

OCCUPANCY RULES AND REGULATIONS

These occupancy rules and regulations are made material conditions of the lease agreement as if fully set forth therein.

1. Rent payment policies: Rents are payable one month in advance and are due on the fifth day of each month. Rent payments should be delivered to the manager's office or dropped in the locked receptacle located between the front doors of your building. A late fee may be assessed, based on fees listed in each tenant's lease. A \$20 returned check charge may be assessed if any check is returned for insufficient funds or a closed account.
2. Policies regarding periodic inspection of units: On a yearly basis, apartment inspections are conducted by Management. Written notification will be given to each tenant to inform of the date and time of the inspection.
3. System for responding to tenant complaints: Tenant complaints are to be given to the manager in writing or verbally. Responses and actions on any complaints will be handled in a timely manner. Tenant grievances must adhere to RD 3560.160 (a copy of this procedure is enclosed)
4. Maintenance request and work order procedures: Service requests are to be given to the manager in writing. Service request forms are available in each laundry room, and the office door. Emergency situations will be taken care of immediately and other requests will be done as soon as possible. Some examples of emergency situations are overflowing toilets, power failure, or any emergency alarm.
5. Facilities available to tenants: The community room located in building "A" is intended for the tenant's use. Tenants may reserve the community room by scheduling the day and time with the manager. The gazebos, picnic tables, and grills are also available for the tenants and their guests. ***Each of these facilities must be left in clean condition.***
6. Office location, hours, and emergency telephone numbers: The office is located in building A. Office hours are 8:30- 2:30 Monday – Friday. Emergency numbers are 518-726-0972 (Kathy), 518-645-1422 (John) or 518-572-9841 (Rodney Brown, Board President).
7. Restrictions on storage and prohibitions on non-functional vehicles in the housing project area: Tenants with automobiles should not use the lawns for parking, washing, or repairing them, nor park in any area other than the designated parking places. No unregistered or damaged vehicles will be left on the premises.
8. Community and public transportation schedules: Please see manager for options
9. Other requirements related to subsidy provided to a tenant: Long term changes in income (+ or - \$200.00) or medical expenses need to be reported to manager to determine if recertification is necessary.

10. When a guest becomes a member of the tenant household: In accordance with the lease, after 14 days of continuous days and/or nights in a 45-day period without prior approval of the manager, the guest becomes a member of the tenant household. New certification and approval would then be necessary for the guest or tenant to remain in the apartment.
11. Procedures tenants must follow to request reasonable accommodations: Written requests should be submitted to management for approval. Please include any medical recommendations with the request.
12. Laundry: Laundry must be done between the hours of 8:00 a.m. –8:00 p.m. Washers and dryers must be used by occupants only. Laundry brought onto the premises for outsiders is not permissible.
13. Garbage, trash, and recycling: Dumpsters located in each parking lot are provided for the tenant's use. Everyone is encouraged to recycle-clear glass, tin, plastic, and newspaper putting each type of recycled material in the appropriate green receptacle located near the dumpster.
14. Storage: Each tenant has a storage unit located in their building. AVSH is not responsible for lost or stolen items and the tenant must provide a lock for their storage area if they wish it to be locked.
15. Parking: Each tenant who owns an operational and licensed personal vehicle will be allowed to park in the parking lot. Although designated parking spaces are not specifically designed, the manager and tenant will discuss the best place for a new tenant to park. Visitors shall use and park only in the visitor's parking spaces. During the winter season, as a vehicle owner, you are responsible for temporarily relocating your vehicle for proper snow removal. Please do not brush snow onto the sidewalks.
16. Insurance: Management will obtain fire and extended coverage insurance covering the buildings in the apartment complex. The fire and extended coverage insurance will not cover resident's personal property in the apartment or on the grounds of the apartment complex. Each resident should, at your expense, obtain fire and extended coverage insurance covering your own personal property in the apartment and on the grounds of the apartment complex.
17. Injuries: In the event of an injury to a resident, a family member, guest or any property damage, notice shall be delivered within five (5) days of the occurrence. This information should be hand delivered to the site manager's office or mailed to the office at 1 Apple Valley Drive, A-7, Peru, NY 12972.
18. Apartment upkeep: All apartments must be kept clean and in a safe condition, so that the health and welfare of other residents will not be in danger. Routine cleaning of the apartment and appliances is the responsibility of the tenant.
19. The tenant's rights and responsibilities under the lease and occupancy rules and regulations, as taken from HUD's rights and responsibilities: See page 3 and 4.
20. Rural Development/HUD regulations: Tenants must follow any procedures set forth by Rural Development and HUD. This includes management obtaining income verification through HUD's Enterprise Income Verification System (EIV).
21. Smoking: Apple Valley Senior Housing does not allow smoking inside of the buildings. Smoking inside of the building is a lease violation. Smoking is allowed on the grounds where receptacles are located.
22. Vacation or other extended leave from Apple Valley. Tenants are required to fill out the "I'm going away" form (unless there is an emergency situation), if you are to be away (from Apple Valley) for anywhere between 1 and 59 nights. This allows management to

know how many residents are on site at any given night, or how to handle an emergency if one arises. These forms can be obtained from the managers office or in any laundry room. Please ensure that your telephone number is on the form and that you leave your keys (if you have a vehicle) with someone you trust.

23. Medical Problems. If you undergo surgery or have a medical condition that requires assistance in case of an emergency, you are required to inform management in case of an emergency.
24. VAWA Protection. Apple Valley Senior Housing supports, protects and assists victims of domestic violence, dating violence and/or stalking as well as members of their family, from being denied housing or from losing their HUD assisted housing as a consequence of domestic violence, dating violence or stalking.

Resident/Date

Manager/Date