

NEW YORK CITY HOUSING AUTHORITY (NYCHA)

## Highlights of House Rules, Lease Terms and Policy

This document contains highlights of NYCHA lease requirements, “house rules and regulations,” general provisions of law and NYCHA policy. The document is intended to remind NYCHA residents of these important requirements.

**Note that this document is NOT a lease and NOT a lease addendum.**

The act of signing this document will not grant any rights of tenancy or authorized occupancy.

This document does not waive any lease provision, rule or policy not included here. All provisions of other NYCHA rules, policy or lease clauses not mentioned here remain in full force and effect.

*Contact your development housing assistant for more details.*

FINANCIAL INFORMATION	
1	<p><b>Annual Review:</b> Every household must submit to NYCHA every year the Annual Review booklet. This lists both the tenants (person(s) who signed the lease) and family members who did not sign the lease but are authorized by NYCHA to reside in the household.</p> <p>Include in the booklet income information for <b>ALL</b> household members. Examples of income include: employment wages, Social Security benefits, Supplemental Security Income (SSI), pension, public assistance, unemployment benefits and income from a business. NYCHA verifies the accuracy of the information reported through US Department of Housing and Urban Development (HUD) databases and other sources.</p>
2	<p><b>Rent:</b> Rent is based on the income of <b>all</b> household members. Rent is based on 30% of household income (less allowable deductions) or the welfare rent, and can not go higher than any rent ceiling in effect.</p>
3	<p><b>Rent Due:</b> Rent for the entire month is due the <b>first</b> day of the month and must be paid entirely, unless the family pays by <i>automatic rent payment</i> (see #5 below), where rent can be paid twice a month.</p>
4	<p><b>Rent Payment Options:</b> Rent is paid <b>once</b> a month, due on the first of the month:</p> <ul style="list-style-type: none"> <li>• <u>by mail</u>: mail your check or money order along with the monthly rent bill,</li> <li>• <u>by phone</u>: call (866) 942-3104,</li> <li>• <u>with cash at a bank</u>,</li> <li>- OR -</li> <li>• <u>with cash at a check cashing store</u>: At Pay-O-Matic.</li> </ul>
5	<p><b>Automatic Rent Payment Options</b> – rent is paid <b>twice</b> a month:</p> <ul style="list-style-type: none"> <li>• <u>Payroll Rent Deduction</u>: available to most New York City municipal employees, including NYCHA employees</li> <li>• <u>Automatic Rent set up by computer</u>: available to any resident whose source of income (for example: wages, pension, Social Security) is <u>directly deposited</u> to their bank account <b>and</b> the resident signs up for automatic rent payment (go to <a href="http://www.nyc.gov/nycha">www.nyc.gov/nycha</a> and select “Online Rent payment”).</li> <li>• <u>Public Assistance</u>: PA recipients whose rent is paid by the Department of Social Services twice monthly.</li> </ul>
APARTMENT INFORMATION	
6	<p><b>Repairs and Inspection:</b> Report needed repairs and emergencies to the Customer Contact Center (CCC) at (718) 707-7771. Residents must help facilitate repairs and inspections by providing access to their apartment as needed.</p>
7	<p><b>Window Guards:</b> Every window in every apartment must have a window guard, even if you don’t have children living in your apartment. If you remove a window guard to install an air conditioner (A/C), you must call the development office because NYCHA must inspect the window to see that the A/C is securely installed.</p>
8	<p><b>Major Appliances:</b> If you want to get a major appliance (air conditioner, freezer, dishwasher or clothes washing machine) you must contact the development office and sign a special appliance agreement. There may be a small electricity or water usage fee involved. <b><i>Clothes dryers are prohibited.</i></b></p>
9	<p><b>Occupancy:</b> Only the tenant(s) and people authorized by NYCHA may reside in your apartment. Unauthorized occupants are not permitted. If an authorized member of your household leaves, you must notify NYCHA and verify that the person moved out.</p>

A translation of this document is available in your management office.

La traducción de este documento está disponible en su Oficina de Administración.

你的屋邨管理處備有此文件譯本可供索取。

Перевод этого документа находится в Вашем домоуправлении

Please call the Language Services Unit at 212-306-4443 for an oral interpretation of this document in other languages.



## Highlights of House Rules, Lease Terms and Policy

10	<b>Additions to Your Household:</b> Tenants may request permission from NYCHA for another person to reside with them in their apartments. NYCHA may grant permission for an additional person(s), upon certain conditions, including: the tenant is in occupancy and in good standing, and if the additional person is one of the acceptable relationship categories (such as child, sibling, parent, grandparent, spouse or registered domestic partner), meets the occupancy standards and passes a criminal background check.
11	<b>Transfers:</b> A tenant may request a transfer to another apartment. NYCHA may grant the transfer if the tenant is in good standing and the reason for transfer falls within one of the allowable transfer categories. If a family is allowed to transfer, the entire family must move and no one is allowed to remain in the old apartment. NYCHA may require a family to transfer if the family underoccupies the apartment or NYCHA needs the apartment for some NYCHA purpose.
12	<b>Emergency Transfers:</b> NYCHA has an emergency transfer program for Victims of Domestic Violence (VDV), Intimidated Witnesses (IW), Intimidated Victims (IV) or Child Sexual Victims (CSV) who meet certain requirements, including submitting documents to prove their status, and who are willing to move to a development selected by NYCHA within their borough of choice. If a family is allowed to transfer, the entire family must move and no one is allowed to remain in the old apartment. The abuser does not transfer and must be excluded from the old apartment.
13	<b>Violence Against Women Act (VAWA):</b> NYCHA will not consider an incident of domestic violence, dating violence or stalking as grounds to terminate the tenancy or occupancy rights of the victim of abuse. A victim of abuse may request an Emergency Transfer if the victim is the tenant and meets the requirements of the Emergency Transfer Program (see #12 above). NYCHA may proceed to terminate the tenancy or occupancy rights of the abuser.
14	<b>Apartment Condition:</b> The apartment must be maintained in a good, clean and sanitary condition. Residents and their guests may not damage, deface or destroy the apartment or any NYCHA property. The tenant will take every reasonable precaution to prevent fires and will not store gasoline or other hazardous flammable substances in the apartment.
15	<b>Waste:</b> The tenant must dispose of all waste and trash properly. Kitty litter shall be placed in the compactor chute with other household garbage and <b>not</b> flushed down the toilet. Large items such as mattresses and other furniture must be disposed of properly and may <b>not</b> be left in common areas.
16	<b>Smoke Alarm/CO2 Detector:</b> The tenant must keep in good condition all smoke or Carbon Monoxide (CO2) detectors. The tenant is responsible for changing the batteries so that they function properly.
17	<b>Moving:</b> <ul style="list-style-type: none"> <li>• Moving is permitted by permit only. Residents must obtain a moving permit from the management office prior to moving.</li> <li>• Moving is permitted only on weekdays, Monday through Friday, between 9:00 AM to 5:00 PM.</li> <li>• Special moving situations must be approved by development management.</li> </ul>
<b>BUILDING AND DEVELOPMENT INFORMATION</b>	
18	<b>Trespassing Prohibited:</b> NYCHA premises are for the exclusive use of residents, invited guests, and persons with legitimate business. All persons are expected to cooperate with inquiries from NYCHA management, contract security hired by NYCHA, Resident Watch, and the police regarding their presence or conduct in any building or on development grounds.
19	<b>Restricted Areas:</b> No persons (including residents) are permitted in restricted areas, for example, roofs, roof landings and maintenance rooms, except for authorized and emergency personnel.
20	<b>TV Antenna/Cable TV Dish Antenna:</b> A resident is prohibited from installing a TV antenna or cable dish antenna either on the roof or on the exterior of the building outside an apartment.
21	<b>Lobby/Stairwell/Elevator:</b> The lobby or stairwell is meant for resident use to either go in or out of the building or to walk from floor to floor. <ul style="list-style-type: none"> <li>• Unlawful activity, lingering, smoking, the consumption of alcohol, and the possession of an open container of alcohol, are prohibited in the lobby, corridors, and stairwell.</li> <li>• Tampering with an elevator or riding on top of an elevator cab is prohibited.</li> <li>• Leaving an entrance or exit door propped open or unlocked is prohibited.</li> </ul>



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22	<p><b>Parking:</b> NYCHA maintains parking lots as part of its residential developments and permits parking by both residents and non-residents. <u>No one may park in a parking lot without a current year parking registration sticker displayed in the windshield.</u> A sticker is valid for one year beginning May 1<sup>st</sup>. NYCHA charges different parking rates depending on whether the parking applicant is a resident or non-resident, or if the lot desired is a reserved or non-reserved lot. NYCHA also provides parking for persons with disabilities.</p> <p><b>Vehicle repair <i>other than the changing of tires</i> is NOT permitted in parking areas.</b></p> <p>Vehicles in violation of these provisions may be subject to summons and/or tow at the owner's expense.</p>
23	<p><b>Closed Circuit TV:</b> NYCHA installs closed circuit television cameras in various development locations, such as lobby and mail box areas, building entrances and exits, elevators, shops, community centers and other development rooms and ground locations. The cameras are intended to deter objectionable conduct and consequently improve the safety and security of residents, employees and property. Persons may not damage or destroy cameras or obstruct camera views.</p>
24	<p><b>Common Areas, Development Grounds and Recreational Areas:</b> NYCHA common areas are for the benefit of all residents. It is prohibited for any person to obstruct, damage or deface any common area, including playgrounds, picnic or barbecue areas, gardens, trees, shrubs, grass or groundcover, or to violate any of the following:</p> <ul style="list-style-type: none"> <li>• Creating a nuisance or disturbance is prohibited.</li> <li>• Rollerblading, bicycle riding and skateboarding are prohibited.</li> <li>• The consumption of alcohol and possession of an open container of alcohol are prohibited, including in community centers.</li> <li>• Drug Sale, Use or Possession</li> <li>• Barbecues without a NYCHA permit are prohibited.</li> <li>• Basketball courts close at 10:00PM. All other parks close at dusk, unless otherwise indicated.</li> <li>• Sound amplification devices are prohibited except by NYPD permit.</li> <li>• Littering and illegal dumping are prohibited.</li> <li>• The use of vehicles on sidewalks, internal roadways, and walkways is prohibited except for emergency vehicles and NYCHA authorized vehicles.</li> </ul> <p>All persons must comply with specific signs posted throughout the development regarding their use of or conduct in any area.</p>
<b>GENERAL INFORMATION</b>	
25	<p><b>Pets:</b></p> <ul style="list-style-type: none"> <li>• A family may maintain <u>one dog or one cat</u>, provided that it is registered with the development office. Dogs registered after February 1, 2010 may not weigh more than 25 pounds when full grown. Doberman Pinchers, Pit Bulls and Rottweilers are not permitted.</li> <li>• Dogs or cats NOT registered with NYCHA are prohibited from common areas and development grounds.</li> <li>• All dogs (including dogs that are Service Animals) in common areas and on development grounds must wear a currently valid metal tag issued by NYCHA and must also have a Department of Health and Mental Hygiene metal tag with license number displayed on a collar about its neck at all times.</li> <li>• A family may obtain a Service Animal if a doctor verifies that the animal assists, supports or provides service to a resident with disabilities. Service Animals must be registered with the development office.</li> <li>• Small caged animals, birds or fish (for example: parakeets, canaries, goldfish, hamsters and gerbils - this does <b>NOT</b> include dogs or cats) reasonably maintained are permitted, provided they are not prohibited by law. These animals do not have to be registered with NYCHA.</li> <li>• Dogs in common areas must be restrained by a leash 6 feet or less. Pets are prohibited from roofs.</li> <li>• Dogs must be curbed. Solid dog waste must be picked up.</li> </ul>
26	<p><b>Reasonable Accommodation:</b> NYCHA provides reasonable accommodation to meet the needs of persons with disabilities. To request a reasonable accommodation, contact your development manager or the NYCHA Department of Equal Opportunity, Services for the Disabled.</p>
27	<p><b>Community Service:</b> Every resident must perform 8 hours every month of Community Service or Economic Self-Sufficiency activities unless he or she is exempt. NYCHA notifies a family twice a year of Community Service requirements.</p>
28	<p><b>Termination of Tenancy:</b> NYCHA may start a proceeding to terminate tenancy if a tenant or family member commits a crime, is a source of danger to other residents, causes damage to people or property, creates a nuisance, breaches NYCHA rules or is chronically delinquent in the payment of rent.</p>



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**NOTE:** *The Lease requires that a tenant (lessee) is responsible for the behavior of his/her family members and guests.*

NYCHA requires that the tenants and all authorized household members age 18 and older sign below to indicate they have received and reviewed these highlights of NYCHA's House Rules, Lease Terms and Policy.

If a household member cannot sign because of a physical or mental disability, or because the person is temporarily away from the apartment (such as in an out-of-town school or away in the military), print that person's name on a line and state the reason that he or she can not sign.

**Note** that you must separately inform your development housing assistant if a household member was permanently removed from the household.

***Attach an additional sheet with signature lines if necessary.***

\_\_\_\_\_  
Tenant – person who signed the NYCHA lease (*Print and Sign Name*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant – person who signed the NYCHA lease (*Print and Sign Name*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Household Member over age 18 (*Print and Sign Name*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Household Member over age 18 (*Print and Sign Name*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Household Member over age 18 (*Print and Sign Name*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Household Member over age 18 (*Print and Sign Name*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Household Member over age 18 (*Print and Sign Name*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Household Member over age 18 (*Print and Sign Name*)

\_\_\_\_\_  
Date

