



Lancaster City
Housing Authority

Residential Lease Agreement

Revised and Adopted August 19, 2008

Housing Authority of the City of Lancaster

RESIDENTIAL LEASE AGREEMENT

Revised and adopted on August 19, 2008

THIS LEASE IS IN TWO PARTS:

Part I...establishes the terms and conditions of the Lease.

These apply to all Residents.

Part II...is a sample Lease contract.

This is executed by the Resident and LCHA, includes Part I Terms and Conditions (by reference) and the following information specific to each family's circumstances:

- Identification of all members of Resident household by relationship to the Head of the Household, their social security numbers, ages (at the time of Lease execution) and dates of birth;
- Unit address, occupancy date and unit number;
- Pro-rated and full monthly rent amount, security deposit required, pro-rated and full monthly utility allowance provided (if any), pro-rated and full monthly utility reimbursement (if any) and the amount of any other charges due under the Lease;
- Utilities and appliances provided by the LCHA with the unit;
- All pamphlets or informational materials provided to Resident;
- Signature line for the parties to the Lease (all adult members of Resident household must sign the Lease);
- Emergency telephone number for Residents to use if maintenance problems arise with the unit outside of normal LCHA working hours.

Housing Authority of the City of Lancaster

SECTION 504 EQUAL ACCESS STATEMENT

All Residents receive a copy of the Lease. If you are a person with disabilities and need help understanding the Lease, the LCHA will provide assistance to you. A copy of this Lease is kept at all office locations listed on Page 4. All LCHA offices are accessible, but you **must** phone ahead to arrange for assistance should you require it. The person with disabilities is responsible for providing his/her own transportation to and from the locations where this document is kept. Arrangements can be made with Residents of the LCHA to have a copy of the Lease delivered to their unit.

Assistance to ensure equal access to this document will be provided in a confidential manner and setting. All hearings or meetings required by this Lease or the Grievance Procedure will be conducted in an accessible location with appropriate assistance provided.

For persons with mobility impairments -- The LCHA will provide a staff person during the hours listed on Page 4 to assist a person with a mobility impairment examine the Lease. We ask that you first call the office at which you would like to examine the Lease so that a staff person is available to assist you should you require it.

For persons with vision impairments -- LCHA will provide a staff person during the hours listed on Page 4 to assist a person with vision impairments in reviewing this Lease. Assistance may include: describing the contents of the Lease, reading the Lease or sections of the Lease, providing a large type version of this Lease or providing other appropriate assistance. We ask that you first call the office at which you would like to examine the Lease so that a staff person will be available to assist you should you require it.

For a person with hearing impairment -- The LCHA will provide a staff person during the hours listed below to assist a person with hearing impairment review the Lease. You can call our **TDD (717) 397-7081** during regular business hours to make an appointment to examine the Lease at any of the LCHA offices listed below. Assistance may include the provision of a deaf interpreter at a time convenient to both the LCHA and the person with hearing impairment. We ask that you call first so that a staff person will be available to assist you should you require it.

All LCHA offices are open Monday through Thursday between the hours of 8:00 AM to 4:30 PM. and on Fridays from 8:00 AM to 3:00 PM. Appointments to examine the Lease will be scheduled from 9:00 AM to 11:00 AM and 1:00 PM to 3:00 PM.

For your convenience a list of the site offices is provided below:

Site Office Location	Phone #	
Franklin Terrace - 630 Almanac Avenue	397-2408	
Susquehanna Court - 315 Susquehanna Street Scattered Sites	397-2406	
Farnum Street East - 33 East Farnum Street Church Street Towers - 333 Church Street	397-2835	Ext. 3421 or Ext. 3420

Housing Authority of the City of Lancaster

-- PART I -- RESIDENTIAL LEASE AGREEMENT TERMS AND CONDITIONS

THIS AGREEMENT is between the Housing Authority of the City of Lancaster, hereafter called "LCHA" or the "Authority," and the Resident named in Part II of this Lease, hereinafter called the "Resident." Where applicable, the terms and conditions of this Lease will be listed according to the responsibilities of each party.

I. DESCRIPTION OF PARTIES AND PREMISES

- A.** The LCHA, relying upon the representations of Resident as to Resident's income, family composition, and housing needs, hereby leases to Resident, upon the terms and conditions hereinafter set forth, the property (hereinafter called "premises" or "dwelling unit") described in Part II of the Lease Agreement, subject to the terms and conditions of this Lease.
- B.** Said premises are to be occupied exclusively as a private residence, solely for the Resident and the family members named on Part II of the Lease Agreement. LCHA may, by prior written approval, consent to Resident's use of the unit for legal profit-making activities.
- C.** Additions to the household members named on the Lease including live-in aides and foster children, but excluding natural births, require the advance written approval of the Authority. Such approval will be granted only if the new family members pass the Authority's screening criteria and a unit of the appropriate size is available. Permission to add live-in aides and foster children shall not be unreasonably refused.

Resident further agrees to await the Authority's approval prior to allowing additional persons to move into the leased premises. Failure on the part of the Resident to comply with this provision will allow the Authority to terminate the Lease in accordance with Section XIV herein.

- D.** Deletions from the household members named on the Lease, due to any reason whatsoever, shall be reported by the Resident to the LCHA within ten (10) days of the occurrence.

II. LEASE AND AMOUNT OF RENT

- A.** Unless otherwise modified or terminated in accordance with Section XIV of the Lease, this Lease shall automatically be renewed for successive terms of one year. After the first year of tenancy, the Resident must give the Landlord 30 days' written notice before moving. If the Resident decides to move prior to completing one year of residency, or if a full 30 days' notice is not given, the Resident shall be liable for rent to the end of the lease/notice period or to the date the dwelling unit is re-rented, whichever date comes first.
- B.** The rent amount and period is stated in Part II of this Lease. The amount of the Total Resident Payment and Resident Rent shall be determined by the LCHA in compliance with HUD regulations and requirements and in accordance with the LCHA's Admissions and Occupancy Policy. The LCHA has established a minimum rent of \$ 25.00. Rent shall

remain in effect unless adjusted by the LCHA in accordance with Section VII herein.

- C. Rent is DUE and shall be PAYABLE in advance on the first day of each month and shall be considered late after 2:00 PM the seventh calendar day of the month. Rent may include utilities as described in Section VI, and includes all maintenance service or repair charges incurred due to damages considered beyond normal wear and tear.
- D. When the LCHA makes any change in the amount of Total Resident Payment or Resident Rent, the LCHA shall give written notice to Resident. The notice shall state the new amount, and the date from which the new amount is applicable. Rent re-determinations are subject to the Administrative Grievance Procedure. The notice shall also state that Resident may ask for an explanation of how the amount is computed by the LCHA. If Resident asks for an explanation, the LCHA shall respond in a reasonable time.

III. OTHER CHARGES

- A. In addition to rent, the Resident is responsible for the payment of certain other charges specified in this Lease. The type(s) and amount of other charges are specified in Part II of this Lease Agreement. Other charges can include:
 - 1. **Maintenance costs** -- Labor and materials for services or repairs due to intentional or negligent damage to the dwelling unit, common areas or grounds beyond normal wear and tear caused by Resident, household members or by guests. When the Authority determines that maintenance service is not due to normal wear and tear, the Resident will be charged for the cost of such service, either in accordance with the Schedule of Maintenance Charges posted by the Authority or (for work not listed on the Schedule of Maintenance Charges) based on the actual cost to the Authority for the labor and materials needed to complete the work.
 - 2. **Excess Trash Removal** -- This includes charges for the removal of large furniture items and disposal of resident owned appliances.
 - 3. **Excess Utility Charges** -- Where utilities are provided by the LCHA, a charge shall be assessed for excess utility consumption due to the operation of Resident supplied major appliances. (Also see Section VI of this Lease.) This charge does not apply to Residents who pay their utilities directly to a utility supplier.
 - 4. **Late charge** -- The Resident will incur a late charge of \$20.00 if the rent is not paid by 2:00 PM on the 7th of each month. Should the 7th fall on a holiday or weekend, the Resident will have until 2:00 PM on the next business day to pay the rent before incurring a late charge. A check returned for non-sufficient funds shall be considered non-payment of rent and in addition to the late charge, a returned check fee will be charged commensurate with the banks fee to the LCHA.
- B. The LCHA shall provide written notice of the amount of any charge in addition to Resident Rent, and when the charge is due. Charges in addition to rent are due no sooner than thirty (30 days after Resident receives the LCHA's written notice of the charge.

IV. PAYMENT LOCATION

- A. Rent and other charges shall be paid at the designated locations specified in Part II of this Residential Lease.

V. SECURITY DEPOSIT

- A. New Residents must pay a minimum **\$300.00** security deposit to the LCHA at the time of admission. Residents with pets must pay a pet deposit. The amount of the security and/or pet deposit required is specified in the lease. The amount of the security deposit will be the greater of the Total Tenant Payment or the minimum deposit. The LCHA may permit installment payments of security deposits when security deposit is \$300 or more. However, no less than one-third of the required deposit must be paid before occupancy. The remainder of the deposit must be paid within 90 days.
- B. All security deposits over \$100.00 will be deposited in an escrow account in a local bank and will remain there as long as the Resident occupies the unit.
- C. The amount of the security deposit, less any amount needed to pay the cost of:
- Unpaid Rent;
 - Damages listed on the Move-Out Inspection Report that exceed normal wear and tear;
 - Other charges under the Lease (an administrative fee of 1%)

will be returned to the Resident within 30 days after move out and Resident's notification of a new address. The Resident must leave the dwelling unit in a clean and undamaged (beyond normal wear and tear) condition and must furnish a forwarding address to the LCHA. All keys to the unit must be returned to Management upon vacating the unit.

The LCHA will provide the Resident or the person designated by the Resident with a written list of any charges against the security or pet deposits. If the Resident disagrees with the amount charged to the security or pet deposits, the LCHA will provide a meeting to discuss the charges.

- D. The LCHA will refund the pet deposit, less the costs of any damage caused by the pet to the dwelling unit, upon removal of the pet or the owner from the unit. The LCHA will return the pet deposit to the former Resident or to the person designated by the former Resident in the event of the former Resident's incapacitation or death.
- E. The LCHA will not use the security deposit for payment of rent or other charges while the Resident is living in the unit. If the Resident transfers to another unit, the LCHA will transfer the security deposit to the new unit. The Resident will be billed for any maintenance or other charges.

VI. UTILITIES AND APPLIANCES

A. LCHA's Responsibilities --

1. As part of the rent the LCHA will pay for water and sewer for household use.
2. If indicated by an "[X]" on Part II of this Lease, the LCHA will provide the indicated utility: electricity, natural gas, etc. The LCHA will not be liable for the failure to supply utility service for any cause whatsoever beyond its control.
3. The LCHA will provide a cooking range and refrigerator.

B. Resident Responsibilities --

1. Resident agrees not to waste the utilities provided by the Authority, to use the utility only for household purposes, and to comply with any applicable law, regulation, or guideline of any governmental authority or rules set by the LCHA for the regulation or conservation of utilities or fuels.
2. Residents who are responsible for payment of their own utilities and have been given an allowance to do so are required to make payments to the utility supplier(s) when due. A third party notification must be signed by the Resident so the Housing Authority is aware of past due utility charges. Residents failing to make payment(s) to the supplier when due, resulting in frequent overdue notices and termination of service by the supplier, thereby causing substandard housing, will have their Lease terminated. The utility must remain in the Resident's name and cannot be transferred to the LCHA or other third party without the Authority's consent.
3. Resident agrees to abide by any local ordinance restricting or prohibiting the use of space heaters (this includes any type of kerosene or oil space heaters) in multi-family dwelling units.
4. In the high rise buildings, major electrical appliances such as air conditioners, freezers or extra refrigerators may be installed and operated only with the prior written approval of the Authority. A monthly service charge will be payable by the Resident for the electricity used in the operation of such appliances, per the schedule posted in the development office and which is available for inspection and copying by the Resident. The monthly charge for an air conditioner is charged over a twelve month period (August to July).

C. Utility Allowance -- Tenant Paid Utilities

1. If the development in which the resident lives does not supply electricity or natural gas, a utility allowance shall be established appropriate for the size and type of the dwelling unit. The Total Tenant Payment less the allowance for the utilities equals Tenant Rent. If the allowance exceeds the Total Tenant Payment, the Authority will pay a Utility Reimbursement to the utility supplier each month. LCHA may change the allowance at any time during the term of the Lease, and shall give Resident sixty (60) days written notice of the revised allowance along with any resultant changes in Resident Rent or Utility Reimbursement.
2. If the Resident's actual utility bill exceeds the utility allowance, Resident shall be responsible for paying the actual bill to the supplier. If Resident's actual utility bill is LESS than the utility allowance, Resident shall receive the benefit of such saving.
3. Changes in the utility allowance will be applied at the Resident's next annual or interim certification, whichever occurs first after the new allowances are approved.
4. Residents who choose the flat rent option are not eligible for the utility allowance.

VII. TERMS AND CONDITIONS

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

- A. Resident shall use and occupy the premises exclusively as a private dwelling for the Resident and other household members listed on the Lease. With the prior written consent of LCHA, members of the household may engage in legal profit making activities in the dwelling unit, as long it will not disturb neighbors, increase traffic or result in an increase of LCHA supplied utilities.

This provision permits reasonable accommodations to Resident's guests or visitors. Resident must report any guests staying for more than two (2) nights. Approval may be given for accommodations to Resident's out of town guests for a period not to exceed thirty (30) days. Visits exceeding 30 days will not be authorized by LCHA unless medical or other extenuating family circumstances exist. Visitors who will provide medical or child care assistance may be permitted in the residence provided they are reported to the Housing Administrator within forty-eight (48) hours of their arrival.

- B. The Resident shall comply with all laws affecting the use or occupancy of the premises and with all Federal regulations now or hereafter established or modified.

- C. **Ability to comply with the terms of the Lease** -- If during the term of this Lease, the Resident, by reason of physical or mental impairment is no longer able to comply with the material provisions of the Lease (e.g. failure to maintain the premises in a clean, safe and livable condition; inability to care for his/her own physical needs; being disruptive, abusive, or otherwise interfering with the quiet enjoyment of other residents) and cannot make arrangement for someone to aid him/her in complying with the Lease, and the LCHA cannot make any reasonable accommodation that would enable the Resident to comply with the Lease, then the LCHA will refer the Resident, or third party designated by the Resident, to the appropriate social service agency in an effort to find more suitable housing. If there are no family members willing or able to take responsibility for moving the Resident, LCHA will attempt to work with the appropriate social service agencies to secure suitable housing and terminate the Lease. At the time of admission, all Residents must designate a family member or third party to be contacted if they become unable to comply with the terms of this Lease.

- D. **Re-determination of Rent, Dwelling Size, and Eligibility** (will be determined based on Admission and Occupancy Policy) -- Rent is due and owing for the premises in the amount as fixed in Part II of the Lease Agreement until amended through the process described below.

1. As a material provision of the Lease, Resident agrees and promises to supply the Authority at least once each year, with accurate information as to: family composition, age of family members, income and source of income of all family members, assets, and related information necessary to determine eligibility, annual income, adjusted income, and rent. All adult members of the household must attend the annual recertification appointment.
2. The status of each family is to be re-examined and rent re-determined at least once a year. Families may change rent calculation methods at any re-certification. Families who have chosen the flat rent option may request a reexamination and change to the formula/income method at any time if: the family's income has decreased; their on-going expenses for such purposes as child care and medical care have changed; or any other

circumstances that create a hardship for the family that would be alleviated by a change.

3. All changes in family composition must be reported to the Housing Administrator within ten (10) days of the occurrence. Failure to report within the 10 days may result in a retroactive rent charge.

Persons added to the Resident's household must meet LCHA's eligibility and screening criteria as defined in the Admissions and Occupancy Policy. New household members must be suitable tenants, and will be screened by the Authority to determine suitability. The Resident must understand that the approval of additions to the household is not automatic.

This Lease **will not** be revised to permit a change of family composition resulting from a request to allow adult children to move back into the unit unless it is determined that the move is essential for the mental or physical health of the Resident **and** it does not disqualify the family for the size unit it is currently occupying.

E. Resident Obligation To Repay -- Residents who pay rent based on income shall reimburse the LCHA for the difference between the rent that was paid and the rent that should have been charged if proper notice of income change had been given and if the following circumstances occur:

1. Resident does not submit rent review information by the date specified in the Landlord's request; or
2. Resident submits false information at admission or at annual, special, or interim review.

Resident is not required to reimburse the LCHA for undercharges caused solely by the LCHA's failure to follow U.S. Department of Housing and Urban Development's procedures for computing rent.

F. Transfers

1. Resident agrees that if the LCHA determines that the size or design of the premises is no longer appropriate to Resident's needs, or does not conform to the Occupancy and Assignment Standards as described in the Admissions and Occupancy Policy, the LCHA may send the Resident a fifteen (15) day Notice of Transfer. Resident further agrees to accept a new Lease for a dwelling unit of the appropriate size or design.
2. LCHA may move a Resident into another unit if it is determined necessary to rehabilitate the Resident's unit.
3. A Resident may request a transfer when there has been a verified threat of physical harm or criminal activity.
4. If a Resident makes a written request for special unit features in support of a documented disability or handicap, LCHA shall have the choice to modify Resident's existing unit or transfer Resident to another unit with the features requested.
5. A Resident without disabilities who is housed in a unit with accessible features must transfer to a unit without such features should a Resident with disabilities need the unit.
6. Resident is required to move into the dwelling unit made available by LCHA and has

three (3) days time in which to move following the execution of the new Lease. If Resident refuses to move, the Authority may terminate the Lease in accordance with Section XIV.

7. Involuntary transfers are subject to the Grievance Procedure, and no such transfers may be made until either the time to request a Grievance has expired or the procedure has been completed.
8. LCHA will consider any Resident requests for transfers in accordance with the transfer priorities established in the Admissions and Occupancy Policy.

VIII. LCHA'S OBLIGATIONS

LCHA shall be obligated:

- A.** To maintain the premises and the development in a decent, safe, and sanitary condition.
- B.** To comply with the requirements of applicable building codes, housing codes, and HUD regulations materially affecting health and safety.
- C.** To make necessary repairs to the premises.
- D.** To keep buildings, facilities, and common areas, not otherwise assigned to the Resident for maintenance and upkeep, in a clean and safe condition.
- E.** To maintain electrical, plumbing, sanitary, heating, ventilating, and other facilities and appliances, including elevators supplied or required to be supplied by the LCHA in good and safe working order and condition.
- F.** To provide and maintain appropriate receptacles and facilities (except containers for the exclusive use of an individual Resident family) for the deposit of garbage, rubbish, and other waste removed from the premises by the Resident as required in Paragraph IX.U.
- G.** To supply running water and reasonable amounts of hot water and reasonable amount of heat at appropriate times of the year according to local custom.
- H.** To notify Resident of the specific grounds for any proposed adverse action by the LCHA. Such adverse action includes, but is not limited to, a proposed Lease termination, transfer of Resident to another unit, or imposition of charges for maintenance and repair, or for excess consumption of utilities. When the LCHA is required to afford Resident the opportunity for a hearing under the LCHA Grievance Procedure for a grievance concerning a proposed adverse action:
 1. The Notice of the proposed adverse action shall inform Resident of the right to request such hearing. In the case of Lease termination, a Notice of Lease Termination that complies with Section XIV. "B" and "C" of this Lease shall constitute adequate notice of proposed adverse action.
 2. In the case of a proposed adverse action other than a proposed Lease termination, the LCHA shall not take the proposed action until the time to request such a hearing has

expired or (if the hearing was timely requested) the grievance process has been completed.

IX. RESIDENT'S OBLIGATIONS

Resident shall be obligated:

- A.** Not to assign this Lease, nor sublet or transfer possession of the premises.
- B.** Not to give accommodation to boarders or lodgers or long term guests. Repeated overnight accommodations given to the same individual(s) will be considered taking in roomers or boarders and be in violation of the Lease. Accommodations may not be given to long term guests without the advance written consent of the LCHA. Resident will not be given permission to allow a former Resident of the Authority who has been evicted to occupy or visit the unit for any period of time. Allowing persons not on the lease to receive mail at Resident's address will constitute establishing a residence for that person in violation of the lease.
- C.** To use the premises solely as a private dwelling for Resident and Resident's household as identified in Part II of the Lease, and not to use or permit its use for any other purpose unless expressly permitted by LCHA in accordance with Section I. "B" of this Lease. This restriction on use of the premises does not include occasional baby-sitting for friends or neighbors.

This provision includes the care of foster children or live-in care of a member of Resident's family provided the accommodation of such persons conforms to the Authority's occupancy standards, and written approval has been received from LCHA.

- D.** To abide by necessary and reasonable policies and procedures as declared by the LCHA for the benefit and well being of the housing development and the Residents. These policies and procedures are incorporated by reference in this Lease. Copies may be obtained upon request and are available for review in all development offices. Violation of such policies and procedures constitutes a violation of the Lease.

Policies/Procedures include but are not limited to:

- Pet Policy
- Parking Policy
- Water Conservation Policy
- Exterior Care Policy
- Procedure for Handling Repair Charges
- Live In Aide Policy
- Transfer Policy
- Fraud Policy
- Community Service Policy
- Extermination Policy

- E.** To use only in a reasonable manner all electrical, sanitary, heating, ventilating, air-conditioning, elevators, and other facilities. Laundry facilities in the high rise buildings are for resident use only.

- F.** To keep the premises and such other areas as may be assigned to the Resident for his/her exclusive use in a clean and safe condition. This includes keeping front and rear entrances and walkways for the exclusive use of the Resident free from snow, ice, and trash. Exceptions to this requirement may be made if no household members are able to perform such tasks because of age or disability.
- G.** To make no alterations or repairs or redecorations to the interior or exterior of the premises or to the equipment, or install additional equipment or major appliances without written consent of the Authority. To make no changes to locks, install new locks, or install home security devices/systems. To not use adhesive picture hangers, or fasteners in or on any part of the premises. In addition, Resident shall not:
1. Apply contact paper, cork tiles, or mirror tiles to any interior surface area, fixture, or appliance in the premises;
 2. Install any floor coverings, such as carpet, tile, linoleum, or sheet vinyl, that require glue, nails, or adhesives to be applied to the existing floor of the premises. (The Resident is permitted to lay loose carpeting over existing floor surfaces.); or
 3. Deface the exterior or interior surfaces of any appliance and/or cabinets provided by the Authority.
- H.** To give prompt prior notice to the Authority of Resident's leaving premises unoccupied for any period exceeding 10 days. Said notice shall not render the Authority responsible for any personal property of any nature or description left in or on the leased premises during the Resident's absence.
- I.** To insure that the Resident, members of his or her household, guests, or other persons who are on the premises with Resident's consent, conduct themselves in a manner which will:
1. Not disturb Resident's neighbor's peaceful enjoyment of their accommodations;
 2. Be conducive to maintaining the development or neighborhood in a decent, safe, and sanitary condition. This includes not consuming or possessing open containers of alcoholic beverages on LCHA common areas, buildings and grounds.
- J.** To assure that Resident, any member of the household, a guest, or another person under Resident's control, shall not engage in:
1. Any violent or drug-related criminal activity on or off the premises including the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell distribute or use of any controlled substance or possession of drug paraphernalia;
 2. Any criminal activity that threatens the health, safety or right to peaceful enjoyment of LCHA's premises by other residents or the neighborhood by its neighbors;

Any activity in violation of the preceding paragraphs shall be cause for termination of tenancy and for eviction from the unit.

A Lancaster City Police drug surveillance dog may be brought into the LCHA common areas on occasion to check for illegal drug activity.

- K.** To act in a cooperative manner with Authority staff. To refrain from and cause members of Resident's household or guests to refrain from acting or speaking in an abusive or threatening manner towards Authority staff. Use of expletives that are generally considered insulting, racial epithets or other language, written or oral, that are customarily used to insult or intimidate, may be cause for termination. "Threatening" refers to oral or written threats or physical gestures that communicate an intent to abuse or commit violence. Actual physical abuse or violence will always be cause for lease termination.
- L.** To refrain from, and to cause household and guests to refrain from destroying, defacing, damaging, or removing any part of the premises or development. The use of paint guns or any paint materials used for graffiti on LCHA property are prohibited.
- M.** To pay reasonable charges (other than for wear and tear) for the repair of damages to the dwelling unit, development buildings, facilities or common areas caused by the Resident, his household members or guests.

The Resident is required to report any incident of vandalism or damage to the premises to the Authority or police department. The Resident must notify the Authority and if necessary, the police immediately and, if possible, identify the person(s) involved. Failure to notify the Authority or the police concerning damage to their premises may result in Resident liability for the cost of the repairs.

- N.** To observe the following rules regarding weapons:
 1. Not to display or use, or allow members of the Resident's household or guests to display or use any firearms, BB guns, pellet guns, machetes, other offensive weapons, or paraphernalia as defined by the laws and courts of the Commonwealth of Pennsylvania in a manner that endangers life or property.
 2. To keep firearms stored on the premises in a manner approved by the Authority. Firearms will be secured in a locked gun cabinet, or locked storage container. Key type trigger locks will also be considered as an acceptable means of securing weapons. All firearms must be unloaded when stored.
 3. To provide the Authority with a copy of the applicable permit or registration as required by State or Federal Law for any weapon or firearm kept on the premises.
- O.** To comply with the requirements of applicable State and local building and housing codes materially affecting health and safety:
 1. Smoke detectors must be kept in operating condition and **must not be disconnected!** Resident is required to notify LCHA of any malfunctions or problems with smoke detectors that are provided in the unit.
 2. Smoke detectors disconnected on more than one occasion will result in lease termination.
 3. To take reasonable precautions to prevent fires, and to refrain from storing or keeping flammable materials upon the premises
- P.** To avoid obstructing sidewalks, areaways, hallways, vestibules or stairs, nor use these for purposes other than entry or exit of the premises.

- Q.** To refrain from erecting or hanging radio or television antenna and/or satellite dishes on or from any part of the building structure. LCHA approval is required prior to installing a satellite dish on the property. At no time will the LCHA permit satellite dishes to be attached to any part of the buildings.
- R.** To refrain from placing signs of any type in or about the dwelling except those allowed under applicable zoning ordinances and then only after having received written permission of the Authority.
- S.** With the exception of Scattered Sites residents, to dispose of all garbage, rubbish, and other waste from the premises in a sanitary and safe manner using only containers approved or provided by the Authority. To refrain from, and cause members of the Resident's household or guest to refrain from, littering or throwing trash and debris in common areas. (Schedules of charges for the removal of furniture or appliances are available at development offices.)

At the High Rise buildings all Hypodermic needles, used by persons with diabetes, must be disposed of in a special container provided by the Housing Authority. When the container is full, the Housing Authority will dispose of the container.

- T.** To remove any personal property left on Authority property when Resident leaves, abandons or surrenders the premises. Property left in the unit shall be considered abandoned and will be disposed of by the Authority. Costs for disposal of property left in the unit shall be assessed against the Resident. The Authority assumes no responsibility or liability for any personal property remaining on the premises.
- U.** To use reasonable care to keep the premises in such condition as to ensure proper health and sanitation standards for himself, his household and his neighbors. **RESIDENT SHALL PROMPTLY NOTIFY THE AUTHORITY OF KNOWN NEED FOR REPAIRS TO THE PREMISES**, and of known unsafe or unsanitary conditions in the dwelling unit or in common areas and grounds of the development. Resident's failure to report the need for repairs in a timely manner shall be considered to contribute to any damage that occurs.
- V.** Not to commit any fraud in connection with any Federal housing assistance program; and not to receive assistance for occupancy of any other unit assisted under any Federal housing assistance program during the term of the Lease.

X. DEFECTS HAZARDOUS TO LIFE, HEALTH OR SAFETY

In the event that the premises are damaged to the extent that conditions are created which are hazardous to the life, health, or safety of the occupants, the LCHA and its residents shall have the following responsibilities:

A. Authority Responsibilities --

- 1. The Authority shall be responsible for repair of the unit within a reasonable period of time of receiving notice from the Resident. If the damage was caused by the Resident, Resident's household, or guests, the reasonable cost of the repairs shall be charged to the Resident.
- 2. The Authority shall offer Resident a replacement dwelling unit, if available, if necessary repairs cannot be made within a reasonable time. The LCHA is not

- required to offer Resident a replacement unit if the hazardous condition was caused by Resident.
3. In the event repairs cannot be made by the Authority as described above and alternative accommodations are unavailable, then rent shall abate in proportion to the seriousness of the damage and loss in value as a dwelling. No abatement of rent shall occur if Resident rejects alternative accommodations or if the damage was caused by Resident, Resident's household, or guests.
 4. If the Authority determines that the premises are uninhabitable such that there is imminent danger to the life, health, and safety of the Resident, and alternative accommodations have been made available but refused by the Resident, this Lease shall terminate.

B. Resident Responsibilities --

1. The Resident shall immediately notify the Housing Administrator of the damage and intent to abate rent when the damage is, or becomes, sufficiently severe that the Resident believes he/she is justified in abating rent. Any abatement will be subject to a written agreement by the Authority and the Resident. Resident agrees to continue to pay full rent, less the abated portion agreed upon by the Authority, during the time in which the defect remains uncorrected.
2. Resident shall accept any replacement unit offered by the Authority.

XI. MOVE-IN/MOVE-OUT INSPECTIONS

- A. Move-In Inspection --** The Authority and the Resident or his/her representative will be obligated to inspect the dwelling unit prior to occupancy. The Authority will give the Resident a written statement of the condition of the premises, both interior and exterior as applicable, and any equipment provided with the unit. The statement shall be signed by the Authority and Resident and a copy of the statement retained in the Resident's folder. Any deficiencies noted on the inspection report will be corrected by the Authority at no charge to the Resident.
- B. Move-Out Inspection --** The Authority will inspect the unit at the time Resident vacates the unit and give the Resident a written statement of the charges, if any, for which Resident is responsible. Resident and/or his representative may join in such inspection, unless the Resident vacates without notice to the LCHA.

XII. ENTRY OF PREMISES DURING RESIDENCY

A. Resident Responsibilities --

1. Resident agrees that an employee, or representative of the Authority will be permitted to enter Resident 's dwelling unit during reasonable hours (8:00 AM to 5:30 PM) for the purpose of performing routine maintenance, inspections, making improvements or repairs.
2. If Resident is absent from the premises when the Authority comes to perform maintenance, Resident's request for maintenance shall constitute permission to enter.

B. Authority Responsibilities --

1. An employee or representative of the Authority may enter a dwelling unit during reasonable hours (see A.1. above). The Authority will make every attempt to give two (2) days advance written notice to the Resident for the purpose of conducting inspections or showing the unit for re-leasing.
2. The Authority may enter the Resident's dwelling unit at any time without advance notification when there is reasonable cause to believe that an emergency exists.
3. If the Resident and all adult members of his or her household are absent from the dwelling unit at the time of entry, the Authority shall leave a written statement specifying the date, time and purpose of entry before leaving the dwelling.

XIII. NOTICE PROCEDURES

A. Resident Responsibility -- Any notice to the Authority must be in writing, delivered to the development office or sent by prepaid first-class mail, properly addressed to the Authority's central or development office.

B. Authority Responsibility -- Notice to the Resident must be in writing. At the Authority's discretion the notice can be:

1. hand delivered to the Resident or to an adult member of the Resident's household residing in the dwelling unit;
2. sent by prepaid first-class mail;
3. posted upon the premises as provided by State law; or,
4. any combination of the three.

C. If Resident is visually impaired, all notices will be made available in an accessible format upon request.

XIV. TERMINATION OF THE LEASE

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

A. This Lease may be terminated by the Authority only for serious or repeated violations of material terms of the Lease or to fulfill the Resident obligations set forth in Section IX above or for other good cause.

Such serious or repeated violation of material terms shall include but not be limited to:

1. The failure to pay rent or other payments when due, including utility payments when Resident receives an allowance in order to meet this responsibility;
2. Repeated late payment, which shall be defined as failure to pay the amount of rent or other charges due by 2:00 PM on the seventh (7th) of the month. Four such late payments in any twelve (12) month period shall constitute repeated late payment;

3. Failure to pay gas and/or electric bills which result in shut-off when the Resident is responsible for paying such bills directly to the supplier of utilities; allowing termination of utility service to the unit rented under this Lease;
4. Serious or repeated interference with the rights of staff or other residents as noted in Section IX of this Lease;
5. Misrepresentation of family income, assets, or composition, or failure to report changes in family income, assets, or composition as required by this Lease;
6. Failure to report to the re-examination interview or failure to supply, in a timely fashion, any certification, release, information, or documentation on family income or composition needed to process annual reexaminations or interim re-determinations;
7. Failure to comply with LCHA Policies and Procedures made a part of the lease and included in the ACOP.
8. Serious or repeated damage to the premises, creation of physical hazards in the unit, common areas, grounds, or parking areas of the development site;
9. Failure to comply with the housekeeping standards established by the Authority in Section XVIII of this Lease;
10. Any activity by Resident, household member, guest, or other person under Resident's control, including criminal activity that threatens the health, safety or right to peaceful enjoyment of LCHA's public housing premises by other Residents, or any drug-related criminal activity on or off Authority property;
11. Determination that a family member has knowingly permitted an ineligible non-citizen not listed on the lease to permanently reside in their public housing unit;
12. Determination or discovery that a resident is a registered sex offender;
13. A determination by the LCHA that the resident or member of the resident's family is illegally using a controlled substance or whose illegal use of a controlled substance or whose abuse of alcohol, has been determined to be interfering with the health, safety, or right to peaceful enjoyment of the premises by other residents of the development or neighborhood;
14. Illegal weapons or drugs seized in a LCHA unit by a law enforcement officer; or
15. Any fire caused by carelessness or unattended cooking, resulting in damage to LCHA property.
16. Discovery after leasing the unit of facts that made the tenant ineligible.
17. Non-acceptance of a revised lease.

B. Notice of Lease Termination -- The Authority shall give written notice of the proposed termination of the Lease of:

1. Fourteen (14) days in the case of failure to pay rent;

2. A reasonable time (not in excess of five days) commensurate with the seriousness of the situation when the health or safety of other residents or Authority staff is threatened; or,
3. Thirty (30) days in all other cases.

C. The Notice of Termination

1. The Notice of Termination to Resident shall state specific reasons for the termination, shall inform Resident of his/her right to make such reply as he/she may wish, and of Resident's right to examine LCHA documents directly relevant to the termination or eviction.
2. When the LCHA is required to offer Resident the opportunity for a grievance hearing, the notice shall also inform Resident of the right to request such a hearing in accordance with the LCHA's grievance procedures.
3. Any Notice to Quit required by State or local law may be combined with, or run concurrently with the Notice of Lease Termination under this section. The Notice to Quit must be in writing, and specify that if Resident fails to quit the premises within the applicable statutory period, appropriate action will be brought and Resident may be required to pay the costs of court and attorney's fees.
4. When the LCHA is required to offer the Resident an opportunity for a grievance hearing concerning the Lease termination, the tenancy shall not terminate (even if any Notice to Quit under State or local law has expired) until the period to request a hearing has expired; or (if a hearing is requested) the grievance process has been completed.
5. When the LCHA is not required to offer Resident the opportunity for a hearing under the grievance procedure, the Notice of Lease Termination shall:
 - a. state that Resident is *not entitled* to a grievance hearing on the termination;
 - b. specify the judicial eviction procedure to be used by the LCHA for eviction and state that HUD has determined that this eviction procedure provides the opportunity for a hearing in a court that contains the basic elements of due process as defined in HUD regulations; and
 - c. state whether the eviction is for a criminal activity that threatens health or safety of Residents or staff or for drug-related criminal activity.
6. LCHA may evict the Resident from the unit only by bringing a court action.

D. Lease Termination By Resident -- After one year of residency, the Resident must give the LCHA thirty (30) days notice before moving from the dwelling. If the Resident does not give the required full notice, the Resident shall be liable for rent to the end of the notice period or to the date the dwelling unit is re-rented, whichever date comes first (see page 5).

E. Termination of Lease Upon Death or Incapacity of Resident -- Upon the death of the Resident, or if there is more than one Resident, upon the death of all Residents, either the LCHA or the personal representative of the Resident's estate may terminate this

Lease upon 30 days written notice, to be effective 30 days after the Resident's death. If full notice is not given, the Resident's estate shall be liable for rent to the end of the notice period or to the date the unit is re-rented, whichever date comes first. The termination of a Lease under this section shall not relieve the Resident's estate from liability either for payment of rent or other amounts owed prior to or during the notice period, or for the payment of amounts necessary to restore the premises to their condition at the beginning of the Resident's occupancy, normal wear and tear excepted.

- F.** In deciding to evict for criminal activity or drug or alcohol activity, the LCHA shall have discretion to consider all of the circumstances of the case, including the seriousness of the offense, the extent of participation by or awareness of family members, and the effects that the eviction would have both on family members not involved in the proscribed activity and on the family's neighbors. In appropriate cases, LCHA may permit continued occupancy by remaining family members and may impose a condition that family members who engaged in the proscribed activity will neither reside in nor visit the unit. The LCHA may require a family member who has engaged in the illegal use of drugs to present credible evidence of successful completion of a treatment program as a condition to being allowed to reside in the unit.
- G.** When the LCHA evicts a Resident from a dwelling unit for criminal activity or drug or alcohol activity, the LCHA shall notify the local post office serving that dwelling unit that such individual or family is no longer residing in the unit so the post office will stop mail delivery for such persons and they will have no reason to return to the unit.

H. Lease Termination and the Grievance Process

1. The Authority reserves the right to exclude from the Grievance Procedure any grievance concerning criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or employee of the LCHA; or a drug-related criminal activity on or off LCHA's premises.
 2. The Grievance Procedure is not applicable to disputes between tenants not involving LCHA or to class grievances. The grievance procedure is not a forum for initiating or negotiating policy changes between a group or groups of tenants and LCHA's Board of Commissioners. The Grievance Procedure appears in the Admission & Occupancy Policy. Copies of the Grievance Procedure are available to residents upon request.
 3. If a Resident has requested a Grievance Hearing on a complaint involving a notice of proposed termination of the Lease, and the hearing officer upholds the Authority's action to terminate the tenancy, the Authority shall not commence an eviction action until it has complied with State law and served a Notice to Quit on the Resident as described in "I." below.
 4. The Notice to Quit will not be issued before the decision of the hearing officer is delivered to the Resident.
- I. The Notice to Quit** -- If the Resident does not request a Grievance Hearing, the Resident is still entitled to a written Notice to Quit as required by the Commonwealth of Pennsylvania Landlord Tenant Statutes. The Notice to Quit will be delivered/sent to the Resident along with the Notice of Lease Termination required paragraph XIV. "B."

above. The Notice to Quit and the Notice of Lease Termination shall run concurrently.

The Notice to Quit will specify that:

1. the Resident has five (5) working days to remove him/herself from the premises;
2. if the Resident fails to quit the premises within five days, appropriate action will be brought in accordance with the Landlord-Tenant Act; and,
3. the Resident may be required to pay the costs of court and attorney's fees incurred by LCHA in order to bring such action.

Should the Resident fail to vacate in the time specified in the Notice to Quit, the Authority will file a Landlord-Tenant Complaint to regain possession of the unit. If judgment is entered in favor of the Authority, Resident agrees to pay court costs and reasonable attorney's fees.

- J.** The Housing Authority may not terminate the Lease of a Resident who is a certified victim of an actual or threatened incident of domestic abuse as defined by the Violence Against Women Act. The Housing Authority may not terminate the Lease of certified victim for criminal activity that is directly related to domestic abuse. However, the Housing Authority may evict if there is an actual and immediate threat of harm to others or for other lease violations that are not based on domestic abuse.

XV. WAIVER

- A.** Waiver by the Authority of a breach of this Lease or the requirements of any section of the Lease or requirements made a part of this Lease by amendment shall not be construed as a waiver of the section or condition itself.
- B.** A waiver of Lease requirements, based on the individual circumstances of the Resident family, does not mean that:
1. Any subsequent breach of the Lease by the Resident is waived; or
 2. Any other covenant, agreement or condition established between the Authority and the Resident, or other Residents, is waived.
- C.** If the Resident violates the terms and conditions of this Lease and such violations are not brought immediately to the attention of the Authority, the Authority upon learning of such violations may take the appropriate action provided for in the Lease.
- D.** Past Resident violations, which are not acted upon by the Authority, shall not constitute a waiver of subsequent similar violations.

XVI. CHANGES AND NEW LEASES

This Lease, together with the rules, regulations and policies promulgated and approved by the LCHA, inclusions cited herein, Resident's application for admission, Resident's statements of income and of family composition, and notices of future rent adjustments evidence the entire agreement between the Authority and Resident.

- A.** Modification of this Lease must be accompanied by a written amendment to the Lease

executed by both parties, except for matters involving rent determinations and posted policies, rules and regulations. LCHA reserves the right to change this Lease from time to time, at its option.

- B.** LCHA shall provide at least thirty (30) days written notice to the Resident setting forth any proposed changes in the Lease. Resident shall have an opportunity to present written comments which, subject to the requirements of law, shall be taken into consideration by the LCHA.

XVII. GRIEVANCE PROCEDURE

All disputes concerning the obligations of Resident or appeals arising under this Lease, shall be resolved in accordance with the LCHA's grievance procedure in effect at the time such dispute or appeal arises. The procedures are posted in all development offices and incorporated herein by reference. The complete Grievance Procedure is included in our Admission and Occupancy Policy.

XVIII. HOUSEKEEPING STANDARDS

In an effort to improve the livability and conditions of the apartments owned and managed by the Authority, uniform standards for Resident housekeeping have been developed for all Resident families.

- A. Authority Responsibility** -- The standards that follow will be applied fairly and uniformly to all Residents. The Authority will inspect each unit at least annually, to determine compliance with the standards. Upon completion of an inspection the Authority will notify the Resident in writing of the results of the inspection. The Authority will advise the Resident of the correction(s) required to establish compliance. Within a reasonable period of time, the Authority will schedule a second inspection. Failure of a second inspection will constitute a violation of the Lease terms.
- B. Resident Responsibility** -- The Resident is required to abide by the standards set forth below. Residents must be able to comply with the standards on their own or with assistance. Failure to abide by the housekeeping standards is a violation of the Lease terms and can result in eviction.
- C. Housekeeping Standards -- *Inside the Apartment***

General --

- Walls: should be clean, free of dirt, grease, holes, cobwebs, and fingerprints.
- Floors: should be clean, clear, and free of hazards.
- Ceilings: should be clean and free of cobwebs.
- Windows: should be clean and not nailed shut. Shades, where permitted, should be intact. If a room on the third or lower floor has only one window, it may not be blocked by an air conditioner or furniture.
- Woodwork: should be clean and free of heavy dust accumulation.
- Doors: should be clean, free of grease and fingerprints. Doorstops should be present. Locks should work.
- Heating units, duct work, and vents: should be dusted, free of debris, and access

uncluttered.

- Trash: shall be disposed of properly and not left in the unit.
- Entire unit should be free of rodent or insect infestation.
- The entire unit shall be kept clean and odor free.

Kitchen --

- Stove, range hood and exhaust fan: should be clean and free of food, spills and grease.
- Refrigerator: exterior and interior surfaces should be clean. Door should close properly
- Cabinets: should be clean and neat. Cabinet surfaces and countertop 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.
- Sink: should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner.
- Food storage areas: should be neat and clean without spilled food.
- Trash/garbage: Small quantities of trash and garbage shall be kept in a covered kitchen wastebasket until removed to the disposal area.

Bathroom --

- Toilet and tank: should be clean and odor free.
- Tub and shower: should be clean and free of excessive mildew and mold. Where applicable, shower curtains should be in place, and of adequate length.
- Lavatory: should be clean.
- Exhaust fans: should be free of dust.

Storage Areas --

- All closets: should be neat and clean and free of hazards. No flammable materials shall be stored in the unit.
- Closet floor areas should be clear to enable doors to close easily.

D. Housekeeping Standards -- *Outside the Apartment*

The following standards apply to the family and scattered sites development only; some standards apply only when the area noted is for the exclusive use of the Resident:

- Yards: should be free of debris, trash, and abandoned cars. Exterior walls should be free of graffiti.
- Porches (front and rear): should be clean and free of hazards. Any items stored on the porch shall not impede access to the unit.
- Steps (front and rear): should be clean, and free of hazards.
- Sidewalks, hallways and stairwells should be clean, uncluttered and free of hazards.
- Storm doors: should be clean.
- Laundry areas: should be clean and neat. Remove lint from dryers after use.
- Utility room: should be free of debris, motor vehicle parts, and flammable materials.

RESIDENT AGREES THAT ALL THE PROVISIONS OF THIS LEASE HAVE BEEN READ AND ARE UNDERSTOOD AND FURTHER AGREES TO BE BOUND BY ITS PROVISIONS AND CONDITIONS AS WRITTEN.

(SIGNATURE REQUIRED ON PART II OF THE LEASE.)

Housing Authority of the City of Lancaster
RESIDENTIAL LEASE AGREEMENT
-- PART II --

THIS AGREEMENT, between the Lancaster City Housing Authority (herein called "LCHA"), and _____ (herein called the "Resident/s"), is executed and effective this _____ day of _____, 20____. The term of the lease shall be one year and shall renew automatically for another year, unless terminated as provided by this Lease.

WITNESSETH:

A. That the LCHA, relying upon the representations of Resident as to Resident's income, family composition and housing need, hereby leases to Resident, upon the conditions set forth in Part I of the Lease Agreement and further described below, the dwelling unit located at:

Lancaster, PA 17602

Unit Number: _____

(hereinafter called the "premises") to be occupied exclusively as a private residence by Resident and the Resident's family commencing on the:

B. **Household Composition:** The Resident's family is composed of the individuals listed below. All adult members of the household shall execute the Lease. (Other than the Head or Spouse, each family member should be listed by age, oldest to youngest.

	Name	Relationship	Age	Date of Birth	Social Security #
1		Head of Household			
2					
3					
4					
5					
6					
7					
8					

C. **RENT:** Rent shall be \$ _____, and if applicable the Resident shall receive the benefit of \$ _____ from LCHA for Utility Reimbursement for the period beginning _____, 20__ and ending at midnight _____, 20__. Thereafter, rent in the amount of \$ _____ per month shall be payable in advance on the first day of each month, and shall be delinquent after 2:00 p.m. the seventh (7th) day of said month.

- This rent is based on the Authority-determined flat rent for this unit.
- This rent is based on the income and other information reported by the Resident.

Rent may be paid in person at the Fulton Bank branch office at South Duke and Chesapeake Streets.; or mailed to LCHA, 33 East Farnum Street, Lancaster, PA 17602

If applicable, a utility reimbursement in the amount of \$_____ per month shall be paid to the utility supplier.

D. Utilities and Appliances -- LCHA shall provide a cooking range and refrigerator for all units. If indicated by an "[X]" below, LCHA provides the indicated utility as part of the rent for the premises:

Electricity Natural Gas Water/Sewer Trash Other: _____

E. Other Charges in Addition to Rent -- (Not applicable to tenants who pay utilities directly to utility supplier.) Charges for excess appliances are described in Part I, Section VI of the Lease. If the Resident is, or becomes, subject to such charges, the LCHA will provide the Resident with a letter that states:

- the type of appliance for which the Resident is being charged;
- the per month amount of the charge; and
- the beginning date for the charge (The ending date will be indicated at the time Resident removes the appliance and the charge is discontinued).

F. Security Deposit -- Resident agrees to pay or has paid \$_____ as a security deposit. See Part I Section V. of this Lease for information on treatment of the Security Deposit.

By my/our signature(s) below, I/we certify that:

- Neither myself nor a member of my immediate family has committed any fraud in connection with any federal housing assistance program;
- If any such fraud has been committed, it has been fully disclosed to the LCHA before execution of the Lease or occupancy of the unit, and,
- All information or documentation submitted to the LCHA by me or another household member in connection with any federal housing assistance program (before and during the Lease term) is true and complete to the best of my knowledge and belief.

By my/our signature(s) below, I/we also acknowledge and agree:

- That the provisions of this Lease Agreement (Part I and Part II) have been reviewed and all questions raised have been answered;
- That I/we have received a copy of the entire lease; and
- To be bound by its provisions and conditions as written.

FOR THE RESIDENT BY:

Head of Household

FOR THE LCHA BY:

Title _____ Housing Administrator

Date _____

STATEMENT FOR RECEIPT OF INFORMATION

I/We have received a copy of the information listed below, including *Protect Your Family From Lead In Your Home*. This information has been thoroughly explained to me/us. I/We understand the possibility that lead-based paint may exist in the unit.

If indicated by an "[X]" below, LCHA has provided the Resident with the following pamphlet or information:

- | | |
|---|--|
| <input type="checkbox"/> Pet Policy | <input type="checkbox"/> Procedure for Handling Repair Charges |
| <input type="checkbox"/> Lead Paint Poisoning | <input type="checkbox"/> Grievance Procedure |
| <input type="checkbox"/> Energy Conservation Guidelines | <input type="checkbox"/> Section 504 Notice |
| <input type="checkbox"/> Trash & Recycling Instructions | <input type="checkbox"/> Parking Policy |
| <input type="checkbox"/> Exterior Care Policy | <input type="checkbox"/> Rent Payment Instructions |
| <input type="checkbox"/> Other _____ | |

FOR THE LCHA BY:

Name

Housing Administrator

Title

Date

FOR THE RESIDENT BY:

Name/Head of Household

Date

EMERGENCY TELEPHONE NUMBER - 397-2835

(Monday through Thursday after 4:30 p.m.
Fridays after 3:00 p.m. and on weekends and holidays)

POLICY OF NONDISCRIMINATION

The Lancaster City Housing Authority is an equal opportunity employer and provides equal opportunity housing. We do not discriminate against any person because of race, color, age, religion, sex, national origin or familial status. We also do not discriminate on the basis of disability in the admission or access to or treatment or employment in our federally-assisted programs or activities. Executive Director Robert C. Schellhamer has been designated to coordinate compliance with the nondiscrimination requirements contained in the various applicable Federal and State regulations. Mr. Schellhamer may be contacted at the address listed above or by calling 717-397-2835 x3035 (TDD 717-397-7081).

