

## **PROCEDURE MANUAL: PROGRAM**

### **VOLUME: PERMANENT SUPPORTED HOUSING**

#### **PROCEDURE TITLE** **SUPPORTED HOUSING AGREEMENT AND RULES**

#### **PROCEDURE NO.** **PSH - 01**

Boley Centers Supported Housing Program recognizes that everyone is entitled to the same privacy and privileges as expected by private tenants and the same responsibilities to their neighbors and to management. The following rules/regulations have been established by management for the benefit and well-being of all residents in Boley Centers Supported Housing facilities. Upon signing a dwelling lease, residents will be explained these rules/regulations by staff and asked to sign a Supported Housing/Rules of Occupancy Agreement. In signing this agreement, the resident agrees to accept and abide by all rules/regulations.

1. HUD 811 properties:  
Rent and Fees are due the 1st of every month, and considered late after the 5th of the month.  
  
Other Supported Housing Properties (Non- HUD 811 properties)  
Rent and Fees are due the 1st of every month, and considered late after the 5th of the month.  
  
Payment by personal check or money order made out to Boley Centers, Inc. is the preferred form of payment of both rent and other fees assessed. Cash will be accepted at the administrative offices.
2. It is preferred that all residents be actively involved in a recovery plan that involves participation in a role recovery activity such as work, education, volunteering and/or a family related responsibility at least three (3) days each week. Where appropriate, staff will work with residents to develop a Personal Recovery and Empowerment Plan that addresses how the resident will meet this recommended level of participation.
3. It is recommended that residents receive ongoing psychiatric assessment and treatment from a Florida licensed psychiatrist on a regular basis.
4. Bringing, using, or selling any illegal substance(s) onto the property or near the premises may be the basis for eviction. Bringing alcoholic beverages on or near the property is discouraged and may be the basis for an eviction action if a tenant disturbs other tenants when using.
5. Firearms or weapons of any kind are NOT PERMITTED on any Boley Centers Supported Housing Program premises.

6. Residents have responsibility for the behavior of their guest(s). Staff will ask non-residents to leave the property if someone does not identify who they are visiting when asked. For safety, residents are encouraged to inform staff if guests are expected to stay overnight. Residents are expected to inform the Residential Manager when hosting a guest over 3 days.

Any individual, who moves in with the tenant, must be on the lease. Please see the information in the attached brochure regarding placing another individual on the lease. Contact the Housing Department regarding this.

7. Management reserves the right to ask visitors to leave the premises who are disruptive to others and/or demonstrate aggressive and/or violent behavior.
8. Resident agrees that neither he/she nor any of his /her visitors will park their vehicles on the lawns or drive across the lawn areas.
9. Junked vehicles will be towed away at the owner's expense. Unregistered or disabled vehicles are NOT ALLOWED and will also be towed away at the owner's expense.
10. Washing any vehicle on Supported Housing Program premises IS PROHIBITED. Any major and/or extended repair work on vehicles IS PROHIBITED as well.
11. Tenants are permitted to keep common household pets in their units but must abide by the pet policy. See PROP-06
12. The playing of stereos, televisions and/or musical instruments "loudly" IS NOT PERMITTED.
13. Only furniture items designed for outdoor use are allowed on walkways, patios, balconies and lawns.
14. The use of bed sheets, newspaper, aluminum foil and/or cardboard as a substitute for window coverings IS PROHIBITED.
15. Residents must get prior approval and instructions from Supported Housing staff on proper and allowable fasteners which can be used for hanging pictures, curtain rods, etc.
16. No clothes washers, dryers, dishwashers or air conditions (AC) units other than Boley Centers owned and operated ones are permitted to be on Supported Housing program premises.
17. Resident agrees to report repairs needed in his/her apartment to the Supported Housing staff. Any repairs that result from damage caused by a resident or his/her visitor(s) will be paid for by the resident. Management will not be responsible for increased utility bills or damages caused by malfunctioning equipment if the resident does not report problem immediately.

18. Requests for unit transfer will be considered ONLY upon written request of the resident to the Supported Housing Manager. The request must be approved by the Vice President of Property Management. More than one (1) unit transfer during the lease year is strongly discouraged.
19. Management reserves the right to conduct regular inspections of any Supported Housing Program unit to ensure that residents are maintaining the rental unit in a decent, safe and sanitary condition.
20. Resident agrees not to install a waterbed, dishwasher, washing machine, clothes dryer, or air conditioning unit in the apartment without prior written approval of the Supported Housing staff and Property Management Department.

### **VAWA PROTECTIONS**

1. Boley Centers 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 rejection of application for assistance, termination of assistance, tenancy or occupancy of a victim who is protected from acts under the domestic or family violence laws of the jurisdiction.
2. Boley Centers may not consider criminal activity directly relating 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 rejection of application for assistance, termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant’s family is the victim or threatened victim of that abuse.
3. Boley Centers 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 and Alternate Documentation, Form HUD-5382, 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.

These rules and conditions are a clarification of the terms of your lease and are considered part of a resident’s rental agreement with Boley’s Supported Housing Services.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

#### **DATE**

Issued: 08/97

Reviewed: 3/2018

Revised: 2/2017

\_\_\_\_\_  
Approved

## FULL BROCHURE IS AVAILABLE FROM THE HOUSING DEPARTMENT

If you are thinking about adding another person to your lease, please consider the following!

If you are leasing a one-bedroom apartment, a second person can be added to your lease - but please understand that this person will be considered part of your FAMILY. Boley Centers' maximum occupancy standard is based on two persons per bedroom. All efficiency units are limited to one-person.

Your rent is 30% of the FAMILY income - including the income of any new family member. That income includes child support, SSI, SSDI, employment income, etc. This means that the rent you pay will not be lowered by adding a new family member to your lease.

The entire FAMILY is responsible for the total amount of the rent. If your new family member does not pay their portion of the rent, your rent has not been paid either and you are both responsible. If the entire rent is not paid you can and will be evicted for non-payment. If any member of the household is engaged in illegal drug use, disruptive behavior, etc. the entire FAMILY will be subject to eviction. You are one FAMILY, not two separate tenants.

A new household member must be screened by the Housing Staff prior to moving in and must pass that screening. In addition, a face-to-face interview with Residential Staff is required prior to your new household member moving into the apartment. This new policy also applies to all new tenants and includes a criminal and credit background check.

A new household member is not automatically eligible for any other services offered by Boley Centers including Supported Housing, Supported Living, LEAP, or transportation services. If the new household member needs services, a referral should be made through admissions as with any new referral.

Any new household member must be placed on the lease in writing prior to moving in. By being placed on the lease, they must agree to the same terms and conditions as any tenant. Please keep in mind that this means the new family member has equal rights to the unit and you cannot simply decide that you do not want that roommate in your apartment any longer. Boley Centers will not request that they move on your behalf. If the original eligible tenant moves out of the unit, the remaining tenant must also qualify for the unit. If they do not, they will be forced to move.

In order to have a child under the age of 18 move into your unit, you must have legal custody or foster care custody of that child. The legal parent or guardian must place the minor child on the lease.

Living with a family member can be a very important step on the road to recovery, and is not discouraged by Boley Centers. We encourage you to consider these factors carefully so that you can make an informed decision. If you would like to discuss these issues further, please see your Case Manager or Supported Housing staff.

I have read and understand the above notice: