

**QUINCY HOUSING AUTHORITY
FAMILY RESIDENT NOTICE**

SMOKE DETECTORS: MA General Laws prohibit the shut off or disconnection of any smoke detector. Violation of this law is punishable by imprisonment for up to one year, or by a fine or \$1000.00 or both.

DO NOT DISCONNECT YOUR SMOKE DETECTORS

If your smoke detector malfunctions, please contact the maintenance department from 8:00 a.m.- 4:30 p.m. at 617-773-6863.

FIRE DOORS: In Snug Harbor, the fire door is the interior basement door which divides units 1 & 2 from units 3 & 4. Please keep door closed at all times. In case of fire, the fire door will help contain a fire to one side of the building.

EGRESSES: You must have clear passage from all rooms and other unit areas in case of emergency. All rooms require two (2) ways to enter or leave. All doors must open to the wall-nothing on the wall or the back of the door. Each room (excluding the LR) must have one (1) window clear of all items. BR's with one (1) window may not have standard A/C units or fans. Stairs and halls must be clear of all items. You may not use curtains over doorways or staircases.

KITCHEN: Foil, contact paper, plastic wrap, or any covering may not be used on the stove top, burners, oven, walls, stove, or exhaust hoods. Do not store any item that may burn or melt in your oven or on your stove top. The interior and exterior of the exhaust hood, the fan filter, and the stove should be cleaned on a regular basis with a degreaser. Do not use steel wool, or any other material which will damage the appliances. Do not use oven cleaner anywhere except INSIDE the oven. Oven cleaner will take the paint off the exhaust hood. Do not put oil, grease, or food, down the kitchen sink.

BATHROOM: Only toilet tissue may be used in the toilet.

RINNAI HEATERS: Snug Harbor has Rinnai heaters. Heaters must have 40" front clearance and 4" clearance on either side of the unit from furniture or curtains. This clearance is required all year. NEVER place items on top of heaters. During heating season, both Rinnai units must be set at a minimum of 66 degrees at all times. Be sure the fan is switched on between rooms and the bedroom doors are open. Also, remember to clean your filters on a regular basis.

BASEMENT: Basements are for seasonal storage and/or washer dryer hookups only. Tenants shall not store any furniture, refrigerators, freezers, food, clothing and/or flammable material including gasoline, propane, paint, etc. Only items for seasonal use can be stored in cellars. Examples of seasonal items are holiday decorations, outside gardening equipment, etc. All seasonal items (except very large items such as bicycles, skis, etc.) must be stored in air tight see through plastic containers to avoid damage from moisture and to ensure compliance. 5' clearance is required around the hot water tank and the electrical panel.

GRILLS: Grills may only be used outside, and must be at least 10 feet from the building.

GARDENS: Gardens can only be located in areas designated by the QHA and you must receive permission from your manager to locate, install and maintain a garden. No garden is "grandfathered" in. Even if you have grown a garden in the past, you must meet with and receive permission and direction from your Property Manager every year. Please contact your Property Manager to discuss installing a garden.

FENCES - POOLS - SWINGSETS - FIREPITS - WATERBEDS - TRAMPOLINES - HOSES: NOT ALLOWED.

COMMON AREAS: All tenant belongings must be stored within their assigned storage areas. Items left in the basement common areas, the exterior basement vestibule, or the front hall between units 2 & 3, will be disposed of with no further notice.

WASHERS AND DRYERS: All washers and dryers must be installed and vented properly. All wiring on the back of the dryers must have a proper connector and no exposed wiring. All dryer cords must be tightly secured in place at the rear of the dryer. State units are only allowed electric dryers. If you have a gas dryer in Snug Harbor, please notify your Property Manager at once. Federal units.....If you are installing a washer or dryer you must notify your Property

Manager who will give you a copy of the installation guidelines. After your washer or dryer is connected, it must be inspected by the Authority before use. Please contact your Property Manager for further information.

TRASH: Barrels cannot be stored street side. Please ensure your barrels are stored in the proper location. Trash must be in large bags, in the barrels. Also, all recyclables must be in large clear plastic bags in barrels. If your trash and recyclables are not properly stored or put at the curbside you are subject to a maintenance charge should your trash end up on the street or lawns. Please ensure you secure your trash so it does not blow away if it should tip over in the wind.

PETS: Tenants may receive approval for one pet per household. For information regarding permission and registering your pet, please see your Property Manager. All pets must be registered.

CABLE: You may have cable on the first floor. Cable on the second floor requires a letter from the Maintenance Department. All cable connections from the street must be made through QHA approved conduits. QHA has the right to remove any improperly installed cables. Residents are responsible for any damage to the building caused by the cable installation. Residents are responsible for any damage to the apartment caused by the cable installation.

SATELLITE DISHES: Satellite dishes cannot be attached to or placed upon the building, including the railings, steps and ramps. Only one (1) satellite dish is allowed for each apartment. Tenants cannot transfer this right to another tenant. All connections from the satellite dish to the interior must be made through QHA approved conduits. Residents are responsible for any damage to the building caused by the satellite dish installation. Residents are responsible for any damage to the apartment caused by the satellite dish installation. Satellite dishes can only be installed on the satellite brackets provided by QHA.

HEAT: Units must be heated to at least 66 degrees from October 1st to May 1st. Failure to keep your unit at 66 degrees or higher will result in condensation or mold, and is a violation of your lease.

WORK ORDERS: Tenants need to contact Maintenance at 617-773-6863 for any work to be performed in their unit.

GENERAL:

TENANTS MAY NOT MAKE ANY ALTERATIONS TO THEIR UNIT.

Tenants may not install locks, latches, or slide bolts in their unit or storage area.

Tenants may not perform any electrical or plumbing work in their units and/or cellars.

Tenants may not install microwaves in place of the exhaust fan provided by the QHA, may not install their own stove, ceiling fans, ceiling lights, bathroom vanities, or bars on their window.

Cables and cords must be neatly installed and not run across the floor. Remove all trip hazards, including cords and cables, shoes, papers, or anything else that could cause a person to trip or fall.

Overloaded electrical outlets are not allowed. Please use surge protectors as needed. All lighting must have bulbs, open sockets are not allowed. All lamps must have shades.

Portable heaters are not allowed.

Print Name _____

Signature _____

Address _____

Date _____