



AHA-Bayview Apartments

Property Address: 801, 802, 803, 804, 806, 807, 808, 809 & 810 29th Street

Business Office: 719 Q Avenue, Anacortes WA 98221

Telephone: (360) 293-7831

Fax: (360) 293-8998

TTY: (360) 293-8998

Office Hours: 9:00 am – 3:00 pm Monday through Thursday
(Closed Fridays, weekends & Holidays)

Community Information, Rules and Regulations Handbook

Community Name: Bayview Apartments

PROJECT BASED SECTION 8

HOUSE RULES

Note: For emergencies requiring the fire department or police, please call 911. If you require an “emergency service call”: as described as follows, please call (360) 202.4650.

SECTION 1: EMERGENCY CONTACT INFORMATION

Community Office hours have been established to provide service coverage during normal work periods. Please feel free to visit our office or call regarding service requests or to obtain assistance. A special emergency number is provided for the following ***emergency service calls only, such as:***

1. No heat in the winter, 2. A plumbing leak or sewer stoppage, which might cause damage to personal belongings or the apartment building, 3. No electricity.

** Please Note: Extreme emergencies such as fire, robbery, domestic issues, etc. should first be directed to the appropriate authorities before contacting the management.

SECTION 2: MOVE-IN/MOVE-OUT

Move in inspection: The management will conduct a move in inspection prior to moving in. The purpose of the move in inspection is to ensure that you are not charged for any pre-existing damages or flaws in the apartment that existed before you moved in. You will verify the move in inspection in writing within 5 days of occupancy.

Cleaning: You are responsible for cleaning your apartment in such a manner when you move out that no additional cleaning will be needed before the new resident moves in. The management will provide a checklist to help you with your cleaning.

Carpet & window covering cleaning: the management will professionally clean the carpets when you move out. You must vacuum the carpets thoroughly when you move-out. If you do not vacuum the carpets, we will charge you the actual cost to have them vacuumed. Where situations occur where normal carpet cleaning does not fully clean badly soiled or stained carpet beyond ordinary wear and tear, and carpet replacement is necessary, the cost of the carpet replacement will be prorated based on a 10-year carpet warranty and will be charged to you. The drapes may be washed in cool water and re-hung on the curtain rods to dry (do not put them in the dryer). Blinds can be cleaned with any standard surface cleaner, which should clean dust & dirt.

Repairs and damages: You will be charged actual cost for repairing and/or repainting the apartment and for the cost of replacing any fixture, systems or appliance if damaged or changed beyond reasonable wear and tear. The AHA-Bayview LP has determined that interior paint should have a 4-year life under normal wear and tear conditions. All painting done for units that have not exceeded the 4 years that have tenant caused

damage by carelessness, misuse, or neglect will be charged actual cost for re-painting. The maintenance staff will fill and paint reasonable nail holes for you at no cost. Please do not attempt to repair damages to the wall yourself.

SECTION 3: GENERAL POLICIES

Renter's Insurance: We recommend that you contact an insurance agent to obtain details concerning Renter's Insurance or Household Goods and Liability Insurance or other similar policies to cover your personal belongings against vandalism, fire, burglary and certain water damage, as well as personal liability. Our insurance does not cover your personal belongings or liability.

Utilities: Those utilities not furnished by Bayview Apartments will require that you arrange in advance of your move-in to have the account put in your name. Water, garbage and sewer are paid utilities by the owner; the tenant pays electricity. Cable and telephone are optional and service for either may be arranged through the local utility companies and the resident.

Pets: Bayview Apartments allows the following common household pets: Fish aquariums and fish bowls, permanently caged animals such as guinea pigs, hamsters, birds, etc. No birds of prey, snakes, spiders, reptiles, dangerous or poisonous animals are allowed. No dogs, cats or other large animals are allowed. Residents are not allowed to pet sit or allow their guests/visitors to bring prohibited animals to Bayview Apartments when they come to visit. Assistive animals are given exceptions to the pet rules and are allowed for the elderly and persons with disabilities. The elderly and persons with disabilities requesting an allowance for a service or companion animal must provide proof that the animal meets the qualifications as an assistance animal. Owners of service or companion animals shall insure that the assistance animal does not interfere with the rights of all tenants to enjoy clean, quiet and safe surroundings. All pets, regardless of whether they are a common household pet or a service animal, shall remain inside a tenant's unit, unless on a leash and with the owner accompanying the pet. Pets may not be kept or tied outdoors.

Vehicles: Residents and their guests must obey the speed limit, which is 10 mph. All vehicles must be operable and properly licensed. The parking lot is for residents only, parking is assigned and by permit only; guests and visitors must park off the premises or in the guest parking stalls. Do not park in fire lanes; block designated areas for trash removal or other resident's ingress and egress from the premises. Vehicles parked in restricted areas will first be posted and warned of parking violation. Repeated violations of parking rules will result in the vehicle being towed and impounded at owner's expense.

Trash Disposal & Refuse: For your convenience, trash and recycling containers are located throughout the community common areas. Please do not leave trash bags outside your front door at any time. Please make sure the garbage is placed into the dumpsters and not left on the ground next to the dumpster.

Miscellaneous: Air-conditioning, screen doors, satellite dishes, and the like, may only be installed with prior written approval of the management. Contact the maintenance department for the requirements for installation. No equipment may be removed from any part of the building. Fencing or privacy screens may not be erected.

Disturbances: Social and friendly gatherings of residents and their guests are welcomed and encouraged provided that such gatherings do not become boisterous, obscene or generally objectionable to other residents. Noticeable drunkenness or disorderliness will not be tolerated. Residents are entirely responsible for the conduct of their guests on Bayview property. Stereos, radios and televisions are to be kept at minimum levels so that neighbors are not disturbed. Activity, which interferes with the rights, comfort or convenience of other residents, is a violation of the terms and conditions of the rental agreement and will be treated as such.

Wading Pools: Wading pools of any type are prohibited on the community grounds due to liability issues.

Community Appearance: Since this apartment community is your home, we ask that you treat it that way. We are proud of our community and want and need you to have pride in the apartment community as well. In this way, it will be attractive and a safe place in which to live and in which to entertain your guests. We ask that you abide by the following policies to maintain an attractive community, a safe environment and for the protection of property:

- Drapes and/or blinds are provided. If you wish to change the window coverings, you must request and obtain prior written approval before making any alteration in the window coverings. Sheets,

blankets, aluminum foil and other such items will not be approved coverings. Window coverings must be at least 6 inches away from the baseboard heaters.

- Patios are not to be used for storage for mops, brooms, boxes or any other items. Only outdoor furniture is allowed outside. Sidewalks, entrances, passages, courts or common entryways should not be obstructed or encumbered or used for any purpose other than entering and exiting the buildings.
- No sign, advertisement, notice or other lettering should be exhibited, inscribed, painted or affixed by any resident on any part of the outside of the buildings except by prior written request and consent of the Management. No soliciting.
- No awnings, fencing, privacy walls, or other projections should be attached to the outside of the building. Do not allow anything to fall from the windows, nor should you sweep or throw from your apartment any dirt or other substances from your porch.
- Satellite dish request forms are available from the office and must be approved before a dish is installed. Call the office with any questions.
- Trees and shrubbery are a vital and valuable part of the community, and you will be liable for damages or any mutilation or defacing for which you, your children or your guests are responsible.

Any damages a result or mistreatment of the apartment or common areas will be, insofar as necessary, charged at actual cost to the resident. Personal lawn furniture may be used only on the patio of your apartment. The lawns of all buildings should be kept clean of furniture, bicycles, toys and other personal property. This will enable the maintenance staff to mow and care for the lawn without obstructions.

No Smoking: Smoking any substance inside your unit or in the Community Room or Laundry room is prohibited. Cigarettes that are discarded in bark dust areas or breezeways can cause fires if the right conditions are present. Please discard all cigarette butts in an appropriate container.

VAWA Protections: Protections for victims of Domestic Violence, Dating Violence, Sexual Assault, and/or Stalking under the Violence Against Women's Reauthorization Act of 2013 include:

- Landlord may not consider incidents of domestic violence, dating violence, sexual assault, or stalking as serious or repeated violations of the lease or other "good cause" for termination of assistance, tenancy or occupancy rights of the victim of abuse or other affiliated individuals in the household.
- 2) Landlord may not consider criminal activity relating directly to abuse, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, cause for termination of assistance, tenancy, or occupancy rights if the tenant or affiliated individual is the victim or threatened victim of that abuse.
- 3) The Landlord may request in writing that the victim, or a family member on the victim's behalf, certify that the individual is a victim of abuse and that the Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, Form HUD-50066, or other documentation as noted on the certification form, be completed and submitted within 14 business days, or an agreed upon extension date, to receive protection under the VAWA. Failure to provide the certification or other supporting documentation within the specified timeframe may result in eviction.
- **Confidentiality:** All information provided to AHA concerning the incident(s) of domestic violence, dating violence, sexual assault or stalking relating to the Victim shall be kept confidential by AHA. Employees of AHA are not to have access to these details unless to afford or reject VAWA protections to the Victim; and may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) requested or consented to by the Victim in writing; (ii) required for use in an eviction proceeding; or (iii) otherwise required by applicable law.

SECTION 4: FOR YOUR SAFETY

Adequate protection of you and your property is of great concern to the management. Your safety begins with your own actions. Be sure to make use of any locks and other devices provided. For safety you should keep doors closed and locked at all times. Report "suspicious" persons to the local police department and to the management. Ask for identification of anyone not known to you who claims to be an employee of the management. Management personnel are not permitted to give out resident's

apartment numbers, telephone numbers or other personal information. If you have signed a written consent form for this information to be released, the management must obtain the release form prior to disclosing that information.

Vacation: Residents are required to notify management of an absence from their unit for longer than 60 continuous days. Exceptions may be granted in extenuating circumstances, but must first be requested and approved in writing. This rule is very specific to rental-assisted properties and is very important for the resident to abide by.

Fire Precautions: Store all items safely. Dispose of newspapers and magazines regularly. The best way to stop fire is to prevent it before it starts. The fire department number should be listed on the front page of this document. Please report any fires to the fire department first and then the community office. Always give an accurate and understandable address to aid fire units in locating the fire. Storage of kerosene, gasoline or other flammable or explosive agents is prohibited. Fire regulations prohibit residents from storing any items where the water heaters are located.

Barbeque Grills: Due to the potential for unattended use and fire flare-up, it is prohibited to operate any type of barbeque grill within 15 feet of any multi-family structure. This is a City of Anacortes ordinance.

SECTION 5: MAINTENANCE SERVICE

Maintenance Request Procedure: During Community Office hours, you may report a maintenance issue by phoning or stopping by the office. We request that the explanation of the needed service be clear and as complete as possible. This will help us to give better service and ensure that we fully understand the request. Our goal is to satisfy your request within as reasonable a time as possible. Emergency repairs will be attended to within 24 hours. It is your responsibility to notify us immediately of any needed repairs. Residents should refrain from attempting any repairs. This is the responsibility of the Management.

Pest Control: The Management provides pest control services. Please contact the Community Office if you have a specific problem. We ask your cooperation in not leaving any food open or dirty dishes lying around. These attract insects. Garbage and waste should never be left in your apartment.

Redecorating: Your apartment has been cleaned and redecorated prior to move in. It is painted white so that it is neutral. We require that it remain that color. Alterations are not permitted. Any alterations made will be chargeable at actual cost to the resident. Do not wallpaper, including inside the cabinets. Please do not use sticker type wall hangers. We prefer small slanting nail type hangers. Do not affix anything to the ceiling, as some units have asbestos in the ceiling and it should not be disturbed in any way.

Housekeeping: Poor housekeeping habits include, but are not limited to: excessive clutter, grease and food build up on appliances, range hood and countertops, garbage accumulation, food left on dishes, countertops and floor, dirty walls, floors and carpet, strong odors, excessive dirt build up in window tracks, damp or wet clothes and rags left unattended in closets and other areas of the apartment, mildew on windows and window tracks, walls and shower enclosure in bathroom, unclean toilet, tub and dirty window coverings, cobwebs, and dirty diapers not disposed of properly. Poor housekeeping practices can result in insect and rodent infestation and health problems, which can affect the resident, as well as neighbors. Regularly scheduled housekeeping inspections may be performed when housekeeping does not meet written community standards, and, may be discontinued when the resident exhibits ongoing compliance with community standards and lease agreement.

Carpet Care: The care and maintenance of the carpet in your apartment is your responsibility while you live there. The carpet should be vacuumed frequently. It is recommended that the resident clean the carpet every two years, depending on the level of traffic, family size, soil conditions adjacent to the home and other circumstances – more frequent cleaning may be advisable.

Countertops: The countertops in your apartment are made of laminate. While a very durable substance, this laminate is not impervious to severe heat, staining or sharp cutting instruments. Hot pads and cutting boards should be used at all times.

Water Supply: Water is supplied to you at all times. If the water is not hot, is overly hot, there are leaking pipes, dripping faucets or continually running toilets, please report it to the Community Office and we will have it repaired. There will be no charge unless the tenant caused the damage. We suggest not storing items on top of the hot water tank to prevent the electrical conduit from being damaged. To help prevent frozen pipes during extremely cold weather, open cabinet doors in the kitchen and bathroom and the cold water should be left running slowly.

Toilets: The sewer system is sufficient to handle all normal drainage. The following items will result in chargeable damage: paper towels, facial tissue, disposable diapers, sanitary napkins, disposable Tampax, Q-tips, chewing gum, cigarettes, toys, etc. These items must not be flushed. It is advisable to not store items on top of the toilet tank, which will help avoid dropping foreign objects into the toilet. Stoppage repairs caused by you will be charged at actual cost to you.

Electricity: Your rental agreement specifies that you are responsible for the electricity, you must have an account placed in your name with the power company and you must pay the bills. If you have an electrical problem, please call the Community Office so we may check for the problem. Please be aware that overloading the circuit, i.e., too many appliances on the same circuit will usually cause the breaker to overload and trip the breaker in the panel. You can control this occurrence in advance by evenly distributing your appliances throughout the outlets.

Heating: To ensure safety, keep all items at least 6" away from the baseboard heaters. Do not turn your baseboard heaters off at the electrical panel. If you do not need the heat, turn your thermostat to the lowest setting, which is about 40*. Even at this setting, if the temperature drops below 40*, the thermostat will turn on, so always keep items at least 6" from the baseboard heaters. It is important for your home's environment to keep the heating system functional to prevent mold and mildew build up in areas such as windows, closets and corners of the walls.

SECTION 6: ENERGY CONSERVATION

Energy conservation will result in lower utility bills, which will benefit both you and the owner, regardless of who directly pays the utilities. Energy conservation is also consistent with our Nation's goals. Following are some simple steps, which you can take to conserve energy.

Water: When operating a garbage disposal, use cold water. This reduces hot water usage. Notify the Community Office immediately when you have a leaky faucet or running toilet. Use the shower rather than the tub. Water plants at dusk to reduce evaporation.

Heating & Air Conditioning: Decide on a desired temperature and leave the thermostat there rather than constantly adjusting. Be sure nothing blocks the heaters. Keep doors shut. Keep drapes/blinds closed on hot days.

Kitchen: When cooking on the range, the vent fan will exhaust heated air & keep the air cleaner. A refrigerator operates more economically when filled to capacity but not overloaded. Do not set your refrigerator or freezer to run colder than necessary. Always make sure that your oven is turned off after use.

Laundry: Do more wash with cold and warm water cycles to save energy since the major cost of washing clothes is hot water usage. Both the washer and dryer operate more economically if used with a full load.

Miscellaneous: When no one is watching TV or listening to the radio or stereo, turn them off. Turn off lights when not in the room.

SECTION 7: AMENITIES

Laundry Facilities: Complete laundry facilities are available to you. Hours are posted on the door to the laundry facility. The machines are provided and maintained by the management. If any machines are not working properly, please call the Community Office. Please follow the posted rules for operating the machines. Use of the laundry facilities is at your own risk and discretion should when using the machines for synthetic fabrics and other delicate items. You may not dye fabrics in the machines. Management is not

responsible for any loss or damage caused by the machines. Keep the laundry areas neat and clean. Do not leave your laundry unattended. This will assure other residents will be able to use the facilities also. Do not use the machines for laundering heavy items such as comforters or large rugs or for items needing heavy duty cleaning. Take those items to a laundry facility providing heavy-duty machines. For your information, Thrifty Cleaners located at 1502 Commercial Avenue has heavy-duty self-service machines for this purpose.

Clubhouse/Community Room: If you desire to reserve the clubhouse for a private function, please request a reservation at the Community Office. There is no charge for use of this room. The Community Manager will explain the size limitations and other policies regarding use of the clubhouse.

Parking: Bayview Apartments have one assigned parking spot for each unit. Guests/visitors will be required to park on city streets. Do not use other residents designated parking spot. Residents may give permission to other residents to use their assigned spot if they do not own a vehicle. Motor homes, boats, trailers, etc. may not be parked or stored on the property. Vehicles that are abandoned, dismantled or non-operational must be removed from the property. Vehicles with expired licenses must be removed within 30 days after expiration. Residents may not wash their vehicles or repair them on the property. Reasonable time will be given for repair of flat tires. Improperly parked or inoperable vehicles will be first issued a violation, thereafter, if the violation is not corrected, or the violation continues to occur after the warning, the vehicle will be towed and removed at the owner's expense.

Bike Racks: Bikes, skateboards, scooters, etc., must be parked at the bike racks; they may not be left in common areas or outside a resident's unit. Dismantled or broken toys must not be left at the bike racks. If it has been determined that the items are not in use, dismantled or broken, management will remove & dispose of those items at owner's expense. If a resident chooses, they may store their toys inside the unit, making sure that no damage is caused to the interior of the unit. Tenant would be responsible for damages caused by storage of toys inside the unit.

Head of Household

Date

Co-Tenant

Date

Housing Authority

Date

**CERTIFICATION THAT
BAYVIEW APARTMENTS PROJECT BASED SECTION 8
RESIDENT HANDBOOKS WERE RECEIVED
& DISCREPENCY STATEMENT**

1. The Department of Housing and Urban Development (HUD) require that all owners/managing agents provide to all households, (as identified on each lease) in HUD insured and assisted housing, a copy of HUD “Resident Rights and Responsibilities” and the “Fact Sheet for HUD Assisted Residents – Project-Based Section 8 – How Your Rent Is Determined”. It is required that these handbooks be distributed at the time of initial move-in, as well as annually at the time of recertification.

2. I/we acknowledge receipt of a copy of the Resident Rights and Responsibilities and the Fact Sheet for HUD Assisted Residents. I/we understand that it contains important information about my/our residency and should be carefully reviewed. It also contains important information about the manner in which my monthly rent amount is determined.

By signing below, I acknowledge that I have been informed of the requirements and have received a copy of the Bayview Apartments Project Based Section 8 Resident Handbook. I/we understand that a free copy may be requested at any time. I/we understand that the Occupancy staff are available to answer any questions regarding the terms and conditions of the handbook at any time during regular business hours.

I/we understand that these handbooks are additional terms and conditions to the residential lease agreement. I/we agree to comply with all of its contents. I/we understand that serious repeated violations of the terms and conditions outlined in the above handbooks could result in lease violation.

In the event that I/we should receive from HUD, a Letter/Notice of Discrepancy, between income reported to HUD, and income being reported by the IRS, or the Social Security Administration, I/we are required to bring this letter to the Occupancy Office on or before the date set forth in the Letter/Notice, within the time frame given by HUD (no later than thirty (30) days from receipt), and that failure to disclose the letter could result in the termination of my rental assistance. By signing below, I/we verify that I/we have been informed of the requirements regarding HUD Letters/Notices of Income Discrepancy described above.

_____, Anacortes, WA 98221

Address

Head of Household

Date

Spouse/Co-Head

Date

Other Adult

Date

Other Adult

Date

Bayview Apartments Representative

Date