

GENERAL INFORMATION AND REGULATIONS FOR SOUTH TOWER RESIDENTS

PARKING is available in back of the building. No parking spaces are reserved. If you require a disabled space, please display your sticker or license plate with symbol. Cars must be in working order, insured, and have valid tags. Please lock your car when it is in the parking lot.

ENTRY DOORS are locked at approximately 5:15 p.m. and opened at approximately 6:00 a.m. daily Monday through Friday. During weekends or on holidays, doors are opened and closed by appointed residents. Your key allows access to the building at all times. Please do not permit entry to individuals after hours. The person they are visiting needs to let them in the building. This will help us keep the building safe.

SECURITY CAMERAS cover most common areas and exterior spots of the building. Please be advised that anytime you are outside your apartment, you may be subject to video surveillance.

FOR YOUR SAFETY, do not hand your key out to anyone!! If you want someone to have a key, **PLEASE** contact the office. Each person will be required to sign a key register in order to receive a duplicate key. **DO NOT HAVE KEYS MADE!**

ELEVATORS service each floor from the center of the building. Stairs are located on the North and South ends of the building. Stairs must be used during an emergency. If you accidentally push the emergency call button in the elevator, please stay in the elevator until emergency services comes on the line, and inform them that the call was accidental.

FIRE ALARMS are located on the North and South ends of the building. The elevators are inoperable during a fire. ALL persons should go to the stairwell located at the end of each hallway as quickly as possible during an emergency, and proceed to the Community Room. Please **wait** in the lobby on your floor for assistance if you cannot manage stairs alone. If you have a kitchen fire in your apartment, please follow the instruction on the "What to do in case of a fire" handout.

EMERGENCY DRILLS: WPHA and West Plains Fire Department conduct emergency drills to demonstrate safety procedures. Please become familiar with the procedures and

follow instructions during drills or emergency situations. Anytime the overhead fire alarm sounds, please report to the Community Room.

TRASH CHUTES are located on each floor above the first floor. The trash chute is located in the lobby, adjacent to the elevators. **PLEASE NOTE! All** garbage and trash must be bagged and tied securely before placing in the chute. Glass items and recyclable items are to be taken to the trash room on the first floor and placed in the proper containers. All sharp items such as syringes used by diabetics **MUST** be placed in a closed container to prevent injury to employees who must work with trash disposal.

CARPET is not furnished. If you wish to install carpet, contact the Housing Authority Office for approval and specific instructions. No tack boards may be installed. The carpet must be removed at your expense when you vacate the apartment.

MOVE OUT PROCEDURES: Residents who move are required to notify the office of the move-out date. WPHA requires a 15-day written notice when planning to move out. All belongings should be removed from the apartment and the space left in a clean condition. Carpet installed by resident must be removed. All keys must be turned in to the office. The rent will continue until keys are received.

PAYMENT OF RENT: Rent is due on the first day of each month. The office window is open during normal work hours from 8:00 a.m. to 11:30 a.m. and 1:00 p.m. to 4:30 p.m. Monday through Thursday, and 8:00 a.m. to 11:30 a.m. on Friday. Residents may also place payments in an envelope marked with their name and apartment number, and put payments in the drop box outside the front doors. Failure to pay your rent by the fifth business day of the month may cause a late fee of \$15.00 to be added to the amount due and you could be subject to eviction.

HAVC: The HAVC unit in your apartment provides heat and cooling. Maintenance will change filters at scheduled intervals. Do not block the air vents of your unit with furniture or large items during use. Do not place anything on top of the unit, such as plants or other items which may spill liquids into the unit. A constant setting will provide the most efficient and even temperature control of your unit.

SMOKE ALARMS: The WPHA provides smoke alarms in each unit. Alarms are located in the common areas also. Maintenance staff inspects this equipment on a regular basis. Do not attempt to disarm or tamper with any of the alarms in any manner. There is a **\$35.00** fee for removing a smoke alarm.

COMMON AREAS: These spaces are for the use and enjoyment of all residents. Building residents are not allowed to place or leave personal items in the common areas. This includes decorations, chair pillows, etc. Residents at South Tower may store a plastic tote

of belongings marked with your name and apartment number in the floor storage room. Pets are not allowed in the common areas.

LAUNDRY FACILITIES are located on the first floor for resident use only. Please do not use more than 2 machines at a time. The current cost is \$1.50 per load to wash, and \$.50 to dry. The office is not available to make change, and please do not try to make change from the soda machine.

SMOKING REGULATIONS are in place at all times. The HUD mandate states that no smoking may take place inside any building, or within 25 feet of any exterior part of a building. Please advise your company that these rules are in place.

MARIJUANA USE OR POSSESSION is illegal on all Federal property. That means that residents are not allowed to possess or use marijuana, in any form or for any reason, on any part of our property. This provision extends to the parking lot. Violations of this rule will result in a 3-day eviction for illegal drug use.

YOU ARE RESPONSIBLE FOR THE CONDUCT OF YOUR GUESTS. Please be advised that our lease agreement states that conduct on the part of the resident's guest may result in lease termination. Please do not invite people into the building who you are not well acquainted with. Your housing is too important to risk.

QUIET HOURS in the towers begin at 9:00 p.m. After this time, visitors should be very limited and escorted through the building. Please be respectful of other residents at this time. Noise from music, TV, conversation, etc. should be very limited, as all residents deserve the right to peaceful enjoyment of their living environment.

