



**Board of Commissioners**

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**This is an important notice. Please have it translated.**

Este es un aviso importante. Por favor, traduzca este documento.

هذا اشعار مهم. الرجاء ترجمته.

Đây là một thông báo quan trọng. Xin cho được phiên dịch.

## **RESIDENT RESPONSIBILITIES**

### **1.) RENT**

- Due and payable by the 7<sup>th</sup> of each month
- Failure to pay on time = lease enforcement
- Worst case = court, court costs and eviction

### **2.) GUESTS**

- Tenant is responsible for behavior of all household members and guests, including not engaging in criminal activity
- Only people listed on the lease may reside in unit
- Any additions or deletions to the lease must be approved by WHA in writing
- Guests cannot stay more than 21 days in a year nor use the unit as a mailbox drop
- Where designated, all guests will need to show I.D. and sign "Visitor Log" to enter building

### **3.) RENT DETERMINATION**

- Must report all income changes within 10 days.
- Failure to report increased income could result in retroactive rent due and fraud determination
- Failure to report decreased income delays lower rental rate
- Must submit all recertification documents on time

### **4.) INSPECTIONS & REPAIRS**

- Inspections conducted at least once per year
- Pest exterminations are conducted per need to site or per request by tenant
- Check for housekeeping and tenant abuse issues
- Staff will enter unit if tenant is not home
- All repair requests must be made to WHA Maintenance Department
- Damage to unit by tenant will be charged to tenant

### **5.) TENANT OBLIGATIONS**

- Respect peaceful enjoyment of others; no disturbances or loud noises
- Do not install private locks or alter in any form. There are charges for lockouts, lock changes, and extra keys
- Alterations: No alterations to unit.
- Appliances: Request must be made to WHA to add extra appliances i.e. AC, washer, dryer, etc
- Other additions: No ceiling fans, satellite dishes, antennas, swimming pools, bouncy houses etc.

The Worcester Housing Authority provides reasonable accommodations to people with disabilities.

630A Plantation Street, Worcester, MA 01605 • (508) 635-3000 • Fax (508) 635-3186 • TTY MassRelay 711



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#### 6.) PETS

- No dogs, cats, or exotic animals allowed in family sites
- Allowable pets = fish, birds, hamsters, gerbils
- Pets must be maintained properly

#### 7.) TRANSFERS

- WHA does not approve transfers based on preference, i.e. bigger apt, extra rooms, nicer neighborhood, etc.
- Tenant must move within 7 days when a transfer is administrative

#### 8.) UTILITIES

- All utilities are included unless otherwise noted in the lease
- Tenant is responsible for payment of utilities, if applicable
- Additional charges for deep freezer, larger fish tank and improperly installed AC's.

#### 9.) PARKING

- Tenant must present registration with WHA address to obtain Resident Sticker
- Tenant expected to adhere to WHA Parking Rules
- Towing expense is the responsibility of tenant and not refundable by WHA
- No mechanical repairs on vehicles on WHA property

#### 10.) VACATING

- Tenant must give written 30-day notice to office, even if a Section 8 voucher is received
- WHA will charge tenant 30 days rent after knowledge of intent to vacate or date of vacate
- WHA will conduct move out inspection prior to vacate
- Tenant is to pay rent arrears and/or damages to the unit prior to vacate
- All keys, access cards, and I.Ds must be returned to WHA upon vacating

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