



## CDA EAST HOUSE RULES

The purpose of house rules is to ensure that all residents can enjoy a clean, safe and quiet environment. Let's work together to make the East site a pleasant place to live.

### GENERAL

- The common area hallways, breezeways, corridors, sidewalks, and stairways of the buildings may not be obstructed or used for any other purpose than entry and exit from apartments. Do **not** leave personal belongings such as, but not limited to, bicycles, toys, rugs, shoes, garbage bags, or any other sort of debris in these areas at any time or they will be disposed of by CDA staff.
- **Garbage:** Garbage should be tied up securely in bags and carried out to the dumpsters. Do not place garbage in hallways, stairwells, or laundry rooms. Do not leave bags of garbage on the ground, place them inside the dumpster.
- **Pet Waste:** Pet waste such as dirty kitty litter must be securely bagged and disposed of. Do not empty litter boxes into the dumpsters without bagging it securely. Do not flush down toilet.
- **Recycling:** Place recyclables in dumpster marked for Recyclables. You do not have to separate items (such as glass, paper, and plastic). Place the bag of recyclables inside the dumpster; do not leave bags on the ground.
- **Balconies/Patios:** Do not store garbage, trash, or furniture designed for indoor use on patios/balconies. Only bicycles and outdoor patio furniture are allowed.
- **Noise Levels:** Unreasonable noise, loud music, loud voices, and/or other loud noises are not permitted. Your activities should not be disturbing the right to peaceful enjoyment of accommodations for other residents, staff, or contractors.
- **No Smoking:** Smoking is not allowed anywhere on CDA property.
- **Alcohol:** Consuming alcohol or having open containers of alcohol on the grounds or in the common areas (including sidewalks, parking lots, driveways, patios) is prohibited by CDA and per City Ordinance MGO 23.07(5) ("No person shall possess or consume any amount of an alcoholic beverage, whether in an open or closed container, on the property of another without the permission of a person lawfully upon the premises.") CDA does not authorize consumption of alcohol in the common areas listed above.

- **Courtesy and Respect:** Obscene or profane language/conduct is forbidden. Tenants shall not annoy, harass, intimidate, gossip, bully, or inconvenience any other tenant(s) or neighbor(s) with inappropriate, lewd, or inflammatory behaviors. This includes public indecency/exposure, and the excretion of bodily waste in a common or public area.
- **Laundry:** Non-residents may not use the CDA laundry machines or rooms for any purpose.
- **Landscaping:** Tenants shall not alter, disturb, or interfere in any way with the grounds or landscaping. Tenants are not allowed to plant gardens, trees, or any plantings on CDA property without prior written consent.

**Wall Hangings:** Tenants are not permitted to paint the walls. Picture hangers using a small nail or pin are permitted. However, Tenant is responsible for the cost of repairs or

- painting required as a result of unpermitted painting or hanging of pictures or other objects.
- **Grocery Carts:** Grocery carts may not be stored in your apartment or on your balcony and should be returned to where they came from.
- **Toys:** All toys must be kept inside your rental unit.

### **GUESTS/VISITORS:**

- **Behavior:** Tenants are responsible for the behavior of their guests. A violation of the house rules by a guest will be treated as a violation by the resident.
- **Security Passes/Keys:** Residents may not give their security keys to other people to use to gain access to the building or your apartment. Security passes and keys are strictly for the authorized resident's use.
- **Mailing Address:** No one other than the Head of Household and other persons listed on the CDA lease may use the tenant's mailing address.
- **Visiting CDA Property:** Residents must be with their guests at all times. Guests/visitors should carry an ID with them at all times and be prepared to show it if asked by CDA, security guards, police officers, or HUD Service Coordinators. Your guests are required to provide their full name and address if they are asked to provide this information by any of the above named City staff and/or contractors.
- **Guests/Visitors Inside Units:** Guests and visitors shall be with CDA resident at all times. Guests and visitors shall not be in resident's apartment while the resident is not at home. All guests/visitors are required to leave CDA premises when a CDA resident leaves. Guests/visitors may not wait in common areas or on the CDA grounds.
- **Trespassing/Banned Individuals:** People who are banned from CDA property are not allowed to be on the grounds, in the buildings, or in an apartment/townhome. If a CDA resident allows a banned individual onto the property or into their unit that CDA resident is in violation of their lease and subject to eviction action.

**HEALTH & SAFETY**

Residents shall maintain their apartments in a condition that does not create a fire and/or health hazard, including repulsive odors.

- **Cleanliness:** Tenant shall maintain all interior and exterior areas of the leased premises in a clean and sanitary condition free from debris, garbage, and physical hazards. Tenant agrees to maintain the assigned unit by ensuring routine cleaning is done throughout the leased premise on a regular basis. Routine cleaning includes but is not limited to vacuuming, sweeping and washing floors, scrubbing the tub/shower, scrubbing the toilet and sinks and countertops, dusting, washing dishes and countertops, cleaning appliances inside and out, discarding and removing trash and recyclables.
- **Grills and Lighter Fluid:** Gas and charcoal grills and lighter fluid can only be stored but not used on patios, balconies, or inside apartments.
- **Security System/Intercom:** Tenant agrees to keep the lease premises' door locked at all times except when entering and exiting. Tenant agrees not to allow anyone into the building or leased unit who is not authorized to be there. Tenant shall not buzz anyone into the building until they know who is requesting entry and that they are either a household member or authorized guest.
- **Maintenance Requests:** Tenants must call 608/245-5797 for all maintenance requests. Tenant agrees that a request for maintenance gives permission for a CDA representative to enter tenant's unit to perform such maintenance during reasonable hours without further notice.
- **Renter's Insurance:** CDA strongly recommends that all tenants purchase renter's insurance from an insurance company. If tenant's belongings get damaged for any reason CDA will not reimburse tenant for loss or damage to their personal property, whether the damage was caused by tenant or not.

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CDA Resident

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Date

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Address

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CDA Resident

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CDA Resident

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CDA Resident