

# Scattered Sites

HANDBOOK OF RULES AND REGULATIONS

## IMPORTANT PHONE NUMBERS

KEARNEY HOUSING  
AGENCY 234-3000

PLAZA BOULEVARD  
OFFICE 236-8332

KEARNEY POLICE 911  
DEPARTMENT  
NON-EMERGENCY  
237-2104

KEARNEY FIRE 911  
DEPARTMENT  
NON-EMERGENCY  
233-3226

HEALTH AND HUMAN  
SERVICES 865-5592

COMMUNITY ACTION  
PARTNERSHIP OF  
MID-NE 865-5680

SALVATION ARMY  
234-9998

JUBILEE CENTER  
234-3880

RYDE BUS  
865-5677

SAFE CENTER  
237-2599



I have received a copy of this handbook on \_\_\_\_\_

Tenant Signature: \_\_\_\_\_

KHA Staff Witness: \_\_\_\_\_



**KHA MISSION  
STATEMENT**

*To assist low-income families with safe, decent, and affordable housing opportunities and various opportunities to develop life skills as they strive to achieve self-sufficiency and improve the quality of their lives*

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# Security Deposits and Charges



Tenants shall pay security deposits as required by the appropriate lease. Security deposits shall be paid in full, in advance of the move-in date.

## Security deposit is required.

Security deposits will be retained by the Kearney Housing Agency to apply to any damage or loss, other than ordinary wear, or for unpaid rent. Under no circumstances can the deposit be applied to any rents due.

Security deposits will be re-

funded within 14 days after the lease has been terminated and any charges for damages have been paid. ***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.*** Rent is charged through the date of the move-out inspection, or proper vacate notice date (30 days), whichever is later.

***A special inspection may be scheduled due to an "Incident Report" or a complaint being filed with the office.***

## Inspections

**A MOVE-IN** inspection will be conducted before you move in. You must be present. A staff person and you will walk through the unit and garage and note any infractions such as stains on carpets, or other items that could be charged to you upon vacating.

**A WELCOME VISIT** will be conducted after one month 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 inspector will be looking at housekeeping as well, checking to see that boxes have been unpacked and removed, and the general condition of the unit.

**AN ANNUAL** inspection of your home is required. The staff will do a walk-through inspection, checking for any health or safety issues. Poor housekeeping or damage to the unit are grounds for eviction.

Issues that will be checked by staff;

- Are stove and burners clean?
- Drip pans—are they dirty, is there burned or caked on food on them?
- Refrigerator—is it clean, black mold around gasket, food spilled?
- Bathroom tub and sink—is there soap scum or black mold?
- Bathroom walls and ceiling—is black mold growing?
- Toilet—is it clean and free of stains, is it working?
- Laundry—are wet or damp clothes sitting around?
- Are laundry room doors operable?
- Floors are for walking—are there clothes, food, and other items on the floor?
- Mini blinds—are they clean,

bent broken or inoperable? Are the cords separated or tied together?

- Is there pest infestation, mice or roaches?
- Is the entrance to the mechanical room blocked?
- Is access to the breaker box blocked?
- Are the furnace filter and vent clean?
- Is the garage being used for the intended purpose, storage for tenant's car with organized storage along the sides.
- Is bedroom egress blocked by furniture.
- Is the carpet dirty or stained?



**Regular inspections insure safe and decent housing.**

## Inspections cont.



**A SPECIAL** inspection may be required when it has been reported that housekeeping or other problems exist. You must be present for this inspection.

**HUD** inspections are conducted once a year. The inspector randomly selects units to physically examine. A notice will be sent to all tenants prior to the inspection. However, notification

of which unit HUD will inspect is not known until HUD is here. (KHA has no control over which units are chose.) You do not have to be present for this inspection. Any deficiencies found on this inspection will generate another inspection by KHA staff.

**A MOVE-OUT** inspection will be conducted when you move out, and only during normal business

hours. All furniture and personal items must be removed and the unit cleaned prior to a move-out inspection. You must be present for this inspection. After the inspection is completed, the staff will discuss any damages and charges to you. Damages or cleaning charges found by maintenance after the move out inspection will also be assessed to you.

*Rent is due on the first day of each month and payable by the fifth*

## 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 late fee. Four or more late rents may be

cause for non-renewal of your lease. You may mail your rent to the following address:

**Kearney Housing Agency  
PO Box 1236**

**Kearney NE 68848-1236**  
Any tenant issuing a "Non-Sufficient Funds" (NSF) check will be assessed a \$20 charge

and is subject to a CASH ONLY policy on all future payments.

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

## Renter's Insurance

Proof of liability insurance is required before a waterbed, trampoline, or any fish aquarium larger than 10 gallons are brought onto the premises.

Renter's insurance is recommended for all tenants.



*Renter's insurance is recommended for all KHA residents.*

## Utilities

It is your responsibility to pay the utilities as specified in your lease. A disconnect notice of utilities is grounds for eviction. The utility providers are instructed to contact KHA in the event of pending disconnection.

# 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 improv-

**Volunteer work is a rewarding experience.**

ing 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 volunteer activities.

- Any person age 62 or older
- Some blind or disabled persons
- A caretaker of a blind or disabled

person

- A person who is employed full time
- A person who is a full time student.

KHA 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 your lease and Community service packet.

*Teach children ways that they can help conserve energy.*

## Learn to Conserve

Furnace filters are to be changed once a month for proper operation of the furnace and air conditioner. If maintenance is called to a unit because of no heat or no air and it is the result of a clogged fil-

ter, you will be charged for the service call and for any damages.

Keep your registers clear of rugs, furniture and clothing.

Use utilities economically—In cold weather,

wear heavier clothing and lower the thermostat—In summer, wear lighter clothes and raise the thermostat.

### CONSERVE

## Maintenance

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

**Always report defects promptly.**

Report any damages caused by your family or guests. You are responsible for all tenant damage such as but not limited to; broken windows, torn screens, repair of broken or frozen silcock (the outside water faucet). Remove all hoses from faucets when tempera-

tures reach 40 degrees to prevent this problem. You will be charged accordingly.

No modifications including painting, wallpapering, or borders shall be made by you or your family. Existing varnish surfaces shall not be painted.





Egress must be clear to allow escape in the event of fire.

*Prior written approval must be obtained before bringing a pet into the unit.*

## Egress

In the bedrooms, furniture may not block the windows. This is to provide proper escape route in the event of a fire, or to allow rescue personnel to enter in the case of a fire or other emergency. Blocked egress is an emergency inspection fail item and will trigger another inspection within 24 hours to insure that egress is clear.

## Your Lease

Your lease is a legal contract, binding both you and the Kearney Housing Agency.

## Pets

Pets are permitted. One small animal is allowed (Dogs can not weight more than 20 pounds at maturity.) **Prior to having a pet in your home**, you must contact the office to apply for permission to have a pet. You will be given an application, the Pet Policy, and

must agree to follow the rules and regulations within that policy. **A \$250 pet deposit must be paid in advance.** When you get your pet you must complete a registration form, provide current vaccination records and a picture of your pet. At your recertification each

year you must provide current shot records. Please advise friends and relatives to leave their dog or cat at home when the visit.

“Babysitting” other people’s pets is prohibited without prior written permission from KHA.

## Guests

Your home is for you and those members of your family who are listed on your lease. Only those people may reside in it. You must report changes in family composition and receive prior written approval from KHA before allowing anyone to

move into your home.

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 to live in your home or stay in your home. An overnight

guest privilege is meant to accommodate visitors from out of town on a non-recurring and infrequent basis for no more than 14 days out of a one year period.

# Extended Absences



**Please contact KHA if you are going to be away from your home.**

Please advise the office of any extended absences from your house so it 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.

# Home Operated Businesses

Babysitting and or child care or other home operated businesses may be permitted with prior written permission from KHA and all requirements are met. A profit and expense report as well as receipts must be filed regularly with the Kearney Housing Agency.

*A clean home is a comfortable home.*

## Caring for your Home

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.

If pest problems are severe, KHA will call an exterminator. You will be charged for this service.

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

- Wash dishes after each meal.
- Wipe spills immediately.
- Rinse recyclable containers thoroughly before storing.

- Take garbage out daily, putting it in city containers, making sure its lid is secure.
- Have children eat at the table, not in the living room or bedrooms.
- For safety purposes, keep toys and/or clutter picked up.
- Vacuum and dust at least once a week or more often as needed.
- Keep smudges removed from painted walls.
- The walls are plaster-board. You may hang pictures with

picture hooks only. Do not use large nails, screws, scotch tape or stick up hangers. Do not use "Funtack" (a clay like substance).

- Do not use self adhesive contact paper on walls, shelves, or any other surface.

**POOR HOUSEKEEPING IS GROUNDS FOR EVICTION!**

## Trash

Remove trash, accumulation of papers, boxes, broken toys, automobile parts, etc. in a timely man-

ner. These items give the home a run-down appearance regardless of the condition or age of the home.



# Tenant Housekeeping Responsibilities



Dust and vacuum at least once per week.

The following are a few home care items which are your responsibility.

- Replace light bulbs. Before moving in, your home was fully furnished with light bulbs. When you vacate, replace **all** burned out bulbs to prevent charges.
- Report all broken windows and broken screens. KHA will make these repairs for you and assess the charges to you.
- Remove and replace or clean furnace filters monthly for heating efficiency. A dirty filter will cause your furnace to shut down. You will be charged for a service call if the cause is a dirty filter.
- Remove leaves and other debris from rain gutters and keep downspouts in place.
- Remove all hoses from outside faucets during cold weather to insure against freezing pipes. Damages to the pipes by not doing so will be charged to you.
- Dirty clothes should be kept in a container such as a hamper, box, or clothesbasket.
- **No painting or alterations are allowed.**

*A well maintained lawn can help reduce the stereotype of low-income housing residents.*

## Lawn Care

Lawns should be cut and trimmed weekly, or more often as needed. Guidelines for proper lawn trimming are approximately 2 inches high in mild summer weather and 3 inches high if the weather is exceptionally warm. Cutting the lawn too short in very hot weather allows weeds to take over.

Keep the grass trimmed so that it does not cover walks, driveways, the side of the foundation, or curbs. Trim and shape bushes where appropriate. Trim around the mailboxes and fencing. Weeds and other growth should not be on walks. If there is a problem with trees, please call the office.

Inspections are made frequently to assure that you are maintain the lawn.

***It is your responsibility as a tenant to maintain your lawn. If you are unable to do so yourself, you must make arrangements for someone to do this for you.***

The City of Kearney requires all snow be removed within 24 hours of the end of a storm.



## Snow Removal

Residents must remove snow within 24 hours after the end of a storm, according to City Ordinance. Failure to do so may result in a fine levied by the City of Kearney.

Inspections are made frequently to assure you are removing snow in a timely manner.

***It is your responsibility as a tenant to do your own snow removal. If you are unable to do so yourself, you must make arrangements for someone to do this for you.***

# Garages



Garage areas should be kept clean of all rubbish, garbage or trash. Organized storage containers may be placed neatly along the walls of the garage. Cardboard placed under your car will prevent or reduce oil stains and charges to you when you move out.

Vehicles in non-working order are **NOT** to be parked or overhauled

**The primary intent of the garage is vehicle storage.**

in the garage and/or in the driveway or on the property.

No vehicles are to be lift up on jack stands or blocks.

The garage is part of your lease and as

such is to be used exclusively for and by the tenant. The garage and driveway shall not be used to store other person's vehicles or allow others to work in your garage on their vehicle. The purpose of a garage is to park your car with organized storage along the sides.

You must take care to protect driveways from vehicles that leak

grease or oil. Vehicles are to have all tires inflated. Unlicensed and non-running vehicles are not permitted to be parked in the driveway.

The mechanical room and breaker box should be accessible at all times.

Campers, motor homes, boats and trucks are to be parked only on the street or driveway. No automobiles will be driven or parked on sidewalks or lawns.

**Never leave a vehicle running in the garage, even with the door open.**

**You may not change locks or install any auxiliary locks on any doors or windows of the unit.**

# Keys and Locks

You shall not change any locks on the outside doors, including the garage door. If you lose your keys and/or request locks changed, you will be charged. Child proof

locks are not allowed, as these prevent maintenance to enter the unit to perform your requested work orders.

# TV, CB ANTENNAS, SATELLITE DISHES, AND INTERNET CONNECTIONS

No antennas or other connections will be attached to the house. 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 at 234-6428.



**Nothing that attaches to any part of the structure.**

## Outside Appearance

Sandboxes and all sand must be cleaned and removed when moving out of the house or you will be charged to have it cleaned and removed.

No modifications may be made to the mailboxes.

Only umbrella type clotheslines may be installed behind the dwelling unit. Clotheslines will not be strung from the dwelling

unit, posts, or trees.

Nothing shall be altered or mounted to the exterior of the dwelling unit except as authorized and installed by the Housing Agency.

Children's wading pools may be put in the back yard, but must be moved to prevent killing the grass. Or they may be placed on the driveway. Maximum depth is eighteen (18)

inches.

Vegetable gardens are allowed in the yard as long as they are maintained. The garden is to be at the back of the lot. You are expected to leave the area free and clear of all debris when vacating the unit or you will be charged when you move out.

## Moving Out

All tenants are required to come to the office and complete a 30-day written notice at least 30 days prior to moving out. The 30-day advance written notice is a requirement in accordance with your lease.

At the time of completing the form, 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, unless the unit is determined to be abandoned. If you are not present for the agreed move-out inspections, the

inspection will be conducted anyway.

Please be sure we have a forwarding address.

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

The inspection will not be done if you still have personal property in the unit when the inspector arrives. A \$25 fee will be assessed each time the inspector must return at a later date for the move-out inspection.

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

The inspector will pickup the keys at the time of the inspection.

You will receive a copy of the inspection for your records. You will also receive a detailed list of tenant damages

and cleaning beyond normal wear and tear and charges due.

"Beyond normal wear and tear" includes, but is not limited to:

- Excessive holes in walls
- Pen, magic marker, pencil, crayon, markers, or other writing instruments on walls, floors, appliances and carpet.
- Grease.
- Candle smoke and or other soot.
- Nicks, tears and dents.
- Stains in carpet.
- Burns in carpet.
- Dirty appliances, sinks, bath tubs, stools.
- Holes in doors.
- Holes in or broken tiles.
- Broken mini blinds.

