

# 400 TOWERS Tenant House Rules

WELCOME TO YOUR NEW HOME!

We sincerely hope that you will enjoy the many features that have been provided for your comfort and use.

In order to maintain an orderly and efficient operation of this facility, we have set some additional rules.

## 1. COMPLIANCE WITH ALL LAWS AND CITY ORDINANCES

The tenant and members of his household and guests shall comply with all laws and City Ordinances affecting the use or occupation of the premises now existing or hereafter adopted by the Management for the safety, comfort and welfare of the occupants of the Development.

2. NOISE. In accordance with City ordinance, no tenant or any member of their family, guests or agents shall make or permit to be made any disturbing noises in the apartment or in the surrounding area. Please respect quiet hours between the hours of 10 PM and 7 AM on weekdays and 8 AM on weekends. Swearing or the use of profane language in a loud voice which may be heard in adjoining apartments or in the summer when doors and windows are open is not permitted at any time.
- CONSIDERATION OF OTHERS. Be careful about slamming doors too hard. Avoid loud talking in corridors and near the elevators late at night.

3. KEYS. Each individual will receive two keys to their apartment, one entrance key fob, and one key to their mailbox. Each two-person family will receive two keys to their apartment, two entrance key fobs, and two keys to their mailbox. A household may request an additional entrance key fob. If the additional key fob is approved, a \$20 fee will be required. Any damaged or lost key or fob must be replaced at the expense of the tenant.

## 4. USE OF PREMISES

- a. Elevators - There are two self-operating elevators in each high-rise building equipped with modern safety features. Careful operation and consideration of others is expected. Do not "HOLD" elevator.
- b. Laundromat - There are two laundry rooms with card operated washers and dryers for resident use only located on the first floor. Report any mechanical failure to the office. Please leave washers and dryers in a clean condition after use. (Clean dryer lint trap and any waste in the washing machines)
- c. The tenant shall not conduct in-person business without express permission, nor display signs of any type in or about the premises. Apartments must not be advertised as a place of business.

5. PERSONAL PROPERTY. The Management shall have the right, without further notice, to sell or otherwise dispose of any personal property left on the premises by the Tenant after the Tenant vacates the property, and the Tenant shall pay to the Management all costs, in accordance with the provisions of the lease.

All personal property placed in storage cages, on the premises, or used to decorate common areas shall be at the risk of the tenant or owner of such personal property. The Tenant is strongly encouraged to secure Renter's Insurance to protect the value of their personal property.

6. STORAGE CAGES. Storage cages are available for residents in studios or small one-bedroom apartments. Residents in one- or two-bedroom apartments will be placed on a waitlist for a storage cage when they move in. Storage cages must not be shared. Do not store food or garbage in storage cages. Any items not in storage cages will be removed.

7. FIRE. The tenant shall take every due precaution to prevent fire and shall store no quantity of flammable materials that would create a fire hazard. Fire alarms are a serious concern, as each alarm requires response by a member of our maintenance staff along with the City of Batavia Fire Department. If a tenant sets off the fire alarm; the first offense will result in a warning, and any additional offense will result in a nuisance fee. **Do not tamper with any smoke or carbon monoxide detectors.**
8. VEHICLES/PARKING. Only automobiles and/or other vehicles owned by the Tenant that are properly registered, insured, and inspected as required by law may be brought on the premises, and parked only in the designated parking areas. Only one vehicle per licensed driver per household is allowed. Tenants should remind their guests not to park in the "Emergency Parking Only" area. This is set aside for emergencies only.

All tenant vehicles will be required to have a Batavia Housing Authority parking sticker. Visitor parking spaces are clearly marked at the south end of the lot. Tenants must ensure that their guests park in visitor spaces only. All unauthorized vehicles may be reported to the authorities, and towed at the owner's expense.

All vehicles in the parking lot shall be at the risk of the tenant or owner of the vehicle, if any damage should occur. Vehicle repairs and washing of cars on BHA property is strongly prohibited.
9. SNOW REMOVAL. All tenants are responsible to abide by our snow removal schedule. All tenants are responsible to have their vehicle removed from each row on its designated plow day.

Tenants are responsible to move their own vehicles; if a tenant fails to move their vehicle, they will receive a written warning. After that, each offense may result in a nuisance charge.
10. BICYCLES. Please be aware that all bicycles must be in good working condition, and are not allowed to be parked in any common area other than the bike rack. All unclaimed or non-working bicycles will be disposed of accordingly.
11. PETS. Pets are permitted subject to the Housing Authority's rules governing pets, contained in the Dwelling Lease Addendum. All pets are required to have proof of up-to-date vaccinations, **and a \$100 pet fee.** A copy of the pet policy can be obtained at the main office. Please review these rules before considering the addition of a pet to your household. **Visitors are permitted to bring their pets into the building only if registered at the main office in advance. Residents are responsible for all visiting animals.**
12. EXTERMINATION
  - d. **Residents are responsible to maintain decent, safe, and sanitary living conditions, in order to deter any possible infestations. Management shall determine if any reported infestations are due to any type of tenant neglect, which can result in disciplinary action.**
  - e. **If the presence of any pests is suspected by either the BHA or a resident, the BHA will arrange a professional evaluation and elimination plan. Any items that may be affected by the infestation must be properly removed in plastic bags, and discarded so any pests do not spread. The expense of replacing any items that need to be discarded, as well as the cost of laundering, will be borne by the resident. Residents must clean any dead pests in a timely manner.**
  - f. **Failure to report a pest infestation, or failure to cooperate with this plan, is a violation of the BHA lease and will be grounds for eviction with the tenant being responsible for all costs associated with eliminating the infestation.**
  - g. **Residents must not use any pest treatments.**
13. PEST INSPECTION. Batavia Housing Authority will **conduct pest inspections of every apartment on a regular basis.** All tenants will receive a minimum of a two-day notice. BHA staff may inspect every room.

#### 14. GARBAGE

- h. All garbage and trash must be securely wrapped before placing in the compactor chute located in a small room at the end of the corridor. Please be sure that it does not drip on the floor. Only household garbage should be put in the chute -DO NOT PUT ANY NEEDLES, HANGERS, CAT LITTER, and OR BULKY ITEMS DOWN THE CHUTE FOR ANY REASON.
- i. Residents must contact the Maintenance Department for bulk item removal. Each tenant is responsible to place their own bulk items at the curb for pickup. If maintenance is required to move a bulk item, there will be an associated fee for disposal.
- j. Please only place glass jars/bottles, tin /aluminum cans, and plastic containers (#1, 2, or 3 only) that are thoroughly rinsed in the recycling bins. Newspapers/newsprint and magazines should be stacked neatly in a pile or put into the yellow paper bins on the main floor. Never place food delivery containers, pizza boxes, paper juice, milk cartons, or egg cartons in the recycling bins.

15. WINDOWS. No bedsheets, blankets or similar shall be hung from the windows or doors. No rubbish, refuse or waste materials shall be thrown from windows or doors of any dwelling. Occupants shall not shake, clean or hang any bedclothes, rugs, dust cloths, etc. from windows. All windows must be accessible.

16. WALLS. LED light strips or anything else that requires glue to attach are not allowed. No nails, bolts or screws shall be placed in the walls, floors or trim in the premises except in such manner and of such type as shall be approved by the Management.

17. FLOORS. No mechanical fasteners or glue or like products shall be used in laying carpets or rugs on the floors of the tenant's dwelling. Tenants should use coasters under beds and heavy furniture to prevent damage to the floor.

18. DOORS. Please do not attach stickers, tape or clings to doors. Magnets are okay. Decorations must be hung using magnets. Welcome mats, boot trays, shoes, decorations, etc. are not permitted in front of doors, as hallways must be clear for those with visual or physical impairments and emergency personnel).

19. TV ANTENNAS. No aerial wires, TV antennas or satellite dishes of any description shall be installed on the buildings, roof or hung from windows. Each apartment is equipped with a cable outlet.

#### 20. APPLIANCES

- k. FREEZERS, DRYERS, DISHWASHERS OR REFRIGERATORS: No freezers, dryers, dishwashers or extra refrigerators may be placed in the apartment.
- l. AIR CONDITIONING: Management does not provide air conditioning to residents. Air conditioners are allowed, at your own expense, and subject to specific rules and procedures. Please ask at the office before purchasing an air conditioner.
- m. HEATERS: Space heaters are strictly prohibited, and ovens should never be used as an additional heat source for your apartment.

21. TELEPHONE. All tenants must have a touch tone telephone in order to operate the intercom/door access system. Telephone service is not required, but a telephone must be plugged into the phone jack in order to use the intercom system. Phones are not provided, and must be purchased by the resident.

22. LOCKOUTS. If you are locked out during the day when the business office is open, you should come to the office and request assistance. If you are locked out when the office is closed, please call the after-hours maintenance number for assistance. If an on-call maintenance worker is required to come in, you will receive a nuisance charge.

23. **SMOKING.** Batavia Housing Authority is a Smoke and Vape Free facility. Smoking and vaping are only permitted in the back portion of the property at least 25 feet of the building. Residents and their guests are not allowed to possess or consume marijuana in any form anywhere on the property. Please refer to the Smoke Free Policy for additional details.
24. **NO SOLICITING or PEDALING PERMITTED.** There shall be no door to door sales or any community area sales of any kind (i.e. insurance, jewelry, or candy).
25. **GUESTS.** Guests are limited to 14 nights (2AM to 6AM) per 12-month period. All guests must be accompanied by a resident in all common areas. Residents are responsible for all actions of their guests. Each resident is responsible for letting their guests into the building.  
Unattended children are prohibited from playing in the hallways, common areas, or the yard. No children under the age of twelve (12) years are to be left unattended in an apartment or common area.
26. **DRESS CODE.** Shirt, bottoms and shoes are required everywhere outside your apartment and are required inside your apartment when BHA staff are present.
27. **DELIVERIES.** The owner assumes no responsibility for accepting deliveries of packages, mails, etc. on behalf of any resident. Batavia Housing Authority employees cannot sign for certified mail.
28. **COMPLAINTS.** All complaints must be made in writing to the office.
29. **LITTERING/CLEANLINESS.** Littering the grounds, landscaping, and parking areas are strictly prohibited. HUD guidelines also require that all apartments must be kept in a clean and uncluttered condition at all times.
30. **TRESPASSING.** Trespass notices or signs posted by the Landlord must be honored by all residents, community members and guests.
31. **RESTRICTED AREAS.** Areas such as roofs, Maintenance work areas or storage spaces, garbage chutes, construction areas or any other area marked temporarily or permanently are reserved for BHA staff. Tenants should never trespass in these areas without express written permission from BHA staff or unless accompanied by BHA staff.
32. **COMPLIANCE WITH FUTURE RULES AND REGULATIONS OF THE AUTHORITY.**  
Amendments and Special rules may be made from time to time and will be communicated to the Tenant.

**RECEIPT AND REPRESENTATION**

I hereby acknowledge that I received and read a copy of the foregoing rules and regulations of the BATAVIA HOUSING AUTHORITY while signing my lease. I hereby affirm that no oral representations have been made to me by the Landlord that differ from the lease or these rules. By signing, I confirm that I will comply with all Rules and Regulations as set forth above and any changes hereafter established whenever notice is given to me as a Tenant.

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Tenant Signature

In the presence of:

\_\_\_\_\_  
Batavia Housing Authority Representative

Date \_\_\_\_\_