



# MARSHFIELD HOUSING AUTHORITY

## TEA ROCK GARDENS

### MARSHFIELD, MASSACHUSETTS 02050

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## HOUSING POLICIES

### Adopted October 5, 2020

**AIR CONDITIONERS:** Tenants must ensure all air conditioners are properly installed. Please see your Property Manager for instructions. All air conditioners must be removed by November 1st of each year, and not installed before May 1st of each year. The Marshfield Housing Authority Staff is not permitted to install or remove tenant air conditioners. Tenant air conditioners are the personal property of the tenant.

**BASEMENTS:** Basements are for seasonal storage and/or washer dryer hookups only. Tenants shall not store any furniture, refrigerators, freezers, food, clothing and/or flammable material including gasoline, propane, paint, etc. Only items for seasonal use can be stored in cellars. Examples of seasonal items are holiday decorations, outside gardening equipment, etc. All seasonal items (except very large items such as bicycles, skis, etc.) must be stored in air tight see through plastic containers to avoid damage from moisture and to ensure compliance. 5' clearance is required around the hot water tank and the electrical panel. Items left in the basement common areas or the exterior basement vestibule will be disposed of with no further notice.

**BATHROOM:** Only toilet tissue may be used in the toilet. No Flushable wipes or any other "flushable" product should be used in the toilet.

**EGRESSES:** You must have clear passage from all rooms and other unit areas in case of emergency. All rooms require two (2) ways to enter or leave. All doors must open to the wall-nothing on the wall or the back of the door. Each room (excluding the LR) must have one (1) window clear of all items. BR's with one (1) window may not have standard A/C units or fans. Stairs and halls must be clear of all items. You may not use curtains over doorways or staircases.

**FAMILY SIZE AND COMPOSITION:** Only those household members listed on your lease may live in your apartment. If a household member moves out, you must fill out a Member Vacate Form within 7 days. No one may move into your apartment unless you have prior written permission from the MHA.

**FENCES - POOLS - SWINGSETS - FIREPITS - WATERBEDS - TRAMPOLINES - HOSES:** NOT ALLOWED

**FIRE DOORS:** In Snug Harbor, the fire door is the interior basement door which divides units 1 & 2 from units 3 & 4. Please keep door closed at all times. In case of fire, the fire door will help contain a fire to one side of the building.



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**GENERAL:** **TENANTS MAY NOT MAKE ANY ALTERATIONS TO THEIR UNIT.**

Tenants may not install locks, latches, or slide bolts in their unit or storage area. Tenants may not paint their units. Tenants may not perform any electrical or plumbing work in their units and/or cellars. Tenants may not install microwaves in place of the exhaust fan provided by the MHA, may not install their own stove, ceiling fans, ceiling lights, bathroom vanities, or bars on their window. Cables and cords must be neatly installed and not run across the floor. Remove all trip hazards, including cords and cables, shoes, papers, or anything else that could cause a person to trip or fall. Overloaded electrical outlets are not allowed. Please use surge protectors as needed. All lighting must have bulbs, open sockets are not allowed. All lamps must have shades. Portable heaters are not allowed.

**GRILLS:** Grills may only be used outside, and must be at least 10 feet from the building.

**GUESTS:** You are responsible for the actions of your guests at all times. Long-term stays: You may have a guest for a maximum of 21 days each year. Any Tenant permitting a guest to stay beyond 21 days per calendar year will be subject to eviction.

**HANDICAPPED PARKING:** Handicapped parking is limited to tenants and guests who possess and display a handicapped permit. Tenants should notify the police of any illegal use of a handicapped parking space.

**HOUSEKEEPING:** Residents are expected to keep their apartment and cellar in decent, safe and sanitary condition. See Maintenance responsibilities of the Occupant per the State Sanitary Code, 105 CMR 410.000.

**INSPECTIONS:** Inspections are performed annually. You will receive a notice advising you when the inspection will take place. Please be advised that if you are not home, we will enter your apartment and conduct the inspection. Maintenance workers may enter your apartment within the next thirty (30) days from the date of the inspection in order to perform repairs. Please note that this may require multiple trades and multiple visits to complete. You may also receive notice from your property manager if any tenant-related health, safety and/or lease violations are found. If you have an animal, please crate it, confine it to a bedroom or remove it from the unit for the day. Please leave a note on your entrance door so we will be aware of the presence of an animal.

**INSURANCE:** MHA insurance does not cover a resident's personal property or possessions. The MHA encourages you to obtain insurance for your personal property and possessions.

**KITCHEN:** Foil, contact paper, plastic wrap, or any covering may not be used on the stove top, burners, oven, walls, stove, or exhaust hoods. Do not store any item that may burn or melt in your oven or on your stove top. The interior and exterior of the exhaust hood, the fan filter, and the stove should be cleaned on a regular basis with a degreaser. Do not use steel wool, or any other material which will damage the appliances. Do not use oven cleaner anywhere except INSIDE the oven. Oven cleaner will take the paint off the exhaust hood. Do not put oil, grease, or food, down the kitchen sink. Portable dishwashers are not allowed.

**MAIL:** Only those named on the lease may have their names on your mailbox and/or receive mail at your unit.

**MOTOR VEHICLES:** Cars must have current registration, current inspection sticker and be insured. There is no assigned parking. Parking is on a first come/first serve basis. If your vehicle is not registered, needs repair or



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is disabled, it must be removed from MHA property. Cars may only be parked in designated areas. No driving or parking on the grass or the walkways. Boats, campers, trailers and plows may not be parked on MHA property. An illegally parked vehicle/item will be towed/removed at owner's expense.

**PET POLICY:** You must request and receive permission before you can allow a dog or cat to live in your unit. Dogs must be a breed of dog which weighs under 30 pounds at maturity. Only common household pets are allowed and are limited to a dog, a cat, caged bird, turtle, guinea pig, gerbil, hamster and fish. Only one fish tank no larger than 20 gallon is allowed. No other animal is allowed, including but not limited to reptiles, birds of prey, chickens, turkeys, rabbits and ferrets.

**RECERTIFICATIONS:** Rent recertifications are processed on an annual. Completed recertification forms and all supporting paperwork must be returned to the MHA within 30 days of receipt.

**RENT CALCULATIONS:** Your rent is based on income. If your total family income increases or assets change you must report the change within seven (7) days of the change and complete a rent recertification.

**REPAIR AND MAINTENANCE:** The MHA will perform all repairs and maintenance on your unit. There is no charge to you for normal wear and tear. You will be charged for repairs due to tenant caused damage and negligence. Bills from Maintenance must be paid within 30 days of the date of the bill. Tenants need to contact Maintenance at 617-629-1652 for any work to be performed in their unit.

**SATELLITE DISHES:** Satellite dishes cannot be attached to or placed upon the building, including the railings, steps and ramps. Only one (1) satellite dish is allowed for each apartment. Tenants cannot transfer this right to another tenant. All connections from the satellite dish to the interior must be made through MHA approved conduits. Residents are responsible for any damage to the building or the apartment caused by the satellite dish installation.

**SMOKE DETECTORS:** MA General Laws prohibit the shut off or disconnection of any smoke detector. Violation of this law is punishable by imprisonment for up to one year, or by a fine or \$1000.00 or both.

### **DO NOT DISCONNECT YOUR SMOKE DETECTORS**

If your smoke detector malfunctions, please contact the maintenance department from 8:00 a.m.- 4:30 p.m. at 617-629-1652.

**TRASH AND TRASH REMOVAL:** In the event your property has a dumpster, please make sure all bags are tied and placed in the dumpster, ensuring no trash is left on the ground. Barrels must be stored on the side of the building opposite the street. Please check with your Property Manager if you have any questions as to where you should store your barrels. Trash must be in large bags, in barrels with covers. All recyclables must be in large clear plastic bags in barrels with covers. Please ensure you secure your trash so it does not blow away if it should tip over in the wind. Further, do not put your trash out before 5 am on trash day. If your trash and recyclables are not properly stored or is put out for pick up without barrels and covers, you are subject to a maintenance charge should your trash end up on the streets or lawns. You will receive 2 new trash barrels when you move in. If your barrels are lost, stolen, broken or insufficient for your family, it is your responsibility to provide adequate trash barrels. Additional barrels can be purchased from the Maintenance Department.



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**UNIT ACCESS:** The Housing Authority may access your unit in the event of a plumbing or electrical issue or if there is a report of the smell of smoke or fire.

**WASHERS AND DRYERS:** All washers and dryers must be installed and vented properly. All wiring on the back of the dryers must have a proper connector and no exposed wiring. All dryer cords must be tightly secured in place at the rear of the dryer. State units are only allowed electric dryers. If you are installing a washer or dryer you must notify your Property Manager before installation. After your washer or dryer is connected, it must be inspected by the Authority before use. Please contact your Property Manager for further information.

**VACATING YOUR UNIT:** A 30 day written notice is required, and must be received at the main office, at Tea Rock Gardens. In addition to your written notice, please contact your Property Manager to review move-out procedures.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

END OF POLICY



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