



CITY HALL • 100 STATE STREET • BELOIT, WI 53511

**MEETING NOTICE AND AGENDA
Community Development Authority
August 23, 2017 at 4:30 pm
The Forum
Beloit City Hall
100 State Street**

1. Call to Order and Roll Call
2. Citizen Participation
3. Review and Consideration of the Minutes of the Special Meeting held on July 28, 2017
4. Housing Authority
 - a. Presentation of June Activity Reports (Pollard)
 - b. Presentation of June Financial Reports (Pollard)
 - c. Review and Resolution 2017-20, Authorization the Beloit Housing Authority to Apply for the Family Self-Sufficiency (FSS) Program under the Resident Opportunity and Self-Sufficiency Program (ROSS) (Pollard)
 - d. Review and Consideration of Resolution 2017- 21, Authorizing the Beloit Housing Authority to Implement the Updated Public Housing Residential Lease and Rules of Occupancy (Dunn)
5. Community and Housing Services
 - a. Review and Consideration of Resolution 2017-22, Approving the Sale of 311 Locust Street (Downing) – **Staff Report will handed out at the meeting.**
 - b. The CDA will adjourn to a workshop to hear presentations from CDBG Applicants for the 2017 Community Development Block Grant funding (Downing)
6. Adjournment

*If you are unable to attend this meeting, notify Ann Purifoy in the Housing Authority Office at 364-8740 **no later than 4:00 PM the day before the meeting.***

Notice Mailed: August 17, 2017

Approved: Julie Christensen, Exec. Director

** Please note that upon reasonable notice, at least 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the City Clerk's Office at 364-6680, 100 State Street, Beloit, WI 53511.

Minutes
Beloit Community Development Authority
100 State Street, Beloit WI 53511
July 28, 2017
12:00 PM

The regular meeting of the City of Beloit Community Development Authority was held on Friday, July 28, 2017 in the Third Floor Community Room at Beloit Housing Authority.

1. **Call to Order and Roll Call:**

Meeting was called to order by Commissioner Baker at 12:24 p.m.

Present: Commissioners Baker, Evans, Ellison and Leavy (by phone)

Absent: Commissioners Forbeck, DeBrock and Kinzer

Staff Present: Cathy Pollard and Clinton Cole

2. **Citizen Participation:**

None

3. **Review and Consideration of the Minutes of the Regular Meeting held on June 28, 2017**

There was no discussion of the minutes. A motion was made by Commissioner Baker and seconded by Commissioner Ellison to approve the minutes of the Regular Meeting held on June 28, 2017.

Motion carried unanimously.

4. **Housing Authority:**

a. **Presentation of May Activity Report**

Cathy Pollard, Beloit Housing Authority Director, gave a brief summary of the report. The Public Housing Program has experienced vacancies but units are being filled as soon as a vacancy happens. However, June will have a high vacancy due to tenant lease violations.

BHA is still not issuing any new Section 8 Vouchers at this time due to HUD funding issues.

b. **Presentation of April Financial Report**

Cathy Pollard gave a brief summary of the report. LIPH is showing a deficit due to the volume of expenses going through the 100 account. These expenses are reconciled bi-annually.

Both Phase 1 and Phase 2 are showing surpluses at this time. All Reserves are stable.

- c. Review and consideration of Resolution 2017-18, Acceptance of Capital Fund Grant W139-PO64-50117 in the Amount of \$252,344

Cathy Pollard, BHA Director, presented the staff report and recommendation.

HUD has released the 2017 AAC. BHA has been offered a contract for \$252, 344. These monies will be used to maintain and repair public housing properties and to supplement public housing admin costs.

Commissioner Leavy moved and Commissioner Ellison seconded a motion to approve Resolution 2017-18. Motion carried unanimously.

- d. Review and Consideration of Resolution 2017-19, Approval of 2016 Second Quarter Write-offs

Cathy Pollard, BHA Director presented the staff report and recommendation.

Per HUD's recommendation, BHA quarterly writes off outstanding public housing tenant debts. These debts will be turned over for collection and reported to the HUD Happy Software System. The amount written off for the 2017 Second Quarter is \$6,364.41.

Commissioner Ellison moved and Commissioner Evans seconded a motion to approve Resolution 2017-19. Motion carried unanimously.

- e. Discussion of Changes to the Public Housing Lease and the Public Housing Rules of Occupancy

Cathy discussed the need for verbiage changes in the Public Housing Lease and Rules of Occupancy in order to clarify rule for tenants. There were issues with satellite installations and unauthorized changes to public housing units.

5. **Adjournment:**

Motion by Commissioner Evans and seconded by Commissioner Baker to adjourn at 12:58 p.m. Motion carried.

**REPORT TO THE
BELOIT COMMUNITY DEVELOPMENT AUTHORITY**

AGENDA ITEM: 4a

TOPIC: June Activity Report

REQUESTED ACTION: Information only- No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Public Housing:

There were five vacancies in public housing units in June and no upcoming vacancies in July of 2017. Public Housing accounts receivable on occupied units totaled \$3,252.99 and vacated units totaled \$7,545.21 at the end of June, 2017 which brings the totaled outstanding public housing accounts receivable to \$10,798.20. Three applicants were pulled from the Public Housing waiting list in June; three applicants were briefed. Thirty-two Public Housing inspections and thirty-six annual and interim re-certifications were completed in June.

Section 8:

575 vouchers were housed by June 30, 2017 with 6 voucher holders either searching for units or waiting for passed inspections. 13 portable vouchers were paid by BHA in June with 4 families waiting to Port-Out. 74 Section 8 inspections were completed in June, and the Housing Specialists completed 83 annual or interim re-certifications in June. No applicants were notified: none were briefed.

ATTACHMENTS:

June Activity Report

**Beloit Community Development Authority
Activity Report to Board for August 2017**

June (2017) Activity Report

Public Housing

Tenants Accounts Receivable

Outstanding Receivables – Occupied Units 05/31/17	\$ 4,532.81
Outstanding Receivables – Vacated Units 05/31/17	\$ 5,042.77
Outstanding Receivables – Occupied Units 06/30/17	\$ 3,252.99
Outstanding Receivables – Vacated Units 06/30/17	\$ 7,545.21
Total May 31, 2017 Outstanding Receivables:	\$ 9,575.58
Total June 30, 2017 Outstanding Receivables:	\$10,798.209
Increase of:	\$ 1,222.62

Vacancies – 06/30/2017

Total Public Housing Units

131 Units
97% Occupancy

5 Vacancies:	1	Elderly - 99% Occupancy
	4	Family - 96% Occupancy

Public Housing Inspections

32 Inspections completed. There were 23 annual inspections; there were 6 move-out inspections. There were 3 move-in inspections. There were 0 housekeeping inspections 0 exterior inspections and 0 special inspections.

Public Housing Activities

Annual Recerts:	16
Interim Recerts:	20
Notice to Vacate:	0

New Tenants:	3
Transfers:	1
Lease Terminations:	0
Possible Program Violations:	4
Evictions	0

Public Housing Briefings

Number Notified:	3
Number Briefed:	3

Section 8 Program

Total Section 8 Vouchers

598 Vouchers

June

575 under lease - 97% Occupancy
 13 Portable Vouchers – 13 Not Absorbed (0/Port-In)
 6 Voucher holders searching or waiting for passed inspections

Section 8 Inspections

74 inspections were completed in June. 45 were annual inspections. 9 were initial inspections, 17 were re-inspections, 0 project based inspections, and there were 3 special inspections.

Section 8 Activities

New Participants:	1	
Annual Recerts:	40	
Interim Recerts:	43	
Abatements:	5	
Movers:	7	
Possible Program Violations:	14	program violations
End of Program	0	

Section 8 Briefings

Number Notified:	0
Number Briefed:	0

APPLICATIONS:

Waiting List: 120 Public Housing East
 128 Public Housing West
 221 Parker Bluff
 131 Project-Based
 424 Sec. 8

0 Tenants removed for Repayment Default
0 Tenants removed for unreported income
0 Tenants removed for unauthorized occupants
1 Applicants removed over income
Some applicants are on both lists, some are not
Section 8 waiting list opened 4/4/11

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4b

TOPIC: June Monthly Report

REQUESTED ACTION: Information only – No action required

PRESENTER: Cathy Pollard

STAFF REPORT:

Attached is the Beloit Housing Authority Financial Statement prepared by the BHA Accountant for the month ending June 30, 2017.

Through the month of June, the Low Income Public Housing (LIPH) program income was \$279,666.97 and the LIPH expenses were \$291,414.62. There was a \$(11,747.65) deficit in LIPH. The Operating Reserve for LIPH was \$5,275,638.00 at the 12/31/2016 FYE. At 2017 Period End the Operating Reserve is \$5,263,890.35. The actual physical LIPH Operating Reserve at 2017 Period End is \$(116,183.67).

Through the month of June, the Project Based Voucher (PBV) program income was \$34,827.61 and the expenses were \$59,679.55. The PBV had a deficit of \$(24,851.94). The PBV Operating Reserve at this Period End is \$72,954.06.

Through the month of June, Phase 1 and Phase 2 program income was \$327,513.14 and the expenses were \$256,089.12. Phase 1 and Phase 2 had a surplus of \$71,424.02. The Operating Reserve for these programs at this Period End is \$194,334.02.

Through the month of June, the Housing Choice Voucher (HCV) program income was \$1,686,911.97 and expenses were \$1,713,226.55. The HCV program had a deficit of \$(21,799.08). The HCV Operating Reserve at this Period End is \$259,923.92.

Attachment(s):

June 2017 Financial Reports

Consolidated 2017 Budget Report for Beloit Housing Authority - June 2017

	YTD Actual							Annual Board Approved Budget				
	Income	Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC/PBV	HCV	Total	
1 Dwelling Rental	24,357.92				30,371.00	120,408.00		150,779.00	292,295.00		292,295.00	
2 Excess Utilities	-							-			-	
3 Interest on Unrestricted Fund Investmen	189.17		49.08			23,360.82	174.98	23,584.88	770.00	1,500.00	2,270.00	
4 Income - Transfer In from PBV	-		30,000.00					30,000.00			-	
5 Other Income - Tenants	2,585.00				4,456.61	26,387.98	1,026.50	31,871.09	31,020.00		31,020.00	
6 HAP Fraud Recovery & FSS Forfeitures	-						1,019.50	1,019.50			-	
7 Other Income - Bad Debt Collections	-		11,453.11			338.00		11,791.11			-	
8 Other Income - Laundry/Copy Fees/Misc	2,736.67		10,452.78			22,607.00	1,129.99	34,189.77	32,840.00		32,840.00	
9 Other Income - CFP Operation Money	5,000.00		40,000.00					40,000.00	60,000.00		60,000.00	
10 Other Income - Sale of Asset Gain/Loss	-							-			-	
11 Admin Fees Earned - HUD	26,427.83						158,769.00	158,769.00		317,134.00	317,134.00	
12 Incoming Billable Admin Fees/Oper Sub	18,750.00					134,411.34		134,411.34	225,000.00		225,000.00	
13 HAP Subsidy	-						1,524,792.00	1,524,792.00			-	
14 Operating Subsidy	267,886.33		187,712.00					187,712.00	395,970.00	2,818,666.00	3,214,636.00	
Total Income	347,932.92		279,666.97		-	34,827.61	327,513.14	1,686,911.97	2,328,919.69	1,037,895.00	3,137,300.00	4,175,195.00
Expenses												
	Approved YTD	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	LIPH/LLC/PBV	HCV	Total		
Administrative Expenses												
15 Admin Salaries	37,086.17	51,578.31		7,155.15	54,292.15	108,178.25	221,203.86	242,078.00	202,956.00	445,034.00		
16 FSS Coordinator Admin Salaries	-	18,405.80					18,405.80			-		
17 Admin Employee Benefits	19,447.33	22,402.15		2,771.30		49,895.57	75,069.02	127,711.00	105,657.00	233,368.00		
18 FSS Coordinator Admin Benefits	-	14,310.82					14,310.82			-		
19 Advertising & Marketing	441.67	375.00					375.00	4,300.00	1,000.00	5,300.00		
20 Legal	41.67				1,832.75		1,832.75	250.00	250.00	500.00		
21 Staff Training	416.67					2,650.00	2,650.00	2,500.00	2,500.00	5,000.00		
22 Travel	41.67					272.45	272.45	250.00	250.00	500.00		
23 Accounting Consultants	2,458.33	4,010.00		657.00	5,252.00	2,895.00	12,814.00	24,500.00	5,000.00	29,500.00		
24 Audit Fee	1,625.00	4,187.00			19,054.00	4,187.00	27,428.00	19,500.00		19,500.00		
25 Telephone	637.50	698.06				576.93	1,274.99	3,552.00	4,098.00	7,650.00		
26 Postage	750.00	1,036.47					1,036.47	2,700.00	6,300.00	9,000.00		
27 Office Supplies	458.33	2,140.43				2,133.54	4,273.97	3,420.00	2,080.00	5,500.00		
28 Memberships & Publications	409.25	608.94					608.94	3,683.00	1,228.00	4,911.00		
29 Bank Fees	150.00	5.00			20.35	1,341.25	1,366.60		1,800.00	1,800.00		
30 Computer Maintenance	-						-			-		
31 Copier Expenses	608.33	1,100.00				1,100.03	2,200.03		7,300.00	7,300.00		
32 Office Equipment Maintenance	1,525.00						-	8,967.00	9,333.00	18,300.00		
33 Postage Machine	-					2,659.20	2,659.20			-		
34 Software Maintenance	916.67	245.00				255.00	500.00		11,000.00	11,000.00		
35 Outgoing Portable Admin Fees	-						-			-		
36 Sundry Administration/Compliance Fees	1,483.33	798.08		700.00	6,353.41	1,400.62	9,252.11	9,970.00	7,830.00	17,800.00		
37 Management Improvements	-						-			-		
38 Management Fees	1,500.00				9,969.96		9,969.96	18,000.00		18,000.00		
39 Eviction & Collection Agent Fees	333.33						-	2,800.00	1,200.00	4,000.00		
40 HAP Expense (net fraud recovery to HU)	234,888.83					1,530,327.00	1,530,327.00		2,818,666.00	2,818,666.00		
HAP Overfunding (Underfunding)	-					(4,515.50)				-		
Maintenance Expenses												
41 Maintenance Salaries	10,238.08	4,642.32		2,587.69	74,281.67		81,511.68	122,857.00		122,857.00		
42 Casual Labor - Maintenance	-						-			-		
43 Maintenance Benefits	4,991.42	39.45		1,168.40			1,207.85	59,897.00		59,897.00		
44 Maintenance Materials & Supplies	1,187.50	2,205.91		99.26	8,619.37		10,924.54	14,250.00		14,250.00		
45 Plumbing Supplies	-	877.08					877.08			-		
46 Locks, Locksets & Keys	-						-			-		
47 Electrical Supplies	-	1,584.90					1,584.90			-		
48 Painting Supplies	-	152.18					152.18			-		
49 Cleaning Supplies	-	1,787.86					1,787.86			-		

50	Equipment Repair Parts	-					-			-	
51	Maintenance Contracted Services	1,000.00	1,742.57		1,142.94	11,895.44	14,780.95	12,000.00		12,000.00	
52	Refuse Removal Services	375.00	70.00		217.50	2,098.50	2,386.00	4,500.00		4,500.00	
53	Plumbing Repair Services	125.00			1,542.00		1,542.00	1,500.00		1,500.00	
54	Heating/AC Repair Services	266.67			3,089.41		3,089.41	3,200.00		3,200.00	
55	Electric Repair Service	41.67			190.91		190.91	500.00		500.00	
56	Window Repair Service	83.33					-	1,000.00		1,000.00	
57	Automotive Repairs/Fuel	416.67	974.90				974.90	5,000.00		5,000.00	
58	Elevator Repair & Maintenance	275.00	370.65				370.65	3,300.00		3,300.00	
59	Pest Control Services	666.67					-	8,000.00		8,000.00	
60	Cable TV	-				192.93	192.93			-	
61	Answering Service	150.00	1,096.17				1,096.17	1,800.00		1,800.00	
62	Misc Contracts	583.33					-	7,000.00		7,000.00	
63	Clean/Paint Units	66.67					-	800.00		800.00	
	Utilities Expenses	-									
64	Water/Sewer	1,629.17	517.22		1,214.23	3,273.00	5,004.45	19,550.00		19,550.00	
65	Electricity	2,125.00	2,752.88		257.68	7,646.76	10,657.32	25,500.00		25,500.00	
66	Natural Gas	1,083.33	793.35		360.86	2,988.18	4,142.39	13,000.00		13,000.00	
	Other Operating Expenses	-									
67	Protective Services Contract	3,741.67	10,868.26			1,915.86	12,784.12	44,900.00		44,900.00	
68	Insurance	3,240.17	4,626.52		1,179.08	11,397.88	2,540.52	19,744.00	5,209.00	38,882.00	
69	PILOT	2,185.67			737.47	10,654.00		11,391.47		26,228.00	
70	Compensated Absences	-					-			-	
71	Collection Losses	333.33			4,608.67	18,897.69		23,506.36	4,000.00	4,000.00	
72	Replacement Reserves & Debt Pmt-Prin	-			30,000.00			30,000.00		-	
73	Other General Expense/Asset Mgmt Fee	19,608.33	134,411.34			5,453.22	2,814.19	142,678.75	235,300.00	235,300.00	
74	Casualty Losses - Non Capitalized	83.33						-	1,000.00	1,000.00	
75	Capital Expenditures - Operations	166.67						-	2,000.00	2,000.00	
76	Transfer In / Out	-						-		-	
	Total Expense	359,882.75	291,414.62	-	59,679.55	256,089.12	1,713,226.55	2,320,409.84	1,124,936.00	3,193,657.00	4,318,593.00

	LIPH	LIPH Grant	PBV	Phase 1 & 2	HCV	Agency Total	Budget LIPH	Budget HCV	Budget Total
Operating Reserve - FYE 12/31/16	5,275,638.00	-	97,806.00	122,910.00	281,723.00	5,778,077.00	5,496,354.00		5,496,354.00
Change in Operating Reserve FYE 12/31/16 (reserve/deficit)	(11,747.65)	-	(24,851.94)	71,424.02	(21,799.08)	13,025.35	(87,041.00)	(56,357.00)	(143,398.00)
Operating Reserve at end Period for 2017	5,263,890.35	-	72,954.06	194,334.02	259,923.92	5,791,102.35	5,409,313.00	(56,357.00)	5,352,956.00

****LIPH Operating Reserve includes \$5,380,074.02 of money unavailable due to tax credit revenue on paper only**

Physical Operating Reserve at end of Period for 2017	(116,183.67)	-	72,954.06	194,334.02	259,923.92	1,706,709.52			
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SECTION 8 Funding Analysis	
HAP	
HAP Funding received from HUD YTD	1,524,792.00
Fraud Recovery/FSS Forfeitures	1,019.50
Restricted Net Asset Interest Earned	-
HAP Payments made YTD	1,530,327.00
Under (Over) spending YTD	(4,515.50)
HAP Reserve FYE 12/31/16 *	-
HAP Reserve Balance at end of Period for 2017	(4,515.50)
ADMIN FEES	
Administrative Funding received from HUD YTD	158,769.00
Income from other funding sources	2,331.47
Administrative Expenses YTD	182,899.55
Under (Over) spending YTD	(21,799.08)
Admin Fee Reserve FYE 12/31/16	281,723.00
FSS Grant Shortage at end of Period for 2017	-
Admin Fee Reserve Balance at end of Period for 2017	259,923.92

FSS Grant Tracking	
FSS Grant Funding received from HUD YTD	-
FSS Coordinator Expenses YTD	-
Under (Over) spending YTD	-
FSS Grant Reserve FYE 12/31/14	-
FSS Grant Reserve Balance at end of Period for 2015	-

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4c

TOPIC: Resolution No. 2017-20
Beloit Housing Authority (BHA)
Approval To Submit an Application for the FY2017
Resident Opportunity Family Self-Sufficiency Grant

REQUESTED ACTION: Approval of Resolution No. 2017-20

PRESENTER: Cathy Pollard

STAFF REPORT:

The Department of Housing and Urban Development (HUD) has posted a NOFA regarding funding for the FY 2017 Resident Opportunity Family Self-Sufficiency Grant. The grant cycle is yearly. Applying for the FY 2017 FSS grant in the amount of \$72,000 will enable the BHA to continue a staff position that would work individually with families to assist with their identified objectives and goals.

STAFF RECOMENDATION:

Staff recommends approval of Resolution No. 2017-20

ATTACHMENTS:

Resolution No. 2017-20

RESOLUTION NO. 2017-20
AUTHORIZING THE BELOIT HOUSING AUTHORITY
TO APPLY FOR THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM UNDER
THE RESIDENT OPPORTUNITY AND SELF-SUFFICIENCY PROGRAM
(ROSS)

WHEREAS, the United States Department of Housing and Urban Development (HUD) has funds available this year to fund a one-year cycle of the Resident Opportunity and Self-Sufficiency (ROSS) FSS Program; and

WHEREAS, the Beloit Housing Authority (BHA) facilitates a ROSS program currently and is required to continue the program per the agreements with HUD;

THEREFORE BE IT RESOLVED that the Community Development Authority Board of Commissioners authorize application for the FY2017 ROSS Family Self-Sufficiency (FSS) in the appropriate amount up to \$72,000.

Adopted this 23rd day of August, 2017

David Baker, Chairperson
Beloit Community Development Authority

ATTEST:

Julie Christensen, CDA Executive Director

REPORT TO THE BELOIT COMMUNITY DEVELOPMENT AUTHORITY

AGENDA ITEM: 4d.

TOPIC: Resolution No. 2017-21: Authorization for the Beloit Housing Authority (BHA) to implement the updated Public Housing Residential Lease and Rules of Occupancy

REQUESTED ACTION: Approval of Resolution No. 2017-21

PRESENTER: Clinton Cole

STAFF REPORT:

The U.S. Department of Housing and Urban Development (HUD) allows the Beloit Housing Authority (BHA) periodically review and update the Public Housing Residential Lease and Rules of Occupancy. The BHA has revised the Public Housing Residential Lease and Rules of Occupancy and made general updates to clarify policies and procedures which outline the rules and regulations of the Public Housing program. After a 30-day public review and comment period, the updated Residential Lease and Rules of Occupancy will be effective September 1, 2017.

STAFF RECOMENDATION:

Staff recommends approval of Resolution No. 2017-21

ATTACHMENTS:

Resolution No. 2017-21

Public Housing Residential Lease and Rules of Occupancy

RESOLUTION NUMBER 2017-21

**AUTHORIZATION FOR THE BELOIT HOUSING AUTHORITY (BHA) TO
IMPLEMENT THE UPDATED PUBLIC HOUSING RESIDENTIAL LEASE AND
RULES OF OCCUPANCY**

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) allows the Beloit Housing Authority (BHA) periodically review and update policies; and

WHEREAS, the Public Housing Residential Lease and Rules of Occupancy were reviewed and revised per HUD requirements to reflect clarification of policies and procedures governing Public Housing occupancy;

WHEREAS, the Beloit Housing Authority made the Residential Lease and Rules of Occupancy changes available for 30- day public review and comment period;

NOW THEREFORE BE IT RESOLVED that the Community Development Authority (CDA) Board of Commissioners approves the Public Housing Residential Lease and Rules of Occupancy as attached.

Adopted this 23rd day of August, 2017

David Baker, Chairman
Beloit Community Development Authority

ATTEST:

Julie Christensen, Executive Director
Beloit Community Development Authority

Beloit Housing Redevelopment – Phase 2, LLC
210 Portland Avenue
Beloit, WI 53511
(608) 364-8740

PUBLIC HOUSING LEASE

1. IDENTIFICATION OF THE PARTIES AND PREMISES

The Beloit Housing Redevelopment – Phase 2, LLC of the City of Beloit, Wisconsin, (Landlord) hereby leases to _____ (Resident) _____ (address) in the City of Beloit, County of Rock, Wisconsin 53511, under the following conditions to be OCCUPIED BY THE FOLLOWING HOUSEHOLD MEMBERS ONLY:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

LEASE TERM: From _____ to _____.

The lease is subject to annual renewal. This lease remains in effect on a month to month basis until a new lease is signed. A new lease must be signed every year during recertification.

2. PAYMENTS DUE UNDER THE LEASE

I have the choice of rent I wish to pay. Rent may be paid based upon 30% of my household adjusted income or I may choose to pay a flat rent. I may choose flat rent only at recertification. If I choose flat rent and my income changes I may at any point ask to have my rent changed to income based rent. However, should an income increase go into effect, I cannot then ask for my rent to be readjusted to flat rent until my next recertification.

Initial Choice:

_____ I agree to pay a flat rent of \$ _____ per month.

_____ I agree to pay rent based upon 30% of my income.

Monthly rent of \$ _____ is due in advance on the first (1st) day of each month beginning _____, 20____. A late payment penalty of \$ 25.00 shall be assessed if the rent payment is not received by 4:30 p.m. the fifth (5th) working day following the due date. **THE LEASE MAY BE TERMINATED WHEN RENT PAYMENTS ARE LATE THREE TIMES IN ANY ROLLING 12-MONTH PERIOD, PER THE DISCRETION OF THE DIRECTOR OF BELOIT HOUSING REDEVELOPMENT – PHASE 2, LLC.**

3. SECURITY DEPOSIT

Upon lease of the premises, the Resident shall pay a security deposit in the amount of \$_____ for repair of damages and cleaning of the premises beyond normal wear and tear, consumption of excess utility charges, and any rent or other charges owed by Resident after vacating the premises. Provisions may be made to pay the security deposit in no more than four (4) monthly installments. If such arrangements are made, the monthly installments shall be \$_____, payable with the first four months' occupancy, due on _____, and _____.

Landlord shall return the security deposit to Resident within 21 days of when Resident vacates, less any deductions for any of the estimated costs of repairs and cleaning, excess utility charges or rents indicated above. If such deductions are made, Landlord will send to the Resident a written statement of any such charges deducted from the security deposit. The security deposit MAY NOT be used to pay rent or other charges while Resident occupies the premises. The charges for the repair of damages and excess utilities are determined in accordance with the schedule of charges for repair and utility charges posted at the Office of the Landlord. Any charges in excess of the security deposit are due and payable within 30 days of billing or in accordance with a written payment plan agreeable to the Authority. Charges not paid within 30 days will be referred to a collection agency and/or the courts unless a payment plan has been agreed upon.

Failure to keep a payment plan current may result in the entire balance becoming due and payable on the first of the following month.

4. UTILITIES

A. Elderly/Disabled designated - ONE BEDROOM UNITS: Landlord shall furnish the following utilities: Gas, Electricity, Water and Sewer service. Cable television is provided to the resident at a bulk rate of \$_____ per month per unit. This rate will continue until charges are revised by the Cable TV Company. Elderly may have their own air conditioner installed with Beloit Housing Redevelopment – Phase 2, LLC approval and pay the utility charge of \$_____ a month until revised by the Board and approved by HUD. Costs associated with installation and removal of air conditioners including repair of any damages are the Resident's responsibility.

B. FAMILY DUPLEXES AND SINGLE FAMILY DWELLINGS:

Landlord is not obliged to furnish utilities. Before the move-in date, Resident must make personal arrangements in the name of the head or co-head of household for payment of utilities (gas, electricity). The Beloit Housing Redevelopment – Phase 2, LLC will verify utilities are in the proper name at time of move-in/move-out.

The Beloit Housing Redevelopment – Phase 2, LLC receives a bill from the City of Beloit for water and sewer services for resident's unit. The City of Beloit invoices will be billed to the resident as received from the City, preferably monthly. Resident is responsible for paying these charges. Resident is required to maintain utility service so as to prevent damage to the premises. Resident must notify the Beloit Housing Redevelopment – Phase 2, LLC (immediately) if resident is notified by **Alliant Energy** that gas or electricity is to be disconnected. Disconnection of utility service or failure to report disconnections will be grounds for termination and eviction. Any damages caused as a result of the tenant not providing the required utilities will be charged to Resident. The Resident must make arrangements with Alliant within 72 hours upon receipt of a disconnect notice to avoid disconnection of utilities. **Two or more disconnections within a 12 month period may result in termination and eviction.**

Resident will receive a utility allowance of \$173.00 per month. Any overages of utilities are the responsibility of the Resident. Any credits will be used to pay resident's water and sewer bill. If a credit still remains, the balance will be sent by the Beloit Housing Redevelopment – Phase 2, LLC to Alliant referencing the account number provided by the Resident.

5. REDETERMINATION OF RENT, DWELLING SIZE AND ELIGIBILITY

A. REGULAR RENTAL REDETERMINATION: At least annually, per HUD Regulations, at the request of the Beloit Housing Redevelopment – Phase 2, LLC, Resident shall provide accurate and complete information on income, expenses, family size and other information in order to determine the correct rent, dwelling size and eligibility for continued occupancy.

Failure to complete required forms accurately and supply requested information is grounds for termination and eviction. Resident must report all changes to the Landlord within ten (10) calendar days. Resident agrees to move to an appropriate size dwelling unit based on family composition upon appropriate notice by Landlord that such a dwelling is available. Resident is responsible for moving costs.

B. INTERIM RENTAL REDETERMINATION: The rent stated above will remain in effect between rent redetermination unless:

(1) Resident documents a change in circumstances (such as a decrease or increase in income, family size or allowances) which would justify a change or such other circumstances as would create a hardship for Resident, based on the Beloit Housing Redevelopment – Phase 2, LLC’s determination.

(2) Resident intentionally misrepresents or fails to inform Landlord of facts upon which the rent is based, in which case any increase in rent shall be made retro-active to the date the rent would have increased, and the lease may be terminated. Based on the situation, the Beloit Housing Redevelopment – Phase 2, LLC may agree to a repayment agreement.

C. NOTICE OF RENTAL REDETERMINATION: In the event of any rental redetermination, Landlord shall mail a “Notice of Rent Adjustment” as stated herein.

If the rent decreases, the decrease will take effect the first day of the following month after the change has been reported. If the rent increases, the increase will take effect the first day of the second following month, unless the rent increase results from circumstances calling for a retroactive increase in rent, as stated previously.

6. RESIDENT’S RIGHT TO USE AND OCCUPY

Resident shall have the right to exclusive use and occupancy of the leased premises. Resident shall not assign this lease, nor sublet or transfer possession of the premises, nor give accommodation to boarders or lodgers. Only the persons whose names appear on the lease may use the address of the residence: **no one else can receive mail or checks at this address if they are not listed on the lease. ANY PROPOSED CHANGE IN THE NUMBER OF PERSONS OCCUPYING THE DWELLING MUST BE APPROVED BY THE BELOIT HOUSING REDEVELOPMENT – PHASE 2, LLC BEFORE ANYONE ELSE CAN MOVE INTO THE UNIT.** Failure to comply is grounds for immediate termination or eviction.

Resident is permitted to have occasional overnight guests not to exceed 14 calendar days within a 12-month period. Approval for extended visitations must be requested by the Resident and approved by the Director in writing. Failure to do so may result in lease termination.

Resident shall not use or permit the use of the premises for any purpose other than as a private dwelling solely for Resident and Resident’s household members, except, with the written permission of Director. Resident may care for foster children and provide live-in care for a member of Resident’s family if doing so does not break occupancy rules of Beloit Housing Redevelopment – Phase 2, LLC for that unit size. Resident must also provide legal authority to care for and house minors added to the household. The premises may not be used for any commercial enterprise, including babysitting, day care services, laundry service, catering, beautician work, or other home businesses without specific prior written approval of the Director, and compliance with state and

local ordinances.

Resident shall abide by such necessary and reasonable rules and regulations as may be made by the Landlord for the benefit and well being of the Beloit Housing Redevelopment – Phase 2, LLC and Residents. The rules and regulations are attached to this lease and posted in the office of the Landlord.

Neither the Resident, a member of the Resident's household, nor a guest of the Resident may occupy for sleeping purposes any basement area at any time.

7. DAMAGE, REPAIR AND MAINTENANCE OF PREMISES

Resident will use reasonable care to prevent health or sanitation problems from arising in, at, or around the dwelling unit.

Resident shall notify Landlord immediately of known need for repairs to the premises and of known unsafe conditions in the rental unit, in the common areas and grounds of the property. Failure to report immediately the need for repairs may result in charges to Resident for repairs of damages caused by not reporting immediately.

Resident will not paint, stain or otherwise alter the basic layout of the unit without expressed permission from the Authority's Director. This includes the removal of cabinet fronts and closet doors.

CHARGES: Except for normal wear and tear, Resident agrees to pay reasonable charges for repair to leased premises, common areas, or to the grounds; and/or to other properties owned by the Authority, caused by Resident, other household members or visitors. Such charges will be billed to Resident and will specify the damaged items involved, corrective action taken, and the cost, based on actual costs incurred by the Beloit Housing Redevelopment – Phase 2, LLC or on the posted schedule of charges if applicable.

Landlord agrees to accept rental money without regard to any other charges owed by Resident; but, Landlord will take action to terminate the lease or evict if other charges are not paid after 2 months of billing unless a formal payment plan is arranged and kept current.

Beloit Housing Redevelopment – Phase 2, LLC may contract with an exterminator to spray, fog, or otherwise treat Resident's units on a regular schedule or as deemed necessary to control pests. Resident shall be notified of the scheduled times. Failure to admit the Exterminator, without prior approval for good reason or failure to prepare unit for Exterminator in accordance with instructions shall result in charges (time lost) to Resident. If two (2) consecutive scheduled exterminations are missed because of Resident's actions, the Authority may, at its option, enter and provide extermination services, after appropriate notice to the Resident. If infestation is caused by Resident's housekeeping or habits, the Resident will be charged each time extermination services are necessary to eradicate the problem.

If repairs of defects hazardous to life, health, and safety are not made or temporary alternative accommodations offered to the Resident within 12 hours of Resident's reporting same to management, and it was within management's ability to correct the defect or obtain the correction thereof, then Resident's rent shall abate during the entire period of the existence of such defect while he/she is residing in the unrepaired dwelling.

In the case of emergency repairs through no fault of the Resident, the Beloit Housing Redevelopment – Phase 2, LLC will assist in, but is not responsible for, finding temporary living quarters until the unit can be reoccupied. If the Resident is responsible for the condition, no responsibility for finding temporary accommodations or permitting the Resident to return to occupancy accrues to the Authority.

In addition, the Resident agrees to remove personal possessions at the request of the Authority or the Authority may do so at the expense of the Resident. The Authority will have no responsibility

whatsoever for Resident's possessions.

8. INSPECTIONS

A. MOVE-IN: At the beginning of the Tenancy, a Beloit Housing Redevelopment – Phase 2, LLC representative and the Resident will inspect the premises and a written statement will be prepared noting any defects or damage to the premises or the equipment in it. Both parties shall sign the move-in inspection report. Resident has the right to report in writing any other defects found within 7 calendar days of the move-in date.

B. PERIODIC: Periodic inspection shall be made at least annually, per HUD regulations, at the discretion of the Landlord to determine condition of the unit, including the need for repairs and improved housekeeping. Resident shall permit the authorized agent of the Landlord to enter Resident's dwelling unit for the purpose of making the inspection, and the entry may be made only during reasonable hours, after advance notice in writing or by telephone to the Resident specifying the intended date and time. The Resident may not unreasonably withhold permission to inspect. In addition, the Landlord has the right to enter Resident's dwelling unit for purposes of inspection or to make repairs without prior notice, if Landlord reasonably believes an emergency exists which requires such entrance.

C. MOVE-OUT: The Landlord's representative, preferably with Resident in attendance, shall conduct the move-out inspection on the last date of the rental period or at such earlier time as is mutually convenient if the Resident can be contacted by telephone or mail; and after personal belongings, trash and debris have been or are believed to have been removed from the unit.

Since the units are thoroughly cleaned and often freshly painted when tenants move in, Resident must leave the apartment/house in the same clean condition when vacating. Charges will be incurred by the Resident for cleaning and repairs to the unit when vacated.

Resident must return all keys to the Beloit Housing Redevelopment – Phase 2, LLC at the time of the move-out inspection or a charge will be assessed for a \$15.00 fee plus \$4.95 for each missing key. Any charges to Resident will be based on the actual or estimated costs of cleaning and/or repairs and will be discussed with Resident and noted on the inspection report. Should the Resident not keep the move-out inspection appointment or otherwise not be available, the BHA will proceed with the inspection.

At the Beloit Housing Redevelopment – Phase 2, LLC's option, videotape or digital photographs may be used to document the condition of the unit after the Resident's move-out.

D. INSPECTION REPORT: The original inspection report shall be maintained by the Landlord. A copy shall be given to the Resident. If the Resident disagrees with comments and/or charges, the Resident shall note such on the inspection report at the time of inspection which will then be reviewed and a determination made by the Beloit Housing Redevelopment – Phase 2, LLC Management. Likewise, the Resident may request to view the video or photos if made, and to provide written comment.

9. LEGAL NOTICES

A. NOTICE BY LANDLORD: Any notice required under this agreement shall be in writing and delivered to Resident or a member of Resident's household residing in the dwelling age 13 or over; or may be sent by prepaid first-class mail properly addressed to Resident. As an alternate because of time or other constraints, such that notice cannot be given as outlined above, the Landlord or Landlord's representative may affix a copy of the notice in a conspicuous place on the premises where it can be conveniently read, and mail a copy by first class mail addressed to the Resident.

B. NOTICE BY RESIDENT: Any notice given by or required of a Resident shall be in writing, delivered to the Beloit Housing Redevelopment – Phase 2, LLC office or sent by prepaid first-class mail, properly addressed to **Beloit Housing Redevelopment – Phase 2, LLC, 210 Portland Avenue, Beloit, WI 53511.**

Notice of an emergency nature should be made by telephoning the Authority's 24 hour Emergency Answering Service at **608-364-8740**.

10. TERMINATION

This agreement may be terminated by Resident at any time after the first year by giving at least thirty (30) days written notice **on or before the first day of the month**, in the manner specified herein. Resident shall schedule a move-out inspection with the Landlord at the time the notice to vacate is given.

The Beloit Housing Redevelopment – Phase 2, LLC will not terminate or refuse to renew the lease other than for serious or repeated violations of material terms of this agreement, such as non compliance with the Community Service requirements, Resident's failure to disclose all household income, make payments due under this agreement, permit unauthorized persons extended visitation privileges, failure to provide a drug-free environment, or to fulfill the tenant obligations stated herein, or for other good cause.

The Beloit Housing Redevelopment – Phase 2, LLC will give written notice of termination of the lease per the following schedule:

- a. 14 days in the case of failure to pay rent;
- b. 28-days in all other cases such as provided by law.

The notice of termination to Resident shall state reasons for the termination, shall inform Resident of his/her right to make such reply as he/she may wish and of his/her right to request a hearing in accordance with the Beloit Housing Redevelopment – Phase 2, LLC's Grievance Procedure.

11. GRIEVANCE PROCEDURE

All grievances or appeals arising under this lease shall be processed and resolved according to the grievance policies in effect at the time of the appeal. The policy is posted in the office of the Landlord and is incorporated herein by reference. A copy may be obtained from the Landlord by request.

12. THE BELOIT HOUSING AUTHORITY OBLIGATIONS

Landlord shall:

- A. Maintain the premises in decent, safe and sanitary condition;
- B. Comply with requirements of applicable building codes, housing codes, and HUD regulations materially affecting health and safety;
- C. Make necessary repairs to the premises in a timely manner;
- D. Maintain buildings, facilities and common areas, not otherwise assigned to the Resident for maintenance and upkeep, in a clean and safe condition;
- E. Maintain in good and safe working order and condition electrical, plumbing, sanitary, heating, ventilating and other facilities and appliances, including elevators, supplied or required to be supplied by the Beloit Housing Redevelopment – Phase 2, LLC;
- F. Provide and maintain appropriate receptacles and facilities (except containers for the exclusive use of an individual Resident family) for the deposit of garbage, rubbish, and other

waste removed from the premises by the Resident as outlined below. Recycling bins destroyed or removed by the Resident will be charged to the Resident.

G. Supply running water and reasonable amounts of hot water and reasonable amounts of heat at appropriate times of the year (according to local custom and usage) except where heat or hot water is generated by an installation within the exclusive control of the Resident and supplied by a direct utility connection; and

H. Maintain all smoke detectors, which are hard-wired, in Beloit Housing Redevelopment – Phase 2, LLC housing units. Smoke detectors are not to be removed or tampered with by the Resident. Any problem with the smoke detector should be reported to the Landlord immediately. Resident will be responsible for Resident-caused damage to the smoke detector.

13. RESIDENT'S OBLIGATIONS

The Resident will:

A. Per HUD regulations, [24 CFR 960.600], all Public Housing residents who are not elderly, disabled, handicapped, and are not working or going to school MUST do 8 hours of community service EACH month – no exception. Failure to comply will mean lease termination.

B. Not assign the lease or sublease the premises;

C. Not provide accommodations for boarders/lodgers, for extended visits by family or others; and/or allow others to use their address.

D. Use the premises solely as a private dwelling for the Resident and the Resident's household as identified in the lease, and will not use or permit its use for any other unapproved purpose;

E. Abide by necessary and reasonable rules and regulations set forth by the BHA for the benefit and well-being of the Authority and the Residents which will be posted in the Landlord's Office and are incorporated by reference in the lease;

F. Comply with all obligations imposed upon Residents by applicable provisions of building and housing codes materially affecting health and safety;

G. Keep the premises and such other areas as may be assigned to you for your exclusive use in a clean and safe condition;

H. Dispose of all garbage, rubbish, and other waste from the premises in a sanitary and safe manner;

I. Use only in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air conditioning and other facilities and attachments including elevators;

J. Refrain from, and require Resident's household and guests to refrain from destroying, defacing, damaging, or removing any part of the premises or property;

K. Pay reasonable charges (other than for normal wear and tear) for the repair of damages to the premises, buildings, facilities, fixtures, furnishings, or common areas caused by the Resident, your household or guests (Repeated damages may result in lease termination);

L. Conduct yourself and require other persons who are on the premises with your consent to conduct themselves in a manner which will not violate applicable laws or disturb the neighbors' peaceful enjoyment of their accommodations and will be conducive to maintaining the property in a decent, safe and sanitary condition;

M. Refrain from, and require Resident's household members and guests to refrain from engaging in criminal activity, including drug-related criminal activity, drug or alcohol abuse, gang related activity or other illegal activity as stated in the Crime Free Lease Addendum, while the Resident is a tenant in public housing. Such activity will be cause for termination of tenancy (**The term "drug-related criminal activity" means illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use a controlled substance [as defined in section 102 of the Controlled Substances Act (21 U.S.C. 892)]**). The BHA has adopted a "Crime Free Policy" which is strictly enforced for any drug, violent criminal, or history of criminal activity.

14. ABANDONED PROPERTY

Any property left in the unit or on the property of the unit, which has been leased and remains after the unit has been vacated will be considered abandoned. Abandoned property will NOT be stored. Abandoned property will be disposed of by the Beloit Housing Redevelopment – Phase 2, LLC staff through refuse (waste) removal services or donation pick-up services, whichever is most cost effective for the Beloit Housing Redevelopment – Phase 2, LLC. **IN NO EVENT WILL THE HOUSING AUTHORITY OR ITS STAFF KEEP, STORE, OR HOLD ANY ABANDONED PROPERTY.**

All items such as memorabilia, pictures, birth certificates, Social Security cards, wedding certificates, etc will be disposed of through the refuse (waste) system.

A 24 hour notice will posted on the front door of the unit if the Beloit Housing Redevelopment – Phase 2, LLC has reason to believe the tenant has skipped out on the lease or abandoned the unit and/or property. No further notice will be given to tenant.

15. CHANGES

This agreement, together with any future adjustments of rent or change of dwelling unit, evidences the entire agreement between Landlord and Resident. No changes, other than those mentioned in this lease, shall be made except in writing, signed, and dated by both parties.

16. RULES AND REGULATIONS

Occupancy and use of the premises by Resident shall be subject to such other and further rules and regulations as may be established from time to time by Resolutions of the Community Development Authority Board of Commissioners on behalf of the BHA. Said rules and regulations are attached as part of the lease and shall be available at the Office of the Beloit Housing Redevelopment – Phase 2, LLC; and affected Residents will be informed with their next rent statement.

17. PROHIBITED EQUIPMENT

The Beloit Housing Redevelopment – Phase 2, LLC prohibits the use, operation, collection, or storage of pools, hot tubs, Jacuzzis, saunas, ponds, wading pools, swing sets, and trampolines on Public Housing property. There will also be no installed equipment or fixtures placed on property owned by the Authority without written permission from the Director (i.e. antennas, fences, satellite discs, planted trees).

FRAUD AND MISREPRESENTATION

Do not sign any form unless you have read it, understand it, and are sure all information is complete and accurate. By signing the application and the certification/recertification forms, you are certifying that they are complete and accurate to the best of your knowledge and belief. You may be committing fraud if you sign a form knowing that it contains false or misleading information. **The same is true of the "CRIME FREE ADDENDUM".**

The Beloit Housing Redevelopment – Phase 2, LLC will verify information you give on your application. In addition, HUD may do computer matches of the income you report with various Federal, State or private agencies to verify that it is correct.

The United States Department of HUD places a high priority on preventing fraud. If your application or recertification forms contain false or incomplete information, you may be:

- Evicted from your apartment or house;
- Required to repay all overpaid rental assistance you received;
- Fined up to \$10,000.00;
- Imprisoned for up to 5 years; and/or
- Prohibited from receiving future assistance.

18. IN CASES OF EVICTION

Any tenant or tenant’s household members evicted by the Landlord will not be allowed on any property owned, operated, or managed by Landlord. Any person or persons evicted by Landlord will be considered trespassing and a no-trespass order may be issued, and enforced by law enforcement.

CERTIFICATIONS

I certify I have read and/or been explained the lease for which I am signing. I further certify that I have received a copy of the following items:

- Protecting Your Family from Lead Crime Free Lease Addendum
- 10 Day Policy Household Composition
- Minimum Rent Hardship Community Service Rules
- Pet Policy Other _____

IN WITNESS WHEREOF, the parties understand, execute and agree to the above terms of this agreement this _____ day of _____, 20____, at Beloit, Wisconsin.

THE Beloit Housing Redevelopment – Phase 2, LLC

By _____
(Beloit Housing Redevelopment – Phase 2, LLC Representative)

Title Public Housing Coordinator

Tenant _____ Tenant _____
(Head of Household) (Co-head of Household)

Tenant _____
(Other member of Household over 18)

Tenant _____
(Other member of Household over 18)

RULES OF OCCUPANCY
(Public Housing Rules and Regulations)

1. Tenant, members of his/her household and visitors will comply with all laws and city ordinances.
2. **Quiet Hours are from 10:00 p.m. to 6:00 a.m.**
3. The Tenant will not conduct, nor permit, loud parties or noisy activities in his dwelling, or in any manner create any disturbances which would cause annoyance or discomfort to others tenants or to the community.
4. Tenant, and his/her guest, shall refrain from any criminal activity that threatens the health, safety, or right to peaceful enjoyment on or near the premises by other tenants or any drug-related criminal activity on or near such premises engaged in by any member, or guest, of the tenant's household.
5. The Tenant shall keep the premises in a **CLEAN** and **SANITARY** condition.
6. Open containers of alcoholic beverages are prohibited outside of the apartments/houses. No open containers of alcoholic beverages in common areas.
7. Waterbeds are permitted with proof of renters insurance **PRIOR** to the waterbed being installed. Failure to comply may result in the termination of your lease.
8. The Beloit Housing Redevelopment – Phase 1, LLC insures the buildings. Resident property and personal possessions are not insured by the Beloit Housing Redevelopment – Phase 1, LLC. The Beloit Housing Redevelopment – Phase 1, LLC recommends renters insurance on personal belongings.
9. The Tenant shall display door signs only with over the door hangers. No items of any description are to be adhered to the doors, windows or placed on exterior windowsills. Nor shall anything be thrown from the windows nor swept nor thrown out the doors of any dwelling.
10. The Tenant shall notify office **promptly** of the need of any repairs to the premises. No outside vendor repairs are permitted as we maintain our own units.
11. The Tenant shall use only such picture hooks and other fasteners as approved by management. Painting of the unit is not allowed by the tenant unless **WRITTEN** permission has been granted by the management. Tenant may not install wallpaper or wallpaper border in any part of the unit. When Tenant vacates a unit, and has lived there less than 3 years, if the unit needs to be painted, the Tenant will be charged for the painting and any patching that needs to be done.
12. There will be no installed equipment or fixtures placed on property owned by the Authority without written permission from the Director (i.e., fences, antennas, satellite discs, planted trees).
13. Resident will not paint, stain or otherwise alter the basic layout of the unit without expressed permission from the Authority's Director. This includes the removal of cabinet fronts and closet doors.
14. Plumbing, electrical or gas burning equipment shall not be used for any other purpose than those for which they are intended. Exhaust fans in bathrooms and over stoves are **STRONGLY** recommended to be used.
15. Electrical circuits are protected with circuit breakers which can be reset by the resident after they have been tripped by an overload. Instructions are on the switch box. If in doubt, ask for a demonstration to reset them. If breakers will not reset or continue to trip, call management and submit a work order.
16. Only toilet paper or scrub water should be flushed down the toilet. Foreign objects found in clogged plumbing will result in a charge to the tenants. Grease is **NEVER** to be put in the sink, tub or toilet drains. **GREASE** and all cooking oils should be disposed of by placing in a container in the waste bin provided by the waste removal company.

17. No shades, curtains, awnings, or window guards shall be used except such as shall be put up or approved by management.
18. Management shall not be responsible for any articles or personal property, including mail, left with employees.
19. Matches, lighters, candles, incenses, and other combustible items that may cause a fire are to remain out of reach of all children. Failure to do so is considered negligence and resulting property damage will result in resident charges, and possible termination of the lease.
20. **NO DOGS OR CATS ARE ALLOWED ON THE PREMISES, EVEN FOR A SHORT TIME**, unless the tenant has signed the Pet Policy and paid the pet deposit. No visiting animals or “pet sitting.”
21. Inflammables, gasoline, naphtha, solvents, etc, gas powered equipment/engines (lawn movers, weed eaters, snow blowers, etc.) **MUST NOT** be kept in the dwelling unit.
22. The Tenant shall deposit all garbage, trash and rubbish in the receptacles provided by waste removal company, and recycling bins. Rubbish must not be burned or stored in garages or storage sheds.
23. 2 Cars allowed per unit (1 car at Parker Bluff). Cars shall be parked only in designated parking areas. **ONLY** Residents in Resident parking and Visitors in Visitor. **Cars are NOT to be driven on the grass. Cars should be parked in the driveway of all units and not on the street.**
24. Repair of automobiles, including oil changes, will not be allowed on any of the Public Housing units or grounds. All vehicles that are not operating or abandoned will be towed away at the owner’s expense.
25. Each Tenant will be held responsible for keeping their area clean. Any clean up done by Maintenance will be charged to the Tenant. Household or other property must not be stored outside the dwelling. All objects (i.e. sofas, chairs, mattresses, aluminum cans, etc.) will be removed from in front of and in the back of each apartment unit at the Tenant’s expense. A shed or garage is provided for storage.
26. Tenant is responsible for the mowing, weeding, and trimming of the yard, trees, shrubs, and flowers. (Does not apply to Parker Bluff apartments). Tenants must not dig up lawns to make gardens except when WRITTEN permission has been granted by the Beloit Housing Redevelopment – Phase 1, LLC. Tenants who fail to remove weeds or yard debris are in violation of their lease.
27. Tenant is responsible for cleaning sidewalks of snow and ice within 24 hours of a snow fall. (Does not apply to Parker Bluff apartments)
28. After hours lock out charges are billed to tenant based on current maintenance fee schedule.
29. The Rules of Occupancy have been explained to me/us. I/We understand that failure to abide by these rules can result in eviction

Head of Household	_____	_____	Date
Spouse or Other Adult	_____	_____	Date
Other Adult	_____	_____	Date
HA Representative	_____	_____	Date