

Cheyenne Housing Authority

House Rules

- The Unit must be used only as your private residence.
- Additions to your household require prior written approval.
- Lease is month to month.
- Amount of rent is stated in the lease.
- Rent is due on the first of the month and late if received after the 7th.
- Late fees will be charged, as set in your lease, for any rent payments received after the 7th.
- No partial payments will be accepted any time.
- No cash is accepted. Payments must be made with check, money order, or cashier's check.
- Rent is prorated at the time of move-in but not at move-out. Make sure keys are handed into the office by the last day of the month in order to not assess rent charges for the next month.
- Maintenance charges are assessed for tenant damages.
- Dishonored checks will be charged a return check fee and personal checks will no longer be accepted.
- Payments must be made at the Cheyenne Housing Authority office.
- A security deposit is required.
- Tenant paid utilities are identified in #7 of the lease.
- Permission must be received in writing from the Housing Authority for guests staying more than three (3) days.
- Changes in household income or composition must be reported by the 21st of the month.
- Annual re-certifications are required.
- Interim changes to household may result in rent adjustments (ex. Decrease or increase in household composition or income).
- Hardship exemptions may be requested for tenants paying the minimum rent of \$25.00.
- Pet Policy must be followed.
- Grievance procedures are included in the lease up packet.
- Criminal activities may result in eviction.
- Tenant obligations will be reviewed with the tenant at the time of the lease signing. Failure to comply with these obligations may result in the termination of your lease.
- Tenant **must** abide by the Smoke Free Policy signed at the time of lease-up.

A few of the tenant obligations include, but are not limited to:

- Housekeeping standards must be followed.
- Tenants are responsible for their household members and guest.
- Tenants are responsible for the care of their unit.

- No unlicensed/inoperable vehicles may be stored on Authority property. (IHM-Talk to resident manager about parking).
- Do not disturb residents or neighbors peaceful enjoyment of their accommodations.

Maintenance:

- If you are in need of maintenance services, you need to call the 24 hour maintenance number:

307-632-0539

- If damages or maintenance items are not reported in a timely fashion, there may be charges assessed to the tenant for the delay which may cause further damage to the unit.

I HAVE READ THE ABOVE HOUSE RULES AND UNDERSTAND THAT MY LEASE IS THE LEGAL DOCUMENT WHICH CONTAINS ALL OF THE TERMS AND CONDITIONS OF MY TENANCY. THIS LIST IS NOT ALL INCLUSIVE. YOU MUST READ THE ENTIRE LEASE TO UNDERSTAND YOUR RESPONSIBILITIES.

Head of Household Signature

Date

Household Member Over 18 Signature

Date

Household Member Over 18 Signature

Date