

**APPENDIX L**

**MOLINE HOUSING AUTHORITY  
RULES AND REGULATIONS**

## **MOLINE HOUSING AUTHORITY RULES AND REGULATIONS**

The following rules and regulations are in effect for the safety, health, comfort, peaceful occupancy, quiet enjoyment, and general well being of Moline Housing Authority (hereinafter referred to as MHA) tenants. These are general rules outlined from the Admission and Continued Occupancy Policy, the Lease, the Pet Policy, the Air Conditioner Policy, the Maintenance & Excess Utility Charges Schedule and the Parking Policy. MHA believes these rules to be reasonable, necessary and in the tenants' best interest. MHA reserves the right to revise, amend or add to these as necessary.

### **A. APARTMENT MAINTENANCE CARE:**

- 1) MHA staff, with prior notification, will conduct inspections of the interior and exterior of the unit. Routine pest control will be performed monthly. The tenant shall comply with the Pest Control Procedure. The Pest Control Company staff must enter all units on MHA property once a month or as deemed necessary by MHA staff and the Pest Control Company staff. If the screen door is locked at a tenant's unit, maintenance staff may remove the screen door at the tenant's expense. The household may also receive a lease violation and/or an eviction notice for failure to comply with the Pest Control Procedure and these rules herein. The Pest Control Company notifies MHA occupancy staff of all units posing a problem due to housekeeping issues or units with pest sightings. An inspection notice is sent out to a household where there were housekeeping issues or pests sighted. MHA occupancy staff conducts a housekeeping inspection once a forty-eight-hour notice is delivered to the household. Refer to the Pest Control Procedure for additional information.
- 2) Good housekeeping practices are required. Garbage needs disposed of on a daily basis. Floors are to be kept swept and mopped. Uncovered food and dirty dishes, which attract roaches, flies and vermin, are not permitted. Clean garments should be hung in closets or placed in drawers. Soiled clothing must be kept in a hamper and laundered promptly to avoid excessive odors and/or fire hazards. If the household doesn't comply with this rule they may be subject to a 10-day Health and Safety eviction notice from MHA.
- 3) Garbage must be placed in sealed bags and disposed of properly in the dumpsters provided by the Housing Authority. Do not place garbage bags outside the dumpster unit. If one side is full on the dumpster open the other lid. If that particular dumpster is completely full find another dumpster to dispose your garbage. Do not leave any garbage by your front or back door. The tenant may be charged if maintenance staff has to dispose the garbage. Maintenance personnel may dispose all other items outside if they aren't listed under Part A.7 & Part A. 8). The charges are based on the

current Maintenance & Excess Utility Charges Schedule. All charges incurred must be paid in accordance with the Repayment Procedure. For safety and liability reasons removing items from the dumpsters is not allowed and violators may be issued a lease violation and/or an eviction notice.

- 4) The burning of leaves, trash, etc., is prohibited. Shrubbery and trees shall not be damaged. Breezeways in Spring Valley are to be kept clear at all times for safety and/or in the event of any possible emergency. Items listed in Part A.7) are items that are allowed in Spring Brook and items listed in Part A.8) are items that are allowed in Spring Valley. Barbecue grills cannot be used under the breezeway in Spring Valley or under the porch in Spring Brook. The grill cannot be stored under the Breezeway in Spring Valley or under the porch in Spring Brook when it is hot. If a barbecue grill causes damage on MHA Property the tenant will be liable for the charges. The charges are based on the current Maintenance & Excess Utility Charges Schedule. All charges incurred must be paid in accordance with the Repayment Procedure. Do not dump charcoal on the grounds of MHA. The charcoal has to cool and then disposed of in a sealed bag in the dumpster.
- 5) Reasonable care must be taken with all plumbing fixtures. No rags, sweepings, matches, ashes, toys, sanitary napkins, diapers, or other improper materials may be placed in the toilet or other plumbing fixtures. Do not dump grease or any type of food in the kitchen drain. The grease needs to be disposed in a proper container. A strainer should be in place when you are using the sink. The tenant will be liable for the charges if improper items were placed in a plumbing fixture. If there are numerous work order calls because items were placed in the toilet or any plumbing fixture the tenant may be charged additional maintenance labor and material fees. The charges are based on the current Maintenance & Excess Utility Charges Schedule. All charges incurred must be paid in accordance with the Repayment Procedure. The household may also receive a lease violation and/or an eviction notice for misusing the toilet, kitchen sink, bathroom sink or other plumbing fixture in the unit.
- 6) Tenants are to maintain the front, rear and side yard in a neat and orderly manner. Sidewalks are to be maintained in a safe condition free of trip hazards. Tenants shall not litter the lawn, walkways, driveways, sidewalks or common areas. If MHA staff is required to pick up litter from lawns, move items that are blocking their pathway while mowing or for other reasons deemed necessary by MHA staff the tenant will be liable for the charges. The charges are based on the current Maintenance & Excess Utility Charges Schedule. All charges incurred must be paid in accordance with the Repayment Procedure.

- 7) Items that are allowed to be stored in front or behind a tenant's unit at Spring Brook include: one working bicycle for each household member, folding lawn chairs, resin lawn chairs, small lawn side tables, and one outdoor barbecue grill. All chairs need to be stacked up on top of each other in a neat fashion when they are not being used. Indoor furniture is not allowed to be stored outside a unit (i.e. kitchen table chairs, couches, loveseats, recliners). Tenants and/or household members are not allowed to hang wet clothes outside on MHA property. Maintenance staff may dispose all other items outside if they aren't listed above. The tenant will be responsible for the charges. The charges are based on the current Maintenance & Excess Utility Charges Schedule. All charges incurred must be paid in accordance with the Repayment Procedure.
- 8) Items that are allowed to be stored under the breezeway at Spring Valley include: one working bicycle for each household member, folding lawn chairs, resin lawn chairs, small lawn side tables, and one outdoor barbecue grill. All chairs need to be stacked up on top of each other in a neat fashion when they are not being used. Indoor furniture and appliances are not allowed to be stored outside a unit (i.e. kitchen table chairs, couches, loveseats, recliners). Tenants and/or household members are not allowed to hang wet clothes outside on MHA property. Maintenance staff may dispose all other items outside if they aren't listed above. The tenant will be responsible for the charges. The charges are based on the current Maintenance & Excess Utility Charges Schedule. All charges incurred must be paid in accordance with the Repayment Procedure.
- 9) Swimming pools, picnic tables, slip and slides, sandboxes, clotheslines, swing sets, slides, benches, covered swings and gliders are not allowed on MHA property. Birdbaths are not allowed in mowing areas. The birdbath has to be cleaned out on a weekly basis.
- 10) If a tenant wishes to have additional outlets for cable or phone service Form MHA 355 has to be completed by the tenant and approved by MHA Occupancy staff. A copy of Form MHA 355 will be placed in the tenant's file and a copy of Form MHA 355 will be provided to the company installing additional outlets for cable, Internet or data lines, and/or phone service. The cost of any additional outlets for cable or phone service, Internet or data lines is the responsibility of the tenant. If the cable or phone company needs access to an area that is locked the tenant needs to initiate a work order during maintenance working hours (7:00 a.m. to 2:30 p.m.) requesting assistance at their unit. If the area in which the company needs access isn't in the tenant's unit the tenant needs to contact the office so a forty-eight-hour notice can be sent to the neighbor informing them that maintenance staff will be entering their unit with the phone or cable employees.

- 11) Tenants are not allowed to paint their unit under any circumstance. Wallpaper and contact paper are not permitted in the unit. Any permanent alterations or installations (such as dividers, wooden or plastic shelves, electrical receptacles, etc.) are prohibited. If MHA staff find this rule has been violated the tenant will be responsible for the labor charges for any work that has to be done to bring the apartment back to rent ready condition. The charges are based on the current Maintenance & Excess Utility Charges Schedule. All charges incurred must be paid in accordance with the Repayment Procedure.
- 12) No antennas or satellite dishes are allowed on MHA property. If MHA occupancy staff is informed a tenant has a satellite dish in their unit the tenant will have to remove the satellite dish immediately. The household may also receive a lease violation and/or an eviction notice.
- 13) Waterbeds are prohibited on MHA property. If MHA staff is informed a tenant has a waterbed in their unit the tenant will have to remove it immediately. The household may also receive a lease violation and/or an eviction notice.
- 14) Tenants are not allowed to tamper with, remove, destroy, disconnect, or remove batteries from the smoke detector and/or carbon monoxide detector. A first offense may result in a Class A Misdemeanor and any subsequent offense may result in a Class 4 Felony (430 I.L.C.S. 135/15). MHA reserves the right to serve a ten-day Health and Safety eviction and/or serve a lease violation to the household.
- 15) If an oxygen tank is in a tenants' unit smoking is prohibited by anyone in the unit. The tenant is responsible for obtaining a magnet from the office that states "Oxygen in Use" with a smoking is not allowed symbol. If the tenant, household member, or visitor violates this rule MHA reserves the right to serve a ten-day Health and Safety eviction and/or serve a lease violation to the household.
- 16) The tenant may be responsible for all damages that occur inside or outside of his/her unit caused by carelessness, neglect or by abuse by any household member and/or visitor. The cost of any damage from abuse or improper use shall be the responsibility of the tenant. If damage is caused by carelessness, neglect or by abuse by a household member and/or visitor the tenant is responsible for reporting the incident to the Police Department.
- 17) Maintenance staff is available to install air conditioners. Refer to the Air Conditioner Policy for additional information.

- 18) In the fall and winter months when temperatures are below 60 degrees and the furnace is running, tenants are required to keep windows and doors shut while the heat is on. MHA staff can immediately enter any unit on an emergency basis to close windows if they are observed to be open and the temperature is near or below freezing. Tenants will be liable for the cost of any damages to the unit due to negligence. The charges are based on the current Maintenance & Excess Utility Charges Schedule. All charges incurred must be paid in accordance with the Repayment Procedure. The household may also be issued a lease violation and/or an eviction notice.
- 19) Gas cans, propane tanks, kerosene tanks, lighter fluid, gas operated vehicles, and other flammable items are not allowed in the unit. Do not place any item by the furnace or water heater. MHA reserves the right to serve a ten-day Health and Safety eviction and/or serve a lease violation if this rule is violated.
- 20) A licensed electrician must install ceiling fans if permission is granted from the office. Proof must be provided to the office verifying that the person installing the ceiling fan is a licensed electrician prior to the installation occurring. MHA occupancy staff will retain a copy of the license in the tenant's file. If the tenant has a ceiling fan installed in their unit by someone other than a licensed electrician the ceiling fan will have to be removed immediately and the household may receive a lease violation and/or an eviction notice.
- 21) A licensed plumber must install washers and dryers, if a reasonable accommodation was approved for the tenant. Tenants are only allowed to have gas dryers. Proof must be provided to the office verifying that the person installing the washer and dryer is a licensed plumber prior to the installation occurring. MHA occupancy staff will retain a copy of the license in the tenant's file. If the tenant has a washer or dryer installed in their unit by someone other than a licensed plumber the washer or dryer will have to be removed immediately and the household may receive a lease violation and/or an eviction notice.
- 22) Electric space heaters are not allowed in units unless they are connected directly into a wall outlet and away from any material that could create a fire or burn hazard. The resident must be present AT ALL TIMES whenever a space heater is in use. Space heaters cannot be connected to extension cords, power strips or multi-prong devices such as surge protectors. The use of any gas, fuel or propane heaters is strictly prohibited in units.

**B. TENANT AND/OR VISITOR BEHAVIOR:**

- 1) The tenant, household member and visitor shall not make any disturbing noise or permit disturbing noise on MHA property. Boisterous conduct by the tenant, household member or the visitor will not be tolerated and may result in a lease violation and/or an eviction notice for the household.
- 2) Fireworks are not to be stored or used on MHA property. The household may receive a lease violation and/or an eviction notice if this rule is not followed.
- 3) Parents and residents are held responsible for the conduct and safety of their children and all children visiting. Repeated or serious inappropriate behavior by children of household members or children of visitors will be considered a violation. Repeated or serious inappropriate behavior toward children of the household or children of visitors which jeopardizes their health and safety will result in a lease violation and/or an eviction notice.
- 4) Any three lease violations may result in an eviction notice. The three lease violations do not need to be for the same occurrence or type for an eviction notice to be served to the household.
- 5) All children five years of age or younger must be supervised at all times by a responsible adult at the park/basketball area. The following items are not allowed at the park: loud music, fighting, profanity, alcohol, climbing fences, and littering. Any misconduct at the park may result in a lease violation and/or an eviction notice for the household. If any household member is told by MHA staff or a designated agent that park privileges are taken away for a period of time a letter is sent to the head of household informing them of the decision that was made and what the incident was that took place. Refer to the Park Policy for additional information. Children and adults are not allowed to climb on trees, shrubbery, fences, or railings on MHA property.
- 6) Heely's, roller blades, roller skates, and skateboards are not allowed in Spring Brook, Spring Valley or Hillside Heights Community Rooms.
- 7) The use of skateboards is not allowed on Spring Valley, Spring Brook, or Hillside Heights property. Motorized scooters and bicycles (not including wheelchairs) are not allowed on MHA property.
- 8) The possession, use or distribution of illegal controlled substances, cannabis, or possession of drug paraphernalia (the definition as determined by State or Federal law) on the premises of MHA by a tenant, household member, and/or visitor may result in the immediate eviction of the household. The possession, use or distribution of illegal controlled substances, cannabis, or possession of drug paraphernalia on or off the premises of MHA by a household member may result in the eviction of the

household. Arrest or conviction of a Meth crime (the definition as determined by State or Federal law) by a household member is immediate grounds for eviction. If a household member is arrested or convicted of a sex crime the household may be served an eviction notice. Refer to the Smoke Free Policy attached to the lease and to the Admission and Continued Occupancy Policy for additional information.

- 9) Alcoholic beverages shall not be consumed on the grounds or in common areas on MHA property. Consumption of alcoholic beverages must be confined to the tenant's apartment. Tenants are not allowed to drink alcohol outside their unit. Intoxicated behavior by household members and/or visitors will not be tolerated on MHA property. The household may receive a lease violation and/or an eviction notice for violating this rule.
- 10) No alcoholic beverages are to be consumed in the Community Room on MHA property. This behavior will not be tolerated and the household may receive a lease violation and/or an eviction notice. Tenants reserving these rooms are responsible for any damage caused by them and their visitors. Refer to the Community Facilities Registration Form 232 and Community Facilities Contract and Rules Form 256, and the Housing Authority Facilities Use Policy.
- 11) Tenants are not to infringe upon the rights of other tenants. He/she is not to permit any household member and/or visitor to do the same through the use of profane or vulgar language, racial or ethnic slurs, intimidation and/or threats of violence. This behavior will not be tolerated and may result in a lease violation and/or an eviction notice for the household.
- 12) Tenants must act in a cooperative manner with neighbors, visitors, contractors and the Housing Authority's Staff and cause members of Tenant's household or guests to refrain from acting or communicating in an abusive, threatening or harassing manner toward neighbors, visitors, contractors, and the Housing Authority's staff.
- 13) Tenants must abide by the MHA Firearms Policy as a condition of their lease. Violation of the policy will result in an immediate eviction notice being served to the household.
- 14) Persons on the Barred List (posted in all developments and available for viewing at all times) are subject to arrest for Criminal Trespass if they are on MHA property. If a household member or visitor allows someone on the bar list to enter the unit, provides an accommodation, or engages with a barred person while on MHA property, a lease violation and/or an eviction notice may be served to the household.

**15) Tenants are not allowed to have former tenants stay overnight if they have been evicted from MHA property (including involuntary terminations) or owe MHA money.**

**16)** Tenants cannot permanently hang or affix items on the siding, gutters, alcoves, or soffits on MHA buildings. This also includes hanging anything on the breezeway walls. The vinyl siding could be damaged if brackets, plant holders, pictures, plaques, etc. are affixed to the building. If a tenant hangs any items on the siding, gutters, alcoves, soffits or on the vinyl siding on a MHA building the items will be removed immediately by MHA maintenance staff and the tenant will be charged for the labor. If the building is damaged the tenant will be liable for the cost of repairing the siding or any other damaged area. The charges are based on the current Maintenance and Excess Utility Charges Schedule. All charges incurred must be paid in accordance with the Repayment Procedure. Tenants cannot use outdoor lighting that requires electrical connection or use any battery-operated lighted display outside their unit. Battery operated inflated decorations are not allowed outside on MHA property. Christmas lights, seasonal, or holiday lights cannot be placed outside the apartment (i.e., bush, outside window frame). MHA reserves the right to serve a lease violation and/or eviction notice if these rules are not followed.

**17)** Outdoor sun tanning is allowed by household members only. Sunbathing must take place by the household members unit. Swimwear has to be appropriate. Examples of non-appropriate swimwear would be: thong bikinis or swimwear that would be offensive to other tenants. Swimwear that is not allowed at a public pool is not allowed on MHA property. MHA reserves the right to serve a lease violation and/or an eviction notice if this rule isn't followed.

### **C. VEHICLES:**

- 1) In order to park in permit parking, the vehicle/motorcycle must be registered in Illinois and the household member must have a valid driver's license in order to obtain a permanent parking sticker. Driving such vehicles on sidewalks, curbs or grass is prohibited. The use of any vehicle for pleasure riding on MHA property is prohibited. The tenant and/or the visitor will be liable for any damages if grass has to be replaced or if ruts in the ground have to be filled because of the negligence or destructive behavior of the tenant and/or their visitor. Boats, campers, motor homes, pop up trailers, and other trailers (including semis) may not be parked or stored on MHA property. Electric or gasoline powered motorized scooters and bicycles (not including wheelchairs or associated equipment) are not allowed on MHA property. Refer to the Parking Policy for additional information.

### **D. PETS:**

- 1) Refer to the Pet Policy for additional information.

### **E. MISCELLANEOUS:**

- 1) Emergency maintenance requests outside of maintenance working hours should be called in to the **EMERGENCY MAINTENANCE** number, which is **309-314-4272**. All other requests should be called in to 309-764-1819 x310 between the hours of 8:00 a.m. to 2:30 p.m. Monday through Friday. Requests for work orders can also be made in person at the Spring Brook office or at the Hillside office when staff is present.
- 2) Complaints should be submitted on complaint forms, available at the Spring Brook office or when staff is present at the Hillside Heights office. Housing Authority personnel will address each written and signed complaint within 10 business days or 2 business days from when the complaint was received dependent upon the severity.
- 3) Tenants are encouraged to submit suggestions in the suggestion drop box at Spring Brook. Suggestion forms can be obtained from the Spring Brook office during open working hours or at the Hillside Heights office when staff is present. Suggestion forms can be mailed to a tenant if requested.
- 4) All court cost and legal fees incurred by the Housing Authority in connection with a tenant eviction will be charged to the tenant if the Housing Authority prevails on any part of its legal action against the tenant. Additionally, any expenses the Housing Authority incurs in an

attempt to collect any money owed the Housing Authority by the tenant shall be charged against the tenant.

**F. ADDITIONAL RULES FOR HILLSIDE HEIGHTS:**

- 1) The following rules only pertain to Hillside Heights:
  - a) In case of a fire or tornado, elevators are not to be used.
  - b) All emergency Evacuation Routes are posted on all floors with emergency lighting on the ceiling by the elevators.
  - c) Emergency exit doors are located at the end of all hallway floors 2 thru 9. These doors are only to be used in case of an emergency.
  - d) The second floor has an exit at the back of the building by the elevator for general use. Tenants and household members are not allowed to prop the back door open intentionally so someone can enter the building. The household may receive a lease violation and/or an eviction notice if this rule isn't followed.
  - e) The first floor has one Emergency Exit that can only be used in case of an emergency. There are three additional exit doors for general use and emergency use as well.
  - f) Apartment doors are to be closed at all times unless there is an emergency. Except for an emergency evacuation, apartment doors are not to be opened to let out smoke from inside a unit. If a door is opened for said purpose, the tenant will be responsible for any and all damage and costs resulting from the activation of common area fire alarms, including charges imposed by the fire department. The tenant may also receive a lease violation and/or an eviction notice.
  - g) Garbage must be wrapped and sealed when the bag is placed in the garbage chute. Large items need to be disposed of in the dumpster. Boxes which have been broken down need to be disposed in the dumpster. These items are not allowed in the garbage chute. No one is allowed to enter the garbage chute under any circumstance. If the tenant, household member or visitor enters the garbage chute the household will receive an eviction notice. There are "Do Not Enter" signs posted at all garbage chutes.
  - h) Tenants and/or visitors are not allowed to park a vehicle in back of the building for longer than ten minutes. The tenant and/or visitor can only park behind the building if furniture is being delivered; large items need to be carried in the building, if a tenant is moving

in or out, or in case of an emergency. The household may receive a lease violation and/or an eviction notice if the tenant and/or visitor violate this rule. Refer to the Parking Policy for additional information.

- i) Apartment doors to the hallway are not to have any signage, decorations, photos, or messages placed on them or left hanging on the doorknobs.
- j) Tenants, household members, and visitors are not allowed to run in hallways or misuse elevators by riding up and down. The tenant is responsible for the behavior of their visitors up until the time the visitor leaves MHA property. The visitor has to be with the tenant at all times while on MHA property or the visitor may be arrested for criminal trespass.
- k) Street clothes are required in all common areas. Pajamas and slippers are not to be worn in any common area.
- l) Tenants are responsible for cleaning up after themselves and their visitors. If a tenant, household member or visitor made a mess in a common area it is the tenants' responsibility to clean it up. If maintenance staff has to clean up the mess the tenant will be charged according to the Maintenance and Excess Utility Charges Schedule. All charges incurred must be paid in accordance with the Repayment Procedure.
- m) The furniture that is located in a common area needs to be treated with respect. Tenants and/or visitors are not allowed to prop their feet, legs, or any other body part on furniture. Items in common areas (i.e. televisions, books, chairs) are not reserved for specific tenants. The household may receive a lease violation and/or an eviction notice if they break this rule.
- n) Tenants are not allowed to let anyone in the building unless that person is there to visit them. Tenants need to be sure no one is entering the building behind them. If a household member lets someone in the building that is unauthorized to be there the household may receive a lease violation and/or an eviction notice. Visitors are not allowed to enter the building unless the household member they are visiting lets them in. Tenants are responsible for all actions of their visitors, guests, AND/OR ANY OTHER PERSON granted entry by the tenant into the building, until said visitor, guest, or person completely leaves MHA property. Exceptions should be made for any law enforcement agent or fire department official.

- o) Household members are not allowed to loan out their apartment key or key fob to visitors. If a household member allows a visitor to use their key fob to enter the building a lease violation and/or an eviction notice may be served to the household.
- p) One working bicycle per household member can be stored in the bike rack outside the HH building. Items are not allowed to be stored outside any Hillside Heights apartment unit. MHA reserves the right to dispose any items that are left outside an apartment unit if the items are not listed above. Lease violations and/or eviction notices will be served to households if this rule is violated.
- q) There is no smoking allowed indoors or within 25 feet of MHA buildings. Refer to the MHA Smoke Free Policy for details. The household may receive a lease violation and/or an eviction notice for not complying with or by not enforcing this rule with their visitor.
- r) The covered patio in the back of Hillside Heights closes at 9:00 p.m. Tenants are responsible for cleaning up after themselves anywhere on MHA property. Alcoholic beverages are not to be consumed outside or in common areas on MHA property. A lease violation and/or an eviction notice will be served to households who do not comply with this rule.