

BELMAR HOUSING AUTHORITY RULES AND REGULATIONS

THE HOUSING AUTHORITY IS ENDEAVORING AT ALL TIMES TO ESTABLIS A CORDIAL, WORKABLE LANDLORD-TEANT RELATIONSHIP. TO DEFINITELY ACCOMPLISH THIS MUTUAL PRUPOSE, WE WOULD ASK YOU TO CAREFULLY READ THE RULES AND REGULATIONS LISTED ON THE FOLLOWING PAGES.

RENT POLICY AND PAYMENTS

It is necessary to make payment in full when your rent is due. Rents are due and payable on the third day of each month in advance at the ground floor office of the building between the hours of 1:30pm and 4:30pm. If the third day of the month falls on a Saturday, Sunday or a Holiday, then the rents will be due and payable on the next regular weekday at the same designated hours.

Since there is no profit element attached to this apartment building, the Housing Authority cannot employ a rent collector and thus the above regulations must apply. Your rent is set and graded according to your family income and thus, if you experience an increase or decrease in your family income or a change in your family composition, immediately notify the Housing Authority office. This may effect a change in your rent. It is also called to your attention that deliberate and willful withholding of information or submission of false information will render you liable for back rent, and also subject you to eviction.

Rent extensions may be granted to families who find that they are unable to pay their rent on the third day of the month. Such extensions are granted only when the wage earner is unable to work due to a strike, lay-off, injury or illness, or when there is an emergency in the family such as a funeral. Proof in writing is required to establish the need for such temporary extension. The extensions are granted only on special request at the Housing Authority office. Telephone or mail requests will not be honored. Start the habit of paying your rent promptly and on time.

DO NOT BECOME A RENT DELINQUENT!

Tenant tardiness in rent payment is recorded in the Housing Authority office. The family that builds up a questionable rent record will subject themselves to eviction notice.

SECURITY DEPOSIT

Each resident is required to leave an amount equal to one month's rent as a Security Deposit with the Authority Office, to guarantee that proper care of the dwelling. This deposit will be refunded when the tenant has ceased to occupy the apartment, and has completely moved out to another dwelling, providing however, that the living quarters have been properly cleaned and no damage to the apartment or to the utilities has occurred during the time of their occupancy.

After an inspection is made of the apartment by the Authority staff and Certification is issued indicating that the dwelling unit is in satisfactory condition and livable, the Security Deposit will then be refundable. The Authority office will forward a check to the tenant at their new address.

DELINQUENT AND UNDESIRABLE TENANTS

Tenants who are delinquent in rent payments and those tenants who build up any questionable rent record, will be sent an eviction notice.

This notice will be sent by registered mail from the Housing Authority to the occupant of the apartment, giving the tenant 72 hour notice (from the time of receipt of the notice by tenant).

1. A complete breakdown of rents due or past due will be listed.
2. The tenant will be informed that if court eviction proceedings are instituted after the 72 hour period, the legal and other fees will be billed to the tenant's account.
3. If eviction is pursued after court action, all furniture and personal property will be placed out on the street.
4. If a tenant moves out owing money to the Authority the tenant will be sued for the full amount of the money that is owing together with the cost of collection, court costs and attorney fees. This amount will be collected by any means that are at our disposal.

Tenants who are in violation of any of the covenants of the lease contract, or who, through their own violation cause unnecessary noise, disturbance or create any action in a disorderly manner, being under the influence of liquor, or whose disturbing action has caused the occupant to be arrested, or fined, or given a jail sentence by a court judge, will be considered an undesirable tenant and will be subject to permanent eviction from the Housing Project and the proper legal action to evict him/her or them will be promptly taken.

STATEMENT OF INCOME FOR CONTINUED OCCUPANCY

The Housing Authority must re-examine your family income once a year in order to determine your eligibility for continued occupancy. At the same time your current family income will be computed to properly determine whether your monthly rent will remain the same or whether existing conditions necessitate either an increase or a decrease in your rent.

ELECTRICITY

The electricity you use is included in your rent. However, when consumption exceeds the normal amount of utility costs, provided for this Housing Project, there will be an excess utility charge. Tenants with air conditioners will be charged an additional amount per month, as determined by the Housing Authority. Tenants are requested to make every economy effort to reduce the electric consumption.

1. Turn off lights in rooms and hallways whenever they are not needed.
2. Use realistic size light bulbs.
3. Do not use stove for heating purposes, use it for cooking and baking only.

Remember – wasteful use of your electricity will necessitate that each tenant be billed an excess utility consumption charge.

CARE OF PLUMBING

Lack of proper care of the plumbing equipment results in inconvenience and expense to the resident and the Authority. All stoppages of toilets and sinks, which are caused by carelessness or failure to

exercise ordinary caution, will be corrected at the resident's expense. Toilets and sinks are not to be used as general wastebaskets. Coffee grounds, grease and cooking oils should be placed with the garbage and not thrown down the sink. Matted hair and other such wastes clog the drainpipes. Use care in their disposal.

Parents and grandparents should caution their children and grandchildren against dropping things into the toilet bowls, especially rubber balls, pencils, small toys, cakes of soap, etc. These articles cannot be flushed through, and costly damage is often the result. A good way to help avoid this is to keep the seat closed. **DO NOT USE LYE OR ANY OTHER CHEMICAL IN YOUR DRAINS.**

TRASH DISPOSAL

Incinerators are conveniently located in hallways on each floor of the building. Your particular attention is directed to the following comments:

1. It is suggested that you accumulate the garbage in disposal bags.
2. Then place the filled bag in the incinerator chute.
3. Be care not to let the garbage be strewn around hallway floors.
4. Garbage that is accidentally left around hallway floors is just carelessness – it may cause many accidents and serious injury – be careful.
5. Garbage carelessly dropped around or fallen near incinerator chute also becomes a breeding place for bugs, insects, and animals.
6. Pressurized containers shall not be placed in the incinerator. Deposit in separate containers, down in laundry room.
7. Glass bottles and jars must be rinsed out clean before disposal and should be placed in glass container down in the laundry room.
8. Tin cans and aluminum cans must be rinsed out clean before disposal and placed in the laundry room.
9. Newspapers and corrugated cardboard must be separated and/or flattened and place in the laundry room.
10. Large plastic soda and milk containers should be placed in a separate container found in the laundry room.

NOT RESPONSIBLE FOR PERSONAL PROPERTY

Neither the Housing Authority nor its agents or employees are responsible for the loss of or damage to any personal property of any member of the tenant's family or anyone else from any cause whatsoever.

PARKING SPACE

Parking space for cars is provided for tenants. No room is provided for cars not usable and such cars will be removed from the area at tenant's expense. Unusable cars shall include cars without current license plates or current inspection sticker.

FAMILY COMPOSITION

Your Authority is required by law to know the number of people in each apartment. You must, therefore, report immediately any change affecting the number of persons living with you permanently.

GUESTS

Like any normal family, you will occasionally have either friends or relative visiting you temporarily. However, written permission must be obtained from the Authority for any person to move into your apartment with you on a permanent basis. Any guest who stays thirty days or longer will be considered by the Authority as a permanent addition to your family. The guest's income will then be added to yours for determining your eligibility to remain in the project and the rent payable.

PROPERTY UPKEEP

You are expected to keep your home in the best possible condition. Your home includes not only your apartment, but also the lobbies, halls, stairs, and grounds.

REPAIR AND REPLACEMENT CHARGES

Repairs and replacements to the property and equipment will be made without charge when occasioned through normal wear and tear. Damages caused by carelessness or negligence of the resident, or any member of his family must be paid for on the basis of actual cost for such repairs and replacements. Broken windows must be paid for by the resident in whose apartment the window is broken. You must get the consent of the Authority before making repairs or decorations of any kind.

GENERAL RULES AND REGULATIONS

1. All public laws and regulations will be strictly enforced.
2. A pet policy has been developed for tenants desiring to keep pets in our building. The rules and regulations contained in this policy must be followed for pet owners. Call the Authority Office for a copy of the policy before housing any pet.
3. A master antenna system has been provided for all televisions. You may hook up to this system for a monthly charge. The building also has cable services, which you may choose to use. Arrangements must be made directly with the cable company and yourself. No individual antenna will be allowed on roof or window ledge or hung out of a window. Tenants may have their television or radio repaired by the repairman of their choice.
4. No signs are allowed anywhere on the building or in windows.
5. Mops must be cleaned in your apartment and not out the windows.
6. Try to keep off grass as much as possible.
7. Keep laundry, stairs and halls clean at all times.
8. Use picture hooks on muslin.

9. Radios and TV sets should be at a low volume so as not to disturb your neighbors.
10. Report to the Authority office any need for repair in your apartment, by using the request for repair form provided in office. Do no attempt to make repairs yourself.
11. Emergency repairs requiring immediate attention should be reported to the Superintendent in person or by calling 732-681-1795.
12. Tenants are not permitted to install deep freezers, washing machines, etc.
13. Tenants are not permitted to use auxiliary electric heaters.
14. A bulletin board is provided in the main corridor for notices. Please use this board with discretion.
15. Repairing of cars or draining car radiators anywhere on the Authority grounds is prohibited.
16. Cars leaking oil or grease anywhere on Authority grounds shall be prohibited.
17. Tenants shall not put nails or screws in any part of the building without permission.
18. Nothing shall be hung or placed on outside windowsills.
19. Tenants shall not store gasoline or combustible materials in the building.
20. Regulations governing Christmas trees are as follows:
 - a. Natural trees shall not be more than five feet tall including the tree stand. Stands shall be the type that hold water and the holder shall contain water as long as the tree remains in use. Containers of wet sand, large enough to prevent the tree from toppling over, may be used. The tree must be removed and placed in the trash no later than one week after January 1st, each year.

LOCKS

We do not permit tenants to install their own locks on apartment doors or closets. You must use the ones we have provided.

WINDOWS

The windows are of casement type and may be left open about one inch, even in cold weather, and sufficient air will be allowed to circulate through the entire apartment. This will also help to prevent window sweating.

EXTERMINATION SERVICE

The Housing Authority provided a free pest control service. Once every three months the exterminator will call at your apartment, accompanied by a Housing Authority representative. They will spray the baseboards, bathrooms, and kitchens. Please cooperate with the exterminator.

RIGHT OF ENTRY

The Housing Authority reserves the right to enter your apartment. This will not be abused. However, we must make it a part of our agreement in case of emergency.

ELEVATOR

The elevator is to be used as needed but children are not to use it as a toy or a means of amusement.

LAUNDRY ROOM

A laundry room is provided and no tenant is allowed to have their own washing machine or dryer in his/her apartment. We strongly urge that you do not leave your clothes drying in the laundry room overnight. We also urge you to use the space provided outdoors whenever it is possible.

TELEPHONES

Tenants may have their own telephone by contacting the local New Jersey Bell Telephone office. A public telephone is located outside of the lobby. The authority telephone may not be used by tenants.

REFRIGERATOR

If you wish, you may bring with you your own refrigerator, if it is electrically operated, but permission must be obtained. If you do not have a refrigerator or if your present one is in bad condition, the Housing Authority will provide you with one.

COMMUNITY ROOM

There is a community room available for use by all tenants. If you plan a celebration or a party and you intend to have more people than you can comfortably accommodate in your apartment, we urge you to use the community room facilities. However, advance reservations of a least (1) week for the use of this room must be made through the Authority office telephone, 732-681-1795. The use of the community room is only permitted up to 11pm for the benefit of all tenants.

SUGGESTIONS FOR TENANTS IN HELPING TO MAINTAIN MINIMUM NON-RESIDENTIAL PROBLEMS

1. Do not give out information about your neighbors.
2. Check all person, including teenagers and children entering the building alone.
 - a. No children allowed on elevator without an adult.
3. Be alert for solicitors and salespeople.
 - a. They are not permitted in the building.
4. Be alert for parking lot activity.
 - a. Illegal parking – report violations to the Housing Authority office
 - b. Report to Housing Authority office or Belmar Police, any prolonged presence in the parking area of strangers.
5. Call management's attention to any violation.

6. In case of emergency or illness during daytime hours notify the Authority at 732-681-1795.
7. In case of emergency or illness after 4pm or before 9am or on Saturday, Sunday or Holidays, call police at telephone number 732-681-1700.
8. Front and back entrance doors should be locked at all times. If you see them open, please lock them for security reasons.
9. Your local police will check for security reasons at regular intervals. Please cooperate with them.

IMPORTANT PHONE NUMBERS

Police Department – 732-681-1700

Fire Department – 732-681-1700

Housing Authority – 732-681-1795