

Rules and Regulations for Residents

The following rules and regulations have been developed to insure Resident comfort and aid Management in maintaining the standards of our Elderly/Handicapped housing. It is to each Resident's advantage to assist Management through the observance of these occupancy rules.

**THESE RULES AND REGULATIONS ARE A PART OF THE LEASE AGREEMENT
THEY MAY BE AMENDED FROM TIME TO TIME.**

EMERGENCY: DIAL 911

Section 1: EMERGENCY

- **FIRE ALARM SYSTEM** – Each apartment has heat and smoke detectors. If the temperature rises very high from a fire or the room becomes filled with smoke, these detectors will activate the loud fire bell and light on the outside of the building. The alarm also rings at the Topsfield Fire Station.

It is important that the apartment does not get filled with smoke unnecessarily from burning food or people smoking. If it is too cold to ventilate the apartment by opening a window, leave the bathroom door open and turn on the bathroom fan switch to draw the air out through the fan vent to the outside.

Everyone must listen and be alert whenever a fire alarm rings. Determine promptly if it is the one for *your* building. If it is, **WALK OUT OF THE BUILDING IMMEDIATELY** and go to a safe area.

- **POLICE** – A Resident should never hesitate to call the Police at 978.887.6533 if he/she notices anything suspicious.

Section 2: GENERAL

- **OFFICE HOURS** – The management office has hours on Wednesday and Friday, or by appointment except holidays. Please make all necessary requests for service or maintenance either in writing or by contacting the office at 978.887.8407. If any **emergency** should arise after office hours, please report it immediately by calling 978.352.6331. Topsfield's Maintenance man is one of three who may respond to your call. Do not call the police for after-hours maintenance problems.
- **RENTAL PAYMENTS** – All rents are due and payable on the 1st day of each month and must be paid by mail or in person at the Topsfield Housing Authority Office, 69 Washington Street, Topsfield, MA, 01983. All rents unpaid as of the 8th will be delinquent. If your rent remains delinquent after the 8th day of the month an eviction notice will be served and a late fee of 1% of your rent will be charged. This late charge is separate and apart from the rental amount. Checks returned by the bank will be treated as non-payment of rent and a \$25.00 fee will be assessed to the tenant. These fees are separate and apart from the rent payment. Upon written notification to the tenant, these fees are payable to the Topsfield Housing Authority within ten business days. Three (3) delinquent rental payments during any twelve-month period constitute a major lease violation.

- **CHILDREN and BABYSITTING** – Baby-sitting on a regular basis is prohibited. Children are not permitted to play in the halls, stairways, parking areas or in or around the building where they may endanger themselves or unnecessarily disturb other residents.
- **INSURANCE** – Resident agrees not to use the dwelling unit or premises for any purpose deemed hazardous by the Owners insurance companies and further agrees that neither the Owner nor the Management has any liability for Resident's personal belongings in the case of fire, theft or other disasters or any damage caused by breakage, leakage, or obstruction of pipes or from latent defects not known to Management. Resident is responsible for obtaining his/her 'Renters' insurance against these types of occurrences.
- **DOOR and MAILBOX KEYS** – Necessary keys will be provided for each unit. Upon move-out or termination of the Lease, all keys must be returned to the Management.
- **LOCKOUTS** – Always check to make sure keys are on your person when leaving the apartment. There may be up to a two-hour delay in unlocking doors after office hours. Please call 978.352.6331 if you are locked out after office hours. There is a lockout charge of \$25.00 after hours.
Do not call the police to assist you.
- **MOVING** – Moving should be scheduled between the hours of 8:00 am to 4:00 pm. Inform the Management of any moving plans and arrange with the moving company to dispose of crates, barrels and packing boxes used in moving
- **REPAIRS or BREAKDOWNS** – Any breakdown or needed repairs should be reported immediately to the Office at 978.887.8407. If the office is closed and the situation is of an EMERGENCY nature call 978.352.6331 to report it.
- **COMMUNITY BUILDING** – The Community Building is for the use of the Residents and the Authority. If you are the last person to leave the building, please be sure that all water faucets and stoves in the kitchen are completely turned off.
- **RESIDENT PARTIES** – Residents wishing to hold a special get-together or party in the Community Building may do so if they check with the Executive Director to see if the building is available. Paperwork, available in the office, must be submitted with the request.
- **VISITORS** – Residents may have visitors for twenty-one (21) days in a calendar year. After twenty-one (21) days please notify the Office as your request for an extension will need to be presented to the Housing Authority Board. Only persons listed on the lease may reside in the apartment.
- **SOLICITING** – Soliciting is not allowed on the premises.
- **SMOKING** – Smoking is not allowed on the premises.
- **ILLEGAL ACTIVITIES** – Any illegal activity or illegal substance and possession with intent to sell or possession of an unlicensed firearm will be cause for immediate eviction.

Section 3: APARTMENTS

- **PET POLICY** – Topsfield Housing Authority has established a ‘PET POLICY’. If you wish to have a pet, please come to the office for a copy of the pet regulations. No pets are allowed without following pet guidelines. Pets of friends or relatives are allowed to visit when confined to a leash.
- **INTERIOR** – Alterations, redecorating and repairs to the interior of the apartment and to appliances are the responsibility of the Management. Residents are not permitted to do this type of work.
- **WALL DECORATIONS** – Residents shall not damage floors, doors, woodwork, walls or ceilings.
- **WINDOWS** – Residents shall conscientiously keep windows closed during heavy rains and storms to avoid water damage. When opening windows in the winter the thermostat temperature should be lowered in the room and the door to the room closed. In winter months windows should not be left open as this wastes heat and burns out heating units. Windows should not be left open with air conditioners on as well.
- **LIGHT BULBS** – Light bulbs are furnished in all fixtures at the time a Resident moves into the apartment. Purchase and replacement of light bulbs other than kitchen and bathroom bulbs is the Resident’s responsibility.
- **LOUD NOISE** – Residents should be considerate of neighbors and refrain from making loud noise that will disturb other Residents. When having guests or visitors please remember the apartments are built close together and noise travels whether it’s playing the radio, using the stereo or television or just talking. It is requested that no unnecessary noise be made before 8:00 am or after 10:00 pm.
- **CURTAIN RODS and SHADES** – Curtin rods and shades have been installed at each window and are not to be removed. No other permanent rods may be put up without permission from the Office.
- **CLEANING** – Apartments are cleaned thoroughly prior to occupancy. The Resident is responsible for maintaining clean and sanitary conditions in the apartment while in occupancy. The Management shall make periodic inspections of each apartment with prior proper notice to ensure that desired standards of cleanliness and maintenance are being maintained. The Resident is expected to leave the dwelling unit in the same condition in which it was leased. A unit inspection will be conducted prior to occupancy, at annual inspection and prior to ‘move out’. Charges will be made for the necessary cleaning and repairs after the apartment is vacated.
- **WALLPAPER** – Residents may not install wallpaper or other types of wall coverings. If unauthorized wall coverings are installed, Resident shall be responsible for the cost of having the wall covering removed and the wall restored to its original condition.
- **APPLIANCES** – The range and refrigerator are to be cleaned regularly.
- **BATHROOM** – Do not put anything other than tissue in the toilet. (i.e. garbage, sanitary napkins, cigarette butts, kitty litter, bleach, personal wipes-including those that claim to be septic safe, etc.) Topsfield Housing is on a septic system and must be extra careful.
- **KITCHEN SINK** – Do not put garbage or coffee grounds down the kitchen sink as this will clog the septic system.

- **CHRISTMAS TREES** – Due to the fire hazard of live trees, they are not permitted in the apartment or in the Community Room.
- **DAMAGES** – The cost of damage done to the apartment or appliances from misuse or negligence will be borne by the Resident.
- **REFUSE/RUBBISH** – There is a trash container in the lower parking lot for the disposal of trash. These are for Resident use ONLY. Boxes must be collapsed before disposal and trash must not be left in the apartment hallways or on the ground. There are two recycle bins outside the maintenance shop. One is for paper and the other is for metal, glass, and plastic.

Section 4: LAUNDRY ROOM

- **LAUNDRY FACILITIES** – The laundry room is equipped with card operated washers and dryers are provided for use by all building Residents. The laundry facilities are for the Residents ONLY. No outsider laundry is permitted. The equipment is to be cleaned after each use. Residents are urged not to leave laundry in either the washer or dryer after the cycle is complete so that other Residents may use the appliance without undue delay.
- All material including, but not limited to, fecal matter, band aides, bandages, and incontinence products are forbidden on all linens to be laundered.
- These items should be removed and disposed of properly prior to placing linens in the washing machines. Fecal matter, **only**, can be disposed of in the toilet.
- Please keep in mind that we have a septic system; bandages and incontinence products cannot be flushed.
- **LINT FILTERS** – Dryer lint filters are to be cleaned after each load of wash. Dryers will not operate efficiently and will become a fire hazard if the filters are not kept clean.
- **MISC. ITEMS** – Articles of clothing, rugs, mops and other personal items are not to be hung or left in the laundry room when you are finished doing your laundry.

Section 5: OUTSIDE GROUNDS

- **VEGETATION** – The planting of flowers and vegetables is encouraged in designated areas. Please see the Management if you desire to do any planting.
- **LAWN FURNITURE** – Residents may use lawn chairs in yards. Private picnic tables, screen houses, lawn mowers etc are not allowed due to insurance and maintenance requirements.
- **DAMAGES** – Residents will be responsible for damage to sod, trees, shrubs, flowers and other plantings made by their visitors or guests.
- **ORNAMENTS and DECORATIONS** – Must be approved by the Management prior to displaying on outside of building.

Section 6: PARKING AREAS

- Residents must park in their Management designated parking spaces. Parking in the street is not permitted EXCEPT for loading and unloading the vehicle. Residents without vehicles will not be given parking spaces.
- Changing of oil or repair work on vehicles or boats is not permitted.
- Automobiles must be removed during snow removal. Residents must cooperate fully.
- Vehicles must be in operating condition, licensed and registered or will be towed at owner's expense.
- Overnight parking for guests and tenants who have not been given a parking space is limited to the guest parking adjacent to Washington Street.
- Maximum speed limit within the housing development is 5 MPH.

Section 7: GARDEN SHEDS

- Storage in the garden sheds shall consist of garden supplies only; no personal storage is allowed. During the winter months, outdoor furniture and bikes will be allowed. The sheds are to be shared so you will need to understand that communication with others using the same shed is required.