

176 Rustic Drive
Circleville, Ohio

Phone: 740-477-2514
Fax: 740-477-7456

<http://www.pickawaymha.org>
e-mail: pmha@pickawaymha.com



**Pickaway Metropolitan
Housing Authority**

TTY/TDD Customers:
Contact Ohio Relay Services
@711 or 1-800-750-0750



House Rules for Williamsport Terrace

1. Garbage, rubbish, and other waste materials are to be sealed in proper trash bags and tied before being placed in the dumpster.
2. Please report all maintenance needs to the PMHA office immediately. The office number is 740-477-2514. Please report as soon as you know there is an issue. Do not do your own repair work or maintenance beyond using a plunger to unclog pipes or drains, replacing lightbulbs, and turning off leaking or overflowing water sources at the knob under the vanity, behind the toilet, or under the kitchen sink.
3. Light bulbs and all similar household items are not provided by the maintenance staff. Working bulbs will be in place at move-in and should be replaced by the resident as needed.
4. Use caution when backing from parking places. Drive slowly. Watch for small children playing around the parking lot area.
5. Be considerate of neighbors. Keep music and noise to minimum and acceptable levels.
6. Combustible or flammable materials is not to be stored on the premises. Take every precaution to prevent fires.
7. Visitors and guests are required to abide by rules and regulations and terms of the lease agreement, the occupancy policy and the resident handbook.
8. One vehicle is permitted per licensed driver in the household.
9. Where handicap parking places are marked, only handicap tagged vehicles are to park. Parking on any lawn is prohibited. Parking of other than currently licensed, operable, insured vehicles is prohibited, and such vehicles will be towed away at owner's expense.
10. Vehicles are not to be washed or maintained on the lot.
11. The residents shall refrain from, and shall cause all guests to refrain from destroying, defacing, damaging, or removing any part of the premises or project. Excessive damages and destruction of property shall constitute separate and independent grounds for termination of agreement and, as a result, eviction.
12. Tenant shall pay reasonable charges (other than for wear and tear) for the repair of damages to the premises caused by Tenant, Tenant's household or guests.
13. Tenant shall accompany all guests and other persons on the premises under the tenant's control while using common areas and/or common building facilities. Tenant's guests and invitees shall not loiter in the common areas of the premises.

14. Williamsport Terrace has a “No Pet” policy. Pet sitting is prohibited in all households. An assistance/companion animal is exempt from the pet policy. Persons having a disability which requires an assistance/companion animal are entitled to full and equal access to all types of housing accommodations owned and operated by PMHA. The need for assistance/companion animal must be verified by completion of a medical nexus verification form from a professional qualified to complete the form and an Assistance Animal Addendum completed before the animal is brought to reside in the household.
15. Only residents, or someone on their behalf, are allowed to use the laundry facilities where provided.
16. Washers and dryers are to be wiped off after each use, and all empty laundry containers (soaps, bleach, etc.) are to be disposed of by placing them in the trash container provided in the laundry facility.
17. Flushable hygiene products are to be disposed of through the trash.
18. No firearms are to be discharged within the dwelling unit or on the project grounds
19. The tenant, visitors, and guests agree that illegal drugs will not be bought, sold, traded, manufactured or used on the premises.
20. Only small, picture-hanging nails should be used when hanging items on the walls.
21. Any evidence of a pest problem or infestation in your home should be reported immediately to the PMHA office.
22. Any problem with the smoke detection system in your residence must be reported immediately to the PMHA office. Any discharged or missing fire suppression canister must be reported within 12 hours.
23. Strive to conserve energy at all times.
24. PMHA reserves the right to limit the amount of time a visitor or guest may stay at the premises of a resident. Visitors or guests are allowed to visit up to 14 days, one time annually. Daily visitors are not prohibited. However, daily visitors, or visitors regularly spending in excess of 6-8 hours when not providing child care assistance, etc. are considered abusing the definition of visitor or guest and will likely cause surveillance activity of the tenant in question. Only persons who are listed on the lease may reside in the unit.
25. All swimming pools, fire pits, swings or swing sets, and trampolines are prohibited on Williamsport Terrace property.
26. Keys are issued only by the PMHA staff. Keys are not to be duplicated by anyone other than the Maintenance staff. In the event of lock out, a staff member can be contacted for assistance, but more than one lock out request will result in an hourly rate of the responding staff member charged to the resident.

The following telephone numbers are to be used for after hours, emergency maintenance needs **only**:

Dale Hendrix	740-207-0638
Jamie Agin	740-207-0656
Bailey Feldman	740-207-0635
Dale Clay	740-497-9381

27. Termination of the lease: This lease may be terminated only for serious or repeated violations of material terms of the lease. Such serious or repeated violations of terms shall include but not be limited to:

- a. Failure to pay rent or other payments when due
- b. Repeated late payment, which shall be defined as failure to pay the amount of rent or other charges due by the close of business (4:30 p.m.) on the tenth (10th) day of the month. Four such late payments within a 12 month period shall constitute a repeated late payment
- c. Misrepresentation of family income, assets, or composition
- d. Failure to supply in a timely fashion any certification, release, information or documentation on family income or composition needed to process annual reexaminations or interim redeterminations.
- e. Serious or repeated damage to the dwelling unit, creation of physical hazards in the unit, common areas, grounds, or parking areas of the project site.
- f. Criminal activity by tenant, household member, guest, or other person under tenant's control, including criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees, or any drug-related criminal activity.
- g. Illegal weapons or illegal drugs seized on the property by a law enforcement officer.
- h. Any fire on the premises caused by carelessness or unattended cooking.
- i. All fire suppression canisters must remain in place. Any fire suppression canister that opens to extinguish a fire must be reported immediately (within 12 hours) to PMHA. Removal of fire suppression canisters or failure to report a missing or activate canister will be grounds to issue a Notice of Termination of Tenancy to the resident based on failure to cooperate with PMHA efforts to promote safety for residents, property and adjoining property from fire related situations or potential fire situations.

 Tenant Signature

 Date

 Tenant Signature

 Date

USDA Non-Discrimination Statement

This institution is an equal opportunity provider.

HUD Notification of Non-Discrimination on the Basis of Disability Status

Pickaway Metropolitan Housing Authority does not discriminate on the basis of disability status in the admission or access to, or treatment or employment in, its federally assisted programs and activities. The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988): Jean Maynard, Pickaway Metropolitan Housing Authority, 176 Rustic Drive, Circleville OH 43113, Phone: 740-477-2514, Email: jmaynard@pickawaymha.com