE**

THE HOUSING AUTHORITY OF THE CITY OF FRANKLIN (herein referred to as the "Authority") hereby leases to Tenant the following apartment on the following terms and conditions:

PARTIES AND PREMISES

APARTMENT ADDRESS \_\_\_\_\_

UNIT NO. \_\_\_\_\_ BDRM SIZE \_\_\_\_\_

NAME OF PROJECT \_\_\_\_\_ OCCUPANCY DATE \_\_\_\_\_

SECURITY DEPOSIT REQUESTED \$99.00 PAID \$ \_\_\_\_\_ DATE \_\_\_\_\_

SECURITY DEPOSIT PAID BY: \_\_\_\_\_

NAME OF TENANT: \_\_\_\_\_

SPOUSE: \_\_\_\_\_

This unit will be occupied solely by the Lessee and by those members of his/her household as listed below:

| <u>NAME</u> | <u>RELATIONSHIP TO HEAD OF HOUSEHOLD</u> |
|-------------|------------------------------------------|
| 1. _____    | _____                                    |
| 2. _____    | _____                                    |
| 3. _____    | _____                                    |
| 4. _____    | _____                                    |
| 5. _____    | _____                                    |
| 6. _____    | _____                                    |

A. PRINCIPLE TERMS

1. The rent for the period beginning \_\_\_\_\_ and ending at midnight on \_\_\_\_\_ is \$ \_\_\_\_\_. Thereafter the MONTHLY RENT to be paid by Tenant without demand by the Authority shall be \$ \_\_\_\_\_ and shall be due and payable in advance on the first day of each month. The Lease Term shall continue thereafter from month to month until terminated. The monthly rent shall remain in effect unless Tenant's income or family composition changes and the rent is recomputed in accordance with the required redetermination.

2. Rents for all units plus other charges (if any) shall be paid at the Housing Authority's Main Office, located at 1212 Chestnut Street, Franklin, PA 16323 or Myrtle Circle Office at 11 Dale Avenue, Franklin, PA 16323. Checks and money orders should be made out to: Housing Authority of the City of Franklin and may be mailed to the Authority's above address so that they are received on or before the first day of each month. If payment for the rent and charges (if any) is mailed and a receipt is desired, Tenant must provide a self-addressed stamped envelope. Otherwise, the Authority will keep the receipt for a period of one month. If it has not been picked up in one month, it will be discarded.
3. Tenant will be given \_\_\_\_\_ keys upon execution of this Lease. Keys cannot be duplicated. A work order request must be made to the office. Tenants are furnished with security keys and only the Authority can request extra keys. Any key not in possession of the Tenant must be signed out at the office so that the Authority has a record of any person in possession of a key to the above unit. There is a charge for lost keys.
4. Tenant with individual gas meters will be responsible for payment of charge of excess gas consumption if they exceed the allowable amounts posted in Management Office.(Exhibit II) Tenant understands that failure to promptly pay all utility bills shall be an adequate reason for termination of this Lease.
5. A damage charge to Tenants will be made for maintenance and repair beyond normal wear and tear, see Exhibit III. Charges are due and payable the first day of the second month following the month in which the charge is posted to the account. This Exhibit III is reviewed and updated annually by the Authority. A current copy is posted at the Authority's Offices and is available upon request.
6. If any portion of the rent remains unpaid on the tenth (10th) of the month, an official Lease Termination Notice will be sent to the tenant.

**B. SECURITY DEPOSIT - \$99.00**

Tenant agrees the security deposit is to be used by the Authority at the termination of this Lease toward charges including but not limited to reimbursement of the cost of nonpayment of rent and/or utilities, cleaning and/or repairing of any intentional or negligent damages to the dwelling unit caused by the Tenant, his/her family, dependents or guests; of any unauthorized removal of Housing Authority property by Tenant. Authority agrees to return the security deposit to the Tenant within thirty (30) days after his/her vacate date or the date the keys are returned, whichever is later, less any deductions for any of the costs indicated above. If such deductions are made, the Authority will give tenant an itemized statement of such deductions. The security deposit may not be used to pay rent or other charges while the tenant occupies the dwelling unit. Security deposit will not be returned unless a written fifteen (15) day vacate notice and forwarding address are given in advance of move-out.(Exhibit IV) In the event of tenant death or admission to a nursing home, a 15 day notice is not required from those responsible for the tenant's estate. However, the Authority does request immediate notification of approximate vacate date. The Authority shall have the right, without further notice, to sell or otherwise dispose of any personal property left on the premises or in the project by the tenant after the tenant vacates the same and the tenant shall pay to the Authority all costs in connection therewith. All personal property placed in or on the premises shall be at the risk of the Tenant or owner of such personal property, and the Authority will not be responsible for any damage to such personal property.

**C. TENANT AGREES**

1. Rent - To pay rent in advance by the first (1st) day of each month without demand.
2. Appliance charge - There will be an extra monthly charge for major appliances supplied by the tenant each year. These amounts are listed on the schedule of charges posted in the Authority's Offices, and attached to the Lease.(Exhibit I) The Authority shall have the right to amend the schedule of charges by giving tenant 30 day's written notice thereof by handing the tenant a copy of the new schedule of charges or by posting a copy on the bulletin board. Such charges are due and payable with the rent EACH MONTH. Tenant agrees to notify the Authority immediately upon installing an air conditioner or any other major appliance, such as an extra refrigerator in their unit. Failure to do so will be considered a violation of this Lease Agreement.
3. Water Usage - In any project where the Authority pays the water and sewage (it is not paid by the tenant directly to the utility supplier), Tenant agrees to use this utility in a reasonable manner or not to use this utility in excess. A coin-operated laundry facility is available on the premises for tenant use at Colonial Manor. Individual laundry rooms are in each Myrtle Circle unit.

4. Tenant Maintenance - Tenant agrees to perform the following items of maintenance care, consistent with those which would be performed where the tenant occupying own premises:
  - a. Pick up all paper, garbage, trash and other discarded refuse around assigned dwelling unit to include areas out to curbsings, without regard to where such may have come from.
  - b. Not to allow to accumulate within or around the dwelling unit and to remove if present, discarded items or any other items which diminish the appearance of the assigned dwelling unit or project.
  - c. To keep parking area free of grease and debris.
5. Vacate Notice - In accordance with this Lease, a fifteen (15) day written notice prior to moving from the premises is required.(Exhibit IV) If written notice is not given, tenant will be billed for the days the unit is vacant and this amount will be deducted from the Security Deposit before it is returned. To give required 15 day written notice of intention to vacate including forwarding address to the Authority in writing mailed first class, postage prepaid to the Housing Authority of the City of Franklin, 1212 Chestnut Street, Franklin, PA 16323 or delivered to the Colonial Manor or Myrtle Circle Office. Tenant is responsible for the unit from the time the 15 day written notice is received at The Housing Authority of the City of Franklin Office until the tenant returns their keys to the unit.
6. Occupancy of the Unit - The tenant shall not assign this Lease, sublet the premises, give accommodation to any roomers or lodgers or permit the use of the premises for any purposes other than a private dwelling solely for tenant and tenant's family members appearing on this Lease. This does not exclude visitors of the Tenant from occupying the premises for a reasonable length of time except that visits beyond two weeks annually shall require the prior written approval of the Authority.
7. Changes in Family or Income - That eligibility shall be a substantial and material obligation of tenancy with respect to the amount of rental, dwelling size and the right to occupancy. All changes in family composition or income source shall be reported to the Authority within ten (10) days of such change. Income must be reported for anyone residing in the unit who is eighteen (18) years of age or older.
8. Re-examination - Annually when requested by the Authority, Tenant shall furnish accurate information to the Authority as to family income, employment and family composition, and shall permit the Authority to verify all sources in income.

9. Failure to Report Income - Tenant agrees that all changes in family composition or income and assets, must be reported to the Authority within ten (10) days of such change and once each year when requested by the Authority. Tenant also agrees to furnish accurate information to Authority in a timely manner as to family income, employment and family composition. This information shall be used by Authority in determining whether the rental should be changed, whether the dwelling size is still appropriate for Tenant's needs and whether Tenant is still eligible for low-rent housing. Tenant also shall give the Authority authorization to verify all sources of income. These determinations will be made in accordance with the approved Admission and Occupancy Policy available in the Authority's office. Misrepresentation may be considered fraud and referred to the appropriate law enforcement agency.
10. Rent Adjustments - Rentals fixed in Section A.1. hereof or as adjusted pursuant to the above will remain in effect for the period between rent redeterminations unless it has been determined that the Tenant has misrepresented or failed to report to Authority the facts upon which tenant rent is based, in which event any rent adjustment made may be made retroactive to the first of the month in which the change occurred. In the event of any rent adjustment pursuant to the above, Authority will mail or deliver "Notice of Rent Adjustment" to Tenant in accordance with Section E, #1 hereof. In case of a rent decrease the adjustment will become effective the first of the month following receipt by this office of written verification documenting this change. In the case of a rent increase, the adjustment will become effective the first of the month following the change, unless the rent increase results from finding of a misrepresentation as noted above.
11. Transfer - If the Authority determines that the size or type of dwelling unit is no longer appropriate for the Tenant's needs, and if an appropriate size and type unit is available, the Authority may terminate this lease if the Tenants have refused to move to the appropriate unit after having received a thirty-day written notice from the Authority to do so. The Housing Authority may move a family with no special needs into a physically accessible unit if the Authority has no one with special needs to occupy that unit. However, upon demand by Management, that family will be required to transfer to another unit so the physically accessible unit can be used for a Tenant with special needs when the situation warrants. Moving expenses shall be the responsibility of the tenants, including but not limited to paying security deposit and transfer of utilities. The unit being vacated shall be inspected and the cost for repairing damages, if any, shall be billed to the tenants and shall be due and payable upon transfer to the appropriate unit.
12. Compliance with Housing Codes - Tenant agrees to comply with all obligations imposed upon Tenants by applicable City Ordinances or provisions of building and housing codes materially affecting health and safety, and to hold the Authority harmless from all fines, penalties and costs for violations or non-compliance by Tenant with any of said codes, and from all liability arising out of any such violations or non-compliance.

13. Unauthorized Motorbikes, Vehicles, etc. - Tenant will not keep or maintain any unlicensed, uninspected, inoperable, or unused vehicle on the premises. Tenant authorizes the Authority to remove all unlicensed, uninspected, inoperable, unused or unauthorized vehicles from Authority premises. The expense of removal shall be the expense of the Owner/Tenant and shall be repaid to the Authority.

D. **OBLIGATIONS OF TENANT**

1. Not to assign the lease or to sub-lease the premises;
2. Not to provide accommodations for boarders or lodgers;
3. To use the premises solely as a private dwelling for Tenant and Tenant's household as identified in this Lease, and not to use or permit its use for any other purpose;
4. To comply with all obligations imposed upon Tenants by applicable provisions for building and housing codes materially affecting health and safety;
5. To dispose of all ashes, garbage, rubbish, and other waste from the premises in a sanitary and safe manner. To comply with the City of Franklin Recycling Program by placing recyclables in the supplied containers.
6. To permit Authority, pursuant to the provision of Section H, entrance to the premises for the purpose of performing periodic inspections and routine maintenance for making improvements or repairs, or to show the premises for releasing;
7. To promptly notify Authority of known need for any repairs to the leased premises;
8. To keep the premises and such other areas as may be assigned to Tenant for his/her exclusive use in a clean, safe, and sanitary condition.
9. Not to keep any highly flammables, such as gasoline, naphtha or any other fire hazards in the dwelling units.
10. To use only in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air-conditioning and other facilities and appurtenances including elevators.
11. To refrain from, and to cause Tenant's household and guests to refrain from destroying, defacing, and damaging or removing any part of the premises or project.
12. To pay reasonable charges (other than normal wear and tear) as they occur for the repair of damages to the premises, project buildings, facilities or common areas caused by Tenant, Tenant's household or guests in accordance with a schedule of charges posted in the Authority's office, and attached to this Lease. Such charges are due and payable the first day of the second month following the charge.
13. To conduct himself or herself, and cause other persons who are on the premises with Tenant's consent to conduct themselves in a manner which will not disturb Tenant's

neighbors peaceful enjoyment of their accommodations and will be conducive to maintaining the project in a decent, safe and sanitary condition.

14. To refrain from illegal or other activity which impairs the physical or social environment of the project.
15. To give the Authority notice in writing when the premises are to be vacant for two weeks or more, but such notice shall not render the Authority responsible for any personal property of any description left in or on the leased premises during the Tenant's absence.
16. Tenant further agrees to keep the sidewalks in front and rear of his/her unit free from snow and ice. Lawns and grounds in front and rear of his/her unit are to be kept clean and neat. Authority personnel will mow the grass but raking, weeding, and trimming of the lawn will be the responsibility of each tenant. In the event of the failure of the tenant to so maintain these areas, the Authority at its option may do so and charge the cost thereof to the Tenant. The Authority can remove any items from the exterior of the dwelling unit or elsewhere at the site that may be detrimental to the health and safety of other tenants.
17. Tenants are not allowed on the roof top at any time.
18. Tenants in Myrtle Circle agree to refrain from, and cause members of tenant's household to refrain from keeping, maintaining, harboring, or boarding any dog, cat, birds, fish, rodents, or creatures of any nature. Anything that cannot be considered a human being is not permitted on the premises of Myrtle Circle. Myrtle Circle Tenants are **NOT** permitted to have pets of any kind.
19. Tenants in the Colonial Manor **ARE** permitted to have pets. Tenants must follow the Pet Policy.
20. Children must not be permitted to cause annoyances or disturbance to other Tenants or to deface or otherwise damage property. Parents shall be held responsible for the conduct of their children, and all costs of all damages caused by them will be charges to parents and the responsibility of the parents. Children are not permitted on elevators at Colonial Manor unless accompanied by an adult.
21. Tenants must be capable of complying with all obligations of occupancy either without supportive services or with supportive services provided by persons other than the recipient.
22. Any vehicles parked on the Authority's premises must be in running condition and properly licensed and inspected. Repairs, greasing, and other work on cars is prohibited on Authority property. All vehicles must be registered at the office and will be assigned their parking place.

23. Tenant agrees not to display or use, or allow members of the Tenant's household or guests to display or use any firearms, BB guns, pellet guns, sling shots, or other offensive weapons as defined by the laws and courts of the State of Pennsylvania on Housing Authority property.
24. Tenant agrees to act in a cooperative manner with neighbors and Authority staff. To refrain from and cause members of Tenant's household or guests to refrain from acting or speaking in an abusive or threatening manner towards neighbors and Authority staff.
25. Tenant shall use reasonable care to keep his/her dwelling unit in such condition as to ensure proper health and sanitation standards for himself, his/her household and neighbors. TENANTS SHALL NOTIFY THE AUTHORITY PROMPTLY OF KNOWN NEED FOR REPAIRS TO HIS/HER DWELLING UNIT, and of known unsafe or unsanitary conditions in the dwelling unit or in common areas and ground of the project.
26. Tenant shall make no alterations, redecorations, or repairs to either the interior or exterior premises or the equipment or install additional equipment without prior written consent of the Authority. The Tenant shall install no new locks without the consent of the Authority.
27. To abide by necessary and reasonable rules and regulations formulated by the Authority for the benefit of the project and Tenants. Those rules shall be posted in the Authority office and are incorporated by reference in this Lease.
28. To report infestation to the Housing Authority office. The evidence of the presence of any pests, such as cockroaches, bed bugs, etc. must be reported to the Authority immediately. Tenant agrees to cooperate with the Authority's extermination procedure. If pests are found after an inspection by the Authority and the Tenant has not reported their presence, the cost of extermination may be charged to the tenant. Failure to cooperate may result in eviction.
29. To adhere to the Fire Safety Policy. (Exhibit VI)
30. At the time the tenant vacates property, the unit should be left in satisfactory condition. The attached Exhibit V shows what remains as Housing Authority property. If these items are taken, the tenant will be charged.

E. **MANAGEMENT AGREES**

1. To give any notice to Tenant in writing delivered to Tenant or an adult member of Tenant's household or sent by prepaid first-class mail, properly addressed to Tenant or by posting on the door of tenant's apartment, except when other methods of notice are expressly provided for in this Lease. Fliers and certain notices will be left inside the storm door. If termination notices are delivered and no one is home, the notice may be posted on the door.
2. To maintain the premises and the project in decent, safe and sanitary condition.
3. To comply with requirements of applicable building codes, housing codes and HUD regulations materially affecting health and safety.
4. To make necessary repairs to the premises during regular working hours unless an emergency situation exists.
5. To keep project buildings, facilities, and common areas not otherwise assigned to the Tenant for upkeep, in a clean and safe condition.
6. To maintain in good and safe working order and condition electrical, plumbing, sanitary, heating, ventilation, and other facilities and appliances, including elevators, supplied or required to be supplied by the Authority.
7. To provide and maintain appropriate receptacles and facilities (except containers for the exclusive use of an individual tenant family) for the deposit of garbage, rubbish and other waste removed from the premises by the Tenant.
8. To furnish a range, refrigerator and routine maintenance.
9. To provide Fire Insurance which covers only the building and Authority-owned appliances. By law, this Authority cannot insure property we do not own. We recommend you investigate purchasing renter's insurance on your personal belongings.
10. To supply heat, (reasonably) hot and cold running water, gas or electricity for cooking, and electricity for lighting and general household appliances except where such services are generated by an installation within the exclusive control of the Tenant who is responsible for excess consumption.

F. **DEFECTS, HAZARDS TO LIFE, HEALTH AND SAFETY**

1. In the event that the premises are damaged to the extent that conditions are hazardous to life, health, or safety of the occupants:
  - a. Tenant shall immediately notify the Authority of that damage.
  - b. The Authority shall be responsible for repair of the unit within a reasonable time; provided, that if the damage was caused by Tenant, Tenant's household or guests, the reasonable cost of the repairs shall be charged to Tenant.
  - c. The Authority shall offer standard alternative accommodations if available, in circumstances where necessary repairs cannot be made within a reasonable time.
  - d. In the event repairs are not made in accordance with subparagraph b, of this section, or alternate accommodations are not provided in accordance with subparagraph c of this section, rent shall be adapted in proportion to the seriousness of the damage and loss suffered by Tenant, except that no abatement of rent shall occur if Tenant rejects the alternative accommodation or if the damage was caused by Tenant, Tenant's household or guest.

G. **PRE-OCCUPANCY AND PRE-TERMINATION INSPECTION**

1. The Authority and Tenant or Tenants's representative, shall inspect the premises prior to commencement or occupancy by Tenant. The Authority will furnish Tenant with a written statement of the condition of the premises, the dwelling unit and the equipment provided with the unit. The statement shall be signed by the Authority and Tenant, and this shall be retained by the Authority in the Tenant's folder.
2. At the time Tenant vacates the unit, the Authority shall inspect the unit and furnish Tenant with a statement of any charges to be made. The Authority shall notify Tenant of the inspection, and Tenant and/or Tenant's representative may join in such inspection, unless Tenant vacates the premises without prior notice to Authority.

H. **ENTRY OF PREMISES DURING TENANCY**

1. The Authority shall upon reasonable advance notification to Tenant, be permitted to enter the dwelling unit during reasonable hours for the purpose of performing routine inspections and maintenance, for making improvements or repairs, or to show the premises for re-leasing. A written statement specifying the purpose of the Authority's entry delivered to the premises at least two (2) days before such entry shall be considered reasonable advance notification.
2. In the event that the Tenant and all adult members of Tenant's household are absent from the premises at the time of entry, the Authority shall leave on the premises a written statement specifying the date, time and purpose of entry prior to leaving the premises.

Maintenance and housekeeping inspections will be performed at least annually at Colonial Manor and Myrtle Circle. The Housing Authority reserves the right to inspect more frequently than annually.

3. The Authority may enter the premises at any time without advance notification when there is a reasonable cause to believe that an emergency exists or a request for work order has been received from the tenant.

I. **TERMINATION OF LEASE**

1. The Authority shall not terminate or refuse to renew Lease other than for nonpayment of rent and/or other charges due, violation of material terms of the Lease, failure to fulfill the Tenant obligations set forth herein, or for other good cause including but not limited to the following:
  - a. The repeated late payment or failure to pay rent or other payments due.
  - b. Failure to keep the apartment in decent, safe and sanitary condition;
  - c. Failure to pay excess gas bill;
  - d. Serious or repeated interference with the rights of other tenants;
  - e. Misrepresentation of family income, assets, or composition;
  - f. Failure to report to the re-examination interview and provide required verification;
  - g. Serious or repeated damage to the premises, creation of physical hazards in the unit, common areas, grounds, or parking areas of the project site;

- h. Drug-related criminal activity. The tenant, any member of the tenant's household, or a guest or other person under the tenant's control shall not engage in criminal activity, including drug-related criminal activity, on or near public housing premises, while the tenant is a tenant in public housing, and such criminal activity shall be cause for termination of tenancy.

The term "drug-related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance (as defined in Section 102 of the Controlled Substance Act (21 U.S.C. 802)).

- i. Illegal weapons or drugs seized in a Public Housing Authority unit by a law enforcement officer.

2. Authority shall give written notice of termination of this Lease of:

- a. Fourteen (14) days in the case of failure to pay rent.
- b. A reasonable time commensurate with the exigencies of the situation in the event of creation or maintenance of a threat to the health or safety of other Tenants or Authority employees.
- c. A reasonable time commensurate with the exigencies of the situation in the event of illegal weapons, drugs, or activities committed in a Public Housing Authority unit.
- d. Thirty (30) days in all other cases.

3. The notice of Termination to Tenant shall state reason for the termination, shall inform Tenant of Tenant's right to make such reply as Tenant may wish and of the Tenant's right to request a hearing in accordance with the Authority's Grievance Procedure other than in terminations arising under subparagraph 2, b & c, above.

4. This lease may be terminated by the Tenant at any time by giving fifteen (15) days advance written notice to the Authority as stated in Section C.5. of this lease.

J. **GRIEVANCE PROCEDURE**

All disputes concerning the obligations of the Tenant or Authority under this Lease shall be processed and resolved pursuant to the Grievance Procedure of the Authority which is in effect at the time such grievance or appeal arises. Said Grievance Procedures is posted in the Authority's Main Offices and incorporated herein by reference. Except that: the Authority reserves the right to exclude from the Grievance Procedure any grievance concerning an eviction or termination of tenancy based upon Tenant's creation or maintenance of a threat to the health or safety of other Tenants or Authority employees.

K. **WAIVER**

The failure of the Authority or Tenant to exercise any right or remedy as provided herein shall not affect the right to do so at a later date for similar or other causes.

L. **MODIFICATIONS**

Modifications of this Lease must be accompanied by a written rider to the Lease executed by the Authority and Tenant, except for rent redetermination, eligibility for occupancy, appropriateness of dwelling size, schedules of special charges for services, repairs and utilities and rules and regulations which are incorporated in the Lease by reference. Matters incorporated in the Lease by reference shall be publicly posted in a conspicuous manner at the Main Offices and shall be furnished to Tenant's upon request. If Authority policies are modified, the Authority shall give at least a thirty (30) day written notice to each affected Tenant setting forth the proposed modification, the reasons therefore, and provide the Tenant an opportunity to present written comments which shall be considered by the Authority prior to the effective date of the proposed modification.

**DO NOT SIGN UNTIL YOU HAVE THOROUGHLY READ THIS LEASE AND THE ACCOMPANYING PARTS. IN SIGNING THIS LEASE, YOU ARE ACKNOWLEDGING THAT YOU AND/OR SPOUSE BOTH RECEIVED AND THOROUGHLY READ AND WERE GIVEN ALL LEASE MATERIAL.**

IN WITNESS WHEREOF, THE PARTIES EXECUTE THIS RESIDENTIAL DWELLING LEASE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_

Witness

BY \_\_\_\_\_  
Housing Authority of the City of Franklin

\_\_\_\_\_

Witness

\_\_\_\_\_

Tenant

\_\_\_\_\_

Witness

\_\_\_\_\_

Tenant

**EXHIBIT I**  
EXTRA UTILITY CHARGES (ELECTRIC)  
FOR ADDITIONAL APPLIANCES

EXTRA UTILITY CHARGES - (THESE CHARGES FOR EXTRA ELECTRIC AND IS CALCULATED ON A FULL MONTH BASIS. THESE CHARGES ARE NOT PRO RATED.)

|     |                                               |       |
|-----|-----------------------------------------------|-------|
| ___ | Air Conditioner (JUNE, JULY, AUGUST)          | 10.00 |
| ___ | Washer and/or Dryer (Clothes)                 | 5.00  |
| ___ | Food Freezer Upright                          | 5.00  |
| ___ | Refrigerator                                  | 5.00  |
| ___ | Water beds and Dishwashers are not permitted. |       |

I, \_\_\_\_\_, understand should I increase or decrease any of the above-mention appliances, I will notify the office immediately in writing.

\_\_\_\_\_  
TENANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HOUSING AUTHORITY STAFF MEMBER SIGNATURE

\_\_\_\_\_  
DATE

**EXHIBIT II**  
CONSUMPTION ALLOWANCE TABLE

| MONTH     | 1 BEDROOM | 2 BEDROOM | 3 BEDROOM | 4 BEDROOM |
|-----------|-----------|-----------|-----------|-----------|
| JANUARY   | 6383      | 18631     | 20129     | 19196     |
| FEBRUARY  | 7843      | 13055     | 16466     | 19909     |
| MARCH     | 5739      | 15431     | 16012     | 15950     |
| APRIL     | 5332      | 8959      | 11609     | 13933     |
| MAY       | 2638      | 6480      | 7803      | 7391      |
| JUNE      | 2179      | 3927      | 4472      | 5602      |
| JULY      | 1818      | 2567      | 2159      | 2418      |
| AUGUST    | 1473      | 2753      | 2938      | 4131      |
| SEPTEMBER | 1769      | 3577      | 3445      | 4475      |
| OCTOBER   | 2890      | 5296      | 5577      | 7502      |
| NOVEMBER  | 3068      | 8011      | 8122      | 9371      |
| DECEMBER  | 6520      | 10855     | 13986     | 16821     |

**EXHIBIT III**  
**MAINTENANCE CHARGES**

APPLIANCE CHARGES

|                      |                              |
|----------------------|------------------------------|
| Replace Ranges       | ACTUAL COST OF NEW APPLIANCE |
| Replace Refrigerator | ACTUAL COST OF NEW APPLIANCE |
| Ice Cube Tray        | 1.00                         |

CABINETS (KITCHEN OR BATHROOM)

|                 |       |
|-----------------|-------|
| Cupboard Door   | 30.00 |
| Cupboard Drawer | 20.00 |
| Vanity Door     | 30.00 |

DOORS (INTERIOR)

|                  |        |
|------------------|--------|
| Door Jamb Repair | 20.00  |
| Door Replacement | 150.00 |
| Door Stops       | 5.00   |
| Door Hardware    | 10.00  |

DOORS (EXTERIOR)

|      |        |
|------|--------|
| Door | 300.00 |
|------|--------|

ELECTRICAL

|                  |       |
|------------------|-------|
| Light Switch     | 10.00 |
| Receptacle       | 10.00 |
| Receptacle Cover | 5.00  |
| Switch Cover     | 5.00  |
| Diffusers        | 10.00 |

GLASS

|                   |       |
|-------------------|-------|
| Bathroom Mirrors  | 20.00 |
| Medicine Cabinets | 65.00 |
| Windows Large     | 25.00 |
| Windows Small     | 15.00 |

## GARBAGE REMOVAL

|                                        |       |
|----------------------------------------|-------|
| Old Appliances, Furniture, tires, etc. | 30.00 |
| Trash Removal Small Bag                | 5.00  |
| Trash Removal Large Bag                | 10.00 |

## KEYS

|                                         |       |
|-----------------------------------------|-------|
| Apartment Keys (Nonrefundable)          | 5.00  |
| Corby Card - Colonial Manor             | 5.00  |
| Mailbox Keys                            | 5.00  |
| Keys not returned                       | 20.00 |
| Unlocking Doors for Tenants after Hours | 20.00 |

## LOCK SETS (Missing Locks or Lost Keys)

|                     |       |
|---------------------|-------|
| Entry locks sets:   |       |
| Colonial Manor      | 25.00 |
| Myrtle Circle       | 50.00 |
| Mailbox Lock Change | 10.00 |

## PLUMBING

|                                           |       |
|-------------------------------------------|-------|
| Basin Stopper (Bathroom)                  | 5.00  |
| Basin Stopper (Kitchen)                   | 5.00  |
| Commode Tank Top                          | 20.00 |
| Commode Seat                              | 10.00 |
| Lifting Commode Due to Tenant Caused Clog | 50.00 |
| Shower Rod                                | 20.00 |
| Towel Bar                                 | 10.00 |
| Tub Stopper (Bathroom)                    | 5.00  |
| Unplug Bathtub                            | 20.00 |
| Unplug Commode                            | 20.00 |
| Unplug Sink (Kitchen or Bathroom)         | 20.00 |

## FIRE SAFETY EQUIPMENT

|                                          |        |
|------------------------------------------|--------|
| Batteries (Removed or Changed by Tenant) | 5.00   |
| Battery-Operated Alarm                   | 15.00  |
| Hard-Wire Alarm                          | 50.00  |
| Hearing Impaired Smoke Alarm             | 400.00 |
| Fire Extinguisher                        | 20.00  |

TENANTS WILL BE CHARGED FOR THE ABOVE REPAIRS AND REPLACEMENT IF IT IS DUE TO MISUSE. NORMAL WEAR AND TEAR IS THE AUTHORITY'S EXPENSE. MAINTENANCE STAFF IS ONLY PERMITTED TO RESPOND TO EMERGENCY WORK ITEMS THAT ARE ASSIGNED BY THE PROJECT MANAGER, ADMINISTRATIVE ASSISTANT, OR EXECUTIVE DIRECTOR. IF DAMAGES OCCUR IN THE UNIT, WHETHER BY OCCUPANTS OR VISITORS, THE TENANT IS RESPONSIBLE FOR THE COSTS INCURRED.

DO NOT HANG ANYTHING ON THE DOORS OF YOUR APARTMENT! THIS INCLUDES FRONT AND BACK DOORS, BEDROOM DOORS, CLOSET DOORS, ETC. WHEN HANGING PICTURES, PLEASE USE THE APPROPRIATE PICTURE HOOKS (OR SMALL NAILS). DO NOT USE LARGE NAILS OR SELF-ADHESIVE HOOKS!

**EXHIBIT IV**  
NOTICE TO VACATE

I, \_\_\_\_\_ GIVE MY 15-DAY NOTICE TO VACATE UNIT NO. \_\_\_\_\_ AT  
\_\_\_\_\_ ON \_\_\_\_\_ FOR THE FOLLOWING  
REASON(S): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_. MY FORWARDING ADDRESS IS: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
TENANT DATE

ACCEPTED BY:  
HOUSING AUTHORITY OF THE CITY OF FRANKLIN

\_\_\_\_\_  
TITLE DATE

**EXHIBIT V**

MOVE-OUT CHECKLIST OF HOUSING AUTHORITY PROPERTY

\_\_\_\_ 2 ICE CUBE TRAYS

\_\_\_\_ BROILER PAN

\_\_\_\_ REFRIGERATOR

\_\_\_\_ STOVE

\_\_\_\_ SMOKE DETECTORS

\_\_\_\_ BATTERIES FOR SMOKE ALARMS

\_\_\_\_ GLOBES/SHADES

\_\_\_\_ CURTAIN RODS AND BRACKETS

\_\_\_\_ FIRE EXTINGUISHERS (MYRTLE CIRCLE ONLY)

EXHIBIT VI

## FIRE SAFETY POLICY

All Housing Authority of the City of Franklin residents must strictly follow this policy. This policy is designed to keep the tenants, as listed on the lease, and their visitors safe. This policy instructs tenants and their visitors what to do in case of an emergency.

Smoke detectors have been placed in each apartment at the Authority's expense. It is both the Authority's and the tenant's responsibility to maintain and keep these smoke detectors operational. TAMPERING IS NOT PERMITTED. When detectors are beeping because of cooking or a nonemergency reason, open the windows and fan. DO NOT DISCONNECT. If the detector is beeping for no reason, please call the Main Office at 432-3416 to request a work order. All detectors are hardwired with a battery backup in case of power failure.

City of Franklin ordinances provide that tampering or interfering with the effectiveness of a smoke detector is a violation of the law. Any resident who violates the City ordinance will be referred to the proper authorities for prosecution.

The Authority will schedule seminars, fire drills and fire evacuation drills. Residents (adults and children) and visitors shall participate in all drills.

As a part of the admission process, all new residents are required to watch a video about fire safety. This video will be available at anytime to refresh a resident's memory.

**PROCEDURES IN CASE OF FIRE:  
THIS PROCEDURE APPLIES TO ALL RESIDENTS IN BOTH PROJECTS**

If you are in a room and apartment and you hear an alarm or see or smell smoke, touch the door first to see if it is hot. If the door is not warm, leave the room or apartment immediately. If the door feels hot, place a towel, rug, blanket, or sheet at the bottom of the door to keep the smoke from coming in. To let someone know you are inside the building, hang a piece of fabric outside the window and close the window. Please contact the fire department as soon as possible to report the fire. **DO NOT REENTER THE BURNING BUILDING.**

**COLONIAL MANOR RESIDENTS**

Colonial Manor Residents report to the stairwells. Residents with apartment numbers that end with a 9, 10, 11, 12, 13, 14 report to Stairwell A (in the front by elevators) exit to the Front Door. Residents with apartment numbers that end with a 1, 2, 3, 4, 5, 6, 7, 8, 15 report to Stairwell B (in the back of the building) exit out the rear door. Pull your apartment door shut and hang out yellow tag. **DO NOT TAKE TIME TO LOCK YOUR DOOR.** Please contact the fire department as soon as possible to report the fire.

**MYRTLE CIRCLE**

If you hear your smoke alarm or detect a fire, exit your unit immediately. **DO NOT TRY TO PUT IT OUT WITH THE EXTINGUISHER.** If a piece of furniture is burning, **DO NOT TRY TO GET IT OUT OF THE BUILDING.** Please contact the fire department as soon as possible to report the fire.