

SALEM HOUSING AUTHORITY
ROBERT LINDSEY TOWER APARTMENTS (RLT)
HOUSE RULES

WELCOME HOME!



Your new home is owned and managed by the Housing Authority of the City of Salem.

This Handbook will help you become familiar with your new home and community. It explains what you and your neighbors can expect from the Housing Authority, and what the Authority will expect of you. We would like to work together and maintain the best living conditions possible for all residents.

Please take time to read this booklet, become familiar with how it is arranged, and where to find answers to questions that may come up later.

If you have any problems or questions not covered in this booklet, please feel free to contact the Tenant Relations Assistant or Asset and Property Manager.

We are happy to have you leasing your home from us and we hope you will find it comfortable and pleasant.

Acknowledgement of Robert Lindsey Tower House Rules

I certify that I have received a copy of the Robert Lindsey Tower House Rules. I understand that it is my responsibility to read this handbook in its entirety and follow the rules, procedures and standards as specified. I also understand that if I should have any questions about this handbook that it is my responsibility to seek clarification from the Asset and Property Manager whose phone number is listed in the handbook.

Signature of Head of Household

Date

NOTICE TO PERSON WITH A DISABILITY

The Salem Housing Authority does not discriminate against person with disabilities in its housing services and structures. The Salem Housing Authority provides equal opportunity to all persons with disabilities and provides accommodations to meet the needs of person with disabilities upon request if the accommodation is both reasonable and financially feasible.

All requests for reasonable accommodations should be submitted in writing, whenever possible to the Asset and Property Manager, or you may call your Asset and Property Manager. All requests should include the name, address, and telephone number of a third party and professional who will verify that the family member requesting the reasonable accommodation is disabled and is in need of the accommodation requested because of the disability. SHA will respond to all requests as quickly as possible.



**SALEM HOUSING AUTHORITY
GENERAL INFORMATION**

ROBERT LINDSEY TOWER PROPERTY MANAGEMENT OFFICE

The property management office for Robert Lindsey Tower is located on the first floor of the building.

Address: 370 Church St SE Suite 100 Salem OR 97301

Business hours: 9 AM to 4:30 PM Monday through Friday.

Fax: 503-587-4800

Staff: Robert Haley

Tenant Relations Assistant

Phone: 503-588-6458

Staff: Nicole Utz

Asset and Asset and Property Manager

Phone: 503-588-6459

Apartment 1B

Resident Service Representative: Available to assist in after-hours situations.

Please call for an appointment prior to stopping by, as staff may be off site.

Maintenance Phone: 503-588-6368

MAIN OFFICE

Location: **Housing Authority of the City of Salem**
360 Church St SE
Salem OR 97301

Mailing address: 360 Church St SE
Salem OR 97301

Phone Number: 503-588-6368 **Fax:** 503-588-6465 **TDD:** Users dial 711

Business hours: 7:30 am to 4:30 PM Monday through Friday

Website: www.cityofsalem.net/sha e-mail: housing@cityofsalem.net

Housing Services Supervisor: Nicole Utz

Phone: 503-588-6459

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Where is the best place to look for answers to your questions? Your lease! Your lease should cover all the basics, additional information is provided in this handbook.

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SALEM HOUSING AUTHORITY
HOUSE RULES ATTACHMENT #3
ROBERT LINDSEY TOWER

1. BRIEF OVERVIEW

The Housing Authority of the City of Salem constructed Robert Lindsey Tower, originally named Pringle Creek Tower in 1976. Robert Lindsey Tower was developed to provide affordable housing for seniors and designed to minimize physical barriers for those having disabilities. A few apartments are adapted specifically for wheelchairs.

The eleven-story high-rise building contains 62 one-bedroom apartments and is served by an elevator. The building features a community room with a kitchen, coin-operated laundry and lobby. The building is equipped with a fire sprinkler system and monitored smoke detection system.

2. RENT PAYMENTS

Payment can be made by coming to the property management office with a check or money order made payable to the Salem Housing Authority. You may also pay rent at the Main Office during posted business hours. For your protection, please put your name and apartment number on your check or money order. Personal checks or money orders will be accepted only for the exact amount due. Please do not mail cash. **CASH PAYMENTS WILL NOT BE ACCEPTED.** If emergency circumstances occur, and you are unable to pay your rent on time, you must contact the Asset and Property Manager before your rent is overdue.

3. INSURANCE

It is suggested that each tenant obtain rental insurance to cover replacement of their possessions in case of a loss due to any unexpected "disaster." Typical renters insurance runs approximately \$125 per year; well worth the cost should an accident happen. The telephone book lists insurance companies. The Housing Authority's insurance covers the structure only and does not cover the tenants' possessions in case of fire, theft or other casualties.

4. KEYS AND LOCKS

The care and maintenance of the keys and locks to your apartment is of critical importance.

SHA will not allow anyone to have a key to your apartment without your prior written permission. This includes family, friends, delivery and repair services if you are away from your unit. Additional policies regarding keys and locks include: If you lose your apartment keys or wish to have your lock changed, we will do so for a charge. Residents must provide identification before our staff can allow them access to an apartment. Take precautions with your keys. Do not hide a key outside your home. Do not give your key to

acquaintances. Do not put your address on your key ring. Keep your car keys and apartment keys on separate rings.

5. SECURITY

The exterior doors to the building will remain locked except during the hours that the Housing Authority office is opened. You will be issued a key to unlock the exterior doors.

You will be provided with a building entry code to the main entrance. It is important that the doors remain locked and not be propped open, as uninvited or unauthorized persons could enter the building. Instruct visitors to call you before arriving, so that you will be able to meet them to open the front door. For your own safety, never open the doors for anyone you do not know. Be sure to report any unusual or suspicious incidents to the Resident Representative or Housing Authority. Each apartment entrance door is equipped with a peephole. For your safety, identify each person knocking at your door before opening it.

6. EMERGENCY ALARMS

Emergency alarms are provided in your bedroom and in the bathroom in case you have an emergency and are unable to use the phone. When the alarm is pulled, the Fire Department is contacted immediately. When you have an emergency, call 911 first if at all possible.

7. FLOOR MONITORS

One resident of each floor is assigned as a Monitor, to be of assistance in case someone needs help. Your floor monitor will check periodically for color coded tags. The red tag is for night use and should be removed by 10:00 am. If the red tag has not been put out or taken in and you do not answer your door, a staff member will be called to check your apartment. The blue tag is for use if you will be gone from your unit for an extended period of time. If you plan to be away and cannot participate in the system be sure to inform your floor monitor. After you move in, you will be asked by the floor monitor to participate in the "monitor system". The purpose of the system is to provide a method that easily allows a designated person to check on the well-being of the tenant. The system is set up so there is minimum invasion on each person's privacy. Participation is on a voluntary basis.

8. EMERGENCY REFERENCE FORM

At the time of move in you will be provided with an emergency reference form. A copy will be provided for you to place inside of your fuse box located in the kitchen. Please keep the information on the form current. The Fire Department personnel have been informed of the location of this form in the event you are unable to communicate.

9. COMMON AREAS

The opportunity to enjoy the use of the RLT Community Room is made possible through the cooperative efforts of Salem Housing Authority and Robert Lindsey Tower residents.

A calendar of regularly scheduled activities and special events for the RLT Community Room is maintained by Salem Housing Authority. Events may be scheduled for SHA's business purposes as well as resident events and activities. At the discretion of the Housing Administrator, SHA's regularly scheduled classes or group meetings will be limited to promote flexibility of room use for residents.

Individuals or groups are responsible for the physical condition of the community room and kitchen areas. Both areas should be left in the excellent condition they were in prior to use.

Food or drink may not be consumed in the RLT community room or other common areas in RLT unless it is for an approved SHA or Resident sponsored group event.

Other Common Areas

No door should ever be propped open, including your apartment door for fire safety. Not only is this a fire safety issue, but also helps with keeping food odors, smoke and noises from affecting your neighbors. All hallways should be free of tripping hazards. Do not place items in the hallway, without prior permission from SHA.

10. MAIN ENTRANCE AND LOBBY

Resident is more than welcome to sit in the lobby (by the mail boxes) inside the building. Unless you are waiting for a ride, please do not congregate in the entrance area of the building. It is intimidating for guests, residents, and staff to walk through a line of people to enter and exit the building.

11. GARBAGE

The garbage bins are located in the basement opposite the elevators. The dumpster is to remain locked and can be opened with your front door key. Please be sure to place all garbage in the bin. You are requested to place your garbage in plastic bags and seal prior to placing inside the dumpster. This will help eliminate garbage odors and eliminate litter on the grounds. Please make an effort to keep the dumpster area clear. Identifiable tenant garbage found outside the bins will result in lease enforcement action, a fine, or both.

12. RECYCLING

All tenants are encouraged to recycle. Recycling requires only a few seconds a day and it reduces waste. Reusing and recycling helps stretch our resources while decreasing the amount we must discard. Place all of your clean recyclable materials into the bins, with the exception of latex paint, motor oil, glass, and batteries.

Mixed- Newspapers, Corrugated cardboard, Glass bottles and jars, Tin cans, Aluminum, Plastic bottles, Magazines, Mixed waste paper (junk mail, cereal and cracker boxes), Rigid plastic containers which have a recycling logo stamped on them (yogurt and margarine tubs and lids, plastic trays). These items are to be put in with the other plastic bottles. Styrofoam products are not included.

13. PEST CONTROL

Before you moved into your home, the Authority determined that the unit was clean and pest free. It is now up to you to keep it clean and pest free.

Good housekeeping is the best prevention for insects, rodents and other pests. A complete cleaning of corners, cabinets, closets, between and behind appliances, around water pipes, bathroom fixtures and under sinks will help keep pests to a minimum.

Residents should eradicate infestations of mice, roaches, ants, spiders, silverfish or other common insects should such infestations occur. If residents are unable to control the infestation, the Tenant Relations Coordinator can have the unit sprayed. Residents are charged actual cost of the spray when they have not adequately prepared for the spray, or if it has been determined that they are the cause of the infestation.

14. PROBLEMS ON THE PROPERTY

Law enforcement is the responsibility of the Salem Police Department. Call 911 if you have a problem requiring police assistance or want to report a serious infraction of the law.

Problems which threaten the peaceful enjoyment of your home and which you believe could be solved by the Housing Authority should be reported in writing to the Asset and Asset and Property Manager. If the problem involves a neighboring family, please try to work it out with them in a friendly way before submitting a complaint to the Tenant Relations Coordinator.

Please advise the Asset and Property Manager when it has been necessary for you to contact the police, the fire department or an emergency medical service.

15. QUIET HOURS

Between the hours of 10pm and 8am tenants are expected to keep the noise (voices, television, radio, etc.) from inside their apartment, and outside in common areas at a level that would not be audible inside adjacent apartments.

16. NEIGHBOR RELATIONS

Salem Housing Authority encourages tenants to speak directly to neighbors regarding disputes. The attached Positive Communication Loop is to be used as a tool to promote good communication between neighbors. If you have trouble resolving an issue, it may be necessary to contact a mediation service. The Asset and Property Manager and/or Tenant Relations Assistant can make a referral. If the problem persists, or a lease violation has occurred please contact the Asset and Property Manager.

17. WATERBEDS

Waterbeds are allowed ONLY with PRIOR permission from the Authority. Residents must give the Asset and Property Manager a copy of a valid/paid waterbed insurance policy for both the waterbed and any related damages.

18. CABLES/CORDS

Cords and cables cannot run along the floor of the unit, they must be attached to walls and/or ceiling. Cords and cables are not permitted in exterior doorways or windows. Cords and cables are only allowed under interior doorways provided that the door can be closed, and they do not pose a tripping hazard.

19. FIREWORKS

Fireworks are not permitted on Housing Authority Property at any time during the year. Tenants and guests of residents are prohibited from igniting fireworks on any surface on the Housing Authority Property.

20. GARAGE SALES

Garage sales of any kind are not permitted on Housing Authority premises unless prior written approval is granted.

21. PARKING LOT

Speed limit is 5 MPH in the parking lot. Parking spaces are available to tenants on a first come first serve basis. Parking permits are required for all tenants with vehicles. If you have a guest that will be staying with you for more than 3 days, your guest will need a temporary permit. Parking and temporary parking permit applications can be obtained in the management office. Every effort will be made to accommodate tenants with vehicles, but there is a possibility that there may not be enough spaces during the office hours. Please ask your guests to park on the street. Parking is not allowed along the driveway entrance.

This area has been designated as a loading zone and driver must remain at wheel.

Fire hydrant and the front door area **must not be blocked** to provide access to emergency vehicles.

22. SMOKING

Due to the increased risk of fire, increased maintenance costs, and the health effects of secondhand smoke, Landlord is adopting the following No-Smoking Policy, which prohibits smoking in any interior common areas, including but not limited to community rooms, community bathrooms, lobbies, reception areas, hallways, laundry rooms, stairways, offices and elevator, within all living units, and within 10 feet of building(s) including entry ways, porches, balconies and patios. This policy applies to all residents, guests, visitors, service personnel and employees. Cigarette butts should never be left on the grounds.

This house rule/policy does not mean that Tenants will have to quit smoking in order to live in Robert Lindsey Tower. Tenants will still be able to smoke, as long as they smoke in the smoking area designated by management.

If any resident is interested in quitting smoking, your Property Manager will be able to provide you with smoking cessation resources. The Property Manager has been provided with training in smoking cessation support and is available as a resource for Tenants. The Tobacco Quit Line is 1-800-QUIT-NOW (1-800-784-8669) and is also an excellent starting place for cessation resources.

The definition of the term “smoking” means inhaling, exhaling, breathing, carrying or possessing any lighted cigar, cigarette, pipe, other tobacco product or similar lighted product in any manner or in any form.

SHA is not a guarantor of smoke free environment. Tenants acknowledge that SHA’s adoption of a No-Smoking House Rule/Policy, and the efforts to designate portions of the property as non-smoking do not make SHA or any of its managing agents the guarantor of Resident’s health or of the smoke free condition of the non-smoking portions of the property. However SHA will take steps in response to smoking unless SHA has actual knowledge of the smoking and the identity of the responsible resident.

Resident acknowledges that SHA’s adoption of a non-smoking living environment, and the efforts to designate portions of the Property as non-smoking does not in any way change the standard of care that SHA has under applicable law to render the Property any safer, more habitable or improved in terms of air quality standards than any other rental property. SHA cannot and does not guarantee or promise that the property will be free from second hand smoke. Resident acknowledges that SHA’s ability to police, monitor or enforce this policy/house rule is dependent in significant part on voluntary compliance by Tenants and resident’s guests. Tenants with respiratory ailments, allergies, or other condition relating to smoke are put on notice that SHA does not assume any higher duty of care to enforce this house rule than any other obligation under the rental agreement.

Tenants are responsible for the actions of their household, their guests and visitors. Failure to adhere to any of the conditions of this house rule will constitute both a material non-compliance with the rental agreement and a serious violation of the rental agreement. In addition, Resident will be responsible for all costs to remove smoke odor or residue upon any violation of this house rule.

Enforcement Plan

- 1st violation - verbal warning followed by smoking cessation materials
- 2nd violation - written warning letter with smoking cessation materials
- 3rd violation - 30 day termination notice with 14 day option to remedy
- 4th violation - 10 day termination notice

Tenants and/or guests/visitors may smoke in areas designated by management, and cigarettes are to be disposed of in cigarette disposal receptacles.

23. UTILITIES

Electricity, water, sewer, and garbage are provided in your rent. Your cooperation in conserving energy is requested.

24. LAUNDRY FACILITIES

A coin operated laundry room is provided on the first floor. Please use the washers and dryers according to the directions posted. If you experience problems with the machines, please call the number listed in the laundry room for service. All tenants will be responsible for their own belongings if left unattended. Please remove laundry from machines as soon as it is finished to avoid delays for other resident use. It is important that the laundry room be maintained clean at all times. Residents may reserve specific days and times for residents that have outside help do their laundry. Residents that have flexibility are asked to do laundry at times other than those scheduled. If you do not start laundry within one half hour of scheduled time, you have forfeited your time, and any resident can start a load of laundry.

If you wish to schedule or change time please call the Asset and Property Manager.

25. ELEVATOR

Instructions for dealing with the elevator emergencies are posted on the wall of the elevator. If you hear the elevator emergency alarm, please locate the Resident Service Representative or the Housing Authority for assistance.

26. CANDLES

Tenants are advised against burning candles on the property. Burning candles are never to be left unattended.

27. CHRISTMAS TREE

If you have a Christmas tree, do not block doorways or heaters with the tree. It is the tenant's responsibility to dispose of Christmas Trees after use. Tenants are not permitted to leave them outside, on the patio or anywhere on the grounds or in the garbage area. There are many organizations in the community that will dispose of the tree for a minimal donation. Once a Christmas tree becomes dry, it is a very serious fire hazard and must be disposed of no later than January 7th.

28. HOLIDAY LIGHTS

No nails or alterations to exterior of unit can be made to set up lights on exterior of buildings. Never use indoor extension cords outside. Cords cannot be left in doorways or windows, if there is no outlet on the exterior of the building; you are advised to set up lights inside windows instead of outside.

Lights must be taken down no later than January 7th.

29. PET POLICY

Pets are allowed per Exhibit I of these House Rules.

30. ALTERATIONS AND HANGING PICTURES

Use the following guidelines when decorating your apartment with pictures, plants, etc.:

- Use small nails or nail-in type picture hangers. Please don't use stick-on type hangers.
- Installation of hooks in the ceiling is not permitted. If you need to hang lamps or plants, use hangers that can be attached to the wall. You should contact the Housing Authority for approval before attaching very large hangers to the wall.
- Use discretion in the number of things you hang on your walls. Excessive nail hole damage can be costly and you will be held responsible.
- Mirror tiles are not allowed on the walls.
- Do not attach any kind of shelving to the walls. If you want shelves for your closet, they will need to be free standing rather than attached to the walls.
- Do not make any alterations or changes to the building, without prior permission from the Housing Authority.

31. PATIOS AND BALCONIES

For each of us to be proud of the appearance of our community, we ask that you keep your balcony or patio uncluttered and free of debris. Patios and balconies may not be used

for storage or clothes drying areas. Potted plants, hanging plants, and patio furniture are allowed. Management does reserve the right to request you to remove items from your balcony or patio if considered inappropriate.

32. MAINTENANCE AND INSPECTION

The Housing Authority asks that you call your Asset and Property Manager and/or the Maintenance line at 503-588-6388 as soon as you see that repairs are needed or if you have a question about equipment or the condition of the property. You may also stop by the Service Area Office and obtain a work order form that you can complete and leave at the office. All units are inspected at least annually. The purpose of the annual inspection is to monitor housekeeping and identify areas which need repair work so that residents are assured a safe quality unit. You will be notified by letter of all inspections.

33. VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

The Violence against Women Reauthorization Act of 2005 (VAWA), provides that "criminal activity directly relating to domestic violence, or stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's

control, shall not be cause for termination of the tenancy or occupancy rights, if the tenant or immediate family member of the tenant's family is the victim or threatened victim of that abuse." VAWA further provides that incidents of actual or threatened domestic violence, dating violence, or stalking may not be construed as serious or repeated violations of the lease by the victim of such violence or as good cause for terminating the tenancy or occupancy rights of the victim of such violence. VAWA does not limit SHA's authority to terminate the tenancy of any tenant if SHA can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property.

34. TENANT ASSOCIATION (ORGANIZATION)

Tenants have the right to establish and operate a tenant organization for the purpose of addressing issues related to their living environment as well as activities related to housing and community development. A tenant organization is considered legitimate if it has been established for the purpose described above, and meets regularly, operates democratically, is representative of all residents in the development, and is completely in dependent of SHA and its representatives. The definition of legitimate tenant organization includes "organizing committees" newly formed by residents and does not require specific structures, written by-laws, elections or resident petitions.

For more information, please see the HUD brochure titled "Resident Rights and Responsibilities" that was given to you when you moved into your unit, which addresses tenant rights to organize. If you would like another copy of this brochure, please contact the Tenant Relations Assistant assigned to your property.

The Tenant Association meets on the fourth Thursday of each month to discuss upcoming events, activities or concerns. The role of the Tenant Association is essential in determining priorities and services affecting the quality of life at Robert Lindsey Tower.

The Tenant Relations Assistant and/or Asset and Property Manager, when requested, are present to assist with any concerns. Your involvement in this association is very important.

35. RECERTIFICATIONS

At least once a year the Salem Housing is required to recertify your income; assets; out of pocket medical expenses and family composition. This procedure includes obtaining verification of your income; assets and/or out of pocket medical expenses. The Tenant Relations Assistant will make an appointment with you to complete the recertification.

Recertifications may be necessary more than once a year if your income is unstable. If you have a decrease in income or an increase in out of pocket medical expenses, be sure to notify your Property Manager and/or the Tenant Relations Assistant.

Recertifications are also required:

- a. Any time there is a change in your family size;
- b. when any adult member of the household who was unemployed on the most recent recertification obtains employment, and/or;
- c. When the households income increases by \$200 per month or more.

36. RESIDENT PROCEDURAL RIGHTS

A. Termination Notification.

- a. *Termination of Tenancy and Assistance.* The termination procedure for RAD conversions to PBRA will additionally require that SHA provide adequate written notice of termination of the lease which shall not be less than:

- A reasonable period of time, but not to exceed 30 days:
 - If the health or safety of other tenants, owner employees, or persons residing in the immediate vicinity of the premises is threatened; or
 - In the event of any drug-related or violent criminal activity or any felony conviction; or
 - 14 days in the case of nonpayment of rent.

b. Termination of Assistance. In all other cases, the requirements at 24 CFR 880.603, the Multifamily HUD Model Lease, and any other HUD multifamily administrative guidance shall apply.

B. Grievance Process.

In addition to program rules that require that tenants are given notice of covered actions under 24 CFR Part 245 (including increases in rent, conversions of a project from project-paid utilities to tenant-paid utilities, or a reduction in tenant paid utility allowances), HUD is incorporating resident procedural rights to comply with the requirements of Section 6 of the Act. RAD will require that:

- a. Residents be provided with notice of the specific grounds of the proposed owner adverse action, as well as their right to an informal hearing with the SHA;
- b. Residents will have an opportunity for an informal hearing with an impartial member of SHA's staff within a reasonable period of time;
- c. Residents will have the opportunity to be represented by another person of their choice, to ask questions of witnesses, have others make statements at the hearing, and to examine any regulations and any evidence relied upon by the owner as the basis for the adverse action. With reasonable notice to SHA, prior to hearing and at the residents' own cost, resident may copy any documents or records related to the proposed adverse action; and
- d. SHA will provide the resident with a written decision within a reasonable period of time stating the grounds for the adverse action, and the evidence SHA relied on as the basis for the adverse action.

SHA will be bound by decisions from these hearings, except if the:

- a. Hearing concerns a matter that exceeds the authority of the impartial party conducting the hearing.
- b. Decision is contrary to HUD regulations or requirements, or otherwise contrary to federal, State, or local law.

If SHA determines that it is not bound by a hearing decision, the SHA must promptly notify the resident of this determination, and of the reasons for the determination.

**SALEM HOUSING AUTHORITY
HOUSEKEEPING STANDARDS**

It's important that you maintain your unit in a decent, safe and sanitary manner. If SHA determines that a resident has poor housekeeping habits, the Tenant Relations Coordinator will arrange for regularly scheduled housekeeping inspections. The Tenant Relations Coordinator will discontinue on-going compliance with project standards and lease agreements when proper housekeeping habits are exhibited on an on-going basis.

Weekly:

2. FLOORS – Vinyl: clean thoroughly with floor cleaner, and rinse. Carpet: Vacuum
3. BATHROOM - Thoroughly clean tub, sink, faucets, toilet and toilet seat; clean all cabinets and drawers; clean and apply self-polishing wax to floor; clean walls as needed. Do not overlook light fixture, towel bars, and mirror.
4. KITCHEN SINK – Scour thoroughly with cleanser including faucet.
5. RANGE - Cleaning is to include the oven, surface elements, drip pans, control knobs, and the area below the range surface as accessible.

As needed:

1. GARBAGE: Take out your trash on a regular basis, don't let it accumulate.
2. REFRIGERATOR –Cleaning is to include the interior of the refrigerator and the (defrosted) freezer compartment, and behind and under the appliance.
3. CUPBOARDS/DRAWERS –clean with damp, soapy sponge or cloth
4. FLOORS – Vinyl: after cleaning, apply self-polishing wax. Carpets: shampoo
5. WINDOWS –Clean all interior and exterior glass, window frames, track and sills.
6. WALLS/WOODWORK - Clean to remove scuff marks, grease, hand prints and smudges from all walls and woodwork throughout.
7. LIGHT FIXTURES - Clean all light fixtures and replace any burned out bulbs. Ensure that they are in good repair and well secured.
8. SCREENS/SHADES - Should be clean and in good repair. Tenants will be charged for missing or damage items.
9. PATIO/ADJACENT AREAS - Should be clean and orderly. Indoor items and trash should not be stored outside.
10. HEAT REGISTERS - Should be kept clean and free of dust accumulation.

FIRE SAFETY

All the doors in the building have automatic door closures. Their purpose, along with specially constructed firewalls, is to contain fire in one area should a fire ever occur.

Due to this safety feature, no door equipped with a closer should ever be propped open, including your apartment door.

Each apartment is equipped with a smoke detector. It is electrically operated with battery Back-up. The red light will remain on at all times, showing that it is in operation. The alarm will sound when smoke or heat reaches a certain level of concentration. The alarm will ring in each apartment, hallways, lobby, the Housing Authority office, and the Fire Department. When the alarm is sounding proceed to the stairwell on the east end of the building and wait for further instructions. After the alarm has been checked out, instructions from the Fire Department will be announced over the loud speaker letting you know exactly what you should do. Do not evacuate the building before hearing the Fire Department instructions. If your smoke detector is not working properly, please report it to the Housing Authority Office

You should familiarize yourself with the smoke detector, fire alarm boxes and fire extinguishers in the hallways. An evacuation plan is attached for your review. Please read and become familiar with these instructions. You should know where the stairwells and exits are located.

PLEASE DO NOT USE THE ELEVATOR IN CASE OF A FIRE.

There are simple precautions which every family can take to prevent fires and the tragedies that accompany them. The first step is to identify and eliminate the hazards that exist in your home. The next is to prepare a plan of action should a fire strike your home.

Furniture should be arranged so it is at least 10 inches away from baseboard heaters, 3 feet from cadet wall heaters. Particular attention should be paid so that bedding, clothing, draperies, and paper do not come close to the heaters. The area around a furnace or hot water heater should be clear of combustibles.

If the heating equipment malfunctions, turn off the circuit breaker or pull the fuse to the equipment and call the Housing Authority immediately.

Ranges, including the oven, broiler and the area below the burners should be kept free of grease. Never leave greasy pans in the oven, or in the drawer below the oven. When hot grease is used for cooking, be sure the container is big enough to prevent the grease from boiling over and igniting. If a gas fire does start, turn off the burner, using a long handled fork, place a cover on pan, or smother the fire with baking soda or salt. Never leave food cooking on the stove unattended. Please use your range hood exhaust fan when cooking.

While the Power Is On: Frequently, check all electrical appliances such as irons, mixers, heaters, lamps, fans, radios, TV's and waffle irons. If they are sluggish, damaged or the cords are frayed or cracked, have them repaired immediately or replace them with new appliances bearing the Underwriters' Laboratories, Inc. tag of approval.

Household wiring can be dangerous if you use extension cords that are too light for the load, or if you use fuses with too high an ampere rating. Only 15 amp fuses should be used.

Where There Is Smoking, There Could Be A Fire

- ... Don't smoke near flammable liquids, such as gasoline, paint thinners and cleaning fluids that give off dangerous vapors.
- ... Have plenty of large, deep ashtrays that are designed to keep cigarettes from falling out and are secure so they won't fall onto rugs, upholstery, or clothing.
- ... Don't smoke in bed or allow members of your family to.
- ... Be sure matches and "smokes" are cold before tossing them out.
- ... Keep matches in metal containers out of sight and reach of children.
- ... Never strike a match in an attic, closet or other confined area where clothes, paper or other combustibles are close at hand. If you must have light to see, use a flashlight.
- ... Make a careful survey each night of every room where anyone has been smoking. Sprinkle water in doubtful ashtrays or wastebaskets.

Around The House

- ... Do not store gasoline, kerosene, fuel oil, paint or paint thinner.
- ... Keep your unit free of trash, old rags and papers.
- ... Keep your yard/patio clean and free of debris, leaves, weeds and combustible materials.
- ... Storing motorcycles or any other gas powered vehicle in the house is strictly prohibited.

Could You Escape?

Plot out escape routes and alternate routes. All plans should be family plans. Let each member know where they should go in case of fire. Hold home fire drills now, don't wait until it's too late.

In preparing your fire escape plans, consider the following points:

1. Anticipate hallways and staircases being blocked by flames. Know how to get from one part of the house to another, especially in getting out of bedrooms.
2. If you are on an upper floor, is there a garage, porch roof, ladder or tree near a window by which you could escape?
3. If windows are your only means of escape, are they easy to open, low enough and large enough to escape through?

4. Closed doors can check flames and smoke, allowing you time to escape or protection while you await rescue. Don't jump from an upper floor except as the last possible resort.
5. Don't try to save clothing, furniture or other valuables - it may cost you your life.

If There Is a Fire

First, get everyone out. Then, call the Fire Department at 911. Report all incidents to the after-hours emergency maintenance line.

SALEM HOUSING AUTHORITY
UTILITY CONSUMPTION AND ENERGY CONSERVATION
IDEAS TO HELP REDUCE UTILITY CONSUMPTION AND CONSERVE ENERGY

HEATING

1. Do not set your thermostat higher than 68⁰; any degree over 70⁰ is going to cost you 3.1% more.
2. If you will be away from home 6 or more hours, or when you go to bed, turn your thermostat down to 60⁰.
3. Shades and drapes serve as insulation--close them on dark days and at night. Keep them opened on bright days to take advantage of the warm sun rays.
4. Other gas heaters and baseboard heaters should be vacuumed occasionally to ensure proper air circulation.

APPLIANCES

1. Use small electric appliances in place of major appliances for specialized jobs. Electric skillets, toasters, waffle irons, bean pots and coffee pots generally use less electricity than a range does on the same job.
2. Change the bag on your vacuum cleaner frequently to make your cleaner more efficient; keep any filters clean.
3. Turn off electric blankets in the morning; don't leave TV's, stereos, and radios on for long periods when no one is listening.
4. Keep appliances in top condition, or they can become safety hazards and will require more power to operate efficiently.
5. Refrigerators should be defrosted regularly before the ice is 1/4" thick. You lose cool air each time you open your refrigerator door, so avoid opening refrigerator door unnecessarily. Back of refrigerator should be vacuumed regularly so that the refrigerator can function properly, thus saving energy and dollars.
6. Always double check to make sure all surface units and your oven are turned off after use. When cooking, you can often turn units off ahead of time and let the food continue to cook as the heat gradually diminishes.
7. When you cook in your oven, leave the door closed until the food is completely cooked. Opening the door when oven is hot can mean a 20% loss of heat.
8. Cooking utensils must have flat bottoms to make firm contact with surface elements. Close fitting lids will hold steam in the pan and reduce cooking time. Use cooking utensils that are matched to the size of the surface element to avoid heat loss. Place pan on element before turning on.

WATER HEATING

1. Leaking faucets only waste water and energy; call the Housing Authority as soon as a leak develops. Sixty drops a minute wastes 7 gallons of water in 24 hours.
2. Set your water heater at 110⁰-120⁰. It is the most economical setting. Unless you have a dishwasher, then you should set it at 140⁰ for sanitation purposes.
3. When you need boiling water, take the water from the hot tap since less time is required to bring it to a boil.
4. Take short showers instead of baths; it not only saves your energy, but it also conserves water.

LIGHTING

1. Turn off lights in a room when not in use.
2. Use smaller wattage bulbs or fluorescent lights whenever possible.

AUTHORIZATION FOR ALTERATIONS TO DWELLING

Date: _____

TENANT NAME: _____

ADDRESS: _____

NATURE OF REQUEST: (NOTE: If request is for painting, include a color sample).

Alterations: The TENANT shall not make any alterations, changes, repairs, painting or remodeling of the premises and equipment without prior written consent of MANAGEMENT. In the event such consent is obtained and such changes or improvements are made by TENANT, they shall become the property of MANAGEMENT and shall remain on, and in, and be surrendered with premises upon termination of the Lease unless MANAGEMENT directs them or part of them to be removed, in which event they shall be removed by the TENANT and the premises restored as directed. The TENANT shall not erect an aerial on the exterior of the premises, install an air conditioning unit in a window, install additional, different locks or install fencing or gates without consent of MANAGEMENT. The TENANT shall not install mirror tile or wallpaper in any part of the premises. The TENANT shall not use tacks, nails, screws, or other fasteners in any part of the premises, except in a manner reasonably permitted by MANAGEMENT.

Tenant Signature:

Request is : APPROVED ____ DENIED ____ BY: _____ DATE: _____

Reason for Denial:



REQUEST FOR REASONABLE ACCOMMODATION

Return Completed form to: Housing Authority of Salem, 360 Church St SE, Salem, OR 97301-3707

Head of
Household:

Last 4 digits of SSN:

Date:

Telephone Number:

Email:

Address:

1. Name of the disabled household member needing the accommodation:

2. Describe the reasonable accommodation you are requesting (Example-- I am requesting an additional bedroom to accommodate the medical equipment that I must have):

3. Please explain the reason you are requesting a reasonable accommodation, **without disclosing your disability.** (Example

- my disability causes me to be forgetful; this is the reason why I missed the scheduled appointment, and the accommodation will allow me to retain my housing assistance):

The back side of this form must be filled out by a doctor, nurse, social worker, counselor or other professional who has a thorough knowledge of your circumstances and who can certify that you are in need of the requested accommodation.

Upon receipt of the completed form, we will let you know the decision as soon as possible, and will let you know if additional information is needed in order to make a decision. If you need assistance with this form or have any additional questions, please contact your housing specialist at 503-588-6368. SHA staff can also be contacted via TDD dialing 711.

I hereby authorize the release to Housing Authority of Salem of any information that would be helpful in making a determination regarding my request for a reasonable accommodation. I also certify that the above information is true to the best of my knowledge.

Signature of Participant

Date

**Office Use
Only**

☐ Approved ☐ Disapproved

Explanation: _____

Housing Services Supervisor Signature

Date

Health Professional's Verification of need for Reasonable Accommodation/Modification

State and Federal laws require housing providers to make physical modifications, or accommodations to policies/procedures if such changes are necessary to enable a person with a disability to have equal access to Housing Authority of Salem facilities and programs.

The participant in question has requested the accommodation described on the other side of this form. Please indicate whether you believe that the family member identified has a disability as noted and whether the accommodation is necessary and will achieve its stated purpose. You may also add any other information that would be helpful in making the correct accommodation for this family member. Please do not discuss the family member's diagnosis.

Please note that the applicant/tenant/participant has signed this form requesting you to verify information. If you have any questions, please call 503-588-6368 for additional information, or send an Email to housing@cityofsalem.net.

The law defines disabled as a person who: 1) has a physical or mental impairment that **substantially limits one or more major life activities**; 2) has a record of such impairment, or 3) is regarded as having such impairment.

The term “**major life activity**” means such activities as seeing, hearing, walking, breathing, performing manual task, care for one’s self, learning, and speaking.

- ☐ The person **IS** disabled under this definition.
- ☐ The person **IS NOT** disabled under this definition.
- ☐ I do not have enough information or training to make the assessment.

How long have you worked with the person making this request?

- ☐ First Appointment ☐ Less One Year ☐ 1-3 Years ☐ 4-6 years ☐ Over 6 Years

Assessment of Necessity. By checking one box below please indicate whether or not in your professional opinion granting the accommodation requested on the other side of this form will allow the person equal access to housing in light of the disability you believe the person to have.

Explain basis for your assessment, comment, or suggest possible alternatives:

FRAUD AND FALSE STATEMENTS

Title 18, Section 1001 of the U.S. Code states that a person who knowingly and willingly makes false and fraudulent statements to a public housing authority may be subject to penalties that include fines and/or imprisonment. I understand that I may be contacted by the housing authority to provide clarification regarding this request. I also understand that I may be contacted or subpoenaed to provide testimony in a court of law or other legal action with respect to the information I have provided. By signing this document, I certify under penalty of perjury that the information and statements I have provided in this request for reasonable accommodation are to the best of my knowledge true and accurate.

Signature of physician/health care professional

Date

Printed Name of Above Individual

Phone Number

Title

Mailing Address:

Robert Lindsey Tower

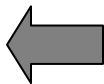
Positive Communication Loop

6. Maintain complete confidentiality of the communication.

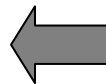
Work to not discuss the matter with any other tenants or parties not related to the issue.



5. WORK TOGETHER for a solution. If no mutually agreed solution request a meeting with the property



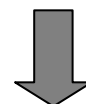
4. If your opinion is different, share it in a non-confrontational



1. Address conflict in the moment and directly to the person involved. Private and face to face is



2. Listen to the other person's perspective without interruption. Seek first to understand before being understood.



3. Show the party that you are listening with your body language and eye contact, not multitasking, not interrupting and summarize their perspective. Allow

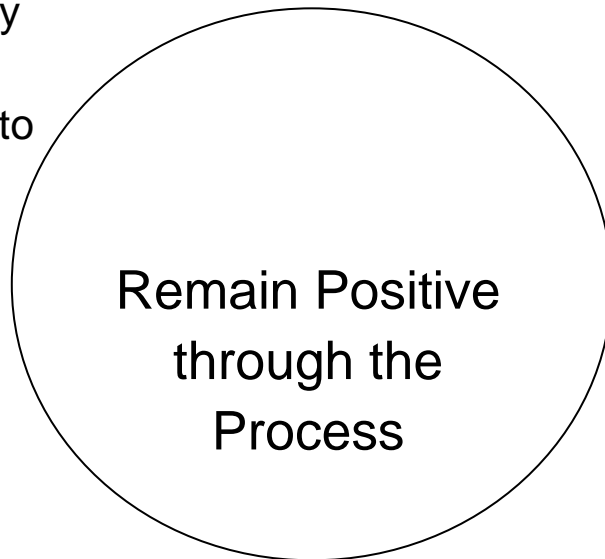


EXHIBIT I
HOUSING AUTHORITY OF THE CITY OF SALEM
ROBERT LINDSEY TOWER APARTMENTS PET POLICY
[24 CFR 5.300]

SHA APPROVAL OF PETS

Registration of Pets

Pets must be registered with SHA before they are brought onto the premises.

Registration includes documentation signed by a licensed veterinarian or state/local authority that the pet has received all inoculations required by state or local law, and that the pet has no communicable disease(s) and is pest-free. This registration must be renewed annually and will be coordinated with the annual reexamination date. Pets will not be approved to reside in a unit until completion of the registration requirements.

Refusal to Register Pets

SHA will refuse to register a pet if:

- The pet is not *a common household pet* as defined below;
- Keeping the pet would violate any pet restrictions listed in this policy;
- The pet owner fails to provide complete pet registration information, or fails to update the registration annually;
- The applicant has previously been charged with animal cruelty under state or local law; or has been evicted, had to relinquish a pet or been prohibited from future pet ownership due to pet rule violations or a court order; or
- SHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

If SHA refuses to register a pet, a written notification will be sent to the pet owner within 10 business days of the decision. The notice will state the reason for refusing to register the pet and will inform the family of their right to appeal the decision in accordance with SHA's grievance procedures.

Pet Agreement

Residents who have been approved to have a pet must enter into an addendum to the lease agreement with SHA, or the approval of the pet will be withdrawn.

The pet lease addendum is the resident's certification that he or she has received a copy of the ROBERT LINDSEY TOWER pet policy and that he or she has read the policy and understands them, and agrees to comply with them.

The resident further certifies by signing the pet lease addendum that he or she understands that
RLT LEASE ATTACHMENTS.doc

noncompliance with SHA's pet policy may result in the withdrawal of SHA approval of the pet or termination of tenancy.

STANDARDS FOR PETS

SHA will consider allowing common household pets at ROBERT LINDSEY TOWER. Common household pet means a domesticated animal, such as a dog, cat, bird, rodent (including hamsters, gerbils, guinea pigs, and rabbits), turtle or fish that is traditionally kept in the home for pleasure rather than for commercial purposes.

The following animals are not considered common household pets:

- Reptiles (i.e. snakes);
- Insects
- Arachnids
- Wild animals or feral animals
- Pot-bellied pigs
- Animals used for commercial breeding
- The following animals are not permitted:
- Any animal whose adult weight will exceed 25 pounds
- Dogs of the pit bull, Rottweiler, Doberman or Chow breeds
- Ferrets or other animals whose natural protective mechanisms pose a risk of serious bites or lacerations
- Any animal not permitted under state or local law or code

Number of Pets

Residents may own a maximum of 2 pets, only 1 of which may be a dog or cat.

In the case of fish, residents may keep no more than can be maintained in a safe and healthy manner in a tank holding up to 20 gallons. Such a tank or aquarium will be counted as 1 pet.

Other Requirements

Dogs and cats must be spayed or neutered at the time of registration or, in the case of underage animals, within 30 days of the pet reaching 6 months of age. Exceptions may be made upon veterinary certification that subjecting this particular pet to the procedure would be temporarily or permanently medically unsafe or unnecessary.

Pets must be licensed in accordance with state or local law. Residents must provide proof of licensing at the time of registration and annually, in conjunction with the resident's annual reexamination.

Pet owners must maintain pets responsibly, in accordance with SHA policies, and in compliance with applicable state and local public health, animal control, and animal cruelty

laws and regulations [24 CFR 5.315]

Pet Area Restrictions

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.

Pets other than dogs or cats must be kept in a cage or carrier when outside of the unit.

Pets are not permitted in the common areas including lobbies, community rooms and laundry areas of ROBERT LINDSEY TOWER except for those common areas which are entrances to and exits from the building.

Pet owners are permitted to exercise pets on project premises however; they are responsible for disposing of the pets waste.

Cleanliness

The pet owner will be responsible for the removal of waste from any outside common area, including decks or patios, by placing it in a sealed plastic bag and disposing of it in a trash receptacle.

The pet owner will take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

Litter box requirements:

- Litter boxes will be kept inside the resident's dwelling unit
- Cats must be trained to use a litter box, which must be plastic and kept in the tenants unit.
- Pet owners must promptly dispose of waste from litter boxes and must maintain litter boxes in a sanitary manner.
- Waste must be separated from the litter at least once daily.
- Litter must be disposed of often enough to keep the unit free of odor, but not less than twice a week. Litter waste is to be disposed of in a sealed plastic bag and placed in the property trash container provided at ROBERT LINDSEY TOWER.
- Litter will not be disposed of by being flushed through a toilet.

Alterations to Unit

Pet owners will not alter their unit, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

Noise

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping,

or other such activities.

Pet Care

Each pet owner will be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Each pet owner will be responsible for appropriately training and caring for his/her pet to ensure that the pet is not a nuisance or danger to other residents and does not damage the property at ROBERT LINDSEY TOWER.

No animals may be tethered or chained inside or outside the dwelling unit at any time.

Responsible Parties

Pets are not to be left unattended for more than 8 hours. The pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner or by other factors that render the pet owner unable to care for the pet. A resident who cares for another resident's pet must notify SHA and sign a statement that they agree to abide by all of the pet rules.

Pets Temporarily on the Premises

Pets that are not owned by a tenant are not allowed on the premises. Residents are prohibited from feeding or harboring stray animals. This rule does not apply to visiting pet programs sponsored by a humane society or other non-profit organizations, and approved by SHA.

Pet Rule Violations

All complaints of cruelty and all dog bites will be referred to animal control or an applicable agency for investigation and enforcement.

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the pet rules, written notice will be served. The notice will contain a brief statement of the factual basis for the determination and the pet rule(s) that were violated. The notice will also state:

- That the pet owner has 10 business days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;
- That the pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and
- That the pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to remove the pet, or to terminate the

pet owner's tenancy.

Notice for Pet Removal

If the pet owner and SHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by SHA, SHA may serve notice to remove the pet.

The notice will contain:

- A brief statement of the factual basis for SHA's determination of the pet rule that has been violated;
- The requirement that the resident /pet owner must remove the pet within 30 calendar days of the notice; and
- A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

Pet Removal

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the responsible party designated by the pet owner. If the responsible party is unwilling or unable to care for the pet, or if SHA after reasonable efforts cannot contact the responsible party, SHA may contact the appropriate state or local agency and request the removal of the pet and/or SHA reserves the right to remove the pet from the premises and deliver the pet to the appropriate state or local agency.

If it is necessary for SHA to place the pet in a shelter facility, the cost will be the responsibility of the pet owner.

Termination of Tenancy

SHA may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and/or

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

Emergencies

SHA will take all necessary steps to ensure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are immediately removed from the premises by referring the situation to the appropriate state or local entity authorized to remove such animals.

If it is necessary for SHA to place the pet in a shelter facility, the cost will be the responsibility of the pet owner.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

Refundable Pet Deposits

Payment of Deposit

If the approved pet is a cat or dog, pet owners are required to pay a pet deposit in addition to any other required deposits. The amount of the refundable deposit is \$300. The initial deposit is \$50 at the time the pet is approved to be brought on to the property. The remaining deposit is required to be paid in increments not to exceed \$10 per month until the deposit is reached.

Refund of Deposit

SHA will refund the pet deposit to the resident, less the costs of any damages caused by the pet to the dwelling unit, within 30 days of move-out or removal of the pet from the unit. The resident will be billed for any amount that exceeds the pet deposit. SHA will provide the resident with a written list of any charges against the pet deposit within 30 business days of the move-out inspection. If the

resident disagrees with the amount charged to the pet deposit, SHA will provide a meeting to discuss the charges.

Pet-Related Damages During Occupancy

All reasonable expenses incurred by SHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

- The cost of repairs and replacements to the resident's dwelling unit
- Fumigation of the dwelling unit
- Repairs to common areas of the project
- Flea elimination

If the resident is in occupancy when such costs occur, the resident will be billed for such costs in accordance with SHA's Schedule of Maintenance and Damage Charges. Pet deposits will not be applied to the costs of pet-related damages during occupancy. Charges for pet-related damage are not part of rent payable by the resident.

Pet Waste Removal Charge

A separate pet waste removal charge of \$5.00 per occurrence will be assessed against pet owners who fail to remove pet waste from any common space on the property and in accordance with this

policy.

Notices of pet waste removal charges will be in accordance with requirements regarding notices of adverse action. Charges are due and payable 30 calendar days after billing. If the family requests a grievance hearing within the required timeframe, SHA may not take action for nonpayment of the charge until the conclusion of the grievance process.

ROBERT LINDSEY TOWER PET REGISTRATION FORM

TENANT NAME: _____ ADDRESS: _____

<u>TYPE OF PET (Check one):</u>	
Dog	<input type="checkbox"/>
Cat	<input type="checkbox"/>
Bird	<input type="checkbox"/>
Fish	<input type="checkbox"/>
Gerbil	<input type="checkbox"/>
Hamster	<input type="checkbox"/>
Rabbit	<input type="checkbox"/>
Turtle	<input type="checkbox"/>

Pet's Name:	_____
Breed:	_____
Weight (Dog):	_____
Color (Dog/Cat):	_____
Sex (Dog/Cat):	_____
Age:	_____

Does the pet have any health problems? Yes ☐ No ☐ If yes, please explain: _____

THE FOLLOWING INFORMATION/CERTIFICATIONS MUST BE ATTACHED TO THIS APPLICATION OF REGISTRATION:

- 1) The names, addresses, home and work telephone numbers for two persons who are designated to be responsible for the care of the pet if the if the tenant is unable to care for the pet.
- 2) Certification from the veterinarian that the pet has had all shots and vaccinations, the pet has been spayed or neutered (in the case of a dog or cat), and is in good health.
- 3) Proof the pet is licensed within the Salem urban growth boundary (cats exempt).
- 4) A picture of the pet.

I, _____, do hereby state the information provided here is true and accurate. I have received a copy of the PET POLICY as established by the SHA and I have read and fully understand and agree to all of the terms of the Pet Policy.

A \$300.00 refundable deposit is required for a dog or cat. Initial deposit of \$50 has been paid on _____ and \$10 is to be paid by the _____ day of each month thereafter until the entire \$300 deposit is paid in full.

Signature of Head of Household

Date

After review of the application and documentation required, the Salem Housing Authority will process this registration application.

APPROVED BY / SHA Representative Signature

Date

Robert Lindsey Tower

The Housing Authority of the City of Salem gives permission to _____ of Robert Lindsey Tower Apartments, Apartment # _____ Salem Oregon 97301 to possess the following described pet:

The Robert Lindsey Tower policy regarding pets in subsidized projects managed by the Housing Authority of the City of Salem and that are exclusively for occupancy by elderly persons are hereby incorporated into this Lease. Tenant has received a copy of this Pet Policy and has complied with the requirements of the Pet Policy.

Tenant agrees to abide by the Pet Policy established by the Housing Authority. In the event that during the term of this Lease Agreement, a Robert Lindsey Tower tenant fails to comply with the Pet Policy requirements set out in the Pet Policy, the Landlord may terminate the Lease Agreement.

_____ Tenant	_____ Date	_____ Salem Housing Authority Landlord	_____ Date
_____ Tenant	_____ Date	_____ Signature of SHA Representative	

NOTICE

Salem Housing Authority does not discriminate on the basis of disability in the admission or access to or treatment or employment in, its federally assisted programs and activities.

The person named below has been designated to coordinate compliance with the non-discrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

Terry Frazier, 360 Church St SE, Salem Oregon, 97301-3707.

Phone: 503-588-6368 or TDD: call 711

If you or anyone in your family is a person with disabilities and you require a specific accommodation in order to fully utilize SHA programs and services, please contact SHA at 503-588-6368 to obtain a Reasonable Accommodation Request form.

HOUSING AUTHORITY OF THE CITY OF SALEM
ASSISTANCE ANIMAL GUIDE FOR ROBERT LINDSEY TOWER APARTMENTS
[Section 504; Fair Housing Act (42 U.S.C.); 24 CFR 5.303]

DEFINITION OF ASSISTANCE ANIMAL

Assistance animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or that provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals – often referred to as “service animals,” “assistive animals,” “support animals,” or “therapy animals” – perform many disability-related functions, including but not limited to the following:

- Guiding individuals who are blind or have low vision
- Alerting individuals who are deaf or hearing impaired
- Providing minimal protection or rescue assistance
- Pulling a wheelchair
- Fetching items
- Alerting persons to impending seizures
- Providing emotional support to persons with disabilities who have a disability-related need for such support

Assistance animals that are needed as a reasonable accommodation for persons with disabilities are not considered pets.

APPROVAL OF ASSISTANCE ANIMALS [Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) (Section 504)] [Fair Housing Act (title VIII of the Civil Rights Act of 1968 as amended (42 U.S.C. 3601-3631)]

A person with a disability is not automatically entitled to have an assistance animal. Reasonable accommodation requires that there is a relationship between the person's disability and his or her need for the animal.

Assistance animals are not required to have formal training. Some, but not all, animals that assist persons with disabilities are professionally trained. Other assistance animals are trained by the owners themselves and, in some cases, no special training is required.

SHA will not refuse a person with a disability to use and live with an assistance animal that is needed to assist them, unless:

There is reliable objective evidence that the animal poses a direct threat to the health or safety of others that cannot be reduced or eliminated by a reasonable accommodation, or

There is reliable objective evidence that the animal would cause substantial physical damage to the property of others.

SHA has the authority to regulate assistance animals under applicable federal, state, and local law [24 CFR 5.303(b)(3); 960.705(b)(3)].

Residents must care for assistance animals in a manner that complies with state and local laws, including anti-cruelty laws.

Residents must ensure that assistance animals do not pose a direct threat to the health or safety of others, or cause substantial physical damage to the development, dwelling unit, or property of other residents.

When a resident's care or handling of an assistance animal violates these policies, SHA will consider whether the violation could be reduced or eliminated by a reasonable accommodation. If SHA determines that no such accommodation can be made, SHA may withdraw the approval of a particular assistance animal.

REQUEST FOR A SERVICE/COMPANION ANIMAL ACCOMMODATION:

A tenant who needs a service/companion animal must submit a request in writing to SHA requesting an accommodation for the tenant's disability and describing the requested animal. The tenant is not required to disclose the nature of his/her disability.

VERIFICATION OF DISABILITY AND NEED FOR A SERVICE/COMPANION ANIMAL:

The tenant must provide written verification, in a form/format approved by SHA, that s/he has a disability and that the accommodation is necessary to give the tenant equal opportunity to use and enjoy the community. The tenant must obtain a signed reasonable accommodation request form from his/her healthcare or mental health provider answering the following questions:

- Is the person disabled as defined by the fair housing laws?
- In the health care provider's professional opinion, does the person need the requested accommodation (use of a service/companion animal) to have the same opportunity as a non-disabled person to use and enjoy the housing community?

DEPOSITS AND FEES:

A service/companion animal is not a pet, therefore tenants who are disabled and who receive approval for service/companion animal, will not be required to make a pet deposit. The tenant is liable for any damage the animal actually causes.

A separate service animal waste removal charge of \$5.00 per occurrence will be assessed against assistance animal owners who fail to remove service animal waste from any common space on the property and in accordance with this policy.

Notices of service animal waste removal charges will be in accordance with requirements regarding notices of adverse action. Charges are due and payable 30 calendar days after billing. If the family requests a grievance hearing within the required timeframe, SHA may not take action for nonpayment of the charge until the conclusion of the grievance process.

Charges for service animal waste removal are not part of rent payable by the resident.

REMOVAL OF A SERVICE ANIMAL:

If a service/companion animal is unruly or disruptive (i.e. aggressively jumping on people, nipping, or other harmful behavior), SHA may require them to remove the service/companion animal.

GENERAL RULES

Tenant may be approved for one assistance animal and must abide by the following rules, unless on a case by case basis, exception to this guide is approved by SHA:

Fish and /or turtles must be kept in an aquarium that holds no more than 10 gallons of water.

Other animals in this category must be kept in a portable cage that can be easily moved by the tenant.

For the purpose of this guideline the fish or animals that can reasonably be kept in an aquarium or a cage constitutes "one assistance animal."

Any aquarium or cage must be kept clean and free of odor.

Cats must be trained to use a litter box which must be plastic and kept in the Tenant's unit.

Litter must be disposed of often enough to keep the unit free of odors, but not less than twice a week, in a sealed plastic bag and placed in the on-site garbage compactor/bin/receptacle/dumpster.

An assistance animal is not to be left unattended for more than 8 hours. Tenant must designate who will care for the assistance animal in his/her absence. The designee must sign a statement that he/she will be responsible for the assistance animal and will abide by the rules of this guideline.

An assistance animal may be exercised only in areas designated by SHA.

The Tenant is responsible to remove all animal waste, place it in a sealed plastic bag and dispose of it in a container specified by SHA. SHA will charge the tenant a \$5.00 removal fee for each occurrence, if SHA is required to pickup up assistance animal's waste. At no time will assistance animal waste be dumped down the toilet/sink.

If the death or incapacity of the assistance animal owner threatens the health or safety of the

assistance animal, or other factors occur that render the owner unable to care for the assistance animal, the situation will be reported to the responsible party designated by the assistance animal owner.

If the responsible party is unwilling or unable to care for the assistance animal, or if after reasonable efforts, SHA cannot contact the responsible party, SHA may contact the appropriate state or local agency and request the removal of the assistance animal and/or SHA reserves the right to remove the assistance animal from the premises and deliver the assistance animal to the appropriate state or local agency.

If it is necessary for SHA to place the assistance animal in a shelter facility, the cost will be the responsibility of the assistance animal owner.

Any conduct in violation of animal cruelty laws may be grounds for requiring that the assistance animal be removed from the home and revoking authorization to keep assistance animal.

For assistance animals that are dogs or cats, Tenant must furnish certification from veterinarian at least annually that the assistance animal is in good health free from fleas, ticks or other vermin and has had all necessary shots and/or vaccinations. Tenants are responsible for keeping all areas where assistance animals are housed clean, safe and free of parasites.

A picture of the assistance animal must be provided at the time of registration. SHA can refuse to register the assistance animal if the assistance animal is in violation of any applicable assistance animal rule or if tenant fails to update registration.

Assistance animals must be under the control of a responsible person when on the ROBERT LINDSEY TOWER premises or being transported to and from the residence.

If the assistance animal disturbs other tenants by making noise or with threatening behavior or becomes destructive, authorization to keep the assistance animal may be revoked.

Tenant must allow SHA to inspect the unit for the purpose of determining compliance with the Assistance Animal Guideline.

The tenant must agree to pay the cost of any assistance animal-caused damage including, but not limited to, the cost of repairs and replacement to, and fumigation of, the tenant's dwelling unit, and the cost of animal care facilities.

The tenant will be liable for any damage or injury whatsoever caused by assistance animal(s) and will pay SHA or the designated agents immediately for any costs incurred as a result of damage or injury caused.

to third parties or their property caused by or as a result of actions by their assistance animal.

After the tenant no longer owns an assistance animal or vacates the unit, SHA will bill the tenant for costs to repair assistance animal-caused damage.

No vicious, dangerous or poisonous assistance animals are permitted to be kept by tenants.

Tenant must furnish proof of licenses required for assistance animals in Salem, Oregon.

SCHEDULED/AUTHORIZED INSPECTIONS

Whenever an authorized inspection of the residence has been scheduled by SHA, if the tenant is not going to be present at time of scheduled inspection(s), the tenant must keep their assistance animal in a kennel, if applicable.

ROBERT LINDSEY TOWER APARTMENTS ASSISTANCE ANIMAL REGISTRATION FORM

TENANT NAME: _____

ADDRESS: _____

TYPE OF ASSISTANCE ANIMAL: _____

Assistance animal's Name: _____

Breed: _____

Weight: _____

Color: _____

Sex: _____ Age: _____

Does the assistance animal have any health problems? _____

THE FOLLOWING CERTIFICATIONS MUST BE ATTACHED TO THIS APPLICATION OF REGISTRATION:

- 1) A signed statement from the person agreeing to be responsible for the care of the assistance animal if the tenant is unable to care for the assistance animal, showing name, address and both home and work telephone numbers.
- 2) Certification from the veterinarian that the assistance animal has had all shots and vaccinations, and is in good health.
- 3) Proof the assistance animal is licensed within Salem, Oregon. (Cats exempt)
- 4) A picture of the assistance animal.

I, _____, do hereby state the information provided here is true and accurate. I have received a copy of the ASSISTANCE ANIMAL GUIDE as established by SHA. I have read and fully understand and agree to all of the terms of the ROBERT LINDSEY TOWER ASSISTANCE ANIMAL GUIDE.

SIGNED BY: _____ DATE: _____

APPROVED BY: _____ DATE: ____/____/____

SHA Representative

ROBERT LINDSEY TOWER
ASSISTANCE ANIMAL

The Housing Authority of the City of Salem gives permission to _____ of
ROBERT LINDSEY TOWER Apartments, Apartment # _____ Salem Oregon 97301 to possess the
following described assistance animal as an approved reasonable accommodation:

The ROBERT LINDSEY TOWER Assistance Animal Guide regarding assistance animals in
subsidized projects managed by the Housing Authority of the City of Salem and that are exclusively
for occupancy by elderly and/or persons with disabilities are hereby incorporated into the Lease.
Tenant has received a copy of this Assistance Animal Guide and has complied with the requirements
of the Assistance Animal Guide.

Tenant agrees to abide by the Assistance Animal Guide established by the Housing Authority. In the
event that during the term of this Lease Agreement, and ROBERT LINDSEY TOWER Tenant fails to
comply with the Assistance Animal Guide requirements set out in the Assistance Animal Guide, the
Landlord may terminate the Lease Agreement.

		<u>Housing Authority of the City of Salem</u>	
Tenant	Date	Landlord	

Tenant	Date	Signature of SHA Representative	Date

NOTICE

Salem Housing Authority does not discriminate on the basis of disability in the admission or access to or treatment or
employment in, its federally assisted programs and activities.

The person named below has been designated to coordinate compliance with the
non-discrimination requirements contained in the Department of Housing and Urban Development's
regulations implementing Section 504 (24 CFR, part 8 dated June 2, 1988).

Terry Frazier, 360 Church St SE, Salem Oregon, 97301-3707

Phone: 503-588-6368 or TDD users dial 711

If you or anyone in your family is a person with disabilities and you require a specific accommodation in order to fully utilize SHA
programs and services, please contact SHA at 503-588-6368 to obtain a Reasonable Accommodation Request form.