

**Ithaca Housing Authority
RESIDENTIAL LEASE AGREEMENT**

THIS TWELVE MONTH LEASE AGREEMENT is executed between the Ithaca Housing Authority (herein called "Landlord"), and _____ (herein called "Tenant"), and becomes effective as of this date: **Date and End Date.**

1. UNIT

The Authority, using verified data about income, family composition, and needs, leases to Tenant, the dwelling unit LOCATED at _____ **Address** _____, Ithaca, New York 14850 (hereinafter called the "premises" or "dwelling unit") to be occupied exclusively as a private residence by Tenant and household. The UNIT ID NUMBER is **account number.**

2. HOUSEHOLD COMPOSITION

The Tenant's household is composed of the individuals listed below:

Name	Relationship	Birthday & Age	Social Security Number
1.	Head		
2.			
3.			
4.			
5.			
6.			
7.			
8.			

3. RENT AMOUNT

The amount of the Total Tenant Payment and Tenant rent shall be determined by the Authority in compliance with HUD regulations and requirements and in accordance with the Authority's Admission and Occupancy Policy. (This is available for review at the office.)

- a) Tenant chooses to pay flat rate rent. Initial rent (prorated for partial month) shall be \$ _____ for the period beginning ___ / ___ / ___ and ending at midnight on the last day of the month. Thereafter, flat rate rent in the amount of \$ _____ per month shall be payable in advance on the first day of each month effective ___ / ___ / ___ and shall be delinquent after the fifth day of said month. Any rent received after the fifth day of said month shall accrue a \$15.00 late charge. IHA will not send a bill for any late charge. Flat rate rent does not include a utility allowance. (Flat rate rents are re-certified every three years.)
- b) If the Authority determines that the Tenant is unable to pay flat rate rent because of financial hardship, the Authority shall immediately provide for the family to pay rent in the amount determined under income-based.
- c) Tenant chooses to pay income-based rent. Initial rent (prorated for partial month) shall be **\$0.00** for the period beginning ___ / ___ / ___ and ending at midnight on the last day of the month.
- d) Thereafter, rent in the amount of \$ _____ shall be payable in advance on the first day of each month effective **Date** and shall be delinquent after the fifth day of said month. Any rent received after the fifth day of said month shall accrue a \$25.00 late charge. IHA will not send a bill for any late charge. All money paid will go FIRST toward any outstanding debts I owe the Authority, then to current rent payment due.

- e) Income based rent is re-certified annually. The Authority will send a notice with instructions and an application for continued occupancy, which must be returned along with certification documentation of income, assets, student status, and family composition.
- f) If interim changes in income, assets, child care expense, family composition, student status occur, or a family member turns 18 years old, Tenant agrees to report these changes in writing within 10 days. An interim rent adjustment may then be made. When the Authority makes any changes in the amount of Tenant rent, the Authority shall give written notice to the Tenant. The notice shall state the new amount, and the date for which the new amount will be applicable.
- g) Increases in rent are to be effective the first of the second month following that in which the change occurred. This includes rent adjustments due to a change in Federal law or regulations.
- h) Decreases in rent are to be effective the following first month after the change occurred, if the Tenant verified the decline in income prior to the following first.
- i) Failure to report any of the above changes within 10 days is a serious lease violation and may result in termination of tenancy or retroactive rent charge for which an increase in rent will become effective retroactive to the first of the month following the month in which the misrepresentation occurred.

Note: Ithaca Housing Authority's Occupancy and Admission Policy has established a minimum rent amount of \$50.00 monthly plus any excess utilities and any maintenance charges.

4. RENT PAYMENTS & LOCATION FOR PAYMENT

Rents paid at the Titus Two rent window between the hours of 9am to 3pm Monday through Friday by check or money order. For your convenience there are rent boxes in the Titus one and Titus two lobbies. **All rents paid on the fifth of the month must be paid at the rent window.**

5. UTILITIES AND APPLIANCES: PHA-SUPPLIED UTILITIES

- a) If indicated by an (X), the Authority provides the indicated utility and/or appliances as part of the rent for the premises: () Electricity (X) Natural Gas (X) Refrigerator (X) Stove (X) Trash Bins (X) Recycling Bins.
- b) Heat will be furnished when necessary, or as specified by local law. The Authority will not be liable for failure to supply utility service for any cause whatsoever beyond its control.
- c) The Tenant is responsible to dispose of trash and recyclables in the bins provided for proper disposal. If Tenant fails to take garbage bags to bins and it is left outside the door, Maintenance staff will pick up any bags left outside the door and the tenant will incur a \$5.00 per bag charge. Such charges shall be considered additional rent and shall be payable within three (3) days of being billed.

6. UTILITIES ALLOWANCES: TENANT-PAID UTILITIES

The Authority shall provide Titus Two Tenants (who pay income-based rent) with a utility allowance in the monthly amount of \$34 because they pay their electric supplier directly. Tenant Responsibilities: Tenant agrees not to waste the utilities provided by the Authority and to comply with any applicable law, regulation, or guideline of any governmental entity regulating utilities or fuels. Tenant agrees to abide by local regulations banning the use of space heaters in multi-dwelling units.

7. CHARGES FOR EXCESS APPLIANCES

(Not applicable to Titus Two Residents). Charges for excess appliances are indicated by a (X) marked below. Excess appliances may be installed and operated only with the written approval of

the Authority. Amounts are as follows, and are due on the first of each month in addition to the monthly rent for each month the excess utility is on the premises:

() Washer-\$6.00 () Dryer-\$6.00 () Freezer-\$10.00 () 2nd Refrigerator-\$10.00
() Air Conditioner-\$ 15.00 () Other \$_____.

The Authority may change the utility charge any time during the lease, and shall give Tenant written notice of the revised charge along with any resultant changes in Tenant Rent. The revised rent shall commence on the first day of the second month after such notice is given to the Tenant. Such charges shall be considered additional rent.

8. MAINTENANCE COST

The cost for services or repairs due to intentional or negligent damage to the dwelling unit, common areas or grounds beyond normal wear and tear, caused by Tenant, household members or by guests shall be charged to the Tenant. When the Authority determines that needed maintenance is not caused by normal wear and tear, Tenant shall be charged for the cost of such service, either in accordance with the schedule of Maintenance Charges posted by the Authority or (for work not listed on the schedule of Maintenance Charges) based on the actual cost to the Authority for the labor and materials needed to complete the work. If overtime work is required, overtime rates shall be charged.

9. SECURITY DEPOSIT

Tenant agrees to pay \$ 00.00 as a security deposit (an amount equal to one months rent) to be used to pay the cost of any delinquent rent, or any other charges owed by the Tenant at the termination of this lease, or to reimburse the cost of excess cleaning or repairs resulting from any intentional or negligent damages to the dwelling unit caused by the Tenant, household members or guests. The security deposit is not intended to represent the first or last months rent; it is intended for damages or other obligations.

The Authority will place the security deposit in an interest-bearing account. The security deposit will be returned within thirty days after vacating the dwelling unit if the Tenant leaves a forwarding address, less any deductions that are made hereunder. The Authority will furnish a written statement of any costs for damages and/or other charges deducted from the security deposit.

10. TERMS AND CONDITIONS

The following terms and conditions are made part of the lease:

- a) **This is a twelve-month lease.** Unless, otherwise modified or terminated, this lease shall automatically be renewed for successive terms of one calendar month.
- b) Premises must be used only as a private residence, solely for Tenant and the household members named above. The Authority may, by prior written approval, consent to Tenant's use of the unit for legal profit-making activities incidental to the residential use subject to the Authority's policy.
- c) This provision permits accommodation of Tenant's guests or visitors for a period not exceeding 30 cumulative days per year. If any guest or visitor stays more than three days at a time, the Tenant must notify the Authority in writing.
- d) Any additions to the household members named on the lease, including Live-in Aides and foster children require the advance written approval of the Authority. Such approval will be granted only if the new family member(s) pass the screening criteria and the unit is of appropriate size (excluding natural births) which must be reported in writing within 10 days of the occurrence.

- e) Tenant agrees to wait for the Authority's approval before allowing persons to move into the unit. Failure on the part of Tenant to comply with this provision is a serious violation of the material terms of the lease, for which the Authority may terminate the lease.
- f) Deletions (for any reason) from the household members named on the lease shall be reported by the Tenant in writing within 10 days of the occurrence.

11. INSPECTIONS

- a) Move-in Inspection: The Authority and the Tenant shall inspect the unit prior to signing the lease and occupancy. The Authority will give the Tenant a written copy of the inspection noting the condition of the unit, inside and out, and note any equipment provided with the unit. Tenant shall be required to sign the inspection report acknowledging Tenant's agreement with the condition of the unit as set forth in the inspection report. The Authority, at no charge to the Tenant, will correct any deficiencies noted on the repair.
- b) Other Inspections: The Authority will inspect the unit at least annually to check needed maintenance repairs, treatment for pests, necessary improvements, tenant housekeeping and other lease compliance matters. Tenant will receive a written notice of such inspection at least two days prior to the inspection, which will be done during reasonable daytime hours. Should the Authority have reason to believe that there is a danger of serious property damage or danger to the health or safety of anyone in the unit, they may enter at any time without notice. Notice will not be given when Authority staff is responding to a call from the household reporting a repair.
- c) Move-out Inspection: the Authority will inspect the unit at the time the tenant vacates and will give Tenant a written statement of the charges, if any, for excess cleaning or damages the Tenant is responsible for. If Tenant wishes to be present at the inspection, they may call and schedule an appointment for an inspection after all belongings have been removed from the unit.

12. AUTHORITY OBLIGATIONS

The Authority shall be obligated to:

- a) Maintain the dwelling unit and the premises to ensure decent, safe and sanitary conditions.
- b) Comply with the requirements of applicable building codes, housing codes, and HUD regulations materially affecting health and safety.
- c) Make necessary repairs to the dwelling unit.
- d) Keep the building, facilities, and common areas (not otherwise assigned to Tenant for maintenance and upkeep) in a clean and safe condition.
- e) Maintain in good and safe working order and condition the electrical, plumbing, sanitation, heating, ventilating, and other facilities and appliances, including elevators supplied or required to be supplied by the Authority.
- f) Provide and maintain appropriate receptacles and facilities (except container for the exclusive use of an individual tenant family) for the deposit of garbage, rubbish and other solid waste.
- g) Supply running water and reasonable amount of heat at appropriate times of the year according to local custom and usage EXCEPT where the building that includes the dwelling unit is not required by law to be equipped for that purpose, or where heat or hot water is generated by an installation within the exclusive control of Tenant and supplied by a direct utility connection.
- h) Notify Tenant of any specific lease violations that provides the Authority with grounds for potential adverse action by the Authority. Such adverse action includes, but is not limited to, a lease termination, transfer of Tenant to another unit, imposition of charges for maintenance and repair, or for excess consumption of utilities.

- i) Reasonable Accommodation for residents with disabilities: Housing providers must consider reasonable accommodations with respect to lease and other policy requirements when requested by a qualified resident with disabilities. The concept of reasonable accommodation involves helping a resident meet essential lease requirements; it does not require the lowering or waiving of essential requirements. Accommodations are not reasonable if they require a fundamental alteration in the nature of the program or impose undue financial and administrative burdens on the housing provider.

13. TENANT'S OBLIGATIONS

In addition to all other Tenant obligations set forth elsewhere in this lease, Tenant shall be obligated to:

- a) Not assign the Lease, nor sublease the dwelling unit.
- b) Not to give accommodation to boarders, lodgers or long-term guests.
- c) Use the dwelling unit solely as a private dwelling for Tenant and Tenant's household as identified in the Lease, and not use or permit its use for any other purpose. This provision does not exclude the care of foster children or live-in care of a member of Tenant's family, provided the accommodation of such persons conforms to the Authority's occupancy standards, and so long as the Authority has granted prior written approval for the foster child(ren), or live-in aide to reside in the unit.
- d) Abide by necessary and reasonable regulations promulgated by the Authority for the benefit and well being of the dwelling unit and Tenants. These regulations shall be posted in a conspicuous manner in the Authority office and incorporated by reference in this Lease, and may change in the sole discretion of the Authority from time to time.
- e) Comply with the requirements of applicable state and local building or housing codes materially affecting health and/or safety of Tenant and household.
- f) Keep the dwelling unit and other such areas as may be assigned to Tenant for exclusive use in a clean and safe condition. This includes keeping the front and rear entrances and walkways for the exclusive use of Tenant free from hazards and trash, and keeping the yard free of debris and litter. Exceptions to this requirement may be made for Tenants who have no household member(s) able to perform such tasks because of age or disability.
- g) Dispose of all garbage, rubbish, and other waste from the dwelling unit in a sanitary and safe manner and place only in containers approved or provided by the Authority. Refrain from, and cause members of Tenant's household or guests to refrain from, littering or leaving trash and debris in common areas. Separate recyclables and dispose of them in appropriate containers.
- h) Use only in a reasonable manner all electrical, sanitary, heating, ventilating, air-conditioning, and other facilities and appurtenances including elevators.
- i) Refrain from, and cause household members and guests to refrain from destroying, defacing, damaging, or removing any part of dwelling unit or premises.
- j) Pay reasonable charges (other than for wear and tear) for the repair of damages to the dwelling unit, buildings, facilities, or common areas caused by Tenant, household members or guests.
- k) Act and cause household members, guests, or invitees to act in a manner that will not disturb other residents' peaceful enjoyment of their accommodations, and be conducive to maintaining all Authority property in a decent, safe, and sanitary condition.
- l) Tenant, members of the household, guests, or other person(s) under Tenant's control (1) shall not engage in any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the Authority's public housing premises by other residents or employees of the Authority, and (2) shall not engage in any drug-related criminal activity on or off the premises. Any criminal activity in violation of the preceding sentence shall be cause for termination of tenancy and result in eviction from that unit. For purposes of this lease, the term drug-related

criminal activity means the illegal possession, manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use, of a controlled substance as defined in Section 102 of the Controlled Substance Act.

- m) Make no alterations or repairs or redecorations to the interior of the dwelling unit or to the equipment, nor install additional equipment or major appliances without written consent of the Authority. Make no changes to locks or install new locks on exterior doors without the Authority's written approval. Nails, tacks, screws, brackets, or fasteners may not be used on any part of the dwelling unit (a reasonable number of picture hangers are acceptable) without authorization by the Authority.
- n) Give prompt prior notice to the Authority (in accordance with Authority obligations hereof) if Tenant leaves dwelling unit unoccupied for any period exceeding one calendar week.
- o) Act in a cooperative manner with neighbors and Housing Authority's staff. To refrain from and cause members of Tenant's household, guests or invitees to refrain from acting or speaking in an abusive, loud or threatening manner toward neighbors and the Authority's staff.
- p) Not to display, use, possess or allow members of Tenant's household or guests to display, use or possess any firearms (operable or inoperable) or other offensive weapons as defined by the laws and courts of the State of New York anywhere in the unit or elsewhere on the property of the Authority.
- q) Take reasonable precautions to prevent fires and to refrain from storing or keeping highly flammable materials upon the premises.
- r) Avoid obstructing sidewalks, areaways, galleries, passages, elevators, or stairs, and to avoid using these areas for purposes other than going in and out of the dwelling unit.
- s) Refrain from erecting or hanging radio or television antennas on or from any part of the dwelling unit.
- t) Refrain from placing signs of any type in or about the dwelling except those allowed under applicable zoning ordinances and then only after having received written permission of the Authority.
- u) Insure that no member of their household keeps, maintains, harbors, or boards any dog, cat, livestock, or pet of any nature in the dwelling unit or on the grounds of any Authority development except in accordance with the Authority's pet policy. However, in any development, a person with a disability may keep a companion or service animal that is needed as a reasonable accommodation for his or her disability. An animal needed as a reasonable accommodation is not subject to the Authority's pet policy, although it is subject to reasonable health and safety rules.
- v) Remove from Authority property any vehicles without valid registration and inspection stickers. Refrain from parking vehicles in any right-of-way or fire lane designated and marked by the Authority. Any inoperable or unlicensed vehicle as described above will be removed from Authority property at Tenant's expense. Automobile repairs are not permitted on Authority property.
- w) Remove any personal property left on Authority property when Tenant leaves, vacates, abandons or surrenders the dwelling unit after 30 days. Tenant specifically agrees that personal property left for more than 30 days shall be considered abandoned and will be disposed of by the Authority. Costs for storage and disposal shall be assessed against the Tenant.
- x) Use reasonable care to keep the dwelling unit in such condition as to ensure proper health and sanitation standards for Tenant, household members and neighbors. Tenant shall notify the Authority promptly of known need for repairs to the dwelling unit, and of known unsafe or unsanitary conditions in the dwelling unit or in common areas and grounds. Tenant's failure to report the need for repairs in a timely manner shall be considered to contribute toward any damage that occurs. Disconnecting or covering smoke detectors are serious violations of Local

City and/or State fire and building codes. When the Authority corrects such violations caused by the resident, there will be a \$50.00 code violation fee, per incident.

- y) Not to commit any fraud in connection with any Federal housing assistance program, nor receive assistance for occupancy of any other unit assisted under and Federal housing assistance program during the term of this lease.
- z) Promptly pay any utility bills for utilities supplied to Tenant by a direct connection to the utility company, and to avoid disconnection of utility service for such utilities.

14. TRANSFERS

- a) Tenant agrees that if the Authority determines that the unit size or design of the dwelling unit is no longer appropriate to Tenant's needs, the Authority shall send Tenant written notice. Tenant further agrees to accept a new lease for a different dwelling unit of the appropriate size or design.
- b) The Authority may move a tenant into another unit if it is determined necessary to rehabilitate or demolish Tenant's unit.
- c) A Tenant without disabilities who is housed in an accessible or adaptable unit must transfer to a unit without such features should another Tenant or applicant with disabilities need the unit.
- d) In case of involuntary transfers, Tenant shall be required to move into the dwelling unit made available by the Authority. Tenant shall be given 15 days to move following delivery of a transfer notice. If Tenant refuses or fails to move within the fifteen-day period, the Authority may terminate the lease at the end of the current month that said notice was given.
- e) Involuntary transfers are subject to a Grievance Procedure, and no such transfers may be made until either the time request a grievance has expired or the procedure has been completed.
- f) The Authority will consider any Tenant requests for transfers in accordance with the transfer priorities established in the Admission and Occupancy Policies.

15. TERMINATION OF THE LEASE

The following procedures shall be followed by the Authority and Tenant to terminate the lease:

A. Termination by Tenant

Tenant agrees to give at least 30-day written notice of intent to vacate the premises prior to the first day of the month that Tenant's 12-month lease expires. If a 30-day written notice is not given, Tenant will be charged an additional month's rent. In the case of death, family must contact the Authority and inform them of the intentions of the family to remove personal belongings from the deceased's apartment. Furthermore, in the case of death, an additional month's rent will not be charged if the Tenant's belongings have been removed and the keys returned before the end of the month during which the Tenant has died.

B. Termination by Authority

The Authority may terminate the lease for serious or repeated violations of material terms of the Lease, or for failure to fulfill Tenant obligations as stated above, or for other good cause.

Such serious or repeated violation of terms shall include, but not be limited to:

1. The failure to pay rent or other payments when due.
2. Repeated late payments, which shall be defined as failure to pay the amount of rent or other charges due by the fifth of the month. Four such late payments within a 12-month period shall constitute repeated late payments.
3. Failure to pay utility bills when Tenant is responsible for paying such bills directly to the supplier of utilities.

4. Misrepresentation of family income, assets, or composition.
5. Failure to supply, in a timely fashion, any certification, release, information, or documentation on family income or composition needed to process annual reexaminations or interim re-determinations.
6. Serious or repeated damage to a dwelling unit, creation of physical hazards in the unit, common areas, grounds, or parking areas of any site owned by the Authority.
7. Criminal activity by Tenant, household member, guest, or other person under Tenant's control, including, but not limited to, criminal activity that threatens the health, safety or right of peaceful enjoyment of the Authority's public housing premises by other residents or employees, or any drug-related criminal activity on or off the premises.
8. Alcohol abuse that the Authority determines interferes with the health, safety, or right to peaceful enjoyment of the adjoining or nearby premises of other residents.
9. Weapons or illegal drugs seized in an Authority unit by a law enforcement officer.
10. Any fire on Authority premises caused by the Tenant, household members, or guests as a result of neglect.
11. The Authority shall give the following written notices of the proposed termination of the Lease:
 - a) 14 days in the case of failure to pay rent.
 - b) A reasonable time, but not to exceed 30 days, considering the seriousness of the situation when the health and safety of other tenants or Authority staff is threatened.
 - c) 30 days in any other case.

C. The notice of termination:

1. The notice of termination to Tenant shall state specific reasons for the termination, shall inform Tenant of his/her right to make such reply as he/she may wish, and shall grant Tenant the right to examine Authority documents directly relevant to the termination or eviction.
2. When the Authority is required to offer Tenant the opportunity for a grievance hearing, the notice shall also inform Tenant of the right to request such a hearing in accordance with the Authority's grievance procedures.
3. Any notice to vacate (or quit), which is required by State or local law, may be combined with, or running concurrently, with the notice of lease termination under this section. The Notice to Vacate must be in writing, and specify that if Tenant fails to quit the premises within the applicable statutory period, appropriate action will be brought against Tenant, and Tenant may be required to pay the costs of court and attorney's fees.
4. When the Authority is required to offer Tenant the opportunity for a grievance hearing under the Authority's grievance procedure for a grievance concerning the lease termination, the tenancy shall not terminate (even if any Notice to Vacate under State or local law has expired) until the period to request a hearing has expired, or (if a hearing is requested) the grievance process has been completed.
5. When the Authority is not required to offer Tenant the opportunity for a hearing under the grievance procedure or the Authority has decided to exclude such grievance from Authority grievance procedure, the notice of lease termination shall (a) state that tenant is not entitled to a grievance hearing on the termination, (b) specify the judicial eviction procedure to be used by the Authority for eviction and state that HUD has determined that this eviction procedure provides the opportunity for a hearing in a court that contains the basic elements of due process as defined in HUD regulations, and (c) state whether the eviction is for a criminal activity that threatens health or safety of residents or staff or for drug-related criminal activity.

6. The Authority may evict a Tenant from the unit by bringing a court summary proceeding. In order to evict without bringing a court summary proceeding, the Authority must afford the Tenant the opportunity for a pre-eviction hearing in accordance with the Authority grievance procedure. The hearing notice will advise persons with disabilities of their rights to request a reasonable accommodation.
7. In deciding to evict for criminal activity, the Authority shall have discretion to consider all of the circumstances of the case, including seriousness of the offense, the extent of participation by or awareness of family members, and the effects that the eviction would have both on family members not involved in the criminal activity and on the neighbors. In appropriate cases, the Authority may permit continued occupancy by remaining family members and may impose a condition that family members who engaged in the criminal activity will neither reside in nor visit the unit. The Authority may require a family member who has engaged in the illegal use of drugs to present credible evidence of successful completion of a treatment program as a condition to being allowed to reside in the unit.
8. When the Authority evicts a tenant from a dwelling unit for criminal activity, the Authority shall notify the local post office serving that dwelling unit, that such individual or family is no longer residing in the unit so the post office will stop mail delivery for such person(s) and inform them that they have no reason to return to the unit.

16. ATTORNEYS' FEES, OTHER FEES

If any lawsuit, action or other proceeding is brought under this agreement or is needed to establish the rights, duties, obligations, or liabilities of any party to this agreement, the Authority, if it prevails, shall be entitled to reasonable attorneys' fees and legal costs and disbursements. It is agreed by the parties that reasonable attorneys' fees shall be \$300.00 if there is no trial, and \$600.00 if a trial or hearing has commenced. Any attorneys' fee, legal costs and disbursements incurred by the Landlord in seeking legal assistance to secure monies past due, such as rents or charges for damages, or any other charges hereunder, will be chargeable to the Tenant and may be deducted from any deposits or other monies of the Tenant held by the Landlord to the extent such monies are available. Tenant further agrees to be liable for any fines or penalties for violation of applicable law and municipal codes, ordinances, and regulations, when such violations are attributable to Tenants or their guests, invitees, or licensees.

17. EXECUTION

Tenant and household agree by signature(s) below to be bound by the terms and conditions of this lease and all additional documents made part of this lease by reference. By the signature(s) below I/We acknowledge that all parts of this lease agreement have been received and explained to me/us and I/We understand the terms, provisions and conditions of this lease and agree to abide by them.

Tenant signature

Date

Co-Tenant signature

Date

Public Housing Manager

Date

TENANT’S CERTIFICATION:

I/we Name hereby certify that I/we and other members of my household have not committed any fraud in connection with any federal housing assistance program, unless such fraud was fully disclosed to the Authority before execution of this lease, or before the Authority’s approval for occupancy of the unit by the household member.

I/we further certify that all the information or documentation submitted by myself or other household members to the Authority in connection with any federal housing assistance program (before and during the lease term) are true and complete to the best of my knowledge and belief.

Tenant’s signature

Date

Tenant’s signature

Date

ATTACHMENTS

If indicated by a (X) below, the Authority has provided the Tenant with the following attachments and information.

- () Initial Occupancy Inspection Report () Office hours
- () Move out cleanup instructions () Program information, booklets, activities
- () Housekeeping Standards () Grievance Procedure (may be updated)
- () Pet Policy/ or Lease () Lead Paint Information
- () Housing Contact Numbers

I/We have received a copy of the above information indicated by an (X). The information has been thoroughly explained to me/us.

Tenant’s Signature

Date

Tenant’s Signature

Date