

**The Housing Authority, Town of Newton
Est. 1969**

**THE HOUSING AUTHORITY
OF THE TOWN OF NEWTON**

The following Rules and Regulations are intended to provide residents with guidelines that reflect the standards of living at Liberty Towers. They are considered part of the Lease with the Newton Housing Authority. Thus, compliance with the Rules is imperative to ensure the terms for continued occupancy at Liberty Towers, which is managed by the Newton Housing Authority (NHA).



MANAGEMENT STATEMENT

The Newton Housing Authority operates under the supervision of the United States Department of Housing and Urban Development (HUD) and is subject to its laws and regulations. It is governed locally by a Board of Commissioners that meets on the second Monday of every month. Meetings are open to the public.

The Newton Housing Authority is an equal opportunity employer and housing provider. The Authority selects its tenants according to federal guidelines pertaining to eligibility and does not discriminate in any way in the selection of its tenants.

OFFICE HOURS:

9 a.m. to 4 p.m. weekdays, except holidays.

Telephone: 973-383-5191, Ext. 21
FAX: 973-383-1181
T.D.D. service: 1-800-545-1833, ext. 428

For Maintenance EMERGENCIES ONLY 862-268-2461

Please call the main office for all other work order requests

MAINTENANCE & HOUSEKEEPING

All apartments are cleaned thoroughly and painted prior to occupancy. Once applicants are granted occupancy, residents are responsible for maintaining clean, safe and sanitary conditions in the apartment.

The Housing Authority reserves the right to make periodic inspections of each apartment to ensure that the standards of housekeeping are being maintained.

If residents are unable to regularly maintain their apartment in a clean, safe and sanitary condition, they are encouraged to seek the assistance of someone who can. If apartments are not maintained regularly, occupancy may be discontinued with proper notice and in compliance with applicable eviction procedures.

Alterations, redecoration, and repairs to the interior of apartments and to appliances owned by the Authority is the sole responsibility of the Housing Authority. Only maintenance personnel or an approved contractor are permitted to do any type of work inside the apartments. Residents are not permitted to contact any contractor to perform any work in the apartment without the express, written approval of the Housing Authority. If there is anything wrong in the apartment, residents are required to contact the office to request a Work Order.

Repairs to and replacement of NHA property and appliances through normal wear and tear shall be replaced by the NHA at no expense to the tenant. However, damages caused by negligence of any tenant, family member, or visitor shall be paid for by the applicable tenant(s). Repeated negligence may result in eviction.

Upon moving out, residents are expected to leave the dwelling unit in the same condition in which it was leased. Charges will be made for excessive cleaning and repairs after the apartment is vacated.

PAINTING: In order to comply with the standards set by the U.S. Department of Housing & Urban Development (HUD), apartments must be painted on a regular schedule. The apartment will be inspected at least once annually to determine the need for repainting. Tenants may waive this right. However, if tenants choose to have their apartment painted, they are responsible for making arrangements to move and secure all belongings so that walls can be painted. There is no charge for regularly-scheduled painting. However, if a tenant chooses to paint their apartments before the required time, tenants will be charged for paint and the contractor/ staff person's rate.

EXTERMINATION: The NHA provides free, routine pest control. Infestations initiated in an apartment shall be the financial responsibility of the resident, who will be charged accordingly.



FLOOR COVERINGS: All floors are cleaned and waxed prior to occupancy. Carpeting may be used, but may not be nailed or glued to the floors. Damage to floors will result in applicable charges.

WALL COVERINGS: The use of wallpaper, contact paper, or adhesive-backed tiles is NOT permitted on any of the walls in the apartment. If unauthorized wall covering is installed, the resident shall be responsible for the cost of having it removed and the wall restored to its original condition.

PICTURE HANGERS: Only nail-type hangers are to be used on the walls. No tape or glue-backed hangers are permitted. For large or heavy items, notify the Housing Authority office to arrange for a Work Order to have them hung safely for you by maintenance department staff.

WINDOW COVERINGS: All window blinds are the property of the Authority and may not be changed or replaced by residents. If the blinds become broken, bent, torn or inoperable, residents should notify the Housing Authority to arrange for a Work Order for repair or replacement. Resident will be charged accordingly.

DRAPERIES/CURTAINS: Curtain rod brackets not already in place in the apartment, must be supplied by resident and can be installed by maintenance staff. Residents may notify the Housing Authority to arrange for a Work Order for installation.

WINDOWS: Windows are cleaned inside and outside prior to occupancy to the apartment. Thereafter, residents are responsible for cleaning the interior of apartment windows. The exterior will be cleaned once a year on a regular schedule. If residents request cleaning more frequently, they are requested to complete a work order. A nominal fee will be charged for each window.

Screens cannot be removed at any time. No screws, nails, curtain rods or any other hooks may be installed on the window frames.

Residents should keep windows closed during heavy rains and storms to avoid water damage. Also, when leaving the apartment for any length of time, windows should be closed to avoid water damage or energy loss. No blankets, bedding, pillows, clothing, flags or any other articles are permitted to be hung from the windows at any time.

LIGHT BULBS: Light bulbs are furnished by the Housing Authority for all fixtures provided by the Housing Authority. To replace any of these bulbs, a work order must be completed. For appliances owned by residents, only energy-efficient bulbs are permissible. If residents are not capable or are unwilling to replace the bulbs themselves, maintenance staff will replace bulbs for a nominal fee.

LOCKS: Residents are not permitted to install their own locks on a unit's door or closets. Any such lock shall be removed or replaced and the resident will be billed for such removal or replacement.

PACKAGE DELIVERIES: Residents will be notified of any package deliveries, which will be made to the Housing Authority office to prevent theft. Residents are responsible for picking up any packages in a timely manner.

SIGNS: No signs are permitted to be placed or posted anywhere on or in NHA property or in any window.

CABLE TV: is supplied to all apartments for a minimal cost. No satellite dishes or antennas are permitted to be attached to or extend from the building. The cable bill is paid by the NHA. Residents include the monthly charge for cable with their monthly rent payment. Residents are not permitted to call the cable company for repairs. Contact the NHA office to report any problems.

COMMUNITY ROOM: The community room is for the exclusive use and enjoyment of all residents and their guests. A television, VCR/DVD player, pool table, card tables, ping pong table, piano, organ, games, puzzles, and a library are available.

NOISE: Loud noise, defined as that noise which can be heard in a hallway or adjacent unit, caused by residents or their visitors is prohibited. Volume of TVs, stereos, radios, or musical instruments should be kept at a reasonable level during the daytime and turned low after 10 pm. to avoid disturbing other residents.



WATERBEDS: The use of waterbeds is not permitted in any apartment.

LIVE TREES: The use of live trees, bushes or wreaths is NOT permitted in any apartment or on any door.

MAIL: All residents are assigned a mailbox for mail delivery and are given a key to access it. Mail must be picked up regularly. Outgoing mail may be placed in the box supplied by the Post Office. Residents are responsible for notifying the postal service of any special instructions (hold mail, forwarding, etc...) The Housing Authority is not responsible for residents' mail and per U.S. Postal Service regulations, and is not permitted to open residents' mail boxes without consent. There will be a charge for the replacement of a lost mailbox key.

KEYS: All residents are supplied with a complete set of keys upon occupancy. The master key is a special key that cannot be duplicated. An extra master key for family members or support personnel is available from the Housing Authority with a deposit fee.

Any resident, or their support person, who loses a key will be charged the posted replacement charge and may lose the deposit fee.

LOCK-OUTS: Residents are encouraged to have a duplicate set of keys made so that they can prevent incurring lockout charges. Any resident who is locked out of their apartment due to lost or forgotten keys will be charged if the Housing Authority staff or designated individual is required to open the door. The following fee schedule applies:

Weekdays, Monday to Friday: 9 a.m. to 4 p.m. (no charge)

4 p.m. to 10:00 p.m. - \$5.00

10 p.m. to 8:30 a.m. - \$10.00

Weekends/Holidays, ANY time: \$10.00

Residents will receive a bill for the Lock Out from the Housing Authority. Payment of this charge will be due and payable with the following month's rent.

KITCHENS

Stoves and refrigerators are supplied by the Authority and are not to be replaced with resident's personal appliances. All surfaces must be kept clean and free of grease. Use only non-abrasive cleaners.

Residents are encouraged to use the drain basket supplied by the Authority in the sink at all times. Do not allow foods or any other substance to enter the kitchen sink drain. **DO NOT** pour grease down the drain. Pour grease into a tin can and allow it to harden, seal the can and place it into your garbage. . Residents will be charged for cleaning out drains.

STOVES & HOODS: Should be cleaned regularly. Grease and food should be removed after every use to prevent fire. Ovens should be cleaned whenever food spills or splashes occur. Nothing should ever be placed on top of the burners except proper pots or pans. Replacement of soiled grease pans under burners are the responsibility of the resident. Report any non-working burners to the Housing Authority immediately for a Work Order for repair.

REFRIGERATORS: Should be kept clean. Contents must never be crammed into the refrigerator or freezer. Doing so may cause damage to the unit. Residents are responsible for any damages that occur to the unit.

SPACE HEATERS: Are permitted **ONLY** with prior registration with the Housing Authority and payment of monthly fee for the use of the heater. The use of kerosene heaters is NOT permitted by local and state law. Use of one will constitute a fire hazard and will be cause for eviction. Failure to register heaters violates the Housing Authority's standards and constitutes a violation of the lease.

OTHER APPLIANCES: The use of any other stove, refrigerator, washer, dryer, or dishwasher is NOT permitted.

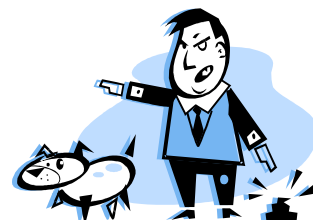
BATHROOM

Walls, tile, fixtures and floors are to be kept clean and sanitary at all times. **DO NOT use chemical drain cleaners of any kind.** If drains are sluggish, notify the office immediately. Report any leaks or drips from faucets, pipes or shower hose immediately to the Housing Authority or to the emergency contact number listed on the first page.

PETS

No pets, other than properly registered small dogs, cats, birds or fish, are permitted in apartments or on the grounds. A separate security deposit rules and regulations for the keeping of such pets are posted in the office. Reptiles are not permitted.

- Visitors are not permitted to bring pets on premises
- No pet shall ever roam free in the halls, public areas or grounds.
- No food, bread, or seed of any kind is permitted to be put outside on the grounds to feed the birds. It may draw rodents and bears!
- Pet owners must dispose of animal waste immediately in a sealed bag and place in garbage. Failure to comply may result in a fine.
- A Pet Policy is available for review in the main office.



Help Prevent Fires

Here are some safety tips for:

Smoking Materials

Smoking is a health and safety hazard. If you smoke, please consider getting help to quit. Consider making a no-smoking rule for your home

- ☞ Never smoke in bed or when you're tired.
- ☞ Put out ashes, matches and butts completely using water before throwing them away



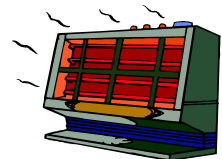
The Kitchen

- ☞ Stay alert and near when cooking on the stove.
- ☞ Avoid wearing clothes with loose sleeves when cooking
- ☞ keep all cooking appliances clean
- ☞ Never use the oven or stove to heat your apartment



Room Heaters

- ☞ Keep anything that can burn at least 3 feet from space heaters.
- ☞ Turn off and unplug space heaters before going to bed.



What to do when the alarm goes off

If you cause the alarm to sound:

1. Do not panic.
2. If flames or smoke are present in your apartment:
 - a. Vacate the apartment immediately
 - b. Close door tightly behind you.
 - c. If capable, exit through nearest fire escape.
 - d. If not capable, wait by elevator for assistance.
 - e. DO NOT USE ELEVATORS
3. Wait until authorized personnel says it's okay to enter apartment

If you hear the alarm:

1. Do not panic.
2. Keep apartment door shut until someone comes to rescue you or the alarm stops.
3. If you are in hallway, go to nearest fire exit and wait for assistance or the alarm stops.
4. If in an elevator, precede to main lobby
5. If in Lobby or on first floor, remain calm and wait for further instructions.

COMMON AREAS & SERVICES AVAILABLE

The common areas of the building and grounds are for the exclusive use and enjoyment of resident and their guests. These include the laundry facilities, community room, gardens and grounds of the building. Any damages incurred by misuse of any of these areas or their furnishings by residents or their guests will be charged to the resident.

Children of guests must be accompanied by an adult at all times. Children may not be allowed to run through the halls, ride the elevators, or use the common areas or recreational facilities unless accompanied by an adult.

LAUNDRY ROOM: Three washers and three dryers are provided for the exclusive use of residents and their chore workers. Charges are posted. Use of these machines is on a “first-come, first-served” basis. No machines can be reserved. Use of the room’s exhaust fan is recommended while using dryers. All machines should be emptied immediately. Lint filters in the dryers must be cleaned after each dryer load. An iron and ironing board is also provided for resident use. Residents are responsible for unplugging the iron and disassembling the ironing board when finished. The Housing Authority is not responsible for any items left in machines or in the laundry room.

COMMUNITY ROOM: This room may be reserved for private parties with prior approval by the Housing Authority and suggested donation of \$25. The adjoining kitchen can also be used for such parties. Individuals who wish to rent the space must abide by a facility usage policy enforced by the Housing Authority. Copies of the policy are available in the main office.

GARDENS: The flower gardens and patio areas are for use and enjoyment of all residents. Residents and/or guests must NOT pick the flowers. Benches, umbrella tables/chairs are available for residents’ use. A gas grill is available for picnics.

VEGETABLE GARDEN: Residents volunteer to help weed, water and harvest the garden each year. A variety of vegetables, including cucumbers, tomatoes, corn, peppers, and beans are planted.

MEAL PROGRAM: Lunch is available in the Community Room on a daily basis. There is a suggested donation for meals and registration for meals must be made at least one day in advance through the Sussex County Nutrition Site office. A menu is posted in the community room and is typically attached to The Towers, the Liberty Towers newsletter.

COFFEE HOUR: Coffee, tea and light snacks are available from 7:30 am to 9am. each weekday for a nominal charge. All residents are invited to participate.



SALON: Personal grooming services are provided by a licensed cosmetologist on site. Appointments must be made directly with her. Mary Wickham 973-383-6534

HEALTH & WELLNESS PROGRAMS: Staff, volunteers, and residents arrange for many programs during the year that focus on health and wellness. Healthy Bones, aerobics, and lectures are just a few examples.

RECREATIONAL PROGRAMS: Numerous activities are held each week. Community, civic, social and school groups visit for special programs throughout the year. A schedule of events is distributed each month via the monthly newsletter and may also be posted on hallway bulletins as needed.

OUTDOOR FACILITIES: Picnic tables, benches, a gazebo, outdoor grills, walkways, flower and vegetable gardens are all available on our landscaped, private grounds for all residents to use and enjoy.



PARKING

All residents who own a car are assigned a permanent parking space. No other space may be used. A duplicate set of car keys may be left with the Housing Authority office for the car, in the event of an emergency or for snow removal.

Guests and visitors may park on the street or may use the rear, upper parking lot. Handicapped spaces are available for visitors at the rear door.

All vehicles must be in good operating condition, properly registered, and insured. Proof of registration and insurance, plus a valid driver's license must be presented to the Housing Authority office. Any vehicle that is not in not in operating condition or is not properly registered or insured will be removed from the premises at the owner's expense.

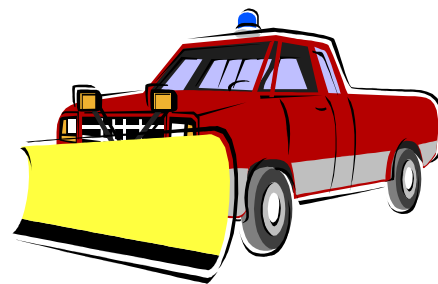
Changing of oil, washing of vehicles, or any other type of repair is prohibited on the premises. No commercial vehicle may be parked on the property without the Housing Authority's consent.

No parking is ever permitted in the front of the building in the circular driveway. This is a legally-designated FIRE ZONE. Offenders will be towed away at owner's expense.

SNOW REMOVAL: The Housing Authority will arrange for or will remove ice and snow from all sidewalks and throughways as conditions permit.

Residents with parking privileges are responsible for removal of snow from their vehicle and parking space. Snow must not be put into any other parking space or on any cleared sidewalk or roadway. If the vehicle is cleaned while maintenance staff is clearing walks and time and workload permit, they will attempt to clean your parking space as a courtesy. Tenants are encouraged to move their cars to the upper visitor lot during this time. Otherwise, it is each tenant's responsibility to clean or make arrangements to have their cars and spaces cleaned.

Car owners who park adjacent to the sidewalk must remember to park away from the yellow curbing so that it can be adequately cleaned and salted.



GARBAGE DISPOSAL

HOUSEHOLD GARBAGE: A trash room is located on every floor for use by residents only. All garbage must be bagged and tied securely before putting it into the chute. Nothing should be left on the floor of the trash room or in the hallways at anytime. If the compactor becomes full, the rooms may be shut as necessary. Please attempt to discard trash regularly, as oppose to allowing it to accumulate in your apartment.

LARGE TRASH ITEMS: If items are too large for the chute, residents should contact Housing Authority staff to make arrangements for their proper disposal. **NOTHING** is to be put outside with the dumpsters without Housing Authority permission. Residents are responsible for disposal costs of any large item removed by the waste removal company or Housing Authority staff.

RECYCLING: All recyclable items must be separated from regular household garbage. Special containers have been placed in every trash room for this purpose. **ALL** cans, bottles and plastics should be put into the appropriate barrel after being rinsed. Please recycle the following items. These instructions are also posted in each trash room.

1. **TIN CANS:** Remove labels & rinse first.
2. **ALUMINUM CANS:** Rinse first.
3. **GLASS JARS & BOTTLES:** Rinse before discarding recyclable glass. Put dishes, eyeglasses, light bulbs, and any other glass products that are not recyclable in your regular garbage.
4. **NEWSPAPERS, MAGAZINES & BROWN PAPER BAGS:** Put into designated paper racks in each trash room. There is no need to tie them.
5. **PLASTIC JUGS & BOTTLES:** Only plastic milk, water, juice jugs, soda cans, and any other plastic containers with the triangular recycling mark on the bottom should be put into the recycling barrels after being thoroughly rinsed.
6. **BATTERIES:** Put into a plastic bag and bring to the maintenance department or main office.
7. **CARDBOARD BOXES:** Only brown corrugated boxes can be recycled. No pizza, cereal or gift boxes can be recycled. Break these items up and put them in your garbage.