



RETIREMENT HOUSING FOUNDATION

(Name of Community)

RHF Housing Communities
Typical House Rules

Managed by
Foundation Property Management, Inc. (FPM)
(Sponsored by RHF)

House Rules Guidelines

© Foundation Property Management (FPM)
911 N. Studebaker Road
Long Beach, CA 90815-4900
Phone 562.257.5100 • Fax 562.257.5200



Table of Content

WELCOME	1
INTRODUCTION	1
POLICIES & PROCEDURES	2
ABSENCES.....	2
Voluntary Absence (Vacation)	2
Involuntary Absence (Hospitalization or Convalescence)	2
ADMISSION POLICIES.....	2
ADDING NEW MEMBERS TO THE HOUSEHOLD	2
ADDRESS AND MAIL.....	3
ALCOHOLIC BEVERAGES	3
ALTERATIONS	3
APPLIANCES	3
BALCONY AND PATIO (IF APPLICABLE)	4
COMMUNITY ROOM.....	4
CONDUCT	4
DRESS IN PUBLIC ROOMS	4
EMERGENCY CALL SYSTEM	4
EMPLOYEES	5
FIRE REGULATION	5
FURNISHINGS.....	5
GIFTS, ENDOWMENTS AND BEQUESTS	6
GUESTS.....	6
HEATING / AIR CONDITIONING.....	6
HOUSEKEEPING	6
KEYS	6
LAUNDRY.....	7
MAINTENANCE	7
MAINTENANCE INSPECTIONS	7
PARKING.....	8
PERSONAL PROPERTY.....	8
PETS.....	8
PRIVACY	8
RECREATIONAL AND SOCIAL ACTIVITIES.....	8
RENT	8

SECURITY	9
SMOKING / SMOKE FREE COMMUNITY	9
SOLICITING	9
TELEPHONES	10
TELEVISION CABLE / SATELLITE DISHES	10
TEMPORARY ILLNESS	10
TERMINATION OF RESIDENCY	10
TRASH DISPOSAL	10
UNIT TRANSFERS	10
WATER BEDS	10

*Typical House Rules used in Retirement Housing Foundation (RHF) Housing Communities
Managed by Foundation Property Management, Inc. (Owned by RHF).*

WELCOME

Foundation Property Management, Inc. (FPM), the Board of Directors and the on-site staff extend a warm welcome to you as a resident of **(Name of community)**. At **(Name of community)** our aim is to serve senior persons with limited or modest incomes under the Low-Income Housing Tax Credit Program in an environment which enhances their quality of life – physically, mentally, and spiritually.

INTRODUCTION

These House Rules are a part of your Lease Agreement, and are intended to acquaint you with the policies and procedures that govern our senior community. The property management company, Foundation Property Management, Inc. (FPM), establishes policies for compliance. The on-site manager administers day-to-day operations and compliance of policies and procedures, and supervises clerical, maintenance and other on-site staff. Residents must be able to perform the day-to-day housekeeping functions required or, if needed, must be responsible for obtaining assistance from an outside agency or individual.

FPM established these House Rules in the interest of maintaining a mutually cooperative relationship of understanding and good will. We wish to be informative and helpful, and these rules will serve as a guide to those who live here. You are encouraged to refer to them for answers to your questions about procedures and your responsibilities as a resident.

The management and staff are ready to help you settle into your home. Feel free to ask questions. We also hope you will take advantage of and will participate in the activities offered, and hope that your stay will be long and happy, filled with the quality of life you deserve.



POLICIES & PROCEDURES

ABSENCES

Voluntary Absence (Vacation)

The tenant agrees to report to the manager any voluntary absence from his/her unit for more than 3 days.

Management will consider exceptions when a request is made and each request will be considered separately.

Management will consider absences from the unit for longer than 60 continuous days as abandonment of the unit and that the unit is no longer the tenant's primary place of residence.

Involuntary Absence (Hospitalization or Convalescence)

If tenant is absent for longer than 180 days, or has not returned to the unit, or fails to recertify, the Manager will take steps to terminate the Tenant's lease for material non-compliance.

ADMISSION POLICIES

This property is an "Equal Opportunity" housing facility. Residency is open to all qualified persons without regard to age, color, disability, national origin, race, religion, sex, marital status, or familial status. If an applicant meets our tenant selection process, lives harmoniously within the community, and can meet our financial requirements, he/ she may be accepted for residence. Management maintains a community waiting list to fill vacancies as they occur.

ADDING NEW MEMBERS TO THE HOUSEHOLD

All new members to households must be approved in advance by the Facility Manager and the Regional Manager. All new members will be required to complete an application and will be required to meet the same screening criteria (mentioned above) as identified in the Tenant Selection Plan.

Upon approval of an additional household member, the new member will be required to disclose all information regarding their income and assets. Management will use this information to determine the appropriate amount of rent charged for the household.

Once an applicant or additional occupants are approved for the household, ALL occupants of the household must comply with all terms and provisions of the Tenant Selection Plan, Lease, and House Rules. If a resident or other occupant in the apartment is convicted of a sex crime and is subject to a lifetime registration requirement at any time during the tenancy, said resident must vacate the premises or be subject to eviction. The same is true for any person engaging in illegal activity, including but not limited to, use, sales, manufacture, and or distribution of illegal substances.

Management may deny housing to those persons that are known or believed to be currently engaged in: (1) criminal activity that threatens the health and safety of, or the right of quiet and peaceful enjoyment of the premises by residents, staff or visitors; (2) anyone engaging in the sale, use, manufacture, distribution or possession of illegal drugs or drug related activity; (3) if there is reasonable cause to believe that any

household member's behavior, from abuse or pattern of abuse of alcohol, may interfere with the health, safety, and right to peaceful enjoyment of the premises by other residents.

ADDRESS AND MAIL

The U.S. Post Office delivers mail, according to regulations, directly to the resident's private locked box in the lobby. Please include your apartment number on your return address. Omission of the apartment number may cause delays in receipt of your mail and the mail carrier may return it to sender. Management is not obliged to accept packages or special delivery, registered mail, UPS or other deliveries.

ALCOHOLIC BEVERAGES

Alcoholic beverages are not permitted in the common areas or parking lot, at any time. Alcohol is only permitted in the units.

ALTERATIONS

There shall be no alterations to the interior of the unit or the exterior of the building, which includes carpeting, painting, or alteration of walls or other items without the prior written consent of the Manager. Blinds, drapes, carpets and furniture must be maintained in good condition and be free of damage, other than "normal wear and tear." Residents are not allowed to make ANY alterations to the plumbing in their apartment, including the installation of water filters, bidets, etc. Read the covenants in your Lease covering these items. The Resident is responsible for and is required to pay for all damages beyond normal wear.

APPLIANCES

Residents shall not install any electrical or gas-operated appliance (refrigerator, dishwasher, freezer, washer or dryer, air conditioner, etc.) without the prior written approval from Management.

- **Refrigerator** Clean as often as required by usage.
- **Stoves and Ovens** Clean as often as required by usage.
- **Fans** Turn fan on over the stove when cooking to prevent odors from spreading to other apartments. To clean, the stove fan screen should be soaked periodically in ammonia to dissolve any grease accumulation.
- **Sink Disposal** It is important to run cold water before and during use of the disposal unit. **To avoid clogging the drains, do not pour grease or lard down the drains, nor put any of the following items down the drain: paper, carrot skins, potato skins, onion skins, citrus and melon rind, celery, corn husks, fruit pits, bones, and other hard objects into the sink disposal unit.** These items should be wrapped in plastic bags, fastened, and then put into the trash.

BALCONY AND PATIO (IF APPLICABLE)

Outdoor furniture and no more than three (3) potted plants may be placed on balcony or patio. No indoor household furniture is allowed (couches, table, chairs, etc.). Please do not use the patio or balcony as a storage place but as a pleasant additional living space. Storage containers and shelving are prohibited. Venetian or bamboo type hangings, hanging fixtures and electrical cords are not to be used. Indoor/Outdoor carpet may not be placed on the floor. Plants should be in pots (no larger than 1 gallon containers) with each having a receptacle so that water will not drip to the balcony below. The number of plants must be limited to three (3). Barbeques are not allowed on balconies or patios. Liquid bird feeders are allowed and are to be limited to one (1) per balcony. Seed bird feeders are prohibited from any balcony or patio area.

COMMUNITY ROOM

This amenity has been designed for the enjoyment of all residents. If a resident wishes to reserve the community room for private use, the procedure is as follows: The resident shall provide the Manager with a minimum of 24-hour notice requesting private use, provide a brief description of the function planned, and the number of people to attend beforehand to ensure the fire department maximum occupancy code will not be violated. Events may occur between the hours of 9:00 a.m. until 9:00 p.m. The resident must ensure the room is left in the same condition in which it was found. In the event of damages, charges appropriate to the amount to restore the damaged property to an acceptable condition will apply and the charges will be the responsibility of the resident to reimburse the community.

CONDUCT

Management appreciates your good conduct. However, we will not tolerate any harassment, sexual or otherwise, abusive language or behavior considered inappropriate by the resident towards either the Manager or any other member of the management staff. If confronted with a situation that cannot be resolved at the community, residents may use the Grievance Procedure, which is available in the office. Management will not tolerate criminal activity or any behavior that disturbs the right of quiet and peaceful enjoyment of the premises by residents, staff, or visitors, nor shall any resident, visitor, or member of the staff participate in the sale, use, or possession of illegal drugs or drug related activity.

Firearms or other weapons (including, but not limited to knives) that may reasonably be construed as threatening, are prohibited in any of the common areas of the facility. Any such weapon shall be considered threatening if it is offensive to any tenant or the management staff.

DRESS IN PUBLIC ROOMS

Residents and guests shall dress appropriately in all public areas of the property.

EMERGENCY CALL SYSTEM

If you need emergency help, first dial 911. Your apartment is equipped with an emergency call system. This system provides a secondary mechanism for alerting an independent monitoring service in an

emergency only. THIS SYSTEM IS FOR EMERGENCY USE ONLY! Emergencies include when you have fallen and need assistance, fire, or any situation, which would require urgent assistance from staff, paramedics, police, or emergency professionals.

We do not recommend using this system as either the primary or only method by which to summon help. As with any mechanical or electrical system, it is impossible to make the emergency call system fail-safe. Additionally, since the emergency call system is not monitored on a 24 hour per day basis by Management, coupled with the fact that there may be no one on-site or in the Manager's Office at the time you summon help, it is particularly important to think of the emergency call system only as a back-up to obtaining assistance.

If you need emergency assistance and are unable to call 911, pull the cord connected to the call system panel. Stop the signal by releasing the switch, or a member of the staff or emergency services will enter your apartment and release the switch. For this reason, residents may not install chain locks on their front doors because it would make it difficult for staff, paramedics, or the fire department to be of assistance in an emergency. Please do not remove, alter, or obstruct the string hanging from the emergency call system. It must hang to the floor so it can be reached if you have fallen.

EMPLOYEES

According to company policy, employees may not accept gifts or gratuities from residents, nor may employees take instructions from residents. Only the Manager has the authority to assign duties. Additionally, residents are not to interfere, harass, or disrupt the staff. If a problem arises with a staff member, please discuss it with the Manager.

Employees are NOT permitted to borrow any money from residents. If an employee solicits money for any reason, report the request immediately to the Regional Manager.

FIRE REGULATION

Residents will receive all necessary fire and disaster rules and regulations. In accordance with fire and safety regulations, apartments must remain free of hazards, such as chain locks, unnecessary accumulations of furniture, debris, and clutter inside apartments.

Fire regulations require that residents do not block doorways, windows or exits with furniture or other large objects. Maintain a clear path to entrances and exits in your apartment in the event of an emergency.

FURNISHINGS

Residents will furnish their own apartments with the exception of floor coverings, window coverings, and major kitchen appliances. We request that you secure management approval before any holes are made in the walls. Nothing shall be hung or fastened from outside of the windows, as this would detract from the overall appearance of the building and may create a safety hazard. Exits and doors may not be blocked with furniture.

GIFTS, ENDOWMENTS AND BEQUESTS

The question occasionally arises concerning gifts to this facility. Again, employees may not accept gifts or gratuities from residents, however, the on-site manager may accept gifts such as books for the library, or pictures, pianos, television sets, and furniture in good condition for common areas. The above mentioned gifts are accepted as gifts and not loans.

Residents may make gifts to the memorial fund in memory of a specific person or general gifts. Unless the gift is marked for a specific purpose, management use gifted funds for special purchases to add to the beautification of the property or the comfort, convenience, enjoyment or general welfare of its residents.

From a practical point of view, we can make this property a finer home with the addition of endowment funds, and appreciate all gifts to this facility, and such gifts are tax deductible.

GUESTS

(Name of community) is a private residence. While you are free to have guests, overnight visits should be limited to no more than fourteen (14) days, per guest, per year, unless there are extenuating circumstances discussed in advance with the Manager. A GUEST REGISTRATION FORM must be filled out and left with the office if you have an overnight guest.

All occupants' guests must be accompanied/supervised by the resident. Management is not responsible for the safety or supervision of guests. Tenants will be responsible for any damages caused by their household members or their guests.

HEATING / AIR CONDITIONING

Apartments are equipped with individual heating controls for your particular comfort. Feel free to ask questions about adjusting the control in order to get the most satisfaction from it. Both heat and air conditioning cannot be on at the same time.

HOUSEKEEPING

Maintenance staff will clean and maintain the hallways, lobbies and other public areas. Residents are expected to maintain their own apartments with high standards of sanitation and freedom from hazards.

KEYS

Each resident is issued one key for the building entrance, one apartment door key and one mailbox key. Residents may not duplicate any of these keys nor may they alter any lock or install a new lock on apartment doors. Keys must be returned upon moving out. It is the resident's responsibility to admit his/her guest into the building, therefore keys should not be given out to anyone else.

LAUNDRY

Coin or SmartCard operated washing machines and dryers are available for use by residents only.

- Clean the dryer lint filters after each use.
- Immediately remove your laundry at the end of the cycle to make machines available to other residents.
- Do not launder heavy items, such as bath rugs, blankets, and bedspreads.
- If you use bleach, use extreme caution when transporting the container to and from your apartment. Bleach drips and spills cause serious damage to carpeting in hallways and apartments, and you will be liable for the cost to repair damage.
- Use of dye is prohibited in the laundry equipment.

MAINTENANCE

Please submit maintenance requests to the office in writing. Requests for maintenance must not be made directly with the maintenance staff. The manager schedules maintenance in order of priority.

Management will maintain all equipment that it owns in the apartment without charge, providing the cause of the breakdown or damage was not negligence on the part of the resident. If, in the opinion of the Manager, the resident is at fault, management will bill the resident for the cost of repairs. Residents must furnish their own light bulbs.

If a resident requests extra services, they will be charged according to the established work cost schedule. Extra services include:

- Painting or similar service or redecorating over and above management's established maintenance schedule; and,
- Carpet and window covering replacement, if not in a normal replacement schedule.

After hours repair requests, unless emergencies, may be slipped under the office door. Requests will be acknowledged the next business day. Maintenance personnel are prohibited from making repairs on equipment or furniture owned by the residents.

MAINTENANCE INSPECTIONS

The Manager or management representatives may need to enter your apartment for needed repairs during an emergency or for the annual inspection. An annual inspection of apartments is a mandatory requirement. Reasonable, advance notice of inspections will be given to all residents. These are measures taken to maintain the mechanical and overall condition of your apartment.

Please notify the office immediately about: non-functioning smoke detectors, appliances, light fixtures, broken switches or covers, outlets, plumbing leaks, or other maintenance problems.

PARKING

Parking is available for residents and management staff only in the parking lot. Do not park in handicapped spaces without a handicapped permit. The parking lot is for access by residents who own vehicles. Only one fully operative, licensed, and insured vehicle will be allowed by an applicable owner/operator. Space is on a first-come basis and no parking assignments are made.

Vehicles must be kept in running condition and are not allowed to sit idle for any extended period of time. Vehicles that leak oil or transmission fluid are not permitted to park in the parking lot. Repairs to vehicles, including oil changes and car washing on the premises is strictly prohibited. Management is not responsible for damage to or theft of any vehicle or its contents. Residents must carry their own auto insurance and we strongly recommend that vehicles be kept locked.

PERSONAL PROPERTY

Management is not responsible for damage or loss of any personal property belonging to the resident. Residents are encouraged to obtain renter's insurance for personal belongings such as furniture, personal effects, jewelry, clothing, etc.

PETS

Pets are permitted; however, before a pet can be brought to (Name of Community), residents must first obtain and sign a Pet Policy Agreement and pay a pet cleaning deposit. It is every resident's responsibility to maintain the facility in a clean, sanitary, and quiet manner. Pet owners have these same responsibilities. To obtain a copy of the Pet Policy Agreement, please see your Manager.

PRIVACY

All residents have the same right to privacy and peaceful enjoyment. Since the apartments share common walls, there must be concern for other people. Remember when using the radio or television to please keep the volume at a reasonable level to avoid disturbing your neighbors. Also keep this in mind when entertaining guests.

RECREATIONAL AND SOCIAL ACTIVITIES

Apartment communities usually find that a harmonious relationship may be best achieved by a voluntary resident organization to serve as liaison between the residents and Manager. The residents' association can promote social, educational, recreational, and cultural functions for the enrichment of all residents. Your participation is encouraged, but not required.

RENT

Rents are due on the 1st of the month and are considered late if not paid by the close of business on the 5th day of the month. Please pay via check, money order, or cashier's check. **Cash is not accepted.** If a

resident has not paid rent by the opening of business on the 6th day of the rental period, management will serve the resident with a 10-Day Pay or Quit Notice.

SECURITY

Management cannot and does not provide for security of the residents nor the premises. The entrance doors are always locked to provide controlled access for residents. When guests are expected, it is the responsibility of every resident to be available to admit them. Upon leaving the building, be sure you or your guests close and lock the door. Unauthorized persons are not permitted in the building. Security is everyone's business. If you see acts of vandalism or someone you think may not be authorized, please call the office for assistance or the on-call Manager or better yet, the police. NEVER prop doors open - this invites intruders and endangers all residents.

SMOKING / SMOKE FREE COMMUNITY

Effective (Date of Community Opening), every applicant moving into the facility acknowledges that the community is a "Smoke-Free" community. Smoking is prohibited in all interior common areas, resident's apartments, and within 25 feet of all property entrances and exits. This policy will be strictly enforced. If a resident is found violating this policy, verbal and written violation notices will be issued. If the resident continues violating the policy, he/ she will be subject to eviction. This policy applies to all residents, guests, visitors, and service personnel at (Name of Community). For the purposes of this policy, the term 'smoking' means inhaling, exhaling, breathing, or carrying any lighted cigarette, pipe, or other tobacco product.

We realize that smoking is objectionable to many people; therefore, no smoking will be permitted in any interior common area. If you have resided in the facility prior to February 1, 2009, you are free to smoke in your own apartment, but we insist you DO NOT SMOKE IN BED! Everyone must assume responsibility for fire prevention. We suggest that you open a window, turn on the kitchen fan and put a rolled up towel at the bottom of your front door to prevent second hand smoke in the public hallways.

Smoking is prohibited in any apartment where oxygen tanks or canisters are being used or stored. If a resident is smoking with oxygen stored or being used in the apartment, the matter will be treated as a violation of the House Rules. Violation will be treated as grounds for eviction. If a resident uses oxygen from a tank or canister, neither the resident nor their visitors are permitted to smoke in the apartment. Smoking with an oxygen tank in the unit creates a hazard, which may jeopardize the health and safety of the resident and others in the facility.

Although (Name of Community) intends to strictly enforce this "Smoke-Free" policy, it cannot and does not warrant or promise that any apartment or interior/ exterior common areas of the building will be smoke-free, and makes no warranty or guarantee as to the health of any resident or other person. Residents with respiratory ailments, allergies, or any other physical or mental condition relating to smoke are hereby put on notice that (Name of Community) does not assume any higher duty of care to enforce this policy than any other landlord obligation under the terms of the resident's lease.

SOLICITING

For the protection of residents, sales solicitors are not permitted on the premises. If you know about incidents of solicitation, please notify the office immediately.

TELEPHONES

Each apartment is equipped with telephone outlets. Residents must purchase their own telephone equipment. The office telephone will not be made available to residents for personal calls. Telephone messages to residents are not a management service.

TELEVISION CABLE / SATELLITE DISHES

Apartments are wired for cable and each tenant pays for their own cable service. Satellite dishes are not permitted.

TEMPORARY ILLNESS

In case of temporary or limited incapacity, family members can assist the resident in order to maintain proper care for the resident and his apartment. In the absence of family assistance, there may be circumstances where temporary homemaker services can be obtained through the Department of Public Social Services or other home health care agencies. The Manager may be able to assist you in identifying social service agencies in the local area. Residents may hold their apartment during a temporary illness while absent for medical treatment and convalescence. The usual payment of rent will need to continue during temporary illness.

TERMINATION OF RESIDENCY

District law requires you to provide a 30-day written notice of intention to vacate an apartment to the Manager. Upon move-out, management will perform an inspection with the checklist signed during admission. In the event of a violation of the terms and conditions of the Lease Agreement, management may ask a resident to vacate his/her apartment.

TRASH DISPOSAL

Place all garbage in plastic bags and fasten securely before putting them in the trash. Break down boxes and collapsible objects until flat before disposal. No furniture, mattresses, etc. should be placed in or around the dumpsters. Residents are responsible for the hauling away of such items.

UNIT TRANSFERS

Management allows unit transfers for substantiated medical reasons or for management purposes, subject to the unit transfer policy.

WATER BEDS

Water beds or liquid-filled furniture shall not be allowed in or about the premises.

[End of House Rules]



(NAME OF COMMUNITY)

ACKNOWLEDGEMENT OF HOUSE RULES

I/We have read the preceding House Rules and by my/our signature below, acknowledge that these House Rules have been read and incorporated as part of the Lease Agreement given to me/us this _____ day of _____, 20____.

Further, I/we acknowledge that all written agreements signed by the manager and me/us now and in the future will be enforceable under the Lease Agreement.

TENANT

WITNESS

Signature
Print Name: _____
Date: _____

Signature
Print Name: _____
Date: _____

CO-TENANT

WITNESS

Signature
Print Name: _____
Date: _____

Signature
Print Name: _____
Date: _____



(NAME OF COMMUNITY)

ACKNOWLEDGEMENT OF THE RECEIPT FORM

Date: _____

NOTICE TO ALL TENANTS:

In order to be fair to all our residents and their guests, and to promote their safety, Management adopted the GUEST REGISTRATION FORM (next page). The Form is a part of your Lease and House Rules.

Please fill out the Guest Registration Form on the day prior to arrival of your guest(s), and return it to the business office.

Fill out a Guest Registration Form for unexpected guests who stay with you overnight, and deliver it to the business office the next morning. If you have unexpected weekend or holiday guests, submit the Form on the business day following the weekend or holiday.

ACKNOWLEDGEMENT OF RECEIPT:

TENANT

Signature
Print Name: _____
Date: _____

MANAGER

Signature
Print Name: _____
Date: _____

CO-TENANT

Signature
Print Name: _____

Date: _____



(NAME OF COMMUNITY)

GUEST REGISTRATION FORM

TENANT'S NAME: _____

RENTAL UNIT NUMBER: _____

Guest's Name	Arrival Date	Departure Date

CONTACT IN CASE OF EMERGENCY

CONTACT NAME: _____

CONTACT PHONE: _____

VEHICLE INFORMATION

AUTO MAKE MODEL	MODEL	LICENSE PLATE NUMBER

TENANT'S SIGNATURE UPON ARRIVAL _____

TENANT'S SIGNATURE UPON DEPARTURE _____

CO-TENANT'S SIGNATURE UPON ARRIVAL _____

CO-TENANT'S SIGNATURE UPON DEPARTURE
