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## COMMUNITY RULES

### Bremerton Housing Authority Properties

Community: \_\_\_\_\_ Lessee: \_\_\_\_\_ Unit: \_\_\_\_\_

#### 1. CHECK RETURN POLICY:

- 1.1 Lessees with one return check or ACH transaction (for any reason) will be required to make payments by certified funds (cashier's check or money order) for the following twelve (12) months (once in a 12 month period).

#### 2. PAYMENTS:

- 2.1 All payments made by Lessee after the tenancy commences, unless otherwise designated by Lessee, may be applied by Lessor as follows: first to any outstanding amounts due for damages/repairs, utilities, deposits, fees; second, to any rent outstanding from prior months; third, to the current month's rent; and last, to outstanding late charges.
- 2.2 All payments must be made with check or money order, Lessor will no longer accept cash payments for rent or outstanding balances.

#### 3. HOUSEHOLD COMPOSITION/JOINT RESPONSIBILITY:

- 3.1 Lessor may require any person listed on HUD Form 50059/50058, upon reaching the age of 18, to submit an application and be screened to meet all current occupancy criteria, in order to be added to the Lease Agreement as a Lessee.
- 3.2 Lessor will not accept any previously run screening reports. A new screening report will be run by Lessor for each applicant. Failure to submit an application within 30 days of Lessor's request, failure to meet the screening criteria, or failure to execute documents to be added as a Lessee within 30 days of a successful screening, will be a material violation of this Lease Agreement.
- 3.3 Each Lessee is jointly and severally responsible for rent, all other performance and financial obligations hereunder and any damage caused to the dwelling unit or common area. Any valid termination notice received from any one Lessee may be considered by Lessor a termination notice from all household members.



Bremerton Housing Authority does not discriminate on the basis of race, color, creed, national origin, religion, disability, sex, sexual orientation, gender identity, age (over 40), military status, whistleblower retaliation, or familial status in admission or access to its programs.

Equal Opportunity Employer.

If you need to request a reasonable accommodation, contact the BHA Section 504 Coordinator at (360) 616-7122. Telecommunication for the hearing impaired TRS dial 7-1-1.



BARRIER FREE

3.4 Any Lessee or Additional Occupant who desires to remain in the home may be required to submit updated financial information and requalify under Lessor's then-current criteria.

**4. KEY CHARGES:**

4.1 Lessee will receive the following at move in: 2 door keys, 1 fob/keycard/key for building entry, 1 laundry key and 1 mail key per lessee.

4.2 Lessee shall pay the actual cost of replacement/duplicate keys (\$5.00/per key) after two keys have been provided by the Lessor.

4.3 Lessee agrees not to duplicate any building entry or common area keys.

**5. NOTICE TO VACATE:**

5.1 Washington State Landlord Law requires the lessee to submit a 20-day notice and deliver such to management office at least 20-days prior to month's end. Notice will be considered given in one of the following manners:

5.1.1 Written notice personally delivered to the Lessor at lessor's rental office or sent by facsimile to the lessor's rental office;

5.1.2 Written notice delivered by first class mail to the Lessor. If the notice is mailed, the notice will be considered served three days after the date the notice was mailed; or

5.1.3 Any other method reasonably calculated to achieve actual receipt of notice, as agreed to and described in a written rental agreement. Any valid termination notice received from any one Lessee may be considered by Lessor a termination notice from all household members.

**6. HOUSEHOLD PETS:**

6.1 All Lessees are subject to pet policy; please refer to "Pet Rules" for more detail

6.2 Only one (1) four-legged warm-blooded pet is allowed in each dwelling unit. Two (2) birds or turtles are allowed in lieu of a four-legged pet. Assistance animals are not considered pets.

6.3 Visitors shall not be permitted to bring any pets on to the property; unless it's a marked service animal

6.4 Feeding stray animals is not allowed, including birds, squirrels, raccoons or opossums.

6.5 All pets shall be registered with the management office. Refer to Pet Rules for more detail regarding required criteria and registration of pets and assistance animals.

**7. SERVICE/COMPANION ANIMAL:**

7.1 Lessee will register all service/companion animals with the office. Lessor will require written documentation from a professional which states recommendation for the service/companion animal. Pet rules and fees will not apply to any service/companion animal. Lessee will be responsible for the care, containment and any damage caused by said animal.

**8. PEST CONTROL:**

- 8.1 Lessee agrees to keep the unit in a clean and sanitary condition so that the unit does not promote infestation by insects and vermin including bedbugs.
- 8.2 Lessee(s) agree to monitor their own and guests' belongings for insects and/or vermin. Lessee understands that if it is determined that the Lessee or a guest caused an infestation; the Lessee may be subject to charges.
- 8.3 Lessee(s) shall immediately notify Lessor of any condition in the unit indicating infestation by insects and/or vermin including bedbugs.
- 8.4 If Lessee is unsure whether these conditions exist, BHA encourages tenants to request an inspection.

**9. EXTERIOR ENTRYWAYS, PATIOS, DECKS, YARDS AND BALCONIES:**

- 9.1 Keep any or all personal belongings in the applicable storage unit.
- 9.2 Storing personal belongings in carports, on decks, porches, hallways, stairwells, parking spaces and or common areas is **NOT** permitted.
- 9.3 Hanging plants or other hanging items may **NOT** be attached permanently.
- 9.4 Lessees are responsible to keep all areas around their unit clean and clear of clutter and to keep an egress of at least 36 inches clear from the door to the walkway or steps.
- 9.5 Lessees are not allowed to attach any item to the building without prior written approval from the Lessor.

**10. WATERBEDS:**

- 10.1 Waterbeds are not allowed.

**11. SATELLITE DISHES/ANTENNAS:**

- 11.1 Satellite dishes/antennas are permitted only with prior written approval by Lessor and a signed Satellite Dish Agreement.

**12. DAMAGES:**

- 12.1 Lessee is responsible for all damages to the property.
- 12.2 *Lessee is encouraged to obtain renter's insurance for liability and/or coverage of personal property.*

**13. DANGEROUS/FLAMMABLE MATERIALS:**

- 13.1 No paints, oils, gasoline or any flammable material or environmentally hazardous materials will be permitted in the apartments.
- 13.2 Lessee understands that it is the Lessee's responsibility to ensure that all combustible and potentially combustible items are stored appropriately.

**14. PARKING LOT: (see Parking Policy for more detailed information)**

- 14.1 All Lessee vehicles must be registered with the management and display a parking permit in the **rear left hand side** of the vehicle window.
- 14.2 A parking permit does not guarantee a parking space.
- 14.3 Lessee shall not allow any non-operational, unlicensed, or unauthorized vehicles to remain on the premises for more than 24 hours.
- 14.4 No more than one vehicle per apartment.
- 14.5 All posted traffic signs, in and around the property will be enforced and guests may not park in the parking lot unless there is a parking space marked "Visitors".
- 14.6 Lessees with vehicles that cause damage and safety hazards to the parking lot, including those that drip oil and create oil spots, will be charged for clean-up. Washing of vehicles is prohibited unless allowed by Lessor. Lessee remains responsible for any damage to the property caused by their vehicles.
- 14.7 Vehicles are to park in a *forward facing* direction in all parking lot spaces. The speed limit within the community is 5 miles per hour and is strictly enforced.
- 14.8 Any vehicle blocking or preventing access by emergency vehicles, blocking entry to the premises, blocking a parked vehicle, parking in a handicap parking space without displaying handicap plates or temporary tags, or parking in a reserved tenant parking space will be towed without notice at the owner's expense.

**15. ABSENCES:**

- 15.1 Resident shall inform Lessor in writing of any absences from the unit of sixty (60) days or more within seven (7) days of absence. Lessee's may be approved to be absent from their unit for a period no longer than 180 days for medical reasons.
- 15.2 Absences in excess of 180 days shall constitute a material breach of this Lease and will result in termination of Lease.

**16. DECOR AND ALTERATIONS:**

- 16.1 Lessee's drapes must be designed as window coverings (sheets and blankets are not acceptable). Any shades hung on patios must be approved by Lessor. Nothing shall be placed between the window coverings and the windows.
- 16.2 Lessee will make no changes or additions to the premises, including painting of walls, without prior written consent of Lessor.
- 16.3 Air conditioners are permitted only with prior written authorization from Lessor and with the following restrictions:
  - a. Air conditioner must be installed in accordance with manufacturer's instructions.
  - b. All work must be performed by Lessor employees.
  - c. Lessee is responsible for costs of materials and labor for installation and removal as well as maintenance to the air conditioner unit.
  - d. Window mounted air conditioners must be installed by Lessor's staff.

**17. LAUNDRY ROOMS:**

- 17.1 Laundry rooms are restricted for laundry use by the Lessees only.
- 17.2 Remove clothes promptly and clean filters after each use.
- 17.3 Lessor is not responsible for lost, stolen, or damaged belongings.
- 17.4 Use of dyes in washing machines is not allowed.
- 17.5 Do not wash animal clothing, blankets or bedding in laundry machines.

**18. COMMON AREAS:**

- 18.1 No recreational or other equipment is allowed on grassy areas, parking lots, sidewalks, walkways or any other common areas.
- 18.2 Only pedestrian traffic is allowed on sidewalks and common areas.
- 18.3 Lessees are prohibited from accessing any crawlspaces, attics, roofs, chimneys, manhole covers, sewers, gutters, hose bibs, etc. Lessees are further prohibited from climbing trees, fences, or walls.
- 18.4 The consumption of alcoholic beverages is not allowed in recreation rooms, laundry rooms, parking lots and any other common areas of the premises.
- 18.5 Elevators are for the use of lessees and guests to access units and are for that purpose only.
- 18.6 Lessor controls all common areas.
- 18.7 If the dwelling unit is located in a building with secured access entry, *Lessee agrees to not share their key fob or the building security code with non-tenants. Lessee agrees not to prop open the security doors or change or alter latching mechanisms on doors.*

**19. FIREARMS:**

- 19.1 The discharge of firearms including all guns, sling shots, paint guns, air-soft guns or any other projectile armory that could cause harm is prohibited on or near the premises.

**20. GARBAGE AND DUMPSTERS:**

- 20.1 Items may not be removed from dumpsters and/or surrounding area. All garbage shall be placed in the proper containers and not stacked around the dumpster. If there are no members of the household who can properly dispose of all garbage into the proper containers, the Lessee should contact Management to make arrangements for garbage disposal.
- 20.2 Lessees are allowed to dispose of personal household trash only. *No dumping of any furniture, couches, mattresses, televisions, etc., is allowed. If such items are disposed of in or around the dumpster area, Lessees will be charged for the actual cost of removing the item.*
- 20.3 Do not park in front of or next to dumpsters.

**21. LANDSCAPING AND COMMON AREAS:**

- 21.1 Common area landscaping is the responsibility of Lessor.
- 21.2 Lessees are prohibited from disturbing the vegetation by planting personal plants in the landscaped areas.

**22. GUESTS:**

- 22.1 Guests are considered to be any person(s) other than those specifically listed on the lease. Guests shall be strictly prohibited from staying in the rental unit longer than 14 days in succession or a total of 14 cumulative calendar days during any 12 month period. For purposes of this section, "staying in the rental unit" means presence on the premises for a substantial amount of time, whether during the day or overnight.
- 22.2 The Lessee will be strictly responsible for any and all actions of their guest. Guests may be directed to leave the property and may be legally trespassed from the premises when they substantially interfere with the quiet enjoyment or comfort of any tenant or if they damage, deface, or destroy any property belonging to the complex, its tenants or employees.

**23. QUIET TIME:**

- 23.1 "Quiet Time" is 10 p.m. to 8 a.m.

**24. DISCRIMINATORY & THREATENING BEHAVIOR:**

- 24.1 Lessor has a zero tolerance policy toward discriminatory and threatening behavior. Expressions and actions of prejudice and disrespect toward or about persons based on issues of race, ethnic background, religion, age, disability, gender, or sexual orientation are strictly prohibited. In addition, any threatening actions or words by the Lessee toward Management or toward other residents are strictly prohibited. Any incidence of discriminatory and/or threatening behavior toward staff or management will be cause for immediate termination of the lease.

**25. SMOKING POLICY:**

- 25.1 Smoking is not allowed inside or within 25 feet of any public building, including the recreation room, laundry room and restrooms.

**26. FIRE SPRINKLERS:**

- 26.1 If the unit is so equipped, Lessee agrees not to tamper with, obstruct damage or otherwise alter or modify the indoor fire sprinkler system. No objects will be hung from nor block any part of a fire sprinkler system.

**27. MAINTENANCE:**

- 27.1 Maintenance requests must be in writing except in emergencies. Lessee will be responsible for damages if Lessee fails to promptly notify Lessor of any maintenance deficiencies.

**28. BARBEQUE GRILLS:**

- 28.1 Propane BBQ's are allowed on ground floor patios as long as there is space available and that it does not interrupt the peaceful enjoyment of other tenants and neighbors. BBQ's must be kept clean and stored properly to avoid rodents. All tanks must be stored in a safe and secure manner.
- 28.2 No BBQ's and or smokers at the following properties: CASA DEL SOL, SHADOW CREEK, TAMARACK, WINFIELD.

**29. SAFETY WARNINGS:**

- 29.1 **Windows:** Open windows present a potential risk of harm to all occupants and their guests. Window screens are intended solely to keep bugs out. Screens are not intended to support a person's weight or prevent a person from falling from an open window. It is the Lessee's responsibility to keep all household members and guests from sitting on or playing around window sills. For safety reasons, it is recommended that the Lessee should keep windows shut and locked if children are left unattended in a room.
- 29.2 **Use of Appliances:** Stoves and ovens that are not properly used or items left on stove burners or stored inside ovens can cause fires. Aluminum foil on the drip pans or under the oven elements is prohibited. Only approved plugs are to be placed in electrical sockets.

By signing this page, I/we understand and agree to abide by the aforementioned Rules and Regulations for the duration of my/our tenancy.

\_\_\_\_\_  
*Lessee Signature*  
*Date*

*Date*

\_\_\_\_\_  
*Owner/Lessor Signature*

\_\_\_\_\_  
*Lessee Signature*

*Date*