

## ATTACHMENT E

### HARVEST HEIGHTS FARMWORKERS HOUSING RESIDENT RESPONSIBILITIES/HOUSE RULES

Rules are made so that your new home will always be a nice place to live. Some rules are made by the government agency that paid for this housing and we must follow those rules. The following rules must be followed if you wish to have a home at Harvest Heights. If you do not want to live by these rules, decide now, **before** you sign your lease. It is your choice. This is only a summary of the rules. Be sure to read your lease so that you will better understand your rights and responsibilities.

1. Applicants/Tenants must earn actual dollars from farm work to equal at least 65% of the annual Income limits indicated for the Standard Federal Regions in accordance to 7 CRF 3560.576 (b)(2)(i)(A) and (B).
2. **YOU MUST REPORT CHANGES IN THE PEOPLE WHO LIVE IN YOUR HOME WITHIN 30 DAYS.**  
\*Any guest who becomes a permanent member of your household will be required to submit income and employer information. Your rent will be adjusted accordingly.  
\*If your family size increases to more than two people per bedroom, you will be asked to move to another unit owned by Harvest Heights.  
No one else can live or stay in your house except the people on your lease. It will be very hard to say “**NO**” to family and friends who need your help but no one else can live in your house. You may have visitors for no more than two (2) weeks, but you must notify the office **before** they come to visit.
3. The only pets that are allowed in any of the homes are goldfish and small caged birds like canaries (or Seeing Eye or hearing dogs if your doctor says someone in your family needs them). Service animals are allowed with persons of disabilities. Management may ask individuals who have disabilities that are not readily apparent or known to the provider to submit reliable documentation of a disability and their disability-related need for assistance animal. Service animals must have all inoculations in accordance with state and local laws.
4. Rent must be received by the Harvest Heights manager on the first day of each month, and no later than the tenth day of each month. If it arrives after the tenth day, you must pay **\$10.00** late charge. You may send a check or money order but the postmark on the envelope must be dated the tenth of the month or prior to avoid late charges.
5. You cannot sub-lease your house to anyone else, nor can you leave it vacant for long periods of time. If you leave your unit vacant for fourteen days or more, you must tell the property manager when you are leaving and when you will return. You may not leave your unit vacant for more than 30 days without prior approval from the property manager.
6. You must keep your house and surrounding area clean at all times, and pick up papers, cans and other trash from the lawn, sidewalks, bark areas, and garbage areas. Garbage bins will be assigned to you. They must be kept clean and closed tightly at all times. Never over-stuff your bins.
7. You are responsible for visitors to your unit or the Harvest Heights premises, whether or not you have invited them. It is your duty to assure a Visitor’s conduct complies with your Lease Agreement and these Rules, and if necessary, you must ask that a visitor leave and not come back to the Harvest Heights Farm Worker Housing premises.
8. You must not cause disturbances. No loud parties, loud music or noise is permitted either inside or outside your house. The parking area must be quiet at all times.
9. Each unit will be provided at least one parking space for your use.
10. All vehicles must have current tags to park in a parking space of the property and on the street. No major work or overhaul of vehicles is allowed in the parking areas, and non working vehicles are not allowed to remain in a parking space on the property or in the street. **OTHER VEHICLES:** Storage of RV’s, campers, boats, trailers (including horse & snow machine trailers), ATV’s, and four-wheelers are **NOT PERMITTED** on the property. Any vehicles in violation of this policy will be towed at the owner’s expense.
11. No alcoholic beverages are allowed in the parking area, or common areas.
12. You must also keep sidewalks clear of debris.
13. You must report any damages or needed repairs on your house and the surrounding area immediately to the office.
14. You must pay for all services, repairs, and replacements to your house and the area assigned to you, unless it is the result of normal wear and tear or is expressly management responsibility. A list of charges will be posted in the office. Do not make any repairs yourself, please. When Maintenance is required in your apartment, the tenant must fill out a maintenance request detailing the problem to the property manager. The property manager will fill out a work order then send a maintenance person to your apartment to correct the problem. The turnaround time of completion should be no longer than 3 days from the time of request. Maintenance will be responsible for the up keep of the grounds & property so make sure to fill out a maintenance request.
15. Verbal threats and fights with other residents or Management are cause for immediate eviction. If you are angry about something a tenant or Management does, call the Agent’s office. The phone number is posted on the office door. Do not get involved in fights, even if you think you are right. It is not worth losing your home.
16. No B-B guns, sling shots or firearms may be used at any time in or around the development. This is for your own protection.
17. No bikes are allowed on the lawns or side walks at any time.

18. Do not climb on the roofs or through windows. If you are locked out, call the office to let you in your unit, we don't want you to get hurt.
19. No person is allowed to dig on the site for things like cabling. The tenant must notify the property manager before doing so.
20. Watch carefully when you back out of your parking space, and back up very slowly. You are responsible for any accidents you may cause. There may also be children behind you, and a little caution could save their lives.
21. You must give accurate information about the amount of your income and all the people you work for each year. If you do not, you may be evicted for giving incorrect information on your application.
22. We are required to inspect your home at least once a quarter.. We will give you at least a 24 hour notice before we inspect.
23. Do not place your hooks in the ceiling for hanging plants or lamps.
24. Section 504 criteria reasonable accommodations:
  - a. Current disabled residents of the property who need unit accessible features will be given priority over a qualified disabled person on a waiting list who needs the accessible features.
  - b. Should an applicant be moved into an accessible unit due to the fact that no other units were available at the time of move-in, this household would be required by means of written 30 day notice from management to transfer to a non-accessible unit when one becomes available.
  - c. A tenant may request a reasonable accommodation by submitting a written or oral request to the Site Manager or the request can be made orally by a family member or someone else who is acting on their behalf. This can include, but is not limited to, providing lever door handles, ramps, appliances designed for accessibility, flashing light doorbell annunciators, roll-in showers, grab bars, and cabinet fronts that remove to provide wheelchair access. Accommodations may also include disability-specific unit modifications such as ramps and plumbing or electrical modifications for disability-related equipment. The Property will also allow any service animal, live-in aide, or attendant that is required to accommodate the disability. Because of the variety in the types of requests, Agent does not use a specific form. The written or oral request must be specific as to the disability being accommodated, the type of accommodation being requested, and how the accommodation will be used. This will enable the Site Manager and Agent to assess the request's reasonability and cost. The Agent will obtain the opinion of a certified engineer for accommodations that include structural modifications. Request for reasonable accommodations must be given appropriate consideration by the Site Manager and the Agent, who will advise the Owner of the request. The Owner will advise the Board of the request and the associated costs (if any) of the accommodation.
25. Tenant services will be provided in the community room. A schedule of events & local transportation will be posted in the property managers' office and in the community room. Such events will range from financial fitness, English as a second language, and Cultural Immersion (Familiarization with United States laws, cultural values, and local resources).

If you have any problems, questions, or complaints, please call the Harvest Heights office at () to be supplied once assigned --- ----. We want to give you the best service possible.

These are a lot of rules. If you feel you can live with them, we welcome you to your new home. If you think you would be unhappy with such conditions, perhaps this is not the right place for you. Think about it carefully before you decide.

**TENANT GRIEVANCE PROCEDURE: Please be advised that you have the right to register your complaints. Tenant grievances. (a) General. (1) The requirements established in this section are designed to ensure that there is a fair and equitable process for addressing tenant or prospective tenant concerns and to ensure fair treatment of tenants in the event that an action or inaction by a borrower, including anyone designated to act for a borrower, adversely affects the tenants of a housing project. (2) Any tenant/member or prospective tenant/member seeking occupancy in or use of Agency facilities who believes he or she is being discriminated against because of age, race, color, religion, sex, familial status, disability, or national origin may file a complaint in person with, or by mail to the U.S. Department of Agriculture's Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW., Washington DC 20250-9410 or to the Office of Fair Housing and Equal Opportunity, U.S. Department of Housing and Urban Development (HUD), Washington, DC 20410. Complaints received by Agency employees must be directed to the National Office Civil Rights Staff through the State Civil Rights Manager.**