

QUINCY HOUSING AUTHORITY

80 CLAY STREET
QUINCY, MASSACHUSETTS
02170-2799

Family Housing Guidelines

1. Family Public Housing

- State monthly rent is based upon 27% of total family gross income, minus allowable deductions. Residents are responsible for paying all their own utilities. Heat, hot water and the stove are fueled by gas. In Snug Harbor, the kitchen heater is electric. Families housed in State units must provide their own refrigerators.
- Federal monthly rent is based upon 30% of total family gross income, minus allowable deductions. Utilities are included in the rent, as is the refrigerator.

2. Rent

- Your rent is due on the 1st of each month.
- Rent should be paid by direct debit, but can be paid by check or money order. Cash is not accepted.
- Checks or money orders should be made payable to the Quincy Housing Authority. Please put your name, address and telephone number on your check.
- A late charge up to \$25.00 will be assessed for any rent **received** 30 days or more after the due date.
- To ensure your rent is received timely, and to avoid late fees, you should pay your rent through Direct Debit. If you must pay by check or money order, you may bring your rent to the Property Manager's Office. Put your rent, without an envelope, in the silver rent box outside the Property Manager's Office.

3. Rent Calculations

- Your rent is based on income.
- If your total family **income increases** - your **rent goes up**.
- If your total family **income decreases** - your **rent goes down**.
- You must submit written verification of any change in income to the Occupancy Specialist, at 80 Clay St., within 7 days of the change. **Riverview and West Acres:** you should contact Lien at 617-847-4398 for more information or to make an appointment. **Snug Harbor:** you should contact Michelle at 617-847-4394 for more information or to make an appointment.

4. Recertifications

- Annual rent recertifications are processed for the anniversary date of your move-in.
- Completed recertification forms and all supporting paperwork must be returned to the QHA within 30 days of receipt.
- You can lose your housing for not completing your recertification forms.

5. Family Size & Composition

- Only those household members listed on the lease may live in your apartment.
- If a household member moves out, you must fill out a Member Vacate Form within 7 days.
- No one may move into your apartment unless you have prior written permission of the QHA.



EQUAL HOUSING OPPORTUNITY

QUINCY HOUSING AUTHORITY

80 CLAY STREET
QUINCY, MASSACHUSETTS
02170-2799

6. Guests

- You are responsible for the actions of your guests at all times.
- **Long-term stays:** If you live in the State Developments, you may have a guest for a maximum of 21 days each year. In the Federal Developments, you may have a guest for a maximum of 14 days each year.

7. Mail

- Only those named on the lease may have their names on your mailbox and/or receive mail at your unit.

8. Motor Vehicles

- Cars must have a current registration, current inspection sticker and be insured.
- There is no assigned parking. Parking is on a first come/first served basis.
- If your vehicle is not registered, needs repair or is disabled, it must be removed from QHA property.
- Cars may only be parked in designated areas.
- No driving or parking on the grass or the walkways.
- Boats, campers, trailers, and plows may not be parked on QHA property.
- An illegally parked vehicle/item will be towed/removed at the owner's expense.

9. Pet Policy

- You must request and receive permission before you can allow a dog or cat to live in your unit. Only common household pets are allowed and are limited to a dog, a cat, caged bird, turtle, guinea pig, gerbil, hamster, and fish.
- No other animal is allowed, including but not limited to, reptiles, birds of prey, chickens, turkeys, rabbits, and ferrets.
- You are not allowed to feed stray cats or other animals, nor can you leave food out for birds
- Visiting pets are NOT ALLOWED.

10. Cellars

- The cellar is for storage only; it cannot be used as additional living quarters, a club house, or a hang out. It is ONLY for storage.
- The main cellar door must be kept locked at all time.
- You may put your own padlock on your storage area. Access to the storage area where the water meter is located must be allowed at all times. QHA will issue a padlock allowing access to QHA personnel and City of Quincy Meter Readers to residents whose storage area contains the water meter.
- Your cellar must be kept neat and clean; keep everything at least 5 feet away from the heater and the hot water tank; you may not store anything flammable; no one may play or sleep in the cellar. The storage of all items is at the sole risk of the residents. QHA is not responsible for any items stored in the basement. Be aware that the basement is subject to flooding and water leaks from the hot water tanks, water pipes and sewer lines.
- The common area in the cellar and the area at the bottom of the cellar stairs are not for storage. QHA will remove and dispose of any item left in these areas.



EQUAL HOUSING OPPORTUNITY

QUINCY HOUSING AUTHORITY

80 CLAY STREET
QUINCY, MASSACHUSETTS
02170-2799

11. Insurance

- QHA insurance does not cover a resident's personal property or possessions. The QHA encourages you to obtain insurance for your personal property and possessions.

12. Housekeeping

- Residents are expected to keep their apartment and cellar in a decent, safe and sanitary condition.
- See Maintenance Responsibilities of the Occupant per the State Sanitary Code, 105 CMR 410.000.

13. Grounds keeping

- Residents are expected to maintain the common areas and grounds in a decent, safe and clean condition. This is done on a rotating schedule:
 - Apartment 1 - October, February and June.
 - Apartment 2 - November, March and July
 - Apartment 3 - December, April and August
 - Apartment 4 - January, May and September.
- If a Resident does not maintain the common areas and grounds as required, Maintenance may clean as needed and the Resident will be billed a maintenance charge and that charge will need to be paid within 30 days of the date of the bill.

14. Trash and Trash Removal

- Your trash must be kept in barrels and covered at all times.
- Barrels must be stored on the side of the building opposite the street. Please check with your Property Manager if you have any questions as to where you should store your barrels.
- You will receive 2 new trash barrels when you move in. If your barrels are lost, stolen, broken, or insufficient for your family, it is your responsibility to provide adequate trash barrels. Additional barrels can be purchased from the Maintenance Department.
- Do not put your trash out earlier than 5 a.m. on trash pickup day.
- If your regular trash day is a holiday, trash day will be the next business day.
- The Health Department can set fines for violation of public health and safety ordinances if containers or debris are placed curbside at inappropriate times.

15. Repair & Maintenance

- The QHA will perform all repairs and maintenance on your unit.
- There is no charge to you for normal wear and tear.
- You will be charged for repairs due to tenant caused damage or negligence.
- Bills from Maintenance must be paid within 30 days of the date of the bill.
- You cannot change or install locks (including slide bolts) on doors without the QHA's advance written approval

16. Fences

- No new fences will be allowed.



EQUAL HOUSING OPPORTUNITY

QUINCY HOUSING AUTHORITY

80 CLAY STREET
QUINCY, MASSACHUSETTS
02170-2799

17. Smoke Detectors / Carbon Monoxide (CO) Detectors

- If a smoke detector or CO detector is activated call 911.
- Disconnecting, disabling or interfering with smoke detectors/CO detectors is a criminal offense under MGL 148S 27A and is a violation of the lease.
- If you think your smoke detector or CO detector is not working properly, call Maintenance at once.

18. Cable TV

- You may have cable on the first floor.
- Cable on the second floor requires a letter from the Maintenance Department.
- All cable connections from the street must be made through QHA approved conduits. QHA has the right to remove any improperly installed cables.
- Residents are responsible for any damage to the building caused by the cable installation.
- Residents are responsible for any damage to the apartment caused by the cable installation.

19. Satellite Dishes

- Satellite dishes cannot be attached to or placed upon the building, including the railings, steps and ramps.
- Only one (1) satellite dish is allowed for each apartment. Tenants cannot transfer this right to another tenant.
- All connections from the satellite dish to the interior must be made through QHA approved conduits.
- Residents are responsible for any damage to the building caused by the satellite dish installation.
- Residents are responsible for any damage to the apartment caused by the satellite dish installation.
- In the Snug Harbor Development, satellite dishes can only be installed on the satellite posts provided by QHA.

20. Telephone

- Telephone jacks, wiring and installations are strictly between resident and the telephone company.
- All telephone connections from the street must be made through QHA approved conduits. QHA has the right to remove any improperly installed cables.
- Residents are responsible for any damage to the building caused by the telephone installation.
- Residents are responsible for any damage to the apartment caused by the telephone installation.

21. Cooking Grease and Food Disposal

- Neither cooking grease nor food can be disposed of in the drains. All cooking grease is to be placed in a suitable container, secured, cooled, and disposed of in the trash.
- Residents will be responsible for any drain that becomes clogged due to the disposal of grease or food in the drains.

22. Objects attached to the building

- Not allowed.



EQUAL HOUSING OPPORTUNITY

QUINCY HOUSING AUTHORITY

80 CLAY STREET
QUINCY, MASSACHUSETTS
02170-2799

23. Waterbeds

- Not allowed.

24. Swimming Pools

- No pool above 23 inches tall may be installed.

25. Gardens

- Gardens can only be located in areas designated by the QHA. Please contact your Property Manager to determine the designated areas. **(Effective as of January 1, 2012)**
- Gardens must be maintained in a neat and orderly manner.
- All material used in the garden must be removed and properly stored at the end of the growing season.
- No attachments are allowed to the building, including the railings, steps, and ramps.
- All plants must be at least 1 foot away from the building.
- All plants must be trimmed so that they do not touch or scrape against the building.

26. Plants (Shrubbery and Flowers)

- No attachments are allowed to the building, including the railings, steps, and ramps.
- All plants must be at least 1 foot away from the building.
- All plants must be trimmed so that they do not touch or scrape against the building.
- No trees are to be planted.

27. Trampolines

- Not allowed.

28. Swing sets / jungle gyms etc.

- Swing sets in good condition are allowed with the written permission of the QHA.
- Any swing set that is allowed must be maintained and kept in good condition.
- QHA has the right to remove and dispose of any swing set which in its determination is not maintained or kept in good condition.

29. Vacating Your Unit

- A 30-day written notice is required.
- Your notice must go to 80 Clay St.
- In addition to your written notice, contact your Property Manager to review move-out procedures.
- You have received your unit clean, white and empty - when vacating, except for normal wear and tear, we expect the unit back clean, white and empty.
- Return your keys as soon as possible after moving out. You will be charged rent until you return your keys.
- Sign an apartment release form.
- Leave a forwarding address.



EQUAL HOUSING OPPORTUNITY