

**MATHIS HOUSING AUTHORITY
300 WEST FULTON
MATHIS, TEXAS 78368
361-547-3315
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HOUSEKEEPING POLICY

FORWARD

THE MATHIS HOUSING AUTHORITY IS PLEASED TO BE OF SERVICE TO YOU AND YOUR FAMILY. THE AUTHORITY'S MISSION IS TO MAINTAIN SAFE, DECENT, SANITARY AND AFFORDABLE HOUSING FOR QUALIFIED FAMILIES. IN ORDER TO PERFORM THAT MISSION, THE AUTHORITY NEEDS THE HELP OF ITS TENANTS.

THE FOLLOWING HOUSEKEEPING STANDARDS ARE BEING OFFERED AS A MEANS OF HELPING ACCOMPLISH THIS. IF THE STANDARDS ARE FOLLOWED, THE TENANT CAN GET THE MOST OUT OF THEIR HOME AND ITS EQUIPMENT.

PLEASE NOTE THAT THE LEASE THAT THE TENANT SIGNS REQUIRES THAT THE TENANT MAINTAIN THE UNIT IN A DECENT, SAFE AND SANITARY MANNER. BY FOLLOWING THE STANDARD'S SIMPLE INSTRUCTIONS, THE TENANT MAY BE CERTAIN THAT THEY ARE MEETING THE OBLIGATIONS OF THE LEASE AGREEMENT.

STANDARDS

- 1. THOROUGHLY CLEAN YOUR COOKING RANGE, RANGE HOOD AND FILTER (INSIDE AND OUT) AS OFTEN AS NECESSARY.**
- 2. IF YOUR REFRIGERATOR DOES NOT HAVE AN AUTOMATIC DEFROSTER, DEFROST AND CLEAN YOUR REFRIGERATOR AT LEAST ONCE A MONTH. IF ICE HAS ACCUMULATED IN THE FREEZER, NEVER USE A KNIFE OR SHARP TOOL TO CHIP OFF THE ICE (THIS MAY PUNCTURE THE FREEZING MECHANISM). A PAN OF HOT WATER OR FAN WORKS BEST IN SPEEDING UP THE DEFROSTING.**
- 3. CLEAN BOTH SIDES OF YOUR WINDOWS PERIODICALLY.**
- 4. THOROUGHLY CLEAN AND SANITIZE THE KITCHEN SINK, BATHROOM SINK, TUB, AND TOILET, AND REMOVE HARD WATER-STAINS. DO NOT USE ABRASIVE CLEANSERS OR SCRATCH PADS ON FIBERGLASS OR MARLITE SUB SURROUNDS OR SHOWERS.**
- 5. WASH AND CLEAN WALLS AND ALL PAINTED WOODWORK WITH SOAPY WATER. DO NOT USE BLEACH OR CLEANSER.**

4. SWEEP AND MOP ALL NON-CARPETED FLOORS WEEKLY. WAX FLOORS PERIODICALLY. DO NOT CEEMENT, STAPLE, OR NAIL RUGS TO THE FLOOR. VACUUME CARPETS WEEKLY IF YOU UNIT IS CARPETED.
5. PERIODICALLY WASH THE OOUTSIDE WALLS OF YOUR APARTMENT WITH A WATER HOSE.
6. MAINTAIN ALL SIDEWALKS, LAWNS, SHRUBBERY, FLOWERBEDS, AND GROUNDS (FRONT AND BACK YARDS) IN A CLEAN AND SANITARY MANNER. THE AUTHORITY HAS MOWERS THAT YOU CAN USE FOR THIS PURPOSE.
10. YOU WILL BE HELD RESPONSIBLE FOR ALL REPAIRS OR DAMAGES TO YOUR APARTMENT CAUSED BY THE INSTALLATION AND SERVICING, OR DISCONNECTING AND REMOVING OF PERSONAL EQUIPMENT OR FURNISHINGS. IF YOU DESIRE TO INSTALL TV DISHES OR ANTENNAE YOU MUST CONTACT THE OFFICE FOR PERMISSION TO DO SO.

IF YOU HAVE ANY QUESTIONS ABOUT THE ABOVE INFORMATION, OR WOULD LIKE ANY ADDITIONAL INFORMATION ABOUT THESE HOUSEKEEPING STANDARDS, PLEASE CONTACT THE OFFICE. ADDITIONAL DIRECTIONS ARE ABAILABLE THAT WILL HELP YOU PERFORM HOUSEKEEPING AND YARD MAINTENANCE DUTIES.