

# STEPHEN CENTER PERMANENT SUPPORTIVE HOUSING RULES AND REGULATIONS

Permanent Supportive Housing is a supportive housing program designed to assist families and individuals as they move from homelessness to independent housing. The following guidelines have been established for all Tenants. There may be modification to these rules and guidelines throughout your residency. You will always be notified of these changes in writing.

## RENT:

1. Rental payments are due on the first day of each month. Please make your check or money order payable to Stephen Center PSH.
2. A late charge of \$50 will be assessed for payments received after the 5<sup>th</sup> of the month. A \$25 charge will also be assessed for any returned checks.
3. If you plan to be away on the first of the month, please make your payment prior to departing.

## YOUR HOME:

1. Every effort has been made to put your apartment home in good condition prior to your occupancy. You will receive a Check-in Inspection Sheet during your move-in orientation. Each resident accepts the property in its present condition unless otherwise written on the Check-in Inspection Sheet. The Check-in Sheet should be completed jointly with the Property Manager. For immediate repairs, please call the Property Manager's office at 402-715-5494 or submit an online request via the Stephen Center website.
2. If you have a disability that requires a special housing accommodation or unit modifications, please notify the Property Manager and complete the reasonable accommodation or modification forms.
3. If you have any problems or concerns during your occupancy, please contact the Property Manager's office directly.
4. Home Inspections are scheduled regularly with the Property Manager or Stephen Center Staff. Inspection notices will be posted 24 hours in advance and Stephen Center Staff will enter your unit during those posted times.
5. Inspections will occur monthly.

## GUESTS:

1. Overnight guests are permitted in the apartments (Single Room Occupancy Units do not apply), but residents are required to **register** all overnight guests with the Property Manager using the appropriate form. Guest(s) shall cease to be considered a guest/visitor if they are present in the unit for 14 days of any 90 day period; at such time they are considered an unauthorized occupant and should complete an application to be added to the household.
2. An overnight guest shall be considered anyone in the building between the hours of 12 midnight to 8 AM regardless of the length of time in the building.
3. We have created an overnight guest registration form for registering guests in the apartments. The registration process helps to ensure that all visitors of the Stephen Center are eligible guests. An ineligible guest in the Stephen Center PSH Apartments is anyone banned/barred or otherwise ineligible for services (including under the influence of drugs/ alcohol on premises) at the Stephen Center Shelter, Hero Program, Transitional Living Apartments or Stephen Center Thrift Store. It is the tenant's responsibility to screen and register guests to ensure that they are allowed on the property.
4. Residents are responsible for the conduct of their guests and assume financial responsibility for damage to the premises, furnishings or landscaping caused by their guests.

5. Contact property management regarding requirements and eligibility for adding individuals to existing lease agreements. SRO units are exempt from adding individuals to their lease.
6. All visitors and guests are required to sign the Visitors Log located at the Stephen Center Wellness Lobby window. The entrance is located on the West side of the building. Any guest(s) or visitor(s) who have not signed in are considered unauthorized guests which will result in a lease violation for the tenant.
7. Shelter and HERO Program residents are not allowed to be guests in the Stephen Center PSH apartments or on the PSH apartment floors.

**COMMUNITY:**

1. Residents are expected to use the 28<sup>th</sup> Street Entrance. All other exits are for emergencies only.
2. The Pettigrew Emergency Shelter is in the basement of the facility. Residents with active program agreements will be allowed to access the cafeteria for three scheduled meals only. Residents must have appropriate program agreement and ID Cards with meal site access to eat in the dining room. Violations of the program agreement may result in termination of program benefits, including access to the meal site.
3. Registered visitors or guests must have a Property Manager issued meal card and be accompanied by their host tenant.
4. Damage to the property or landscaping caused by residents or their guests will be the financial responsibility of the tenant. This includes the improper disposal or failure to dispose of items (cigarette butts, trash, debris, etc.) in designated ashtrays, trashcans or dumpster receptacles.
5. Due to City fire codes, toys, entry rugs, strollers, bicycles, inline skates, etc. cannot be left in walkways, stairwells or in front of doorways. To maintain the quality of your community, personal items cannot be left outside of the apartment. Outside door hangings are not allowed.
6. Because of potential danger to residents, bicycle riding, skateboarding, etc. is not allowed on sidewalks.
7. Community areas are for the use of tenants and as such should be maintained and shared as a community space. Expectations of the community space will be to clean up after yourself, maintain a moderate level of volume and shared usage of amenities. There will be no sleeping in community areas or spaces.

**LAUNDRY:**

1. Residents are asked to leave the laundry room and equipment clean and orderly for the next resident. Residents are to provide their own laundry soap (Higher Energy Detergent) and dryer sheets. Tenants may not use laundry detergents that are located in the shelter cafeteria.
2. To avoid congestion on weekends, please use the laundry rooms on weekdays whenever possible.
3. Management is not responsible for damage to clothes for any reason.
4. Laundry hours are Monday thru Sunday 8:00AM till 10:00PM.
5. Washer and dryer doors are to remain open when not in use.
6. Any items left in the laundry room during off hours will be deemed abandoned and will be discarded by Stephen Center Staff
7. Only Clothing and Bedding items are to be washed in the machines.

**RESTROOM/ SHOWERS:**

1. SRO Restroom/ Shower facilities are shared. Each resident is expected to clean the facility after each use. No toiletries or linens should be left in the facility after use.
2. Cleaning supplies and maintenance can be requested through Case Manager or Wellness Center volunteer.
3. Bathroom doors must be closed and locked when in use.



4. There will be one (1) predesignated perfume and fragrance free restroom by the property manager in each of the SRO hallways per signage on restroom door.

#### **CAFETERIA:**

1. Do not remove Stephen Center property (trays, cups, dishes, silverware ...) from the cafeteria.
2. Use only Stephen Center provided trays, plates, silverware, cups in cafeteria. Tenants will follow seating guidelines per Pettigrew Shelter Rules. Individual men and women are separated and families may sit together at either tables as space permits.
3. Food/drink is not to be removed from cafeteria without the express written consent of the property manager.
4. Meal times for cafeteria are Monday thru Friday:
  - a. Breakfast 5:30 till 7:30AM
  - b. Lunch 11:30 AM till 12:00 noon
  - c. Dinner 5:00PM till 5:30PM
5. Meal times for cafeteria are Saturday thru Sunday:
  - a. Breakfast – check meal board
  - b. Lunch – check meal board
  - c. Dinner – 5:00PM till 5:30PM
6. The last Saturday of each month tenants dinner hour will change from 6:00PM to 5:30PM.
7. If you are in need of a sack lunch you must contact your case manager the day prior to needing your meal. Sack lunches may be picked up between breakfast meal times.

#### **INSURANCE:**

1. Our insurance covers what belongs to us; you should get renters insurance to cover your personal belongings.
2. Additionally, should a claim be determined to be a result of your negligence, you would be asked to pay the expenses. If you have renters insurance, you would be protected.

#### **COMMUNITY APPEARANCE:**

1. All common areas, community spaces, and exterior spaces should be kept clear of clutter.
2. Clotheslines are not permitted on the grounds or inside of your apartment.
3. Personal grills, including electric, gas, and charcoal, are not allowed anywhere on the property.
4. The use of foil or “decorative stickers” on windows or doors is unsightly. No signs or advertising can be displayed without permission of the Property Manager.
5. Your apartment has been fitted with window coverings. Residents are not allowed to hang their own window coverings including blankets, draperies, or blinds. Any damage to mini blinds will be fixed by maintenance staff. All charges incurred for materials and labor will be charged to the tenant.
6. No weight sets, benches or large workout equipment is allowed.
7. No wall mounted Televisions are to be hung by tenants or maintenance.
8. There are three (3) bulletin boards throughout the Permanent Supportive Housing building that Stephen Center staff will use to communicate notices and events. The locations are 1<sup>st</sup> floor next to the 28<sup>th</sup> street entrance/exit, 2<sup>nd</sup> floor next to elevator and 3<sup>rd</sup> floor next to elevator.
9. Only Stephen Center approved postings will be permitted on these bulletin boards. Any postings identified by any Stephen Center Staff which have not been approved will be removed by staff without notification. Any removal of postings by a tenant will be a lease violation.

#### **AUTOMOBILES – RECREATIONAL VEHICLES – PARKING:**



1. Residents are asked to park in authorized spaces only. Unauthorized parking, storage, or abandonment of vehicles will result in tow-away at the owner's expense.
2. Permit Parking is designated in the west parking lot located on the corner of 28<sup>th</sup> Street and R Street. Parking permits are to be visible at all times. PSH residents should be parking in the parking lot with a parking permit. Vehicles are required to move every 48 hours.
3. Your vehicle must be properly licensed and insured. A copy should be given to the leasing office in case of emergency.
4. Two wheeled motor vehicles are subject to the same rules as automobiles and are not to be operated on or about the grounds.
5. Changing oil or doing repair work on automobiles or motorcycles is strictly prohibited. Washing of cars on site is not allowed.
6. Any vehicle which is inoperable and/or abandoned will be removed at the owner's expense.
7. Management reserves the right to designate an area for parking of all recreational vehicles.
8. Parking lots and drives are designed to accommodate licensed motorized vehicles only. No mini-bikes or all-terrain vehicles are allowed within the community.

#### **ABANDONMENT:**

1. If you need medical/nursing home care after an illness or operation, you may keep your apartment (upon payment of monthly rent) for 90 days.
2. Non-medical absences may not exceed 60 continuous days (upon payment of monthly rent).
3. If you are absent from the unit for more than 60 continuous days (non-medical) or 90 continuous days (medical); management will terminate the lease agreement with a 30 day lease termination notice. If you fail to vacate the unit at the end of the 30 day notice period; eviction actions will be initiated. At the conclusion of the eviction, when possession is returned to the owner; all personal possessions left in the unit will be removed in accordance with State law.

#### **VACATING YOUR APARTMENT:**

1. In accordance with state law and your lease, residents are required to give advance written notice of intent to vacate at least thirty (30) days prior to terminating tenancy. You will be responsible for the rent due during the entire notice period. Your thirty day notice will be effective on the 1<sup>st</sup> of the month following the date of receipt, if not provided on the 1<sup>st</sup>.
2. Please ask your Property Manager to inspect your apartment with you to avoid misunderstandings concerning your deposit refund. The Move-out form should also be completed and signed.
3. Residents are expected to clean their apartment prior to vacating and to return premises as received in order to receive their full security deposit.
4. Residents shall return all keys to the Property Manager and leave a forwarding address and new telephone number on the above mentioned Move-out form. Any security deposit due to the resident will be refunded to a forwarding address approximately fourteen (14) days after the termination of your tenancy in accordance with Nebraska Laws.
5. If a tenant is vacating an apartment to transfer to another apartment on site a \$50 transfer fee will be assessed on the transfer date.

#### **CHILD SIZE POOLS:**

Children sized (kiddie) pools are not allowed on the property.

#### **DAYCARE/BABYSITTING/BIRTHING:**

1. Daycare and/or Babysitting Businesses on the property or within a rental unit are not allowed.



2. Non-Resident children present on the property or in the unit will be treated as “guests” with regards to lease terms and/or violations the same as any “guest” and are the responsibility of the resident household.
3. No in home planned births are permitted per Nebraska State Law.
4. Tenant to Tenant babysitting is permitted.

#### **AIR CONDITIONING:**

1. Air conditioning units react to the outside temperature. They will not work properly until the outside temperature reaches 70 degrees and holds there for several days. The air conditioner switch should not be turned off and on rapidly. Wait 15 minutes before changing position of switch. Do not switch from air conditioning to heat, or vice-versa, in rapid succession.
2. Do not close registers completely. The air flow can, however, be adjusted to suit your needs.

#### **EMERGENCIES – LOCK-OUTS:**

1. In case of an emergency REQUIRING IMMEDIATE SERVICE, the Stephen Center Resident Assistant is on the 3<sup>rd</sup> floor. There is a doorbell that is outside the 1 bedroom hallway.
2. Lockouts: Key service after normal business hours is provided through the above provided number, Wellness staffed window or Resident Assistant on third floor. If a resident has lost their keys they will be charged a fee for new keys and a fee to change the locks.
3. Key replacement costs are \$15 apiece. Key card, mailbox key or room key are all \$15 apiece. To replace all three cost will be \$45.
4. All lost room keys, mail keys and/or key cards need to be reported immediately.
5. In case of shelter resident returning after hours. Please contact overnight shelter volunteer or resident assistant. Please ask the person to wait in the vestibule area during the time you are getting assistance to ensure the safety of the building.

#### **MAINTENANCE:**

1. Any damage to the apartment property, unsafe activities by any resident, vandalism or prolonged disturbances should be reported to the Property Manager.
2. Plumbing, electrical, heating, smoke alarm issues and other maintenance problems should be directed to the Property Manager’s office..
3. Expense or damage resulting from stopping of waste pipes or overflow from bathtub, water closets, or wash basins caused by improper use can be charged to the resident.
4. All light bulbs are initially installed by the management. **Replacement of all ceiling light bulbs will be done by maintenance.** Do not attempt to change the light bulbs or alter any of the light fixtures in any way. Residents will be responsible for light bulbs for the table lamps and bathroom vanity lights. You should only use 60 watt bulbs in lamps to avoid overheating the lamps.
5. Alterations, modifications and additions must, of necessity, be limited to those approved in advance by management. Please discuss these with your Property Manager.
6. Tubs and showers must be cleaned with non-abrasive cleaners to prevent damage to surfaces. We recommend a good liquid cleaner for best results.
7. *Please use adhesive strips provided by Stephen center to hang items on apartment walls*
8. No nails, screws, tacks or piercing device will be used *anywhere in the apartment*
9. No door hangs will be used over the tops of any doors.
10. To request a maintenance repair a tenant may call the property manager at 402-715-5494, use StephenCenter.org maintenance portal to type in a request or fill out a maintenance request at the Wellness front window.



11. Please place all trash in dumpsters or trash rooms. This prevents an unsightly mess and minimizes health hazards. Please flatten all cardboard containers before placing them in trash containers.
12. Dishwashers should not be left on when resident is away from apartment.
13. Carpet, drapery and window cleaning fall within the scope of housekeeping and are not provided under your lease agreement.
14. In heating season, be sure to test unit before you need it! Also, NO storage is permitted in furnace area.
15. To minimize the occurrence and growth of mold in the leased premises, resident agrees to the following: Resident shall remove any visible moisture accumulation in or on the leased premises immediately. Resident shall clean and dust the leased premises regularly. Resident shall use exhaust fans in the kitchen and bathroom when necessary and keep climate and moisture in the leased premises at reasonable levels. Resident shall promptly inform management of the presence of a water leak, excessive moisture or standing water in or around the leased premises. Resident shall inform the property manager of the presence of mold growth in or on the leased premises within 24 hours of discovery of the mold.

#### GENERAL POLICIES:

1. In the interest of common courtesy quiet hours will be Monday thru Sunday 10:00PM till 8:00AM. Residents must refrain from loud or boisterous conduct which may annoy or disturb the peace of your neighbors.
2. Loud noise from musical instruments, radios, television, etc. must be curtailed.
3. No solicitation will be allowed door to door or access to community areas.
4. Please do not throw trash, debris or cigarette butts on the grounds. Help maintain clean grounds by using trash bins and ashtray containers. Do not use planters, sidewalk or street as ashtrays.
5. Bicycles, carriages, etc. cannot be left on sidewalks and stairwell landings. Please do not chain bicycles to stairwells or trees. Bicycles should be secured in the bike racks located around the property.
6. Stephen Center will not be responsible for loss or damage to personal property of resident.
7. No loitering by any resident, family members or resident's guests will be permitted in the hallway or entry/exit areas.
8. **Pets are not allowed on the property** (living in the household or visitor/guest animals).
9. No fish or fish tanks are allowed in the apartments.
10. Changes to household income should be reported to the rental office immediately. Immediately is defined as 30 days or less, this includes but is not limited to: reporting the beginning date of new employment, change in earnings, increase in rate of pay, and change in employer
11. **Smoking is not allowed anywhere in the Stephen Center Building.** This includes your apartment and all common areas in the building. Definition of Smoking. The term "smoking" means inhaling, exhaling, breathing, or carrying any lighted cigar, cigarette or other tobacco product or similar lighted product in any manner or in any form. This includes E-Cigarettes and Vapor devices. Resident is to promote the Non-Smoking Policy and to alert Landlord of Violations. Resident shall inform Resident's guests of the non-smoking policy. Further, Resident shall promptly give Owner a written statement of any incident where they have knowledge of the policy being violated. Stephen Center has created designated smoking areas. All residents and their guests are only allowed to smoke in these designated areas. Reference map provided at move-in to locate designated smoking areas.
12. Tenant agrees not to bring in or use weapons of any kind, type, or use. Actual weapons, decorative weapons, recreational or toy weapons are not allowed on the Stephen Center Property. This includes, but not limited to: mace, box cutters, BB guns/supplies, paint ball guns/supplies, martial arts supplies, children's toy guns and knives, and decorative swords, knives, or fire arms.
13. Residents are also not permitted to have any item with an open flame. This includes candles, scented wax warmers, and incense. Residents may not have space heaters and fireplaces. If your have any issues



with the temperature inside your apartment please contact management. Live Christmas trees are also not allowed, as they have potential to be a fire hazard.

14. All cooking items used on property must have a self-contained heating element. No open burners or heating coils are allowed. According to the Fire Marshall during inspection on 3/21/2019 only Crock Pots are allowed in units without a full kitchen.
15. Fireworks are not allowed on Stephen Center properties. Fireworks may not be stored, ignited, manufactured or sold on any Stephen Center Property.
16. Smoke detectors and fire equipment are very sensitive throughout the building and in the units for your safety. Any smoke from burning food can set the alarms off for the entire building. Food that is cooking or baking should never be left unattended. Residents that cause the alarms to sound or any “false alarms” will be responsible for the “false alarm” costs. As part of our false alarm reduction policy microwave popcorn is not allowed to be cooked in the units, first floor or basement.
17. Tenant understands that common areas are open to non-tenants and staff at times and agrees to dress appropriately. Pajamas will not be worn outside of resident hallways.
18. All tenants are expected to maintain respectful, attitudes, language and conversations with all clients, guests, staff, tenants, vendors, visitors and volunteers. Tenants are expected to refrain from argumentative conversation, disturbances, unwanted touching, fighting, yelling, name calling or any potentially disruptive or nuisance behavior, actions, bullying and or conversation.
19. If a tenant accrues multiple infractions, verbal warning or notices of varying policies, rules or regulations over a period of six (6) months, the collective as a whole will constitute a violation of general policies.

#### **CLEAN AND SOBER LIVING ENVIRONMENT:**

1. The Stephen Center Permanent Supportive housing expectation of all of its tenants is to maintain sobriety 100% of the time, regardless of being on campus or not. All visitors and guest will need to be clean and sober while on campus.
2. Any Stephen Center Staff reserve to the right to request random testing of Blood Alcohol Content (BAC), Urine Analysis (UA), 80 hour test, mouth swab or any combination of such tests of all tenants, visitors or guests.
3. Drugs or Alcohol is not allowed on the property, in the apartment units, or any of the public spaces in the Stephen Center Building. Any resident or resident’s guest found with alcohol is in violation of their lease agreement. Residents believed to be intoxicated by Stephen Center Staff could be subject to sobriety test or breathalyzer test.
4. You have to check in daily to the Wellness front desk to see if you are selected for a UA/BAC that day. to complete a Random UA/BAC. If not completed within 24 hours it will be considered a refusal. Refusal to submit to a sobriety test or breathalyzer test will result in a lease violation.
5. Tenants who fail their BAC, UA or mouth swab will be required to meet with case management and put a relapse recovery plan in place.
6. All medications that may result in a positive test result will need to be reported to case management prior to testing.
7. Improper use of prescriptions will be considered drug abuse and non-compliant with medical orders.

#### **COMMUNITY SECURITY:**

1. Report strange person(s) or cars on the property to the police and Stephen Center Security.
2. Cancel /hold newspapers, mail and UPS deliveries when traveling.
3. Lock all car doors and put cellular phones and other items out of view in your trunk upon retiring for the evening. Management is NOT responsible for vandalism to personal property, including vehicles.
4. Do not give out sensitive information about yourself or your neighbors (especially on the telephone).



5. Do not open your door to strangers. Do not allow strangers into your apartment to make a telephone call. You are responsible for everyone that you allow into the building.
6. Notify the Property Manager's office if we have overlooked an exterior light not working.
7. Please make sure the controlled access doors in your building are kept closed at all times. This includes the entrance at 28<sup>th</sup> street which should not be propped open.
8. All apartment entrance doors should remain closed and locked at all times.
9. Tenant understands the Permanent Supportive Housing is a secure building, and agrees not to prop doors open for any reason, or allow their assigned access card or keys to be in anyone else's possession at any time. Lost access cards must be reported to management within 24 hours.
10. Known sex offenders will not be accepted for housing at the Stephen Center. Residents are not allowed to have guests or visitors that are known sex offenders.





## FURNITURE ADDENDUM

Stephen Center PSH will provide the furnishings and equipment indicated in the Furniture Addendum for the resident's use. These furnishings and equipment will be provided so long as Resident has need for them/or this Agreement stays in effect. Resident acknowledges that all the furniture and equipment are in safe, clean, and good condition, and the resident will maintain them in such a condition throughout the term of this agreement, ordinary reasonable wear and tear is expected. If any damage or loss to the furnishings and equipment listed below is caused by the resident or the resident's visitors, resident shall be responsible for the actual cost of repairs or replacement. Resident agrees to reimburse Stephen Center PSH for the total cost of repairs or replacement within thirty (30) days of request for payment. Below is a list of some of the item provided to you in your apartment and the costs to replace them if they are damaged or missing from your apartment.

**\*ALL OTHER FURNITURE MUST HAVE PRIOR AUTHORIZATION FROM HOUSING COORDINATOR AND CASE MANAGEMENT.**

| <b>Furnished Unit Costs</b> |              |
|-----------------------------|--------------|
| <b>Item</b>                 | <b>Value</b> |
| Queen Bed                   | \$1,100.00   |
| Queen Mattress              | \$130.00     |
| Twin Bed                    | \$675.00     |
| Twin Mattress               | \$90.00      |
| Bedding for each bed        | \$100.00     |
| Pillows for each bed        | \$50.00      |
| Sofa                        | \$710.00     |
| Side Chairs (Each)          | \$200.00     |
| Coffee Table                | \$180.00     |
| Dining Table                | \$250.00     |
| 6 Dinning Chairs (Each)     | \$25.00      |
| Kitchen Utensils Y/ N       | \$40.00      |
| Dishes                      | \$20.00      |
| Other Kitchenware           | \$20.00      |
| Broom / Cleaning Bucket     | \$15.00      |
| Shower Curtain              | \$10.00      |
| Window Treatments           | \$100.00     |
| Towels                      | \$20.00      |
| Crock Pot slow cooker       | \$40.00      |

## **BED BUG POLICY**

Bed bugs are reddish-brown, wingless and very flat. They are great “hitchhikers” and unknowingly get into furniture, luggage, clothing, blankets, pillows, pet bedding and souvenirs - so they can easily spread from place to place. Bed bugs have been found in apartments, homes, hotels, motels, health care facilities, dormitories, shelters, schools and all types of transportation.

- All personal items must be fumigated prior to entry. Fumigation will take place in the Stephen Center’s Bed Bug Room. Personal items include but are not limited to: clothing, bedding (including pillows), toys, stuffed animals, baby items (strollers, swings, highchairs), ect.

**It is very important to take steps to prevent bed bugs from spreading and to completely eliminate them. If you believe you have bed bugs please contact the office immediately. A licensed pest control agent or Stephen Center Staff member will come inspect your apartment at no charge to the resident.**

### **The owner/agent agrees to:**

- Have your apartment inspected if you discover bed bugs in your apartment.
- Notify you if an apartment next to yours has discovered bed bugs and will inspect your apartment for infestation.
- Treat your apartment specifically for bed bugs if an infestation is discovered.

**Please do not attempt to self treat with bug bombs or other pesticides as this can be unsafe and can create health problems if not properly applied.**

Eliminating bed bugs requires your cooperation. Management will provide pest control treatment once a bed bug problem is identified.

### **It is the tenant’s responsibility to:**

- Notify the management immediately if you discover bed bugs in your unit.
- Management will supply you with an integrated pest management plan (IMP) and will identify your responsibility in preparing your apartment for the treatment of bed bugs.

If apartment preparation indicated is not complied with, management will consider this non-compliance and could result in lease termination.

If it is determined that you are responsible for bed bug infestation and/or re-infestation occurs after the unit has been treated and found pest-free, management will charge you for the cost of treatment. If the pest control professional identifies that the infestation of other units in your building was caused by you, you will be responsible for the cost of treating those units. Recurrence of bed bug infestation will be considered non-compliance and could result in lease termination.

### **Help prevent bed bug infestations by:**

- Keep apartment clear of clutter.
- Inspect furniture before bringing it into your unit; especially used or abandoned furniture.
- Vacuum frequently; especially around and under beds and around floor baseboards.
- Notify management immediately if you suspect you have bed bugs in your apartment.

## WELCOME TO STEPHEN CENTER PERMANENT SUPPORTIVE HOUSING

We hope that your living experience here will be an enjoyable one. Every effort has been made to bring you all the unique features that will make your Community an environment of which you can be proud of. We need your cooperation as a resident to maintain our high standards. Thank you and again, welcome to your new home. If we can help you in any way, please call us or stop by the Property Manager's office.

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HOUSING COORDINATOR CHRISTINE LESTER  
ADDRESS: 2723 Q St, Omaha, NE 68107  
TELEPHONE: 402-715-5494

All Stephen Center Staff are professionally trained, and participate in an on-going program of up-to-date apartment management and supportive housing techniques.

By signing below, I acknowledge that I have read and understand the Rules and Regulations and that I have received a copy of such.

|                     |      |
|---------------------|------|
| Tenant Signature    | Date |
| Tenant Signature    | Date |
| Tenant Signature    | Date |
| Housing Coordinator | Date |

This property complies with Section 504. The owner of this property does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in, its federally assisted programs and activities. Households where the tenant, co-tenant or member are disabled or handicapped may qualify for an adjustment to income. Additionally, if any member of the household requires a special housing accommodation, the property may be liable to provide such an accommodation. A reasonable housing accommodation is a modification or a change that can be made to the policies and procedures that will assist an otherwise eligible applicant with a disability to take advantage of the program. Applicants whose family includes a person with a disability may request a current list of accessible units.



## ADDENDUM TO TAX CREDIT LEASE

**REQUIRED INFORMATION:** Tenant agrees to cooperate with Owner by providing such information as needed from the list below that is requested by Owner incidental to the determination, verification and/or recertification of the Tenant's income and the status of the Tenant as an eligible tax-credit qualified tenant.

- Employment history
- Employer verification forms
- Military pay verification
- Verification of miscellaneous income received by any of the residents (pension, workers compensation, unemployment, etc.)
- Prior three years tax returns
- Prior six pay check stubs
- List of all bank and/or savings accounts
- Bank and/or savings account verifications
- Student status history
- School transcripts
- Independent valuation of any assets held in the Tenant's name
- Divorce decree
- Court orders (child support, alimony, etc.)
- Payment history from Social Services (including payments for social security, SSI, AFDC, etc.)
- Section 8 rental assistance agreement
- Drivers license, social security card and/or birth certificate
- Live in care attendant affidavit
- Any other reasonable information needed to properly verify Tenant as a qualifying low-income tenant under Section 42

- 1) The complex in which the above mentioned apartment is located has been financed in part through Tax Credits approved by the Nebraska Investment Finance Authority. Eligibility for Tenants to reside in this complex is based upon Tenant's income and family composition. Eligibility will be determined upon the execution of this lease agreement and at least annually thereafter. The combined annual income of the Tenant and his/her family who will occupy the premises does not exceed \$ \_\_\_\_\_
- 2) The Owner may terminate this lease if the Tenant's income exceeds the maximum income for eligibility for continued occupancy. In such event, the Tenant agrees to vacate the premises within 30 days of Owner's request. In the event the Tenant no longer meets the eligibility requirements of the complex during the term of the lease agreement as above stated, the Tenant will be required to vacate in accordance with this paragraph.
- 3) The Owner may terminate this lease agreement if the Tenant no longer meets the eligibility requirements defined by the Nebraska Investment Finance Authority Regulations, failure to re-certify annually, smoke detector is found disconnected or not in working condition, if fraudulent income, asset or household composition is discovered or if the Tenant is in material non-compliance with the lease or other good cause. Should the Owner find it necessary to evict the Tenant, such eviction will be accomplished according to state law.
- 4) Tenant certifies that the apartment that they will occupy under this agreement will be their permanent residence and that they do not maintain a separate rental unit in a different location and/or agrees not to conduct business on the premises or claim apartment rent as an income tax deduction.



- 5) Tenant understands and agrees that should he/she no longer meet the eligibility requirements of the complex during the term of the lease agreement, he/she will be required to vacate the unit. Tenant agrees to notify the Owner of any permanent change in monthly income or change in the number of persons living in the household. Upon notification, the Owner will make a redetermination of the Tenant's eligibility to rent an apartment in the complex.
- 6) The Tenant agrees to promptly provide any certificates and income verifications required by the Owner to permit determination of eligibility and, when applicable, the monthly Tenant contribution to be charged, which shall be not less than annually. Failure to comply can result in termination of lease.
- 7) Tenant's initial Tenant Certification and subsequent re-certifications shall set forth the gross family income and the calculations determining the rent.
- 8) Tenant agrees that the rent shall be subject to change, in accordance with schedules and criteria established by Nebraska Investment Finance Authority, by reason of changes in family income or family composition. A new re-certification may be requested at any time there is a substantial change in projected annual income.
- 9) If a Tenant requests a unit transfer, the Tenant must complete the initial certification process. All income, asset and other eligibility requirements will need to be reviewed for eligibility. All paperwork must be completed and appropriate paperwork signed prior to the transfer taking place. If Tenant does not meet the initial eligibility requirements, the unit transfer will be denied.
- 10) The tax credit program requirements state that full-time students must meet certain eligibility requirements to be qualified. Therefore, if any member of the household becomes a full-time student during the lease period or their current full-time student status changes, the Tenant must immediately notify the Owner. At such time, the Tenant's continuing compliance to requirements must be reviewed. If it is determined that the Tenant no longer qualifies for a tax credit qualified unit, Tenant will have 30 days to vacate the unit.
- 11) Tenant is required to recertify at least annually as required by Nebraska Investment Finance Authority. Tenant's failure to comply with the Owner's request to recertify will be considered a material breach of this lease agreement and grounds for termination of tenancy with 30 days notice.

LANDLORD \_\_\_\_\_  
 Stephen Center, As Agent for Owner

|                     |      |
|---------------------|------|
|                     |      |
| Resident            | Date |
|                     |      |
|                     |      |
| Resident            | Date |
|                     |      |
|                     |      |
| Co-Signer/Guarantor | Date |



**CRIME FREE LEASE ADDENDUM**

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner and Resident agree as follows as defined in Nebraska code Section 102 of the Controlled Substance Act 21U.S.C. 802.

- 1. Resident, any members of the resident’s household or a guest or other person under the resident’s control, shall not engage in criminal activity, including drug-related criminal activity, on or near the said premises. “Drug-related criminal activity” means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance.
- 2. Resident, any member of the resident’s household or a guest or other person under the resident’s control shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, on or near the said premises regardless of whether the individual engaging in such activity is a member of the household or guest.
- 3. Resident or member of the household will not permit the dwelling unit to be used for, or to facilitate criminal activity, including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household, or a guest.
- 4. Resident, any member of the resident’s household or a guest or another person under the resident’s control shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of a controlled substance, at any locations, whether on or near the dwelling unit premises or otherwise.
- 5. Resident, any member of the resident’s household, or a guest or another person under the resident’s control shall not engage in any illegal activity, including prostitution, criminal street gang activity, threatening or intimidating, assault, including but not limited to the unlawful discharge of firearms, on or near the dwelling unit premises, or any breach of the lease agreement that otherwise jeopardizes the health safety and welfare of the landlord, his agent or other tenant or involving imminent or actual serious property damage.
- 6. **VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY**. A single violation of any of the provisions of this added addendum shall be deemed a serious violation and a material and irreparable non-compliance. It is understood that a single violation shall be good cause for termination of the lease under Nebraska Law. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by a preponderance of the evidence.
- 7. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of the addendum shall govern.
- 8. This LEASE ADDENDUM is incorporated into the lease executed or renewed this date between Owner/Representative and Resident.

|                                |             |
|--------------------------------|-------------|
| _____                          | Date: _____ |
| Resident Signature             |             |
| _____                          | Date: _____ |
| Resident Signature             |             |
| _____                          | Date: _____ |
| Resident Signature             |             |
| _____                          | Date: _____ |
| Owner/Representative Signature |             |
| Stephen Center PSH             |             |



## FURNISHED APARTMENT ADDENDUM

This Addendum serves as an addendum to the Lease Contract and is set forth the same date as the Lease Contract. The terms of this Addendum shall be in addition to the terms of the lease Contract. Resident acknowledges that the unit was leased to the Resident containing the following items and the items provided in the apartment are in new or good condition.

| Furnished Unit Costs    |            |
|-------------------------|------------|
| Item                    | Value      |
| Queen Bed               | \$1,100.00 |
| Queen Mattress          | \$130.00   |
| Twin Bed                | \$675.00   |
| Twin Mattress           | \$90.00    |
| Bedding for each bed    | \$100.00   |
| Pillows for each bed    | \$50.00    |
| Sofa                    | \$710.00   |
| Side Chairs (Each)      | \$200.00   |
| Coffee Table            | \$180.00   |
| Dinning Table           | \$250.00   |
| 6 Dinning Chairs (Each) | \$25.00    |
| Kitchen Utensils Y/ N   | \$40.00    |
| Dishes                  | \$20.00    |
| Other Kitchenware       | \$20.00    |
| Broom / Cleaning Bucket | \$15.00    |
| Shower Curtain          | \$10.00    |
| Window Treatments       | \$100.00   |
| Towels                  | \$20.00    |
| Crock Pot slow cooker   | \$40.00    |

Upon surrender of the unit, Resident shall return the above items in the condition in which they were received. If the Residents fails to return the furniture and household items in the condition in which they were received, the Resident acknowledges and agrees they will be responsible for paying the repair, cleaning, or replacement costs. Owner may deduct such costs from any security deposit held by the Owner under the terms of the Lease Contract.

Smoking is not allowed in any of the apartments. It is the responsibility of the Resident to inform their guests of the no smoking policy. If evidence of smoking is found in the furnished apartments, appropriate charges will be applied immediately. The Resident will also receive a lease violation for violating the no smoking policy.

The terms of this Addendum are agreed and accepted by:

\_\_\_\_\_ Date: \_\_\_\_\_  
Resident Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Resident Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Resident Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Stephen Center PSH



## HOME Lease Addendum

- Tenant(s) must recertify income eligibility on an annual basis. The tenant’s failure to cooperate in the income recertification process will constitute a violation of the lease. Deliberately providing false information can result in termination of the lease.
- The rent is subject to the rent restriction of the HOME Program. The owner retains the right to adjust rents, in accordance with the HOME Rent limits. The rent for tenants whose incomes exceed the HOME 80% income limits may increase.
- Owner may only terminate the tenancy or refuse to renew the lease of a tenant of a HOME-assisted unit for *good cause*. Good cause includes: Serious or repeated violation of the terms and conditions of the lease; violation of applicable Federal, state or local laws; or other good cause as described in the lease agreement. Owner must give the tenant a written notice at least 30 days before the tenant must vacate the unit.
- Owner retains the right to inspect, and permit the Assigned State Agency, and HUD to inspect, HOME-assisted units during the affordability period. Tenants must receive at least 24 hours’ notice for inspections.
- For any building built prior to 1978, HUD’s Lead Based Paint notification form must be completed.
- The tenant at no time shall agree to be sued, to admit guilt, or to agree to a judgment in favor of the owner in a lawsuit brought in connection with the lease.
- The owner may not seize or sell personal property of household members without notice to the tenant and a court decision on the rights of the parties. This does not apply to disposition of personal property left by a tenant who has vacated a property which shall be disposed of in accordance with state law.
- The tenant at no time shall agree not to hold the owner or owner’s agents legally responsible for any action or failure to act, whether intentional or negligent.
- The tenant at no time shall agree that the owner may institute a lawsuit without notice to the tenant.
- The tenant at no time shall agree to the owner being able to evict the tenant or household members without instituting a civil court proceeding in which the tenant has the opportunity to present a defense, or before a court decision on the rights of the parties.
- The tenant at no time shall agree to waive the right to a trial by jury.
- The tenant at no time shall agree to waive the right to appeal or to otherwise challenge in court a court decision in connection with the lease.
- The tenant at no time shall be required to pay owner’s attorney’s fees or other legal costs and may recover tenant’s attorney fees and costs if the tenant wins in a court proceeding against the owner. The tenant, however, may be obligated to pay costs if the tenant loses.

Unit #: \_\_\_\_\_

Certification Effective Date: \_\_\_\_\_

\_\_\_\_\_  
Tenant Date

\_\_\_\_\_  
Tenant Date

\_\_\_\_\_  
Tenant Date

\_\_\_\_\_  
Agent for Owner Date

**The HOME provisions listed shall supersede any conflicting language contained in the lease.**

