



ATTACHMENT A

**COCOA HOUSING AUTHORITY
TENANT RULES & REGULATIONS**

I. EVERY TENANT IS REQUIRED:

- CARE OF PREMISES: (a) To keep the premises in the best possible condition, and from shaking, cleaning or airing any bedclothes, rugs, mops dust clothes, out the windows, in the halls or on the roof.
- LAWN OR YARD: (b) To maintain, care for, and at all times keep free from litter, any space assigned to the tenant for his exclusive use.
- FIRE: (c) To take every precaution to prevent fires and follow fire code regulations.
- GARBAGE: (d) To have all garbage securely wrapped and deposited in the proper container at the time and place designated by the Authority.
- PETS: (e) Not to keep any animals on the premises without completing the proper documentation as required by the Pet Policy.
- MOVING DATE: (f) To comply with the directions given by the Landlord concerning moving date and time.
- FUMIGATION: (g) To abide by all regulation pertaining to the moving in of furniture in order to provide for proper vermin control, and to pay the cost of fumigation or extermination.
- WINDOW CLEANING: (h) To clean windows
- DISPLAY: (l) Not to place sign or notice of any kind in the premises, or to have any exhibited from the windows.
- ALTERATIONS: (j) Not to alter any fixtures or fittings in the premises, not to paint the premises, nor to make any repairs or alternatives whatsoever, without the written consent of the Authority.
- USE OF PREMISES: (k) To use the premises solely as a private dwelling for the Tenant and his family, and not to carry any business, professional, or commercial enterprise of any sort or nature in the premises.

- EXCESS UTILITIES:** (l) Not to consume gas, electricity and water wastefully. The Authority will consider consumption to be wasteful if it is in an amount in excess of a reasonable and normal amount for the family. Landlord may charge for such excess consumption.
- INCOME:** (m) To submit to the Landlord a signed statement in the form fixed by the Authority at such time or times as the Authority may require setting forth requisite facts as to the income of the tenant and his family, the number and identity of the member of his family, and such other relevant information pertaining thereto as the Authority may require; to make available to the Landlord such supporting evidence with respect thereto as the Authority may require, including copies of returns submitted to and available information in the possession of governmental agencies and others.
- SUBLETTING:** (n) Not to assign his/her lease, not sublet, nor transfer possession of the premises, nor to take boarders or lodgers.
- CHANGE IN FAMILY:** (o) IMMEDIATELY to notify the Authority of any birth or death or other change in the Tenant's family.
- ADDED PERSON:** (p) Except for additions to the Tenant's family resulting from birth, to OBTAIN the Housing Authority's consent in writing before allowing any person, other than a member of the Tenant's family listed in the Tenant's Certificate and Lease, to take up residence in the Tenant's apartment.
- TRANSFER:** (q) Whenever a change occurs in the size or composition of the Tenant's family, if and when required by the Authority, to move to a dwelling unit of appropriate size prescribed by the Landlord in the same project or any other project or, if the size of the Tenant's family is reduced to a single person, to quit and surrender the premises.
- ADDITIONAL RENT:** (r) To pay to the Authority, if the Tenant fails to report a change in income, or misrepresents or misstates the correct income, additional rent in the amount of the difference for the period involved between the rent which would have been charged by the Authority to the Tenant and the correct income been reported to the Authority at the time required, and the rent actually paid by the Tenant during that period.
- SELF-EMPLOYED:** (s) To keep adequate and verifiable records, as required by the Authority, of all cash transactions relating to investments, loans, drawings, income, and expenses, if the Tenant's income is derived in whole or in part from self-employment. These records and their supporting evidence, including bills, receipts, bank pass books, statements, cancelled checks, and copies of returns submitted to governmental agencies, shall be available for examination by the Authority.

ADDING EQUIPMENT: (t) Not to install in the premises, without the written consent of the Authority, any freezer, air conditioning unit, washing machine, clothes drier, ham radio set, radio transmitter, or other electrical appliances or equipment hereafter prohibited by the Authority, nor any television or other antenna on the window sill or at any other place outside of the premises of the Tenant, or if such consent is given, not to install the same in any manner other than as prescribed by the Authority; to remove any electrical or other appliances or equipment from the premises or other property of the Authority whenever required by the Authority.

CONDUCT: (u) To refrain from any illegal, immoral or disorderly use of the premises.

COMMON AREA: (v) To comply with and obey all requirements prescribed from time to time by the Authority concerning the use and care of the premises, and of any common or Community spaces or other places in the Development of which the premises is a part, including but not limited to stairs, hall, walks, drives playgrounds, laundries, community rooms and parking areas.

VACATING: (w) To quit and surrender the premises in good order and repair, reasonable wear and tear accepted, whenever and for whatever reason his/her lease is terminated.

RENT CHARGES: (x) To pay to the Authority as additional rent the amount thereof to be added to and become part of the rent, payable with any succeeding rent payment, for default in payment of which the Authority shall have the same remedies against the Tenant's by the way of summary proceedings or otherwise, as in the case of non-payment of rent.

The cost of reasonable value, as determined by the Landlord, of repairing any damage to the premises or the Landlord's property caused by the Tenant or any member of his family, reasonable wear and tear accepted;

A reasonable charge, to be fixed at the discretion of the Landlord, for additional or extra services rendered by the Landlord to the Tenant or any member of his family

As liquidated damages, a reasonable charge imposed by the Landlord, for extra services required by reason of the infraction by the Tenant or any member of his family of requirements or rules established for the proper administration of the Development, the protection of the Authority property or the safety and convenience of other tenants

Any other cost that the Authority has related to your negligence or any member of your household including visitors to your unit.

COMPLIANCE: (y) To comply with such Rules and Regulations as may hereafter be established by the Authority.

II. RIGHT OF ENTRY:

The Authority expressly reserves the right to enter or to permit his representatives, agents, or employees to enter the premises at any reasonable hour, with or without the permission of the Tenant, for the purpose of:

1. Making investigations to determine the nature and extent of any condition therein existing in violation of any law or any lawful rule and regulation of any governmental agency or public authority or violation of the Rules and Regulations of the Landlord.
2. Examining the premises, extermination insects or vermin, making decorations, and making such repairs, corrections, alterations, improvements, or additions as the Landlord may deem necessary or desirable. The Landlord may take into the premises all materials required for these purposes, and may perform all work necessary for these purposes:

And these acts shall not constitute a complete or partial eviction or abate the rent, wholly or in part

III. RECEIPT AND REPRESENTATION:

The undersigned hereby acknowledges receipt of a copy of the foregoing Rules and Regulations of the City of Cocoa Housing Authority. It is further acknowledged by the undersigned that the said Rules and Regulations were read before the signing of this receipt. It is affirmed that the Landlord has made no oral representations. Representation is hereby made that the undersigned will comply with all the said Rules and Regulations of the City of Cocoa Housing Authority or eviction procedures will occur without any additional notifications. Failure to acknowledge by signing below will be considered a lease violation with possible eviction.

Executive Director

Legal Representative (Tenant)