



Rogersville  
Church Hill  
Rutledge

TEL 423-272-8540  
FAX 423-272-4710  
TTY 1-800-848-0298

Dear Prospective Tenant,

Thank you for applying with the Rogersville Housing Authority. Before you move in, we would like to share a list of very important items that you need to know about living in one of our apartments. Please note, these items will be in your lease and you will be responsible for abiding by these rules and regulations. This list has been put together for your convenience.

### **RENT**

- Rent is due the 1<sup>st</sup> day of the month but no later than the 10<sup>th</sup> no matter what day you move in.
- If you do not pay your rent by the 10<sup>th</sup>, you will be responsible for late fees. You will have an additional 30 days to pay that balance in full before a Detainer Warrant is issued. You will be responsible for the cost of the Detainer Warrant.
- If we have to go to court, you will also be responsible for attorney fees and court cost which can total upwards of \$500. This will be reported to HUD along with any other monies owed.

### **INCOME**

- You must report any and all income. If anything in your household income changes, you MUST report it within 10 days!

### **GENERAL RULES AND TENANT OBLIGATIONS**

- **Visitors Policy:** We have a very strict visitor's policy. You are allowed to have company visit EVERY DAY. However, you are only allowed to have 3 (three) all day or all-night visits in a 30-day period.
- Keep trash picked up and the yard clean. Make sure bicycles and toys are out of the yard and stored on porches and / or storage sheds.
- Outdoor furniture only is allowed on porches. Porches need to be kept clean.
- Absolutely NO: fireworks, firepits, trampolines, or swing sets
- Do NOT disconnect your smoke alarm for ANY reason. There is a \$50 charge and HUD violation for any smoke alarm that is found with the batteries removed, taken down, or disabled in anyway.
- If you plant flowers/vegetables you must do it up against the apartment building with landscape fencing around it. Make sure to keep it maintained and weeded. No bushes, shrubs, or trees are allowed.
- Make NO changes to the locks. Do NOT install any new locks (this includes chain locks) or any anti-theft devices
- Put curtain brackets on the wall and not the window trim.
- Notify RHA immediately upon observing vermin or when a repair needs to be made.
- NO wall mounted flat screen televisions or computer monitors.
- Do not alter the apartment in any way. You may hang a reasonable number of pictures inside your unit.
- Do not mount anything on the outside of the apartment (this includes but is not limited to flag poles; bird houses/feeders, etc.)
- You must allow entry by RHA staff into your apartment to complete work orders, pest control and / or inspections.
- NO pet is allowed without prior approval. "Pet Sitting" is not allowed. Contact the office to find out how to add a pet.
- NO smoking is permitted inside the apartment. All smoking must be done outside and cigarette butts picked up out of the yard.
- A two-week's notice is required for any cable, internet, or satellite installation.

### **VEHICLES**

- Vehicles must be registered with the RHA and parking permit displayed. Parking permit is a ONE TIME USE! If you switch vehicles, you must call the office and report the change before registering a new vehicle. Do not swap the permit from one vehicle to another.

### **SECURITY CAMERAS**

- All developments are equipped with outside video cameras. These cameras ARE monitored on a regular basis.

If you have any questions about any of our rules or regulations, we urge you to call us at 423-272-8540 ext. 1

Sincerely,  
Julie Alvis  
Property Manager



The Rogersville Housing Authority is an Equal Housing Opportunity. No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, sexual preference, gender identity or disability be excluded from participation in, be denied the benefits, or be otherwise subjected to discrimination under the Rogersville Housing Authority's programs.