



## OMAHA HOUSING AUTHORITY RULES OF OCCUPANCY

### COMMON AREAS IN MULTI-FAMILY PROPERTIES

1. Residents shall not conduct or permit loud parties or noisy activities in his/her dwelling or in any manner create a disturbance that would cause annoyance or discomfort to other residents or to the community. Special consideration should be exercised between the hours of 10pm to 8am.
2. Social gatherings of residents and their guests are welcomed provided that the gatherings do not become loud or boisterous. The use of community room spaces to host gatherings should be arranged with Property Management and the Resident Association.
3. Consumption of alcoholic beverages, by residents or their guests, is not permitted in common areas or on the grounds.
4. Children should not be left unattended in common areas, including hallways, community rooms or laundry rooms.
5. Residents should use care not to place overly heavy items in laundry machines and to promptly remove items from the machines when the cycle is complete. Laundry facilities are for the use of residents only.
6. OHA is not responsible for the delivery, acceptance or receipt of, damage to or loss of, messages, packages, mail or other materials left at entrances to the building or elsewhere in the building.
7. Vehicles are not to be driven or parked on the lawn. Parking in front of or blocking any dumpsters or driveways is prohibited. Doing so will result in immediate tow.
8. In order to preserve the cleanliness of the building, residents should take care to prevent waste from dropping or spilling in hallways or walkways when disposing of waste. If an item is too large to fit in any trash chute, it must be carried to the designated area. Cardboard boxes or other large refuse should be broken down or folded before being placed in dumpsters.
9. Pest control services are provided on a regular cycle. Written notice will be provided at least 48 hours in advance. Residents **MUST ADMIT THE TECHNICIAN** to inspect the unit and treat as needed.

### THE INTERIOR OF YOUR HOME

#### Windows and Doors

10. Where necessary, Residents must use appropriate window coverings designed for that purpose (no blankets, sheets, etc). Signs, posters or other articles of any description may not be hung from windows. No articles of any description may be placed on the exterior windowsills. Towels, rugs and clothing or other similar items may not be hung from windows, railings or balconies.
11. Rugs or other decorative items may not be left outside of the unit hallways. No posters or signs may be hung on exterior doors.
12. Nothing shall be thrown from the windows nor swept or thrown out of the doors of any dwelling.

#### Unit Alterations

13. Residents may use only picture hooks/nails/screws and other fasteners of the appropriate size and which are intended for that purpose. Residents are responsible for any damage caused.
14. Painting and wallpapering of units is prohibited without prior approval from Management.

### **Maintenance**

15. Tenants are responsible for replacing lightbulbs, as well as furnace filters and cleaning/replacing filters in microwave hood vents as needed. Lightbulbs cannot be removed from fixtures without replacing them. Bathroom vents and vent covers should be cleaned as needed to ensure proper functioning.
16. Feminine products, diapers or other improper articles shall not be placed in plumbing fixtures. The resident shall pay for any damage resulting from misuse of such facilities.
17. Any evidence of pests must be reported, including roaches, bedbugs, mice, bats, etc. If an infestation exists, residents must cooperate with pest control and follow preparation instructions prior to treatment.
18. Maintenance items that should be reported immediately include an inoperable tub/shower or toilet, clogged drains, evidence of water intrusion or leaks, and any mold-like substance.
19. Window air conditioners must be installed by OHA staff so that they are level and secure. No anchors may be installed onto the building without prior permission.
20. Waterbeds are strictly prohibited.

### **Fire Safety**

21. All items must be kept at least 3 feet away from the furnace and hot water heater. Flammable items (paint thinner, hair spray, lighter fluid, etc) should be stored near ignition sources, such as a furnace, heater or stove. No petroleum products (gas, propane, etc) may be stored in the unit.
22. Smoke detectors and carbon monoxide detectors may not be removed, disabled, covered or otherwise tampered with. If the unit is battery operated, tenants are responsible for replacing the batteries as needed. Monthly testing is recommended.
23. For properties with sprinkler systems, tenants are prohibited from covering, tampering with, or hanging items (e.g. clothes hangers, decorations) from sprinkler heads.
24. Electrical panels cannot be blocked or made difficult to access. Electrical outlet covers must not be removed and must be replaced if cracked or broken.
25. Dryer vents must be properly attached and vented to the outside using only metal venting (not plastic). Lint should be regularly cleaned off the area, including the vent cover on the exterior of the home.
26. There must be at least one window in each room both inside and outside that is not blocked so it may be used as an exit in case of fire. An exception to this requirement would be for windows that do not exit to a fire escape on floors higher than level three. A blocked egress includes installing a double cylinder lock on exterior doors; installing locks (locking knob, sliding bolt, hasp and padlock, etc.) on interior doors, nailing windows shut and blocking windows or doors with furniture or other items.
27. If there is a basement, bedrooms may not be set up in basements where there is not a proper egress.

### **THE EXTERIOR OF YOUR HOME**

28. Propane and charcoal grills are not permitted to be used on balconies or within 10 feet of the dwelling. Propane and charcoal grills or propane tanks are not permitted inside the unit. Residents should ensure the proper disposal of coals and clean up in locations where charcoal grills are provided.
29. No motorcycles, minibikes or motor-driven cycles shall be stored in/on patios, fire escapes or hallways.
30. No RV's or boats are to be stored on the property.
31. Only plants and outdoor furniture are allowed on patios. All personal possessions must be kept inside the unit, including children's toys, bikes, or other personal property.
32. Where applicable, trash cans may not be placed in front of units. Any trash cans stored outside must have lids on them.

**SINGLE FAMILY DWELLINGS**

- 33. Lawns should be mowed on a regular basis so that the grass height is no more than four inches.
- 34. All bushes or other vegetation should be trimmed so that it is not touching the building.
- 35. Fences should be maintained as not to allow vegetation or trees to grow in between or along fence lines. Any damaged, falling or leaning fences or retaining walls should be reported.
- 36. Gutters should be cleaned seasonally, and tenant should ensure that all components are present, including splash blocks. Any significant erosion around the home or walkways should be reported.
- 37. Any hazards related to trees, including falling or broken branches that are out of reach or branches touching the roof or powerline should be reported to management.
- 38. No alterations should be made to the landscaping/yard or construction of new structures or fixtures is allowed. This includes installing an inground garden, pool, playground, shed, trampoline, sandbox or other items that may damage lawns or present a safety hazard.
- 39. No alterations should be made to the exterior of the home, including fixtures or other structures.
- 40. Cars are not to be driven or parked on the lawn.
- 41. Prior to winter or freezing temperatures, hoses should be disconnected from outside faucets, water vales should be shut off to the outside faucets and the lines drained to avoid frozen and broken pipes.

**RENTER’S INSURANCE**

- 42. Residents are advised to carry sufficient insurance on personal property and to protect themselves from losses due to fire, flood, theft, personal injury and/or other casualty or loss. OHA is not responsible for the replacement of any items or for losses unless as a direct result of OHA’s negligence.

**I fully understand the rules of occupancy for the Omaha Housing Authority.**

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date