

THE HOUSING AUTHORITY OF THE CITY OF FORT PIERCE



WELCOMES YOU!

We hope you will like your apartment. As long as it is your home, we feel sure you will help us keep it in first class condition.

This Handbook contains rules and guideline information designed to make your home more enjoyable, along with some regulations that you and the Housing Authority are required to follow.

PLEASE READ THE HANDBOOK AND YOUR LEASE CAREFULLY AND KEEP it for future use. It is important for you to understand it thoroughly.

If you have any questions about the statements made herein, we will be happy to discuss them with you.

Thank you.

Management

IMPORTANT FACTS ABOUT YOUR LEASE:



Your lease is a written agreement between you and the Housing Authority. It explains what you agree to do as a resident, and what the Housing Authority agrees to do as your landlord. It is important that you understand your lease completely. Be sure to ask your Manager about any part of the lease, which is not clear to you. If applicable, both husband and wife must sign the lease. According to the lease, the following items must be reported to your Manager, should they occur:

1. If any member of you family moves out of your household.
2. If there are changes in your family size due to birth, death, marriage, divorce, separation, etc.
3. If any additional members of your family goes to work.
4. If the head of your family is out of work.
5. If there is any change of income for any member of your family.
6. If any person living in your household begins receiving a welfare grant, allotment, Veterans' Pension, subsistence, retirement, private pension, Social Security, Unemployment Compensation, alimony, support payments, or other sources of income, or if any of the above is discontinued, this must be reported.

RENT PAYMENTS:



Your rent is payable on the first day of the month in advance.

The amount of rent is determined by the size of your family and your family income NOT by the size of your apartment. Apartments are assigned according to the number of bedrooms your family needs. Again, we repeat, each resident pays rent according to his or her income. This is one of the many benefits of Public Housing.

LATE PENALTY CHARGES:



A late charge of \$25.00 will be charged if rent is not paid by the 5th of each month.

Court Costs will be added to the rent if it becomes necessary to file an eviction.



SECURITY DEPOSIT:

When you make your first payment, you are also required to pay a “Security Deposit”. The Security Deposit is a charge for all families.

The Security Deposit cannot be used to pay charges while you are an occupant. This deposit, which is held by the Housing Authority until you move out of your apartment, is returned in full if:

1. You have paid your rent in full including any charges for utilities.
2. You have no charges against you for repairs to your apartment, including late penalty charges and court costs.
3. Your apartment needs no extensive cleaning in order to prepare it for rental to a new resident.
4. You have given the Housing Authority thirty (30) days prior written notice that you plan to move.
5. You have personally returned all keys to the Housing Authority.

ANNUAL REVIEW OF INCOME:



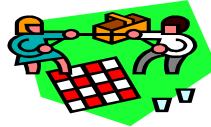
The Housing Authority is required to report to the Department of Housing and Urban Development, at least once a year, the income, sources of income, and size of each apartment needed for all residents in the projects. Your lease requires that you will provide complete and accurate information at the time of your annual re-examination. False, incomplete or misrepresentation of information is a violation of Federal and Florida law and you can be jailed for as long as five (5) years and fined as much as \$5,000.00. Failure to report an increase in family income will result in a retroactive charge for rent.

THE RIGHT OF SAFE HOUSING:



Your lease agreement states that you are responsible for your family and visitors' actions. By working together, this will insure all residents of peaceful enjoyment of their living accommodations, while keeping the project in a decent, safe, and sanitary condition. In the event an incident should occur which would jeopardize your neighbors' or the project's safety, the Housing Authority may terminate the lease in the shortest time possible.

SAFETY ON THE PROJECT:



For the safety and well being of your family and project residents, please:

1. Be sure your children play in designated play areas, not in your neighbor's yard, and do not block sidewalks with toys, etc.
2. It is the parent's responsibility to see that children do not play in the streets, around garbage areas or trash bins, or on the roof.
3. The Management, Police Department, City and County Ordinance prohibit the use of air guns, firearms or fireworks.

BE A GOOD NEIGHBOR:



Do not play the television or radio too loud or too late at night. Your neighbors should not be able to hear these sounds after city curfew.

Encourage your children not to annoy other tenants in the neighborhood. Continued complaints about children's behavior may make it necessary to remove a family from the community.

Please caution your children not to write on or damage walls, buildings, or walkways.

With your help everyone can live in harmony by respecting the rights of others, showing good manners, and being good neighbors and good citizens.

BE A GOOD NEIGHBOR (cont'd):

Many tenant complaints concern personality problems over which we have absolutely no control. Before bringing a complaint to the office ask yourself this question:

Does this problem affect the health, safety, or morals of the community, or is it a personal difficulty that I should solve myself?
Would I take this problem to my landlord if I lived elsewhere?

YOUR APARTMENT:



INSPECTIONS AND REPAIRS:

The Management and Maintenance Departments are responsible for making all necessary inspections, repairs and improvements to your apartment. Should you need anything repaired please call in a "Work Order" at (772) 461-6016. Every effort will be made to make inspections and repairs while you are at home. The Housing Authority will notify you in writing two (2) days in advance before entering your apartment for an inspection. In the event of an emergency, the Housing Authority shall have the right to enter the premises at any time.



RESPONSIBILITY FOR DAMAGES:

The Housing Authority is responsible for the normal wear and tear of your apartment, but you must pay for all damages resulting from your misuse of the property.

The Housing Authority will hold you responsible for any breakage or damage to the premises, even though you or your family may not have caused it. If for instance, a window or screen is broken during your absence you are responsible, since the damage is to your premises.

REPORT ALL NEEDED REPAIRS TO THE MAINTENANCE DEPARTMENT IMMEDIATELY!

This will save you time, money, discomfort, and inconvenience.

VISITORS:



You are welcome to have visitors in your home. But remember, no boarders, roomers, or “live-in boyfriends or girlfriends” are permitted.

If any visitors including grandchildren, nieces, nephews, and other relatives plan to remain with you for more than two weeks, let the Manager know. Your residence was selected to meet the space requirements of your family. The only persons allowed to live in your apartment are those persons named in your lease.

Any others, without the Housing Authority’s permission will be cause for your lease to be terminated.

ABSENCE FROM HOME:



As a resident, you are responsible for the protection of your property during absence from your home. If you leave overnight or longer, arrange with a neighbor to watch your apartment. It is recommended to let the Management Office know if you plan to be away for more than three (3) days.

Reasonable absence is allowed but the Housing Authority is designed for full-time tenants. A unit can be considered abandoned if the tenant is missing fifteen (15) days without notifying the office and having paid current rent.

EMERGENCIES:



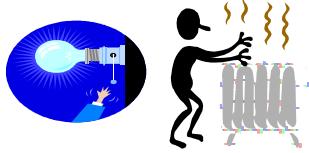
Report immediately a change in your telephone number since the Housing Authority must be able to locate you in an emergency. Emergencies demand immediate action for the protection of life, health, and property.

In Case of Fire – Call the Fire Department – 911.

In Case of Burglary, Robbery or Vandalism – Call the Police Department – 911.

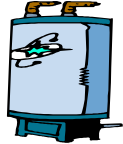
Gas leaks, broken pipes, power loss, flooding, and other emergencies – Call the Maintenance Department during working hours – (8:00 am – 4:30 pm) - (772) 461-6016. After 4:30 pm and weekends call - 772-429-9162.

UTILITIES:



Your rent includes an allowance toward payment of gas, water and electricity – enough to normally serve the needs of your family. The usage is recorded on a meter. You will be charged monthly for the electricity you use over the amount allowed and monthly for the excess gas you use. Use what you need – do not waste. Turn off lights, heat, or air conditioning when they are not needed and when you leave your apartment. It will save you money.

WATER HEATERS:



Water heaters will be set and adjusted correctly when you move in. DO NOT TAMPER WITH THEM.

A proper temperature is 125°. Do not dry clothing or hang rages on your hot water heater or its pipes. Many fires have been caused this way.

GAS:



If you smell gas notify the Maintenance Department or your Property Manager at once – (772) 461-6016.

KEYS AND LOCKOUT SERVICE:



Always carry your key with you. There is a charge for replacing your key and fee for a lock out. Do not attempt to force your lock or repair it. If it does not work properly, report it to the Maintenance Department. Remember that for the protection of your personal belongings and treasured keepsakes; always lock your unit when you leave it.

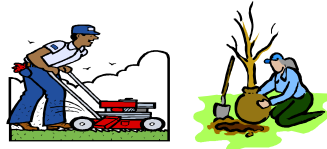
TRASH CANS AND DUMPSTERS:



Trash cans and dumpsters are for the deposit of garbage only.

Make sure the garbage is properly wrapped in a plastic bag before placing inside the dumpster. Old furniture, mattresses, etc., should be moved to the curb and call the City for removal.

GROUNDS GROOMING:



The Housing Authority will maintain all public lawn areas including front, side, or backyard at an individual unit.

Damage to trees, shrubs and lawn areas will be charged to tenants responsible for the damage. Any plants, shrubs or trees planted by the tenant become the property of the Housing Authority. You are requested to keep all paper, glass and other trash picked up from the grounds and debris off the roof.

The resident is not allowed to erect doghouses, sheds, T.V. Antennas, fences, barriers, etc.

Please see that your porch and yard areas are free from old furniture, boxes, brooms, bottles, and other unsightly articles. This also includes refrigerators, stoves, washing machines and air conditioners.

Each resident is responsible for upkeep of his front, side and back lawn.

When your yard becomes unsightly you will receive a citation, which could be grounds for an eviction.

Please use sidewalks, instead of grass and have no obstruction in driveways or walkways.

AUTOMOBILES:



The resident and guests will park only in designated areas. There is a space reserved for each resident nearest his or her apartment. The area provided is for parking only. Please do not use it for repairing your automobile. Do not park in front of driveways or fire hydrants. The Housing Authority vehicle citation policy prohibits **PARKING ON THE LAWN AREA OR ANYWHERE OTHER THAN DESIGNATED AREAS**. Violations of the policy **WILL RESULT IN YOUR PROMPT EVICTION**.

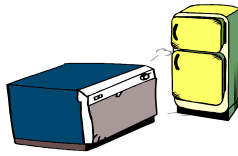
INOPERABLE VEHICLES:



Cars that are not in operating condition, or without a legal tag, will be towed away by the City of Fort Pierce at the owner's expense, as broken down, inoperable vehicles are dangerous, eyesores and take up needed parking spaces.

Boats, trailers, etc. are not allowed on Housing Authority property.

LARGE APPLIANCES:



Air-conditioners, freezers, and any other large appliances must be approved and installed by the Housing Authority.

HOUSEKEEPING SUGGESTIONS:

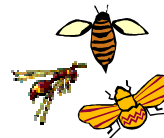
It is your responsibility as a resident to keep your apartment and living area in a “neat and sanitary condition”.

1. Please clean all appliances.
2. Please keep your range and refrigerator, kitchen walls, floors, and ceiling free from grease.
3. It is wise to clean your refrigerator regularly. Coils and wires should be dust free to promote efficiency of operation.
4. Please contact the Maintenance Department about changing or installing appliances in your apartment. The Maintenance Department is responsible for all installations.
5. Loose articles should not be placed in the toilet or sink.
6. If your apartment needs any repairs, please report the difficulty to the Maintenance Department and they will take care of the problem as soon as possible.
7. You are not to paint your unit. This includes inside and outside. It is the housing authority’s responsibility.
8. Do not use tacks, glue, nails, screws or tape when hanging wall decorations. Use adhesive picture or poster hooks only.



HOUSEKEEPING SUGGESTIONS (cont'd):

9. Contact paper and decals should not be used on the walls, appliances and doors, because it damages the finish and damages will be charged to the tenant.
10. Your home will be treated with extermination spray on a regular schedule. If you have an unusual problem with insects or bugs, call the Maintenance Office immediately.
11. Grease and garbage can clog drains. Please keep matches, toothpicks, and hairpins out of sinks, bathtubs and toilets to keep your drains clog-free. Sanitary napkins, tampons, rags and foreign articles are not to be flushed down the toilet.
12. Personal property must be stored inside the dwelling unit.
13. Be on the alert for mildew, remove it immediately.
14. Do not walk or throw articles on the roof. You are responsible for all repairs and removals.



FIRE PREVENTION:

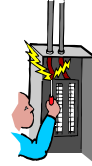
For your safety, and to prevent fires from occurring, please remember:

1. Gasoline, naphtha and inflammable cleaning fluids, including rags should not be used or stored in your home.
2. Irons, radios, toasters, and all electrical appliances should be checked often for frayed or tattered cords.
3. Small children should not be left home alone.



FIRE PREVENTION (cont'd):

4. The stove should be cleaned regularly. Do not allow grease build up on your stove, it is a fire hazard. Grease clogs the burners and ruins the oven controls, so carefully remove all grease.
5. Electrical outlets are not to be overloaded with extension cords.
6. Be careful – DO NOT SMOKE IN BED.
7. Keep all matches out of children's reach.
8. Do not store any articles on or near the Hot Water Heater, as this constitutes a fire hazard.
9. All smoke detectors should be checked periodically.
10. Do not block any window in your unit with furniture. When installing an A/C unit you must contact the maintenance department for them to install.



RENTER'S INSURANCE:



The Housing Authority is not responsible for theft or damage to your personal belongings.

All tenants should consider buying renters insurance to cover loss of their personal items.

PETS:

Dogs, cats and other animals may be allowed. The pet policy must be followed.

MOVING OUT:

When you plan to move from the Housing Project, be sure to:

1. Inform the Manager at least thirty (30) days in advance, by coming to the Management Office and filling out a "Notice to Vacate" form. It is important to leave a forwarding address for the return of your Security Deposit. You are charged rent until you personally turn in all keys to the Management Office. Do not give your keys to a friend, relative or neighbor to turn in for you.



MOVING OUT (cont'd):

2. Be sure that your apartment and all appliances, ranges, refrigerators, etc. are left clean and in good condition. Any damages to the property, including walls, screens, doors and appliances or hardware will be charged to you.
3. You must remove all furniture, furnishings, papers, cartons, boxes, bottles, and debris of every kind from the home. Leaving it clean and presentable for inspection by the Housing Authority, or you will be charged.
4. Please make sure all floors, walls, and woodwork are clean.
5. Please wash and clean all bathroom fixtures, sink, range and remove all personal items from the refrigerator and the kitchen cupboards.
6. Do not permit moving vans, or delivery trucks to drive on lawns or sidewalks, etc.



A PERSONAL WORD:

The Housing Manager is available for you to discuss any problem relating to living in the Housing Authority. Make your feelings and suggestions known so the Manager may address them. It is best to assume nothing and communicate everything. This Handbook is for your benefit.

We cannot hope to cover everything in this Handbook. We reserve the right therefore, to add to or change the information and suggestions contained herein without further notice.



IMPORTANT TELEPHONE NUMBERS

Housing Manager: _____

Maintenance Office: (772) 461-6016 / 429-9162

Emergency Repairs (after hours): (772) 461-7281

Fire Department: _____ **911**

Police Department: _____ **911**

Business Office: _____

Hospital: _____

Doctor: _____

Office Hours: **Maintenance Ofc.: 8:00 am to 4:30 pm**
 Administration Ofc.: 8:00 am to 5:00 pm
 (Management)