

**City of Phoenix  
Housing Department  
Senior Housing Section**

**Resident Rules and Regulations**

The City of Phoenix Housing Department provides the following rules and regulations for your benefit and guidance:

1. Familiarize yourself with your Dwelling Lease. Your rights and responsibilities are explained therein. If you have any questions, contact your Housing Manager in the rental office.
2. Keep your apartment clean at all times; this includes your kitchen range, oven, refrigerator, and bathroom. The front door to your apartment is also your responsibility; keep your door free of smudges, dirt, tape, and nail holes. Do not sweep apartment debris into the hallways.
3. Keep cigarette butts and all items other than toilet paper out of the toilet bowls. Do not let food or grease drain into sinks as these items will cause a stoppage for which there is a charge.
4. Empty your garbage on a regular basis. Bag and tie your garbage and dispose of it in the trash chutes/bins located in your building. If your site recycles, ensure that only the proper items are put into the blue recycle bins. Items that do not fit into the chutes should be taken outside to the dumpster.
5. Do not smoke in bed. While cooking or baking, check your stove periodically. Make sure that you do not spill grease or over-cook your food. Most fires start in the kitchen. Flammable materials (gasoline, oil, paint thinner, oil rags etc.) are not to be stored in your apartment, especially above your stove. Do not leave any non-cooking items on your stove at any time.
6. 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 cars need to be registered in Arizona as required by Arizona law.
7. Parking is available on a first-come, first-served basis. There are no reserved parking spaces. Driving or parking vehicles on the lawns or in undesignated areas is prohibited. These vehicles will be towed at the owner's expense. Only vehicles that display the handicapped license plate or temporary handicapped insignia may park in the handicapped parking slots. As a courtesy to the other residents, please park your vehicle away from the entrance if you leave for an extended amount of time. No more than one parking space and/or one bicycle slot per resident will be permitted.
8. 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 or oil in the parking areas, but cars must not be left unattended on jacks or blocks at any time. All discarded parts, materials and fluids must be disposed of properly. You must receive management approval to wash your car on the property.
9. If your site offers a secured parking area with Secura Card access, you must follow the guidelines established for the site; only residents owning a vehicle or bicycle will be issued a Secura card programmed to operate the drive thru gate. Violations of these guidelines can be considered as a safety violation and could result in lease termination. Please register your car, motorcycle or bicycle with the office.
10. Losses or damages due to resident negligence, such as but not limited to flowing water from clogged sinks, bathtubs or toilets will result in charges assessed to the resident. Any repair not due to normal wear and tear is subject to a charge. The rental office has a schedule of charges for your convenience.
11. Refrain from causing, aiding or permitting loud noises or other disturbances that cause annoyance or discomfort to other residents. All television sets and stereos must be turned down from 10:00 p.m. - 7:00 a.m. In addition, please refrain from vacuuming and heavy cleaning or moving during these times.

12. No criminal activity will be tolerated on or near the property. This includes, but is not limited to prostitution, drug abuse, domestic violence, harassment, and/or disturbing the peace. Registered sex offenders are not permitted on the property for any reason.
13. The patio is to be used for lawn furniture and plants only. Do not store boxes, bikes, household furniture, or grocery carts on the patio. No items are permitted on the balcony ledges. There is no storage on the premises other than in your apartment.
14. 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.
15. You must sign a pet lease prior to bringing any animals onto the property. All dogs must remain on a leash and the tenant or an adult guardian must hold the leash at all times when in community/common areas. Feeding stray dogs, cats and pigeons is strictly prohibited and can result in lease termination. Guests are not permitted to bring pets on the premises unless they have written permission from the rental office.
16. 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 Senior 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.
17. No alterations, defacements, or additions to the premises or buildings will be permitted. You must have management approval before installing a satellite device.
18. Gardening space is available at some of the Senior Housing sites. Contact your rental office to obtain available space. Unattended spaces will be recovered.
19. Residents will use the laundry facilities during scheduled time periods. Non-scheduled time is on a first-come, first served basis and should be scheduled through the office (except Pine Tower). Laundering non-residents laundry is strictly forbidden and can result in the loss of your laundering privileges. Dyeing clothing in the washer or sink is not allowed. Do not wash pets in the sink. The laundry room must be dusted and the dryer filters cleaned after each use. Specific laundry times and rules are posted in each laundry room.
20. Jacuzzi/whirlpool baths are available at most Senior Housing sites. Residents are to clean the bathtub with a non-abrasive cleaner after each use. Jacuzzi's should not be used to wash animals.
21. Visitors are permitted. Written approval must be obtained if they are to stay more than 7 days.
22. Visitors must enter through the lobby area or guest gates and go directly to the residents' apartment. At all other times the resident must remain with them. All visitors are the sole responsibility of the resident; the resident must ensure that his/her visitors abide by all of the Senior Housing rules and regulations.
23. Do not let anyone other than law enforcement agents or paramedics into the building unless they are your guests. Guests will call your apartment or the office to gain entrance into the building. Notify the Manager on-duty if you notice someone having difficulties at the door.
24. Babysitting on a sporadic basis is permitted once approval has been obtained from management.
25. Grocery carts are not to be left in the stairwells, hallways, laundry rooms, or elevators and are to be returned to the designated area immediately after each use. Failure to comply with this safety regulation will result in lease termination.

26. Guns and weapons are not allowed in any common areas. If you have a gun in your possession, you may pass through common areas as you are going **directly** to and from your apartment.
27. The lobby is a place to wait for transportation and guests. Residents shall not congregate or sleep in the lobby area. Use discretion in your lobby and recreation room conversations, as these are community areas with high traffic volume.
28. Return any delivered mail that does not belong to you to the office.
29. Immediately report any accident or injury that occurs on the property to the rental office.
30. Appropriate attire and hygiene is required in the community areas, including shoes and shirts.
31. Do not leave or prop the front door to your apartment open.
32. No one may consume an alcoholic beverage anyplace on project property except inside his or her apartment.
33. Smoking is prohibited in the hallways, stairwells, elevators and community areas. Designated smoking areas are clearly marked. Smoking is prohibited in apartments when oxygen is in use. Cylinders shall be secured to prevent accidental dislocation. Smoking in bed is strictly prohibited.

(197-97D, Rev. 07/2003)

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This is to certify that I have read, understand and received a copy of the Senior Housing Rules and Regulations (197-97D, Rev. 07/2003)

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Household Member

\_\_\_\_\_  
Date