

Dutch Kitchen Tenant House Rules
RULES AND REGULATIONS
LEASE ADDENDUM
Updated 2017

The following rules have been adopted as an addendum to your Dutch Kitchen Lease. The purpose of the House Rules is to ensure the safety, comfort and well being of all tenants. Anyone failing to follow these rules will be subject to eviction.

1. Do not give or loan your entry card, hall or room key to anyone. If your card or key is lost, report it immediately to the manager. Replacements can be obtained at a cost noted on the cost price list.
2. All rent is **due** the 1st of the month, after the 5th of the month there will be a late fee of \$10 and a notice to quit.
3. **NO CASH** will be accepted.
4. Rent payments can be mailed; hand delivered or put in the mail slot that is on the manager's office door.
5. There will be a **twenty five (\$25.00) charge for all returned checks**. If your rental payment is returned for insufficient then all future payments must be in the form of a money order.
6. If management files a Landlord Tenant Complaint against a tenant more than twice we will file for possession of room.
7. **TENANT IS RESPONSIBLE FOR ALL ATTORNEY FEES INCURRED.**
8. If management sends you're overdue balance to collections you will be charged all fees associated with Collections.
9. You **may not** use the security deposit as your last month's rent.
10. Let no one into the building except your own visitor. By letting someone in you have chosen to take responsibility for their actions.
11. If tenant leaves/moves/evicted and tenant leaves behind personal property, this property will be disposed 15 days of the date of possession of room. Tenant must make arrangements to have personal property removed.
12. All residents must re-certify in compliance of the Pennsylvania Housing Finance Agency (PHFA).
13. No illegal drugs may be in the building. If you are arrested for drug related activities, eviction proceedings will be started.

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14. No firearms or other dangerous weapon of any kind may be worn, concealed or stored anywhere on the premises.
15. Only the person, whose name appears on the lease, may occupy the room.
16. The city's housing and fire codes limit the number of persons who can reside in a unit to one, no person other than the Lessee may reside in a unit. If a pregnant tenant delivers a child, the tenant may not house the child at Dutch Kitchen. Dutch Kitchen staff will work with the tenant to help find alternate housing before the child is born.
17. At no time will management be harassed, and or threatened; this will be cause for **immediate eviction**. **No warning notices will be given.**
18. At anytime a tenant or guest of tenant that **physically assaults** another person on our property will be cause to start eviction proceedings.
19. **Physical harm, or threats** of such or abusive language against anyone will be cause to proceed with eviction.
20. Tenants may have one (1) registered late night/overnight guest for a maximum of two (2) nights during any given month. The tenant must get the approval of the manager to register a guest. The manager has a list of rules for late night/overnight guests. You are responsible for your guest at all times. **ALL GUESTS MAY NOT BE IN THE BUILDING ALONE. GUESTS ARE NOT GO ANYWHERE WITHOUT THE TENANT WITH THEM.**
21. The management has the right to check for **unauthorized guests after 9:00 PM and before 6:00 AM.**
22. Visiting children must be under the direct supervision of an adult at all times. Baby sitting is not permitted under any circumstances.
23. If furniture is damaged, missing or removed, you will be charged the replacement cost of furniture. This includes but not limited to: box spring, bed frame, mattress, dresser, night stand, wheels on bed frame, curtains, blinds, tie backs, smoke detectors, thermometer, exit emergency information, anything that is in your room when you moved in.
24. Furniture or other property belonging to Dutch Kitchen may not be taken to your room or moved to other areas of the building.
25. All residents agree to live in a peaceful way, respecting the rights of other residents to comfort, safety, privacy, security, and peaceful enjoyment, and to refrain from all acts that would interfere with such rights.

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26. There shall be no “partying” or any other **noisy activity** in your room or any other place(s) in the building. You are responsible for your guest(s) at all times. Visitors must vacate the premises **by 9:00 p.m.** unless he/she is registered with the manager for a late night/overnight stay. **All guests are not allowed in the building before 6:00 AM.** You are responsible to plan ahead to register during posted office hours. You are responsible for the behavior of your guest (s) at all times. All tenants have a right to peace and quiet. **GUEST(S) COULD BE ARRESTED FOR TRESSPASSING.**
27. Theft will not be tolerated under any circumstances. If you have information regarding a theft that has occurred anywhere on Dutch Kitchen property, report it immediately.
28. No obstructions are to be placed by a tenant within 4 inches of a sprinkler head.
29. Keeping your room clean is your responsibility. Housekeeping inspections will be done by Dutch Kitchen management staff on a quarterly basis. Tenants are responsible for the purchases of brooms, mops and all other equipment and supplies necessary for housekeeping.
30. Monthly inspections to the smoke alarm in your room will be made by management. There will also be a monthly inspection of your room for insects and other pests. Inspections may not necessarily be done simultaneously.
31. You **must report** any signs of bed bugs in your room or in the hallways. If your room has bed bugs, The Dutch Kitchen will pay to have your room treated for the bed bugs. It is your responsibility to prepare your room for treatment.
32. If tenant gets bed bugs a second time, you **could** be charged with the cost to have the room treated.
33. **If tenant refuses to have the room treated you will be evicted and notice will be given to the York City Health Department.**
34. **You must not leave your cooking un-attended;** this is a serious safety violation and could be reported to the York City Fire Department. You could incur a fine up to **\$125.00** per offense.
35. **Absolutely NO cooking** is allowed in tenant rooms or elsewhere on the residential floors. City fire code forbids this. There shall be no use of microwaves, toasters, crock pots, coffee makers or hot plates or any other devise used to heat food. Possession of such items that are not easily portable when they are not in a storage container will be understood as intent to use the devise. A community kitchen is provided to permit cooking at the Dutch Kitchen.
36. There shall be no cooking items in rooms. Management will remove cooking item if management believes it is being used in the room.
37. **NO SMOKING IN THE BUILDING. THIS INCLUDES YOUR ROOM, HALLWAYS, BATHROOMS AND STAIRWAYS.**

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- 38. No space heaters of any kind are permitted in your room. Management will remove heater, heater will be given back to tenant only after tenant leaves. If tenant uses a space heater and it trips the breaker, tenant will be charged a fee of no less than 25.00 for violation.**
39. Combustible materials shall **NOT** be stored in the rooms. This includes liquid fuels, explosives as well as unwieldy piles of clothing and papers.
40. Do not walk undressed/unclothed (shirts/tops are to be worn at all times) in any area accessible by other tenants, this includes hallways, common areas, community room. Shirts / tops are to be worn at all times in any common area accessible by other tenants/guests, this includes hallways, elevator and community room.
41. All tenants are expected to maintain a level of personal hygiene such that they will not draw undue attention. (take showers)
42. Tenants are expected to share community assets in a manner that is cooperative and respectful. The volume level of the community room television should not exceed the comfort level of people with healthy hearing.
43. Tenants are expected to clean up after their use of community assets: kitchen laundry, and restrooms.
44. If the trash container is full on your floor, take your trash to the dumpster. Do not put your trash bags on the floor or in the hallway. After being issued a warning letter for dumping trash on the floors you could incur fees if you continue to dump your trash bags / garbage.
45. Do not throw litter in halls, stairways, from windows or in the elevator or on any part of the premises. Do not flush anything down the commodes but human waste and a moderate amount of toilet paper.
46. All personal trash is to be removed from bathrooms; this includes sanitary napkins, and tampons.
- 47. Only 1 car owned by tenant may park in our lot.**
48. All cars must be legally tagged and inspected to be able to park in our lot.
49. **Alcohol** may not be consumed in any common areas of the building.
50. There shall be no window air conditions installed.
51. No pets are permitted, except Seeing Eye dogs or supportive animals. Documentation that a pet is in fact a supportive / assisted animal will be necessary.

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52. **You must keep your door closed if you have your windows open.** We are providing air conditioning and heat for everyone's comfort, if you keep your windows and door open the units will burn out. You will be issued violation letters and you will be evicted.
53. You may not conduct a business of any kind in this building. All income is to be reported to the office manager and the York Housing Authority.
54. All **needles** are to be put in proper containers that would not cause injury to anyone handling the trash. (a closed / sealed plastic container)
55. You must report any smoke detector that is in need of a new battery. (it will chirp when a new battery is needed).
56. All work order requests are to be reported to the manager on site.
57. **After Hours Emergency Calls, tenant will be charged for such calls if it is not an maintenance emergency. Tenant will be charged for maintenance emergency calls when tenant caused the emergency.**

The above rules apply to all tenants and are to be considered as part of the Lease Agreement. Anyone failing to obey these rules will be subject to eviction

IN CASE OF EMERGENCY, CALL 846-5139 FOR 24-HOUR ON CALL MAINTENANCE EMERGENCY SERVICE.

ALL OTHER EMERGENCIES CALL 911



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