



A Single-Room-Occupancy Apartment Community

GUIDELINES, RULES AND REGULATIONS FOR COMMUNITY LIVING

St. Peter's Homes is your home. As such, the management has developed specific regulations and guidelines to insure that it remains a clean, safe and pleasant environment for you and your neighbors. These regulations supplement those in your lease. Non-compliance will result in an official letter of warning and/or eviction.

1. **Alcohol, drugs, paraphernalia, weapons, ammunition, flammable materials, explosives or knives (other than kitchen knives) are not permitted on the property.** Weapons can not be worn, concealed or stored on the premises.
2. **Illegal drugs and alcohol is absolutely prohibited on the premises.** According to the lease agreement and drug/alcohol free addendum, the evidence of consuming alcohol or intoxication while on the property is a violation of the lease agreement, and grounds that could result in eviction proceedings.
3. **Residents agree to submit to urinalysis and/or Breathalyzer for the purpose of drug and alcohol testing, at the discretion of management.** A positive test is conclusive of being under the influence of drugs or alcohol. Refusal to cooperate in random testing will be interpreted as a positive test result. Cooperation in submitting to the Breathalyzer must be immediate; urine sample must be provided on the day requested, within 8 hours of request.
4. **Violent, disruptive behavior is not allowed in the building or on the premises.** The threat of violence or harm to any person is not permitted in the building or on the premises. Anyone exhibiting violent behavior may be removed from the building. Nuisance, such as sexual harassment or obscene gestures or foul language, shall not be permitted on the premises.
5. **All visitors must sign in. Each resident may have only two guests at a time in the building. Each visitor must be accompanied by the person he is visiting at all times while in the building. Residents must meet their visitors at the front desk and see to it that the visitor is signed in and provides proper identification. All visitors must know the room number of the resident he/she is visiting. Visiting hours are from 8:00am to 11:00pm daily, and will be strictly enforced. No overnight visitors allowed.**
6. **Stealing or other illegal activities will not be tolerated.** Respect for others' property is a necessity.
7. **Smoking is not permitted in the apartment building.** Smoking is permitted outside in the back patio area only. No smoking or loitering is allowed in front of the building. Ashes from cigarettes must be put in appropriate ashtrays, which are located on the back patio. Management reserves the right to restrict smoking in the back patio area if the smoking policy is not observed by residents.
8. **Cooking is not permitted in the residents' room.** No hot plates, heaters, toaster ovens or any other heating units (except hair dryers and curling irons) are allowed in the rooms. Clothing irons are to be used with ironing boards.
9. **Noise from radios, stereos, televisions, etc. must be kept low so that other persons are not disturbed.**
10. Personal belongings are to be kept in resident's rooms. St. Peter's Homes is not responsible for the loss or theft of resident's personal property.

11. Pets are not allowed in the building.
12. The manager or a representative of staff will enter each unit on a monthly basis for routine inspections.
13. **Residents will clean up after themselves in their apartments and all the common areas (lounges, kitchens, bathrooms and the community room, etc.).** No food or drink is allowed in the lounge areas. All trash is to be disposed of in the trash receptacles available in each kitchen and on each floor.
14. **Cooking food on the stove or in the oven is permitted only between 5:00am and 11:00pm in the community kitchens located on each floor. The 1st floor kitchen is open 24 hours. Please do not leave the kitchen while cooking.**
15. Dishes and cooking utensils must be cleaned after each use and put away properly. Posted Kitchen Rules must be followed.
16. All food must be stored in the residents' own refrigerator or in sealed containers.
17. **Food is not to be disposed of in the bathrooms. The sinks inside or outside the bathrooms are not to be used for washing dishes or other food utensils.**
18. Residents are responsible for cleaning their own rooms and doing their own laundry, including the linens and bedspreads. In addition, residents must supply their own linens.
19. **Laundry room is open 24 hours. Please do not leave your clothes unattended.**
20. **Entry and exit is through the lobby doors only.** Stair tower doors at each end of the building are for fire exit only and the alarm will sound.
21. Nothing may be attached to the floor in the residents' rooms. Permanent fixtures are not to be attached to the walls without prior approval. Pornographic, racist or discriminatory wall hangings or room furnishings are strictly prohibited.
22. Resident may not put additional locks on doors.
23. **There will be no unauthorized solicitation in the building.** Authorization can only be given by the executive director.
24. Resident is renting a fully furnished apartment and agrees not to bring in additional furnishings without prior approval from the executive director.
25. All utilities must be cut off when resident is absent from the apartment. High utility costs result in higher rental rates, and using the heating/AC unit with a window open could result in fines.
26. Each resident is provided with a refrigerator in their apartment and assumes full responsibility for the upkeep of this unit. **Resident is financially responsible for any damage that occurs to the refrigerator based on misuse or improper cleaning.**
27. **Resident will be charged for lost keys according to the lease agreement: \$50.00 keys, \$20 key fob.**
28. **Resident rent is due on the first of each month. A grace period for payment will be offered through the 5th day of the month. A late fee of 5% of total rent (not to exceed \$15.00) will be charged on the**

6th day of the month to continue to accrue until such time that the rent is paid in full. Failure to pay by the 10th day of the month could lead to the eviction proceedings.

- 29. **Any resident that is evicted or otherwise not permitted to renew their lease will not be permitted to return on the premises.**
- 30. **Resident is responsible for securing their own unit. DOORS DO NOT LOCK AUTOMATICALLY.**
- 31. **Residents are required to attend at least two community meetings per month, which can include a resident association meeting, hall meeting, neighborhood meeting or crime watch meeting. Staff, volunteers or hall leader will attend meetings with residents.**

SECURITY DEPOSIT

To avoid misunderstandings regarding the Security Deposits that are made at the time you sign the Lease Agreement; the following information is provided:

RELEASE OF THE SECURITY DEPOSIT IS SUBJECT TO THE FOLLOWING PROVISIONS:

- 1. **Full term of lease has expired**, and all persons have vacated the apartment.
- 2. **A written notice of Intent to Vacate effective the end of the calendar month must be given by the 1st of the calendar month prior to the said vacating.**
- 3. **No damage to property beyond normal wear and tear.**
- 4. **Entire apartment including refrigerator, blinds and furniture are clean. Refrigerator to be defrosted.**
- 5. **No unpaid legal charges, delinquent rents or late fees.**
- 6. **All keys must be returned.**
- 7. All debris, rubbish and discards placed in proper rubbish containers.
- 8. Forwarding address left with management.
- 9. **Move-in form must be completed when you move in and signed by the property management and you. This form must also be completed and signed by both parties when you move out.**

QUESTIONS AND ANSWERS ON SECURITY DEPOSITS:

What charges are made if the prerequisite conditions are not complied with?

The costs of labor and materials for cleaning and repairs will be deducted. Also, any delinquent payments including late charges will be deducted.

How is the Security Deposit returned?

By a check mailed to your forwarding address. The check is jointly payable and addressed to all persons who signed the Lease Agreement. No pick-ups from the office.

Can the Security Deposit be applied to any rent still outstanding?

No. All rent must be paid separate and apart from the Security Deposit.

Initials of Resident

I acknowledge that I have read the foregoing Rules and Regulations and hereby agree to abide by every one.

Resident

Date

Management

Date