

Housing Authority of the Town of Bethel, CT

Reynolds Ridge Rules & Policies

Tenant Name: _____ **Unit Number:** _____

You and (your household) AGREE to observe the following rules and regulations, all of which are part of this lease:

- 1. Occupancy:** Your apartment is to be used for those persons specified in your lease application. You will not permit persons not specified in your lease application to reside in the apartment. Your Apartment is to be used as a residence only. Commercial businesses are not permitted to occupy or be run out of the apartment.
- 1. Overnight/Extended Guest(s):** Tenants are permitted to have overnight guests, however, a written request and written permission from Management is required for guests staying more than fourteen (14) nights (consecutive or otherwise) during any forty-five (45) day period. Management reserves the right to request a recorded declaration of domicile or proof of domicile if it is suspected that the guest(s) are an unauthorized household occupant. Should the Tenant not cooperate, or should Management feel that the facts are sufficient to evidence domicile in the apartment, Management shall seek to enforce those covenants that have been broken. The guest may be required to provide the following: current paystubs, bank statements, car registration, mortgage coupon, utility bill, valid lease, proof of lease payment, drivers license all with name and address.
- 2. Tenant Restrictions:** Reynolds Ridge intended and operated for occupancy by persons 62 years of age or older or disabled. Further, you agree that, upon request, you will provide reliable proof of age to the Landlord, which may include a driver's license; birth certificate; passport; immigration card; military identification; or any other state, local, national or international official documents containing a birth date.
- 3. Insurance Requirements:** You agree to comply with all laws, rules and regulations contained in all insurance policies of the Property. You will not permit anything to be done or kept in your Apartment or on the Property which will increase the rate of insurance for the Property including the storage of fuel tanks, loaded firearms or other dangerous/hazardous materials. We recommend you obtain renter's insurance at your own expense, to cover any loss to personal property.
- 4. Be a Good Neighbor:** You agree to abstain from any activity that hinders the peace, quiet and enjoyment of your neighbors. This type of activity includes but is not limited to the playing of loud music, yelling, horseplay, public drinking or leaving pets unattended for long periods of time thus creating excessive noise or waste. Quiet hours are from 10:00 p to 8:00 am daily.
- 5. Pets:** Pets, including dogs and cats, are permitted at Reynolds Ridge only with written approval from Management. Once such permission is granted, it will not be revoked as long as the resident pet owner abides by these policies, controls the pet, and shows due consideration of other residents of Reynolds Ridge. You agree to disclose any and all pets being kept within the household upon their arrival. SEE: Pet Addendum if you chose to have a pet.
- 6. Parking:** If you wish to have a car on the premises you must fill out the Parking Request Form and provide proof of current Insurance and registration. We do not allow unregistered, non-working or disabled vehicles on the premises. You will be assigned a parking space by management. Your visitors must park in the visitor parking spaces. We do not allow car repairs or washing of cars on the premises.
- 7. Emergencies:** If you have a medical or safety emergency, CALL 911.
If you have a maintenance emergency, call 203-797-9909, stay on the line, the service will answer and contact the management company. The following are examples maintenance are Hot Water Heater Leaks, Toilet Overflowing, Broken Window, No Heat, Damage to Roof, No Air-conditioning if temp is over 85°, Loss of Power, Fallen Tree.

8. **Routine Maintenance Requests:** If you have a request that can be handled in the next business day, call 203-797-9909, press 1 and leave a message, maintenance request form are outside the Management office.
9. **Community Room:** Reynolds Ridge has 2 community rooms on the property # 25 and #58. The use of the community rooms is for residents only. A resident must accompany guests at all times. Community Room hours for #58 are 6:00 am to 10:00pm daily. There is 24-hour access to community room #25, with your key. Each community room is equipped with a television, a phone for local calls and a computer for tenant use only. Residents must be properly attired when in the community rooms (No bare feet, night clothes, bare chests etc.)
10. **Laundry Room:** Residents are allowed to use the washing machines in either community room. Please report any inoperable machines to the Laundry Contractor (MacGray) listed in the laundry rooms. Please inform the management company for follow up. We ask that you please be considerate to others and do not allow your laundry to sit in the machines once the cycle ends. Laundry Room is for residents only. No guests may do personal laundry at Reynolds Ridge.
11. **Solicitation:** You agree that you will not solicit any type of product or service within the community nor will you loiter in any of the community's public areas including hallways, public walkways and parking areas. You agree not to place any signs, notices, flyers, pamphlets or advertisements on the outside or inside of any window, door or other location on the Property without prior written consent from Management.
12. **Exterior:** You agree to keep outside of apartment clean and free of debris, litter, storage, cigarette butts, trash or other obstructions on the patios, porches, sidewalks, parking areas, outside of your apartment any other part of the community. Outdoor furniture must be secured during turbulent weather and shall not inhibit landscaping maintenance/mowing. Barbeque grills must be placed no less than 15 feet away from the building. The Housing Authority reserves the right to remove unsightly belongings.
13. **Smoking Policy:** Due to increased risk of fire, maintenance costs and health effects of secondhand smoke, **IF YOU CHOOSE TO SMOKE YOU MUST BE 25 FEET AWAY FROM ALL BUILDINGS AND PUBLIC SPACES OR BE IN THE DESIGNATED SMOKING AREAS.** Smoking Defined: The term "Smoking" means inhaling, exhaling, burning or carrying any lighted cigarette, cigar or electronic device or tobacco product in any manner or in any form. **THIS POLICY PROHIBITS SMOKING OF ANY KIND IN:**
- | | |
|-----------------------|--|
| • APARTMENTS | • LAUNDRY ROOMS |
| • COMMUNITY ROOMS | • OFFICES |
| • COMMUNITY BATHROOMS | • BUS SHELTER |
| • LOBBIES | • AND WITHIN 25 FEET OF ANY BUILDING, ENTRYWAYS, PORCHES, PATIOS |
| • RECEPTION AREAS | |
| • HALLWAYS | |

THIS POLICY APPLIES TO ALL TENANTS AND THEIR GUESTS AND CAREGIVERS.

14. **Appliances:** You agree that you will only use the appliances and equipment within your unit for the purposes for which they were intended. You agree not over load the electrical system or use any electrical appliances that are dangerous or that do not use ordinary electrical plugs. You will not install any other electrical wires or connections, dishwashers, washing machines, clothes dryers or other major appliances on the Property or in the Apartment without prior Management approval.
15. **Cable and Phone:** Additional telephone and/or fax lines or installation of radio or television antenna/dishes may not be installed without the consent of Management.

16. **Keys and Lockouts:** You will not change or install additional locks on your Apartment door or windows at any time. If you would like your locking system to be changed, you agree to contact Management who will execute the task for you, at your sole cost and expense.
17. You agree that if you lock yourself out of your apartment or out of the building and are in need of a staff member to let you inside, there will be a \$50 charge
18. **Extermination:** The tenant should promptly notify management if the tenant suspects infestation of Bed Bugs, Cockroaches or rodents. The tenant shall cooperate with management in preparing the apartment for treatment by a certified pest management company, including any follow up treatments.
19. **Power Outages:** Storm Related Power Outages are a reality that will periodically occur and cause the complex and your apartment to lose power. Storm Related Power Outages are unpredictable and the Landlord has no control over when power will be restored. **The Complex does not have a standby Generator. Each tenant needs to have an emergency plan in place for Storm Related Outages.** The Landlord highly recommends that the tenant leave the property during Storm Related Power Outages for their own safety. If family or friends are not available to assist with alternate housing it is recommended that the tenant seek shelter in a municipal shelter facility.

20. GENERAL:

- Tampering with utility meters, fire alarm mechanisms or public heating controls at any time is strictly prohibited by law.
- You agree not to use kerosene heaters or fuel burning heating stoves in the Apartment.
- You agree to refrain from dumping harmful or damaging waste into the plumbing.
- You agree to properly dispose of your household trash.
- You agree to contact Management in the event you have excessive trash such as furniture or boxes that must be removed from your Apartment. So that arrangements may be made for removal.
- You agree to maintain a minimum temperature in your Apartment of 55 degrees to protect the pipes and other water facilities from damage by freezing.
- You agree to pay all utility bills for your Apartment.
- You agree to test the batteries and the working order of your smoke detectors on no less than a quarterly basis. You also agree to alert Management in the event of a detector malfunction.
- You agree and understand that partaking in any activity or maintaining any paraphernalia related to illegal drugs is strictly prohibited, grounds for eviction and punishable by law.
- Waterbeds and aquariums over 10 gallons in size are strictly prohibited.
- You agree not to house Live Christmas trees or other live decorations at anytime.
- Reynolds Ridge has a no Bullying/Harassment policy. Bullying consists of repetitive, negative behavior, which occurs over time and generally grows in intensity towards another person which violates standards of appropriate conduct.

YOU AGREE that we may change these rules and regulations from time to time as may be required and/or reasonable for the best interest of the community.

Resident 1 Signature

Date

Resident 2 Signature

Date

Duly Authorized Agent for Owner

Date

WAIVER OF LIABILITY

Reynolds Ridge may from time to time offer certain helpful services or activities to residents in order to increase the value of residency. Such services and activities may be delivered either directly through Management of Reynolds Ridge or indirectly through independent contractors arranged by Reynolds Ridge. The services and activities may include, but are not limited to the receipt of deliveries, health care information, resident parties and events and the like (the “services”).

Reynolds Ridge does not warrant and hereby expressly disclaims, that the Services will be rendered in any particular manner or quality or with any particular level of accomplishment. IN CONSIDERATION OF **Reynolds Ridge** PROVIDING THE SERVICES, THE RESIDENT AGREES THAT **Reynolds Ridge** WILL NOT BE RESPONSIBLE AND SHALL HAVE NO LIABILITY FOR ANY DAMAGES, WHETHER DIRECT, INDIRECT, GENERAL, SPECIAL, INCIDENTAL, EXEMPLARY OR CONSEQUENTIAL OF ANY SORT WHETHER BASED ON STATUTE OR OTHERWISE ARISING OUT OF, RELATED TO, OR BECAUSE OF THE OFFERING OR THE DELIVERY OF THE SERVICES AND EACH RESIDENT HEREBY WAIVES ANY SUCH RIGHT OR CLAIM.

Reynolds Ridge and the resident agree that the limitations of remedies and liabilities contained herein represent a reasonable allocation of risk as agreed to by the parties and consequently to the fullest extent permitted by law, the resident waives any rights and remedies which he or she may now have or hereafter acquire by statute or otherwise against **Reynolds Ridge** arising out of, related to, or because of the offering or delivery of the services.

Resident 1 Signature

Date

Resident 2 Signature

Date

Duly Authorized Agent for Owner

Date

MOVING PROCEDURES

Welcome to our community! We're thrilled you've chosen **Reynolds Ridge** as your new home! You are scheduled to sign your lease for apartment # _____ on _____, and your move-in date is scheduled for: _____.

Here are a few things you will need to know before moving into your new home:

- **Certificate of Insurance:** To help protect the integrity of our common areas (hallways, lobby, etc.), we require that each household moving in or out of our community provide management with a certificate of insurance from companies providing moving services to our residents. The certificate should be issued to "**The Housing Authority of the Town of Bethel**", include \$100,000 General Liability coverage, and can be faxed to our office at: 203 743-4570 or e-mailed to office@bethelhousingauthority.org. Please make sure your name is on the certificate.
- **Setting-Up Utilities:** Residents are responsible to set-up and pay for the following utilities within their households:

Electricity: Eversource - 800-286-2000
Cable TV and Phone lines,

PET ADDENDUM

Species: _____
Breed: _____
Gender: _____
Weight: _____

Name: _____
Age: _____
Immunization Recorded Attached: Y or N
Picture Attached: Yes or No

This addendum to lease between **THE HOUSING AUTHORITY OF THE TOWN OF BETHEL** and _____ (“Tenant(s)”) of **Reynolds Ridge apartments located at _____ Reynolds Ridge, Bethel, CT 06801 (“Lease Agreement”)** is to provide accommodations to and for competing individual interests concerning the ownership of household pets, by a tenant while adopting such rules governing the conduct and behavior of the tenant in connection with such pet(s) to protect the comfort, safety, quiet and peaceful enjoyment of other tenants or occupants in the building. Any breach of the provisions of this Pet Addendum therefore shall be considered a material breach of the Lease Agreement and/or substantial interference with the comfort, safety, and/or quiet and peaceful enjoyment of the premises by other tenants or occupants of **Reynolds Ridge**, except breach of paragraph 2 below concerning additional rent shall be considered nonpayment of rent under the Lease Agreement.

1. **AUTHORIZATION:** The pet owner(s) is/are hereby authorized to house a pet, which is described above, during the term of the Lease in the above named unit. Authorization may be terminated sooner if resident(s) right of occupancy is lawfully terminated or if the Pet Rules are violated by the
2. **PET DEPOSIT:** The Owner hereby charges a onetime **pet deposit** (\$300.00/dogs, \$200.00/Cats \$50.00 Fish and Birds) for the housing of the pet as described above. We do have an installment plan, \$ 50.00 deposit and \$10.00 a month until full amount reached.
3. **SERVICE ANIMALS:** May be requested through completion of a reasonable accommodation form. If granted, no pet deposit required. A service animal means any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Therefore, the work tasks performed by the service animal must be directly related to the individual’s disability. It does not matter if a person has a note from the doctor that states the person has a disability and needs to have an animal for emotional support. A doctor’s note does not turn an animal into a service animal. Examples of acceptable assistance pets include ADA definition of a service animal because they have been specifically trained to perform a task for the person with a disability: Guide Dog or Seeing Eye Dog, Hearing or Signal Dog, Psychiatric Service Dog, Sensory Signal and Seizure Response Dog. While Emotional Support Animals or Comfort Animals are often used as part of a medical treatment plan as therapy animals, they are not considered service animals under ADA. These animals provide support companionship, relieve loneliness and sometimes help with depression, anxiety and certain phobias they do not have special training to perform tasks that assist persons with disabilities. BHA reserves the right to respond on a case by case basis when determining if the pet deposit or other policies will be waived to comply with needing the use of a service animal while in occupancy at Reynolds Ridge
4. **VACATING APARTMENT:** Upon vacating the apartment, the owner/manager shall make a deduction in the Pet Deposit as seen necessary for pest control, deodorizing, and/or shampooing to restore the unit to a safe and sanitary condition.
5. **ROAMING PETS:** If any pet is allowed to roam the premises unescorted by the pet owner or resident of the unit in which the pet is housed, owner will notify the appropriate authorities to remove the pet from the premises.

- 6. PET RULES:** In order to be considered for occupancy, all household pets must fall within the following guidelines:
- a. Households are limited to a maximum of one (1) pet per household. Maximum weight of pet is 15lbs. or 20 inches to the shoulder, when fully grown.
 - b. Cats must be of a common household breed only. Each household is limited to one cat.
 - c. Dogs must be of a common household breed only, are limited to one (1) dog per household and must be registered with the Town/City of Bethel, CT.
 - d. Fish must be of a common household variety, tropical or gold, that can be restrained in a tank with a capacity not to exceed ten (10) gallons. Tanks are limited to one (1) per household.
 - e. Birds must be caged at all times
 - f. Certain types of pets are **not allowed**. These include, but are not limited to, monkeys, ferrets, snakes, rodents, livestock, reptiles, and certain dogs. Prohibited dog breeds include, but are not limited to, Pit Bulls, Rottweiler, German Shepherds, Huskies, Alaskan Malamutes, Doberman Pinschers, Chow Chow, Presa Canario, Boxer, Dalmatian, Tosa Inus, Fila Brasileiros, Argentine Dogos, Bull Mastiffs, and Wolf Hybrids.
 - g. You agree to properly and humanely maintain your pet(s) within your household so as not to allow them to create excessive noise or waste anywhere within the property. This restriction includes within the apartment, on porches, on sidewalks, in gardens and in parking areas.
 - h. Pet owners of all dogs and cats must provide proof that their pet has been spayed or neutered.
 - i. The breeding of any pet within the community is strictly forbidden.
 - j. Any pet that is considered detrimental to the health, safety and well being of other residents will be declined for residency within the community.
 - k. No visiting pet will be allowed on the premises or on the grounds without Management approval.
 - l. Approved household pets are not allowed outside of the resident's apartment without being contained on a leash or in a carrier. Leash shall not exceed 15 feet. Pets must be kept 5 feet away from neighbors exterior doors
 - m. All dogs and cats must have annual physicals and appropriate shots supported in writing from a doctor of veterinary medicine. To be kept on file at the management office.
 - n. All pets being walked by the owner or other resident must be curbed. All pet owners must take their pets off-site for walking when the pet needs to create waste and must carry a "pooper-scooper" and bags for appropriate clean up. Pet owners will, under no circumstances, allow their pets to create waste on the patios, decks or other areas within the grounds of this community.
 - o. Litter boxes **MUST** be cleaned and changed regularly. Residents with cats must maintain a waterproof litter box for cat waste. Refuse from the litter box shall not be allowed to accumulate or become unsightly or unsanitary. Litter must be disposed of by placing the waste in the proper receptacle outside the unit in a sealed bag.
 - p. To prevent unsanitary situations and the spreading of germs/disease, pet waste of any kind **MUST** be placed in a **TIED, PLASTIC** bag before being thrown into the trash.
 - q. To maintain the integrity of the apartment finishes, pet food and water cannot be left for feeding on the apartment floor, counter top or anywhere within the unit for any unreasonable period of time. Additionally, proper measures must be taken to protect surfaces from staining and other damage caused by the pet.
 - r. In the event the pet owner is away from the pet for an extended period of time, another person **MUST** be designated as a temporary care taker for the pet and management must be notified of the change.
 - s. In the event we receive reasonable complaints about the animal(s) or if we determine in our sole discretion that the animal has disturbed neighbors or other residents, you must immediately remove the animal(s) from the premises.
 - t. We recommend that you notify the ambulance immediately and get medical attention if a pet

bite/attack occurs.

- u. We recommend that you notify Animal Control Officer/Police following any incident.
- v. Notify management regarding the incident with a pet to fill out an incident report to be kept on file in the management office.
- w. No PETS shall be left outside UNATTENDED
- x. We have the right to make reasonable changes to the animal rules from time to time if we distribute a written copy of any changes to every resident that have animals within the community.

Should the resident violate any of these rules, the BHA will inform the resident of said infraction in writing and give the tenant ten (10) days to correct the infraction. If within that 10-day period a solution to the problem is not reached, BHA may remove the pet; evict the owner of the pet or both.

An exception may be granted to any of the above regulations by good cause shown by the resident and approved by the Bethel Housing Authority.

The BHA reserves the right to change or amend this policy because of changes in state, local or federal requirements.

IN WITNESS WHEREOF, I (we) have executed this agreement this _____ day of _____, 2016.

Resident 1 Signature **Date**

Resident 2 Signature **Date**

Duly Authorized Agent for Owner **Date**

KEY ACCEPTANCE

You agree that you have received the following keys to the Apartment:

2 Apartment Key(s)

1 Mail Key(s)

1 Community Room Key(s)

I (We) understand that the above set(s) of keys are the only set that will be provided during the term of the lease agreement. No additional items will be provided unless this practice is within community-specific standard procedures and the Community Manager is in agreement. Charges for additional items may apply where applicable.

I (We) understand that I (We) am (are) responsible to return the above items to Management upon move-out and I (We) will not make duplicate keys without first consulting Management.

In the event that I (We) do not return or I (We) misplace any of the keys, the following charges will apply per item.

\$ 50.00 Each Key Replacement

\$100.00 Apartment Lock Replacement

\$50.00 Mailbox Lock Replacement

Resident 1 Signature

Date

Resident 2 Signature

Date

Duly Authorized Agent for Owner

Date

EMERGENCY CONTACT INFORMATION

Each resident is required to notify Management within twenty-four (24) hours of changes made in their address, telephone numbers and/ or e-mail addresses for the sole purpose of remaining in contact in the event of an emergency, which would cause evacuation of the premises.

Also, Please notify us within twenty-four (24) hours of changes made to you emergency contact information.

Should an emergency arise, the Management or his/her agent will immediately attempt to notify each resident by phone and then by physical means, via notices placed under the door or knocking on doors

Resident(s) Name: _____

Apartment Number _____ Reynolds Ridge, Bethel, Connecticut 06801

E-Mail: _____

Phone: Cell _____ Home _____ Work _____

Work Phone: _____

~~~~~  
1. Emergency Contact Name/Relationship: \_\_\_\_\_

Emergency Contact Phone: Work \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

~~~~~  
2. Emergency Contact Name/Relationship: _____

Emergency Contact Phone: Work _____ Home _____ Cell _____

Email _____

~~~~~  
3. Emergency Contact Name/Relationship: \_\_\_\_\_

Emergency Contact Phone: Work \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

~~~~~  
Please Note: This information shall be used for the sole purpose of emergency evacuation notification and shall not be released to outside parties.

Please list any and all house hold members that will need assistance or special needs in the event of an emergency evacuation: Please Update Management whenever changes occur.

Community Room Policy and Procedures

This agreement is and addendum of the rental agreement between the Housing Authority of the Town of Bethel and the Tenant residing at Reynolds Ridge, Bethel, Connecticut 06801.

The authority has the right to amend these rules as adopted by the Board of Commissioners upon providing 30-day notice in writing to all residents. All residents are responsible for the conduct of their guest and to the adherence of these rules and policies at all times. For any function, outside of the normal activities, we require a Community Room Request Form.

The Community Room #25 and #58 are for the use and enjoyment of the Reynolds Ridge Tenants.

Anytime you use the community room we ask that you

- Be respectful of others
- Please clean up after yourself, wash and put away all dishes, glassware and utensils that you used.
- If you generate a large amount of trash or food into the trashcan please dispose of it properly in a dumpster or let management know so that we do not invite bugs or critters to our community rooms.
- Please turn off all lights if you are leaving and room is not in use
- Please turn off all appliances when you leave.
- If you wish to bring a guest (up to 4) to the Community Room they must be accompanied by you or another responsible tenant at all times.

Tenant Gatherings: Please register an event a minimum of 2 weeks in advance to reserve the community room and so that we can inform other tenants.

Family Gatherings: The rooms are available for small private family gatherings up to 15 people. If you wish to reserve on of the community room, you must contact the Management office for availability a minimum of 2 weeks in advance to fill out a community Room request form. Please be aware that you may be asked to supply insurance coverage.

Computer and Printer – a limited amount of paper is supplied by the Housing Authority of the Town of Bethel. We ask that you use it sparingly. If you need to do excessive amounts of printing (More that 5) Please pay 10 cents a copy on the honor system.

**The Housing Authority of the Town of Bethel
25 Reynolds Ridge
Bethel, Connecticut 06801**

Community Room Request Form

Community Room requested #25 or #58
(Circle One)

Tenant requesting the Community Room _____

Date of Gathering _____

Time of Gathering _____

Number of people attending _____ Family Friends or Both
(Circle One)

Will Alcohol be at this event? Yes/No _____

Insurance Fee Paid - Yes / No _____

Deposit Required - Yes/No Amount \$ _____

Please be aware that you are responsible to returning the Community Room the way it was found. You are responsible for your guests and do not Hold The Housing Authority of Bethel or NP Rentals and Management, LLC responsible.

Signature of Tenant _____ Date _____

<p>For Office Use Only</p> <p>Condition of Community Room after the event. _____</p> <p>OTHER NOTES:</p> <p>_____</p> <p>_____</p> <p>_____</p>
