

Thomaston Housing Authority
574 Triune Avenue
Thomaston, Georgia 30286

APPLICANT/TENANT CERTIFICATION

APPLICANT(S)'S/TENANT(S)'S STATEMENT

I/We certify that the information given to the **Thomaston Housing Authority Housing Agency** on household composition, income, net family assets, and allowances and deductions is accurate and complete to the best of my/our knowledge and belief. I/We understand that false statements or information are punishable under Federal and/or State law. I/We also understand that false statements or information are grounds for termination of housing assistance and termination of tenancy.

Signature of Head of Household

Date

Signature of Spouse

Date

If you believe you have been discriminated against, you may call the Fair Housing and Equal Opportunity National Toll-free Hot Line at 800-424-8590. (Within the Washington D. C. Metropolitan Area, call 426-3500.)

* After verification by this Housing Agency, the information will be sub-mitted to the Department of Housing and Urban Development on Form HUD-50058 (Tenant Data Summary), a computer-generated facsimile of the form or on magnetic tape. See the Federal Privacy Act Statement for more information about its use.

APPLICANT/TENANTS CERTIFICATION

Giving True and Complete Information

I certify that all the information provided on household composition, income, family assets and items for allowances and deductions, is accurate and complete to the best of my knowledge. I have reviewed the application form and the HUD Form 50058 or 50059, which ever applies to me, and certify that the information shown is true and correct.

Reporting Changes in Income or Household Composition

I know I am required to report immediately in writing any changes in income and any changes in the household size, when a person moves in or out of the unit. I understand the rules regarding guests/visitors and when I must report anyone who is staying with me.

Reporting on Prior Housing Assistance

I certify that I have disclosed where I received any previous Federal Housing Assistance and whether or not any money is owed. I certify that for this previous assistance I did not commit any fraud, knowingly misrepresent any information, or vacate the unit in violation of the lease.

No Duplicate Residence or Assistance

I certify that the house or apartment will be my principal residence and that I will not obtain duplicate Federal Housing Assistance while I am in this current program. I will not live anywhere else without notifying the Housing Authority immediately in writing. I will not sublease my assisted residence.

Cooperation

I know I am required to cooperate in supplying all information needed to determine my eligibility, level of benefits, or verify my true circumstances. Cooperation includes attending pre-scheduled meeting and completing and signing needed forms. I understand failure or refusal to do so may result in delays, termination of assistance, or eviction.

Criminal and Administrative Actions for False Information

I understand that knowingly supplying false, incomplete or inaccurate information is punishable under Federal or State criminal law. I understand that knowingly supplying false, incomplete, or inaccurate information is grounds for termination of housing assistance or termination of tenancy.

Signature and Date of Household Adults

- | | |
|----------|-------------|
| 1) _____ | Date: _____ |
| 2) _____ | Date: _____ |
| 3) _____ | Date: _____ |
| 4) _____ | Date: _____ |

HOUSEKEEPING POLICY THOMASTON HOUSING AUTHORITY

General Information

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

1. AUTHORITY RESPONSIBILITY

The standards that follow will be applied fairly and uniformly to all Tenants. 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 Tenant in writing if he/she fails to comply with the standards. The Authority will advise the Tenant of the specific correction (s) required to establish compliance, and indicate that training is available. 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 term.

2. TENANT RESPONSIBILITY

Tenant is required to abide by the standards set forth below. Failure to abide by the Housekeeping Standards that result in the creation or maintenance of a threat to health or safety is a violation of the lease and can result in eviction.

3. HOUSEKEEPING STANDARDS: INSIDE THE APARTMENT

General

- a. Walls: Should be clean, free of dirt, grease, holes, cobwebs, and fingerprints. Use soapy water to clean. Do not use bleach or harsh cleanser.
- b. Floors: Should be clean, clear, dry, and free of hazards. Do not cement, staple or nail rugs to the floors.
- c. Ceilings: Should be clean and free of cobwebs.
- d. Windows: Should be clean and not nailed shut. Clean both sides of all windows periodically.
- e. Doors: Should be clean, free of grease and fingerprints. Doorstops should be present. All door locks should be operable.
- f. Heating/Air Units: Should be dusted and accessible (no vents should be blocked).
- g. Trash: Shall be disposed of properly and not left in the house. In order to prevent cockroach and vermin infestation, remove all boxes, paper, garbage and other rubbish daily to proper disposal containers provided by the City of Barnesville. Large items that do not fit in the trash can should be placed beside the curb on Thursday nights and call the office for pick up of large items only.

Kitchen

- a. Stove: Should be clean and free of food and grease.
- b. Refrigerator: Should be clean. Freezer door should close properly and freezer should have no more than one-inch of ice if it is not frost free. Never use a knife or sharp

instrument to chip off ice. A pan of hot water or fan works best in speeding up the defrosting process.

- c. Cabinets: Should be neat and clean. Cabinet surfaces and countertop should be free of grease and spilled food. Cabinets should not be overloaded. Storage underneath the sink should be limited to small or lightweight items to permit access for repairs. Heavy pots and pans should be stored under the sink.
- d. Sink: Should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner.
- e. Food Storage Areas: Should be neat and clean without spilled food.
- f. Trash/Garbage: Should be stored in a covered container until removed to the disposal area.

Bathroom

- a. Toilet and Tank: Should be clean and odor free. Remove hard water stains and mildew buildup. Toilet bowl cleaner and Mildew remover when used on a regular basis should help eliminate stains.
- b. 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. If exhaust fan is existent, use it when showering this will help reduce the amount of moisture accumulated and will help reduce the amount of soap scum and mildew buildup.
- c. Lavatory: Should be clean and free of dirt and soap scum, and hard water stains.
- d. Exhaust Fans: Should be clean and free of dust
- e. Floors: Should be clean and dry

Storage Area

- a. Linen Closet: Should be clean and organized
- b. Other Closets: Should be clean and neat. No flammable materials should be stored in the unit.
- c. Other Storage Areas: Should be clean, neat and free of hazards.

4. HOUSEKEEPING STANDARDS: OUTSIDE THE APARTMENT

- a. Yards: Should be free of debris, trash and abandoned cars. Exterior walls should be free of graffiti.
- b. Porches (front and rear): Should be clean and free of hazards. Only flowers, porch and patio furniture may be on the porches.
- c. Steps (front and rear): Should be clean and free of hazards.
- d. Sidewalks: Should be clean and free of hazards
- e. Storm/Screen Doors: Should be clean with glass or screens intact.
- f. Parking Area: Should be free of abandoned cars. There should be no car repairs on the premises.

Tenant agrees that all the provisions of the Housekeeping standards have been read and are understood, and further agrees to be bound by its provisions and conditions as written.

Tenant Signature

Date

Housing Authority Representative

Date

Thomaston Housing Authority
OCCUPANCY RULES

1. The Housing Authority of the City of Thomaston, Georgia is pleased to have you as a resident in their apartments. The following information will serve as a guide for you, the resident, to ensure that you, your household and your neighbors have a peaceful, decent, safe and sanitary place in which to live.
2. All rents are due and collectible the first day of the month; however, you are allowed the first five (5) days in each month in which to pay your rent.
 - a. **YOUR RENT MUST BE PAID IN FULL BY THE CLOSE OF BUSINESS ON THE FIFTH WORKING DAY.**
3. Residents who pay rent after the first five (5) working days of the month are subject to EVICTION before the end of the month for which rent is not paid.
4. Partial payments of rent will **NOT** be accepted no exceptions; however, all rent must be paid in full by the 1st of each month. Keep in mind, legal actions begin once cancellation period expires.
5. ANY checks presented for payment that are returned for Insufficient Funds will not be accepted, no other payments in the form of a personal check will be accepted from the resident. The only acceptable payment will be a Cashier's Check or Money Order. No 3rd Party checks are accepted!
6. NO agreement to pay rent at a later date will be made by the Housing Authority with you, the Resident.
7. Legal process (dispossessory) will begin the day following the expiration of your cancellation letter. If two dispossessories are issued within a twelve month period, you will have to move.
8. All maintenance problems must be reported promptly to the Rental/Management Office.
9. **EMERGENCY MAINTENANCE PROBLEMS:** After working hours, weekends and holidays, all emergency maintenance calls are to be reported to **(706)975-9745**. If there is no answer, leave a message with your name, address, telephone number and maintenance will reply.
10. Emergency Maintenance consists of, but is not limited to, overflow of running water, stopped up toilets, no electricity or heat (depending on weather conditions).
11. If the Housing Authority is called for non-emergency work, you will be charged the full cost of those repairs.
12. Waterbeds ARE NOT allowed under any circumstances.
13. Pets must be approved by the Housing Authority and must be in accordance with the Pet Policy.
14. NO extra kitchen cabinets may be mounted on kitchen walls.
15. No garbage disposals may be installed.

16. Washers and Dryers may be installed if connection is available.
17. No painting of walls is allowed. The walls CANNOT be wallpapered under any circumstances. Nothing can be attached to the walls other than pictures or small decorations and only with the proper nail being used.
18. With the written approval of the Housing Authority you may use your own stove and/or refrigerator; however, you are not to put your appliances in place until the Authority can remove their appliances. Your appliances must be in good working condition.
19. All trash and garbage must be placed in a garbage container, not on the ground next to the garbage container. All heavy objects must be placed next to the curb for pick up on the day of garbage collection. Food, grease, etc. that is to be disposed of should be double bagged and placed in your garbage can, not poured on the grounds or on the buildings.
20. No household furniture or articles may be kept or stored on porches or patios except porch furniture or plants (household furniture includes sofas, couches, end tables, etc.). No articles can be stored behind the apartments with the exception of grills, lawn equipment and children's play items.
21. All vehicles that are not running must be removed from the premises by the resident. Vehicles must have current license plates. Resident will not change the oil or make repairs to the vehicle while it is parked on Management's property or on a street bounding or running through Management's property. The Housing Authority will remove illegally parked and inoperable vehicles at the Owner's expense.
22. Any defacing of the property will be charged to the Resident either during an inspection of the exterior or interior of the apartment or when you vacate the unit. In an effort to avoid charges, it is recommended that you place casters under heavy furniture so that the tile in the apartment will not be damaged.
23. Management reserves the right to videotape or photograph the unit at or near the time of move-in and move-out, and during occupancy as necessary to document unit damage or condition.
24. Tenants should respect their neighbors and keep noise to a minimum. Between 10:00 p.m. and 7:00 a.m. noise outside should be omitted, and noise inside kept to a minimum.
25. Parents must supervise their children. Parents will be held responsible for damages to any property by their children.
26. Tenants must use the walkways provided and keep their children and guests off of the landscaped areas. It is the tenant's responsibility to keep their yards free of debris. Tenant and guests will refrain from parking on the grass at all times.

27. Office Hours: Regular office hours are 7:30 a.m. to 6:00 p.m. Monday – Thursday for any business matter, unless otherwise posted.
28. The use, sale, possession, or distribution of drugs will not be tolerated. If your apartment or any person in your household uses your apartment for such illegal use, your residency will be terminated.
29. The Housing Authority is not responsible for damage to persons or property caused by fire, water or steam. It is suggested that tenants obtain a Tenant's Homeowners Insurance Policy which will cover them for any such damage.
30. It is expected that you will keep the premises neat and clean, both inside and outside.
31. Do not nail or adhere anything to the vinyl siding on the exterior of the apartments. All television antennas must be at the area designated by the Housing Authority. Cable TV connections must be attached to the brick or be buried.
32. Residents must refrain from erecting, installing or the use of swimming/wading pools, or construction of decks, tree-houses, tents, screen houses, play equipment (climbing and/or swing), fences, or any other temporary, semi-permanent or permanent structures on Housing Authority property. These items can cause personal damage and/or injury as well as damage to the Authority's grounds and property.
33. Residents are not permitted to install and operate window air conditioners or heaters.
34. Remember that under your lease, visitors are not allowed to remain in the apartment more than **14** consecutive days. Unauthorized guest are prohibited. If you have visitors, such as grandchildren, please be sure that they do not disturb your neighbors and do no damage to the building or grounds. The Housing Authority is certain that you will be mindful of your neighbors' right to peace and quiet; however, in accordance with your lease, **you are responsible for the actions of your family, visitors and guests.**

Occupancy Policy

I have received a copy of and understand the Occupancy Rules for the Thomaston Housing Authority.

Head of Household Date

Spouse Date

I have issued a copy of the Occupancy Rules to the above Tenant.

Housing Manager Date

Prepared: 11/16/13

THOMASTON HOUSING AUTHORITY
BED BUG POLICY

Bed bugs are a growing national problem, and as a result, this policy has been created. The purpose of this policy is to set forth the roles and responsibilities of all parties (Tenant and Landlord) in minimizing the potential for bed bugs. This policy will also provide guidance in cases where bed bugs are present in order to eliminate them as quickly as possible.

Bed bugs are difficult to contain without the proper treatment. Therefore it is imperative that all parties (Tenant and Landlord) work simultaneously toward a common goal: extermination and elimination. If left untreated, bed bugs can spread throughout a residence affecting current and future tenants.

Public Housing Program

THA Roles and Responsibilities:

HUD requires the landlord to maintain the dwelling unit and its premises in accordance with Housing Quality Standards (HQS). If bed bugs are present, it is the responsibility of the landlord, as stated in the HQS (CFR 982.401), to ensure that the dwelling unit and its equipment be in sanitary condition and free of vermin and rodent infestation. Upon notification from the tenant, THA will perform an initial inspection of the tenant's residence using the "Central Maintenance Tracking Sheet." If it is determined that bed bugs are present, THA will provide the tenant with the "THA & Tenant Roles and Responsibilities" document. The above document will be explained to the tenant to ensure understanding and compliance prior to treatment. In addition, THA will secure the tenant's signature indicating understanding of the document. Upon successful completion by the tenant of their roles and responsibilities THA will professionally treat the residence and perform follow-up to ensure treatment was successful.

In order to educate tenants and minimize potential for the presence of bed bugs, THA has created a "Prevention Tips" document.

Tenant Roles and Responsibilities:

HUD regulations require the tenant's cooperation in order to successfully eliminate the presence of bed bugs. Therefore, it is the tenant's responsibility to call in a work order as soon as the presence of bed bugs is suspected. This will allow THA to address the potential infestation at its onset and before it affects other tenants. In addition, the tenant must be onsite when the initial inspection is conducted. If it is determined by THA that bed bugs are present, the tenant must complete all items listed on the "THA & Tenant Roles and Responsibilities" prior to treatment and as soon as possible. This will help to minimize the severity of bed bug presence and resolve the problem quickly. A tenant may be deemed in violation of the lease agreement if they fail to fully cooperate and comply with their roles and responsibilities.

Bed Bug Policy Attachments

- Landlord Inspection Checklist
- Central Maintenance Tracking Sheet
- Landlord Certification statement
- THA & Tenant Roles and Responsibilities
- Prevention Tips

I have received a copy of and understand the Bed Bug Policy and Prevention Tips for the Thomaston Housing Authority.

Head of Household Date

Spouse /Other Adult Date

I have issued a copy of the Bed Bug Policy to the above Tenant.

Housing Manager Date

Thomaston Housing Authority
574 Triune Avenue
Thomaston, Georgia 30286

Bed Bug Management Plan Prevention Tips

- Wash all bedding regularly in hot water. The water should be at least 120 degrees.
 - **Use bed bug encasements on all mattresses and box springs. Encasements will be provided by the Thomaston Housing Authority and charged to the resident as a preventative line of attack/plan.**
 - Check your own bed for bed bugs from time to time. Catching them early will make bedbug treatment easier if bed bugs do occur.
 - Vacuum floors regularly. Use the brush tool of your vacuum to vacuum your mattress. Use the crevice tool to vacuum crevices in the mattress and your baseboards.
 - Clean up clutter to reduce hiding spots.
 - Caulk holes in floors and walls.
 - When purchasing second hand clothing, place all garments in a sealed bag until they can be washed and place in a dryer on high heat for 15 to 30 minutes.
 - If you purchase used furniture, examine it for bed bugs. Pay special attention to used mattresses and bed frames.
 - When traveling, check your room for signs of bed bugs such as bloodstains on the pillows or linens. Inspect mattress seams, look behind headboards and pictures. If you suspect you may have brought bed bugs home, place infected items in the dryer or freezer.
 - After you return from a trip, check your luggage for insects that might have hitched a ride.
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THOMASTON HOUSING AUTHORITY
574 Triune Avenue
Thomaston, Georgia 30286

SEX OFFENDER CERTIFICATION/REGISTRATION FORM

Are you or any member of your household subject to lifetime sex offender registration in the State of Georgia or any other state?

_____ No

_____ Yes, If so who and where do they reside?

Tenant Signature

Management Representative

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.

If you believe you have been discriminated against, you may call the Fair Housing and Equal Opportunity National toll-free Hot-line: 1-800-669-9777. For the hearing impaired, there is a toll-free number for use with TDD equipment. That number is 1-800-927-9275.