



City of Phoenix
Housing Department
Conventional Housing Program

Resident Rules and Regulations

The City of Phoenix Housing Department provides the following rules and regulations for your benefit and guidance. Because these are not all inclusive, you are advised to familiarize yourself with your Dwelling Lease. Your rights and responsibilities are explained therein. If you have any questions, contact the Property Manager in the Management Office.

1. Needed repairs to the premises, buildings, facilities, and common areas must be reported immediately to the Housing Department.
2. Keep the apartment clean at all times; this includes the kitchen range, oven, refrigerator, and bathroom. The entry door to the apartment is also a resident responsibility; do not adhere items or stickers of any kind to the door; keep the door free of smudges, dirt, tape, and nail holes.
3. Residents must keep walkways and yards clean. Apartment style units: Residents residing upstairs are responsible for maintaining the front yard and Residents residing downstairs are responsible for the back yard. Townhouse/Duplex/Triplex/Fourplex units: Residents are responsible for maintaining the area around the unit – front and back.
4. Residents must use the refuse containers furnished by the City of Phoenix for removal of contained trash, garbage, rubbish and other debris from the premises. Persons are not allowed inside the containers. All garbage must be in plastic bags. Residents are not permitted to dispose of automotive oil or parts, lumber, concrete, rocks, grass, loose gravel, furniture, or dead animals in the refuse containers.
5. Community garbage cans are not to be used for household waste/trash. Violations of this section will result in assessment of a fee as outlined in the Schedule of Charges.
6. No alterations, defacements, or additions to the premises (both interior and exterior) are permitted without written consent from the City. This includes the installation of satellite dishes, window air conditioning units, and ceiling fans. Television, radio, satellite dish or any other aerial antenna or cable may not be attached to the roof or any other part of the unit and requires prior written authorization for installation from the property manager.
7. Residents are not permitted to plant any vegetation on the property. All plants must be in potted containers and located on the concrete area of the front or back patio/balcony and must not block access to front or rear doors.
8. Residents may not block areas of egress from the unit, including windows and doors, at any time. Resident's failure to comply with this important safety regulation may result in lease termination.
9. Residents are not permitted to cover windows with foil or other materials. Only appropriate window coverings are allowed. Any mini-blinds provided by the City cannot be removed.



10. Parking is on a first-come first-served basis; there are no reserved parking spaces. Only vehicles that display the handicapped license plate or temporary handicapped placard may park in handicapped spaces. Residents, household members or guests are not permitted to drive or park their cars or trucks on the lawns or property of the Housing Department, other than in the designated parking areas. Driving or parking vehicles on the lawns or in undesignated areas is prohibited and these vehicles will be towed at the owner's expense.
11. Residents may not change the locks or add locks on any doors in the unit, including interior bedroom doors, at any time.
12. Do not leave candles and other similar items unattended when lit.
13. While cooking or baking, check the stove periodically and do not leave items that are cooking unattended. Ensure that grease is not spilled and food is not over-cooked. Most fires start in the kitchen. Do not leave any non-cooking items, including aluminum foil, on or in your stove or oven at any time. Do not store pots and pans inside your oven. Do not let food or grease drain into sinks as these items will cause a stoppage for which there is a charge.
14. Flammable or combustible materials (gasoline, oil, paint thinners, oil rags etc.) are not to be stored in the unit.
15. Trailers, flat beds, commercial trucks, non-operating, and vehicles with expired tags are not to be kept on the premises. Non-operating vehicles will be towed away at the owner's expense. All vehicles are required to be registered and insured in Arizona as required by Arizona law.
16. No auto repair work will be permitted in the parking areas. Unattended vehicles left on blocks may be towed at owner's expense. Residents may change tires in the parking areas, but cars must not be left unattended on jacks or blocks at any time. All discarded materials must be disposed of properly. Residents must receive management approval to wash vehicles on the property.
17. Resident is responsible for damages to the premises, building, facilities and common areas caused by the Resident, household members, relatives or guests and will be billed in accordance with the established Schedule of Charges.
18. Keep all items other than toilet paper out of the toilet bowls. Food, grease, or female hygiene products should not be disposed of in the toilet; these and other items can create a stoppage, if stoppage occurs, the resident will be charged for the repairs associated with the stoppage.
19. Use standard picture nails when hanging pictures. Do not glue hangers to the wall. Residents will be charged to repair any damage to the walls.
20. Waterbeds are not permitted without the prior written consent from the property management office.
21. Pools are not permitted, with the exception of inflatable pools less than 18 inches in depth. Standing water is a breeding ground for mosquitoes and other insects; therefore, pools must be drained after each use. Children must be supervised by an adult while in the pool.
22. Guns and weapons are not allowed in any common areas or in the office. If you have a gun in your possession, you may pass through common areas as you are going **directly** to and from your apartment.
23. Brandishing of any gun or weapon or any violation of Arizona Revised Statute regarding weapons, will result in lease termination.
24. Refrain from causing, aiding or permitting loud noises or other disturbances that cause annoyance or



discomfort to neighbors.

25. No criminal activity will be tolerated on or off the property. This includes, but is not limited to prostitution, use or sale of illegal drugs, domestic violence, harassment, and/or disturbing the peace. Any violation will result in lease termination.
26. Registered sex offenders are not permitted on the property for any reason.
27. Medical marijuana is a violation of federal law and is not permitted.
28. Boarders and lodgers are not permitted. Subletting your dwelling unit may result in immediate termination of your lease. Visitors are permitted; however, prior written approval must be obtained if visitors will be staying more than (seven) 7 days. Please refer to your Dwelling Lease for further guidance.
29. All visitors are the sole responsibility of the resident; the resident must ensure that his/her visitors abide by all of the housing rules and regulations.
30. Residents are required to report, in writing, **all** changes in income and family composition within 30 days of the occurrence.
31. A pet lease must be executed prior to residents bringing any animals onto the property. A Maximum of one (1) pet will be allowed per household. Dogs and cats must have current vaccinations and must be spayed or neutered prior to approval. All dogs must remain on a leash and the resident or an adult guardian must hold the leash at all times when in community/common areas. Guests are not permitted to bring pets on the premises unless written permission is received from the management office. Residents and/or visitors/guests are not permitted to feed stray animals and birds, i.e. dogs, cats, and pigeons. Certain breeds of dogs are not permitted on the premises; including but not limited to: Pit Bull Terriers, Rottweilers and mixed breeds of the prohibited breeds.
32. Each adult Resident, except for any family member who is an exempt individual, must contribute eight (8) hours per month of community service in order to be eligible for continued occupancy in the Conventional Housing Program. Community Service is defined as voluntary work or duties that are a public benefit and that serve to improve quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community, but do not include employment or participation in political activities. Violation of the Community Service Requirement is grounds for non-renewal of the lease at the end of the lease term.
33. No one may consume an alcoholic beverage anyplace on project property except inside his or her apartment
34. The patio and/or balcony is to be used for lawn furniture and plants only. Do not store boxes, bikes, household furniture, or grocery carts on the patio/balcony. No items are permitted on the balcony ledges. Laundry is not permitted to be hung or placed on balconies or patios. There is no storage on the premises other than in your apartment.
35. Residents are required to replace their air filters every other month, at a minimum. Replacement air filters are available at the rental office. You can exchange your existing filter for a clean filter at no charge; if you do not bring in the old filter, there will be charge for the actual cost of the replacement filter. If staff is in your unit and sees that you have not changed your filter, they will change your filter you will be billed in accordance with the Schedule of Charges. If a special trip is made to change air filter you will be billed in accordance with the Schedule of Charges.



36. Compact Fluorescent Light Bulbs can be exchanged in the rental office. Residents can exchange the old bulb for a new bulb at no charge; if the old bulb is not returned to the management office there will be a charge for the actual cost of the replacement bulb. This does not apply to the 4-foot tube fluorescent bulbs.
37. Smoke detectors must remain operational at all times. Removing a smoke alarm or its batteries may result in Lease Termination. Residents are required to immediately notify the Housing Department of inoperable smoke detectors.
38. Failure to return keys or provide written notification after vacating a unit will result in market rent being charged for (ten) 10 days after the later of: the date Lease Termination was effective, date Notice of Intent to Vacate was effective, or date the Housing Department had reasonable cause to believe the unit was abandoned as outlined in the Admissions and Continued Occupancy Policy.
39. Smoking is prohibited in all apartments and undesignated community areas and is not permitted within twenty-five (25) feet of any unit, building or structure on the property. Designated smoking areas are clearly marked. The City may install temporary or permanent cigarette smoke detectors if a violation of this rule is suspected.

The term "smoking" means inhaling, exhaling, breathing, or carrying any lighted or vapor producing cigar, cigarette, e-cigarette, or other tobacco product or similar ash or vapor producing or lighted product in any manner or in any form, including water pipes (hookas). More detailed information is contained in the Smoke Free Addendum or Smoke Free Policy.



