PERRY COUNTY HOUSING AUTHORITY

**Resident’s Handbook**

**Effective January 1, 2023**

CUTLER: John Rednour Complex

DUQUOIN: Bel Air Homes

Bel Air Towers

Bel Air West

Lincoln Trail Estates

Robert Phipps Complex

PINCKNEYVILLE: Dean Bartle Complex

Diamond Terrace Complex

Victory Addition

TAMAROA: Village Green Acres

WILLISVILLE: Village Terrace Homes

**OFFICE**

**120 South Walnut Street**

**PO Box 255**

**Du Quoin, IL 62832**

**618-542-5409**

***Welcome!***

***The Board of Commissioners, Management and Maintenance Department of the Perry County Housing Authority extends to each new resident a hearty welcome.***

These apartments are made available so that you may have a comfortable and pleasant place to live at a rent you can afford to pay. It offers you an excellent opportunity to enrich your daily lives, meet good friends and neighbors, and to become involved in a growing community.

The advice, instructions and regulations outlined on the following pages are designed toward helping you enjoy your new residence.

It is the sincere desire of the management that you be happy and comfortable. If you have any problems, you will find us ready to help whenever we can.

**Read this book carefully…..it is part of your lease!**

Our very best wishes to each one of you.

***Perry County Housing Authority***

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**1. PURPOSE OF THIS HANDBOOK**

It is our desire to provide you with all the possible information regarding the services which contribute to your comfort and protection. This Handbook discusses your responsibilities, privileges and opportunities. Please read your Lease and Handbook as soon as possible after moving in and keep handy for reference.

**2. LEASES AND RENTAL AGREEMENTS**

Perry County Housing Authority properties are leased to eligible persons on the basis of their income, not the number of bedrooms in a home. Therefore, because incomes vary, rents for comparable units vary.

The Leasing and Occupancy of our properties is regulated by a policy adopted by the Board of Commissioners of the Authority called “The Admissions and Occupancy Policy.” This policy may change from time to time in the interest of good management and residents are notified as changes are made. A copy of this policy may be reviewed at the Housing Office.

Rents will be reviewed every year at the time of the Annual Re-examination of Income for the purpose of determining eligibility for continued occupancy. If, upon such income review, it is found that the rent being charged no longer conforms to the approved rent schedule, the rent will be adjusted accordingly. **If you fail to turn in your re-examination papers, you will be charged flat rent until you get everything turned in. You may also receive lease violations which may lead to eviction.**

Once rent is established, such rental rate shall remain in effect until next re-examination or until circumstances occur that warrant a special rent and income review. Refer to Section 6 “Rental Adjustments” of your Lease. Management must be notified of these changes within ten calendar days.

**3. RESIDENT’S RESPONSIBILITY**

1. Keep your home and yard clean and in good order
2. Report all maintenance needs to the Authority Office as they occur.
3. Abide by the policies and procedures as outlined in this Handbook and your Lease.
4. Be a good neighbor.
5. All tenants are responsible for the actions of their children and visitors.

**4. RENT COLLECTION PROCEDURES AND POLICY**

All Perry County Housing Authority rent is due on the **first day of each month**. A grace period is hereby granted to all tenants and a late fee will be added on fifteenth of each month if the same is not received prior thereto. In the event of delinquency, the following procedures will be employed.

1. Upon declaration of delinquency by the Housing Authority, a 30-Day Notice of Termination of delinquency requesting payment will be served upon to the particular resident deemed delinquent and a $15.00 late fee will be accessed to the residents account.
2. If the matter is not resolved between the Housing Authority and the Tenant, after receipt of the 14-Day Notice, and the Tenant remains after the time designated for the Tenant to cure the delinquency as stated in the 30-Day Notice, an action for forcible entry and detainer shall be filed with the Circuit Court of Perry County, Illinois, without further notice to tenant.
3. The resident will then be served with a sheriff’s summons and complaint advising the resident of the nature of the action and when he or she need to appear.
4. At the court hearing on the complaint for forcible entry and detainer, the Housing Authority will request relief in the nature of the amount of rent owed, plus court costs and Attorney fees, as well as an order of forcible entry and detainer commanding the Sheriff of Perry County to remove the particular resident and his or her possessions and turn over possession of the unit to the Housing Authority.
5. Upon execution of the order for forcible entry and detainer, Housing Authority maintenance personnel may be employed to remove all personal possessions of the resident and the sheriff will be requested to physically remove the resident, if necessary.

**Collection Policy**

1. Not more than three 14-Day Notices will be sent to a resident within any six-month calendar period. If a resident is delinquent a fourth time during the six-month period, a 30-Day Notice of Termination will be issued.
2. Maintenance and other charges exceeding $30.00 must be paid in14 days of receiving said charges. according to established payment plan guidelines, upon the request of the resident. This does not include the security deposit which is to be paid in full before occupying the unit.
3. Attorney’s fees and court costs will be sought as part of relief, if court action is instituted.
4. Only full payment of all delinquent charges, including any Attorney fees which have been incurred, will be accepted after a 30-Day Notice has been issued.
5. There will be a $35.00 charge on all checks returned for insufficient funds. If you write a bad check, you will no longer be able to pay your rent or any maintenance charges by check, you must pay with cash or money order.

**5. FLAT RENT**

After conducting a survey of privately owned rental properties, the Perry County Housing Authority has set the following Flat Rent Schedule: (effective October 1, 2015)

1 Bedroom $377.00

2 Bedroom $426.00

3 Bedroom $641.00

4 Bedroom $861.00

No rent shall increase more than 35% within a 12 month period.

**6. RENTAL PAYMENTS AT MURPHY WALL STATE BANK**

Tenants of Dean Bardle, Diamond Terrace, John Rednour Complex, Victory Addition, and Village Terrace Homes may pay their rent at Murphy Wall State Bank in Pinckneyville. The Bank will only accept payments between the 1st and 20th of each month. If you intend to pay rent at the bank, you will need to make your payments on or before the 20th of each month. After the 20th, you will need to pay at the Perry County Housing Authority office in Du Quoin or send it in the mail.

**7. YOUR LEASE**

The Lease you signed to become a resident is on a month-to-month basis. You may terminate your Lease by giving the Authority thirty (30) days written notice.

The Authority may process the termination of your Lease by giving you thirty (30) days written notice, stating the reason for termination.

To insure a clear understanding of the privileges and responsibilities of living in a low-rent housing, the Lease will be reviewed at the time of leasing. Compliance with the provisions of the Lease and this Handbook, which is part of the Lease, assures good relationship between the resident and Management. In all resident-management relations, fair and impartial treatment is our goal.

**8. SECURITY DEPOSIT**

You are required to make a security deposit prior to moving in. This will be applied, in the event you move, against any damage to the home (ordinary wear and tear excepted), or against any delinquent rent, or any other charges. Any excess left, or the full amount if no damages or charges apply, will be refunded to you by mail within thirty (30) days after you vacate the home, unless circumstances dictate further extension.

**9. KEYS**

Upon signing your Lease, you will receive two keys to your home. Please put your keys on a ring and take care not to lose or misplace them. If replacement is necessary, call the Housing Office to request key(s) needed. There is a charge of $5.00 per key replaced.

**10. USE OF YOUR HOME**

Your home may be used for living purposes only by those persons whose names appear on the Lease. Boarders or lodgers are not permitted. Any person residing in your home and listed on your Lease is not considered a lodger. VIOLATION OF THIS CLAUSE IN YOUR LEASE CAN LEAD TO EVICTION PROCEEDINGS.

Visitors are welcome. However, visits should be limited to a maximum of three (3) week. If a visitor is staying with you for more than three (3) days, please advise the Housing Office. The maximum number of day a visitor may stay is fourteen (14). (visitors are not permitted over night visits if they have been evicted from PCHA), If you have any questions regarding the length of a visit, consult with Management.

The Tenant is directly responsible for any and all damages or actions of any of their guests, visitors, and children.

**11. SMOKING**

The U.S. Department of Housing and Urban Development has closely investigated the negative effects of smoking in its public housing units and has therefore banned smoking in all housing units!

If you choose to smoke in your unit, you will be given a lease violation. After 3 lease violations, you may be sent to the attorney for eviction and you will be charged the Housing Authority’s cost to repaint your unit. This is in addition to any other rehab charges that may apply.

Hi-rise

There is no smoking permitted in common areas of the buildings. You also must be 25 feet away from the entrances and windows of the building while smoking.

**12. COMMUNITY SERVICE**

HUD requires that every tenant age 18 and older, who is not exempt, complete eight (8) hours of community service monthly.

You must turn in your community service from the previous year at your annual rent review.

PLEASE BE ADVISED THAT HUD HAS DETERMINED THAT ANY RESIDENT IN YOUR HOUSEHOLD, 18 YEARS OF AGE AND OVER, WHO FAILS TO ABIDE BY THIS REQUIREMENT SHALL NOT HAVE THEIR LEASE RENEWED.

**13. RENTER’S INSURANCE**

It is strongly suggested that you take out some sort of renter’s insurance to protect your personal belongings, furniture, etc. against fire, theft, disasters, etc. Contact any insurance agency for information and assistance. It is good sound judgment to protect yourself against these adverse events.

You are NOT covered in these areas by The Perry County Housing Authority.

**14. WORK ORDERS FOR REPAIR SERVICE**

In the event something in your house does not operate properly, such as plumbing fixtures, drains, light switches, closet or cupboard doors, etc. **Please report this to the Housing Office.** Failing to report work orders is a lease violation and you can be charged for excess damages. Contact the office to place a work order. All requests for service must be handled via a Work Order. No charges are made for repairs due to **normal wear and tear**. The Maintenance Department will answer all requests for service as soon as possible.

Every time a maintenance staff enters your apartment, they will check for tidy housekeeping and smoke detectors. If you do not pass their inspection, you will be issued a notice and given a follow up inspection in one week. If a smoke detector has been taken down, you will only be given one warning before being sent to the attorney for eviction.

A list of charges are included at the end of this handbook and are posted at the office.

**15. EMERGENCY CALL OUT**

The Perry County Housing Authority has an Emergency Call Out Number of 618-357-1401. This number is for EMERGENCIES ONLY and not for a routine request of work orders to be performed after working hours. The emergency number will be turned on from the hours of 4:00 p.m. to 10:00 p.m. on Monday through Friday. Saturday and Sunday emergency hours are from 7:00 a.m. to 10:00 p.m. After 10:00, please call the Police Dept. at 618-542-2131.

Listed below is what the Housing Authority considers emergency situations:

1. Busted water heater or water lines.
2. No Heat.
3. Gas Leaks.
4. Some electrical problems
5. Some sewer problems
6. If you live in the Hi-rise and the elevator isn’t working.
7. Lock Outs (You will be charged).

Stopped up sinks or bathtubs are not emergencies. If you are locked out of your unit, this isn’t an emergency, but a maintenance person will come to let you in your unit for a charge of $55.00 before 10:00 p.m.

**BEFORE CALLING THE EMERGENCY NUMBER OR OTHER NUMBERS LISTED ABOVE, PLEASE MAKE SURE IT IS AN ACTUAL EMERGENCY. IF YOU CALL AND WE RESPOND AND IT ISN’T AN EMERGENCY, YOU WILL BE CHARGED THE MAINTENANCE OVERTIME RATE FOR THE CALL.**

**16. RIGHT OF ENTERING**

The Management reserves the right to inspect units. You will be given appropriate prior notice when such inspection will be made except in the case of an emergency.

The Housing Authority will make periodic housekeeping inspections of your units to determine need for repairs or changes in housekeeping methods. You will be notified in advance of this inspection.

The Maintenance Department will enter units to complete Service Requests or to make adjustment to equipment. A notice will be left in your apartment if maintenance enters your apartment when you are not home.

**17. EXTENDED ABSENCE**

Please notify the Housing Authority if you will be away from your home for an extended length of time.

**18. LAUNDRY FACILITIES**

Hi-Rises – A laundry room is provided for the residents’ usage in each Hi-Rise. A sink is provided for large hand washings; these hand washings should not be done in the apartment

Low Rises – At most Low Rise Projects a laundry facility is provided for the residents’ use.

In some of the Low Rise apartments you are permitted the use of your own washing machine and dryer. **Prior to installing a washing machine and/or dryer you MUST consult the office.**

Installation of a gas dryer must be performed by a qualified person.

Dry clothes are to be removed promptly from the lines, when used.

**19. CARE OF REFRIGERATORS**

Every apartment has been provided with a refrigerator with a freezing compartment. The refrigerator MUST BE PLUGGED IN at all times. In case the refrigerator is not operating properly, call for service immediately.

Proper care of refrigerators includes periodic cleaning. When opening or closing the refrigerator, always use the handle. Grease and soap from the hands touching the rubber door seal destroys it.

NEVER USE A SHARP OBJECT TO CHIP AWAY FROST OR LOOSEN ICE CUBE TRAYS, AS THE FREEZER COMPARTMENT CAN BE EASILY DAMAGED AND YOU WILL BE RESPONSIBLE FOR THE COST OF REPAIRS OR REPLACEMENT.

A lukewarm solution of mild soap and water is recommended for cleaning the outside of the box. The outside surfaces can be preserved with a liquid refrigerator wax. For cleaning the inside, a solution of baking soda and warm water is recommended to dispel food odors.

**20. CARE OF COOKING RANGE**

DO NOT attempt repairs yourself. When adjustments or repairs are needed, call in a request for service to the Office.

Your stove should be wiped off daily. The enameled surfaces of the stove should be washed with soap and water after the stove has thoroughly cooled, otherwise the enamel may chip or fade. The burner rims and reflectors or drip cups are removable for ease of cleaning. Do not wrap the rims, reflectors, or drip cups in foil. This is a fire hazard.

One of the most common accidents is the breaking of the over door hinges. Make it a rule to keep the door closed when the range is not in use and warn children not to sit on it.

Do not use stove for heating the apartment.

**21. CARE OF WALLS, CEILINGS, AND CABINETS**

Wash when necessary with soap and water or a good wall cleaner. This is your responsibility.

PAINTING IS NOT PERMITTED WITHOUT THE PRIOR CONSENT OF THE MANAGEMENT. Request for paint must be processed through the Office.

DO NOT USE WALLPAPER OR CONTACT PAPER ANYWHERE IN YOUR HOME. This applies to contact mirrors, artificial brick or stone, or any similar covering. Removal of or damage caused by this type material will be charged to you.

**22. PICTURE HANGERS**

You MUST NOT drive nails, screws, or fasteners into walls, doors or woodwork. Call our Office for the approved method of hanging pictures, mirrors, etc.

**23. CARE OF FLOORS**

Use a broom, a dust mop, and/or a mop for your daily floor cleaning. Wax your vinyl tile floor if you desire, but use liquid wax, not a paste wax. NEVER apply wax to a dirty floor. An easy way to maintain your floors is to remove the old wax, rinse the floor, and let it dry thoroughly. Apply two thin coats of wax. Between waxings, when you mop the floor, use one gallon of cool water mixed with one cup of wax. This will clean your floor and shine it between waxes. At least every six months, remove all old wax. Avoid cleaners that claim to wax and clean without the use of water.

CARPET – When installing carpet, have the carpet double-taped around the edges of the wall only, NOT ALL OVER THE FLOOR, for easy removal.

When carpet is removed, it is the tenant’s responsibility to clean up the tape from the floor, COMPLETELY.

**24. CARE OF TUBS, AND/OR SHOWERS, WASH BASIN AND TOILET**

Apartments are provided with tubs and/or showers. DO NOT used scouring powders; mild soap and water or other commercial liquid spray-on cleaner only may be used.

It is important that the wash basin and toilet be cleaned regularly to prevent staining of the enamel. If faucets should start dripping, please report it at once, so that the dripping water does not stain the enamel. Report, also, continuous running of water in the toilet bowl. In the event of a drain or toilet becomes stopped up, report immediately to the Housing Office. DO NOT USE ANY TYPE OF CHEMICAL PIPE OR DRAIN CLEANER.

**25. KITCHEN SINK DRAIN**

To eliminate the possibility of stop-up by the accumulation of hardened grease in your kitchen sink drain, let the hot water run about a minute after washing your dishes. DO NOT POUR GREASE DOWN THE DRAIN – use empty food cans to dispose of excess grease. DO NOT REMOVE SINK DRAINER EXCEPT FOR CLEANING. DO NOT USE COMMERCIAL SOLVENTS. Keep out all coffee grounds, etc., as such items can impair and stop drainage. If drain becomes clogged, report it immediately to the Housing Office.

Any damage which may result due to your failure to report problems promptly will result in charges for the damage to your account.

**26. YOUR LAWN**

Tenants are required to keep the lawn surrounding their unit clean and free of trash. The only item allowed left in your yard at any time is operative bicycles. **A $15.00 fine will be imposed on those who fail yard inspections after a notice has been sent.** (Please note, driving or parking on the lawn is a $25.00 charge, as noted in this handbook).

It is the responsibility of the resident to care for the lawn and walkways during all seasons of the year.

Residents of Perry County Housing Authority will not be allowed to have on Housing Authority Property any type of wading/swimming pools, swing sets, and/or trampolines.

**The resident assumes full responsibility and liability and agrees to hold the Perry County Housing Authority harmless from any claims caused by an accident or injury from wading/swimming pools, swing sets, and/or trampolines.**

**27. UTILITIES**

Garbage service is provided by the Housing Authority.

All tenants must pay for their own electric service. Tenants pay for other certain utilities, depending on what Project they live in. Lessees MUST place utilities for which they are responsible for in LESSEE’S NAME as soon as their lease is signed.

A utility allowance is deducted in the computation of rent for the utilities provided.

Disconnection of electric or gas service will be deemed a health hazard and will be cause for an immediate eviction notice.

**28. TELEPHONES**

If you want a telephone, arrangements should be made with the Telephone Company and bills should be paid directly to them.

Management requires that tenants provide the office with their telephone number.

**29. CABLE**

There is cable service provided at Bel Aire Towers, Dean Bardle, Robert Phipps Complex, and Village Terrace Homes. A fee is added to each tenant’s rent per month. This fee is calculated based on the housing authority’s charge from the company. The housing authority does not over charge for this amenity. It simply passes the charge on to each tenant for that service.

If you live in other Projects and would like cable service, arrangements should be made with a local service provider to set up service in your name. Bills should be paid directly to them.

**30. GARBAGE AND RUBBISH DISPOSAL**

The Housing Authority provides dumpsters at all Projects. Tenants are required to place garbage and rubbish in plastic bags before placing in the dumpsters.

Any item too large for the dumpster should be hauled away by the tenant themselves. If the Housing Authority’s personnel have to haul the item(s) themselves, the tenant will be charged whatever it costs the Housing Authority to haul the item(s) away from the dumpster to the dumping area.

The Illinois Environmental Protections agency put into effect new laws starting January 1, 2012. The items listed below will no longer be allowed to be taken to the landfill.

Televisions Facisimile Machines (fax)

Computer Monitors Videocassette Recorders

Computer Towers Digital Video Disc

Laptop Computers Players & Recorders (DVD)

Electronic Mice & Keyboards Printers

Small-Scale Servers Scanners

Digital Converter Boxes Video Game Consoles

Satellite Receivers Cable Receivers

Tires Batteries

Food Waste Grease (solid or liquid) Paint of any kind

White Good (Stove, Refrigerator, Hot Water Heater, Dishwasher, Washer and Dryer,

Microwaves)

Due to the fines imposed on Perry County Housing Authority, any tenant found dumping these items in the dumpsters will be imposed a $50.00 fine.

**31. WATERBEDS**

Due to the possible leakage of a waterbed and causing extensive damage to apartment floors, WATERBEDS ARE NOT PERMITTED in the apartments of The Perry County Housing Authority. If an apartment is damaged due to a leakage, the tenant is responsible for FULL reimbursement of damages.

**32. TIDY HOUSEKEEPING**

Tidy housekeeping is a PRIMARY prerequisite to continued occupancy in your apartment. We ask you not to hang clothes, rugs, etc., from your windows. This is unsightly and detracts from the appearance of the neighborhood.

Housekeeping inspections will be done by the Housing Authority annually and may be more regularly for those tenants who habitually demonstrate untidiness. Advanced notice will be given before inspections. If you fail your inspection, you will be given one week to fix the problems and will be re-inspected.

Every time the Housing Authority staff enters your apartment, they will also check for tidy housekeeping. If you fail inspection you will be given notice and one week to fix the problems. (This includes, but is not limited to, entering for maintenance repairs and to spray/inspect for bugs).

**If you fail the second inspection, you will be issued a $25.00 fine.**

**33. INSECT CONTROL**

Reporting an insect infestation is the tenants responsibility. Management will spray for insect control on an as need basis. You must cooperate and allow entrance and treatment by our designated serviceman, or you will be in violation of your lease and subject to eviction.

A Housing Authority employee will accompany any pest control personnel while treating bugs. Your apartment must be clean and able to be treated. **If your apartment is not able to be treated you will be issued a $25.00 fine** and the Housing Authority employee will turn you in for a housekeeping check.

**Bed Bugs** – If we are treating for bed bugs, you will be issued a compliance checklist and a schedule of what rooms need to be ready on what date.

**34. PETS**

Dogs, cats, or other animals are only permitted per the pet policy. Please review the pet policy only if you are considering a pet.

**ANYONE IN VIOLATION OF THE PET POLICY WILL BE FINED $250.00 AND IS SUBJECT TO EVICTION.**

**35. DRIVEWAYS AND PARKING**

1. No vehicle or motorcycle will be allowed to park anywhere at any time, except in regularly designated parking areas. No motor driven vehicles should be on the grass or sidewalks at any time unless authorized by the office. You will be issued a $25.00 fine if you park or drive on the grass or sidewalks.
2. **No major repair or overhaul of vehicles or motorcycles will be allowed on Housing property.**
3. Any vehicle or motorcycle parked in the parking areas must be in running condition, with current license plates to remain on Housing property. Any inoperative vehicles or motorcycle parked on Housing property must be removed within five (5) days of receipt of letter from the office notifying the tenant to remove the vehicle or it will be towed away at the tenant’s expense.
4. No vehicle or motorcycle registered to anyone other than tenants of the Housing Authority, are allowed on Housing property other than official business or while visiting.
5. Consideration of other tenants should be given when using parking spaces.

**36. PRIVACY**

Every person’s apartment is a place where they are entitled to privacy. Your apartment is your home as well as being a part of the local community. Management requests that you respect your neighbor’s privacy by keeping your radio, TV, stereo or other equipment at a “considerate volume”.

**37. EQUIPMENT**

All appliances, equipment, etc., furnished by the Housing Authority will be inventoried at the time you move in and again when you vacate the apartment. ANY DAMAGE, OTHER THAN NORMAL WEAR AND TEAR, OR LOSS OF THE EQUIPMENT WILL BE CHARGED TO YOU.

**38. PREVENT FIRES**

DO NOT use the utility space containing your furnace and water heater for storage.

DO NOT STORE FLAMMABLE LIQUIDS or any equipment the has a fuel tank inside your home.

Be careful in regard to storing matches. It has been the experience of the authority that children will play with matches and lighters and fires have been started this way.

Additionally, if a fire occurs and the fire is attributable to the actions of your family or guests, you may be liable for the entire cost of repairing any damage!

**39. SMOKE DETECTORS**

Each apartment is provided with either an electric or battery operated Smoke Detector. The removal of batteries or disconnection of smoke detectors will be cause for immediate eviction. If you damage them, you will be charged for them. If a detector fails to operate or malfunctions, **IMMEDIATELY** come to or call the office.

**40. RECREATION ROOM**

BEL AIRE TOWERS, DEAN BARTLE, & ROBERT PHIPPS COMPLEX – The recreation rooms were built so that all of the residents may enjoy it. If you, the tenant, wish to reserve the recreation room, we ask that you please contact the Office.

The recreation room will not be reserved by an individual on holidays but is for all of our residents to use. We ask that you be respectful of the other residents in the building and do not abuse the use of the room/building. Clean up after your gathering and leave it the way it was for the other residents who live in the building. You are subject to a charge if there is any damage!

NO ALCOHOL OR SMOKING PERMITTED!

**41. BARRED LIST**

In order to promote the safety and enjoyment of the leased premises by tenants of the Perry County Housing Authority, the authority shall keep at its office a Barred List of all persons prohibited from trespassing or entering upon Perry County Housing Authority properties for any reason whatsoever. Those persons whose names appear on the Barred List are prohibited by the Housing Authority from entering upon the Authority’s property.

Any tenant of Perry County Housing Authority who allows any person whose name appears on the Barred List to come upon property owned or supported by the PCHA will be in violation of their lease and will be subject to eviction.

**42. MAILING ADDRESS**

If your mailing address is other than the apartment number and/or street which you reside on, please report the address to the office.

**43. TRANSFERS**

Transfers will not be granted, unless it is for family composition, which means an addition to your family, or medical reasons.

And only then,

1. Because your addition was of a different sex, or
2. If you already have two children in one bedroom and need another bedroom for an additional child. A room can be shared up until the oldest child is 6 years old and if they are of the opposite sex.
3. Medical reasons, (need a letter from the doctor stating the problem(s)).

**The Housing Authority will no longer allow transfers because of differences with your neighbors.**

If a person living in an upstairs apartment needs to be transferred to a lower level due to a medical excuse, they will be put on the Transfer List in their own building and will be helped when their name comes up on the Transfer List and a vacancy occurs. People on the Waiting List will be helped first.

Before being issued a transfer, any damage to your apartment above normal wear and tear must be fixed and paid for. (Dirty, greasy walls are not considered normal wear and tear).

The reason for the no transfer policy is because of the time and cost associated with two apartments.

All requests for transfers must be in writing to the attention of Ms. Stephanie Brand, Executive Director.

**44. MOVE OUTS**

You must give a written “30 day notice to vacate.” If proper notice is not given, you will forfeit the security deposit.

You must remove all belongings and clean the unit.

Turn in your keys to the office. You will be charged rent until the office staff receives the keys.

Upon vacating your apartment, a move out inspection must be done. Charges, if any, are based on this inspection.

**45. REPAIRS/MAINTENANCE OF UNIT AND COSTS/FEES**

Upon moving out of or vacating the unit for any reason, including, but not limited to, voluntary abandonment, termination of lease, or forcible entry and detainer action, tenant understands and agrees that tenant is responsible for any and all repair and maintenance costs and fees to the unit in cleaning the unit and preparing the unit for rent. This includes, but is not limited to, the “Perry County Housing Authority Maintenance/Repair Charges & Fines” schedule in this handbook. All such costs and fees may first be applied to the resident’s security deposit, if any, at the sole discretion of the Executive Director of the Perry County Housing Authority.

**Perry County Housing Authority**

**PET POLICY**

Effective January 1, 2023

1. **APPLICATION**

Perry County Housing Authority will allow tenants to have pets in their units, provided PCHA has been notified and issued written approval (pet permit) to the resident. All required documentation must have been submitted to the Housing Authority and the pet deposit paid before a pet permit will be issued. This policy refers to cats and dogs. Approval is not required for hamsters in a cage or fish and turtles in an aquarium; however, each dwelling unit is limited to ONE caged animal or ONE aquarium. **ALL OTHER ANIMALS ARE PROHIBITED.**

This policy does not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities with no restriction other than those imposed on all residents to maintain their unit and associated facilities in a decent, safe, and sanitary manner, and to refrain from disturbing their neighbors.

When applying for a pet permit, resident must provide the following documentation prior to the Housing Authority’s issuing a pet registration permit:

1. Evidence that the pet has been spayed or neutered
2. Evidence that the pet has received current rabies and distemper inoculations or boosters
3. A picture of the animal so it can be identified
4. The name and telephone number of the pet’s veterinarian
5. The name of an alternate custodian who will care for the pet in the event of resident’s illness, death or absence from the unit.

In exchange for the right to keep a pet, the resident assumes full responsibility and liability for the pet and agrees to hold the Perry County Housing Authority harmless from any claims caused by an action or inaction of the pet.

1. **PET DEPOSIT**

A pet deposit of $250.00 is required at the time of registering a pet. The deposit is refundable, without interest, when the pet or the family vacates the unit. Less any amounts owed due to damage beyond normal wear and tear.

In addition, a non-refundable pet fee of $12.00 will be charged monthly.

1. **TYPES AND NUMBERS OF PETS**
2. NUMBER
   1. Only one dog or cat per household will be permitted.
3. TYPES
   1. The weight of the dog or cat, when fully grown, may not exceed 30 pounds
   2. Vicious and/or intimidating dogs or cats, including but not limited to attach or fight-trained dogs, will not be allowed as pets, and any pet which becomes vicious or threatening must be permanently removed from the resident’s premises. The following breeds will automatically be excluded from the Housing Authority
      1. Pit Bull
      2. Doberman Pinscher
      3. Rottweiler
      4. German Shepherd
      5. Chow
      6. Boxer
      7. Any mixed breed dog with identifiable characteristics specific to one of the above breeds which indicate that the dog is partially descended from a dog of one of the above named breeds.
   3. Ferrets or other animals whose natural protective mechanisms pose a risk to small children of serious bites and lacerations are also banned from housing property.
4. **MISCELLANEOUS RULES**
5. All dogs and cats must be spayed or neutered as applicable. All pets obtained as puppies or kittens must be spayed by age six months or neutered by age nine months. Proof of sterilization must be submitted to the office within 14 days.
6. Birds, hamsters, or gerbils must be confined to a cage at all times, the cage cleaned regularly, and the pet properly cared for. Fish bowls or aquariums must be kept clean and sanitary and the water changed as needed. Snakes or other reptiles are not allowed on Housing Authority property.
7. Tenant must be available to physically control his/her pet during times when PCHA employees, agents of PCHA or others must enter the unit to conduct housekeeping and preventative maintenance inspections, provide services such as routine work orders, etc. If tenant is unavailable for any reason, then the pet must be placed in a cage or kennel on the day that the service is scheduled.
8. Pets must be housebroken.
9. The Pet Policy and the rules contained therein will become a part of the lease agreement between the Housing Authority and the resident pet owner, and shall override and be superior to any conflicting provision that may be contained in the original lease between the Housing Authority and the resident.
10. Pet bedding shall not be washed in any common laundry facilities.
11. Residents must take appropriate actions to protect their pets from fleas and ticks.
12. Pets cannot be kept or used for any commercial purpose.
13. **INOCULATIONS**

Prior to being registered by the Housing Authority, dogs and cats must be appropriately inoculated against rabies and other conditions prescribed by State and/or Local ordinances, and the resident must provide proof of the inoculations.

The resident must also provide proof of annual rabies and distemper booster inoculations at the time of each annual rent reexamination.

1. **FINANCIAL OBLIGATION OF RESIDENTS**

Residents who own or keep a pet in their dwelling unit will be required to pay for any damages caused by the pet. Also, any pet-related insect infestation in the pet owner’s unit, including the cost of fumigation or other pest treatment of the unit,/building, will be the financial responsibility of the pet owner. The Perry County Housing Authority reserves the right to exterminate and charge the resident if the Housing Authority believes a need has been shown.

1. **NUISANCE OR THREAT TO HEALTH OR SAFETY**

Pets must be housebroken. The pet and its living quarters must be kept clean and maintained in a manner to prevent odors and any other unsanitary conditions in the owner’s unit and surrounding areas.

Residents shall not permit their pet to disturb, interfere with, or diminish the peaceful enjoyment of other residents. This shall include, but not be limited to barking, growling, howling, loud chirping or screeching, biting, scratching, threatening and other similar activities. Pets who make noise continuously and/or incessantly for a period of ten (10) minutes, or intermittently for one-half hour or more to the disturbance of any person at any time of day or night shall be considered a nuisance.

Any pet that bites or causes harm to any person must be permanently removed from the resident’s premises within twenty-four (24) hours after notification by the Housing Authority. The pet owner may also be subject to termination of his/her dwelling lease.

Three (3) substantiated complaints by neighbors or Housing Authority personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance will result in the owner having to remove the pet or termination of his/her lease. Such complaints shall be documented and a record kept on file.

1. **DESIGNATION OF PET AREAS**

Pets must be kept in the owner’s apartment and kept on a leash at all times when outside. No outdoor cages may be constructed. Pet owners must clean up after their pets and are responsible for disposing of pet waste. With the exception of assistive animals, no pets shall be allowed in lobby areas, laundry rooms, community rooms, hallways or offices at any of the Housing Authority sites. Assistive animals, when in any of the restricted areas, must be leashed or other wise properly restrained by means of a harness, etc., and in full control of the person assisted. No animals will be allowed to run free in yards or other common areas of the facility.

1. When taken outside the unit, dogs and cats must be kept on a leash and controlled by an **ADULT.**
2. Residents shall make no alterations to their leased unit, porch areas, or yard areas, including installing fences or dog pens, in order to create an enclosure for any pet. No animal, pet or assistive animal, is allowed to be tethered or tied outside of your apartment.
3. **REMOVAL OF PETS**

The Perry County Housing Authority, or an appropriate community authority, shall require the removal of any pet from a development if the pet’s conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

If any pet is left unattended for a period of twenty-four (24) hour or more the Housing Authority may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provisions of the Illinois State law and pertinent local ordinances. The Housing Authority accepts no responsibility for the animal under such circumstances.

If evidence is found that the pet is being seriously neglected (not being given sufficient food or water, subjected to excessive heat or cold etc) or physically abused, the Housing Authority will notify the proper authorities of the fact.

Denials by a resident that any dog or cat that has been seen by a Housing Authority employee or reported to the Housing Authority staff by other residents or persons living nearby as belonging to that resident shall be investigated by Housing Authority Staff. If proof of the resident’s ownership of the pet can be verified, the resident will be required, within fourteen (14) days of the notification to pay the Perry County Housing Authority a pet deposit, sign the pet policy, and provide all documentation demanded by this policy, provided the pet meets all qualifying standards as to size, breed, etc. If the pet in question does not meet the standards of this Pet Policy, or the resident fails and refuses to comply with the requirement of this Pet Policy, the animal in question will be reported to local animal control officers for appropriate action.

Any animal which has been seen inside a resident’s dwelling unit on at least one occasion, or has been seen spending time in the immediate vicinity outside a resident’s apartment on three (3) or more occasions shall be deemed by the housing authority to belong to that resident. It shall, therefore, be the resident’s responsibility to prohibit the entry of animals other than his/her own into the dwelling unit and to actively discourage the presence of any animal that does not belong to them from spending time in their yards.

1. **VISITING PETS**

Visiting pets are not allowed on Perry County Housing Authority property. No pet sitting is allowed!

1. **GENERAL**

This Pet Policy and the rules it contains may be amended from time to time, as necessary, by the Perry County Housing Authority, and such amendments shall be binding on the residents upon notice thereof.

Residents who violate these rules or any part of the Pet Policy **will be issued a $250.00 fine** and are subject to being required to permanently remove the pet from the leased premises within 14 days of written notice by the Housing Authority and/or termination of their lease and eviction from the premises.

The privilege of maintaining a pet in a facility owned and/or operated by the Perry County Housing Authority shall be subject to rule set forth in this policy. This privilege may be revoked at any time should the pet become destructive, create a nuisance, represent a threat to the safety, health and security of other residents, Housing Authority personnel, or the general public, or create a problem in the area of cleanliness and sanitation.

A breach of any of the foregoing rules constitutes a breach of the resident’s lease and can result not only in the revocation of the privilege of keeping a pet, but may result in any of the sanctions set forth in the resident’s lease for breach thereof, including forfeiture of further leasehold rights and termination of the lease. Further, the resident is subject to State and local animal control statutes. The election of a remedy by the Housing Authority for a resident’s breach of the foregoing rules is not exclusive, and the Housing Authority may thereafter pursue any of the various remedies set forth in the lease as the Housing Authority may, at its discretion, choose.

The Housing Authority grievance procedures shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of the policy.

THESE RULES BECOME PART OF THE DWELLING LEASE AGREEMENT WITH THE FULL FORCE AND EFFECT OF PROVISIONS CONTAINED THEREIN.

**PERRY COUNTY HOUSING AUTHORITY**

**AUTHORIZATION FOR PET OWNERSHIP FORM**

Pet Owner’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pet Owner’s Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pet’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pet’s Date of Birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type or Breed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Spayed or Neutered?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Veterinarian:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Caregiver for the Pet:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I have read and understand the rules governing pets and I and all members of my household promise to fully comply.**

Signature of Pet Owner:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach to this form the following:

Picture of the Pet

Rabies and Distemper Certification

Sterilization Certification (spayed by age 6 months or neutered by age 9 months)

**Perry County Housing Authority**

**Housekeeping Policy**

Effective April 1, 2013

1. **TENANT OBLIGATIONS**

Tenants of Public Housing properties are obligated to keep their dwelling unit and other such areas as may be assigned to them for their exclusive use in a clean and safe condition. This includes keeping their front and rear entrances and walkways free from hazards and trash and keeping the yard free of debris and litter.

In an effort to improve the livability and conditions of the units owned and operated by the Perry County Housing Authority there are uniform standards for resident housekeeping.

The Housing Authority will inspect each unit up to four times annually, to determine compliance with these standards. In addition, each time the maintenance staff enters your apartment for any reason, they will inspect your apartment for tidy housekeeping. Upon completion of the inspection, you will receive notice if you fail inspection and what area(s) need improvement. You will receive 7 days to get your apartment in order for re-inspection. If you fail your 2nd inspection or any thereafter, you will be fined $25.00 for each failed inspection. Fines are due within 30 days.

If during housekeeping inspections, damages are found, we will send the maintenance staff to repair them. If they are not due to normal wear and tear, you will be charged a maintenance charge for the repairs. See charge schedule in policy handbook.

**HOUSEKEEPING INSPECTIONS WILL BE DONE ANNUALLY OR AS DEEMED NECESSARY BY THE HOUSING AUTHORITY. YOU WILL BE GIVEN NOTICE PRIOR TO YOUR INSPECTION.**

1. **GENERAL CLEANING FOR ALL ROOMS**
   1. Walls should be clean and free of dirt, grease, holes, etc.
   2. Floors should be clean, clear, and dry. (Eg. No piles of laundry, etc around apt.)
   3. Ceilings should be clean and free of cobwebs.
   4. Light fixtures should be free of dust.
   5. Windows should be clean. Shades or blinds should be in tact. (No blankets, etc should be hung has curtains – see policy handbook on this)
   6. Doors should be clean, free of grease and fingerprints.
   7. Trash should be disposed of properly and not left in the unit.
2. **KITCHEN**
   1. Stove – should be clean and free of food and grease.
   2. Refrigerator – should be clean inside and out. There should be no spilled food
   3. Sink – should be clean and free of grease and garbage. Dirty dishes should be washed and put away.
   4. Cabinets – should be wiped down and free of grease and spilled food.
   5. Countertops – should be wiped free of grease and food. There should not be dirty dishes, or excess clutter on the counters.
3. **BATHROOM**
   1. Toilet - should be clean.
   2. Tub and shower – should be clean and free of excessive mildew and mold. Shower curtains should be in place, free of mildew, and of appropriate length.
   3. Sink and faucet – should be clean and free of scum, soap residue, etc.
   4. Medicine Cabinet – should be clean inside and out.
4. **YARD/EXTERIOR SPACE**
   1. Yard should be free of trash and other garbage.
   2. There should be nothing stored in the yard or porch except working bicycles.
5. **HOT WATER HEATER/FURNACE**
   1. There should be nothing stored near the hot water heater or furnace. This is a fire hazard!
6. **SMOKE ALARM AND CARBOND MONOXIDE DETECTORS**
   1. Should be installed and in working order. If you need new batteries, call in a work order. During inspection, if your detectors have been removed from the walls, you will be charged a $50.00 maintenance fee to replace/reconnect the detector.

**PERRY COUNTY HOUSING AUTHORITY**

**Maintenance/Repair Charges & Fines**

1. **Lock Change**

**Field Unit……………………………………………………………………………………………. $50.00**

**Hi-Rise Unit…………………………………………………………………………………………… $35.00**

1. **Key Replacement**

**Apartment…………………………………………………………………………………………… $5.00**

**Mailbox…………………………………………………………………………………………………. $5.00**

**Laundry…………………………………………………………………………………………………. $5.00**

**FOB’s (Phipp, Towers, & Dean Bartle)…………………………………………………… $15.00**

1. **Light Bulbs**

**The maintenance staff will change light bulbs in your unit. However, you are**

**Responsible for purchasing and having the light bulb at the unit when they**

**Arrive to change it.**

1. **Fines**

**Returned Check …..………………………………………………………………………………. $35.00**

**Late Rent………………………………………………………………………………………………. $15.00**

**Lock Out After Hours…………………………………………………………………………….. $55.00**

**Failed Housekeeping Inspection……………………………………………………………. $25.00**

**Failed Yard Inspection…………………………………………………………………………… $15.00**

**Unable to Treat for Bugs………………………………………………………………………. $25.00**

**Bed Bug Non-Compliance……………………………………………………………………… $50.00**

**Parking in Yard, Dumpster, Sidewalk, or Mailbox Area………………………… $25.00**

**Unapproved Pet…………………………………………………………………………………… $250.00**

1. **Maintenance & Repair Charges** (The following is a list of charges covering the most frequent damages or service calls for which the Tenant(s) will be charged. It should be understood that no charges are made where the condition resulted from normal wear and tear of equipment failure. The charge will be applied only in those instances where it is obvious the resident is responsible for the damage through negligence or carelessness.

**Unstop sinks (min., plus cost of supplies)……………………………………………. $30.00**

**Unstop Commode (min., plus cost of supplies)………………………………………. $30.00**

**Pull Commode (min., plus cost of supplies)……………………………………………. $75.00**

**Replace Commode Seat (min., plus cost of seat)……………………………………. $15.00**

**Replace Commode Tank (min., plus cost of tank)………………………………….. $8.00**

**Replace or Repair missing window screen (plus cost of supplies)…………. $15.00**

**Replace Glass in Window (min., plus cost of supplies)…………………………... $30.00**

**Repair Damaged Sheet Rock/Walls……………………………….Housing Authority Cost**

**Repair Damaged Floor/Tile……………………………………………Housing Authority Cost**

**Clean Range (plus cost of supplies)……………………………………………………….. $50.00**

**Clean Refrigerator (plus cost of supplies)………………………………………………. $50.00**

**19” Round fluorescent Light Covers……………………………………………………… $40.00**

**13” Round fluorescent Light Covers……………………………………………………… $30.00**

**Re-install Smoke Detectors that have been taken down……………………… $50.00**

**Replace Thermostat on Wall (plus cost of supplies)………………………….….. $25.00**

**Remove Carpet Tape & Glue From Floors……………………………………………… $25.00**

**Pick-up & Haul Old Furniture & Junk…………………………………………………..…. $75.00**

**Non-Emergency Calls When Office is Closed………………………………………….. $15.00**

**Charge for Towing Vehicle from PCHA Property…………..Housing Authority Cost**

**PERRY COUNTY HOUSING AUTHORITY**

**Fire Safety Tips**

1. Never leave cooking food on the stovetop unattended, and keep a close eye on food cooking inside the oven. Use a cooking timer.
2. Keep cooking areas clean and clear of combustibles (i.e., potholders, towels, rags, plastics, drapes, and food packaging).
3. Keep smoking materials away from anything that can burn (i.e., mattresses, bedding, upholstered furniture, draperies, etc.).
4. Never smoke in bed, when drowsy, medicated or intoxicated as this could lead to falling asleep with a lighted cigarette.
5. Do not smoke or have an open flame around medical oxygen.
6. Keep matches and lighters away from children.
7. Supervise young children closely. Do not leave them alone even for short periods of time.
8. Extinguish all candles when leaving the room or going to sleep.
9. Keep candles away from items that can catch fire. (e.g. clothing, books, paper, curtains, Christmas trees, flammable decorations).
10. Do not use portable space heaters.
11. Do not store flammable chemicals, such as gasoline and paints inside. The vapors from the flammable chemical will seek an ignition source and can explode.
12. Do not overload outlets and turn off TV, fans and other devices when not in use. This will keep these devices from over heating.
13. Never use a gas range as a substitute for a furnace.
14. Test your smoke alarms frequently to make sure they are operating properly. Having a working smoke alarm dramatically increases your chances of surviving a fire.
15. Develop a home fire escape plan, practice it with your children and designate a meeting place outside.

**PERRY COUNTY HOUSING AUTHORITY**

**Oxygen Fire Safety Policy**

**PURPOSE**: This policy has been developed to address the first safety hazard related to residents who smoke or allow an open flame while using medical oxygen. This practice is extremely dangerous fire hazard. Oxygen is not flammable, but it can cause other materials that burn to ignite more easily and to burn far more rapidly. The result is that a fire involving oxygen can appear explosive-like. Oxygen is of great benefit to those in need of oxygen therapy but it should always be handled with caution and awareness of the potential hazards.

**SCOPE:** The Oxygen Fire Safety Policy is in affect for all housing authority residents.

**STATEMENT OF POLICY:** It is the policy of the Housing Authority to fully comply with, and to enforce the safety guidelines and quantity limits for the use of medical oxygen by residents of the housing authority.

**SAFTEY GUIDELINES:** In order to prevent personal injuries and also to prevent the potential for a serious fire to housing authority property, the following safety guidelines must be complied with at all times.

1. Never smoke while using oxygen.
2. Warn visitors not to smoke near you when you are using oxygen.
3. Post at least one OXYGEN IN USE/NO SMOKING sign in a prominent place at the entrance to your home.
4. Stay at least five feet from gas stoves, candles, lighted fireplaces and other heat sources.
5. Keep oxygen cylinders and vessels in a well-ventilated area (not in closets, behind curtains, or other confined spaces). The small amount of oxygen gas that is continually vented from these units can accumulate in a confined space and become a fire hazard.
6. Secure oxygen cylinders and vessels to fixed object or place in a stand.
7. Oxygen cylinders and vessels must remain upright at all times. Never tip an oxygen cylinder or vessel on its side or try to roll it to a new location.
8. Always operate oxygen cylinder or container valves slowly. Abrupt starting and stopping of oxygen flow may ignite any contaminant that might be in the system.
9. Turn the cylinder valve off when not using your oxygen.
10. Only use a properly grounded wall outlet for your oxygen concentrator.
11. Do not use extension cords for your oxygen concentrator.
12. Do not place the electrical cord or oxygen tubing under rugs or furniture.
13. Do not use any flammable products like cleaning fluids, paint thinner, or aerosol sprays while using your oxygen.
14. Keep grease, oil and petroleum products (even small amounts) and flammable materials away from your oxygen equipment. Some organic materials can react violently with oxygen if ignited by a hot spark.
15. Use water based lubricants on your lips and hands. Don’t use an oil-based product like petroleum jelly, petroleum based creams or lotions.
16. Do not use bedding or clothes made of wool, nylon or synthetic fabrics as these materials have the tendency to produce static electricity. The use of cotton material bedding and clothes will avoid sparks from static electricity.
17. Do not allow children or untrained individuals to handle or operate oxygen equipment.
18. Always have your gas supplier’s number handy.

**QUANTITY LIMITS:**

1. Do not use individual compressed gas oxygen cylinders that exceed 250 cubic feet at normal temperature and pressure.
2. Do not use liquid oxygen vessels that exceed 10 gallons.

**POLICY REVIEW:** Residents of the housing authority who violate the safety guidelines and quantity limits can be subject to eviction. This policy will be subject to review and modification.

**PERRY COUNTY HOUSING AUTHORITY**

**Evacuation Plan for Hi-Rise Buildings**

Dated 10/2009

If you hear the fire alarms going off, smell smoke or actually see a fire, there are certain actions to take to keep yourself safe.

1. It is very important to **plan ahead!** Check the stairways on your floor so that you know where to go if one stairway is not accessible because of smoke or fire. Also, plan ahead by memorizing or writing down where the fire alarms are on your floor so you can pull them to warn others, in case of a fire.
2. **Check doors before opening them**, if you suspect a fire. Be sure to check a door by keeling or crouching behind the door, reaching up high and touching the door, knob and frame. If the door feels cool, open with extreme caution. Put your shoulder against the door and open it slowly. Slam the door shut if you see flames or smoke on the other side and use another escape route or stay in your apartment. Your walls are made of fire-resistant drywall materials.
3. **If you are unable to leave your apartment, protect yourself by placing towels, sheets or clothes around the door and vents to keep smoke out. Call 911** to notify authorities of your location. If there is no smoke outside a window, open it and signal for help by waving a bright towel, sheet or flashlight.
4. **NEVER USE ELEVATORS IN A FIRE! Use the exit stairways** and close all doors behind you to slow the spread of fire. **If your escape route becomes smoky, crawl low under the smoke. Smoke rises, so the cleanest air is near the floor.**
5. **If your escape route becomes impassible due to smoke, heat or fire, return to your apartment or use an alternate escape route.** Never go to the roof as you may become trapped with no means of escape or protection.
6. **If possible, open your windows at the top and bottom so fresh air can get into the apartment.** **DO NOT break the window – if smoke enters the building from the outside, you wont be able to close the window to protect yourself.**
7. **If you can escape out the building, get out and stay out!** Get out of the building as soon as possible, as long as it is safe to do so, and **DO NOT REENTER THE BUILDING!! Get at least 150 feet away from the building and gather with the other tenants in one location**. If you haven’t called 911 by this time, that number need to be called immediately after you have found a safe location.