

KEARNEY MANOR

Handbook Of Rules And Regulations



Kearney Housing Agency
2715 Ave I
Kearney NE 68847
(308) 234-3000

I have received a copy of this handbook on _____

Tenant Signature: _____

KHA Staff Witness: _____

SECURITY DEPOSITS & CHARGES



Tenants shall pay security deposits as required by their lease. Security deposits shall be retained by the Kearney Housing Agency to apply to any damages or loss other than ordinary wear, or for unpaid rent. Under no circumstances can the deposit be applied by the tenant for past rent due. The **Security Deposit** for Kearney Manor is currently **\$200.00**.

Security deposits will be refunded within 14 days after the dwelling has been vacated and any charges for damages have been paid in full. Rent is charged through the date of the move-out inspection or through the date for which a proper vacate notice was given, whichever is later. **If the security deposit has been paid in part or in full by another agency, that portion of the security deposit will be refunded back to that agency, if there are no outstanding charges.**



INSPECTIONS

MOVE-IN inspection will be conducted before you move in. You must be present. A staff person and you will walk through unit and note any infractions that would be charged to you.

A **WELCOME VISIT** will be conducted after three months of occupancy. The purpose of the Welcome Visit is to check if you have any problems or questions. Completion of any work orders that were generated during the initial Move-In inspection will also be checked. The staff will be looking at housekeeping as well. Staff will be checking to see that boxes have been unpacked and removed, and checking the general condition of the unit.

AN ANNUAL inspection of your home is required. You must be present for the Annual Inspection. The staff will do a walkthrough inspection checking for health or safety issues.

POOR HOUSEKEEPING IS GROUNDS FOR EVICTION!

Issues that will be checked by staff:

1. Stove and burners-are they clean?
2. Refrigerator-is it clean?
3. Bathroom tub and sink-is there soap scum built up? Are they clean?
4. Bathroom stool-is it clean and free of stains?
5. Mini blinds-are they clean? Are they bent or broken?

A SPECIAL inspection may be conducted when it is determined that a housekeeping or other problem exists and is not being corrected. You must be present for this inspection.

HUD inspections are conducted upon HUD notification. The inspector randomly selects units to physically examine. A notice will be sent to all tenants prior to this inspection. However, notification of which unit HUD will inspect is not known to KHA until HUD is here. You do not have to be present for this inspection.

A MOVE-OUT inspection will be conducted when you move out. You must be present for this inspection. After the inspection is completed, the staff will discuss any damages and charges to you.



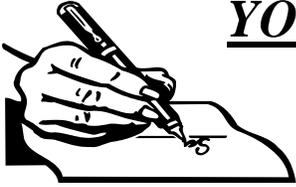
RENT

Rent is due on the first day of each month and payable by the fifth. If the fifth falls on a weekend or holiday, it must be paid the first working day thereafter. Rents not paid by the fifth of the month are considered delinquent and will be charged a \$10.00 late fee. You may mail your rent to the following address:

Kearney Housing Agency
PO Box 1236
2715 Ave I OFC
Kearney NE 68847

Any tenant issuing a “ Non-Sufficient Fund ” (NFS) check will be assessed a \$20.00 charge and is subject to a cash only policy on all future PAYMENTS. Tenants will receive a notice to pick up the “Non-Sufficient Fund ” check with cash or a money order, including the additional charges (NFS \$20.00 & Late Fees of \$10.00).

If a problem arises regarding your rent, call the office as soon as possible. Situations such as a late arrival of government, retirement, or lost checks should be reported.



YOUR LEASE

Your lease is a contract, binding both the Lessee and the Lessor.

YOUR APARTMENT

Your apartment is your home and your choice for a long and happy residency. Neatness and cleanliness are very important when families are living in such close proximity.



Pest control is a part of good housekeeping practices. This includes the prevention of insect infestation by proper care of food, proper disposal of trash and garbage, spraying for insects and setting traps for mice.

The following are some simple daily tasks noted to insure a decent, safe, and sanitary home:

1. Wash dishes on a daily basis.
2. Wipe up spills immediately.
3. Rinse refundable containers thoroughly before storing.
4. Remove garbage and waste on a regular basis.
5. Vacuum and dust at least once a week.

You are allowed to hang pictures on the walls of your apartment, as long as you use small nails.

No modifications or alterations, including painting, wallpaper or borders, shall be made by you or your family without prior approval by KHA. Even with written approval for borders or wallpaper, it is understood, if the wall is damaged upon removal you will be charged. Existing varnish surfaces shall not be painted.

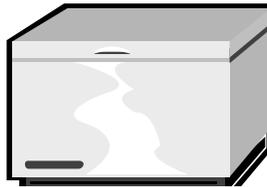
Do **NOT** put any **CONTACT PAPER** on any shelves or you will be charged for the damages when you move out.

Grandchildren or children may visit, however; they must be attended. Children may not ride bicycles, skateboards, or roller blades on the sidewalks. Please supervise all visiting children.

You may not sublease to others or allow any other person to live or stay with you for an extended period of time. Overnight guests are permitted as long as the unit is not overcrowded. The overnight guest privilege is meant to accommodate visitors from out of town on a non-recurring and infrequent basis. Any additions to the household members must be pre-approved by KHA before they can reside in the unit.

WATERBEDS

Waterbeds are allowed only with proof of liability insurance.



UTILITIES

Kearney Housing Agency pays for gas, Electricity, Water, Sewer and Trash. Telephone and cable television are the tenant's choice as well as responsibility for payment. Excess Utility charges are for utility consumption for tenant supplied appliances. The current excess utility charge is \$2.75 per month.

MAINTENANCE



The upkeep of your home is your responsibility. For routine maintenance, call in during normal office hours, 8:00 a.m. to 5:00 p.m., Monday through Friday. **IF AN EMERGENCY OCCURS, CALL ANYTIME** -- the answering service will connect you with the proper party. For both, office hours and after hours, call 234-3000. **Always report damages promptly.**

LEARN TO CONSERVE

Maintenance will remove or replace and clean furnace filters regularly for efficiency of the heating and cooling unit.



Use utilities economically. In the winter wear heavier clothing and lower the thermostat. Turn off lights when not in use. Keep doors and windows closed when the furnace or air conditioner is in use. If maintenance or other KHA staff sees windows opened while the air conditioner or furnace is in use, you will be charged for excess utilities.

PETS



Pets are permitted if you wish to have one small animal. You must be pre-approved by KHA and in compliance with your lease before you will be allowed to have a pet. Your pet deposit must be paid in full before being given permission to have your pet. The Pet Deposit is \$250.00 and refunded only upon tenant moving out. Be sure you read and understand the pet policy.

PLEASE ADVISE FRIENDS AND RELATIVES TO LEAVE THEIR PETS AT HOME WHEN VISITING. PET SITTING IS NOT ALLOWED.

GUESTS

You are allowed to have guests and visitors and to use your dwelling unit as your home so long as you do not disturb others. **HOWEVER**, you may not allow others who are not on your lease to live or stay in your unit. Residents are responsible for the conduct of their guests. If we receive a complaint from another tenant that you are disturbing your neighbors, KHA must follow upon the complaint.

EXTENDED ABSENCES



Please advise the office of any extended absences so your house may be checked periodically. Notify the office if

you are going to be on vacation, hospitalized, etc., for more than five days at a time.

BABYSITTING/CHILDCARE;
HOME OPERATED BUSINESSES

Are not allowed.

AUTOMOBILES, PARKING, ETC.



The Housing Agency has two parking lots. One is between 27th and 28th Street on K. This parking lot is to be entered from 27th Street and is a one-way private drive. There is also a lot on the West Side of units 134-139. Parking is also available on the streets. **Avenue I is a snow emergency route.**

There are no assigned parking places. Everyone should be considerate of their neighbors' needs.

Maintenance requests that, particularly during the snow season, tenants do not parallel park directly in front of the unit's sidewalk. This will help with snow removal. Those parking diagonally are requested to park back from the curb so the front of the vehicle is not hanging over the sidewalk.

Inoperable or not currently licensed vehicles can not be parked in the parking lots. All vehicles must be registered at the office.

One vehicle is allowed per tenant. If there is a couple they are allowed to have two vehicles.

Vehicles **will not** be allowed on the grass areas when loading and unloading furniture.

The Kearney Housing Agency will clear the parking lot of snow. You may be asked to move your vehicle to permit the removal of snow from parking areas.

NEWSLETTER

A newsletter is prepared each month with a calendar to remind you of all the activities. The Newsletter is available for pickup on the last Friday of the month.

KEARNEY MANOR RESIDENT COUNCIL

The Resident Council meets monthly. Check the date and time in the Newsletter. This resident council plans activities and brings concerns to the management. Anyone living at Kearney Manor is encouraged to be an active participant.

The Resident Council plans an annual Christmas Dinner each year. A fee is charged if you plan to attend.

COMMUNITY SERVICE

All adult residents in public housing are required to perform eight (8) hours of community service per month. This requirement is intended to be a rewarding activity that will assist residents in improving their own and their neighbor's economic and social well being and give residents greater stakes in their community.

The following are a few exemptions that apply in which a resident would not be required to perform the community service activities:

- Any person age 62 or older
- Any person who is blind or disabled
- A caretaker of a blind or disabled person
- Any person who is employed full time
- Any person who is a full time student

Kearney Housing Agency is mandated not to renew the lease for any household in which one or more adults fail to comply with the community service requirement.

Further information is found in the Kearney Manor lease.

GENERAL INFORMATION

The Executive Director has a key to your apartment in the event of an emergency. It is a good policy to leave one of your storm doors unlocked in case of an emergency. If they have to break into your unit you will be charged for any damages. If you lock yourself out of your unit and KHA Staff must come and let you in, there will be a “Lock out charge.” **The Lock out charge is \$10 during normal working hours 8:00 a.m. to 5:00 p.m. Monday-Friday, and \$50 after hours, weekends, and holidays.**

ELAINE B. WISEMAN PAVILION

The Pavilion is an extension of your living room and a tenant can reserve on a first come first serve basis. We encourage you to use for social and family gatherings. If you wish to use the Pavilion, you must come to the front office and fill out a request form. The Pavilion must be cleaned after you have used it, arrange tables the way you found them, dump trash, and vacuum if needed. There is no charge at this time for use of the Pavilion. A tenant is only allowed to reserve the Pavilion for one Holiday per year. Please be aware that you are responsible for any damages that occur when you have possession of the Pavilion.

NO SMOKING OR ALCOHOLIC BEVERAGES ARE ALLOWED IN THE PAVILION

USE OF THE PAVILION IS ON A FIRST COME FIRST SERVE BASIS

Activities at Kearney Manor in the Pavilion include but are not limited to: Foot Care Clinic, Blood Pressure Clinic, Cosmetologist, Afternoon coffee, Dominos, Club, Pitch, Bingo, Bible Study, and Pinochle.

Check the newsletter for times and dates of activities offered and the congregate meal menu. Tenants are encouraged to participate in the activities.

KHA has a library located in the Pavilion. You are welcome to access the books, magazines and puzzles. Please return items when you are finished so other tenants can use them. You are



welcome to use the computer and the exercise equipment. The Pavilion is open from 8 to 5 Monday through Friday. The Kearney Hub is provided on a daily basis at the Pavilion if tenants would like to read the paper.

CONGREGATE MEALS

KHA offers a well-balanced nutritious meal Monday through Friday, with and home deliveries. Coffee is offered in the mornings and afternoons during activities. There is a nominal cost for the congregate meal. Menus are printed monthly in the tenant newsletter and posted in the laundries and the Pavilion.

NEBRASKA TELEPHONE ASSISTANCE PROGRAM

If a tenant resides in Public Housing, they qualify for a telephone assistance program, which helps with part of your installation fee and gives you a monthly credit each month for phone service. If you are interested, KHA will provide the appropriate paperwork when you lease-up at Kearney Manor. The phone number for telephone service is 1-800-921-8101. It is the tenant's responsibility to contact the telephone company to transfer or connect telephone service.

CABLE TELEVISION/SATELLITE DISH

No antennas or other connections will be attached to the building. Satellite dishes may be used but must be installed according to Kearney Housing Agency policy. Before a satellite dish may be installed, the tenant must complete an "Approval Form" and obtain written permission from KHA.

Cable TV hook-ups are provided. You are to make your own arrangements with Charter Communications.



GARBAGE AND TRASH

We have two sites for garbage dumpsters, at the end of unit #44 or by the East maintenance shop. All garbage must be sacked and placed in the dumpsters.

YARD WASTE

We have containers for yard wastes located at each site where you dump trash. The yard waste containers are brown. If you plant flowers or vegetable plants in the front or back of your apartment, it is your responsibility to clean waste up in the fall and place in the yard waste containers. Waste can not be left in plastic bags. You must dump the wastes directly into the containers.

RECYCLING CONTAINERS

We have recycling containers located at each site where you dump trash. The recycling containers are blue, so if you recycle you may place items in these dumpsters.

WORK ORDER POLICY



The up keep of your apartment is your responsibility. Report needed repairs to the office as soon as you are aware of the problem so that a work order can be initiated and the repair completed. One preventative maintenance strategy is that tenants do not use their garbage disposal to dispose of “stringy” vegetables like celery, rhubarb, banana peels, peach pits, bones and grease.

1. Work orders are prioritized and completed in the following order starting with the highest priority:

Emergencies 1st: (No heat, no air, no water, toilet overflowing, drains plugged, faucet leaking in a fast stream, broken window, refrigerator not working, etc.)

Routine 1–2nd: (Furnace making noise, garbage disposal not working, storm doors not working, faucets leaking a slow leak, drain stoppers not working, door handles not working, etc.)

Routine 2–3rd: (Doorbell not working, light bulbs to be replaced, door sweeps replaced, changing furnace filters, fixing cabinet latches or drawers, etc.)

Routine 3–4th: Tenant requests not related to dwelling unit maintenance: (Hanging curtains, hanging pictures, putting up shelves, etc.)

2. Getting units ready for new tenants, snow removal, and lawn care are combined in order of need with the above work order requests, and will take precedence above Routine 2 and 3.
3. The Maintenance Supervisor assigns the Work orders to the Maintenance Staff as they are available. Tenant may not request a certain maintenance person to do the work.
4. Tenants are to call the office to request a Work Order, not stop a maintenance person and request something be done. The Maintenance staff have their assigned duties and will not address problems without a work order.
5. Work Orders for Kearney Manor which are “Routine 2 or 3” will not be addressed immediately, but maintenance will “batch” the work orders and will address once or twice a week as needed.
6. Emergency Work Orders will be addressed immediately by Maintenance. They will check out the problem and proceed as needed.

MISCELLANEOUS

Tenants are responsible for having their own personal property insurance.

Your mailing address in 2715 Ave I Apartment #___
Kearney Nebraska

Units 1-47--zip code is 68847-3725
Units 60-65--zip code is 68847-3741
Units 66-77--zip code is 68847-3749
Units 78-124--zip code is 68847-3741
Units 125-139--zip code is 68847-3770



No soliciting is allowed in Kearney Manor Apartments. If a solicitor comes to your door please call the office.

If you ever have any questions, please feel free to contact the office.

LAUNDRY FACILITIES

Both the East and West Laundry facilities are open Monday through Friday between the hours of 7 a.m and 5 p.m., and Saturday from 8 to 5. If the laundry is not open (except on Sundays and Holidays), please call the office.



- The laundry room is closed on all holidays that the office is closed including: New Year's Day, Presidents' Day, Memorial Day, 4th of July, Labor Day, Columbus Day, Thanksgiving, the day after Thanksgiving, Christmas Eve and Christmas Day.
- A volunteer opens the laundry for residents on Saturdays (unless it falls on one of the above holidays). If the weather is bad, it is at the discretion of the volunteer whether or not the laundry will be open. The volunteer will not give the key out to anyone else. If the weather is bad, you should not be out and your laundry will wait a few days.

The cost of washing or drying is \$.25. You have access to a clothesline, if you wish to. The laundry room and clothesline are ~~is~~ for the exclusive use of Kearney Manor residents only.

- Use the "HE" designated liquid laundry detergent soap. All you need to use per load is a scant 1/4 cup of detergent. **Powders and non-HE detergents will cause the machines to run poorly or quit working.**
- Check your pockets before placing clothes in the washing machines and remove coins and all other items.
- You must rinse all soiled laundry before bringing it to the laundry room.
- You can't wash pet bedding in the laundry room.
- After placing your clothes in the machine close the door/lid and insert your money into the machine, push and hold the start button until you hear the water filling in the machine.
- As a courtesy we ask that you please only use 2 washers and/or 2 dryers at a time.
- Please remove your clothing from the washer and dryers in a timely manner as other residents may be waiting to do their laundry. If it is

not removed in a timely manner, the office may remove your clothing and it may be disposed of.

- Please clean up after yourself. Pick up lint, dryer sheets, paper, etc. and place in the garbage. Did you spill soap or fabric softener? Use a wet cloth and wipe it up thoroughly.

NO SMOKING IS ALLOWED IN THE LAUNDRY FACILITIES

GENERAL POLICY ON SNOW REMOVAL

SNOW REMOVAL WILL BE DONE WHEN IT STOPS SNOWING. The fronts of all the units will be cleared first. If it snows on Saturday night snow removal will be done on the fronts only on Sunday.



The severity of the storm will determine the length of time in getting every unit cleared. Snow removal will be completed as quickly as possible. If the snow is not cleared at Kearney Manor, the city streets and sidewalks will not be safe, so it is best to be patient and stay in your nice warm apartments.

When it snows the routine work orders will be completed after snow removal is completed.

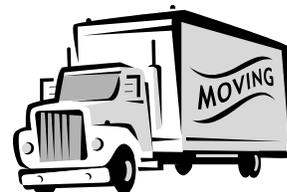
SMOKING AND NON-SMOKING BUILDINGS:



KHA has designated buildings that are “Smoke-Free” and “Smoking.” In “Smoke-Free” Buildings, no one including tenants, visitors, or guests shall be allowed to smoke inside the units, on either porch/patio, or outside adjacent to the unit. In “Smoking” buildings, smoking is permitted in the unit, on the patio/porch only. In the Handicap Accessible buildings, as there are both smokers and non-smokers, *only the Tenant* is allowed to smoke in the unit. Visitors and guests are prohibited to smoke in the unit, on either porch/patio. Guests who wish to smoke may do so on the public sidewalk next to the street.

MOVE-OUT

BEFORE YOU MOVE OUT:



All tenants are required to give a 30 day advance WRITTEN NOTICE in accordance with the lease before moving out.

When we receive your notice, a date and time for the move-out inspection will be set. All such inspections will be made during normal business hours with you or your representative present, unless it has been determined that the unit has been abandoned.

Please be sure we have a forwarding address.

You should have all your personal property removed from the unit before the move-out inspection. All property owned by the Housing Agency should remain in the unit.

The unit should be left clean, neat and in good condition in accordance with the move-out guidelines furnished to you by KHA.

The move-out inspector will pick up the keys at the time of the inspection. You will receive a copy of the inspection for your records.