



EQUAL EMPLOYMENT
OPPORTUNITY

Negaunee Housing Commission

Lakeview Apartments

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EQUAL HOUSING
OPPORTUNITY

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“RESIDENT HANDBOOK”

WELCOME TO LAKEVIEW APARTMENTS

The City of Negaunee, acting by and through the Negaunee Housing Commission and its staff, extends to you a hearty welcome to your new home, Lakeview Apartments. This handbook for residents of Lakeview Apartments is part of your lease. We trust you will abide by the terms of both your lease and this handbook.

Our office is open Monday through Friday from 8:30 A.M. to 4:30 P.M. If you are experiencing a problem or have a question concerning the rules of occupancy, please either call or stop by so we may discuss it. We have an open door policy - it's much easier to resolve a problem early on.

Revised: February 2018

DWELLING LEASE

You have signed a lease with the Negaunee Housing Commission. This is a legal document enforceable in a Court of Law, if necessary. It clearly states the amount of your rent and when it is due. It contains the conditions under which you occupy your home. If you fail to abide by the conditions contained in your lease or the Negaunee Housing Commission's policies, the Negaunee Housing Commission may terminate your lease and evict you.

Read your lease carefully. If there is anything that is not clear, please ask. Policies and your 'Resident Handbook' adopted by the Negaunee Housing Commission become a part of your lease.

RENT

Your rent is due and payable the first day of the month. Rent can be paid in the office or placed in the office mailbox by 1:00 P.M. on the sixth (6th) day of the month. All rent payments must be made by check or money order made out to the Negaunee Housing Commission. As a safety measure, **no cash** shall be accepted as a rent payment.

LATE FEE

If the rent is not paid by the 6th day of the month (by 1:00 P.M.), a \$10.00 late fee will be charged to the resident. For every day rent remains unpaid, a \$1.00 (one dollar) a day fee will also be charged to the resident. If rent is paid by personal check and the check is returned for insufficient funds, this is considered a non-payment of rent and will incur the late fee charge plus an additional charge of \$25.00 for processing costs. In addition, the NHC will no longer accept personal checks from the resident, and all future rent payments must be made by money order or cashier's check.

KEYS

Three keys are furnished with each lease, one apartment door key, one mailbox key, and one outside door key. If TWO residents reside in one apartment, two sets of keys will be issued. There is a \$119.00 fee to replace your apartment key, and a fee of \$5.00 to replace your mailbox or outside door key. If an additional apartment key is desired, the Negaunee Housing Commission has a "Key Policy" on file. A refundable user fee of \$119.00 is required. The \$119.00 user fee would be returned when the key is returned. Apartment keys that remain in the building in a key safe at the apartment door can be obtained for a reduced fee of \$10.00, which is also returnable when the key is given back to the Housing Commission.

TELEVISION

Television cable is furnished at a reduced monthly charge payable with your rent. The cost may change according to supplier charges.

UTILITIES

Water, sewer, electricity, garbage, and gas are included in your monthly rent. Due to the large volume of consumption, residents are encouraged to be conservative. Management reserves the right to charge residents for

excessive use of any furnished utility. There will be an extra charge for any appliances not furnished by the Negaunee Housing Commission, such as small freezers, air conditioners, etc.

WHAT YOU MAY EXPECT FROM THE NEGAUNEE HOUSING COMMISSION

The Negaunee Housing Commission will:

1. Execute a lease with you, which states what you and the Negaunee Housing Commission agree to do as long as you are a resident;
2. Supply utilities as stated in the lease;
3. Make necessary repairs and improvements when needed;
4. Work with agencies which will offer medical, social, or other services to you;
5. Counsel with you to resolve special problems;
6. Enforce the lease, policies, and procedures of the Negaunee Housing Commission.

WHAT THE NEGAUNEE HOUSING COMMISSION EXPECTS OF YOU

You shall:

1. Know and accept the responsibilities agreed to by you in your Lease, Resident Handbook, and Negaunee Housing Commission Policies;
2. Pay your rent and other charges promptly every month;
3. Cooperate with Management and your neighbors for mutual interest and contentment;
4. Use appliances and utilities responsibly;
5. Use your apartment as a private dwelling.

RULES FOR PARKING LOT

1. The resident parking is for **RESIDENTS ONLY**. Please notify your guests of this, so they **DO NOT** park in the resident parking lot.
2. Park only in your assigned space. Please try to stay in your space.
3. If you are going away for an extended period of time, please let us know in case we need you to make other parking arrangements.
4. When heavy snow falls, watch the bulletin boards for plowing notices. All vehicles must be moved prior to the time listed to allow for plowing.

PARKING

Parking on streets must follow City regulations. Residents are not to use the lawns for parking, washing or repairing cars. The parking area shall not be used for business purposes, as an outdoor repair shop, or as a playground. An inoperative vehicle left abandoned in the parking area for an unreasonable period of time will be hauled away at the owner's expense. Parking is limited.

Available spaces will be assigned to the residents by the maintenance staff. Visitors are not allowed to park in the resident's parking lot. There is a designated visitor parking area in the front of the apartments and also by the garage. Overnight visitors must register their vehicle with the maintenance department.

LICENSED AND INSURED

The State of Michigan and the City of Negaunee both require vehicles to be licensed and insured if they are to be driven on the streets/highways. If you have a vehicle and you intend to use it, it must be both licensed and insured.

USE OF DWELLING

Only those persons named in your lease are lawfully allowed to share the apartment with you. Visits by friends or relatives are limited to fourteen (14) days annually. If additional visitations become necessary, it must be approved by the director. You may not sublet your apartment or conduct any business or display any commercial signs in or about your dwelling.

HOUSEKEEPING HABITS

Though the privacy of family life and habits are respected, the management does assume the responsibility of making certain that good housekeeping habits are practiced in and about the apartments. This is for the common good of all residents. Please observe these practices:

1. No clothing, bedding, or similar household articles shall be hung from the windows or doors or placed on the exterior windowsills of the apartments.
2. Nothing is to be thrown or shaken from the windows or swept or thrown out of the doors of the apartments.
3. The yard shall not be used for storage purposes.
4. Your kitchen range and refrigerator should be cleaned at regular intervals.
5. You are responsible for the upkeep and cleaning of the floors and walls of your dwelling.

REPAIRS, ALTERATIONS, SERVICE

Low-rent housing projects are constructed and financed through a plan whereby they must operate and produce a certain amount of income for at least forty years. Full cooperation by the residents is required to permit the Management to keep the apartments in a decent, safe, and sanitary condition during this period. Report anything that is broken and/or any non-working items to the office or maintenance immediately.

DAMAGES

You will be charged for damages beyond normal wear and tear. Examples of normal wear and tear include but are not limited to:

- * burner replacement on your stove
- * washer replacements in faucets
- * replacement of brittle tile

Examples of *BEYOND* normal wear and tear include:

- * broken windows, screens or locks
- * holes in the walls or doors
- * broken or missing towel racks, toilet paper holders, etc.
- * broken or missing light fixture covers

Charges of repairs *BEYOND* normal wear and tear will include the cost of labor and materials.

FLOOR COVERING

Wall-to-wall carpet is *NOT ALLOWED* in the kitchen or bathroom.

Floor covering that must be replaced because of resident damage will be assessed according to a 20-year depreciation value. The resident will pay for the removal and disposal of the damaged floor covering, the new replacement floor covering, new baseboard, and all labor.

PICTURE HANGING

You may hang pictures, mirrors, etc., on your walls using a nail type hanger. *DO NOT* use magic mounts or anything sticky. *DO NOT* hang anything on the doors, kitchen cabinets, or ceilings. If there is a question, call the office.

WALLS AND WOODWORK

Be sure to keep your walls clean. You should wash your walls regularly. Do not use too much water. It is important that the washing be done from the floor to the ceiling, otherwise water running on the lower dirty surface of the walls creates streaks that cannot be removed.

Wallpaper, contact paper, decals, and transfers are not permitted on the walls, woodwork, cupboards, or any interior surfaces, as removing them damages the surface.

PAINTING

Painting will be done by the Maintenance Department. A painting sign-up sheet will be posted when time allows, giving all residents whose apartment has not been painted within five years the opportunity to sign up.

When a resident is scheduled to have their apartment painted, it is the responsibility of the resident and /or their family to remove any wall hangings and furniture before maintenance arrives.

Note: painting is not a remedy for dirty walls or ceilings. Walls and ceilings that are soiled from tobacco smoke, etc. must be cleaned before painting. This is the resident's responsibility.

LIGHT BULBS

For safety reasons, light bulbs will be replaced by maintenance. You can purchase the replacement bulbs from the Negaunee Housing Commission or from the store of your choice. Remember to contact maintenance to do the replacement.

HEATING

Apartments have hot water baseboard heat. Additional heaters are NOT allowed. Never use your kitchen range to heat your apartment.

ELEVATOR

Consult Management or Maintenance if the elevator is to be used for purposes other than transporting people. Also report any malfunction immediately.

DO NOT USE THE ELEVATOR IF THE FIRE ALARM IS ACTIVATED.

EMERGENCIES AND SAFETY NOTES

FIRE ALARM - When the building fire alarm is activated, all residents **MUST** respond. Upon admission, each resident is given instructions on the proper procedure to follow when the fire alarm is activated. A copy of the fire alarm rules is signed by the resident after instructions are reviewed and understood.

Residents are required to leave their apartment and remain out until informed '**all is clear**' by staff and/or fire department personnel.

REMEMBER: DO NOT lock your apartment when you are responding to a fire alarm.

Fires can be prevented!! You must always guard against the possibility of a fire and we urge you to be alert at all times. Don't let combustible material or rubbish accumulate. Outdoor fires of any kind are prohibited on Negaunee Housing Commission property. In case of fire, call **911**.

Unplug appliances such as toasters, coffee pots, etc. when not in use.

Fire Safety Policy prohibits the use of candles or incense in the apartments, as well as the use of burner covers. We also do not allow live/real Christmas trees or wreaths.

As outlined in our smoking policy, there is absolutely NO SMOKING allowed in the building. You must be 35 feet from the building, and no smoking is allowed in the front. You are responsible for making sure your guests follow this policy. See the Smoking Policy for more details. Please note that smoking marijuana for medical purposes is NOT an exception to this rule, even if the person smoking it has a medical marijuana card issued by the state. Federal regulations overrule state laws in federally regulated public housing, and federal regulations consider marijuana to be an illegal controlled substance, which is prohibited.

CLOSE ALL DOORS AND WINDOWS IN CASE OF FIRE. THIS IS A MUST. Immediately report improper operation of all electrical fixtures and outlets for electrical appliances. ***DO NOT*** store or use flammable materials within your apartment.

The use of firearms, including air rifles, is strictly forbidden. Anyone violating this regulation will be reported to the police and the terms of their lease will be enforced.

Small children should never be left alone in your apartment.

RUMORS ARE UNRELIABLE

Consult management when in doubt about any subject pertaining to the building or activities. *DO NOT* rely on what you may have heard.

STAT CHECK

To be certain that everyone residing at Lakeview Apartments is all right, unless notified otherwise, every day between 6:30 and 11:30 A.M. you are required to move your mail box 'red flag' indicator (called a *stat button*) to the right so that the red flag is not showing. This indicates to the Negaunee Housing Commission staff that you are okay. At approximately 11:30 A.M., a staff person checks the stat buttons. If your stat button is not moved, a staff person will phone your apartment to see why your button was not moved. If there is not an answer by phone, two people (at least one person being a staff person) will come to your apartment to check on you. Your safety and health are important. *Remember:* Move your stat button between 6:30 and 11:30 A.M.

Occasionally, if you are sick or cannot make it to the mailboxes, please call the Office or Maintenance Department to have your 'stat button' moved, meaning you have checked in. When you are on vacation, in the hospital, or anywhere away from the apartment, you have to let the Negaunee Housing Commission staff know to place your name on the out-of-building list.

VACATIONS AND ABSENCES

Please notify the management office and/or maintenance if you are to be away from home. Talk to a staff person if you call. Do not leave a message on the answering machine. This applies to a period of hospitalization as well. Please have a family member contact the Negaunee Housing Commission if you are unable to do so.

MOVE-IN AND MOVE-OUT

At move-in, a checklist is prepared and signed by the resident and management. This checklist acknowledges the condition of the apartment at the time it was originally leased to you.

At move-out, management/maintenance performs a termination inspection to determine the condition of the apartment. Dwellings are to be left clean and in good condition, including appliances. Any damages to the apartment will be assessed to your account.

The resident is encouraged to be present during the termination inspection. Remember, your lease requires a 14-day written notice of move-out. Move-Out forms are available in the office. If you fail to sign this move-out notice, you will be charged rent for those days. Rent continues to be charged until your keys are returned to the office.

Try to have your apartment inspected before your 14-day notice is up. If additional cleaning is required past your 14 days, you will be charged for the additional time it takes you to clean your apartment.

PETS / ANIMALS

Any resident having a pet must comply with the provisions of the 'Pet/Animal Policy'

Visiting pets are **not allowed**, whether an individual has a Pet Policy on file or not. The only exception is service animals, and they must be clearly marked as such.

CLEANING

Residents are responsible for cleaning their own apartments. All floors in corridors and recreation areas are the responsibility of maintenance. Ask maintenance for the proper care and cleaning of your floors. If a resident is unable to clean his/her apartment, **it is the responsibility of the resident to make arrangements to have these duties performed.**

GARBAGE AND TRASH

All garbage is to be placed in plastic garbage bags and tied BEFORE placing the garbage into the dumpster. In addition, cardboard boxes must be flattened before going into the dumpster. Garbage cannot be left in the corridors or the cart room.

LAWNS AND FLOWER AREAS

Considerable time and expense has been expended for the planting and landscape work for the building. Driving or parking of automobiles and heavy vehicles on the lawn areas will not be permitted.

LAUNDRY ROOM

Card-operated washers and dryers are provided for your convenience, not for your guests or outsiders. If a washer or dryer does not seem to be working properly, contact management or maintenance so arrangements can be made for repairs. Do not overload either the washers or the dryers as this causes breakdowns. Please leave the appliance(s) and laundry room clean when you are finished. Wipe the appliance(s) down with a damp cloth and remove the lint from the dryers. Lint not only interferes with the efficient operation of the dryers, but also poses a potential fire hazard.

Carpet washing of any kind is prohibited.

TELEVISION, STEREO, RADIOS, PARTIES

Almost everyone has a television, radio or stereo. Everyone has a right to peace and quiet, so please keep the volume at a point where it will not annoy your neighbors. This also applies to parties. Please be especially considerate of neighbors during the early morning or the late evening hours.

ABANDONED PERSONAL PROPERTY

Except as provided in the lease, management will not be responsible for articles left behind. If you intend to discard furniture/personal items, please make arrangements for disposal.

SOLICITORS

No solicitors, salesmen, or peddlers are permitted to call on residents. Please notify the office of any unauthorized individuals.

BULLETIN BOARD

Please check periodically for additional rules, regulations, notices and information or instructions pertaining to your occupancy that are posted on the bulletin boards on the first and second floors. Also, check the bulletin board for any routine notices or announcements.

COMMUNITY ROOM / RESIDENT LOUNGE

The Negaunee Housing Commission has adopted a 'Community Room Policy' and a 'Resident Lounge Policy'. These policies outline use of the community room and resident lounge, the procedure to obtain permission to use the community room or resident lounge, and special restrictions and charges that may be required.

If a resident wishes to use the community room or resident lounge for a special event or party, please contact the office for permission, and sign the 'Community Room Policy' or 'Resident Lounge Policy.'

Please care for the community room and resident lounge as you would your own home. Do not cause or create any litter. After scheduling the room, you are welcome to use it for your private gathering--it is part of your home. Be considerate of your neighbors in the use of the community room or resident lounge with regards to radios, television, and piano/organ playing. NO alcoholic beverages or illegal substances are permitted in the community room or resident lounge. Smoking is **not** permitted in the community room or resident lounge. The room **must** be cleaned and restored to its original shape when your event/activity is complete.

Please refer to the 'Community Room Policy' and/or 'Resident Lounge Policy' for further information.

SPECIAL NOTICE TO GRANDPARENTS

Your grandchildren are welcome to visit you and we are glad that they do. However, please do not allow children to run in the halls and/or stairwells, play with the automatic door openers, or use the elevator or community room/resident lounge unless accompanied by a responsible adult. Children visiting the building should be in your apartment with you and not in any other part of the building, unless accompanied by a responsible adult.

Also if your grandchildren go swimming in Teal Lake they must be dry before entering the building, so as not to get the entrance or corridors wet or slippery.

UPDATING PERSONAL INFORMATION. *UPDATE EVERY SIX MONTHS*

It is necessary that each resident be responsible for keeping personal information current. This includes: phone numbers, emergency contact persons, next-of-kin, etc. This is very crucial at the time an emergency occurs. **Help us, Help you.....Keep us informed.**

IN CONCLUSION

Thank you for choosing Negaunee Housing Commission - Lakeview Apartments - as your new home. It is also appreciated that you took the time to read this handbook. If you have any questions now or at any time in the future, please contact management. This is your home. We hope to make this a very happy and enjoyable place to live.