



Mathis Housing Authority
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MATHIS HOUSING AUTHORITY
House Rules

Tenant agrees to observe the following House Rules and acknowledges that failure to do so may result in eviction.

1. School Truancy - Every year by June 15, the Head-of-Household must produce an original report card for every school-aged child in the household. More than five percent of days missed per year may result in eviction.
2. Housekeeping - Tenant must meet the Mathis Housing Authority's Housekeeping requirements to avoid eviction. Photographs will be taken as documentation
3. Loitering - Loitering is strictly prohibited. Neither tenants nor their guests are permitted to engage in any activities that limit, restrict, impair, obstruct or impede access to stairs, hallways, parking lots and public walkways.
4. Curfew – Applies to the City Of Mathis ordinance.
5. Judgments - In the event the PHA Management Staff obtains a judgment against the Head-of Household for non-payment of rent, the PHA Management Staff will immediately pursue possession of the premises.
6. Violence - Tenant, or any member of the Tenant's household, or a guest or other person under the Tenant's control shall not engage in acts of violence or threats of violence, including, but not limited to, the unlawful discharge of firearms on or near the development premises.
7. Cold Weather - To avoid cold weather problems, the Tenant should never set heat below 55 during winter months. When an apartment is allowed to get too cold, water supply lines can freeze and break, which could result in damage to the Tenant's apartment or the Tenant's neighbor's apartment. When the temperature is expected to fall below freezing, all Tenants are required to open cabinets where water pipes are located, open the lid to all toilets and drip all water faucets to avoid pipe freezing. Tenant may be liable for damages resulting from frozen pipes.
8. Tenant Charges - It is the responsibility of all Tenants to report any damages or necessary repairs to PHA Management; failure to do so may result in eviction.

Some examples of charges Tenants could possibly incur due to negligence or damage to PHA property include:

- a) Any repair made to an apartment due to negligence on the part of a Tenant, such as a broken window, or jammed garbage disposal.
 - b) Damaged to the water sprinkler system or landscaping caused by the Tenant, Family member, or guest; or
 - c) Tub, sink, or toilet overflows due to abuse or negligence on the part of the Tenant causing water damage to his/her apartment or to any other apartment. Charges for parts and labor will be billed to the Tenant.
9. Emergency Maintenance - If an emergency arises after hours the Tenant must call the Emergency Number provided by the PHA. The call
- a) will be answered by a call center and maintenance personnel will be dispatched within a reasonable time depending on the nature of the emergency. **(A phone number must be provided for call back)** Note that when the emergency condition was caused by Tenant damage or negligence, Tenant will be charged for the emergency maintenance provided, including overtime rates if applicable.
10. Listed below are examples of items that are considered to be emergencies.
- A) Fire
 - B) apartment doors that will not lock or unlock.
 - C) flooding,
 - D) electrical problems.
 - E) sewer back-up.
 - F) broken windows.
 - G) Tenant lockout.
 - H) Water that is leaking that will damage dwelling unit
 - I) no heat when the inside temperature falls below 60 degrees or temperature outside being below 40 degrees
 - J) No central air when the inside temperature rises above 80 degrees or temperature outside being above 90 degrees.
 - K) Broken gas lines or leaks
 - L) Smoke alarm failure
 - M) Refrigerator stops working
 - N) All burners or oven quits working
 - O) Water heater stops working
11. Plumbing - Tenants are responsible for the repair costs of plumbing stoppage caused by disposal of anything other than normal sewage, which is human waste. The system is not designed to handle anything other than normal sewage.
12. Air Conditioning - The Tenant must not block the return air grill where the filter is located. Maintenance personnel are required to replace filters on a regular basis. The grill where the

filter is located must be accessible at all times. Air conditioning thermostats must not be set below 68 degrees.

13. Smoke Detectors / Carbon Monoxide Detectors - The Tenant must not disable the smoke detector / carbon monoxide detector by removing the batteries or dismantling or damaging the smoke detector. The smoke detector must be operational at all times. The Tenant will be charged a fee for replacing removed batteries for damaged smoke detectors.
14. Key and Locks - The Tenant will be issued **(2)** apartment key's. keys (if applicable) at the time of occupancy. Alterations/replacement of locks or installation of deadbolt locks, knockers, or other attachments on interior or exterior doors is prohibited. The Tenant shall not install any locks themselves. Keys are not loaned to Tenants. If the Tenant loses his/her key, a duplicate key will be provided for a fee. If any Tenant is locked out, Management will allow access only to persons over the age of 17, as identified on the lease for a fee. All such persons will be required to provide picture identification to verify that the person seeking access is a member of the household.
15. Alteration/Decorating - The Tenant shall not make modifications to apartment walls, shelves, or closets without prior approval of the Manager. Windows with curtains or window treatments must show white backing to the outside. The following items are not allowed on windows: aluminum foil, sheets, blankets, or window tinting.
16. Maintenance Inspections - Regularly scheduled Preventive Maintenance inspections are conducted. The Tenant will be notified of the approximate scheduled date, a minimum of 48 hours in advance. Maintenance personnel must have access to the Tenant's unit to conduct the scheduled maintenance inspections. Photographs will be taken as documentation.
17. Telephone Wiring - Tenants may use only the telephone outlets already installed in the apartment. Any additional wiring must be approved by PHA prior to installation and all costs associated with additional wiring are the responsibility of the Tenant.
18. Cable/satellite/internet – PHA approval must be granted prior to installation. Policy and instructions for installation must be followed. In accordance with Request For Approval.
19. Insurance - PHA Management strongly recommends that the Tenant obtain renter's insurance. The Tenant is responsible for damages or loss of personal property from such events as theft, vandalism, fire, and water damage.
20. Common Areas - The definition of a common area is an area located outside of the Tenant's apartment, including but not limited to parking lots, stairwells, breezeways, and courtyard areas. These areas must be kept clear at all times of trash and other obstructions.
 - a) All items left unattended in the common areas may be removed and disposed of by The Housing Authority or designated personnel without notification to Tenant.
 - b) Common areas are for the use and enjoyment of all Tenants. Any Tenant, occupant and/or guest conducting themselves in any unreasonable and/or offensive manner shall be subject to being removed from the common areas.

- c) Tenants will be liable if they or their guest(s) cause any damage to any part of the community.
- d) Moving vans, trucks, motorhomes, trailers, boats, travel trailers or vehicles of any kind are not permitted on the lawn or sidewalk at any time.
- e) The consumption of alcoholic beverages in common areas of the property is strictly prohibited.
- f) Open containers of alcoholic beverages are strictly prohibited in all common areas.
- g) Loud noise levels from automobile stereos and/or portable speakers/radios will not be tolerated.
- h) All activities in the common areas by any person 10 years of age or under, must be supervised by a parent or legal guardian at all times.

21. Entrances and Hallway - In compliance with the fire code and HUD inspection protocols, all sidewalks, entrances, passages, and stairways are to be kept free from obstruction at all times. Any items left unattended may be removed and disposed of by PHA Management or designated personnel without notice.

22. Patios

- a) Keep your doors and windows closed and locked during your absence to protect against damage from rain.
- b) Keep patios, porches, free of appliances, old furniture, clothing, clutter and trash.
- c) Do not leave trash at your door or on porch/patio.
- d) No radio or television aerials or wires shall be erected on any part of the premises without prior written permission from PHA.
- e) Only outdoor furniture in good condition is permitted on patios, porches. For a list of other items refer to PHA Housekeeping Policy.
- f) Bird feeders are not allowed on patios, porches.
- g) The use or storage of barbecue grills and smokers on the front porches is strictly prohibited. Barbeque grills/griddles and smokers must be used at least 10' from the building and may not be used to burn trash.

23. Trash - The Tenant is to keep the premises clean by not throwing trash on the property. All trash must be wrapped or put in bags and placed in your individual trash bin. It is recommended that all garbage be discarded on a daily basis to help eliminate any insect problems.

24. Parking and Vehicles

- a) Vehicles must be parked within marked lines.
- b) Cars without current inspection stickers and/or license plates are subject to towing at owners' expense in accordance with the Towing Policy.
- c) The use of parking lots for any purpose other than parking of automobiles, motorcycles, vans or pick-up trucks (such as storing, parking of boats, trailers, large trucks, commercial vehicle, buses, motor homes) is expressly prohibited and the vehicles are subject to towing at owners' expense. In accordance with the towing policy.

- d) Minibikes, go-carts, or other non-licensed, self-propelled vehicles are prohibited on PHA property.
- e) The parking of motorcycles under breezeways, on sidewalks, patios or inside of apartment is strictly prohibited.
- f) The Tenant must not park in designated fire lanes, or block trash receptacles.
- g) All abandoned, and/or inoperable vehicles will be towed at owners' expense in accordance with the towing policy.
- h) Car Washing and Repairs - Washing and repair of vehicles is prohibited on PHA property.
- i) Tenants shall be charged a "Fee" for the cost of cleaning chemicals, debris, or property damages resulting from washing, repair or maintenance of vehicles.

25. Noise - Loud playing of any musical instrument, radio, stereo, or television set is not permitted at any time.

26. Quiet Time – during the hours of 10:00 pm to 7:00 am will be observed.

27. Disposal of food – Grease and food should be cooled and placed in a bag then disposed of in the trash can or dumpster. Do not dispose of in the sewer system.

28. Dumpsters - Trash bins are for common household trash. Trash must be bagged and placed inside individual trash bin. Any trash left outside of the bin will result in a lease violation. Bulk (furniture, TV, mattresses, etc.) items may not be left curbside or inside or around the bins.

29. Guests may not bring pets onto the premises unless it is a service animal. Pet sitting is strictly Prohibited.

30. Tenants may not bring pets onto the premises until a Pet Policy or Animal Ownership Policy has been executed.

31. Residents will not dispose of food outside dwelling unit to feed/water stray or wild animals.

32. Violation of these House Rules shall constitute material violations of the Lease and may be cause for termination of tenancy.

33. Decorations may not be affixed to the building. Holiday Décor must be removed within ten days following the holiday.

34. Flower beds are to be maintained by the resident. If they are not maintained, maintenance or contracted yard crews will remove them.

35. No pools of any type, no trampolines, no swing sets, commercial jumpy houses or water slides may be allowed without prior approval by the PHA. Local ordinances must be followed.

36. No shrubs, intrusive vegetation, trees, or cacti shall be allowed.

37. Photograph's will be taken as needed for documentation of violations pertaining to the Housing Authority Lease, Policies or House Rules.

Please stress the importance of these House Rules to all Members of the Household.

****SIGNATURES REQUIRED ON PART 1 OF THE LEASE****

Posted for Review 05/01/2023