

## **HOUSE RULES GUIDANCE**

RAC I - Exhibit 5 (811 Rental Assistance Demonstration Lease)

### **Attachment 3 - House Rules**

House Rules to be included by the Landlord:

1. [(a) At or before the commencement of a tenancy, the landlord or an agent or other person authorized to enter into a rental agreement on behalf of the landlord shall disclose to the tenant in writing the names and addresses of the following persons:

(1) The owner of record of the premises or a person authorized to act for and on behalf of the owner for the purposes of serving of process and receiving and receipting for demands and notice; and

(2) The person authorized to manage the premises.

In the event of a change in any of the names and addresses required to be contained in such statement, the landlord shall advise each tenant of the change within 30 days after the change either in writing or by posting a notice of the change in a conspicuous place.]

2. All House Rules must comply with HUD manual 4350.3 REV-1 where applicable, and may address, but are not limited to, such topics as:
  - Property insurance
  - Locks and latches/keys
  - Rent and charges (in particular, late fees, NSF fees, no cash accepted, etc)
  - Early move out
  - Delay of occupancy
  - Belongings remaining after move out
  - Disclosure rights
  - Parking
  - Repair requests
  - Resident safety and property loss
  - Owner's responsibilities
  - Requests for unit transfers
3. In no case will any House Rule supersede policy and/or regulation set out by HUD in HB 4350.3 REV-1, the Rental Assistance Contract, or the 811 Rental Assistance Demonstration Lease.