



Angela L. Strickland, Executive Director

1126 Albany St, Brunswick, GA 31520

912-265-1334 • Fax: 912-265-1280

TDD: 800-255-0056 • **brunswickpha.org**

## Key Receipt

New Move-In

Transfer

Repair

Client #:

Tenant Name: [Name]

Date **January 18, 2017**

Address: [Address]

*(If transferring, please provide below the address you transferred from)*

Old Address:

I, \_\_\_\_\_, hereby acknowledge receipt of the following keys:

<b>Apartment:</b>	<b>2</b>
<b>Mailbox:</b>	<b>2</b>

Comments:

Signature: \_\_\_\_\_  
*(SIGNATURE OF HEAD OF HOUSEHOLD)*

Identification Used:  Pictured ID *(attach copy)*  Staff Member ID

Employee Signature: \_\_\_\_\_, *BHA Leasing Specialist*

**Authorization for the Release of Information**

U.S. Department of Housing



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## Privacy Act Notice

To the U.S. Department of Housing and Urban Development (HUD)

and Urban Development  
Office of Public and Indian Housing

PHA requesting information. (Cross out space if none)  
(Full address, name of contact person, and date)

IHA requesting release of information. (Cross our space if none)  
(Full address, name of contact person, and date)

**The Housing Authority  
City of Brunswick, Georgia  
P. O. BOX 1118  
Brunswick, Georgia 31521-1118**

**Authority:** Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993. This law is found at 42 U.S.C. 3544.

**This law requires that you sign a consent form authorizing:**

(1) HUD and the Housing Agency/Authority (HA) to request verification of salary and wages from current or previous employers: (2) HUD and the HA to request wage and unemployment compensation claim information from the state agency responsible for keeping that information: (3) HUD to request certain tax return information from the U.S. Social Security Administration and the U.S. Internal Revenue Service. The law also requires independent verification of income information. Therefore, HUD or the HA may request information from financial institutions to verify your eligibility and level of benefits.

**Purpose:** In signing this consent form, you are authorizing HUD and the above-named HA to request income information from the sources listed on the form. HUD and the HA need this information to verify your household's income, in order to ensure that you are eligible for assisted housing benefits and that these benefits are set at the correct level. HUD and the HA may participate in computer matching programs with these sources in order to verify your eligibility and level of benefits.

**Uses of Information to be Obtained:** HUD is required to protect the income information it obtains in accordance with the Privacy Act of 1974, 5 U.S.C. 552a. HUD may disclose information (other than tax return information) for certain routine uses, such as to other government agencies for law enforcement purposes, to Federal Agencies for employment suitability purposes and to HAs for the purpose of determining housing assistance. The HA is also required to protect the income information it obtains in accordance with any applicable State Privacy Law. HUD and HA employees may be subject to penalties for unauthorized disclosures or improper uses of the income information that obtained based on the consent form. Private owners may not request or receive information authorized by this form.

**Who Must Sign the consent Form:** Each member of your household who is 18 years of age or older must sign the

consent form. Additional signatures must be obtained from new adult members joining the household or whenever members of the household become 18 years of age.

Persons who apply for or receive assistance under the following programs are required to sign this consent form:

- PH-owned rental public housing
- Turnkey III Homeownership Opportunities
- Mutual Help Homeownership Opportunity
- Section 23 and (cc) leased housing
- Section 23 Housing Assistance Payments
- HA-owned rental Indian housing
- Section 8 Rental Certificate
- Section 8 Rental Voucher
- Section 8 Moderate Rehabilitation

**Failure to Sign Consent Form:** Your failure to sign the consent form may result in the denial of eligibility or termination of assisted housing benefits, or both.

**Sources of Information to Be Obtained:**

State Wage Information Collection Agencies. (This consent is limited to wages and unemployment compensation I have received during period(s) within the last 5 years when I have received assisted housing benefits.)

U.S. Social Administration (HUD only) (This consent is limited to the wage and self employment information and payments of retirement income as referenced at Section 6103(1)(7)(A) of the Internal Revenue Code.)

U.S. Internal Revenue Service (HUD only) (This consent is limited to unearned income (i.e., interest and dividends.)

Information may also be obtained directly form (a) current and form employers concerning salary and wages and (b) financial institutions concerning unearned income (i.e., interest and dividends). I understand that income information obtained from these sources will be used to verify information that I provide in determining eligibility for assisted housing programs and the level of benefits. Therefore, this consent form only authorizes release directly from employers and financial institutions of information regarding any period(s) within the last 5 years when I have received assisted housing benefits.



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Consent: I consent to allow HUD and the HA to request and obtain income information from the sources listed on this form for purpose of verifying my eligibility and level of benefits under HUD's assisted housing programs. I understand that HA's that receive income information under this consent form cannot use it to deny, reduce or terminate assistance without first independently verifying what the amount was whether I actually had access to the funds and when the funds were received. In addition, I must be given an opportunity to contest those determinations.

**This consent form expires 15 months after signed.**

**Signatures:**

_____	<b>January 18, 2017</b>	_____	<b>January 18,</b>
<b>2017</b> Head of Household	Date	Other Family Member age 18 and over	Date
_____		_____	<b>January 18,</b>
<b>2017</b> Social Security Number		Other Family Member age 18 and over	Date
_____	<b>January 18, 2017</b>	_____	<b>January 18,</b>
<b>2017</b> Spouse/Other Family Member age 18 and over	Date	Other Family Member age 18 and over	Date
_____	<b>January 18, 2017</b>	_____	<b>January 18,</b>
<b>2017</b> Other Family Member age 18 and over	Date	Other Family Member age 18 and over	Date

**Privacy Act Notice:** Authority: The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937 (42 U.S.C. 1437 et. seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), and by the Fair Housing Act (42 U.S.C. 3601-19). The Housing and Community Development Act of 1987 (42 U.S.C. 3543) requires applicants and participants to submit the Social Security Number of each household member who is six years old or older. Purpose: Your income and other information are being collected by HUD to determine your eligibility, the appropriate bedroom size, and the amount your family will pay toward rent and utilities. Other Uses: HUD uses your family income and other information to assist in managing and monitoring HUD-assisted housing programs, to protect the Government's financial interest, and to verify the accuracy of the information you provide. This information may be released to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside HUD, except as permitted or required by law. Penalty: You must provide all of the information requested by the HA, including all Social Security Numbers you, and all other household members age six years and older, have and use. Giving the Social Security Number of all household members' six years of age and older is mandatory, and not providing the Social Security Numbers will affect your eligibility. Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.

**Penalties for Misusing this Consent:**

HUD, the HA and any owner (or any employee of HUD, the HA or the owner) may be subject to penalties for unauthorized disclosures or improper uses of information collected based on the consent form.

Use of the information collected based on the form HUD 9806 is restricted to the purposes cited on the form HUD 9886. Any person who knowingly or willfully requests, obtains or discloses any information under false pretenses concerning an applicant or participant may be subject to a misdemeanor and fined not more than \$5,000.

Any applicant or participant affected by negligent disclosure of information may bring civil action for damages, and seek other relief, as may be appropriate, against the officer or employee of HUD, the HA or the owner responsible for the unauthorized disclosure or improper use



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## MINIMUM RENT HARDSHIP EXEMPTIONS

The Housing Authority recognizes that in some instances even minimum rent may create a financial hardship for families. The BHA will review all relevant circumstances brought to its attention regarding financial hardship as it applies to minimum rent.

In order for a family to qualify for a hardship exemption the family's circumstances MUST fall into one of the following criteria:

**The family has lost eligibility or is awaiting an eligibility determination of Federal, State, or local assistance; the family would be evicted as a result of the imposition of minimum rent requirements; the income of the family has decreased because of changed circumstances, including:**

**Loss of employment**

- ❖ Defined as being laid off or terminated through no fault of the employee, loss of employment does not, for the purposes of exemption to minimum rent, include voluntarily quitting employment.

**Death in the family**

- ❖ Family, for the purposes of exemption to minimum rent, includes head of house or spouse, any adult on the housing lease, or any family member on the housing lease.

**ALL REQUESTS FOR MINIMUM RENT EXEMPTION ARE REQUIRED TO BE IN WRITING AND MUST STATE THE FAMILY CIRCUMSTANCES THAT QUALIFY THE FAMILY FOR AN EXEMPTION.**

Financial Hardship Exemption Only Applies to Waiving the Minimum Total Tenant Payment.

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*(Signature of Head of Household)*

---

*(Signature of Spouse/Co-Tenant)*

---

*(Signature of Other Adult)*

---

*(Signature of Other Adult)*

**January 18, 2017**



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## VERIFICATION CONSENT FORM

I, \_\_\_\_\_, any document I submit to the Housing Authority, City of Brunswick, Georgia to prove citizenship or eligible alien status may be released to the Federal Department of Housing and Urban Development (HUD).

I also agree that these documents may be released by the Housing Authority, City of Brunswick, Georgia or by HUD to a party other than HUD (including any Federal, State, or Local government agency, such as the Social Security Administration and the Immigration and Naturalization Service for:

- 1) The verification of citizenship or eligible alien status
- 2) The enforcement of the prohibition of ineligible aliens receiving Federal Housing Assistance
- 3) The investigation or prosecution of fraud in connection with any Federal Housing Assistance Program

HUD also may release other information it has about me to any Federal, State, or Local government agency for the three purposes listed above or for other purposes connected with administration of HUD programs.

I further agree that HUD may release these documents to any Federal, State, or Local government agency, such as the Social Security Administration or the Immigration and Naturalization Service for other purposes in connection with the administration of HUD programs.

I further agree that any Federal, State, or Local government agency may release to HUD or to the Housing Authority, City of Brunswick, Georgia any information which HUD or PHA decides is necessary for the verification citizenship or eligible alien status for the enforcement of the prohibition of ineligible aliens from receiving Federal Housing Assistance.

\_\_\_\_\_  
*Signature of Head of Household*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Signature or Spouse/Other Adult*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Signature or Spouse/Other Adult*

**January 18, 2017**

*Date*



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## LETTER OF UNDERSTANDING

I, \_\_\_\_\_, understand my responsibilities for reporting in writing any change in income or family composition to the Housing Authority's Office within ten (10) days after the change or changes has occurred.

<b>IMPORTANT CHANGES THAT MAY HAPPEN AND THAT YOU MUST NOTIFY THE HOUSING AUTHORITY OFFICE IN WRITING WHEN THE CHANGE OCCURS</b>
--

1. If you or any family member gets a new job, a promotion, a pay raise or works more or less hours per day or per week.
2. If you or your children start receiving Social Security or Veteran's Benefits or any kind of pensions.
3. If you or your children start receiving child support, unemployment compensation or other new types of income.
4. If you or a family member inherits money or property.
5. If someone gives you or a family member any money or property on a regular basis.
6. If you sell, trade or give away any real estate property.
7. If a parent of family member moves in or has been away and moves back into the household.
8. If any family member moves out of the dwelling unit for any reason.

I understand that I must report any of the changes listed above to the Brunswick Housing Authority within ten (10) days after the change occurs. I understand that failure to report the above changes may result in a debt owed by me to the Housing Authority for failing to pay the correct amount of resident rent on my dwelling unit. I certify that I have received a copy of this letter.

<b>NOTICE:</b> Brunswick Housing Authority has access to HUD Tenant Assessment Subsystem (TASS) for verification of Social Security/SSI Benefits and HUD Enterprise Income Verification (EIV) for verification of earned income.
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\_\_\_\_\_  
*Signature of Head of Household*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Signature of Spouse / Co-Tenant*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Other Adult*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Other Adult*

**January 18, 2017**

*Date*



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## SECURITY DEPOSIT

*RESIDENT:*

*UNIT / COMMUNITY:*

The Housing Authority, City of Brunswick, Georgia is the owner and manager of the community in which you intend to reside. The address and location of the Rental Office is **P.O. Box 1118, 1126 Albany Street, Brunswick, Georgia.**

**TENANT** agrees to make a Security Deposit of **\$100.00** to assure tenant's performance of his/her obligations under this lease. The above amount is due on the occupancy date. The security deposit without interest will be returned to the tenant upon vacating ***PROVIDED*** that:

- All rent and other charges are fully paid
- Fifteen (15) day written notice is given
- The apartment and its equipment are left clean and orderly
- There is no damage to the apartment or its equipment beyond that due to normal wear and use
- All keys to the apartment are returned to the management office

**REFUND** of the Security Deposit will not be made until after the tenant has vacated and the Authority has inspected the apartment. The deposit may not be used to pay rent or other charges while tenant is in occupancy, but may be applied to such rent or other charges remaining when the apartment is vacated. **IF KEYS ARE NOT RETURNED TO AUTHORITY WITHIN FIFTEEN (15) DAYS FROM DATE OF NOTICE TO VACATE, TENANT WILL BE CHARGED FOR LOCKS. NOTICE TO VACATE MUST BE IN WRITING AND SIGNED BY TENANT IN THE CENTRAL OFFICE.**

The Housing Authority, City of Brunswick, Georgia hereby acknowledges receipt of your Security Deposit in the amount of **\$100.00** which will be deposited into a non interest bearing account at the United Community Bank of Brunswick, Georgia. Funds are secured by a Surety Bond issued by The Insurance Company of North America and recorded in the office of Clerk of Superior Court in Glynn County, Georgia.

**This Wednesday, January 18, 2017**

***THE HOUSING AUTHORITY, CITY OF BRUNSWICK, GEORGIA***

\_\_\_\_\_, *AUTHORIZED HOUSING REPRESENTATIVE*

Receipt of the above notice is hereby acknowledged, this **Wednesday, January 18, 2017.**

\_\_\_\_\_  
*Signature of Head of Household*

\_\_\_\_\_  
*Signature of Spouse/Other Adult*

\_\_\_\_\_  
*Signature of other Adult*



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## INSURANCE NOTICE

### THE HOUSING AUTHORITY ENCOURAGES PERSONAL PROPERTY INSURANCE

THE HOUSING AUTHORITY OF BRUNSWICK IS NOT PERMITTED BY HUD REGULATIONS TO CARRY INSURANCE ON THE PERSONAL PROPERTY OF ITS TENANTS.

THE AUTHORITY ENCOURAGES EACH AND EVERY TENANT TO CONSULT WITH A LOCAL INSURANCE AGENT CONCERNING THE PURCHASE OF THIS TYPE OF INSURANCE COVERAGE.

HOUSING AUTHORITY IS NOT RESPONSIBLE FOR YOUR LOST VALUABLES DUE TO FIRE, THEFT, OR WATER DAMAGE, ETC. IT IS YOUR RESPONSIBILITY TO PURCHASE INSURANCE COVERAGE TO PROTECT VALUABLES AGAINST THE ABOVE INEVITABILITIES. CHECK WITH YOUR LOCAL INSURANCE AGENT FOR MORE INFORMATION.

#### **FIRE INSURANCE DEDUCTIBLE**

RESIDENT(S) WILL BE CHARGED FOR DAMAGES AND REPAIRS CAUSED BY FIRE DUE TO NEGLIGENCE AND CARELESSNESS OF RESIDENT, FAMILY, OR GUEST. DAMAGE AND REPAIR COST WILL RANGE UP TO \$1000.

#### **MAINTENANCE TIPS**

1. LET FAUCETS DRIP IN THE BATHTUB OR SINK DURING FREEZING TEMPERATURES.
2. REPORT LEAKS IMMEDIATELY TO THE MAINTENANCE OFFICE.

#### **MAINTENANCE DEPARTMENT**

MONDAY THRU FRIDAY CALL (912) 265-1334, (FOR AFTER HOURS, WEEKENDS, AND HOLIDAYS CALL (912) 265-1334 EMERGENCIES ONLY)

\_\_\_\_\_  
*Signature of Head of Household*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Signature of Spouse/Other Adult*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Signature of Other Adult*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Revised 2/4/08*

*Effective 4/1/08*



## HOUSEKEEPING STANDARDS

*~Inside the Apartment~*

### **General:**

- (1) Walls: should be clean, free of dirt, grease, holes, cobwebs, and fingerprints.
- (2) Floors: should be clean, clear, dry, and free of hazards.
- (3) Ceilings: should be clean and free of cobwebs.
- (4) Windows: should be clean and not nailed shut. Shades and blinds should be intact.
- (5) Woodwork: should be clean, free of dust, gouges, or scratches.
- (6) Doors: should be clean, free of grease and fingerprints. Doorstops should be present. Locks should work.
- (7) Heating units: should be dusted and the access uncluttered.
- (8) Trash: shall be disposed of properly and not left in the unit.
- (9) Entire unit should be free of rodent and insect infestation.

### **Kitchen:**

- (1) Stove: should be clean and free of food and grease.
- (2) Refrigerator: should be clean. Freezer door should close properly and freezer should have no more than one inch of ice.
- (3) Cabinets: should be clean and neat. Cabinet surfaces and the countertops should be free of grease and spilled food. Cabinets should not be overloaded. Storage under the sink should be limited to small or lightweight items to permit access for repairs. Heavy pots and pans should not be stored under the sink.
- (4) Exhaust fan: should be free of grease and dust.
- (5) Sink: should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely fashion.
- (6) Food storage areas: should be neat and clean without spilled food.
- (7) Trash/garbage: should be stored in a covered container until removed from the unit.



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***Bathroom:***

- (1) Toilet and tank: should be clean and odor free.
- (2) Tub and shower: should be clean and free of excessive mildew and mold. Where applicable, shower curtains should be in place and of the appropriate length.
- (3) Lavatory: should be clean.
- (4) Exhaust fan: should be free of dust.
- (5) Floor: should be clean and dry.

***Storage Areas:***

- (1) Linen closets: should be neat and clean.
- (2) Other closets: should be neat and clean. No highly flammable materials should be stored in the unit.
- (3) Other storage areas: should be clean, neat and free of hazards.



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## HOUSEKEEPING STANDARDS

*~Outside the Apartment~*

- (1) Yards: should be free of debris, trash and abandoned cars. Exterior walls should be free of graffiti.
- (2) Porches: (front and rear) should be clean and free of hazards. Any item stored on the porch shall not impede access to the unit. Only standard outdoor or patio furniture allowed on the porch. No indoor furniture is allowed on the porch.
- (3) Steps: (front and rear) should be clean and free of hazards.
- (4) Sidewalks: should be clean and free of hazards.
- (5) Storm doors: should be clean, with glass and screen intact.
- (6) Parking lot: should be free of abandoned cars. There should be no car repairs performed in the parking lot.
- (7) Utility room: shall be free of debris, motor vehicle parts and flammable materials.

If a resident is placed on the Housekeeping Program after the initial inspection, a \$69 charge will be assessed to the client's maintenance account.

If a resident fails three (3) consecutive Housekeeping Inspections, the BHA may dispatch a Housekeeping Apprentice Cleaning Crew to make the necessary corrections to the unit's housekeeping standards and bring the unit into compliance with the BHA Housekeeping Program. If a Cleaning Crew is dispatched, the client's account will be charged a minimum of \$15.00 per hour times the actual hours the Cleaning Crew worked in returning the unit to the BHA Housekeeping standards.

\_\_\_\_\_  
*Signature of Head of Household*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Signature of Spouse/Other Adult*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Signature of Other Adult*

**January 18, 2017**

*Date*

Revised April 01, 2002



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## GROUNDS POLICY

A representative of the BHA will be conducting inspections OF EACH COMMUNITY on a minimum of a weekly basis. Inspections may be conducted daily. If a violation is found in a tenant's yard, a warning notice will be left describing the violation and the tenant will have twenty-four (24) hours to correct the violation. If the violation is not corrected in the twenty-four (24) hour period, the BHA will correct the violation and a charge will be fined to the tenant's account (see attached Schedule of Maintenance Charges). The following is a list of the most common VIOLATIONS:

- Grill on front porch (grills are to be stored on the rear porch only)
- Non-outdoor furniture on either porch
- Rugs, pool or other heavy items on the clothesline (laundry only)
- Garbage and litter in front or rear yards
- Tables without plants
- Grease and food thrown into either yard
- Shells (oyster, crab, etc.) in either yard
- Bags hanging from fence
- Bicycles stored on the front porch or in the front yard (bike storage at rear porch only)
- Swimming pools left in either yard (please, drain and store neatly in the rear, close to the unit after each use)
- Large items placed in or around unit, sidewalk or common area outside of scheduled pick up day (\$75 fine)
- Garbage and litter on front or rear porches
- Aluminum can storage (attracts insects and rodents - do not save cans)
- Furniture and appliances thrown outside unit in the front or rear yard or porch
- Storage of lumber and other construction materials
- Storage of harmful chemicals (non household use)
- Laundry left on clothesline for several days
- Graffiti in or around unit (\$50 charge per each item found)-no 24 hour notice given – automatic removal and charge
- **Trash cans are to be taken to the curb no earlier than Sunday evening and returned to the rear of the unit by 8:00 Tuesday morning** – a \$35.00 charge will be fined to the tenant's account if the BHA returns a unit's trash can – **TRASH CANS MUST BE TAKEN EACH WEEK** – if your can is full & not taken to curb, the BHA will empty and you will be charged \$50.00. If your can is taken to the curb after the pickup is complete BHA will empty and you will be charged \$50.00.

Each tenant should bag any leaves that are to be picked up by the Lawn Maintenance contractors and placed at the sidewalk on the scheduled maintenance day (elderly & handicap exempt).

It only takes a few minutes each day to pick up the yards. Please, help keep our communities clean and safe for our residents. With everyone's help, the residents of The Brunswick Housing Authority communities can have a clean, safe and proud place to live.

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Spouse/Co-tenant

\_\_\_\_\_  
Date



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## **DRUG ACTIVITY / CRIMINAL ACTIVITY**

AS DEFINED IN SECTION IX 1 (1&2) OF THE BRUNSWICK HOUSING AUTHORITY DWELLING LEASE:

Tenant shall be obligated to assure that no member of the household or guests engages in any activity that threatens the health, safety, or right to peaceful enjoyment of the Authority's Public Housing premises by the other residents (including PHA management staff residing on the premises), or by persons residing in the immediate vicinity of the premises, or 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 the Section 102 of the Controlled Substances Act.)

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 or Any drug-related criminal activity on the premises.

AS DEFINED IN SECTION IX OF THE BRUNSWICK HOUSING AUTHORITY DWELLING LEASE:

**...Any Violation Of Section(s) IX 1 (1&2) n Will Be Considered Serious Violations Of The Terms And Conditions Of This Lease.**

\_\_\_\_\_  
*Signature of Head of Household*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Signature of Spouse/Other Adult*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Signature of Other Adult*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Authorized Housing Representative*



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## **BRUNSWICK HOUSING AUTHORITY COLLECTION POLICIES**

### **RENT / MAINTENANCE / ETC.**

#### **PURPOSE:**

*To establish written policies for the payment of rent and other charges by residents so that they will be aware of their responsibilities for timely payment and do that they will be aware of the consequences of non-payment.*

#### **A. Rent Policy**

1. Rent is due and payable the first (1<sup>st</sup>) calendar day of each month in advance. Resident account will be past due if the rent is not paid in full before the fifth (5<sup>th</sup>) calendar day of the month.
2. Failure to pay rent in full before the fifth (5<sup>th</sup>) calendar day will result in such resident receiving a letter giving such resident fourteen (14) days notice of the Authority's termination of lease agreement.
3. Failure to move or pay rent in full during the fourteen (14) day notice period will result in a letter giving such resident notice of the Authority's demand for possession of the housing unit.
4. The demand notice is the last notice such resident will receive before the Authority initiates legal action to recover possession of the housing unit.

#### **B. Eviction Policy for Non-Payment of Rent**

1. Eviction action will require such resident to pay all rent due plus court costs for such resident to remain in the housing unit. If an eviction action is taken against such resident desires to remain in the housing unit, such resident must pay all rent due plus court costs with a money order or cashiers check. **PERSONAL CHECKS WILL NOT BE ACCEPTED FOR PAYMENT OF A WARRANT CHARGE.**
2. Eviction action taken against such resident three times (including eviction actions for charges other than rent) in a twelve (12) month period will result in an automatic eviction upon the third offense. The amount of rent owed plus court costs remain due and payable.

#### **C. Charges for Other than Rent**

1. Maintenance Service Fees and charges for other than rent (work orders, fire damages/deductibles, etc.) shall be due and collectible 30 days after notification is provided of the charge. Such charges shall be considered delinquent after the fifth (5<sup>th</sup>) calendar day of the 2<sup>nd</sup> month following the month that charges were incurred.
2. Failure to pay charges other than rent in full by the fifth (5<sup>th</sup>) calendar day of the month following the due date will result in a fourteen (14) day notice of the Authority's termination of lease agreement with such resident.
3. Failure to move or failure to pay the maintenance service fees and charges in full by the end of the fourteen (14) day notice period will result in the Authority's demand for possession of the housing unit.
4. The demand notice is the last notice such resident will receive before the Authority initiates legal action to recover possession of the housing unit.



**Angela L. Strickland, Executive Director**

1126 Albany St, Brunswick, GA 31520

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**D. Eviction Policy for Charges for Other than Rent**

1. Eviction action will require such resident to pay all charges for other than rent which are currently due plus court costs for such resident and such resident desires to remain in the housing unit. Such resident must pay all charges for other than rent currently due plus the court costs with a money order or cashiers check. **PERSONAL CHECKS WILL NOT BE ACCEPTED FOR PAYMENT OF A WARRANT CHARGE.**
2. Eviction action taken against such resident three times (including eviction actions for non-payment of rent) in a twelve (12) month period will result in an automatic eviction. The amount of charges other than rent plus court costs remains due and payable.

**E. Move-Out Payments**

If a resident moves out or is evicted such resident is required to pay charges owed. Failure to pay these charges in full upon move-out will result in the Authority turning the account over to a collection agency. Such resident will not be eligible to participate in any Federal Housing Assistance Program(s) administered by the Authority as long as any amounts are owed to the Authority.

If a resident uses a check to make a payment on his/her account and the check is returned for insufficient funds or any other reason, the Brunswick Housing Authority will not accept another check from such resident for a twelve month period. The resident shall be placed on twelve month probationary status and such resident shall be required to make payment on his/her account by money order or cashier's check until such probationary period expires. There will be a \$15.00 service charge to any resident's account that is paid by a check returned by a bank due to insufficient funds or a closed account.

**F. Acceptable Types of Payments for Rent and Other Charges**

The Brunswick Housing Authority will only accept checks (e.g. personal checks and American Express checks), money orders, and cashier checks as the form of payment on a resident's account for rent and for charges other than rent. Cash will not be accepted as a form of payment on a resident's account. The amount of the check, money order, or cashiers check shall be made payable to the Brunswick Housing Authority for the total amount of the rent and other charges due and payable at the time payment is made. No change shall be given to a resident. Additionally, government checks and two party checks shall not be accepted as payment on a resident's account.

**G. Payments may be mailed to the appropriate Site Office:**

Amp 1	Amp 2	Amp 3
46 Hopkins Homes	70 Brooklyn Homes	109 McIntyre Court
Brunswick, GA 31520	Brunswick, GA31520	Brunswick, GA 31520

Make sure your payment is mailed so that it will be received at the Housing Authority before the due date. We are not responsible for payments that are not received in the mail.

**I have read this Collection Policy and understand it.**

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Signature of Spouse/Co-Tenant

\_\_\_\_\_  
Signature of Other Adult

**January 18, 2017**  
Date

Effective: January 01, 1998  
Revised: April 1, 2002



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**DISPOSSESSORY WARRANT POLICY**

It is the policy of The Housing Authority, City of Brunswick, Georgia that:

ANY EVICTION ACTION (DISPOSSESSORY WARRANT) TAKEN AGAINST A TENANT THREE TIMES IN A 12 MONTH PERIOD WILL RESULT IN THE TENANT'S EVICTION UPON THE THIRD OFFENSE, EVEN IF THE TENANT DESIRES TO PAY INCURRED RENT, MAINTENANCE AND OTHER CHARGES OWED OR CORRECT ANY LEASE VIOLATIONS. COMPENSATION WILL NOT BE ALLOWED UNDER THESE CIRCUMSTANCES.

The Authority hereby notifies all tenants that no exceptions shall be made to the above policy. Please pay your rent and all charges in a timely way.

**Housing Authority  
City of Brunswick, Georgia**

EXHIBIT 'A'

\_\_\_\_\_  
*Signature of Head of Household*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Signature of Spouse/Other Adult*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Signature of Other Adult*

**January 18, 2017**

*Date*

Revised April 01, 2002





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## **U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF PUBLIC AND INDIAN HOUSING**

To: PURCHASERS AND TENANTS OF LOWER INCOME PUBLIC HOUSING CONSTRUCTED  
BEFORE 1978

This building was constructed before 1978. There is a possibility that most of the paint in this building contains lead-based paint.

### PLEASE READ THE FOLLOWING INFORMATION CONCERNING LEAD-BASED PAINT POISONING

#### 1. Sources of Lead-Based Paint

The interiors of older homes and apartments often have layers of lead-based paint on the walls, ceilings, windowsills, doors and doorframes. Lead-based paint and primers (under coats of paint) may also have been used on outdoor porches, railings, garages, fire escapes and lampposts. When the paint chips, flakes or peels off, there may be a real danger for babies and young children. Children could eat paint chips or chew on painted railings, windowsills or other items when parents are not around. Children could also swallow lead even if they do not specifically eat paint chips. For example, when children play in an area where there are loose paint chips or dust particles containing lead, they could get these particles on their hands, put their hands into their mouths, and swallow a dangerous amount of lead.

#### 2. Symptoms of Lead-Based Paint Poisoning

Has your child been especially cranky? Is he or she eating normally? Does your child have stomachaches or is he or she vomiting? Does he or she complain about headaches? Is your child unwilling to play? These may be signs of lead poisoning. Many times there are no signs of symptoms at all. Lead poisoning can eventually cause mental retardation, blindness and even death.

#### 3. Advisability and Availability of Blood Level Screening

Many buildings built prior to 1978 contain high levels of lead in the paint. Since you live in a building that was built before 1978 you should take your child to the doctor or clinic for blood level testing. If the test shows that your child has an elevated blood lead level, treatment is available. Contact your doctor or local health department for help or more information. Lead screening and treatment are available through the Medicaid Program for those who are eligible.

#### 4. PHA Responsibilities

- a. Your housing authority is required to remove flaking, peeling, cracking, and chipping paint from your unit when it is found during unit inspection and at unit turnover. The housing agency is also required to remove flaking, peeling paint as soon as possible after you notify them of the condition.
- b. When you notify your housing authority that your child has a confirmed elevated blood lead level, the housing authority is required to test your unit for lead-based paint hazards within 5 calendar days. The housing agency is also required to remove all of the lead-based paint hazards found in your unit within 14 calendar days after positive testing. Your housing agency may choose to transfer or assign you and your family to (a) a previously

*Affirmative Action / Equal Opportunity Employer*



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tested unit which was found to be free of lead-based hazards, or (b) a unit where lead-based paint hazards have been removed, or (c) a unit which was built after 1978.

## 5. Tenant and Homebuyer Responsibilities

### a. Notify PHA of Elevated Blood Lead Levels

As applicants, tenants and homebuyers of lower income public housing, you are advised to contact your doctor or local clinic to have your children under 7 years of age tested for an elevated blood lead level. If your child is identified as having an elevated blood lead level, you should notify the housing authority immediately of the condition so that it may take the necessary steps to test your unit for lead-based paint hazards and remove those hazards where they are found.

### b. Notify PHA of Defective Paint

Young children sometimes put paint chips in their mouths, or suck on their fingers after playing on the floor where paint chips may get on their hands. If the unit in which you live has flaking, cracking, chipping, loose or peeling paint you should notify the management office immediately. The housing authority is responsible for removing flaking, cracking, chipping, loose and peeling paint from your unit. However, if the housing authority is unable to remove the defective paint from your unit immediately, then there are some things you can do to protect your child:

- (i). Cover all furniture and appliances.
- (ii). Get a broom or stiff brush and remove the loose pieces of paint from walls, woodwork, window wells and ceilings. Try to avoid making a lot of dust as you clean up the paint.
- (iii). Sweep up all pieces of paint and plaster and put them in a paper bag or wrap them in newspaper. Put these packages in the trashcan. **DO NOT BURN THEM.**
- (iv). Do not leave paint chips on the floor or in window wells. Damp mop floors and window sills in and around the work area to remove all dust and paint particles. Keeping these areas clear of paint chips, dust and dirt is easy and very important.
- (v). Do not allow loose paint to remain within your children's reach since children may pick loose paint off the lower part of the wall and put it in their mouths.

## 6. Homeowner Maintenance and Treatment of Defective Lead-Based Paint Hazards

If you are a Homeowner in the Public Housing Homeownership Program, you should take the necessary steps to keep your home in good shape. Water leaks from faulty plumbing, defective roofs and exterior holes or breaks may admit rain and dampness into the interior of your home. These conditions can damage walls and ceilings and cause paint to peel, crack, or flake. These conditions should be corrected immediately. Before repainting, all surfaces that are peeling, cracking, chipping or loose should be thoroughly cleaned by scraping or brushing loose paint from the surface, wet scrubbing the area with a strong detergent (high phosphate type if permitted by state or local laws), and then repainting with two (2) coats of non leaded paint. Instead of scraping or repainting the surface may be covered with other material such as gypsum wallboard or paneling. These coverings are intended to be permanent barriers that will prevent any future access to lead-based paint hazards.



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Beware that when lead-based paint is removed by scraping a dust is created which may be hazardous. The dust can enter the body by either breathing or swallowing it. The use of heat or paint removers could create a vapor or fume which may cause poisoning if inhaled over a long period of time. The removal of lead-based paint should take place when there are no children and pregnant women on the premises.

**SIMPLY WASHING AND PAINTING OVER DEFECTIVE LEAD-BASED PAINT SURFACES DOES NOT ELIMINATE THE HAZARD. REMEMBER THAT YOU PLAY A MAJOR ROLE IN THE PREVENTION OF LEAD POISONING. YOUR ACTIONS AND AWARENESS ABOUT THE LEAD PROBLEM CAN MAKE A BIG DIFFERENCE.**

---

## 7. Certification

I have received a copy of the Notice entitled "Protect your Family From Lead in Your Home".

Brunswick Housing Authority  
Brunswick, Georgia

\_\_\_\_\_  
*Address/Apartment Number*

\_\_\_\_\_  
*Print full name*

\_\_\_\_\_  
*Signature of Head of Household*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Signature of Spouse/Other Adult*

\_\_\_\_\_  
*Signature of Other Adult*

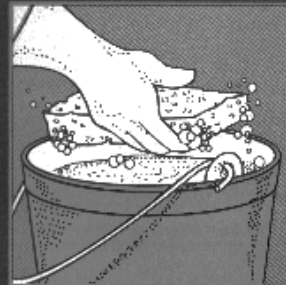
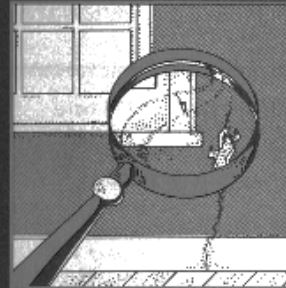
\_\_\_\_\_  
*Authorized Housing Representative*

Revised April 01, 2002

## Simple Steps To Protect Your Family From Lead Hazards

### If you think your home has high levels of lead:

- ◆ Get your young children tested for lead, even if they seem healthy.
- ◆ Wash children's hands, bottles, pacifiers, and toys often.
- ◆ Make sure children eat healthy, low-fat foods.
- ◆ Get your home checked for lead hazards.
- ◆ Regularly clean floors, window sills, and other surfaces.
- ◆ Wipe soil off shoes before entering house.
- ◆ Talk to your landlord about fixing surfaces with peeling or chipping paint.
- ◆ Take precautions to avoid exposure to lead dust when remodeling or renovating (call 1-800-424-LEAD for guidelines).
- ◆ Don't use a belt-sander, propane torch, high temperature heat gun, scraper, or sandpaper on painted surfaces that may contain lead.
- ◆ Don't try to remove lead-based paint yourself.



# Protect Your Family From Lead In Your Home

 United States  
Environmental  
Protection Agency

 United States  
Consumer Product  
Safety Commission

 United States  
Department of Housing  
and Urban Development



Recycled/Recyclable  
Printed with vegetable oil based inks on recycled paper  
(minimum 50% post-consumer) process chlorine free

I acknowledge receipt of a copy of **PROTECT YOUR FAMILY FROM  
LEAD IN YOUR HOME** from the Brunswick Housing Authority.

\_\_\_\_\_  
*Print Name - Head of Household*

\_\_\_\_\_  
*Signature - Head of Household*

\_\_\_\_\_  
*Print Name - Spouse / Co-Tenant*

\_\_\_\_\_  
*Signature - Spouse / Co-Tenant*

**January 18, 2017**

**January 18, 2017**



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## **NOTICE TO ALL BRUNSWICK HOUSING AUTHORITY RESIDENTS**

### **PEST CONTROL TIPS**

1. Good housekeeping is an important part of the pest control program. Your apartment should be as clean as possible. Do not save paper bags, cans or other items that roaches can feed on or live in. The pest control company will report any housekeeping problems to the management.
2. There are no allergic reactions to this treatment for those who suffer from asthma or associated lung disorders. This treatment is with an attractant bait formula and goes into cracks and crevices where roaches hide.
3. Following the first treatment do not spray or fog your apartment. This will make the bait treatment ineffective. Continually clean up all dead roaches from closets, drawers, etc. and dispose of the outside of your unit as soon as possible.
4. It is important that you report pest sightings to the management so that follow up service can be scheduled for the following month. This program as well as any other program, cannot work without the cooperation of the resident. There will be a \$100.00 charge to the resident for any unreported infestation and/or bug activity.

If you have any question or concerns contact your site manager.

\_\_\_\_\_  
*Signature of Resident*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Signature of Spouse/Other Adult*

**January 18, 2017**

*Date*



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## Important Notice

On June 20, 2003, HUD published a notice that reinstates the 8 hours community service requirement first implemented in QHWRA. The reinstatement of the COMMUNITY SERVICE REQUIREMENT requires:

**THAT EACH ADULT RESIDENT (18 YEARS OLD AND OLDER) OF PUBLIC HOUSING THAT IS NOT EXEMPT MUST PERFORM 96 HOURS PER YEAR (WHICH EQUALS TO 8 HOURS PER MONTH) OF COMMUNITY SERVICE WORK.**

The BHA shall provide an EXEMPTION from the COMMUNITY SERVICE requirement for any individual who:

Is 62 years of age or older

Is a blind or disabled as defined under the Social Security Act, and who is unable to comply with this section, or is the primary caretaker of such individual;

Is engaged in a work activity

Meets requirements for being exempt from having to engage in a work activity under the state program funded under part A of title IV of the Social Security Act, or under any welfare program of the state in which the public housing agency is located including a state administered Welfare-to-Work program; or

Is a family receiving assistance under a state program funded under Part A of title IV of the Social Security Act, or under any other welfare program of the state in which the public housing agency is located, including a state administered Welfare-to-Work Program, and has not been funded by the state of other administering entity to be in noncompliance with such program.

The BHA will re-verify exemption status annually except in case of any individual who is 62 years of age or older. We will permit residents to change exemption status during the year if status changes.

**Violation of the Community Service Requirement is grounds for non-renewal of your Brunswick Housing Authority's Lease at the end of the twelve (12) month term.**

\_\_\_\_\_  
*Signature of Head of Household*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Signature of Spouse/Other Adult*

**January 18, 2017**

*Date*



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## COMMUNITY SERVICE / SELF-SUFFICIENCY POLICY

The Quality Housing and Work Responsibility Act of 1998 requires Public Housing Residents age 18 and older to perform annually ninety-six (96) hours of Community Service (volunteer work) or participate in ninety-six (96) hours of training, counseling, classes or other activities that will help promote self-sufficiency and economic independency of an individual. ***This is a requirement of the Public Housing Lease.***

**Community Service:** *volunteer work includes but is not limited to:*

- Work at a local institution including, but not limited to; school, childcare center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.;
- Work with a non-profit organization that serves PHA residents or their children such as: Boy Scouts, Girl Scouts, Boys & Girls Clubs, 4-H Program, PAL, Garden Center, Community Clean-Up Programs, Beautification Programs, other youth or senior organizations
- Work at the Authority to help improve physical conditions
- Work at the Authority to help with children's programs
- Work at the Authority to help with senior programs
- Helping neighborhood groups with special projects
- Working through resident organization to help other residents with problems, serving an officer in a resident organization, serving on the Resident Advisory Board and
- Caring for the children of other residents so they may volunteer

**NOTE:** *Political activity is EXCLUDED*

**Self-Sufficiency Activities:** *activities that include but are not limited to:*

- Job readiness programs
- Job training programs
- **GED classes**
- Substance abuse or mental health counseling
- English proficiency or literacy (reading classes)
- Apprenticeships
- Budgeting and credit counseling
- Any kind of class that helps a person toward economic independence and
- Full time student status at any school, college or vocational school



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❖ **COMMUNITY SERVICE / SELF-SUFFICIENCY POLICY, CONTINUED**

**Exempt Adult:** *an adult member of the family who:*

- Is 62 years of age or older
- Is blind, disabled (*as defined under the Social Security Act*) and has a disability that prevents him/her from being gainfully employed
- Is the caretaker of a disabled person
- Is working at least 20 or more hours per week or
- Is participating in a welfare to work program

**Requirements of the Program:**

1. The ninety-six (96) hours per year may be either volunteer work or self-sufficiency program activity or a combination of the two
2. At least ninety-six (96) hours of activity must be performed each year. Individuals may perform the hours monthly or in any manner that they choose as long as the ninety-six (96) hours are performed annually. The Authority will make the determination whether to allow or disallow a deviation from the schedule
3. **Activities must be performed within the jurisdictional area of the Authority**

**Family Obligations:** *at execution of lease or re-examination after October 31, 2003, all adult members (18 and older) of a public housing resident family must*

- Provide documentation that they are exempt from Community Service Requirement if they qualify for an exemption
- Sign a certification that they have received and read this policy and understand that failure to comply with the Community Service Requirement will result in non-renewal of their lease
- At each annual re-examination, non-exempt family members must present a completed documentation form (to be provided by the Authority) of activities performed over the previous twelve (12) months for the first year only. If the community service hours are not done during the second annual, the tenant's lease will not be renewed. This form will include places for signatures of supervisors, instructors, or counselors certifying the number of hours contributed. If the community service hours are not done during the second annual re-examination, the tenant's lease will not be renewed.
- If a family member is found to be non-compliant at first annual re-examination, he/she and the head of household will sign an agreement with the Authority to make up the deficient hours over the next twelve (12) month period..

**Change in Exempt Status:**

- If during the twelve (12) month period, a non-exempt person become exempt, it is his/her responsibility to report the change to the Authority and provide documentation of such
- If during the twelve (12) month period an exempt person becomes non-exempt it is his/her responsibility to report the change to the Authority. The Authority will provide the person with the Compliance Certification Documentation Form and a list agencies in the community that provide volunteer and/or training opportunities





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❖ **COMMUNITY SERVICE / SELF-SUFFICIENCY POLICY, CONTINUED**

***Authority Obligation:***

1. Provide names and contacts that can provide opportunities for residents (including disabled) to fulfill their Community Service obligations. According to the Quality Housing and Work Responsibility Act, a disabled person is otherwise able to be gainfully employed and is not necessarily exempt from the Community Service Requirement.
2. Provide in-house opportunities for volunteer work or self-sufficiency programs
3. Provide the family with exemption verification forms and compliance certification forms and a copy of their policy at the initial application, lease execution and at the time of recertification.
4. Make the final determination as to whether or not a family member is exempt for the Community Service Requirement. Residents may use the Authority's Grievance Procedure if they disagree with the Authority's determination

***Non-compliance of family members:***

At least thirty (30) days prior to annual re-certification and/or lease expiration, the Authority will begin reviewing the exempt or non-exempt status and compliance of family members

A household member found to be in non-compliance will be required to enter into an agreement with the Authority and the head of household to make up the deficient hours over the next twelve (12) month period. Upon the second (2<sup>nd</sup>) annual recertification, as well as subsequent, failure to have complied with the Community Service Policy and provide all hours for years 1, and 2 (or subsequent) will be considered routine program violation and dispossession actions will be started. The Household will have no opportunity to "make up" hours after the second (2<sup>nd</sup>) year as a BHA resident.

If at the second (2<sup>nd</sup>) annual re-certification the household member is found to be still non-compliant, the lease will not be renewed and the entire family will have to vacate unless the non-compliant member agrees to move out of the unit and is removed from the lease

The family may use the Authority's Grievance Procedure to protest the lease termination.



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## COMMUNITY SERVICE COMPLIANCE CERTIFICATION

I/We have received a copy, read and understand the contents of the Brunswick Housing Authority's Community Service/Self-Sufficiency Policy.

I/We understand that this is a requirement of the Quality Housing and Work Responsibility Act of 1998, and that if I/we do not comply with this requirement my/our lease WILL NOT BE RENEWED.

\_\_\_\_\_  
*Signature of Head of Household*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Signature of Spouse / Co-Tenant*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Signature of Other Adult Member*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Signature of Other Adult Member*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Signature of Other Adult Member*

**January 18, 2017**

*Date*



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## **PARKING/PARKING PERMITS POLICY**

Parking in unauthorized areas is a violation of your lease. Vehicles illegally parked will be towed at owner's expense. Residents must park only in designated parking areas; parking on the grounds is prohibited. All vehicles parked on Housing Authority's property must have a Brunswick Housing Authority decal (with the exception of short term visitors). Decals for visitors may be obtained from your site office. To obtain the initial decal you must present proof of ownership and register vehicle with your site office. Vehicles parked on property **MUST** be operable with current license plates. Vehicles **MUST NOT** be repaired on grounds or designated parking areas.

This policy is applicable to Brunswick Housing Authority residents and their guest. This policy does not apply to Brunswick Housing Authority community buildings that are leased under a separate lease agreement. The agencies to which community buildings are leased are allowed under their agreements to host functions that are open to the community and as such having a parking decal permanent or temporary is not always feasible.

Every attempt will be made to keep C.A.P.A.C. officers informed of these community building lease agreements and the parking situation as it is known to the Brunswick Housing Authority. It will be expected that if a lessee of a community building or a member of the public visitor of the community building is given a ticket that it would be voided at the Brunswick Housing Authority's request.

\_\_\_\_\_  
*Signature of Head of Household*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Signature of Spouse or Co-Tenant*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Signature*

**January 18, 2017**

*Date*

BOARD APPROVED: 9/10/2014

POSTED: 9/16/2014

EFFECTIVE: IMMEDIATELY



**Angela L. Strickland, Executive Director**

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## **BRUNSWICK HOUSING AUTHORITY BARRING POLICY**

IN 1994, THE BRUNSWICK HOUSING AUTHORITY prepared a guideline on the code of conduct for residents and their visitors and guests. Residents were made aware that guests/visitors are their responsibility and violation of the code of conduct may result in disciplinary action INCLUDING BARRING and/or arrest of the guest and eviction and/or arrest of the tenant.

Non-residents who violate any of the prohibited acts or laws of the State of Georgia while on BRUNSWICK HOUSING AUTHORITY property are subject to being barred for one year, two years, three years, five years or indefinitely, depending on the circumstances of the infraction.

An individual barred from the BRUNSWICK HOUSING AUTHORITY'S PROPERTY will be arrested for criminal trespassing if found on said property.

The BRUNSWICK HOUSING AUTHORITY POLICY is zero (0) tolerance for residents who allow barred individuals in their unit.

Any resident allowing a barred individual admittance to their unit will BE EVICTED for their failure to comply with the rules and regulations of the BRUNSWICK HOUSING AUTHORITY BARRING POLICY.

\_\_\_\_\_  
*Signature of Head of Household*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Signature of Spouse/Co-Tenant*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Signature of Other Adult*

**January 18, 2017**

*Date*



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**BRUNSWICK HOUSING AUTHORITY  
CODE OF CONDUCT FOR  
RESIDENTS AND THEIR VISITORS/GUESTS  
AND BARRING GUIDELINES**

The philosophy of Public Housing from its beginning was to maintain the premises and neighborhoods in a decent, safe and sanitary condition.

In 1994, the Brunswick Housing Authority prepared a guideline on the Code of Conduct for residents and their visitors and guests. Residents were made aware that guest/visitors are their responsibility and violations of the Code of Conduct may result in disciplinary action including barring and/or arrest of the guest and eviction and/or arrest of the tenant.

**VISITORS:**

Visitors to all Public Housing Communities are warmly welcomed. However, the lease signed by each tenant makes him/her responsible for the conduct of his or her guest/visitor. Visitors are expected to act in an appropriate manner at all times and should limit their visit to the tenant's apartment and yard. Loitering and disturbing the residents of Public Housing will not be tolerated. Visitors should obey the "No Loitering" signs posted throughout Public Housing Communities and refrain from creating a disturbance.

Visitors and residents are expected to abide by all of the laws, which govern the conduct of any other citizen of Brunswick, Georgia. A violation of any such law or ordinance will be a violation of this policy. Some of the more obvious examples would be: arson, assault, battery, burglary, theft, robbery, criminal trespass, and criminal damage to property.

**OTHER EXAMPLES WOULD INCLUDE:**

**DRUG/ALCOHOL VIOLATIONS:**

1. The sale, use, possession or distribution of illegal drugs or sale of alcoholic beverages on Housing Authority property.
2. Possession of alcoholic beverages in an open container outside the residence, in a parking lot, street, or other common area is prohibited. Conduct in violation of the City of Brunswick open container ordinances also a violation of this policy. {Need to check ordinances}

**INTERFERENCE AND INTIMIDATION:**

Interference with and intimidation of Brunswick Housing Authority staff or a police officer is prohibited.

**THREATS OF HARM AND PROFANITY:**

Threats of harm or use of profanity towards Housing Authority staff or police officer.

**LOITERING/TRESPASSING:**

1. Loitering in areas which are posted "NO Loitering" or any conduct that constitutes loitering or prowling under the laws of this state.
2. Entry into an area not open to the public at the time of entry.



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**GAMBLING:**

Any activity which constitutes the offense of gambling under the laws of the State of Georgia.

**REFUSAL TO IDENTIFY SELF:**

Refusal to present sufficient identification to verify one's identity to Housing Authority staff or police officer.

**LOUD MUSIC:**

Playing loud music in an automobile, on Housing Authority property, or any activity that would constitute a violation of the City of Brunswick noise ordinance. {Need to check ordinance}

**FRAUD IN OBTAINING PUBLIC HOUSING:**

1. Violation of O.C.G.A. 16-9-55, which prohibits fraudulently obtaining or attempting to obtain public housing or reduction in public housing, rent and includes any person who assists another in violating this law.
2. Any visitor who is determined to be "staying" in public housing in violation of a tenant's lease or O.C.G.A. 16-9-55 will be barred and/or prosecuted.

**OTHER ILLEGAL ACTIVITIES:**

The above list of examples is for illustrative purposes only and is not all-inclusive. Any conduct that is an offense under the laws pertaining you the other residents of the City of Brunswick shall also be a violation of this policy and subject the offender to disciplinary action and/or arrest.

\_\_\_\_\_  
*Signature of Head of Household*

**January 18, 2017**

Date

\_\_\_\_\_  
*Signature of Spouse/Co-Tenant*

**January 18, 2017**

Date

\_\_\_\_\_  
*Signature of Other Adult*

**January 18, 2017**

Date

Revised April 01, 2002



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## PET POLICY

The Quality Housing and Work Responsibility Act of 1998 permits a resident of a dwelling unit in public housing to own no more than two (2) common household pets in the Housing Authority of the City of Brunswick, Georgia (hereinafter referred to as 'BHA') owned and/or operate developments in accordance with this pet policy.

### Definition

Common Household Pet means a domesticated dog, cat bird, fish, or turtle. The weight of the pet at its adult size may not exceed twenty-five (25) pounds and/or 18-20 inches (to the shoulder).

### Registration of Pet(s)

Prior to bringing any pet onto the premises governed by the Quality Housing and Work Responsibility Act of 1998, the resident must register the pet with the Brunswick Housing Authority and pay the applicable deposit(s). The resident must update the registration(s) at least annually to coincide with the annual reexamination of the resident income or at any other time management requests the information. The application for registration of the pet(s) includes:

- a) A certificate signed by a licensed veterinarian, or a state or local authority empowered to inoculate animals (or a designated agent of such an authority) stating that the pet has received all inoculations required by applicable state and local laws and that pet has been spayed or neutered.
- b) A completed pet information form that is sufficient to identify the pet and to demonstrate that it is a common household pet(s) as defined in this policy. The resident that is requesting an animal be allowed in the unit shall submit to the BHA prior to receiving approval a picture of that animal that is acceptable to the BHA.
- c) The name, address and phone number of two (2) responsible parties who agree to care for the pet if the resident dies, is incapacitated, or is otherwise unable to care for the pet.
- d) Payment of the applicable pet deposit as defined in Section III below, and
- e) A signed statement indicating that the resident has read the pet rules and agrees to comply with them.
- f) Display of rabies tag and/or have necessary documents upon request.

### I. Pet Deposit

Residents who own or keep pets in their units must pay a refundable pet deposit. This deposit is in addition to any other financial obligation generally imposed on residents of the development. The refundable pet deposit fee shall be \$300.00 for each pet the resident owns or keeps. There will also a non-refundable administrative fee of \$150.00 for each pet the resident owns or keeps. The BHA reserves the right to change or increase the required deposit by amendment to this policy.

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The BHA will use the pet deposit only to pay reasonable expenses directly attributed to the presence of the pet in the development, including but not limited to the cost of repairs and replacements, and fumigation of the resident's dwelling unit. If the resident is in occupancy when such costs occur the resident shall be billed for such cost as a current charge. When the resident moves from the development the BHA shall refund the unused portion of the pet deposit to the resident within a reasonable time. When the resident remains in the unit but no longer owns or keeps a pet in dwelling unit BHA shall credit the unused portion of the pet deposit to the resident's account.

## **II. General Rules**

1. Vicious and/or intimidating dogs will not be allowed
2. If a case is reported of a dog or cat attacking a person upon notification to the Management Office and or the Health Department will conduct an investigation. If the investigation reveals proof of the attack, the animal is to be removed from the premises by the owner within twenty-four (24) hours after the notification of findings.
3. All dogs and cats must be spayed or neutered, as applicable.
4. All cats must be de-clawed.
5. When taken outside the resident's unit, dogs and cats must be kept on a leash or carried and controlled by a responsible adult at all times.
6. Yards are considered part of a unit – feces are to be removed immediately and disposed of in properly sealed containers. Yards are to be maintained in an acceptable manner – no holes or bare spots due to animal's use of this space.
7. The resident shall be responsible for any shrub, lawn, or planting damage done by an animal.
8. Dogs and cats must have the appropriate tags at all time. The information on the tag shall include the name to the pet and the resident's name and address. Pet sitting or visiting is not allowed.
9. Birds must be kept confined to a cage at all times.
10. Turtles must be enclosed in an acceptable cage or container at all times.
11. Residents shall not permit their pet to disturb, interfere or diminish the peaceful enjoyment of other residents. The terms "disturb, interfere and diminish" shall include but not be limited to barking, howling, chirping, biting, scratching, and other like activities.





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12. Residents must provide litter boxes for cat waste, which must be kept in the dwelling unit. Residents shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary. Litter boxes must be changed at least once each week.
13. If a cat or dog does not allow authorized personnel in a unit to perform a task, the resident will be notified and given dated when the authorized personnel will return to the unit. Depending on the task the animal will either be removed from the unit or detained from the area where the task is to be done. The resident is responsible for containing the pet while the work is performed.
14. Residents shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times. If during an inspection of a unit an odor is present from an animal this will be noted on the inspection and the resident will be notified to correct the problem. If the presence of fleas is detected the resident will be responsible for the cost to exterminate the unit and any other unit that may be affected.
15. Pet waste must be disposed of in sealed plastic trash bags and placed in the trash container outside of the resident's apartment.
16. Residents are solely responsible for cleaning up pet droppings, if any, outside the unit and on facility grounds. Droppings must be disposed of by being placed in a sack and then placed in the trash container outside of the resident's apartment. Animals are to be refrained from urinating on shrubs, bushes, plants, etc. while being transported through the community.
17. Residents shall not alter their unit, patio or unit area in order to create an enclosure for any pet or by placing any apparatus (no animal houses or similar structure) in the yard area to house or protect the animal outside.
18. Residents are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without the written permission of the BHA.
19. If pets are left unattended for a period of twenty-four (24) hours or more, the BHA may enter the dwelling unit, remove the pet and transfer it to the responsible parties or proper authorities. The BHA accepts no responsibility for the animal(s) under such circumstances.
20. Pets are not allowed in common areas including community buildings, meeting areas or playgrounds.
21. The head of household or designated family member must be present during annual inspections of the unit.



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22. The resident shall properly display a decal on the front entrance door above the deadbolt lock, as provided by the BHA to inform everyone that the dwelling unit has an approved common household pet(s) inside.
23. If a report is received of any person beating, cruelly ill-treating, tormenting or otherwise abusing any animal or cause, instigate or permit any dogfight or other combat between animals and humans, the report shall be turned over to the proper authorities. If the reports are found to be valid the animal shall be removed from the unit immediately.

### **Canaries and Parakeets**

1. Canaries and Parakeets are permitted pets to be housed in units.
2. Only two (2) such permitted birds are allowed in one unit and are not to be housed for breeding purposes.
3. Parakeets means, that specific breed of bird and not any member of the Parrot family.
4. Birds are to be maintained so as not to create a health problem with their feeding material. For example, bird seed accumulating on the floor where rodents could enter the unit and feed from such accumulation.

### **Fish**

1. Gold or tropical fish may be maintained in the unit in an aquarium which contains not more than 30 gallons of water. Aquarium(s) not exceeding five gallons total weight may be kept with no pet deposit required.
2. At no time are fish to be kept that are considered to be vicious. For example a piranha or any other fish that is considered extremely voracious.

### **II Unauthorized Animals**

1. Unauthorized animals are any animals that are not addressed in the pet policy as allowable.
2. Any animal that is considered vicious will not be allowed to be housed in any unit. An animal that is considered vicious is any animal that constitutes a physical threat to human beings or other animals. Or any animal which due to its disposition and demonstrated hostile behavior in a manner which could reasonably cause injury to human beings or other animals, or any animal which has bitten or attacked a human being or other animal.
3. Unauthorized animals include but are not limited to the following:
  - a. Snakes
  - b. Lizards
  - c. Any fur bearing animals that are not considered a domestic cat.
  - d. Any fur hair bearing animals that are not considered a domestic dog
  - e. Any feathered animal other than a parakeet or canary.



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### **III Refusal to Register Pet(s)**

The BHA may not refuse to register a pet based on the determination that the head of household is financially unable to care for the pet(s). If the BHA refuses to register a pet, a written notification will be sent to the head of household stating the reason for denial and shall be served in accordance with HUD notice requirements.

The BHA has a right to refuse to register a pet:

- a) If a pet is not a common household pet as defined in this pet policy.
- b) If keeping the pet would violate any applicable House Pet Rule.
- c) If the resident fails to provide complete registration information in accordance with this policy or fails to annually update the pet registration.
- d) If the BHA reasonably determines, based on the resident's habits and practices, that the resident will be unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament may be considered as a factor in determining the prospective resident's ability to comply with the pet rules and other lease obligations.

The notice of refusal may be combined with a notice of a pet violation.

### **Pet Care**

All residents shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet(s). Care and medical information must be provided to the housing manager annually.

Residents must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Residents must agree to exercise courtesy with respect to other residents.

### **Violations**

Any violation of the general rules of this pet policy is grounds for removal of the pet from the resident's unit or termination of the resident's tenancy, or both, in accordance with the lease.

### **Exclusions**

The pet deposit will be waived for animals that assist persons with disabilities. 24 CFR 942.2 excludes animal that assist the handicapped from this pet policy. This exclusion applies to animals that reside in developments for the elderly and handicapped, as well as to animals that visit these developments. The BHA may not enforce or apply any pet rules against individuals with animals that are used to assist the handicapped, under Federal, State or Local Law.

To be excluded from the Pet Policy, the head of household must certify the following;

- a) That the animal has been trained to assist with the specified disability; and
- b) That the animal actually assists the person with the disability.

### **Conflicts with State, Local Law or Regulations**

If there is any applicable State, Local Law or Regulation that conflicts with any portions of the above pet policy, the State, Local Law or Regulation shall apply.



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Pet Type: \_\_\_ Dog \_\_\_ Cat \_\_\_ Bird \_\_\_ Turtle \_\_\_ Fish

Pet's Name: \_\_\_\_\_ Pet's Color: \_\_\_\_\_

Pet's Sex: \_\_\_\_\_ Pet's Age: \_\_\_\_\_

Pet's Breed: \_\_\_\_\_

\*\*\*\*\*

The following responsible parties have agreed to care for the above pet, if I should die, become incapacitated or otherwise unable to care for my pet:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

\_\_\_\_\_

Signature

January 18, 2017

Date

The following responsible parties have agreed to care for the above pet, if I should die, become incapacitated or otherwise unable to care for my pet:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_

\_\_\_\_\_

Signature

January 18, 2017

Date

\*\*\*\*\*

I have read the Pet Rules of the Housing Authority of the City of Brunswick, Georgia and I agree to comply with them.

Signature

January 18, 2017

Date

\*\*\*\*\*

**Attach certificates signed by a local veterinarian or a state or local authority that the above named pet has received all inoculations required by applicable state and local law and proof that the pet has been either spayed or neutered. Attach a photo of the above named pet(s).**

\*\*\*\*\*

Resident has paid a pet deposit of: \$ \_\_\_\_\_

Resident has paid a non-refundable fee of: \$ \_\_\_\_\_

January 18, 2017

Date

\_\_\_\_\_  
Leasing Specialist Signature

Affirmative Action / Equal Opportunity Employer



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### **Mold and Mildew Policy**

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.

\_\_\_\_\_  
*Signature Head of Household*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Signature of Spouse / Co-Tenant*

**January 18, 2017**

*Date*

\_\_\_\_\_  
*Signature of Other Adult*

**January 18, 2017**

*Date*



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**ATTENTION ALL BHA RESIDENTS**

The monthly preventive maintenance a/c filter change will take place beginning the first full week of each month. Housekeeping and utilities will be checked at this time. Since this reoccurs each month, further notices will not be distributed. Please, note this on your calendars. Reminders will not be distributed.

\_\_\_\_\_  
Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Other Adult

\_\_\_\_\_  
Date



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**Combined Trash Fee and Monthly Service Fee Authorization**

By signing below, I am voluntarily authorizing the Brunswick Housing Authority to deduct my household's monthly trash collection fee (\$16.00) AND my household's monthly maintenance service charge fee (\$10 family; \$9 elderly/disabled household) from my monthly utility reimbursement check/account. This deduction will be effective for the month following date below and will continue until such time that a) I withdraw authorization in writing OR b) my household's income increases to such a level that I no longer receive a monthly utility reimbursement check/account or that my utility reimbursement from the Brunswick Housing Authority is less than the a) monthly maintenance service charge fee amount and/or b) less than the combined total of the monthly maintenance service charge fee amount and the trash collection fee amount (\$16.00). I further understand that if at any time my utility reimbursement is not enough to cover the monthly charges it is my responsibility to pay the difference to the Brunswick Housing Authority. All charges are dealt with in the same manner as rent – all charges are due on the 1<sup>st</sup> of each month and considered late on the 5<sup>th</sup> of each month.

I understand that at any time I may withdraw authorization for this deduction by written statement delivered to my Site Office.

I also understand that should my household's income increase to the level that I no longer receive a utility reimbursement, or that my utility reimbursement from the BHA is less than the service charge(s), I will be responsible for paying the either the entire total of service fees or the difference of the service fees minus my utility reimbursement. All payments are to be made at the Administration Office, 1126 Albany Str., Brunswick, GA 31521.

\_\_\_\_\_  
Signature                      Date \_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Notary    \_\_\_\_\_  
Commission Stamp



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## Outside Play Equipment Policy

The following policy has been adopted for the benefit and well-being of all residents and is therefore considered to be a necessary and reasonable regulation promulgated by the Landlord. This policy shall therefore be considered a part of each and every tenant's lease.

The Brunswick Housing Authority, and its Board of Commissioners, has determined that certain outdoor play equipment can become dangerous and even fatal if not properly supervised and maintained. Due to this fact, the Board of Commissioners has adopted the following regulations to prohibit or limit certain outdoor play equipment as listed below.

Gasoline operated outdoor play items such as go-carts, motorcycles, motor scooters, 3 wheel or 4 wheel ATVs, etc. **shall not be allowed** on housing authority property.

Swimming or Wading Pools shall not be allowed to remain in the yard **without an adult being present**. When the swimming or wading pool is not being supervised by an adult, it must be emptied of all water and then properly stored inside the tenant's apartment or properly stored neatly in the rear yard area.

Weight-lifting Equipment shall not be allowed to remain in the yard or on the porch **without an adult being present**. When the weight-lifting equipment is not being used and supervised by an adult, it must be properly stored inside the tenant's apartment.

Swing Sets **shall not be allowed** except in the case of written approval from the Management of the Housing Authority and then only with proof of the tenant obtaining a general liability policy in the amount of \$500,000 with the Brunswick Housing Authority named as an additional insured.

Trampolines **shall not be allowed** except in the case of written approval from the Management of the Housing Authority and then only with proof of the tenant obtaining a general liability policy in the amount of \$500,000 with the Brunswick Housing Authority named as an additional insured.

Bounce Houses and other "bounce" equipment **shall not be allowed** except in the case of written approval from the Management of the Housing Authority and then only with proof of the tenant obtaining a general liability policy in the amount of \$500,000 with the Brunswick Housing Authority named as an additional insured.

Tenant must receive written approval from the Brunswick Housing Authority before installing any outdoor play equipment including the items listed above that are allowed.

**Failure to abide by this policy may cause a tenant's lease to be terminated and the tenant evicted.**

**Board approved: February 10, 2010**

**Effective: April 1, 2010**

\_\_\_\_\_  
Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse/Co Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Other Adult

\_\_\_\_\_  
Date





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Effective: August 2010

Lease Addendum – Credits and Overpayments

***Effective immediately:***

When a Public Housing resident shows an overpayment or credit on their financial account that is \$25.00 or less, the BHA will automatically apply (with the resident's permission) that credit to any and all balances including, but not limited to, maintenance charges, monthly reoccurring charges, rent, and trash fees. Should the amount owed the tenant be over \$25.00, the tenant will be contacted and given a choice of reimbursement or having the credit applied to account.

\_\_\_\_\_  
Signature of HOH

\_\_\_\_\_  
Date

\_\_\_\_\_  
Other Adult

\_\_\_\_\_  
Date

\_\_\_\_\_  
Other Adult

\_\_\_\_\_  
Date

\_\_\_\_\_  
BHA address



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**In Case of Emergency Provision**

Tenant designates the following: \_\_\_\_\_

Whose address is: \_\_\_\_\_  
\_\_\_\_\_

And whose phone number is: \_\_\_\_\_

(herein after referred to as the “Designee”) to remove any and all belongings in the Tenant’s unit in the event of Tenant’s death or incarceration (should the BHA have knowledge of such death or incarceration).

Tenant hereby authorizes the Brunswick Housing Authority (BHA) to notify Designee of Tenant’s death or incarceration (should the BHA have knowledge of such death or incarceration) in writing sent to the address provided by the Tenant in this provision.

Designee shall have fourteen (14) calendar days from the date of the written notification to Designee to remove any and all items from the Tenant’s unit. If after fourteen (14) days from the date of the aforementioned notification Designee fails to remove any and all items from the Tenant’s unit, Tenant hereby agrees that the BHA shall, in its sole discretion, dispose of any and all of Tenant’s belongings remaining in the Tenant’s unit.

Tenant further agrees that the BHA shall not be responsible for any items damaged in the transfer of Tenant’s belongings to Designee.

Tenant agrees to at his/her annual re-examination, to review the aforementioned Designee assignment and the Designee’s address/contact information and either **1)** re-appoint, in writing annually, the current Designee and provide any updated contact information including current address and contact telephone/cell number OR **2)** provide another Designee with his/her contact information including current address and contact telephone/cell number, who is capable of removing Tenant’s belongings in the event of death or incarceration (should the BHA have knowledge of such death or incarceration).

\_\_\_\_\_  
Signature of Tenant (HOH)

\_\_\_\_\_  
Date

\_\_\_\_\_  
BHA Address of Tenant

\_\_\_\_\_  
BHA Staff Signature (witness)

\_\_\_\_\_  
Date



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### **Bed Bug Lease Addendum – Effective November 9, 2011**

The Brunswick Housing Authority (BHA) recognizes the resurgence of bed bugs in this area and as such recognizes the significant concern to property managers, residents and pest control professionals. This addendum outlines resident responsibility and potential liability with regard to bed bugs.

**Representation and Inspection** – The BHA represents that it is not aware of any current infestations or presence of bed bugs in the unit. Resident should report alleged bed bug activity to the appropriate Site Manager immediately.

**Bed Bug Information** – Resident represents and agrees that he or she has read the information about bed bugs provided by the BHA and is not aware of any infestation or presence of bed bugs in the Resident's current or previous apartments/units, furniture, clothing or personal property and possessions and has fully disclosed to the BHA any previous bed bug infestation or issues. Resident further represents that the household has not been subjected to or living in an environment in which there was a bed bug infestation or presence. If the household has/was been subjected to such an environment, Resident represents that all infested items, clothing, furniture, linens have been properly cleaned and treated by a Pest Control firm that shall certify that such items are free of further infestation. In the event Resident discloses a previous experience of bed bug infestation, the BHA shall have the right to see documentation of the treatment from the Pest Control firm and inspect Resident's personal property and possessions to confirm the absence of bed bugs. Disclosure of previous experience with bed bug infestations cannot and shall not be basis for denial of occupancy.

**Used and Discarded Items** – Resident acknowledges that used, abandoned or discarded furniture, clothing and personal property may contain bed bugs which may infest the apartment and be extremely difficult to control and the costs associated with treating bed bugs are expensive. Resident agrees that the household will not allow such property to enter the unit without confirming the absence of bed bugs or having such items properly and professionally cleaned and treated by a Pest Control firm before bringing such items into the units.

**Resident Cooperation** – Resident shall allow the BHA maintenance staff and/or Pest Control firm to have full access to the unit at reasonable times and hours for inspection, pest control and treatment of bed bugs if any exist. Resident, household, guests, invitees shall cooperate and shall not interfere in any way with inspection or treatments. Interference will constitute a material breach of the lease agreement and dispossession actions shall be taken.

If a bed bug infestation or presence is confirmed in the unit, Resident, household, guest and invitees must cooperate and coordinate with the BHA and the Pest Control firm to treat and attempt to eliminate the bed bugs. Resident and household must follow all directions of BHA and the Pest Control firm to treat the units. The BHA and the Pest Control firm shall have the right to set all conditions necessary for inspection and treatment of the premises for the presence or infestation of bed bugs. The Resident is required to remove or dispose of personal property that cannot be treated or cleaned in the opinion of the Pest Control firm. The BHA and the Pest Control firm will be held harmless for any loss or damages to such personal property. Failure to comply shall constitute a material breach of the Lease and this Addendum and dispossession actions will be taken. Renter's Insurance is encouraged.

**Notification by Resident** – Resident shall promptly notify the BHA of any conditions that may indicate the presence of bed bugs in the unit or on any of the Resident's clothing, furniture, and/or personal property. Resident shall promptly notify the BHA of any recurring or unexplained bites, irritations, sores of the skin or body which Resident believes are occurring from bed bugs or from any condition or pest believed to be within the unit. Resident shall promptly notify the BHA if any condition is discovered that is believed to be evidence that might indicate the presence or infestation of bed bugs. Resident shall not try to treat the unit for a bed bug infestation on his or her own or hire any outside pest control company and acknowledges that the BHA has the full right to select its own Pest Control firm to perform treatments within the BHA policies and procedures. Failure to comply shall constitute a material breach of the Lease and this Addendum and dispossession actions will be taken.

**Treatment** – The Brunswick Housing Authority shall have the sole right to select the Pest Control firm and method of treatment in the case of confirmed bed bug infestation or presence. Resident must follow all protocols or directions from the BHA and/or the Pest Control firm regarding preparation, treatment, disposal and prevention. Failure to comply shall constitute a material breach of the Lease and this Addendum and dispossession actions will be taken.



**Angela L. Strickland, Executive Director**

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**Transfers** – If Resident is allowed to transfer to another unit, Resident must have personal property and possessions professionally treated by a Pest Control firm prior to transfer in accordance with instructions from the BHA and the Pest Control firm, in order to prevent further infestation or spreading of bed bugs to another unit or community. Transfers are not guaranteed, even if the Resident is deemed by the BHA and/or the Pest Control firm to not be at fault. Resident and household will not be eligible for a transfer if the BHA or the Pest Control firm find evidence that the resident, household, guest and/or invitees cause or are responsible for the infestation or presence of bed bugs in the unit. Resident will not be eligible for transfer or continued occupancy if the BHA or the Pest Control firm determine that the Resident, household, guests or invitees have not followed instructions, protocol and/or procedures mandated by the BHA and the Pest Control firm for the preparation, treatment and prevention of bed bug infestation or presence. Failure to comply shall constitute a material breach of the Lease and this Addendum and dispossession actions will be taken.

**Treatment Charges** - It is the policy of the Brunswick Housing Authority to treat units where validated reports of bedbugs exist. The tenant is responsible for following all treatment requirements, including but not limited to the disposal of mattresses and furniture, the cleaning of baseboards and linens, and all other steps needed to ensure successful treatment of unit and the eradication of the infestation. The Brunswick Housing Authority will not charge the tenant for the initial treatment of the unit. However, should the tenant willfully disregard written treatment follow up steps and requirements, all future treatments for bed bugs will be charged against the tenant's maintenance account and will be due in full no later than the 5<sup>th</sup> of the month following subsequent treatment; multiple reports of bed bug infestations/failure to follow requirements will result in dispossession actions being taken against the household.

**Damages** – Under no circumstances shall the BHA or the Pest Control firm or the Resident be liable to each other for punitive damages for breach of contract related to bed bugs. Residents are strongly encouraged to secure renter's insurance in order to cover damages as outlined in their policy. Under no circumstances shall the BHA or the Pest Control firm be liable to the Resident for damages, disposal or replacement of personal possessions or property as related to bed bugs.

**Lease Termination** – In the event that the Resident willfully disregards written treatment follow up steps and requirements, all future treatments for bed bugs will be charged against the tenant's maintenance account and will be due in full no later than the 5<sup>th</sup> of the month following subsequent treatment; multiple reports of bed bug infestations/failure to follow requirements shall result in dispossession actions being taken against the household.

**Invalid Provisions** – If any portion or provision of this addendum is declared to be invalid or unenforceable, the remaining portions shall be severed and survive and remain enforceable. The court shall interpret and construe the remaining portion of this addendum so as to carry out the intent and effect of the parties.

\_\_\_\_\_  
Printed Name HOH

\_\_\_\_\_  
Date

\_\_\_\_\_  
BHA Address

\_\_\_\_\_  
Signature of HOH

\_\_\_\_\_  
Other Adult

\_\_\_\_\_  
Other Adult

\_\_\_\_\_  
Other Adult