

## TENANT RULES AND INFORMATION

Harvard Housing Authority  
P.O. Box 366  
Harvard NE 68944-0366

1. Tenants should respect the rights of other tenants to the peaceful enjoyment of their apartments. All noise complaints will be considered cause for eviction.
2. Tenants should keep their apartments in clean and sanitary condition. If they are unable to keep them clean, they should notify management and make arrangements to get cleaning help. All maintenance problems should be reported so that the apartments can be kept up.
3. Tenants must pay their rent by the 10<sup>th</sup> of the month. A late charge of \$25 will be added if not paid on time. Rent may be mailed or brought into the office during office hours. (9 a.m. till 12 a.m., Mon., Wed., Fri.) Rent may also be left in the drop box in the laundry room. (no cash please).
4. No items may be stored on the porches except appropriate lawn chairs, grills, etc.
5. Unlicensed vehicles must not be left in the Parkview Manor parking lots.
6. Laundry time may be signed up for in the laundry room. Your door key will open the laundry room. You may do your laundry at any unassigned time.
7. Tenants may use the Parkview meeting room without charge. Notify the office to schedule a time.
8. Garbage is picked up on Wednesdays. Please deposit your garbage in the building closest to your apartment. Make sure to put garbage in the cans and keep the garbage house tidy.
9. ~~There will be a \$20.00 per month mandatory charge for Cable TV. Extra freezers used in apartments will require a \$200 per month charge.~~
10. An emergency button is located in the bathrooms of the apartments. This will sound on an alarm and turn on a light outside your apartment when pushed. Tenants need to check out any alarms and notify 911 if help is needed. If the button is accidentally pushed, a small grey button beside it will stop the alarm.
11. Tenants must notify management 30 days before moving out. The security deposit is not the last month's rent, but is used if there are any damages or cleaning charges for the apartments. Tenants must return their key to receive their security deposit. Security deposits will be mailed to tenants after apartment are inspected and proven satisfactory.
12. Tenants will be billed for any damages in excess of the security deposit. Non-payment will result in the account being turned over to a collection agency.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **ADDENDUM TO TENANT RULES AND INFORMATION FOR HARVARD HOUSING AUTHORITY/PARKVIEW MANOR AS ADOPTED AUGUST 22, 2013**

Some of these are new rules, but most are modifications or clarifications of rules that already exist per the Rules & Regulations and/or the Lease Agreement. When in conflict with existing Rules & Regulations and/or the Lease Agreement, these rules take precedence.

Residents are not allowed to have guests anywhere on the property that would not meet the criteria for living in any of the projects in regards to being evicted from any federal housing projects including Parkview Manor, Harvard Townhouse Apartments, Oak Street Apartments, and Pine Grove Estates; convicted of using, dealing, or manufacturing a controlled substance; conviction of a felony; conviction of any theft, stalking, or assault. Any violation of this rule is grounds for eviction.

Residents must provide a physician's order for a companion pet **prior** to obtaining/harboring the animal anywhere in or on Parkview Manor, Harvard Townhouse Apartments, Oak Street Apartments, and Pine Grove Estates properties. Any violation of this rule is grounds for eviction.

Companion animals are restricted to dogs and cats only. Any violation of this rule is grounds for eviction.

Residents with companion animals must immediately clean up after their pets anywhere on the property of Parkview Manor, Harvard Townhouse Apartments, Oak Street Apartments, and Pine Grove Estates. Additionally, owners of companion pets may not allow their pets to damage the property in any way (physical damage and/or odor). Any violation of this rule is grounds for eviction.

Residents and their guests are not to dispose of their smoking materials on the ground at Parkview Manor, Harvard Townhouse Apartments, Oak Street Apartments, and Pine Grove Estates. Any violation of this rule is grounds for eviction.

Residents are not allowed to display signs anywhere on the grounds of Parkview Manor, Harvard Townhouse Apartments, Oak Street Apartments, and Pine Grove Estates without prior, written approval, from the office.

All residents are to keep their yard and patio clear of clutter and debris. The lawn and sidewalk should always remain free of residents' possessions. Any violation of this rule is grounds for eviction.

No residents are to engage in loud music, loud talking/arguing, vacuuming, or any other loud activity before 8:00 a.m. or after 10:00 p.m. Any violation of this rule is grounds for eviction.

Anyone who has been fired from Harvard Housing Authority and/or Harvard Townhouse Inc. is barred from Parkview Manor, Harvard Townhouse Apartments, Oak Street Apartments, and/or Pine Grove Estates. Any resident that allows this violation to take place is subject to eviction.

Anyone who has been evicted (including all members of that household) from Parkview Manor, Harvard Townhouse Apartments, Oak Street Apartments, &/or Pine Grove Estates are barred from all of these properties. Any resident that allows this violation to take place is subject to eviction.

Any resident caught tampering with mailboxes, underground sprinklers, clotheslines, fire extinguishers, trash receptacles, laundry facilities, soda machines, garden hoses, outdoor faucets, and any and all other project properties are subject to eviction.

Children, whether resident's children or guests, are to be supervised at all times. Children are not to be allowed to run rampant throughout the property. For the comfort of all tenants, children must refrain from screaming, yelling, and otherwise making loud noises while on the property. Any violation of this rule is grounds for eviction.

The boilers producing heat in the Parkview Manor units will be turned off each year on May 1<sup>st</sup> and turned on each year on October 1<sup>st</sup>.

Rental of Parkview Manor's Recreation Room is restricted to Board Members, Staff, and tenants in good standing.

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Signature

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Date