

Green Island Senior Housing

House Rules
August 2002

117 George Street
Green Island, NY

Green Island Senior Citizens Apartments
George Street Elevation



LET'S BEGIN WITH THE LEASE AGREEMENT

The conditions of occupancy and your responsibilities as a tenant are explained in your Lease Agreement. You should become familiar with the contents of the lease by reading the Lease Agreement carefully. We are always available to answer questions you may have concerning your lease. Once you sign your lease, you are required to abide by all the requirements of the lease, these House Rules, the requirements of the Low-Income Housing Tax Credit program, and the NYS Housing Trust Fund.

PAYING THE RENT

Your rent is due on the 1st of every month, but no later than the 5th working day during regular business hours. Payment should be made by check or money order and made out to the Green Island Senior Housing. Partial Payments are acceptable but are subject to a late fee. Tenants failing to make their rent payments will be immediately served with a late notice and then a notice of eviction.

Communication is very important. We are not mind readers and therefore unable to know why you failed to make your payment. We are here to assist you if you have a problem. Avoid a bad credit ration and discuss your problem with the office.

A resident consistently late with monthly rent payments can be processed for eviction. Any legal cost incurred because of an eviction notice will be added to your bill. A late charge of \$5 is assessed to your rent if received after the 5th working day. Don't waste your money. I'm sure you could find ways of spending that extra \$5, so please pay on time.

INITIAL INSPECITON

Once you receive the keys to your apartment, you are responsible for any damages or missing fixtures. The apartment is now yours! Before you move into the apartment, it is thoroughly cleaned, repaired and should be in an acceptable condition, but for your own protection inspect it again.

The office gave you an apartment (move-in) acceptance sheet. This sheet is to be returned to the office within three business days. Please take the time to note any problems in your apartment on the sheet before returning it. If the office finds any items needing repair, a work order will be processed. Any other items such as a scratch in floors, cabinets, etc. that cannot be repaired must be documented so you will not be held responsible. Be careful, your security deposit is at stake.

SECURITY DEPOSITS

As a new tenant, you are required to pay a security deposit. This money will be put in the bank and remain there until the time you move out. The purpose of this security deposit is to insure Green Island Senior Housing against tenants causing damage to the apartment

(other than normal wear and tear). All apartments are subject to inspection before a deposit is returned. Tenants are required to leave the apartment, including range and refrigerator, in a clean and orderly condition and also provide the office with a 30-day notice to vacate.

RENT CHANGES & REEXAMINATIONS

Once a year, you will be sent a notice that your income and family composition must be reviewed, as required by Federal Law. You are required to produce verification of both family income, change of assets, and/or family composition. Your rent for the coming year will be determined as a result of this re-examination. You will be sent a notice of the re-examination schedule. Any change of your annual rent will become effective on the anniversary date of your lease, therefore we must begin two months prior to each date, collection verification and providing adequate notice of a rent change.

Please do not ignore this notice. If you do not respond and on time, we will be forced to terminate your lease.

If, during the period of time between reexaminations you have an increase or decrease in your income and /or assets, or a member of your family moves in or out you must immediately report such changes to the office. Your rent and lease will be adjusted to properly reflect your current income and family composition. Failure to do so promptly is a violation of your lease agreement and would result in retroactive payments back when the change occurred.

RIGHT OF ENTRY/INSPECTIONS

We will do everything in our power to respect your right to complete privacy in your home. At the same time we must retain the right to enter to investigate any violation of rules. We also reserve the right to enter any apartment to investigate possible maintenance problems and/or to make repairs. Unless there is an emergency, such as a fire, gas or water leak, we will enter only with proper notification of your permission. Additional lock or chains on any apartment doors are not permitted. You are not allowed to change the locks.

MOVING FROM THE APARTMENT

If you decide to move, you must give the office a written thirty (30) day notice prior to your expected move-out date. Failure to properly notify the office can result in the loss of your security deposit refund.

You are required to leave the apartment in the same condition, as it was when you moved in. The apartment will be inspected by the maintenance department and any damage will be charged to you.

For your protection, you may arrange an appointment with the office for a final move-out inspection. This will give you the opportunity to explain any problems that may jeopardize your security deposit.

MAINTENANCE

You will be expected to keep the interior of your apartment clean and neat at all times. Accumulations of garbage and filth are both unsanitary and pose a health hazard to other tenants. Inspections will be done by management periodically to insure the upkeep of all apartments. If you have difficulty maintaining your apartment, you may wish to contact the office to obtain home aide services.

REPAIRS

Residents are not allowed to alter or change the locks or any fixtures. Contact the office if you have any questions about what you are allowed to do.

When you have a repair to be made, call the office and a work order will be issued. Routine service calls will be completed on a scheduled basis and usually take between one and five days. If you experience a delay in service, please be patient. Your call will be answered as soon as possible.

No charge will be made for normal wear, but you will be charged for any damages inside your home or in the public areas which have been caused by your carelessness or neglect.

EMERGENCIES

Emergencies are given top priority. Calls for sewer backups, lack of heat, toilets not working and flooding are answered immediately. During off business hours you must call the emergency phone number (273-6085) for help. If your bathroom light is out, refrigerator or stove not working, or a fuse is blown, they are not considered emergencies and must wait until the next business day. You can also leave a message on the answering machine during non-business hours.

GARBAGE

Garbage bins will be available on each floor in the north stairwell. Please place your garbage in those bins on a regular basis. Recycling containers will be available at the same locations.

TELEPHONE/CABLE/TV/CABLE TELEVISION

Cable and telephone hookups are available in your apartment. You must make arrangements directly with the cable and telephone companies. You must have written permission from the office for any additional or relocation of the outlets. No outside

antennas are permitted on the buildings or hung from the windows, such as CB and radio antennas.

WATERBEDS

Waterbeds are not permitted due to the potential damage it may cause to the floors and ceiling.

PAINTING POLICY

Apartments will be painted by Green Island Senior Housing once every 5 years. All apartments will be painted by the Green Island Senior Housing and no tenant is allowed to paint.

PETS

Green Island Senior Housing does not permit pets.

KEY-LOCKOUT SERVICE

Each family receives two (2) keys to their apartment. Additional keys can be provided at the expense of the tenant.

If you are locked out when the office is closed, you must call the emergency number. There are charges for lockouts that occur after hours and on weekends. Get an extra key for a relative or close friend to hold for you just in case.

AIR CONDITIONER POLICY

The central air conditioning supplied with your apartment is controlled by the wall thermostat. The cost of operating the air conditioning will be included in your electric bill.

WASHERS AND DRYERS

The laundry room is on the first floor. Coin operated washers and dryers are available for the use of tenants. Please leave the laundry room clean. Only Green Island Senior Housing tenants may use the laundry facility.

TENANT PARKING

The complex's parking lot has a limited number of spaces. Green Island Senior Housing does not regulated street parking and neither does the tenant. Not tenant has a reserved space. Be considerate and understanding. You are not permitted by Village ordinance and the GISH to park abandoned cars or perform major repairs of any kind either on City streets or in parking lots.

The GISH accepts no liability for any cars left in the parking lot. Whenever it snows, all cars should be removed from the parking lot by 9:00 am if it is necessary to plow. If your car is left there you risk being plowed in or towed.

GUESTS

You will occasionally have either friends or relatives visiting you temporarily for a short period. If you wish to bring a relative or other persons into your home permanently or for an indefinite period, you must first request permission from the office. If your request is approved any additional income derived by this person will then be added to yours for determining your eligibility and rent.

SECURITY/INSURANCE

We live in a world where not everyone is as honest as we may want. Protect your property. When leaving your apartment make double sure your 1st floor windows are locked and your door is locked.

Mark your valuables with some ID, take photos, and write down on paper the names and a brief description of the articles and their dollar value.

It is a violation of your lease if anyone disconnects a smoke detector for any reason. Report any problems immediately. If you fail to keep all smoke detectors in your unit operating at all times, you will receive one and only one warning. If you fail to comply with this rule a second time, we will have grounds to evict you.

The GISH is not responsible for the loss or damage to any personal property. It's the tenant's responsibility to purchase insurance against fire, theft, or other losses. The cost of insurance is relatively small and should be considered.

COMMUNITY ROOM

The GISH tries its best to provide both educational and recreational programs for its tenants. It is the policy of the GISH that in all public rooms such as the community rooms, hallways, and the elevator, smoking is prohibited. Please cooperate with this policy. If you wish to use our community room, you must call the office to reserve the room. You must read and agree to the terms of our agreement and sign a form.