

## **ATTACHMENT A**

### **RULES AND REGULATIONS: UPPER VILLAGE**

1. **ALTERATIONS-ADDITIONS-MODIFICATIONS-ACCOMMODATIONS** – No additions or alterations to the Unit are to be carried out by the Tenant without the written permission of the Landlord. Tenant household members and guest(s) are not permitted to do anything that will cause damage to the walls, ceilings, doors, cabinets, or fittings (no drilling holes in walls, wallpaper, contact paper on cabinets, backsplash on walls, etc.). When hanging pictures use picture type hooks only. Modifications and Reasonable Accommodations may be approved in accordance with the Landlord's Policy relating to persons with disabilities (handicap) (the 504 Policy).
2. **ANTENNA-AERIALS-SATELLITE DISHES** – No outdoor aerials will be installed, and the Tenant shall not make any connection to any master antenna system.
3. **CHILDREN** – The Tenant shall be responsible for actions of children who are authorized to reside and/or are guests on Landlord property. Tenant will be charged the costs to repair any damage caused by children who are authorized to reside and/or are guests on Landlord property. Children are not allowed to play in hallways or stairways.
4. **LANDLORD PROPERTY** – Means and includes all property owned or managed by Landlord directly or indirectly in whatever form and wherever situated.
5. **COMMON AREAS** – Passages, public halls, stairways, landings, and elevators shall not be obstructed. Children are not permitted to congregate or play in or around the common interior areas of Landlord buildings.
6. **CONDUCT** – Tenant's household members, visitors, and guests shall conduct their activities in and around the buildings in a manner so as not to interfere with the rights, comforts, and conveniences of other Landlord Tenants or neighborhood residents.
7. **CRIMINAL ACTIVITY**  
Brooklyn Housing Authority Inc. will investigate crimes committed by Tenants, crimes committed with a tenant's knowledge or involvement in crimes, or by guests of the tenant while on Brooklyn Housing Authority Inc. property.

Brooklyn Housing Authority Inc. may pursue termination of tenancy (eviction) if any household member participates in criminal activity that threatens the health or safety of staff, other Tenants, Tenants' guests, Tenants' service providers, or persons residing in the immediate vicinity of the property.

If a tenant, a tenant's guest, or a tenant's service provider commits a criminal act on or near the property, the tenant may be subject to termination of tenancy. Brooklyn Housing Authority Inc. will investigate evidence of criminal activity reported on or near the property.

Convictions of such acts, whether committed on or near the property, may also constitute the owner/agent's right to termination tenancy if such crime subjects Tenants, staff or guests to risk of health or safety.

Actions that may warrant termination of tenancy (eviction) include but are not limited to:

- Crimes or actions involving violence or potential violence
- Sex crimes
- Crimes or actions involving animal abuse
- Criminal acts covered under the Violence Against Women Reauthorization Act of 2013 (stalking, domestic violence, dating violence, or sexual assault)

- Manufacture or distribution of an illegal or controlled substance
- Crimes that interfere with a tenant's safety
- Crimes that interfere with a tenant's right to peaceful enjoyment of the premises
- Crimes that interfere with the safety of the property staff
- Fraud
- Crimes that involve damage to property such as arson, malicious damage
- Crimes that involve illegal possession or use of weapons
- Crimes that involve human trafficking
- Terrorist activities
- Crimes that involve explosives
- Use of an illegal drug – on or near the property – when such use may interfere with the health, safety, and right to peaceful enjoyment of the property by other Tenants
- Abuse or pattern of abuse of alcohol that interferes with the health, safety, and right to peaceful enjoyment by other Tenants. Standards are based on behavior, not the condition of alcoholism.
- Tenant, tenant's guest or tenant's service provider is subject to any sex offender registration requirement based on a conviction. The owner/agent will investigate the charges. The tenant may participate in the owner/agent's investigation. If it is discovered that the tenant's guest or service provider is subject to a state lifetime sex offender registry or if the sex offender is considered a threat to public safety, and a qualified evaluator believes the offender is a predator or a sexually violent predator then the guest or service provider will be banned from the property. If the tenant invites or allows such a predator to visit or stay at the property, the owner/agent will initiate termination of tenancy.

Brooklyn Housing Authority Inc. reserves the right to terminate your lease if such review of criminal history uncovers any of the following:

1. Any household in which any member was evicted in the last three years from federally assisted housing for drug related criminal activity.
2. A household in which any member is currently engaged in illegal use of drugs or for which the owner/agent has reasonable cause to believe that a member's illegal use or pattern of illegal use of a drug may interfere with the health, safety, and right to peaceful enjoyment of the property by other Tenants.
3. Criminal activities resulting in felony conviction involving violence, potential violence, destruction of property, human trafficking, terrorist activities, weapons charges or the illegal distribution or manufacture of a controlled substance.
4. Criminal activities resulting in other felony convictions if the conviction or exit from incarceration occurred within ten (10) years.
5. A record of three (3) or more separate instances of involvement in criminal activities resulting in felony convictions.
6. Criminal activities resulting in misdemeanor convictions involving violence, potential violence, destruction of property, human trafficking, terrorist activities, weapons charges or the illegal distribution or manufacture of a controlled substance within five (5) years of conviction or exit from incarceration, whichever is later.
7. Criminal activities resulting in other misdemeanor convictions within three (3) years of conviction or exit from incarceration, whichever is later.
8. A record of three (3) or more separate instances where the tenant was involved in criminal activities resulting in misdemeanor convictions where the last conviction or exit from incarceration is within five (5) years.
9. United States Code Title 8, subsection 1324(a)(1)(A) prohibits the harboring of illegal aliens. The provision of housing to illegal aliens is a fundamental component of harboring. Tenants may be required to provide proof of citizenship or legal immigration status.
10. Sex Offender Registration: Tenant is currently subject to registration under a state sex offender registration program. If the owner/agent determines that a registered sex offender is part of the household, the owner/agent will allow the household to remove the sex offender. Removal must

be documented using a signed, notarized copy of the owner's form. The household will have ten (10) business days to provide verification that the household has alternative housing or that the household member has applied for alternative housing. Failure to provide such documentation will result in termination of assistance and possible termination of tenancy for all household members. In this case, the owner/agent reserves the right to monitor household composition. If the owner/agent discovers that a sex offender has moved in to the unit, assistance will be terminated and the household will be evicted in accordance with HUD requirements. Any assistance paid in error must be returned to HUD.

If Brooklyn Housing Authority Inc. is unable to complete required criminal or sexual offender screening due to the tenant's failure to provide required information or release forms, Brooklyn Housing Authority Inc. will pursue termination of tenancy (eviction).

If a registered sex offender was removed from the household's application prior to move-in, Brooklyn Housing Authority Inc. reserves the right to monitor household composition after move-in. If Brooklyn Housing Authority Inc. discovers that a sex offender has moved in to the unit, the household will be evicted in accordance with HUD requirements.

If Brooklyn Housing Authority Inc. discovers an unresolved criminal charge of any criminal activity as described above, the circumstances surrounding the arrest will be investigated.

If there is evidence that the tenant participated in such illegal activity, Brooklyn Housing Authority Inc. will meet with the tenant and the other adult household members to determine if the residency should be terminated or if the offending party should be removed from the unit including formal procedures required to remove the member from the household/lease.

Based on a preponderance of the evidence, if Brooklyn Housing Authority Inc. investigation indicates that a tenant participated in criminal activity as described above, the tenant may be subject to termination of tenancy (eviction).

### **SEX OFFENDERS**

HUD prohibits providing housing assistance to anyone who is subject to a state lifetime sex-offender registry. Brooklyn Housing Authority Inc. has opted to make that rule more restrictive by prohibiting any sex offender registrant from living on the property.

If Brooklyn Housing Authority Inc. discovers that a household member is a registered sex offender and was admitted in error, Brooklyn Housing Authority Inc. will immediately pursue termination of assistance and termination of tenancy. Brooklyn Housing Authority Inc. will first offer the family the opportunity to remove the ineligible (sex offender) family member from the household.

If the family is unwilling to remove that individual from the household, Brooklyn Housing Authority Inc. MUST pursue termination of tenancy for the household in accordance with HUD instruction.

If the tenant is subject to registration on any state sex offender registry, Brooklyn Housing Authority Inc. and/or HUD will immediately notify the household that they have the option to remove the sex offender or Brooklyn Housing Authority Inc. will pursue termination of tenancy.

If Brooklyn Housing Authority Inc. has good cause (i.e. notification from a state sex offender registry or law enforcement agency), all household members acknowledge that sex offender screening can be conducted Brooklyn Housing Authority Inc. or by HUD or HUD's representatives.

### **CRIMINAL ACTIVITY DISCOVERED AFTER MOVE-IN**

If Brooklyn Housing Authority Inc. discovers that a tenant misrepresented their criminal history at application, Brooklyn Housing Authority Inc. will require the household to meet with property staff and discuss the information.

Brooklyn Housing Authority Inc. will comply with HUD's guidance and Brooklyn Housing Authority Inc.'s criminal screening criteria when determining what action should be taken. Action may include termination of tenancy depending on the severity of the crime and the willingness of the household to remove the offender.

### **DISTURBANCES OR INQUIRES INVOLVING LAW ENFORCEMENT**

Tenants are expected to contact law enforcement if they witness any illegal activity or if they feel they are in need of law enforcement intervention or protection.

If any law enforcement agency is called to the property because of any type of illegal disturbance and/or criminal violations caused by a tenant's illegal action, such incident shall be investigated by Brooklyn Housing Authority Inc.. If it is determined that a tenant was involved in criminal activity and/or other illegal behavior, Brooklyn Housing Authority Inc. will review and determine the appropriate level of corrective action necessary for the actions.

Law enforcement has the right to enter the property and the power to make arrests as needed within the law. At the local level, property is under the jurisdiction of the Connecticut State Police.

Disturbances and/or criminal violations where the tenant, a tenant's guest, or a tenant's service provider is involved in illegal activity is considered a lease violation.

If the tenant, the tenant's guest, or the tenant's service provider is the victim, the owner/agent will investigate the circumstances surrounding the specific situation and make a determination whether a lease violation occurred and if termination is appropriate.

The termination of the lease agreement will be conducted as allowed by the terms of the lease agreement and local, state, and federal law, including the provisions provided through the Violence Against Women Act (VAWA).

### **INCARCERATION**

If Brooklyn Housing Authority Inc. discovers that a tenant has been incarcerated, Brooklyn Housing Authority Inc. will investigate the arrest/conviction. If the tenant has been convicted of any of the crimes that would constitute termination of tenancy, Brooklyn Housing Authority Inc. will immediately begin the process to terminate tenancy. This may include contacting the remaining household members, in accordance with HUD requirements, and beginning the process to remove the tenant from the household.

If an existing tenant is incarcerated, at least one other adult household member must be listed on the lease in order for other members to remain in the unit. If the remaining household members are minors, Brooklyn Housing Authority Inc. is compelled to comply with local law regarding child abandonment. This may include contacting child protective services.

If the incarcerated tenant is the sole household member, Brooklyn Housing Authority Inc. will initiate the process required when a unit is abandoned.

### **CONSIDERATION OF EXTENUATING CIRCUMSTANCES**

In deciding whether to exercise discretion to terminate (evict) an individual or household that has engaged in prohibited criminal activity, Brooklyn Housing Authority Inc. will consider all of the circumstances relevant to the particular eviction decision, including but not limited to: the seriousness of the offending

action; the effect that eviction of the entire household would have on family members not involved in the criminal activity; and the extent to which the tenant has taken all reasonable steps to prevent or mitigate the criminal activity.

### **CRIMINAL ACTIVITY DISCOVERY**

The lease and these House Rules provide grounds for terminating the lease for criminal activity engaged in on or near the premises, by any tenant, household member, or guest. Before terminating any tenant based on involvement in criminal activity, Brooklyn Housing Authority Inc. will (as appropriate):

- Investigate whether the tenant committed a crime;
- Investigate whether the tenant's guest or service provider committed a crime;
- Investigate whether the tenant's guest or service provider committed a crime on or near the property;
- Notify the household of the proposed action based on the information;
- Provide the content of the criminal record and information about how to obtain a copy of the information if a criminal record was used in the investigation;
- Provide the tenant with an opportunity to dispute the accuracy and relevance of the information obtained from any law enforcement agency;
- Allow the household the opportunity to remove the household member involved in the indicated criminal activity.

Tenants have ten (10) business days to provide documentation to dispute Brooklyn Housing Authority Inc.'s information or provide an explanation of mitigating circumstances. If the tenant fails to contact the owner/agent or indicates that he/she cannot provide documentation to refute the criminal activity discovered or provide mitigating circumstances, the owner/agent may begin the process to terminate tenancy.

8. **DAMAGE REPAIRS** - Tenant will be charged for any repairs carried out in the Unit, common areas or other Landlord property other than normal wear and tear caused by the Tenant, authorized residents (household members), visitors, guests or any other person under Tenant's control. The cost will be assessed with the monthly Rent statement. Damages, caused by Tenant or other person under Tenant's control, between \$250 and \$1500 are considered a Misdemeanor; damages exceeding \$1500 is a Class D Felony. The Landlord will prosecute violators.

9. **DAMAGE – HAZARDS; DANGEROUS CONDITIONS – INJURY – REPORTING** – Tenant, authorized resident (household member) visitor or guest shall report any damage, hazards, dangerous conditions or injury to Landlord property or a condition that may cause injury to the management office or such other place as Landlord may designate as soon as possible but in any event within 24 hours. A list of What Conditions May Be Dangerous to Life, Health and Safety and actions that may be taken may be attached hereto from time to time as a schedule. Failure to report as set forth above will constitute grounds for denying any claim of injury, expense claim for abatement, or request for transfer.

10. **EXTERIOR GROUNDS – LANDLORD PROPERTY** – Tenant, household members, visitors, and guests shall exercise the necessary care and caution to maintain the exterior grounds and all Landlord property in a safe, clean and orderly condition. These grounds and property, unless specifically so designated, are not to be used for parking of vehicles or as playgrounds. In addition, Tenants are prohibited from planting (or maintaining) any flowers, fruits, vegetables, bushes, trees, shrubs, or any other type of vegetation anywhere on Landlord grounds. Tenants are also prohibited from erecting (or maintaining) any permanent structures anywhere on Landlord property which includes any patios, walls, rock gardens, flower gardens, or the enclosure of any area. Tenants may not use any pavers, bricks, stones, tiles, blocks or stones of any kind on Landlord property. Should the tenant currently be using or maintaining any of the items set forth in this paragraph, the Tenant must immediately remove the prohibited items within 14 days.

11. FEES FOR LEASE ENFORCEMENT/EVICTION – Fees related to enforcement of the Lease and eviction are set forth in a schedule to these Rules and Regulations and made a part hereof.

12. GASOLINE, FLAMMABLE ARTICLES – Storage of gasoline or flammable articles in the Unit and on Landlord property is prohibited. Use or storage of gas cooking grills is permitted in the scattered site housing Units only.

13. GRIEVANCE PROCEDURE

Tenant – Brooklyn Housing Authority Inc.

Tenants may request an informal meeting with Brooklyn Housing Authority Inc. to discuss grievances regarding policy, decisions, or staff behavior. All requests must be submitted in writing to Brooklyn Housing Authority Inc. within 14 days of the grievable event. Within 10 business days of receipt of the request Brooklyn Housing Authority Inc. will arrange a meeting with the tenant at a mutually agreeable time and confirm such meeting in writing to the tenant. If a tenant fails to attend the scheduled meeting without prior notice, Brooklyn Housing Authority Inc. will reschedule the appointment only if the tenant can show good cause for failing to appear, or if it is needed as a reasonable accommodation for a person with disabilities.

*Good cause* is defined as an unavoidable conflict which seriously affects the health, safety or welfare of the family.

If the Tenant is not satisfied with the outcome of the *informal* meeting with Brooklyn Housing Authority Inc., a request for a *formal* hearing may be requested in writing, to Brooklyn Housing Authority Inc. within 14 days of the informal hearing. Within 10 business days of receipt of the request Brooklyn Housing Authority Inc. will arrange a formal hearing of the matter with the tenant and will provide the tenant with a copy of the Formal Grievance Procedures.

Tenants may also wish to contact the U.S. Department of Housing And Urban Development (HUD), who oversees Brooklyn Housing Authority Inc.'s policies and procedures:

HUD

One Corporate Center

20 Church Street

Hartford, CT 06103

[860-240-9793](tel:860-240-9793)

Tenant – Tenant

Any tenant whose health, safety, or welfare has been threatened by another tenant is responsible for reporting such cases to the Putnam Police Department at (860) 928-6565 or State Police at (860) 779-4900. Brooklyn Housing Authority Inc. does not have legal authorization to adjudicate behavior that violates federal, state or local law. If a law enforcement official has found a tenant to be guilty of a crime that violates the health, safety, or welfare of another tenant, Brooklyn Housing Authority Inc. will take action as necessary to evict the tenant from the property. Tenants must not rely on Brooklyn Housing Authority Inc. to protect them from violators of the law. Only law enforcement officials have this authority.

Brooklyn Housing Authority Inc. will not become involved in personal disputes or petty bickering between Tenants. Involvement in such pettiness is extremely time-consuming. Brooklyn Housing Authority Inc. prefers to use this valuable time to enhance their housing programs to ensure that participants, who are striving to make gains for themselves, have a fair advantage to establish self-sufficiency and economic success.

All Tenants are to conduct themselves in a manner that will not disturb other Tenants' right to peaceful enjoyment. If unable to get along with another tenant, please make the effort to at least be cordial.

### Incidents of Misconduct

Any tenant, who witnesses the destruction or defacement of tenant or housing property, or acts of misconduct while on property grounds, should report such incidences to Brooklyn Housing Authority Inc. office in writing, using Brooklyn Housing Authority Inc. tenant complaint form available at Brooklyn Housing Authority Inc. office.

### Housing Discrimination

Housing discrimination based on your race, color, national origin, religion, sex, family status, disability, gender identity, sexual orientation or marital status is illegal by federal law. If you believe your rights have been violated, you can file a fair housing complaint.

There are several ways to file a complaint.

- You can file a complaint by using HUD's online form at [www.hud.gov](http://www.hud.gov)
- You can call toll-free 1-800-669-9777
- You can use a printed form, complete it and drop it or mail it to:

Office of Fair Housing and Equal Opportunity  
Department of Housing and Urban Development  
Room 5204  
451 Seventh St. SW  
Washington, DC 20410-2000

You can write a letter with:

- Your name and address
- The name and address of the person your complaint is about
- The address of the house or apartment you were trying to rent or are renting
- The date when this incident occurred
- A short description of what happened
- Then mail it to the Fair Housing Hub closest to you:

Boston Regional Office of FHEO  
U.S. Department of Housing and Urban Development  
Thomas P. O'Neill Jr.  
Federal Building  
10 Causeway Street, Room 321  
Boston, MA 02222-1092  
(617) 994-8300  
(800) 827-5005  
TTY (617) 565-5453

14. INSURANCE – Unless directly attributable to Landlord neglect, the Landlord is not responsible for damages to personal property or loss from theft.

15. LOCKS AND KEYS – Keys are not permitted except to Tenants, live-in aides, or the Tenant's emergency contact person. Alteration to existing locks or installation of new locks is not permitted. The Landlord reserves the right to maintain access to each Unit for inspection and/or emergency purposes.

16. LOUD NOISES/SOUND DEVICES – No noise, music or other sounds shall be permitted at any time in such a manner as to disturb or annoy other residents or neighbors.

17. **MOVING OUT** – Unless prior arrangements are approved, a written 30-day notice, per the Tenant's Lease/applicable laws, is required before vacating a Unit. Short notice or no notice will result in being liable for Required Payments.

18. **NO WATERBEDS/FURNITURE** – Furniture that is filled with a liquid or semi-liquid is not permitted without prior written permission of the Landlord.

19. **PARKING** Under no circumstances will the Landlord be responsible for any tenant vehicles or their contents.

### Parking Permits

In order to be eligible for a parking permit(s) Tenants must meet the following requirements:

1. Tenants must own the vehicle being registered for parking and prove ownership by providing the vehicle registration in the Tenant's name. Tenants may not register a relative or friend's vehicle.
2. The vehicle must have a valid Connecticut license plate and current license tags in accordance with the State of Connecticut laws and local ordinances. (New residents from out of state have 90 days to register their vehicle in CT per CT State law.
3. The vehicle must be in operable condition and be able to run at all times.
4. Tenants are responsible for advising Brooklyn Housing Authority Inc. if they sell or change vehicles. Permits are not transferable.
5. Households receive one assigned parking spot. Tenants are allowed a maximum of two vehicles per household.
6. Motorcycles
  - ATVs and other off-road vehicles are prohibited from PHA's grounds. Only registered street bikes are allowed on the property and must be parked in the parking area. Tenants are not allowed to park motorcycles on the sidewalk or on the lawn, no exceptions. Motorcycles are counted in the vehicle allowance allowed per household (one vehicle per licensed driver, maximum of two vehicles per household).

### Parking Spots

Each unit will receive one numbered parking spot. Households with more than one vehicle will need to park on the street. Please do not park in another Tenants' assigned space, office spaces, or allow visitors to park in another Tenants' space. Please also make certain you are not parked in a manner that will make it difficult for another tenant to access their space or get in and out of their vehicle. During the snow season, the Town of Putnam may enforce a parking ban. During this time only, additional parking will be provided in the field surrounding the maintenance garage on Laconia Avenue.

\*Notice: The Town of Putnam has issued a permanent parking ban on the even numbered side of Laconia Avenue. Therefore, vehicles parked on this side of the street may be ticketed or towed at the owner's expense.

You will be responsible for snow/ice removal from your assigned parking spot(s) regardless if you have a vehicle or not. It is expected that snow removal from the assigned spot will be completed within 24 hours of a storm ending. Snow must be placed on the grass in front of your unit or the grass perimeter along the driveway. Snow may not be placed on sidewalks, other parking spots, or thrown into the road. This is strictly prohibited and is subject to charges/local fines. Brooklyn Housing Authority Inc. will periodically inspect parking areas and issue violations/charges. A fee of \$35.00 per storm will be charged if a tenant does not comply and clear snow/ice from their vehicle and parking spot within 24 hours of the storm. As a reminder households that receive 3 or more lease violations from Brooklyn Housing Authority Inc. office during a lease year (June 1 thru May 31) are subject to nonrenewal of their lease. Some



tenant's may find that leaving their car at another location or enlisting family/friends to help with snow removal from their vehicle at the end of the storm.

#### Parking at Laconia Court

Parking in the fire lane is prohibited. Anyone who parks their vehicle in the fire lane will be subject to a \$50.00 fine.

#### Removal of Vehicles from Parking Area

Brooklyn Housing Authority Inc. may remove vehicles not in conformance with these standards, vehicles posing a threat or safety hazard, vehicles creating obstructions, and for other reasons deemed necessary by Brooklyn Housing Authority Inc.. The cost for such removal will be the responsibility of the vehicle owner. Vehicles will be removed according to the following:

1. The parking area is monitored for parking violations. Vehicles parked without proper permission will be towed, without notice or warning, at the vehicles owner's or Tenant expense.
2. Inoperable motor vehicles must be removed from the parking area, or be subject to towing by Brooklyn Housing Authority Inc. at the vehicle owner's expense.
3. Warning notices will be issued whenever possible prior to towing a vehicle out of Brooklyn Housing Authority Inc. parking area. The exception to this is when a vehicle presents a hazard such as leaking gas or is parked in a manner that blocks emergency routes, etc.
4. Individual Tenants do not have the right to tow other cars. Tenants who find another vehicle in their parking space must complete a written Incident Report and file it with Brooklyn Housing Authority Inc.. Please include the vehicle make, model and color as well as the license plate, date and time of the violation.
5. Tenants who intend to be away from their unit are still responsible for adhering to this policy. Tenants who will be away on vacation, in the hospital, etc. should authorize another person to look after their vehicle and be prepared to clear the vehicle and area in the event of inclement weather, hazards, or parking lot repairs. Failure to designate a responsible person or failure of the designated person to look after a Tenant's car does not exempt that vehicle from being towed at the owner's expense.

#### Vehicle Maintenance

Tenants may not wash or make repairs to their vehicles. This includes changing oil or replacing mechanical parts.

20. PETS/ANIMALS – No pets or animals of any kind shall be kept or allowed within a Unit or on the property of the Landlord, except as may be provided in the Landlord's Pet Policy which is hereby incorporated in these Rules and Regulations and hereby made a part hereof. Clean up of pet waste is pet owner/Tenant responsibility. Requests for reasonable accommodations regarding support animals should be made to the Management Office.

21. REQUIRED PAYMENTS – Required payments are due on the 1<sup>st</sup> and delinquent on the 11<sup>th</sup> of the month.

22. SECURITY – Tenants shall ensure that all common doors/gates are kept closed for their own security and for the security of other residents. All fire doors shall be kept closed. Landlord will not be responsible for lost or missing property.

23. THEFT OF PUBLIC UTILITIES – theft of utilities is prohibited and shall be grounds for termination.

24. TRESPASSERS – Tenants and other authorized household members evicted from the Landlord's developments because of drugs, drug-related criminal activity, or criminal activity will be banned from

Landlord property. The Putnam Police Department will be notified that these individuals have been banned from the property(ies) and are to be considered trespassers should they intrude onto Landlord property.

25. UTILITY ALLOWANCES – Current Utility Allowances which are applicable are set forth in a Schedule attached to these Rules and Regulations and are made a part of these Rules and Regulations.

26. WEAPONS, DRUGS, AND DRUG PARAPHERNALIA – Possession of weapons except as authorized by law, and unlawful possession or unlawful use of narcotic drugs or drug paraphernalia or criminal or unlawful activities on or off Landlord property is prohibited and will be cause for immediate termination of a Lease. Lawfully owned guns are not allowed to be carried and/or displayed in common areas and may only be transported back and forth from the Premises. The Tenant is responsible for all authorized residents, guests and persons under Tenant's control.

These Rules and Regulations shall be a part of the Lease agreement. Tenant(s) agree(s) to keep, observe, and be bound by these rules and schedules attached and any such rules and schedules as may later be instituted by the Landlord. The invalidity or unenforceability of any provision herein shall not affect or impair any other provision.

I/we have read the above policies and understand that these policies are an attachment to our lease.

Signatures:

TENANT:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

PROPERTY MANAGER

\_\_\_\_\_