



Angela L. Strickland, Executive Director
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Part I of the Residential Lease Agreement: Terms and Conditions

THIS LEASE AGREEMENT (called the “Lease”) is between the Brunswick Housing Authority and Tenant named in Part II of this lease (called the “Tenant”).

I. Description of the Parties and Premises:

- a. The Authority, using verified data about income, family composition and needs, leases to Tenant, the property (called “premises” or “dwelling unit”) described in Part II of this Lease Agreement, subject to terms and conditions contained in this lease.
- b. Premises must be used only as a private residence, solely for Tenant and the household members named on Part II of the Lease. The Authority may, by prior written approval, consent to the Tenant’s use of the unit for legal profit-making activities incidental to the residential use subject to the Authority’s policy on such activities.
- c. Any additions to the household member’s names on the Lease, including Live-In Aids and Foster Children, but excluding natural births, require the advanced written approval of the Authority. Such approval will be granted only if the new family member(s) pass the Authority’s screening criteria and a unit of the appropriate size is available. Permission to add Live-In Aids and Foster Children shall not be unreasonably refused.
Tenant agrees to wait for the Authority’s approval before allowing additional person to move into the premises. Failure on the part of the Tenant to comply with this provision is a serious violation of the material terms of the lease, for which the Authority may terminate the lease.
- d. Deletions (for any reason) from the household member’s named on the lease shall be reported by the Tenant to the Authority in writing, within 10 days of the occurrence.

II. Lease and Amount of Rent and Maintenance Services

- a. Unless otherwise modified or terminated in accordance with Section XIV, or unless not renewed for noncompliance with community service requirement, The term of the lease is for twelve (12) months, and shall automatically be renewed for successive terms of one calendar month following the initial twelve months period. The rent amount is stated in Part II of this Lease. Rent shall remain in effect unless adjusted by the Authority in accordance with Section VII herein. The tenant has the option, upon admission to public housing and annually thereafter, whether to pay flat rent (market rent) or income-based rent. The flat rent for the dwelling unit listed above is **\$0.00**.



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The amount of income-based rent (Total Tenant Payment and Tenant Rent – TTP) shall be determined by the Authority in compliance with HUD regulations and requirements and in accordance with the Authority's Admissions and Occupancy Policy.

- b. Rent is **DUE** and **PAYABLE** in advance on the first day of each month and shall be considered delinquent after the 5th calendar day of the month. Income-based rent will not include utilities as described in Section VII below, and includes all maintenance services due to normal wear and tear. Flat rent does not include a utility allowance, and includes all maintenance services due to normal wear and tear.

Should the tenant fail to make full payment of all rent and reoccurring charges by the 5th of each month, an initial \$50.00 late fee shall be assessed to the account. Should tenant fail to make full payment of monthly rent and initial late fee by the 10th of each month, an additional \$5.00 shall be assess to the tenant's account for each day after the 10th of each month that full restitution is not made. Repayment agreements will not be offered for late payment of rent and/or late fees.

When the Authority makes any changes in the amount of Total Tenant Payment or Tenant Rent, or in the Flat Rent for the public housing dwelling unit, the Authority shall give written notice to the Tenant. The notice shall state the new amount, and the date the new amount is applicable. Rent Determinations are subject to the Administrative Grievance Procedure. The notice shall also state that the Tenant may ask for an explanation of how the amount is computed by the Authority. If Tenant asks for explanation, the Authority shall respond in a reasonable time.

- c. The PHA's Minimum Rent (minimum TTP) is maximum amount allowed by HUD regulation, currently **\$50.00**

III. Other Charges

In addition to rent, Tenant is responsible for the payment of certain other charges specified in this Lease. The type(s) and amounts of other charges are specified in Part II of this Lease Agreement. Other charges may include:

- a. Maintenance Costs – the cost for services or repairs due to intentional or negligent damage to the dwelling unit, common areas or grounds beyond normal wear and tear, caused by Tenant, household members or by guests. When the Authority determines that needed maintenance is not caused by normal wear and tear, Tenant shall be charged for the cost of such service, either in accordance with the Schedule of Maintenance Charges posted by the Authority or (for work not listed in the Schedule of Maintenance Charges) based on the actual cost to the Authority for labor and materials needed to complete the work. If over-time work is required, overtime rates shall be charged.



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- b. Maintenance Service Fees – monthly fees, in addition to rent, for all Authority residents, regardless of choice of rental payment (both flat rent and income based rent) to support monthly services provided by Contractors for the Authority’s residents. Monthly amounts are as follows:
 - i) Lawn Maintenance – elderly/handicap - \$7.00 monthly all others \$8.00
 - ii) Extermination – provided bi annually to all Authority units in January and July all residents - \$1.50 monthly
 - iii) A/C Filter Replacement – provided monthly to all units by Authority representative all residents - \$.50 monthly
- c. Trash collection fees – All BHA residents shall pay monthly trash collection fees directly to the Brunswick Housing Authority. The rate for trash collection fees is determined by the City of Brunswick, GA. The rate is currently \$16.00 per month.
- d. The Authority shall provide written notice of the amount of any Maintenance Charge(s) owed, and when the maintenance charge is due. Monthly Service Fees in addition to rent are due along with the rent every month and are considered delinquent after the fifth (5th) calendar day of the month.

IV. Payment Location

Rent and other charges can be paid at your Site Office (**Amp1 @ 46 Hopkins Homes**), in Brunswick, GA. However, if needed as a reasonable accommodation, the Authority shall make other arrangements for payment of rent. The Authority does not accept cash.

V. Security Deposits

- a) Tenant Responsibilities: Tenant agrees to pay \$100.00. The dollar amount of the security deposit is noted on Part II of this Residential Lease.
- b) Authority’s responsibilities: the Authority will use the security deposit at the termination of this Lease:
 - i) to pay the cost of any rent or any other charges owed by the Tenant at the termination of this Lease
 - ii) to reimburse the cost of repairing any intentional or negligent damages to the dwelling unit caused by Tenant, household members or guests
- c) The Authority shall not charge a higher security deposit for Tenants with disabilities who use wheelchairs and/or have service or companion animals necessary as a reasonable accommodation.

The Security Deposit may not be used to pay rent or other charges while Tenant occupies the dwelling unit. No refund of the security deposit will be made until Tenant has vacated, and the



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dwelling unit has been inspected by the Authority. The return of a security deposit shall occur within 30 days after Tenant moves out. The Authority agrees to return the security deposit, if any, to Tenant when he/she vacates, less any deductions for any costs indicted above, so long as Tenant furnished the Authority with a forwarding address. If any deductions are made, the Authority will furnish the Tenant with a written statement of any such costs for damages and/or other charges deducted from the security deposit.

VI. Utilities

- a) Tenant-paid utilities: an Allowance for Utilities shall be established, appropriate for the size and type of dwelling unit, for utilities (electricity, and water). Tenants paying either income based or flat rent is required to pay utility costs directly to the utility supplier. In income-based rent, the Total Tenant Payment, less Allowance for Utilities equals Tenant Rent. If the Allowance for Utilities exceeds the Total Tenant Payment, the Authority will pay the balance of the Utility Reimbursement to the tenant each month. The Authority may change the Allowance at any time during the term of the Lease, and shall give Tenant 30 days written notice of the revised Allowance along with any resultant changes in Tenant Rent or Utility Reimbursement.

If Tenant's actual utility bill exceeds the Allowance for Utilities, The Tenant shall be responsible for paying the difference in the utility bill to the utility supplier. If Tenant's actual utility bill is LESS than the Allowance for Utilities, then the Tenant gets to retain the balance of the Utility Allowance Payment.

- b) All utility services necessary for safe and sanitary operation of the unit (electricity, water, trash, etc.) must be in an adult (18 years or older) family member's name that is listed on the lease.

VII. Terms and Conditions

The following terms and conditions of occupancy are made a part of the Lease:

- a) Use and Occupancy of Dwelling: Tenant shall have the right to exclusive use and occupancy of the dwelling unit for Tenant and other household members listed on the Lease. With the prior written consent of the Authority, members of the household may engage in legal profit-making activities in the dwelling unit incidental to the residential use.
- b) The Tenant may not allow visitors to stay overnight more than 14 consecutive days in a twelve-month period, and no more than 30 calendar days in a year. (As stated in Admissions and Continued Occupancy Policy.)
- c) Ability to comply with Lease terms: If, during the term of this Lease, Tenant, by reason of physical or mental impairment, is no longer able to comply with the material provisions of this lease and cannot make arrangements for someone to aid him/her in complying with the



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lease, and the Authority cannot make any reasonable accommodation that would enable Tenant to comply with the lease; THEN, the Authority will designate member(s) of Tenant's family, to find more suitable housing and will terminate the Lease in accordance with Section XIV of this lease.

At the time of admission, all Tenants must identify the family member(s) to be contacted if they become unable to comply with lease terms.

d) Re-determination of Rent, Dwelling Size and Eligibility.

The rent amount as fixed in Part II of the Lease Agreement is due each month until changed as described below.

- a. The family composition is to be re-examined at least once a year. The Housing Authority shall re-examine the income of the family at least once a year, if Tenant chooses to pay income-based rent. If Tenant chooses to pay flat rent, the Authority shall re-examine the income of the family no less than every three (3) years.
- b. Tenant promises to supply the Authority, when requested, with accurate information about: family composition, age of family members, assets and related information necessary to determine eligibility, annual income, adjusted income and rent.

Failure to supply such information when requested is a serious violation of the terms of the lease, and the Authority may terminate the Lease.

All information must be verified. Tenant agrees to comply with the Authority's requests for verification by signing releases for third-party sources, presenting documents for review or providing other suitable forms of verification.

The Authority shall give Tenant reasonable notice of what actions Tenant must take and of the date by which any such action must be taken for compliance under this section. This information will be used by the Authority to decide whether the amount of the rent should be changed and whether the dwelling size is still appropriate for Tenant's needs.

This determination will be made in accordance with the Admissions and Continued Occupancy Policy, which is publicly posted in the Central Office. A copy of the policies can be furnished on request at the expense of the person making the request.

- c. Rent will not change during the period between regular re-examinations, UNLESS, during such period:
 - i. For families paying income-based rent:
 1. A person with income joins the household **or**
 2. Existing household member acquires new source of income **AND**
 3. Household's Earned Income Disallowance eligibility is effected by increase **OR**
 4. Tenant can verify a change in his/her circumstances (such as decline in or loss of income) that would justify a reduction in rent. If a reduction is granted, Tenant must report subsequent increases in income within ten (10) days of occurrence, until next scheduled re-



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examination. Failure to report within ten (10) days may result in a retroactive rent charge **OR**

5. If it is found that Tenant has misrepresented the facts upon which the rent is based so that the Tenant is paying less than the rent that he/she should have been charged.

The Authority may then apply an increase in rent retroactive to the first of the month in which the misrepresentation occurred.

6. Rent formulas or procedures are changed by Federal law or regulation.
7. Income changes to be reported:

All changes in source of income must be reported to the Authority within ten (10) days of the occurrence.

The PHA will conduct interim reexaminations for all changes in income and family composition. The PHA will also conduct interim changes for families that qualify for the earned income disallowance (EID), and only when the EID family's share of rent will change as a result of the increase.

Families are required to report all changes in income or expenses within 10 days of the change.

ii. For families paying flat rent:

1. If the PHA determines that the family is unable to pay flat rent because of verified financial hardship,
 - i) Upon such determination, the Authority shall immediately provide for the family to pay rent in the amount determined under income-based rent.
 - ii) Hardship is defined in the Housing Authority's Admissions and Continued Occupancy Policy.
2. If the family has switched from paying flat rent to income-based rent because of financial hardship, the family will be given the option at the next annual re-examination whether to choose income-based rent or flat rent.

- d. All changes in family composition must be reported to the Authority within 10 days of occurrence. Failure to report within the 10 days may result in a retroactive rent charge.



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Should any adult requesting to be added onto an existing Public Housing Lease answer “yes” to criminal activity questionnaire, verification of dismissal of charges and/or verification of completion of judgment/sentence must be provided, by the applicant or existing HOH, prior to approval and/or certification.

- e) Rent Adjustments: Tenant will be notified in writing of any rent adjustments due to the situations described above. All notices will state the effective date of rent adjustment.
 - a. In the case of rent decrease, the adjustment will become effective, for families paying income-based rent and for families switching from flat rent to income-based rent because of financial hardship, on the first day of the month following the reported change in circumstances or change in Federal law or regulations, provided Tenant reported the change in a timely manner, as specified above (when change is based on new circumstances).
 - b. In the case of a rent increase, when an increase in income occurs after a prior rent reduction and is reported within 10 days of the occurrence, the increase, if any, will become effective the first day of the 2nd month following the month in which the change was reported
 - c. In the case of a rent increase due to a change in Federal law or regulations. The increase will become effective the first day of the 2nd month following the month in which the Authority notifies the Tenant of the law or regulatory change.
 - d. In the case of a rent increase due to misrepresentation, failure to report a change in the family composition or failure to report a change in income source (after a reduction in rent per the fixed rent policy), the Authority shall apply the increase in rent retroactive to the month in which the change/misrepresentation occurred.
- f) Transfers
 - a. Tenant agrees that if the Authority determines that the size or design of the dwelling unit is no longer appropriate to Tenant’s needs, the Authority shall send Tenant written notice. Tenant further agrees to accept a new lease for a different dwelling unit of the appropriate size or design
 - b. The Authority may move a Tenant into another unit if it is determined necessary to rehabilitate or demolish Tenant’s unit.
 - c. If a Tenant makes a written request for special unit features in support of a documented disability, the Authority shall modify Tenant’s existing unit. If the cost and extent of the modifications needed are tantamount to those required for a fully accessible unit, the Authority may transfer Tenant to another unit with the features requested at the Authority’s expense.



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- d. A Tenant without disabilities who is housed in an accessible or adaptable unit must transfer to a unit without such features should a Tenant with disabilities need the unit.
- e. In the case of involuntary transfers, Tenant shall be required to move into the dwelling unit made available by the Authority. Tenant shall be given three (3) days time in which to move following delivery of a transfer offer. If Tenant refuses to move, the Authority may terminate the Lease.
- f. Involuntary transfers are subject to Grievance Procedure, and no such transfers may be made until either the time to request a Grievance has expired or the procedure has been completed.
- g. The Authority will consider any Tenant requests for transfers in accordance with the transfer priorities established in the Admissions and Continued Occupancy Policy.
- h. The Authority will consider de-concentration of poverty and income-mixing goals when offering Transfers, including skipping families on the transfer list.
- i. When there has been a verified threat of physical harm or criminal activity. Such circumstances may, at the PHA's discretion, include an assessment by law enforcement indicating that a family member is the actual or potential victim of a criminal attack, retaliation for testimony, a hate crime, or domestic violence, dating violence, sexual assault, or stalking.

VIII. Authority Obligations

The Authority shall be obligated:

- a) To maintain the dwelling unit and the community in a condition that is decent, safe, sanitary and in good repair
- b) To comply with the requirements of applicable building codes, housing codes, Uniform Physical Conditions Standards, and other HUD Regulations materially affecting health and safety.
- c) To make necessary repairs to the dwelling unit
- d) To keep community building, facilities and common areas not otherwise assigned to Tenant for maintenance and upkeep, in a clean and safe condition



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- e) The return of trash receptacles to units will be an automatic charge of \$35.00 if Tenant does not remove trash receptacle from community curb no more than 24 hours after scheduled City refuse pick up. Tenant will not be warned that dwelling unit's trash receptacle remains on community curb line, the Authority will return the Tenant's trash receptacle to the dwelling unit's rear entrance after the 24 hour time line has passed and Tenant's account will be charged. This charge is not considered rent payable by the Tenant. This additional charge and non-payment will result in action outlined in Lease Section III subpart (a).
- f) To maintain in good and safe working order and condition electrical, plumbing, sanitary, heating, ventilating and other facilities and appliances, supplied or required to be supplied by the Authority
- g) To notify Tenant of the specific grounds for any proposed adverse action by the Authority (such adverse action includes but is not limited to, a proposed lease termination, transfer of Tenant to another unit or imposition of charges for maintenance and repair with the exception of the return of trash receptacles to units). When the Authority is required to afford Tenant the opportunity for a hearing under the Authority's grievance procedure for a grievance concerning a proposed adverse action:
 - 1. The Notice of the proposed adverse action shall inform Tenant of the right to request such hearing. In the case of lease termination, a notice of lease termination that complies with 966.4(1) (3) shall constitute adequate notice of proposed adverse action.
 - 2. In the case of a proposed action other than a proposed lease termination, the Authority shall not take the proposed action until time to request a hearing has expired and (if hearing was timely requested) the grievance process has been completed.
 - 3. The PHA will appoint a Hearing Officer who has been selected in the manner required under the grievance procedure. Efforts will be made to assure that the person selected is neither a friend nor enemy of the complainant that they do not have a personal stake in the matter under dispute and will otherwise not appear to lack impartiality.
- h) Reasonable Accommodations for Residents with Disabilities

Housing providers must make reasonable accommodations in lease and other policy requirement when requested by a qualified resident with disabilities. The concept of reasonable accommodation involves helping a resident meet essential lease requirements; it does not require the lowering or waiving of essential requirement. Accommodations are not reasonable if they require a fundamental alteration in the nature of the program or impose undue financial and administrative burdens on the housing provider.
- i) To not reduce Tenant's rent due to a reduction in welfare assistance when the welfare reduction is the result of:



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1. Fraud by a family member in connection with the welfare program; or
2. Because of welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program; or
3. Failure to participate in a work activities requirement

The Authority will verify the above circumstances through the local welfare department to verify such circumstances as quickly as possible. Refusal to reduce Tenant's rent is not applicable if the welfare reduction or termination results:

- i) At expiration of a lifetime or other time limit on the payment of welfare benefits; or
- ii) Because a family member is not able to obtain employment, even though the family member has complied with welfare agency economic self-sufficiency or work activities requirements; or
- iii) Because a family member has not complied with other welfare agency requirements

IX. Tenant's Obligations

Tenant shall be obligated:

- a)
 - i) Not to assign the Lease, nor sublease the dwelling unit
 - ii) Not to give accommodation to borders or lodgers;
 - iii) Not to give accommodation to long term guests
(in excess of 14 consecutive days or 30 calendar days in a year)
without the advance written consent of the Authority
- b)
 - i) To use the dwelling unit solely as a private dwelling for Tenant and Tenant's household as identified in Part II of the Lease, and not to use or permit its use for any other purpose
 - ii) This provision does not exclude the care of Foster children or Line-In care of a member of Tenant's family, provided the accommodation of such persons conforms to the Authority's Occupancy standards, and so long as the Authority has granted prior written approval for the Foster Child(ren), or Live-In Aide to reside in the unit



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- c) To abide by necessary and reasonable regulations promulgated by the Authority for the benefit and well being of the housing communities and Tenants. These regulations shall be posted in a conspicuous manner in the Central Office and incorporated by reference in this Lease. Violation of such regulations constitutes a violation of the Lease.
- d) To comply with the requirements of applicable State and local building or housing codes, materially affecting health and/or safety of Tenant and household.
- e) To keep the dwelling unit and other such areas as may be assigned to tenant for exclusive use in a clean and safe condition. This includes keeping front and rear entrances and walkways for the exclusive use of Tenant, free from hazards and trash and keeping the yard free of debris and litter. Exceptions to this requirement may be made for Tenants who have no household members able to perform such tasks because of age or disability.
- f) To dispose of all garbage, rubbish and other waste from the dwelling unit in a sanitary and safe manner only in containers approved by the Authority. To refrain from and cause members of Tenant's household or guests to refrain from littering or leaving trash and debris in common areas. To remove Tenant's trash container from Authority curb, to the rear of the Tenant's dwelling unit the day immediately following the City of Brunswick scheduled trash collection day.
- g) To use only in reasonable manner all electrical, sanitary, heating, ventilating, HVAC and other facilities and appurtenances.
- h) To refrain from, and to cause household members and guests to refrain from, destroying, defacing, damaging or removing any part of dwelling unit or community.
- i) To pay reasonable charges (other than for wear and tear) for the repair of damages to the dwelling unit, community buildings, facilities or common areas caused by Tenant, household members or guests.
- j) To pay monthly Maintenance Service charges as explained in Part II of this Lease Agreement.
- k) To act, and cause household members or guests to act in a manner that will:
 - 1) Not disturb other residents' peaceful enjoyment of their accommodations; and
 - 2) Be conducive to maintaining all Authority communities in a decent, safe and sanitary condition.
- l) To ensure that all members of the family who are subject to the community service requirement are complying with the community service requirement, or are no longer residing in the unit (Section 12, USHA)



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- 1) Community service requires that each non-exempt adult resident shall contribute 96 hours per year of community service (not including political activities), or participate in an economic self-sufficiency program for 96 hours per year.
 - a) Exemption is provided subject to specific requirements as described in the Authority's Admissions and Continued Occupancy Policy, upon verification
 - b) Tenant must immediately notify the Authority of any change that affects a household member's exemption from the community service requirement. Specifically if the household member no longer meets the exemption requirements.
- 2) Noncompliance: The Authority shall determine annually if non-exempt adult residents are in compliance. This Lease shall not be renewed or extended unless the head of household and the noncompliant adult, before the lease expiration date, enter into an agreement to make up the hours within the next twelve (12) month period. This is during first year ONLY. Prior the second year's lease expiration, the noncompliant adult must complete the hours due or the lease will be not be renewed.
- m) To assure that no Tenant, any member of the household or guest engages in:
 - 1) Any activity that threatens the health, safety or right to peaceful enjoyment of the Authority's Public Housing premises by other residents (including PHA management staff residing on the premises), or by persons residing in the immediate vicinity of the premises, or
 - 2) Any drug-related criminal activity on or off the premises. Any criminal activity in violation of the preceding sentence shall be cause for termination of tenancy, and for eviction from the unit. (For purposes of this lease, the term drug-related criminal activity means the illegal possession, manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use, of a controlled substance as defined in Section 102 of the Controlled Substances Act.), or
 - 3) Any gang related activity on or off the premises.
- n) To assure that no member of the household engages in an abuse (or pattern of abuse) of alcohol that affects the health, safety, or right to peaceful enjoyment of the premises by other residents.
- o) To assure that no other person under the Tenant's control engages in:

Any criminal activity that threatens the health, safety or right of peaceful enjoyment of the premises by other residents;



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Any drug related criminal activity on the premises.

Any gang related activity on the premises

- p) To make no alterations or repairs or redecorations to the interior of the dwelling unit or to the equipment, nor to install additional equipment or major appliance without written consent of the Authority. To make no changes to locks or install new locks on exterior or interior doors without the Authority's written approval. To use no nails, tacks, screws, brackets or fasteners on any part of the dwelling unit (a reasonable number of picture hangers expected) without authorization by the Authority.
- q) To give prompt prior notice to the Authority, in accordance with Section VIII hereof, of Tenant's leaving dwelling unit unoccupied for any period exceeding 30 days.
- r) To act in a cooperative manner with neighbors and the Authority's staff. To refrain from and cause members of Tenant's household or guests to refrain from acting or speaking in an abusive or threatening manner toward neighbors and the Authority's staff.
- s) Tenant, household members or guest will not discharge or threaten to discharge a firearm of any type, whether operable or inoperable, including "B-B" and pellet guns, on Management property. Discharging or threatening to discharge a firearm will be considered a serious violation of the terms and conditions of this lease. Tenant for himself and for Tenant's guest or invitees further agree not to use or threaten to use, a knife, club or any other weapon against any person on Management property. The use of or threat of use of a knife, club or any weapon against any person on Management property will be considered a serious violation of the terms and conditions of this Lease.
- t)
 - 1) To take reasonable precautions to prevent fires and to refrain from storing or keeping flammable materials upon the premises.
 - 2) To not disconnect any smoke alarm in the dwelling unit. Tenant disconnection of any smoke alarm is a health and safety violation
 - 3) To notify the Authority immediately when any smoke alarm in not operable
- u)
 - 1) To avoid obstructing sidewalks, areaways, galleries, passages or stairs and to avoid using these for purposes other than going in and out of the dwelling unit
 - 2) To refrain from erecting or hanging radio or television antennas or satellite dishes on or from any part of the dwelling unit
- v) To refrain from placing signs of any type in or about the dwelling except those allowed under applicable zoning ordinances and then only after having received written permission of the Authority



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- w) To insure that all members of their household abide, and are not in noncompliance with, the Authority's pet policy. However, in any development, a person with a disability may keep a companion or service animal that is determined by the Authority to be a reasonable accommodation for the disability. An animal needed as a reasonable accommodation is not subject to the Authority's pet policy, although it is subject to reasonable health and safety rules.
- x) To remove from the Authority property any vehicles without valid registration and/or current tag. To refrain from parking any vehicles in any right-of-way or fire lane designated and marked by the Authority. Any inoperable or unlicensed vehicle as described above will be removed from Authority property at Tenant's expense.
- y) To remove any personal property left on Authority property when Tenant leaves, abandons or surrenders the dwelling unit. Property left for more than 30 days shall be considered abandoned and will be disposed of by the Authority. Costs for disposal shall be assessed against the former Tenant.
- z) To use reasonable care to keep the dwelling unit in such condition as to ensure proper health and sanitation standards for Tenant, household members and neighbors. TENANT SHALL NOTIFY THE AUTHORITY PROMPTLY OF KNOWN NEED FOR REPAIRS TO THE DWELLING UNIT, and of known unsafe or unsanitary conditions in the dwelling unit or in common areas and grounds of the community. Tenant's failure to report the need for repairs in a timely manner shall be considered to contribute to any damage that occurs.
- aa) Not to:
 - 1) Commit any fraud in connection with any Federal Housing Assistance Program, or
 - 2) Receive assistance for occupancy of any other unit assisted under any Federal Housing Assistance Program during the term of the Lease.
- bb) To pay promptly any balance owed for utilities supplied to Tenant by a direct connection to the utility company, and to avoid disconnection of utility service for such utilities
- cc) to maintain all utility services in an adult (18 years or older) family member's name that is listed on the lease.
- dd) to attend a BHA sponsored Personal Responsibility/Self Sufficiency Workshop within ninety days of move in date and each year if requested.

X. Defects Hazardous to Life, Health or Safety



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In the event that the dwelling unit is damaged to the extent that conditions are created which are hazardous to the life, health or safety of the occupants:

Authority responsibilities:

- a) The Authority shall be responsible for repair of the unit within a reasonable period of time after receiving notice from Tenant, provided, if the damage was caused by Tenant, household members or guests, the reasonable cost of the repairs shall be charged to Tenant.
- b) The Authority shall offer Tenant a replacement dwelling unit, if available, if necessary repairs cannot be made within a reasonable amount of time. The Authority is not required to offer Tenant a replacement unit if the hazardous condition was caused by Tenant, household members or guests.
- c) Tenant shall accept any replacement unit offered by the Authority
- d) In the event repairs cannot be made by the Authority, as described above, or alternative accommodations are not provided, then rent shall abate in proportion to the seriousness of the damage and loss in value as a dwelling. No abatement of rent shall occur if Tenant rejects alternative accommodations or if the damage was caused by Tenant, household members or guests.
- e) If the Authority determines that the dwelling unit is uninhabitable because of imminent danger to the life, health and safety of Tenant, and alternative accommodations are refused by Tenant, this Lease shall be terminated, and any rent paid will be refunded to Tenant.

Tenant Responsibilities:

- a) Tenant shall immediately notify the Authority of the damage and intent to abate rent, when the damage is or becomes sufficiently severe that Tenant believes he/she is justified in abating rent.
- b) Tenant agrees to continue to pay full rent, less the abated portion agreed upon by the Authority, during the time in which the defect remains uncorrected.

XI. Inspections



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- a) **Move In Inspection:** The Authority and Tenant or representative shall inspect the dwelling unit prior to occupancy by Tenant. The Authority will give Tenant a written statement of the condition of the dwelling unit, both inside and outside, and note any equipment provided with the unit. The statement shall be signed by the Authority and Tenant and a copy of the statement retained in Tenant's file. Any deficiencies noted on the inspection report will be corrected by the Authority at no charge to Tenant.
- b) **Other Inspections –** The Authority will inspect the unit at least annually to check needed maintenance, tenant housekeeping and other lease compliance matters. Tenant will receive a written statement of the charges, if any, for repairs or removal of non-approved alterations to the unit.
- c) **Move Out Inspections –** The Authority will inspect the unit at the time Tenant vacates and give Tenant a written statement of the charges, if any, for which the Tenant is responsible. Tenant and/or representative may join in such inspection, unless Tenant vacates without notice to the Authority.

XII. Entry of Premises during Tenancy

Tenant Responsibilities:

- a) Tenant agrees that the duly authorized agent, employee or contractor of the Authority will be permitted to enter Tenant's dwelling during reasonable hours for the purpose of performing routine maintenance, making improvements or repairs, inspecting the unit or showing the unit for releasing.
- b) When Tenant calls to request maintenance on the unit, if Tenant is absent from dwelling unit when the Authority comes to perform maintenance, Tenant's request for maintenance shall constitute permission to enter.

Authority's Responsibilities:

- a) Authority shall give the Tenant at least 48 hours written notice that the Authority intends to enter the unit. Authority may enter only at reasonable times.
- b) The Authority may enter Tenant's dwelling unit at any time without advance notification when there is reasonable cause to believe that an emergency exists.
- c) If Tenant and all adult members of the household are absent from the dwelling unit at the time of entry, Authority shall leave in the dwelling unit a written statement specifying the date, time and purpose of entry prior to leaving the dwelling unit.

XIII. Notice Procedures



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- a) Tenant Responsibility – Any notice to Authority must be in writing, delivered to the Authority’s Central Office or the Tenant’s Site Office, or sent by prepaid first class mail, properly addressed.
- b) Authority Responsibility – Any notice to Tenant must be in writing, delivered to Tenant or to any adult member of the household residing in the dwelling unit, or sent by prepaid first class mail addressed to Tenant.
- c) Unopened, cancelled, first class mail returned by the Post Office shall be sufficient evidence that notice was given, whether signed or unsigned

XIV. Mold and Mildew

Tenant acknowledges that it is necessary for Tenant to provide appropriate climate control, keep unit clean and take other measures to retard and prevent mold and mildew from accumulation in the unit.

Tenant agrees to clean and dust unit on a regular basis and to remove visible moisture accumulation from windows, walls and other surfaces as soon as reasonably possible.

Tenant agrees not to block or cover heating, ventilation or air conditioning ducts in the unit.

Tenant agrees to immediately report to the Authority:

- a) Any evidence of water leak or excessive moisture in the unit as well as in any storage room, garbage or common area
- b) any evidence of mold or mildew like growth that cannot be removed by simply applying a common household cleaner and wiping area
- c) Any failure or malfunction of the heating, ventilation or air conditioning system in the unit
- d) Any inoperable windows and doors.

Tenant acknowledges responsibility for damage to unit and Tenant’s, household members’ and guests’ property as well as injury to Tenant, household or guests resulting from Tenant’s failure to comply with the terms of this paragraph.

XV. Termination of the Lease

In terminating the Lease, the following procedures shall be followed by the Authority and Tenant:

- a) This Lease may be terminated only for serious or repeated violations of material terms I of the Lease, such as failure to make payments due under the lease or to fulfill Tenant obligations set forth in Section IX above, or for other good cause. Such serious or repeated violation of terms shall include but not be limited to :



1. The failure to pay rent or other charges/payments when due;
2. Repeated late payment, which shall be defined as failure to pay the amount of rent or other charges due by the 5th calendar day of the month.
3. Failure to pay utility bills when Tenant is responsible for paying such bills directly to the supplier of utilities;
4. Discovery after admission of facts that made the Tenant ineligible;
5. Discovery of material false statements or fraud by the Tenant in connection with an application for assistance or with re-examination of income or family composition;
6. Failure to supply, in a timely fashion, any certification, release, information or documentation on family income or composition needed to process annual re-examinations or interim re-determination
7. Refusal to accept and execute an amendment, lease revision or written rider to the lease after the Authority provides at least 30 days notice of the proposed effect of the amendment, lease revision or written rider and provides the Tenant a reasonable time to respond to the offer to accept and execute the amendment, lease revision or written rider;
8. Serious or repeated damage to the dwelling unit, creation of physical hazards in the unit, common areas of any community site;
9. Criminal or other activity by a member of the household that threatens the health or safety of other public housing residents or of person residing in the immediate vicinity of the premises;
10. Any activity by a member of the household that threatens the health or safety of PHA management staff, other resident or employees, or any drug related criminal activity on or off the premises;
11. If any resident, member of the household or guest has engaged in any drug related criminal activity on or off the premises, including cases where:
 - i) A resident, member of household or guest has engage in drug trafficking;
or
 - ii) a resident, member of household or guest has engaged in illegal drug use (including cases where the Authority determines that illegal drug use or a pattern of illegal drug use by a household member may threaten the health, safety or right to peaceful enjoyment of the premises by other residents);



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12. If any person under the resident's control has engaged in drug trafficking or illegal drug use on the premises;
 13. If a member of the household is:
 - i) Fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, that is a felony under the laws of the place from which the individual flees; or
 - ii) Violating a condition of probation or parole imposed under Federal or State law.
 14. Weapons or illegal drugs seized in an Authority unit by a law enforcement officer;
 15. Any fire on Authority premises caused by the Tenant, household members or guests; neglect
 16. Continued compliance of the community service requirement, on the part of any non-exempt adult resident.
 - i) Continued non-compliance is defined as the 12 month period after the head of household and noncompliant non-exempt adult shall cure the noncompliance by making up the community service hours in the subsequent 12 months
 - ii) This continued non-compliance will result in eviction of the entire family, unless the non-compliant family member is no longer part of the household
 17. The third incident (in a one year period) of disconnecting the batteries in or removing any smoke detector in the dwelling unit.
- b) The Authority shall terminate assistance PERMANENTLY for persons convicted of manufacturing or producing methamphetamine on the premises. "Premises" is the building or complex in which the dwelling unit is located including common areas and grounds.
 - c) The Authority shall give written notice of the proposed termination of the Lease of:
 1. 14 days in the case of failure to pay rent and serious violations of the lease;
 2. A reasonable time, but not to exceed 30 days, considering the seriousness of the situation;
 - i) If the health or safety of other residents, PHA employees, or person residing in the immediate vicinity of the premises is threatened;



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- ii) If any member of the household has engaged in any drug related criminal activity or violent criminal activity
 - iii) If any member of the household has been convicted of a felony;
 3. 30 days in any other case.
- d) The notice of termination:
 1. The notice of termination to Tenant shall state specific reasons for the terminations, shall inform Tenant of his/her right to make such reply as he/she may wish, and of Tenant's right to examine Authority documents directly relevant to the termination or eviction
 2. When the Authority is required to offer Tenant the opportunity for a grievance hearing, the notice shall also inform Tenant of the right to request such a hearing in accordance with the Authority's grievance procedures
 3. Any notice to vacate (or quit) which is required by State or local law may be combined with, or run concurrently, with the notice of lease termination under this section. The Notice to Vacate must be in writing, and specify that if tenant fails to quit the premises within the applicable statutory period, appropriate action will be brought against Tenant, and Tenant may be required to pay the costs of court and attorney's fees.
 4. When the Authority is required to offer Tenant the opportunity for a grievance hearing under the Authority's grievance procedure for a grievance concerning the lease termination, the tenancy shall not terminate (even if any Notice to Vacate under State or local law have expired) until the period to request a hearing has expired, or (if a hearing is requested) the grievance process has been completed.
 5. When the Authority is not required to offer Tenant the opportunity for a hearing under the grievance procedure and the Authority has decided to exclude such grievance from Authority grievance procedure, the notice of lease terminations shall:
 - i) state that Tenant is not entitled to a grievance hearing on the termination;
 - ii) specify the judicial eviction procedure to be used by the Authority for eviction and state that HUD has determined that his eviction procedure provides the opportunity for a hearing in a court that contains the basic elements of due process as defined in HUD regulations; and
 - iii) state whether the eviction is for a criminal activity that threatens health or safety of residents or staff or for drug related criminal activity



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6. The Authority may evict a Tenant from the unit either by bringing a court action; or as an alternative, the Authority may evict by bringing an administrative action if law of the jurisdiction permits eviction administrative action, after a due process administrative hearing, and without a court determination of the rights and liabilities of the parties. In order to evict without bringing a court action, the Authority must afford the Tenant the opportunity for a pre-eviction hearing in accordance with the PHA grievance procedure. The hearing notice will advise persons with disabilities of their rights to request a reasonable accommodation.
- e) Tenant may terminate this Lease at any time by giving 15 days written notice as described in Section XIII above.
 - f) In deciding to evict for criminal activity, except for conviction for manufacturing or producing methamphetamine on the premises, the Authority shall have discretion to consider all of the circumstances of the case, including the seriousness of the offense, the extent of participation by or awareness of family members, and the effects that the eviction would have both on the family members not involved in the proscribed activity and on the family's neighbors. In appropriate cases, the Authority may permit continued occupancy by remaining family members and may impose a condition that family members who engaged in the proscribed activity will neither reside in nor visit the unit. The Authority may require a family member who has engaged in the illegal use of drugs to present credible evidence of successful completion of a treatment program as a condition to being allowed to reside in the unit.

When the Authority evicts a tenant from a dwelling unit for criminal activity, the Authority shall notify the local Post Office serving that dwelling unit that such individual or family is no longer residing in the unit so the Post Office will stop mail delivery for such persons and they will have no reason to return to the unit.

- g) The Brunswick Housing Authority will create and maintain an internal Undesirable tenant List based on the following criteria:

Any tenant dispossessed, evicted or otherwise involuntarily terminated from the BHA Public Housing program due to having a Barred Individual in or around his/her unit shall be considered Undesirable for Tenancy for a period of 60calendar months from the date of the dispossession, eviction or involuntary program participation termination

Any tenant dispossessed, evicted or otherwise involuntarily terminated from the BHA Public Housing program due to Abandonment of Unit shall be considered Undesirable for Tenancy for a period of 36 calendar months from the date of the dispossession, eviction or involuntary program participation termination



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Any tenant dispossessed, evicted or otherwise involuntarily terminated from the BHA Public Housing program for any reason other than Abandonment of Unit shall be considered Undesirable for Tenancy for a period of 12 calendar months from the date of the dispossession, eviction or involuntary program participation termination

Any tenant dispossessed, evicted or otherwise involuntarily terminated from the BHA Public Housing program for manufacturing or producing methamphetamine on or off the premises and/or sexual molestation/assault shall be PERMANENTLY denied assistance.

XVI. Waiver

No delay or failure by the Authority in exercising any right under this Lease Agreement, and no partial or single exercise of any such right shall constitute a waiver (post or Prospective) of that or any other right, unless otherwise expressly provided herein.

Tenant agrees that all the provisions of this Lease have been read and are understood and further agrees to be bound by its provisions and conditions as written. (Signature is required on Part II of the Lease). Lead based paint warning inserted in final Lease copy as required by HUD.



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The Brunswick Housing Authority

1126 Albany Street

Angela Strickland, Executive Director

Brunswick, Georgia 31521-1118

Telephone: (912) 265-1334

Fax: (912) 265-1280

TDD: (800) 255-0056

Part II of the Residential Lease Agreement

THIS AGREEMENT is executed between the Brunswick Housing Authority (herein called "BHA") and [name] (herein called "Tenant") and becomes effective as of this date: **January 18, 2017**

1. Unit – The BHA, relaying upon the representations of Tenant as to Tenant's income, household compositions and housing need; leases to Tenant, (upon Terms and Conditions set forth in Part I of this Lease Agreement) the dwelling unit LOCATED AT [unit address] (and hereafter called the "premises") to be occupied exclusively as a private residence by Tenant and household. The Tenant UNIT NUMBER is [#].
2. Household Compositions – The Tenant's household is composed of the individuals listed below. Other than the Head or Spouse, each household member should be listed by aged, oldest to youngest. All members of the household 18 years or older shall execute the Lease.

[head of household name] [dob]

[household member name] [dob]

3. Term: the term of this Lease shall be one calendar month, renewed as stipulated in Part I of the Lease



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4. Rent:

 Tenant chooses to pay flat rent. Initial rent (prorated for partial month) shall be. Thereafter, flat rent in the amount of \$0.00 per month shall be payable in advance on the first day of each month, and shall be delinquent after the 5th calendar day of said month. Flat rent does not include a utility allowance.

 X Tenant chooses to pay income based rent. Initial rent (prorated for partial month) shall be **\$00.00** and, if applicable, your utility provider will receive the utility reimbursement payment of **\$00.00** from the Authority for assistance with your utility bill. Thereafter, rent in the amount of **\$00.00** per month shall be payable in advance on the first day of each month. A Utility Reimbursement of **\$00.00** per month is applicable shall be paid to the tenant.

5. Appliances: PHA supplied

If indicated by an (X) below, the Authority shall provide the following appliances for the premises:

(X) cooking range (X) refrigerator (X) central HVAC

6. Utility Allowances: Tenant paid utilities

If indicated by an (X) below, the Authority shall provide Tenants paying income based rent with a Utility Allowance in the monthly amount totaling **\$00.00** for the following utilities which will be paid directly to the tenant.

(X) electricity (X) heat/air conditioning (X) water (X) sewage/trash

7. Security Deposit: Tenant agrees to pay \$100.00 as a security deposit. See Part I of this Lease for information on treatment of the Security Deposit.

8. Execution: By tenant's signature below, Tenant and household agree to the terms and conditions of Parts I and II of this Lease and all additional documents made a part of the Lease by reference.

By signature(s) below I/we acknowledge that the Provisions of Part I of this Lease Agreement have been received and thoroughly explained to me/us.

Head of Household	_____	Date: _____
Spouse/Co-tenant	_____	Date: _____
Other Adult	_____	Date: _____
Other Adult	_____	Date: _____
Witness	_____	Date: _____

Tenant's Certification



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I, **[name]**, certify that I and other members of my household have not committed any fraud in connection with any Federal Housing Assistance Program, unless such fraud was fully disclosed to the Authority before execution of the Lease, or before the Authority's approval for occupancy of the unit by the household member.

I further certify that all information or documentation submitted by myself or other household members to the Authority in connection with any Federal Housing Assistance Program (before and during the lease term) are true and complete to the best of my knowledge and belief.

Head of Household	_____	Date: _____
Spouse/Co-tenant	_____	Date: _____
Other Adult	_____	Date: _____
Other Adult	_____	Date: _____
Witness	_____	Date: _____

Attachments:

If indicated by an (X) below, the Authority has provided the tenant with the following attachments and/or information (may be contained in this Lease):

- | | |
|---|-----------------------------------|
| (X) Part I of this Lease | (X) Housekeeping Standards |
| (X) Standard Maintenance Charges-may be updated | (X) Pet Policy |
| (X) Pest Control | (X) Code of Conduct |
| (X) Verification Consent Form | (X) Collection Policy |
| (X) Dispossession Warrant Policy | (X) Insurance Notices |
| (X) Security Deposit | (X) Drug/Criminal Activity Policy |
| (X) Parking/Parking Permit | (X) Barring Policy |
| (X) Schedule of Maintenance Service Fees | (X) VAWA |
| (X) Emergency/After Hours Repair Policy | (X) Mold/Mildew Policy |

Statement on receipt of information:



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We have received a copy of the above information including “The Danger of Lead Poisoning to Homeowners” and “The Danger of Lead Poisoning to Renter”. The above information has been thoroughly explained to me/us. We understand the possibility that lead-based paint may exist in the unit.

Head of Household	_____	Date: _____
Spouse/Co-tenant	_____	Date: _____
Other Adult	_____	Date: _____
Other Adult	_____	Date: _____
Witness	_____	Date: _____

Central Office Address: Brunswick Housing Authority
1126 Albany Street
Brunswick, GA 31521

Office Hours: Monday – Friday (except Holidays)
9:00 am – 4:30 pm

Emergency Maintenance Telephone Number – 265-1334
(After normal business hours, weekends and holidays)



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CHARGES LISTED BELOW INCLUDE LABOR AND MATERIAL UNLESS OTHERWISE NOTED:

LOCKS/KEYS:

Door key made	\$5.00	dead bolt lock	\$75.00
lock changed & keyed (per door)	\$75.00	late key return(transfer)	\$10 per day
unlock door - business hours	\$15.00	after 3rd working day	max \$500
unlock door - after hours	\$35.00	Replace privacy lockset	\$20.00
install-a-lock	\$20.00	Replace passage lockset	\$20.00
mail box key	\$5.00	change mail box locks	\$35.00

APPLIANCES/OVENS

replace oven door handle	\$20.00	replace stove control knobs	\$5 each
replace stove drip pan	\$10.00	replace back splash	\$25.00
replace range hood filter	\$15.00	replace 6" electric burner	\$20.00
replace dryer exhaust vent	\$20.00	replace 8" electric burner	\$25.00
replace oven/broiler door (used)	\$25.00	replace exhaust fan-range	\$45.00
replace oven/broiler door (new)	cost + labor	replace dryer exhaust hose	\$20.00
replace range top	20"-\$40	replace appliance-tenant damage	actual cost
	24"-\$45	covering/lining stove/oven w/foil	\$40.00
	30"-\$50		

HOT WATER HEATERS

charge for adjusting water heater	\$35.00	replace water heater	Cost plus labor
temperature within HUD guideline			

DOORS

replace wood frame door	\$65.00+ labor	replace metal frame door	\$90.00
replace hollow core door	\$65.00+ labor		
		replace solid core closet door	\$85.00
replace metal entrance door	\$150 + labor	replace bed/bath door (solid)	\$85.00
replace front door glass	\$10.00	replace rear door glass	\$35.00



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patch damaged door	\$30.00	replace wood entrance door	actual cost+ labor
replace door stops	\$2.00	replace door stop tip	\$1.00
		95, 96 & 22 only	
replace screen insert (94)	\$75.00	screen insert & frame (94)	\$110.00
replace damaged closet rods	\$35.00		

SMOKE DETECTORS

replace	\$100.00 remount		\$50.00
replace batteries removed by tenant	\$50.00 re-activate when disconnected		\$100.00
remove covering of any kind	\$45.00		

HEATING/COOLING SYSTEM

replace thermostat	\$70 + cost	damage to a/c cage	cost + 10%
replace missing a/c filter	\$5.00	damaged to a/c return grill	cost + labor

BATHROOM/PLUMBING:

replace roller in tissue holder	\$10.00	replace tissue holder	\$10.00
replace shower head	\$20.00	replace tub fixtures	\$50.00
replace sink fixtures	\$40.00	replace soap dish	\$15.00
replace toothbrush holder	\$15.00	replace medicine cabinet	\$50.00
replace shelves in medicine cabinet	\$5 each	replaced medicine cabinet mirror	material & labor
replace exhaust fan	Cost plus labor	replace entire commode	\$500 + labor
replace toilet parts-tenant damage	\$25/parts& labor	replace bath sink aerator	\$10.00
replace shower rod	\$15.00	replace handicap shower head	parts + labor
replace outside spigots	parts & labor	replace toilet tank buttons	\$25.00
replace toilet tank lid	\$35.00	replace sink brace leg	\$25.00
replace commode seat	\$20.00	replace towel rack	\$15.00
replace lavatory	parts & labor		
divertor spout w/plumbing repairs	\$40.00	replace/repair any bath knobs	parts + labor
replace 24" towel bar	\$5.00	replace 18" towel bar	\$5.00



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replace adjustable towel bar	\$5.00	unstop lavatory/commode	\$75 min/parts+labor
unstop tub-remove items	\$40.00	unreported water damage	\$100.00
unstop sewer line-remove items	\$100.00		

repair/replace cabinets	labor & material	replace kitchen faucet aerator	\$10.00
replace inside refrigerator parts	\$10 + parts/labo	unstop sink- charge according to parts & labor or minimum	\$40.00
replace mock drawer facing	labor & material	replace cabinet hinges (each)	\$10.00
replace sink	parts & labor	replace range hood	\$150.00 labor & material
replace appliance-tenant damage	actual cost	replace missing cabinet door	material
replace kitchen sink spout	parts & labor	remove items in fridge/no power	\$75.00
replace damaged vent hood light	\$10.00		

WINDOWS

replace sills	\$25.00	re-screen; frame & screen	\$40.00
replace glass - per pane	Cost plus labor	replace security screen	labor & parts
replace window lock	\$5.00	replace window frame	labor & parts
re-screen; screen only	\$30.00	replace mini blind	\$15.00
replace window glazing-1' minimum	\$4.75 per foot	replace tilt bracket	\$5.00

STAIRS

repair stair rail	\$25.00		
replace stair rail	labor & material	replace stair tread - per tread	\$40.00

PAINT

repaint exterior door	\$90.00	unauthorized painting-per room	\$90.00
burn marks from incense-each	\$10.00	unreported fire damage	cost + labor



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ELECTRICAL

change light bulb	\$10.00	replace cover plates	\$15.00
elderly, handicap, blown, empty	no charge	replace exterior light cover	\$10.00
replace light switch or receptacle	\$15.00	replace light globe	\$15.00
replace light fixture	\$25.00	replace phone or cable jack	\$15.00
replace closet light cover	\$15.00	remove ceiling fan	\$40.00
install ceiling fan-elderly/handicap	\$20.00	install ceiling fan - others	\$40.00
replace GFI receptacle	\$50.00	replace fluorescent light globe	parts & labor
replace fluorescent light fixture 4'	\$35.00	replace appliance bulb	\$5.00
		blown appliance bulb	no charge
replace new light base	\$35.00	replace compact bulb	\$10.00
Installation of cable line to existing outlet	\$50.00	Installation of an additional cable line/outlet	\$100.00

SCREEN DOORS (LOU)

local owned properties

replace screen metal door	\$300.00	replace screen door closure set	\$35.00
replace screen door handle	\$12.50	replace inside screen door latch	\$12.50
replace top screen panel section	\$75.00	repair damage to screen panel	\$90.00
replace screen door kick plates	\$45.00	replace screen insert	\$75.00
replace screen door	\$300.00		

GROUNDS

elderly/handicap/disabled exempt from grounds care

damage to lawn/shrubs	\$45.00	remove pet waste	\$50.00
remove trash from yard	\$45.00	remove food, grease, charcoal or other items dumped in yard	\$50.00
empty trash can not taken for p/u	\$50.00	remove trash/litter from yard	\$45.00
return garbage/recycle can (per can)	\$35.00	loitering/tampering w/mail boxes	\$75.00
remove graffiti from mail boxes	\$50 each instance	repair damage to mail boxes	\$50 each instance
large item removal not reported	\$75.00	mail/litter at mail boxes/area	\$25.00
damage to trees	charge accor	Unauthorized furniture on the porch	\$25.00
pear, myrtle, elm, e.p. holly	\$175.00	palm, magnolia "alta"	\$135.00
birch, magnolia	\$175.00	ligustrum, viburnum, holly	\$9.00
wax leaf ligustrum	\$250.00	loropetalum, hawthorne	\$9.00
Remove items from a/c cages	\$45.00		



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MOVE OUT, TRANSFER AND OTHER MISCELLANEOUS CHARGES

remove graffiti in or around unit	\$50 each	clean unit in good condition	no charge
remove wallpaper, stickers, border	\$100 per room	clean apartment in fair condition	\$100.00
remove carpet, tile, linoleum, etc	parts & labor	Clean dirty apartment	\$200.00
replace floor tile - per tile	\$10.00	clean very dirty apartment	\$300.00
repair large nail holes in walls	\$25 per room	repair hole in wall	\$25 minimum
repair excessive nail holes	\$1 per hole	4x4	\$45.00
re-attach base board	cost & labor	6x6	\$55.00
replace base board	cost & labor	8x8	\$65.00
unwarranted service calls after hours	\$75.00	12x12	\$80.00
contractors fee for damaged units	less reasonable depreciation	clean appliances - stove	\$60.00
fire damage-tenant's fault	cost of damage up to \$1000 deduct	refrigerator	\$45.00
unreported bug infestation	\$100.00	replace appliances too dirty or damaged to repair	Cost plus labor
Refusal of semi-annual pest control	\$50.00		
unreported repairs & stop ups	\$130.00		
housekeeping intervention	\$69.00	labor cost per hour	\$30.00
housekeeping cleaning	\$15 per hour/per person		

Damage/destruction of exterior finishes, each occurrence:

Less than and up to 2 square feet (sq. ft.)	\$50.00
over 2 sq. f.t and up to 4 sq. f.t	\$100.00
over 4 sq. ft. and up to 6 sq. ft.	\$150.00
over 6 sq. ft. and repeated violations	Eviction and possible arrest
Remove Trash from Unit:	Actual man hours x labor cost
Remove items to curb from apartment –set out	Actual man hours x labor cost
Copies of Documents	As allowed by law
Misc. Charge: Misc. Repairs not listed	Material + actual man hours x labor (\$30 hour)
Unauthorized Furniture on Porches	\$25.00
Missed Appointment/Hearing	\$25 with less than 24 hour cancellation/reschedule notice



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Returned Check Fee

\$15.00 plus current bank charge

Revised: 5/1/2015
Board approved: 5/13/2015
Posted: 5/26/2015
Effective: 7/1/2015

Emergency On-Call Policy

The purpose of this policy is to provide prompt and efficient emergency repair service on nights, weekends and holidays. For the benefit of our residents, it is our policy to make this service as convenient and accessible as possible. In order to control costs, it is also the policy of the Brunswick Housing Authority to strictly limit emergency repair service to those situations in which property or the health of the resident is endangered.

Procedures for reporting an emergency repair:

Residents who feel that they have an emergency after normal business hours should call the Brunswick Housing Authority and the following steps will then be taken:

1. If it is determined that the resident's call is an emergency, the answering service will instruct the resident that they must be home to receive an emergency on-call service. Then the answering service will contact by radio paging device the Brunswick Housing Authority maintenance mechanic who is assigned to be on call during that period.
2. In the event that it is apparent that the request is not an emergency, the answering service will inform the resident to contact the BHA on the next business day. Under no circumstances will the answering service take routine work orders or forward such to the BHA.



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Definitions:

Emergencies generally are those circumstances which involve immediate threat to the health or safety of the resident or the imminent destruction of property. No calls other than emergencies will be worked. **Any resident who gives false information in order to obtain after hours repair service will be charged the minimum charge as posted on the current “Damage and Repair Charge List.”** In addition, non-emergency work will not be performed by a Brunswick Housing Authority maintenance mechanic who was sent to perform emergency work, whether or not an actual emergency was the reason the repairperson was called. Brunswick Housing Authority maintenance mechanic who performs any non-emergency repairs under any circumstances while on an emergency call may be subject to disciplinary action. A list of emergency and non emergency situations will be distributed to the answering service and to the maintenance mechanic on call.

Signature of Head of Household

Date

Signature of Other Adult

Date

After hour Emergencies

Examples of after hour emergencies:

1. Gas leaks
2. Stopped up sewerage that is flooding inside the apartment
3. Electrical shorts that are arching or otherwise showing the possibility of danger of electrical shock or fire.
4. No heat (only during periods of cold weather with temperature below 50 degrees) for reasons other than gas or electricity having been disconnected for non-payment.
5. No air (only during periods of hot weather above 80 degrees or someone that is elderly, handicap, or with a respiratory condition) for reasons other than gas or electricity having been disconnected for non-payment.
6. Burst pipes, water heaters or faucets, which allows water to continuously and forcefully run inside or outside the house.
7. Fire, structural collapse, gas explosion, windstorm, vehicles colliding with walls, flood, or other calamity which results in the apartment being uninhabitable. In these cases the answering service will notify the maintenance person on call who will in turn notify the property manager



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and other top management of the Brunswick Housing Authority.

8. Smoke alarm beeping, chirping or going off
9. Unlockable exterior doors. There will be a minimum charge as posted on the current “Damage and Repair Charge List.”
10. Residents accidentally locking themselves out of the apartment. There will always be a minimum charge as established in the Damage and Repair charge list for this service.
11. The Brunswick Housing Authority will handle stopped up commodes when no other commode is available to serve the needs of the family. However the Brunswick Housing Authority mechanic on call will examine carefully to determine if the cause of the stop up is resident abuse or neglect, such as flushing an improper object. In such cases, the charge will be as posted on the current “Damage and Repair Charge List.”

Signature of Head of Household

Date

Signature of Other Adult

Date

Non- Emergencies

The following are some examples of possible after hour’s calls, which are not emergencies:

1. Refrigerator or range breakdown.
2. Loss of air conditioning and heating unless during the winter months, expected nightly lows are to reach 50 degrees or below (for all residents) during summer months, expected daily highs are to reach 80 degrees or above AND the tenant is elderly and/or handicapped OR the resident or a family member on the lease has a verifiable (doctor’s letter/diagnosis) respiratory ailment.
2. Stopped up lavatory or sink.
3. A hole in the P-trap under a sink or lavatory. The resident should stop using this sink until the



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4. repair can be made on the next regular workday.
Lack of hot water.

Signature of Head of Household

Date

Signature of Other Adult

Date