



FY2024 RESIDENTIAL LEASE AGREEMENT



Lease Part 1: The Residential Lease Agreement Terms and Conditions

The Lease Part 1 specifies the terms and conditions applicable to all Chicago Housing Authority (CHA) residents. **The CHA Admissions and Continued Occupancy Policy (ACOP) is herein incorporated into the Residential Lease Agreement (Lease) by reference.**

The Lease is executed by the head and co-head of household (if applicable), and the CHA. It includes the following information specific to each family's circumstances:

- (a) Identification of all members of the family and household by dates of birth, their relationship to the head of household, and the last four digits of their Social Security numbers;
- (b) Unit address, occupancy date, development name, and client number;
- (c) Prorated and full monthly rent amount, security deposit required, prorated and full monthly utility allowance provided (if any), prorated and full monthly utility reimbursement (if any), and the amount of any other regular, reoccurring charges due under the Lease;
- (d) Utilities and appliances provided by the CHA and by the resident;
- (e) Identification of any accessible housing, alternate communication needs, or reasonable accommodations;
- (f) Signature line for the parties to the Lease.

Lease Part 2: Definitions

The Lease Part 2 contains definitions of words used throughout Part 1.



LEASE PART 1: Resident Information & Terms and Conditions

Client Number _____

THIS RESIDENTIAL LEASE AGREEMENT (Lease) is between the Chicago Housing Authority (CHA) and/or its property manager(s) and the resident (Resident). The CHA, relying upon data provided by the resident about income, family composition, and housing needs, leases to the resident the dwelling unit described below, executed by the resident and the CHA, subject to the terms and conditions contained in this Lease.

- 1. THIS AGREEMENT is executed between the Chicago Housing Authority (hereinafter called "CHA"), and _____ (therein called "Resident").

Date of Lease	Term of Lease		Annual Review Date	Monthly Rent	Security Deposit
	Beginning	End			

- 2. Unit: The CHA, relying upon the representations of the Resident as to the resident's eligibility, income, deductions from income, preferences, household and housing needs, leases to the Resident a unit in accordance with the Lease.

Resident (Head of Household): _____

Co-head (if applicable): _____

Street Address: _____ Apartment No.: _____

City: _____ State: _____ Zip Code: _____

Development: _____ Management Office: _____

- 3. Authorized Occupants: The Resident's household is composed of the authorized members listed below.

Name	Date of Birth – mm/dd/yy	Relationship to Head	Last Four Digits of Social Security Number

- 4. Initial rent: Is prorated for a partial month and shall be \$ _____.

- 5. Monthly Rent: After the initial rent set in (4) above, rent in the amount of \$ _____ per month is due and payable on the first day of each month. Rent is late if not paid by the fifth of the month. If the fifth falls on a weekend or holiday, rent is due by 5:00 p.m. on the following business day. The monthly rent will remain in effect unless adjusted in accordance with the Lease, Section 4.



This rent is: Income-based rent Flat rent

6. Rent Payments: Rent payments must be mailed or delivered to the location listed below.

The CHA will not accept cash for rent payments, or payments or charges in addition to rent. Notice of payment location changes will be provided to residents 30 days prior to the action.

7. Security Deposit:

a) Resident agrees to pay \$ _____ as a security deposit according to the Lease, Section 3 and the ACOP.

b) Security Deposits are held at Harris Bank, 111 West Monroe Chicago, Illinois 60602

8. Utilities and Appliances:

a) The following utilities are furnished by the CHA, as checked below:

Heat Hot Water Cold Water Electricity Gas

b) The following utilities are paid for by the Resident, as checked below:

Heat Hot Water Cold Water Electricity Gas

c) The following appliances are supplied by the Resident with prior CHA approval, as checked below:

Stove Refrigerator Other Describe: _____

9. Utilities Allowances for Resident-Paid Utilities:

If the Resident pays for utilities or appliances, as indicated by an (X) in #8 above, the CHA shall provide the Resident with a utility allowance in the amount of \$ _____ per month, for which the Resident has the responsibility to maintain utilities connected in the unit and to make payments directly to the utility provider. The allowance shall be enough to pay for a reasonable use of utilities by an energy conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthy living environment. Utility allowances do not apply to flat rent.

If the utility allowance is more than the Total Tenant Payment (“Utility Reimbursement”), the Resident shall receive the benefit of \$ _____ from the CHA toward a partial month’s utility payment for the period beginning _____ and ending at midnight on _____. Utility reimbursements shall be paid by the CHA to the applicable utility provider on the Resident’s behalf.

If the Resident’s actual utility bill is less than the utility reimbursement, the Resident will receive the savings in the form of a credit on the utility provider’s billing statement. By signing below, the Resident agrees to sign a third-party notification agreement with the utility provider so that the CHA will be notified if the Resident fails to pay the utility bill or if utility service will be disconnected.

10. Other Resident Responsibilities: Subject to reasonable accommodations, this Lease requires the Resident to assume the responsibilities listed below.



11. Accessible Features: The Resident has requested to the CHA and the CHA has verified the need for the following accessible features indicated below.

- | | |
|---|--|
| <input type="checkbox"/> A separate bedroom | <input type="checkbox"/> Unit for hearing-impaired |
| <input type="checkbox"/> A barrier-free apartment | <input type="checkbox"/> First floor unit |
| <input type="checkbox"/> One-level unit | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Unit for vision-impaired | |

12. Alternate form of communication or format for written notices: The Resident has requested and the CHA has verified the need for the following alternate form of communication or format listed below:

13. Other Reasonable Accommodations: The Resident has requested and the CHA has verified the need for the following reasonable accommodations:

Section 1. Lease Term and Amount of Rent

- (a) The initial term of this Lease is 12 months, unless otherwise modified or terminated based on this Lease. The Lease is automatically renewable except for noncompliance with the community service requirements or participation in an Economic Independence program for applicable households.
- (b) The rent amount is stated in the Lease #5 above. Rent shall remain in effect unless adjusted by the CHA, according to this Lease. The rent amount shall be determined by the CHA in compliance with United States Department of Housing and Urban Development (HUD) regulations and the CHA approved Rent Policy.
- (c) Each time a resident's check for rent is not honored (due to insufficient funds) the CHA will collect a fee of \$30. If the resident's check is not honored three times, the CHA will not accept personal checks during the remainder of the lease term.
- (d) During the re-examination process, residents will have a choice to pay either flat rent or income-based rent. (Utility allowances do not apply to flat rent.)
- (e) Notice of Rent Adjustment and Grievance Rights: When the CHA makes any increase in the rent amount, the CHA shall provide written notice stating the effective date of the rent adjustment to the resident in accordance with the City of Chicago Fair Notice Ordinance timelines prior to the effective date. If the rent decreases, the CHA may provide less than a 30 day notice if necessary, in order to comply with the requirements set forth in Lease Section 4(d) 1 and 2. The resident may ask for an explanation of the specific grounds of the decision of the CHA concerning rent, dwelling size, or eligibility. If the resident does not agree with the decision, the resident shall have the right to request a hearing under the **CHA Grievance Procedure**.

Section 2. Charges in Addition to Rent

- (a) In addition to rent, the resident is responsible for the payment of any other charges not limited to those specified in the Lease. The Notice of Charges in Addition to Rent shall advise the resident that they have the right to an explanation of the charges, and that disputes about charges may be resolved through the CHA Grievance Procedure.
- (b) Reasonable Accommodations: Qualified persons approved for reasonable accommodations, in the form of equipment or devices necessary for the treatment of the disability or to facilitate access to the dwelling unit, common areas, community facilities, or grounds, will not be charged for the reasonable accommodation.
- (c) Charges in addition to rent are due on the first day of the month after the CHA has provided the resident a minimum of 14 calendar days' notice. The additional charges will be added to and become part of the resident's monthly rental account if not paid based on the notice received. The resident may be granted the chance to enter into a reasonable payment agreement based upon the resident's monthly adjusted income and payment history. Charges in addition to rent can include but are not limited to:
 1. Payment of utility charges.
 - a. For resident-paid utilities, the resident may pay for some or all utilities directly to the utility company and receive a monthly utility allowance, which is factored in the rent calculation, as specified in Lease #9 above.
 - b. Utility reimbursement payments are made by the CHA directly to the utility provider on the resident's behalf when the rent calculation, after subtracting the utility allowance, produces a negative amount. If the resident's actual utility bill is less than the utility reimbursement, the resident will receive the savings in the form of a credit on the utility provider's billing statement.
 - c. If the resident's utility bill is greater than the utility reimbursement, the resident must pay the excess amount directly to the utility provider.
 2. Maintenance costs. The resident will be charged for services or repairs due to intentional, negligent, or reckless damage to the dwelling unit, assigned areas, common areas, or grounds beyond normal wear and tear caused by the resident, resident authorized members, resident's pet(s) and animal(s), or guest(s) or other person(s) under the resident's control. Charges will be made as listed on the Schedule of Maintenance Charges posted by the CHA, or when work is not listed on the Schedule of Maintenance Charges, charges will be equal to the actual cost to the CHA for the labor and materials needed to complete the work.
 3. Installation charges. The CHA shall charge for the installation of approved resident supplied air conditioners and other approved appliances or equipment that require special wiring or structural changes to the dwelling unit or premises.

Section 3. Security Deposit

- (a) The exact dollar amount of the security deposit is noted in Lease, #7 above. Existing residents who have not paid a security deposit must pay a deposit of \$75.00 within three months of signing the Lease. Security deposits shall not be increased even if rent increases.
- (b) The CHA shall deposit the security deposit in an interest-bearing account as listed in #7 above, supply the resident with information of the account and credit the resident's account on an annual basis, in accordance with state and local law and ordinances.
- (c) Following state and local laws and ordinances, after proper notice that the unit has been vacated the CHA shall complete a move-out inspection and return the security deposit with any interest to the resident. The security deposit is subject to the deductions stated in this section and with



state and local law. If deductions are made, the CHA shall mail an itemized statement of the reason(s) for the deductions to the last known address of the resident vacating the unit, within 30 calendar days.

The CHA may use the security deposit at the expiration or termination of this Lease for the following:

1. As collection for any rent that has not been validly withheld or deducted based on state or federal law or local ordinance; and
 2. To collect the cost of repairing any damages caused by the resident, resident authorized members, resident's pet(s) and animal(s), or guest(s), or other person(s) under the resident's control, excluding reasonable wear and tear.
- (d) Residents transferring from one CHA unit to another unit within the same development (intra-development) will have the security deposit credited to the new unit. If the resident transfers from one CHA development to a different development (inter-development) the CHA will refund the resident's security deposit minus any damages assessed. The resident will be responsible for paying a security deposit for the new dwelling unit equal to the original security deposit amount at the previous unit. If a security deposit was not collected on the previous unit a new security deposit equal to the minimum rent must be collected.
- (e) The security deposit shall not be used by the resident to pay the first or last month's rent.

Section 4. Scheduled and Interim Re-examination of Rent, Dwelling Size, and Eligibility

The rent amount as stated in Lease #5 above is due each month until the rent amount is modified or amended after a re-examination, as described in Sections VI and VII of the ACOP. Any changes in the lease must be in writing and result in a lease amendment or a newly signed lease.

(a) Scheduled Re-examinations:

As stated in Section VI of the ACOP, residents and all authorized members will be re-examined to determine eligibility for continued occupancy. As part of this re-examination, the resident and all adult authorized members of the household, including any live-in aide, will undergo a criminal background check and credit report review. Residents will have access to a copy of their criminal background check and an opportunity to participate in an individualized assessment before the CHA will consider lease termination (per compliance with the Cook County Just Housing Amendment, see II.F.12.).

The resident must supply the CHA with truthful written information about family composition, citizenship and/or eligible immigration status, age of resident authorized members, income and source of income of all resident authorized members, assets and related information necessary to determine eligibility, annual income, adjusted income, rent, and dwelling size. Failure to supply such information or misrepresentation of information is a serious violation of the terms of the Lease and may result in lease termination.

The resident and resident adult authorized members agree to comply with reasonable CHA requests for verification by signing releases or authorizations for third-party sources, including HUD Form 9886 and the CHA Authorization and Consent Release Form, presenting documents for review, or providing other suitable forms of verification. This information will be used by the CHA to decide whether the amount of the rent should change, whether the dwelling size is correct for the resident's needs, and whether the resident and all authorized family members are in compliance with the terms and conditions of the lease agreement. Signing a written revocation of consent or failing to sign releases, including HUD Form 9886 and the CHA Authorization and Consent Release Form, is a serious violation of the terms of the Lease and an result in lease termination.

(b) Interim Re-examinations:

As specified in Section VII of the ACOP, if there are any decreases in a family's income or household

composition between scheduled re-examinations, or an increase in family income during a certification period where an interim rent decrease had been processed, an interim re-examination may be conducted. Certain changes require advance approval by the CHA.

1. Residents are required to report all changes in family composition or decreases in income to the property manager within 10 calendar days of the occurrence.
2. Failure to report decreases in income within the 10 calendar days will not result in a retroactive credit or rent reduction.
3. Residents are not required to report interim increases in income, unless they previously underwent an interim decrease to rent in the same certification period. Increases in income are only required to be reported at time of next regularly scheduled re-examination.

(c) Hardship Suspension/Exemption from the minimum rent:

A minimum rent hardship suspension will be granted to a resident who requests and can document, that due to a financial hardship they are unable to pay the minimum rent amount. If a resident paying minimum rent requests a hardship suspension, the CHA must suspend the minimum rent, effective the following month, and determine whether the resident qualifies for hardship exemption. A hardship suspension from the minimum rent does not mean the rent amount becomes zero (0). The family is required to pay the greater of 30% of adjusted monthly income or 10% of gross monthly income when that amount is less than the minimum rent. When appropriate, a hardship exemption will be granted considering the basis of the hardship and the amount the resident should be obligated to pay based on their income.

(d) Effective date of rent adjustments:

1. Timely Reporting (Within 10 calendar days of the occurrence)
 - Decreases - First day of the month after the decrease in income is first reported to the property manager.
Increases in rent are not required to be reported until the next regularly scheduled re-examination. Increases in income are not subject to reporting requirement within 10 calendar days of the occurrence.
2. Late Reporting (After 10 calendar days of the occurrence)
 - Decreases - The household is not entitled to a rent credit for any prior monthly rent before the decrease in income is reported to the property manager. Any required earned income disallowance (EID) period will occur, whether reported in a timely manner or not.
Increases in income are only required to be reported at time of next regularly scheduled re-examination, except under the circumstances previously stated. Increases in income are not subject to reporting requirement within 10 calendar days of the occurrence. The household will receive a charge for the prior months that were affected by the increase and not timely reported at least regularly scheduled re- examination. The rent increase should be manually calculated starting from the first day of the second month following re-examination date at which the increase in income should have been reported.

(e) Retroactive rent charges will be applied only when it is found that the resident or resident authorized members have (1) misrepresented or omitted the facts on which the rent is based so that the rent the resident is paying is less than the rent the resident should have been charged; or (2) is late in reporting in accordance with Section VI and VII of the ACOP. The increase in rent shall be applied retroactively to the first of the second month following the event in which the misrepresentation or failure to report occurred. Failure to pay the retroactive charge may result in termination of tenancy.

(f) Fair Notice Ordinance

- a. The CHA, to the extent it does not violate federal law and regulations, complies with the City of Chicago 2020 Fair Notice Ordinance. In an instance of rent



increases, CHA must provide the following notices to residents:

- i. 30 days' notice if the resident has lived in their unit less than six months.
 - ii. 60 days' notice if the resident has lived in their unit for more than six months but less than three years.
 - iii. 120 days' if the resident has lived in their unit more than three years.
- (g) If the error in rent calculation is caused by information reported by the resident at admission or any re-examination, resulting in an overpayment by the resident, the resident's rent will decrease effective the month after reporting. Less than a 30-day written notice, if necessary, is allowable to correct the error. The resident will not receive a retroactive credit.
- (h) When the CHA makes a rent calculation error at admission or re-examination and it causes a household's rent to be too low, any increase in rent will not go into effect retroactively. The increase in rent will go into effect the first day of the second month after the CHA error is discovered and proper notice of the rent increase has been given to the household pursuant to Lease, Section 1(e). If the CHA's rent calculation error resulted in an overpayment by the resident, the resident has a choice between a check for overpayment or a credit to their account.
- (i) When a resident's income is over 120% of the AMI for 24 consecutive months, the over income household becomes ineligible for participation in CHA's Public Housing Program and will have their lease terminated within six months. Families who currently receive an Earned Income Disallowance or have a valid contract for participation in a Family Self-Sufficiency Program are not exempt from the Over Income Policy.

Section 5. General Conditions for Use and Occupancy of the Dwelling Unit

- (a) The dwelling unit shall be the sole domicile of the resident and resident authorized members.
- (b) The resident and resident authorized members shall have the right to exclusive use and occupancy of the dwelling unit. The resident and resident's authorized members shall not assign the Lease, nor sublease the dwelling unit.
- (c) The dwelling unit must be used only as a private residence solely for the resident and resident authorized members named on the Lease. The resident must request and receive prior written approval from the CHA for the resident to use their dwelling unit for legal profit-making activities incidental to the primary use of the dwelling unit.
- (d) The resident shall have the right to allow individual guests or visitors for a period up to 30 calendar days in a calendar year; however, each visit cannot exceed seven consecutive calendar days. If the resident wishes a guest to remain longer than seven consecutive days or more than 30 calendar days in a calendar year, the resident must submit a written request to the property manager. The CHA will not unreasonably deny a request for an extension.
- (e) The CHA may ban/bar visitors who engage in any behavior that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents, CHA employees, agents of the CHA, or other persons, including criminal activity cases. Visitors banned for such behavior, will be restricted from entering CHA properties. A resident will be notified by CHA and/or property manager when a guest of theirs has been banned. Residents may grieve the CHA's decision to ban a visitor in accordance with the **CHA Grievance Procedure**.
- (f) Violation of any of the terms of this Lease Section or the ACOP Section IV, is cause for termination of tenancy.



Section 6

Pet and Assistance Animal Ownership:

- (a) Prior written approval is required to bring any common household pets or assistance animals on the premises in accordance with Section XII of the ACOP and this Lease section. Failure to comply with the requirements of Section XII of the ACOP or this Lease section may be cause for termination of tenancy.
- (b) Only one (1) cat or (1) dog, an aquarium larger than one (1) gallon but no larger than twenty (20) gallons, or a pair of birds, gerbils, hamsters, rabbits, or guinea pigs are permitted on the property. Cats are limited to 15 pounds (at adult weight). Dogs are limited to 35 pounds and 24 inches in height from the floor to the top of their head (at adult weight and height). Based on disability related need CHA may, on a case-by-case basis, determine a resident is allowed more than one emotional support or service animal.
- (c) Residents must pay a non-refundable pet application fee of \$50.00 for pets at the time the pet application is submitted. (e.g., a pet application fee for each of the following: a dog, a cat, an aquarium larger than 1 gallon and up to 20 gallons, or a pair of caged birds, gerbils, hamsters, rabbits, or guinea pigs.)
- (d) Residents shall pay a refundable pet deposit 50.00 for an aquarium of fish or turtles and/or for one or a pair of birds, gerbils, hamsters, or guinea pigs. Residents shall pay a refundable pet deposit of \$100.00 for a dog or for a cat.
- (e) Pet deposits are refunded within 45 calendar days after the resident has moved from the property or the resident no longer has ownership of the pet. CHA shall have the right to use the pet deposit to pay reasonable expenses attributable to damage caused by the pet. Such expenses can include, but are not limited to, fumigation of the unit and cost of repairs and replacement to the unit. CHA will notify the resident in writing of any deductions taken from the pet deposit within 30 calendar days.
- (f) Prior written approval and verification of the need for an assistance animal from a knowledgeable professional and confirmation by CHA is required before bringing an assistance animal on the property. Once approved, the qualified resident with disabilities will be exempt from the pet application fee and pet deposit. The assistance animal may not be subject to breed, size, and weight limitations. However, qualified residents with disabilities who have an assistance animal are required to comply with all other parts of the ACOP Section XII and this Lease and will be responsible for all actions caused by the assistance animal. Assistance animals are animals that assist, support, or provide service to persons with disabilities, and include Service Animals and Support Animals.
- (g) For cats and dogs, including assistance animals, the resident must provide proof of having current rabies inoculations and verify the pet/assistance animal is spayed/neutered or a letter from a veterinarian giving a medical reason why the procedure cannot be performed for each reexamination. For dogs, the resident must provide proof of having a current City of Chicago Dog License and provide verification of the dog's breed. Cats and dogs must wear a current rabies tag and an identification tag specifying the resident's name, address, and telephone number at all times.
- (h) Animals Not Permitted: Breeds of canines (full or partial) used for attack or defense purposes including, but not limited to, Rottweilers, Pit Bull Terriers, Chows, and Doberman Pinschers. Overly aggressive cats, with a known or suspected propensity, tendency, or disposition to unprovoked attacks, will also be excluded. Certain types of birds, including but not limited to hawks, eagles, condors, and pigeons, are not allowed. Any poisonous or life-threatening reptiles

and exotic or dangerous animals (e.g., snakes, iguanas, pigs, wild animals such as wolves and big cats, etc.) are not considered common household pets and are not allowed on CHA property under any circumstances. Breed restrictions do not apply to animals that assist, support or provide service to persons with disabilities. It is a material violation of the lease to breed any animals in the unit. Failure to comply is cause for lease termination.

- (i) All residents owning pets and/or assistance animals are responsible for proper disposal of fecal waste in a manner that will not damage or deface the unit or premises. Failure of the resident to remove and dispose of waste will result in a \$20.00 charge per occurrence. Continued violation is cause for lease termination.
- (j) Pets are not permitted in common areas (e.g., solariums, craft rooms, social rooms, laundry rooms, maintenance space, playgrounds, TV lounges, etc.). Lobby areas are available to pets for entering and exiting the property only. Assistance animals for qualified persons with disabilities are exempt from this restriction.
- (k) All residents owning pets and/or assistance animals must be able to care for their animals, keep them and the units in a safe and healthy condition, and be responsible for any damage, beyond reasonable wear and tear, caused by the pets and/or assistance animals; including, but are not limited to, fumigation of the unit and cost of repairs and replacement to the unit. Residents owning pets and/or assistance animals must meet these requirements on their own or as part of a reasonable accommodation, with assistance from some source other than the CHA. It is a material violation of the lease for a resident to neglect, abuse, or abandon their animal(s).

Section 7. Housing Transfers

The CHA has the authority to relocate a resident and resident's authorized members to another unit in the same or different development under the CHA transfer policy pursuant to ACOP, Section V. For a detailed list and application of each type of transfer, see ACOP, Section V.

- (a) Failure to transfer when required under an emergency or mandatory transfer may subject a family to lease termination.
- (b) Failure to maintain lease compliancy will result in denial of the transfer and may be cause for lease termination.
- (c) For voluntary, incentive mixed-income/mixed-finance, or family public housing transfers, refusal of a unit offer with or without good cause will result in the removal of the household from the transfer wait list.
- (d) Residents are solely responsible for all costs associated with Incentive Choose to Own Program transfers.
- (e) The CHA will pay the costs associated with moving, storage (up to 90 days), and transfer of utilities ("moving expenses") for all transfer types, transfers prior to RAD PBV conversion and Voluntary Administrative Transfers. Family public housing resident transfers will be covered only in the case of "Gautreaux Transfers".
- (f) Family public housing resident transfers offer moving expenses coverage only to residents currently living in Limited Areas and requesting to transfer to General, Revitalizing, or Opportunity Areas—such transfers are recognized as "Gautreaux transfers." Residents are responsible for all expenses for non-Gautreaux transfers provided via the Family Public Housing Resident Transfer process.
- (g) The CHA may revise the transfer categories below to create and implement special programs and/or incentives for the benefit of residents.



Types of CHA Transfers:

1. Emergency Transfers: A mandatory transfer upon determination by the property manager, the CHA, or in a legal proceeding that unit or building conditions pose an immediate threat to resident life, health, or safety.
 - a. Prior notice is not required for an emergency transfer.
 - b. Emergency conditions that occur due to resident abuse or neglect will be grounds for emergency transfers; however, the responsible resident will be charged for the damages caused to the unit and may have their lease terminated.
 - c. Refusal to accept an emergency transfer is grounds for lease termination and eviction.

2. Transfers under the RRC or Post 10/1/99 RRC, including:
 - a. Transfers out of housing to be demolished, rehabilitated, or revitalized;
 - b. Transfers back into housing that has been rehabilitated or revitalized; or
 - c. One time transfers out of mixed-income/mixed-finance housing into a unit where the resident meets the site-specific requirements. This section is not applicable to residents receiving a Family Public Housing Transfer to a mixed-income/mixed-finance community.
 - d. This section is not applicable to residents not covered by the RRC or Post 10/1/99 RRC.

3. Mandatory Administrative Transfers: include, but not limited to:
 - a. Transfers to move residents not requiring the accessibility features of the current unit so the unit may be occupied by a qualified person with a disability requiring the accessibility features.
 - b. Transfers requested by a resident and approved by the CHA to resolve problems of a life-threatening nature not related to unit or building conditions, including but not limited to removing residents from dangers of domestic violence, sexual assault/violence, dating violence, stalking, or hate crimes, and other documented situations of non-random violence that put a resident's life in danger.
 - c. CHA initiated transfers for families who are over housed (living in a bedroom size too large) and families who are overcrowded (living in a bedroom size too small) in accordance with the Occupancy Guidelines (ACOP, Section II.J).
 - d. Transfers to permit unit modernization other than that covered by the RRC or the Post 10/1/99 RRC.
 - e. Transfers of residents who have completed the requirements for homeownership in the Choose to Own homeownership program and have purchased a home. These households will be transferred to the Housing Choice Voucher program to use their subsidy toward their mortgage. These transfers do not apply to households who do not meet the income requirements to receive a Housing Choice Voucher.
 - f. Transfers based on extenuating circumstances.

4. Transfers Between Programs:
 - a. Transfers of public housing residents prior to RAD conversion, if available, may be requested approximately 180 days prior to prospective effective day of the HAP contract. Residents are responsible for costs associated with this transfer.
 - b. The CHA shall have the authority to authorize transfers between housing programs when processing mandatory administrative and emergency transfers. If the CHA cannot accommodate a transfer within the same program (e.g., Public Housing to Public Housing), the CHA may authorize a transfer outside of the resident's current program.

5. Voluntary Administrative Transfers:

- a. A transfer available to residents to move from a Limited Area (as defined in the Gautreaux court orders) to a General or Revitalizing Area, or any unit otherwise authorized by the court in the Gautreaux case.
- b. Senior designated Housing transfers to lease-compliant residents of senior buildings impacted by the FY2005 Senior Designated Housing Plan (SDHP) who wish to transfer from the senior designated housing property to a family property and who were in residency on the date of the FY2005 SDHP designation.
- c. Transfers available to elderly lease-compliant residents of family properties who wish to transfer to a senior designated housing property and who were in residency on the date of designation.

6. Family Public Housing Resident Transfers: A transfer requested by heads of household living in a family-serving property (traditional, mixed-income, scattered site) who have been in their current units for at least one year.

- a. The CHA will allow a resident living in a family property to select a family public housing site-based waitlist which they can request to transfer.
- b. The CHA will process Family Public Housing Resident Transfers on an ongoing basis in conjunction with new admissions from the wait list.
- c. Resident lease compliance will be reviewed before the Family Public Housing Resident Transfer will take place. Failure to maintain lease compliance will result in the Family Public Housing Resident Transfers request being denied.

Section 8. Resident's Obligations

The resident and all resident authorized members must comply with this section. Failure to comply will subject the family to lease termination. A criminal conviction is not needed to demonstrate serious violations of the Lease. Residents and resident authorized members are obligated:

- (a) To comply with all responsibilities imposed upon the resident and resident authorized members by applicable provisions of the building and housing codes materially affecting health and safety, and to allow the CHA to make necessary inspections of the resident's dwelling unit pursuant to Section VI. D. of the ACOP.
- (b) To obtain and maintain utility connections and comply with the CHA utilities policy (ACOP, Section IX). The utility bill must be in the name of a consenting adult authorized member of the household.
- (c) To personally refrain from and to cause resident authorized members, pets/animals, guests and other persons under the residents' control to refrain from destroying, defacing, damaging, littering, or removing any part of the dwelling unit or development, and to immediately notify the CHA of any damage in the dwelling unit.
- (d) To keep the dwelling unit and other such areas as may be assigned to the resident for the family's exclusive use in a clean and safe condition, and to cure housekeeping violations within 30 calendar days of notice.
- (e) To buy and install working batteries in smoke and carbon monoxide detectors within the unit.
- (f) To act and cause resident authorized members, pets/animals, visitors, and/or guests to behave in a manner that will not disturb other residents' peaceful enjoyment of their accommodations and that will contribute to maintaining the building and/or development in a decent, safe, and



sanitary condition. This includes refraining from alcohol abuse, or any other activity that interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents, CHA employees, agents of the CHA, or other persons.

- (g) To use in a reasonable manner all electrical, plumbing, sanitary, heating, ventilation, air conditioning, and other appurtenances, including elevators. Reasonable behavior includes, but is not limited to, not splicing, stealing, running extension cords, or other wiring throughout the property to produce utility connections.
- (h) To provide appropriate climate control in the unit and take other measures to retard and prevent mold and mildew from accumulating in the unit.
 - 1. To remove visible moisture build up on windows, walls and other surfaces as soon as reasonably possible.
 - 2. To not block or cover any of the heating, ventilation, or air-conditioning ducts in the unit.
 - 3. To immediately report to the management office:
 - a) any evidence of a water leak or excessive moisture in the unit, as well as in any storage room, garage or other common area;
 - b) any evidence of mold or mildew like growth that cannot be removed by simply applying a common household cleaner and wiping the area;
 - c) any failure or malfunction in the heating, ventilation, air conditioning systems or laundry systems in the unit; and
 - d) any inoperable doors or windows.
 - 4. Resident further agrees that Resident shall be responsible for damage to the unit and Resident's property as well as injury to Resident and Resident's Invitees resulting from Resident's failure to comply with the terms of this paragraph.
- (i) To keep dogs, cats, other common household pets, and assistance animals on the premises, only in agreement with the Pet and Assistance Animal Policy located in Section XII of the ACOP and Lease Section 6. Pet and Assistance Animal ownership requires prior written consent and approval of a pet application, which will become part of this Lease.
- (j) To dispose of all ashes, garbage, rubbish, and other waste from the dwelling unit in a sanitary and safe manner.
- (k) To remove from CHA property any vehicles owned or in the control of the household, that are without valid registration and inspection stickers. To refrain from parking any vehicles in any right-of-way, fire lane, or other CHA property not designated for parking purposes. Any inoperable or unlicensed vehicle as described above will be removed from CHA property at the resident's expense. Automobile repairs are not permitted on CHA property.
- (l) To not change locks or install new locks or anti-theft devices without the written approval of the CHA. If the CHA approves the request to install such locks, the resident agrees to provide a key for each lock. When this Lease ends, the resident agrees to return all keys to the dwelling unit to the property manager. The CHA will charge the resident \$35 for each key not returned.
- (m) To abide by the necessary and reasonable policies and procedures established by the CHA, for the benefit and well-being of the housing development and the residents, which shall be posted in the management office and incorporated by reference in the Lease.
- (n) To refrain from and cause resident authorized members and guests to refrain from:

1. Engaging in any activity, including physical and verbal assaults, that threaten the health, safety, or right to peaceful enjoyment of the premises by other residents, CHA employees, agents of the CHA, or persons.
2. Engaging in any criminal activity that threatens the life, health, or property of other residents, CHA employees, agents of the CHA, or other persons.
 - a) If a resident or an authorized member of a resident's lease is a victim of domestic violence, sexual assault/violence, dating violence, or stalking, engaged in by a member of the resident's household or any guest or other person under the resident's control, then this alone will not be a cause for termination of the tenancy or occupancy rights.
 - b) The CHA may remove a member from the Lease, without regard to whether the member is a signatory to the Lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a resident or authorized member, and who engages in criminal acts of physical violence against the resident or other authorized members or against others, without evicting, removing, terminating assistance to or otherwise penalizing the victim (authorized family member) of such violence, who is also a resident or authorized member.
 - c) Once notified, the CHA retains authority to honor court orders addressing the rights of access to or control of the property, including civil protection orders: (a) issued to protect the victim (authorized family member), and (b) issued to address the distribution or possession of property among authorized family members in cases where a family breaks up.
 - d) The CHA maintains the right and authority to evict a resident or authorized member of the resident's household, including a victim of domestic violence, sexual assault/violence, dating violence, or stalking for any violation of the lease not premised on the act or acts of violence in question. The CHA must not subject an individual (authorized family member) who is or has been a victim of domestic violence, sexual assault/violence, dating violence, or stalking to a more demanding standard than other residents in determining whether to evict or terminate.
 - e) The CHA maintains the authority to terminate the tenancy of any resident if the CHA can demonstrate that the resident, authorized members of the resident's household, any guest or other person under the resident's control, are causing an actual and imminent threat to other residents, CHA employees, agents of the CHA, or other persons.
3. Engaging in any drug-related criminal activity on or off CHA premises. For purposes of the Lease, the term drug-related criminal activity means the illegal manufacture, sale, distribution, use of a drug or the possession of a drug with intent to manufacture, sell, distribute or use the drug.
4. Engaging in the use, possession, distribution, or growing of marijuana (see "Marijuana Policy" in Section IV.F of the ACOP). In situations where there are allegations that a resident has violated applicable marijuana laws, or engaged in the use, possession, distribution, or growing of marijuana, the CHA will consider relevant facts on a case-by-case basis and mitigating circumstances that are presented.
5. Engaging in the use and/or possession of medical marijuana (see "Medical Marijuana Policy" in Section IV.F of the ACOP). The CHA may not make any distinction between the use and/or possession of medical marijuana and any other drug-related criminal activity.



6. To personally refrain from and to cause resident authorized members, guests and other persons under the residents' control to not display, use, control, or possess anywhere on or near CHA property any firearms, ammunition, or other weapons in violation of Federal, State, and local laws. Unless required by lawful employment, and in accordance with law, it shall be a lease violation to:
 - a) Display, intentionally or unintentionally, a weapon while on or near CHA Property, or
 - b) Hide or conceal, intentionally or unintentionally, a weapon on one's person or belongings while on CHA Property, or
 - c) Fire or otherwise discharge, intentionally or unintentionally, the weapon while on or near CHA Property, or
 - d) Use, intentionally or unintentionally, a weapon with a verbal or non-verbal threat to shoot, fire, explode, throw, or
 - e) Cause, intentionally or unintentionally, any injury to or on another person, or
 - f) Cause damage to any personal or real property with the use of a weapon, or
 - g) Cause, intentionally or unintentionally, any other person to perform any of the above conduct.
7. Causing any fire on CHA premises, either intentionally or through gross negligence, recklessness, or careless disregard.
 - (o) To refrain from and keep persons under the resident's control from engaging in any criminal activity that threatens the health, safety, or right of peaceful enjoyment of the premises by other residents, CHA employees, agents of the CHA, or other persons. To have persons under the resident's control refrain from any drug-related criminal activity on the premises.
 - (p) To refrain from and prohibit resident authorized members from allowing guests or persons who are under Electronic Home Detention Program (Home Monitoring/House Arrest Program) from entering or residing on the premises.
 1. Cook County Electronic Monitoring Program: Resident must notify the CHA within 48 hours of the return of an authorized member who is a participant in the Cook County Electronic Monitoring Program to their unit. Failure of the resident to notify the property manager in a timely fashion is grounds for lease termination. Allowing residency of a participant in the Cook County Electronic Monitoring Program in the resident's unit who is not on the Lease as an authorized member for that unit is grounds for lease termination.
 2. Resident and/or resident authorized members, who are found to be a participant in the Cook County Electronic Monitoring Program, may be subject to termination of their tenancy of the household, pursuant to Section 16 of this lease, if the alleged criminal activity underlying their arrest is a violation of the lease.
 3. Illinois Department of Corrections Electronic Monitoring Program: Felons participating in the Illinois Department of Corrections (IDOC) Electronic Monitoring Program who are not authorized member(s) of the resident's current lease are barred from entering or residing in the resident's unit. Allowing residency of a felon participating in the IDOC electronic monitoring program in the resident's unit who is not on the lease as an authorized member for that unit is grounds for lease termination.
 4. Residents and/or resident authorized members, who are found to be a participant in the Illinois Department of Corrections Electronic Monitoring Program based on the conviction where the underlining criminal activity is a violation of the lease, is caused for termination of tenancy of the household.

- (q) To ensure that resident authorized members between the ages of 7 and 17 living in the household attend school in accordance with the anti-truancy statutes of the State of Illinois. To ensure that children aged 13 and under participate in day care, after school programs, or are otherwise properly supervised when school is not in session.
- (r) To notify the CHA of any additions to the household (by child birth, adoption, or court-awarded custody to a current member of the household during tenancy, excluding foster care arrangements) within 10 calendar days of the occurrence, and to refrain from permitting any unauthorized persons to join the household.
- (s) To comply with the CHA Work Requirement (Lease Section 21) and the Community Service and Economic Independence Requirement (Lease Section 22).
- (t) To make an emergency or mandatory administrative transfer to another unit when required under the CHA transfer policy in Section V of the ACOP and Lease Section 7.
- (u) To pay reasonable charges (other than for normal wear and tear) for the repair of damages to the dwelling unit or to the development (including damages to buildings, facilities, or common areas) caused by the resident, a member of the resident's household, pets/animals, or a visitor/guest of the household.
- (v) To refrain from providing accommodations to boarders or lodgers, assigning the lease, or subleasing the dwelling unit.
- (w) To refrain from allowing a former public housing resident, who was evicted from a federally-funded program to occupy their unit. The term to occupy means to reside in the unit.
- (x) To sign all necessary consent forms for the release of information that are necessary to complete the re-examination process, including but not limited to the CHA Authorization and Consent Release Form.
- (y) To allow CHA, its agents or contractors, access to the unit after proper notice, in accordance with Lease Section 12.
- (z) To refrain from allowing a CHA-barred individual to reside or visit the unit. See Section IV.C. of the ACOP for policy on barred visitors.
- (aa) To refrain from political or religious recruitment (evangelizing) activities on CHA property.
- (bb) To comply with the Community Space Policy (ACOP Section III.F.).

Section 9. Restrictions on Alterations

- (a) The resident agrees not to make alterations, additions, or improvements without first obtaining written permission from the CHA. Alterations completed without CHA permission is cause for termination of tenancy. Alterations include, but are not limited to:
 1. Changing or removing any part of the appliances, fixtures, or equipment provided by the CHA in the unit;
 2. Painting or installing wallpaper or contact paper in the unit;
 3. Attaching awnings or window guards in the unit;
 4. Attaching or placing any fixtures, signs, or fences on the building(s), the common areas, or

- the development grounds;
5. Attaching any shelves, screen doors, or other permanent improvements in the unit;
 6. Installing washing machines, dryers, fans, heaters, or air conditioners in the unit;
 7. Placing any aerials, antennas, or other electrical connections on the unit or building exterior;
 8. Installing burglar bars and/or gates on the premises; or
 9. Having a waterbed on the premises.
- (b) Alterations, additions, and improvements that cannot be removed without permanent damage to the dwelling unit shall become the property of the CHA without payment to the resident.
- (c) The CHA agrees to provide reasonable accommodations to an eligible qualified resident with disabilities, including making changes to rules, policies, or procedures, and making and paying for a reasonable accommodation to a unit or common areas. The CHA is not required to provide accommodations that constitute a fundamental alteration to the program or which would pose an undue financial and administrative burden.
- (d) The CHA will consider the needs and concerns of victims of domestic violence, sexual assault/violence, dating violence, or stalking when considering requests for alterations, additions, or improvements to the dwelling unit.

Section 10. Changes in the Household

- (a) Children born, adopted, and granted through a court-awarded custody agreement (excluding foster care arrangements) to a current member of the household during tenancy will automatically be added to the Lease upon prompt notice (within 10 calendar days of the occurrence) by the resident.
- (b) As stated in Section IV of the ACOP, the addition of foster children, foster adults, kinship care children, and live-in aides to the household, require the prior written approval of the CHA. The CHA will not approve lease addition requests for adults. Exceptions will be made for legally protected relationships or extenuating circumstances determined at the sole discretion of the CHA. Any such approval is required prior to bringing the person(s) into the household. Person(s) residing in the household without CHA approval will be considered unauthorized occupants, and the entire household will be subject to lease termination.
- (c) Prior written approval to add a live-in aide is required and shall not be unreasonably refused. Live-in aides are required to meet all admissions screening criteria except employment. Per Section IV.D. of the ACOP, and in accordance with the Lease, a live-in aide resides in the unit for essential care and necessary supportive services to one or more elderly, near elderly residents, or a resident with a disability. A live-in aide is not required to share a bedroom with another member of the household and may be assigned their own bedroom. A live-in aide may not move into a unit if it would create overcrowding as defined by CHA occupancy standards. However, a resident may be transferred as reasonable accommodation to allow a Live-in aide. If the addition of the live-in aide will not overcrowd the current unit, the CHA will not transfer the resident or increase the bedroom size. A resident's bedroom size will not be adjusted to allow the family members of a live-in aide; a live-in aide's family members cannot cause overcrowding in the unit. Live-in aides have no rights as remaining family members regardless of the familial relationship and upon the death, eviction, departure, or abandonment of the assisted resident family member, the live-in aide must leave the unit. Failure to leave is cause for eviction.
- (d) The CHA shall approve or disapprove a resident's request to allow a foster child, foster adult, kinship care child, live-in aide, or adult to be added to the lease and move into the dwelling unit



within 30 business days of receipt of the completed request package by the CHA Occupancy Department. This time period can be extended if there is a delay beyond the control of the CHA or the resident.

- (e) Resident authorized members who move out of the dwelling unit, for any reason, shall be reported by the resident to the CHA in writing within 10 calendar days of the occurrence. The resident shall complete a Move-Out Affidavit.
- (f) Remaining family members: If the head of household dies, continued occupancy by remaining family members is only permissible if there is at least one family member on the Lease living in the household who can pass applicant screening and is 18 years old or over or an emancipated minor. The household must be lease compliant at the time of the request. Remaining family members must have lived in the unit as an authorized occupant on the Lease, for a minimum of three consecutive years (36 months) to become the head of household, and without any unauthorized extended absences. If the entire household has resided in public housing for less than three consecutive years, the CHA will consider the timeframe the family has lived in housing as the minimum time period for determining the rights of the remaining head of household status.
- (g) If the head of the household leaves the unit without housing subsidy assistance (e.g. institutionalization, forming a new household in unsubsidized housing and giving their RRC or Post 10/1/99 RRC rights to the remaining family members with written documentation, etc.), the CHA may permit the remaining family members to continue to occupy the unit if there is one or more family members who is 18 years old or over on the Lease, living in the unit for a minimum of three consecutive years (36 months), and who can pass applicant screening. The household must be in lease compliance at the time of request. Continued occupancy by family members is not allowed when the head of household's move from the unit was initiated under the CHA Leaseholder Housing Choice and Relocation Rights Contract 10/1/99, the CHA Relocation Rights Contract for Families with Initial Occupancy after 10/1/99, or Victims Assistance.
- (h) When a head of household leaves a household with children or adults with a disability who cannot assume the role of the head of household, and there is no remaining family member to assume the head of household role, the lease will be terminated. Subject to program eligibility and voucher availability, the CHA may offer either a HCV or a public housing unit to the permanent legal custodial guardian.
- (i) A new head of household, under the above paragraph (g), will be charged for any arrearages incurred by the former head of household. The CHA reserves the right to establish a payment plan with the new head of household. Consideration will be given to whether an eviction for arrearages would result in the separation of the family.
- (j) If this Lease is an extension of occupancy by the resident's household under a prior Lease or Leases with the CHA, any amounts due under the prior Lease or Leases may be charged and collected as if the amounts due occurred under this Lease.

Section 11. CHA Obligations

The CHA is obligated:

- (a) To maintain the dwelling unit and development in a decent, safe, and sanitary condition.
- (b) To comply with the requirements of applicable city building codes, housing codes, and HUD regulations materially affecting health and safety.



- (c) To make necessary repairs to the dwelling unit.
- (d) To keep buildings, facilities, and common areas in CHA's control, not otherwise assigned to the resident for maintenance and upkeep, in a clean and safe condition.
- (e) To maintain in good and safe condition and working order electrical, plumbing, sanitary, heating, ventilating, and other facilities and appliances, including elevators supplied or required to be supplied and control by the CHA. In multi-story buildings control by CHA, the CHA agrees to keep the stairwells clean and free of debris.
- (f) To provide and maintain appropriate receptacles and facilities (except containers for the exclusive use of a resident) for the deposit of garbage, rubbish, ashes, and other waste removed from the dwelling unit by the resident.
- (g) To supply running water, reasonable amounts of hot and cold water, and a reasonable amount of heat at proper times of the year according to local custom and usage, except where the building that includes the dwelling unit is not required by law to be equipped for that purpose, or where heat or hot water is generated by an installation within the exclusive control of the resident and supplied by a direct utility connection.
- (h) To notify the resident of the specific grounds for any proposed adverse action by the CHA, and when applicable, to inform the resident of their right to a grievance hearing under the **CHA Grievance Procedure**.
- (i) Reasonable Accommodations for Residents with Disabilities: Upon request and verification for structural modification or policy accommodation by a qualified resident with disabilities, or head of household on behalf of a family member with disabilities, the CHA will provide reasonable accommodations after determining that making the requested modification or accommodation would not result in a fundamental alteration in the nature of its program or an undue financial and administrative burden. If providing such modification or accommodation would result in a fundamental program alteration or undue financial and/or administrative burden, the CHA will take alternate action to accommodate the individual. Reasonable accommodations will be provided pursuant to Section I of the ACOP and the **CHA Reasonable Accommodations Policy and Procedure**.
- (j) Where applicable, to abide by the terms and conditions of the CHA Leaseholder Housing Choice and Relocation Rights Contract 10/1/99 and the CHA Relocation Rights Contract for Families with Initial Occupancy after 10/1/99.
- (k) To provide an explanation of the Lease provisions.
- (l) To comply with obligations under Violence Against Women's Act, including but not limited to assisting residents who are victims of domestic violence, sexual assault/violence, dating violence, or stalking, consider lease bifurcation if applicable, maintaining confidentiality of information received, and selectively sharing information so as to maintain confidentiality. Information may be disclosed if required for use in an eviction proceeding, required by law, or with the resident's consent.
- (m) To comply with obligations under the Cook County Just Housing Amendment (see Section II.F. of the ACOP).

Section 12. Entry of Premises during Tenancy

- (a) Upon reasonable advance notice (48 hours prior to entry), any duly authorized agent, employee, or contractor of the CHA will be permitted to enter the dwelling unit during reasonable hours (8:00 a.m. to 5:00 p.m.) for the purpose of performing routine maintenance, making improvements or repairs, inspecting the unit, or showing the unit for re-leasing.
- (b) When the resident calls to request maintenance on the dwelling unit, the CHA shall acknowledge receipt of the request within 24 hours and the resident will be provided a 48-hour window in which work orders will be completed. A request for maintenance creates permission for the CHA to enter the unit and perform the maintenance. If the resident is not at home when the CHA performs the requested maintenance, the CHA shall leave a copy of the completed work order in the unit.
- (c) Aside from maintenance requests, the CHA shall give all residents a minimum 48 hours written notice that the CHA intends to enter the dwelling unit and state the reason for entry. Qualified residents with disabilities will be provided notice in the alternative format requested by the resident (e.g., Braille, large print, audiotape, etc.).
- (d) If necessary, notices for entry into the premises for extermination purposes can be posted to the resident's front door.
- (e) The CHA may enter the resident's dwelling unit at any time without advance notice when there is reasonable cause to believe an emergency exists that poses an immediate threat to the health, safety, and/or welfare of residents and/or employees. Legitimate emergency conditions will not be used as a pretext for unit inspections.
- (f) If the resident and all adult members of the household are absent from the dwelling unit at the time of entry, the CHA shall leave a written statement in the dwelling unit specifying the date, time, and purpose of entry prior to leaving the dwelling unit.

Section 13. Defects Hazardous to Life, Health or Safety

If the dwelling unit is damaged to the extent that it creates conditions hazardous to the life, health, or safety of the occupants, the following terms will be applicable:

- (a) CHA Responsibilities and Services: The CHA shall be responsible for repair of the unit within a reasonable period of time after receiving notice from the resident. If the damage was caused by the resident, resident authorized members, resident's pet(s), animal(s), guests, or persons under the resident's control, the reasonable cost of the repairs shall be charged to the resident. The reasonable period of time to abate and repair an emergency is 24 hours.
- (b) If necessary repairs cannot be made within a reasonable time, the CHA shall offer the resident decent, safe, and sanitary alternative lodgings.
- (c) If repairs cannot be made by the CHA within a reasonable amount of time, or if decent, safe and sanitary, alternative lodgings that do not contain hazardous defects are unavailable, then rent shall abate in proportion to the seriousness of the damage and loss in value as a dwelling unit. The abatement will remain in effect until the damage is corrected.
- (d) No abatement of rent shall occur if the resident rejects the alternative lodgings and remains in the dwelling unit or if the damage was caused by the resident, resident authorized members, resident's pet(s), animal(s), guests, or persons under the resident's control.



- (e) If the resident's dwelling unit is uninhabitable or is hazardous to life, health, and safety, and if a decent and sanitary alternative lodging that does not contain hazardous defects is offered and refused and the resident refuses to leave the unit until it is repaired, the resident's Lease may be terminated.
- (f) Resident Responsibilities: The resident shall immediately notify the property manager of the damage to the dwelling unit that is hazardous to life, health, or safety of the occupants. The resident agrees to continue to pay full rent, less the abated portion, during the time the defect remains uncorrected.
- (g) The CHA shall not be liable for any injuries or property damage sustained on any premises leased or assigned to the resident except for injuries or property damage resulting from intentional or negligent acts or omissions on the part of the CHA, CHA representatives, or agents of the CHA. CHA encourages and recommends that resident obtains renters insurance.
- (h) All accidents involving injury or loss of property to the resident and/or resident authorized members, resident's pet(s), animal(s), guests, or persons under the resident's control must be reported, verbally or in writing, to property management within five (5) business days. Failure to comply with this reporting procedure does not waive or foreclose any legal or equitable remedies the person may have against the CHA with respect to said damages or injury.
- (i) CHA makes no representation that its premises are safe from the threat of theft, injury or damage to residents, residents' families, or the residents' property. CHA makes no representation that its gates, fences, locks, security or surveillance cameras, and other equipment and services are provided for resident's safety. Any such items are provided for the protection of CHA's property.

Section 14. Inspections

- (a) All inspections will be conducted to evaluate unit conditions, identify health and safety violations, establish preventive maintenance programs, prepare unit rehabilitation specifications, or take other actions to improve the maintenance of units. Annual and interim inspections will be done pursuant to Section VI. D. of the ACOP.
- (b) Move-in Inspections: The CHA and the resident or their representative shall inspect the dwelling unit prior to occupancy. The CHA shall give the resident a written statement of the condition of the dwelling unit and note any equipment provided with the dwelling unit. The statement shall be signed by the CHA and the resident or their representative. A copy of the statement will be retained in the resident's folder. Any deficiencies noted on the inspection report will be corrected by the CHA at no charge to the resident prior to move-in or within 10 business days after move-in, provided the defect does not render the unit uninhabitable. In the event the CHA fails to correct the deficiencies within 10 business days of the move-in, the resident may exercise the remedy described in Lease Section 13(c).
- (c) Annual and Interim Inspections: Residents will be notified at least 48 hours in advance of any annual or interim inspections. The CHA shall inspect the condition of the dwelling unit, the equipment within, and any areas assigned to the resident for upkeep. Inspections will be used to determine the family's compliance with housekeeping standards and overall care of the dwelling unit and equipment. CHA will request work orders for items found to be in disrepair and residents will be given a 30-day notice for any housekeeping violations.

An interim inspection will occur at the end of the 30-day cure period to follow up on any housekeeping violations found during the annual inspection and measure corrections to any

identified unsatisfactory conditions and progress toward resolution of the problem. If the housekeeping violation has not been resolved during notice and any cure period, the CHA may proceed with lease termination.

Annual and Interim inspections of units will also occur where an extra bedroom has been granted in order to reasonably accommodate a resident or family member's verifiable disability. Management will inspect to see that the extra rooms are being utilized based on the documented reason for the accommodation (e.g., a live-in aide, large hospital bed, breathing apparatus, mobility aides, etc. are housed within the room). If the extra bedroom is not being used in accordance with the documented reason for the accommodation, the resident may be subjected to lease termination or mandatory transfer. Residents, including those with live-in aides, are responsible for housekeeping and subject to lease violations if found to be non-compliant.

- (d) Move-out Inspection: The CHA will inspect the dwelling unit at the time the resident vacates and give the resident a written statement of the charges, if any, for which the resident is responsible. In order to protect the resident's rights, the resident and/or representative may join in such move-out inspection, unless the resident vacates without notice to the CHA.

Section 15. Notice Procedures

- (a) Resident Responsibility: The Resident must personally deliver a written notice to the property management office or the central office of the CHA, or send it prepaid first-class mail properly addressed. Any notice to the CHA can be in an alternative format as a result of a request for a reasonable accommodation by a qualified resident with disabilities.
- (b) CHA Responsibility: All notices to residents must be in writing, except notices to residents with disabilities, which must be in the alternative format requested by the resident. Notices will also be available in Spanish or other languages as needed.¹
- (c) Notices for Lease Termination or non-renewal must be personally delivered to the resident or any adult resident authorized member (i.e., person aged 18 years or over residing in the dwelling unit) or sent properly addressed by prepaid first class to the addressee. If no one is in actual possession of the premises, the notice of termination may be posted on the premises.
- (d) Notices, other than a Notice for Lease Termination or non-renewal, may be delivered to the resident or any adult resident authorized member of the resident's household or sent by prepaid first-class mail properly addressed to the resident except as provided in Section 12 (d) and (e). If the Notice is mailed, receipt is considered to have occurred five (5) calendar days after mailing.

Section 16. Termination of the Lease

For termination of the Lease, the following procedures and Section XIII in the ACOP shall be followed by the CHA and the resident:

- (a) The resident may terminate this Lease at any time by giving 15 calendar days written notice². Failure to give notice to management may result in additional rent being charged to the resident's account. The resident is responsible for the final month's rent until the vacate date. The security deposit may not be used by the resident for the rent or other charges.
- (b) This Lease may be terminated by the CHA at any time only for serious or repeated violations of material terms of the Lease. A criminal conviction is not needed to demonstrate a serious or

¹ Where a significant number or proportion of the population eligible to be served or likely to be directly affected by a federally assisted program (e.g. public housing) needs service or information in a language other than English in order to be effectively informed of or to participate in the program, the CHA shall take reasonable steps, considering the scope of the program and the size and concentration of such population, to provide information in appropriate languages to such persons.

² Exceptions may be made for documented victims of domestic violence, sexual violence, dating violence, or stalking.



material violation of the lease. The Lease will be terminated if:

1. The resident fails to make payments due under the Lease;
 - a. This includes failure to pay reasonable charges (other than normal wear and tear) for the repair of damages to the dwelling unit or to the development (including damages to buildings, facilities, or common areas) caused by the resident, authorized household member, pet(s), animal(s), or guests of the household.
2. The resident and authorized household members fail to obtain and maintain utilities connected and comply with the CHA utilities policy (Section IX of the ACOP);
3. The resident or any authorized household members are in violation of the occupancy guidelines (Section II. J. of the ACOP);
4. The resident or any authorized household members fail to abide by the necessary and reasonable policies and procedures established by the CHA, for the benefit and well-being of the housing development and the residents, which shall be posted in the management office and incorporated by reference in the Lease.
5. The resident fails to fulfill Resident Obligations set forth in Lease Section 8;
6. After admission, the CHA discovers material facts that would have made the resident ineligible for housing during the initial screening process or re-examination;
7. The CHA discovers material false statements or fraud by the resident in connection with an application for assistance or with re-examination of income;
8. The resident allows an unauthorized individual to reside in the unit;
9. The resident falsifies documents or provides misleading documents regarding any resident authorized member's illegal use of a drug, abuse of alcohol, or rehabilitation of illegal drug users or alcohol abusers;
10. The resident fails to notify the CHA of any additions to the household (by child birth, adoption, or court-awarded custody to a current member of the household during tenancy, excluding foster care arrangements) within 10 calendar days of the occurrence.
11. The resident allows a CHA-barred individual to reside or visit the unit. Refer to ACOP, Section IV.C. and Lease Section 5 for policy on barred visitors.
12. The resident allows guests or visitors to remain in the unit for a time period that exceeds the limits stated in the CHA Visitors Policy in Section IV. C. of the ACOP and Section 5 of the Lease without approval from the Property Manager.
13. The resident fails to complete a scheduled or interim re-examination.
14. The resident fails to supply information necessary to complete re-examination, including but not limited to Social Security numbers and Employer Identification Numbers;
15. The resident fails to accept the CHA's offer of a lease revision or modification to an existing lease;
16. The resident fails to sign or revokes consent to the required consent forms for the CHA to conduct inquiries into the resident and household member(s)' background at re-examination, including HUD Form 9886 and the CHA Authorization and Consent Release Form;
17. The resident fails to comply with all responsibilities imposed upon the resident and resident authorized members by applicable provisions of the building and housing codes materially affecting health and safety.
18. The resident refuses to allow the CHA to perform necessary unit inspections of the resident's unit pursuant to Section VI. D. of the ACOP and Section 14 of the Lease.
19. The resident or any authorized household members, visitors, guests, or persons under the resident's control fail to refrain from destroying, defacing, damaging, littering, or removing any part of the dwelling units or developments.
20. The resident fails to immediately notify the CHA of any damage in the dwelling unit.
21. The resident fails to keep the dwelling unit and other such areas as may be assigned to the household for the household's exclusive use in a clean and safe condition.
22. The resident fails to dispose of all ashes, garbage, rubbish, and other waste from the



- dwelling unit in a sanitary and safe manner.
23. The resident fails to cure housekeeping violations within 30 calendar days of notice.
 24. The resident fails to buy and install working batteries in smoke and carbon monoxide detectors within the dwelling unit.
 25. The resident fails to remove from CHA property any vehicles owned or in the control of the household that are without valid registration and inspection stickers. To refrain from parking any vehicles in any right-of-way, fire lane, or other CHA property not designated for parking purposes. Any inoperable or unlicensed vehicle as described above will be removed from CHA property at the resident's expense. Automobile repairs are not permitted on CHA property.
 26. The resident changes locks or installs new locks or anti-theft devices without the written approval of the CHA.
 27. The resident, any authorized household members, visitors, guests or persons under the resident's control fail to behave in a manner that will not disturb other residents' peaceful enjoyment of their accommodations and will contribute to maintaining the building and/or development in a decent, safe, and sanitary condition. This includes refraining from alcohol abuse, or any other activity that interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents, CHA employees, agents of the CHA, or other persons.
 28. The resident or any authorized household members fail to use in a reasonable manner all electrical, plumbing, sanitary, heating, ventilation, air conditioning, and other fixtures, including elevators. Reasonable behavior includes, but is not limited to, not splicing, stealing, running extension cords, or other wiring throughout the property to produce utility connections.
 29. The resident violates or fails to keep dogs, cats, other common household pets, and assistance animals on the premises, in accordance with the Pet and Assistance Animal Policy located in Section XII of the ACOP and Lease Section 6. Pet and Assistance Animal Ownership requires prior written consent and approval of a pet application, which will become part of this Lease.
 30. The resident is fleeing to avoid prosecution, custody, or confinement after conviction for a crime or attempt to commit a crime, which is a felony under the laws of the state from which they flee or that in the case of the State of New Jersey is a high misdemeanor, or for violating a condition of probation or parole imposed under federal or state law;
 31. The resident, any authorized member of the household, a guest, or another person under the resident's control engages in criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents, CHA employees, agents of CHA, or other persons;
 32. The resident, any authorized member of the household, a guest, or another person under the resident's control engages in any drug-related criminal activity on or off the premises. For purposes of the Lease, the term drug-related criminal activity means the illegal manufacture, sale, distribution or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug;
 33. The resident or resident authorized member is convicted of a felony within the past 180 days, including, but not limited to convictions for:
 - a. Threats to or harassment of another person or actual or attempted injury, harm, or violence to another person.
 - b. Offenses against property including, but not limited to burglary, breaking and entering, arson, or malicious destruction of property.
 - c. Robbery, theft, or the selling of stolen property.
 - d. The use of the online or internet access provided by CHA at the property for criminal activity.



- e. The unauthorized use of the internet services provided to residents at the property or the physical communication lines used to provide internet services to other residents and/or units at the property.
 - f. Fraud against any government entity or agency involving any government program.
34. The resident or resident authorized member has a conviction for the manufacture or production of methamphetamine;
 35. The resident or resident authorized member is convicted of a crime that requires them to be subject to a lifetime or any registration requirement under a state sex offender registration program, including the 10-year Illinois State Sex Offender Registration Act;
 36. The resident or resident authorized member was involved in criminal and/or drug-related activity within the past 180 days that was a threat to health and safety as determined by the use of a criminal background report;
 37. The resident fails to refrain from and cause resident authorized members and guests to refrain from:
 - a. Engaging in any activity, including physical and verbal assaults, that threaten the health, safety, or right to peaceful enjoyment of the premises by other residents, CHA employees, agents of the CHA, or other persons.
 - b. Engaging in any criminal activity that threatens the life, health, or property of other residents, CHA employees, agents of the CHA, or other persons.
 - i. If a resident or an authorized member of a resident's lease is a victim of domestic violence, sexual assault/violence, dating violence, or stalking, Lease Section 8(n)(2), subsection (a) through (e) will apply.
 - c. Resident, the resident's authorized members, visitors/guests, or persons under the resident's control, are in violation of the lease, Section 8(n)(6) involving firearms, ammunition, or other weapons anywhere on CHA property.
 - d. Causing any fire on CHA premises, either intentionally or through gross negligence, recklessness, or careless disregard.
 38. The resident fails to refrain from and prohibit authorized household members or guests from allowing persons who are under Electronic Home Detention Program (Home Monitoring/House Arrest Program) from entering or residing on the premises. Lease Section 8(p), subsection (1) through (4) will apply.
 39. The resident or any authorized household members fail to refrain from allowing a former public housing resident, who was evicted from a federally funded program to occupy their unit.
 40. The resident or any authorized household members fail to refrain from providing housing to boarders or lodgers, assigning the lease, or subletting the unit.
 41. The resident household is over the 80% income limit of the housing program;
 42. The resident or any adult authorized household members fail to ensure that authorized household members between the ages of 7 and 17 years of age living in the household attend school in accordance with the anti-truancy statutes of the State of Illinois.
 43. The resident or any adult authorized household members fail to ensure that children aged 13 and under participate in day care, after school programs, or are otherwise adequately supervised when school is not in session.
 44. The resident and the live-in aide fail to complete and sign the CHA Lease Addendum for Live-In Aides;
 45. The resident fails to allow the CHA, its agents or contractors, access to the unit after proper notice has been given to the resident as provided in Section 12 of the Lease;

46. The resident, any authorized members, guests, or persons under the resident's control participates in or causes any incident or incidents of actual and/or threatened domestic violence, sexual assault/violence, dating violence, or stalking. The CHA will not hold the victim of any incident or incidents of actual and/or threatened domestic violence, sexual assault/violence, dating violence, or stalking liable for lease violations; or
47. Any resident or adult authorized household member is found to be non-compliant with the CHA Work Requirement. This means that any adult household member who is neither exempt nor covered by the Safe Harbor Clause and is not employed on a regular basis as defined by the CHA Work Requirement.
48. The resident fails to make an emergency or mandatory administrative transfer to another unit when required under the CHA transfer policy in Section V of the ACOP.
49. Public housing dwelling unit is not the sole domicile of the resident and resident authorized members
50. The resident, any authorized members, guests, or person under the resident's control conducts political or religious recruitment (evangelizing) activities on CHA property.
51. The resident or any authorized members fail to comply with the Community Space Policy (ACOP Section III.F.4.).

(c) Compliance with Lease Terms

1. The CHA may terminate this Lease if, during the term of this Lease:
 - a. There is a serious or repeated violation of the material terms of the Lease by the resident, by reason of the resident's verified physical or mental impairment;
 - b. The resident does not make arrangements for someone to aid them in complying with the Lease; and
 - c. The CHA cannot make any reasonable accommodation that would enable the resident to comply with the Lease.
2. The CHA will cooperate with the resident, designated member(s) of the resident's family, or a live-in aide to identify more suitable housing and to assist the resident's move from the dwelling unit.
3. If there are no members of the resident's family who can or will take responsibility for moving the resident, the CHA will cooperate with appropriate agencies, including but not limited to, the Office of the Public Guardian or local protection and advocacy organizations, to secure suitable housing and terminate the Lease.
4. An incident or incidents of actual or threatened domestic violence, sexual assault/violence, dating violence, or stalking will not be construed as serious or repeated violations of the lease by the victim or threatened victim of that violence and will not be good cause for termination of the assistance, tenancy, or occupancy rights of a victim of such violence.

(d) Extended Absences

1. Notice is required when all household members will be absent from the unit for over 30 consecutive days. If the entire household is absent beyond 90 consecutive days, CHA will consider the unit to be abandoned. CHA may require the family to supply information to verify absence or residency in assisted unit. Exceptions will be made for instances related to reasonable accommodations or VAWA.
2. The head or co-head of household must notify the property manager if the unit will be entirely vacated or if any authorized family member will be residing in their unit during the absence. Exceptions will be made in instances where the resident is a victim of domestic violence, sexual assault/violence, dating violence, or stalking. To the extent that circumstances allow, residents shall notify the property manager, secure the unit, and provide a means for the CHA to contact the resident in an emergency. Residents who



cannot provide proper notice due to long-term hospital admittance or a stay in a rehabilitative center may be eligible for a reasonable accommodation to this policy.

3. If the resident exceeds the limit for absence, property management will take appropriate legal action, including lease termination and eviction, if necessary.
- (e) Remaining Family Members Eviction proceedings can be commenced if:
1. The remaining family members fail to inform the CHA within 10 calendar days of the death or departure of the former head of household;
 2. The remaining family members do not have a family member qualified to sign a new Lease as the new head of household or cannot pass screening;
 3. The CHA approved remaining family member fails to sign a new Lease within 30 days of approval of their request; and/or
 4. The household has pending rent default or criminal violations.
- (f) In deciding to evict for criminal activity, the CHA may consider all of the circumstances of the case, including the seriousness of the offense, the impact of the offense on other residents and the surrounding community, the extent of participation by resident authorized members and the effects that the eviction would have on resident authorized members not involved in the proscribed activity. In appropriate cases, the CHA may permit continued occupancy by remaining authorized members and may impose a condition that resident authorized members who engaged in the proscribed activity will neither reside in nor visit the dwelling unit. The CHA may require a family member who has engaged in the illegal use of drugs to present evidence of successful completion of a treatment program as a condition to being allowed to reside or visit in the dwelling unit.

The CHA will not be required to prove that the resident knew, or should have known, that the authorized member of the household, guest, or another person under the resident's control was engaged in the prohibited activity. However, the resident may raise as a defense that the resident did not know, nor should have known, of said criminal activity. The resident must prove such defense by the preponderance of the evidence.

- (g) Residents will have access to a copy of their criminal background check and an opportunity to participate in an individualized assessment before the CHA will consider lease termination (per compliance with the Cook County Just Housing Amendment, see II.F.12.).
- (h) This Lease will not be renewed, and tenancy will be terminated, at the end of the 12-month term by the CHA if non-exempt adult members of the resident family are not in compliance with the Community Service and Economic Independence Requirement described in Lease Section 22.
- (i) The CHA shall give written notice of proposed termination in English, Spanish, or other languages as needed³ or, in the case of a resident with a disability, in an alternative format. The amount of notice requirement is:
1. Thirty (30) days in the case of failure to pay rent;
 2. A reasonable time, in accordance with state or local law or ordinance, considering the seriousness of the situation (but not to exceed 30 days) when the health, safety or right to peaceful enjoyment of residents, CHA employees, agents of CHA, or other persons is threatened, or in the event of any drug-related criminal or violent criminal activity; or

³ Where a significant number or proportion of the population eligible to be served or likely to be directly affected by a federally assisted program (e.g. public housing) needs service or information in a language other than English in order to be effectively informed of or to participate in the program, the CHA shall take reasonable steps, considering the scope of the program and the size and concentration of such population, to provide information in appropriate languages to such persons.

3. Thirty (30) days in any other case.
- (j) If the CHA prevails in an eviction action by obtaining an order for possession or if the parties agree in a stipulation, the resident will be liable for all costs awarded by the court, excluding the attorney's fees for the CHA.
- (k) A qualified resident with a disability may request a reasonable accommodation up until the time that they voluntarily vacate or are forcibly evicted from the dwelling unit.

Section 17. Grievance Procedure and Requirements

- (a) Disputes arising under this Lease shall be resolved pursuant to the CHA's Grievance Procedure, and any amendments thereto that are in effect at the time such grievances arise, incorporated herein by reference.
- (b) The resident shall not be allowed to use the CHA's Grievance Procedure for any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents, CHA employees, agents of CHA, or persons; any drug-related criminal activity on or off premises; or any activity resulting in a felony conviction.
- (c) Grievances that do not involve the CHA as a party to the dispute, attempts to file a class action grievance complaint, and grievances attempting to initiate policy changes are prohibited.
- (d) In the case of a proposed adverse action, including a proposed Lease termination, the CHA shall not take the proposed action until the time for the resident to request a grievance hearing has expired or, where applicable, the grievance process has expired.
- (e) When the CHA is required to offer the resident the opportunity for a grievance hearing and the resident has made a timely request, the tenancy shall not terminate, until the time for the tenant to request a grievance hearing has expired. If the hearing was timely requested, and the request is grievable under the CHA's Grievance Procedure, tenancy shall not terminate until the grievance process has been completed and results have been forwarded to the resident, even if the Notice of Lease Termination has expired.

Section 18. Abandonment

- (a) In accordance with local law, the resident shall be deemed to have abandoned the dwelling unit when (a) the resident has provided the CHA with actual notice indicating intent not to return to the dwelling unit; (b) the resident has been absent from the dwelling unit for 21 consecutive days, has removed all personal property from the dwelling unit and has failed to pay rent for that period; or (c) the resident has been absent from the dwelling unit for 32 consecutive days and has failed to pay rent for that period.
- (b) Seven days after the resident has been deemed to have abandoned the dwelling unit, the CHA may secure the dwelling unit and the resident shall be deemed to have abandoned any personal property remaining in the dwelling unit. The CHA may remove any personal property from the dwelling unit and dispose of it. Nothing in this section shall affect any other remedies provided to the CHA under this Lease.

Section 19. Lease Modifications, Riders, and Addendums

Residents will be notified of revisions to the lease before the revision is scheduled to take effect. Any modification of this Lease must be accomplished by a written rider or lease addendum to the Lease executed by the CHA and the resident. The only exception to this rule is for modifications of rent



pursuant to Lease Section 5. Failure to accept revisions is cause for termination or nonrenewal of the lease.

Section 20. CHA Leaseholder Housing Choice and Relocation Rights Contract

All of the provisions contained in the **CHA Leaseholder Housing Choice and Relocation Rights Contract 10/1/99** and the CHA **Relocation Rights Contract for Families with Initial Occupancy after 10/1/99** (the Contract) will apply only to families as defined and covered in the General Purpose Section of the Contract. All of the rights and provisions of the Contract are incorporated by reference herein and made part of this Lease, as if fully set forth herein. Once a family as defined under the Contract has received final replacement housing, subject to the provisions of Section 4(d) only of the Contract, are deemed satisfied. In the event of Lease termination for purposes of loss of a resident's right of return to final replacement housing under the Contract, the provisions and rights of the Contract will survive the termination of the Lease and will continue in effect.

Section 21. CHA Work Requirement

- (a) Every adult authorized member of a public housing unit, age 18 up to and including through age 54, is required to be employed 20 hours a week, unless the resident or authorized adult member of the household is exempt or granted Safe Harbor pursuant to Section VIII.E of the ACOP.
- (b) An exemption will be provided for residents and /or adult authorized members of the resident's household who are:
 1. 55 years of age or older;
 2. Blind or disabled as defined under 216(i)(1) or 1614 of the Social Security Act (42 USC 416(i)(1)) and certifies that they are unable to comply with the work requirement;
 3. The primary caretaker of a blind or person with a disability as defined in #2 above with supporting documentation;
 4. Retired and receiving a retirement annuity or pension;
 5. Single parent serving as the primary, full-time caretaker for children aged one and under;
or
 6. Receiving TANF and have an active Responsibility and Services Plan (RSP); and
 7. Victims of federally declared disasters (180 calendar day exemption)
- (c) When a resident and/or an authorized adult member of the resident's household is unable to comply with the work requirement, they can request Safe Harbor consideration by showing appropriate documented information. The resident and/or adult authorized family member of the resident's household will be required to work with the assigned contracted service provider to create a Safe Harbor request and action plan, which will include a description of the steps being taken to move toward becoming compliant. The signed application/action plan will then be submitted to the Property Management Company for approval.
- (d) The resident and adult authorized members of the resident's household, who are approved by the CHA for Safe Harbor status, will be required to undergo an interim Safe Harbor re-examination with the property manager every 180 calendar days. The contracted service provider will be required to sign off on the Safe Harbor form to indicate that the resident's status is Compliant, Non-Compliant, Exempt, or the contracted service provider will provide a recommendation for an additional Safe Harbor with a new action plan.
- (e) Any member of the resident's household, who is 17 years of age and not attending school full-time, will be subject to the CHA Work Requirement.
- (f) Residents and adult authorized members of the household may also meet the work requirement



through any combination of employment, attendance at an accredited school, institution, training program, job readiness, GED or literacy program, internship, or work experience opportunity. Volunteer or community service opportunities are also allowable provided that the volunteer or community service is verified and equals no more than 50% of the required hours for the first two years of compliance. Religious recruitment (evangelizing) is not considered employment and/or activity that satisfies the work requirement.

- (g) Residents and adult authorized members of the household, who are in compliance with the CHA Work Requirement, are in compliance with Community Service and Economic Independence Requirement (Lease Part 1, Section 22).
 - 1. Residents and adult authorized members of the household 55 to 61 years of age who are exempt from CHA's work requirement are NOT exempt from the Community Service and Economic and Self-Sufficiency Requirement.
- (h) Any non-exempt resident, who fails to meet the CHA Work Requirement and does not qualify for Safe Harbor, may be subject to Lease termination and eviction.

Section 22

Community Service and Economic Independence Requirement

- (a) Community Service and Economic Independence Requirements mandate that each adult household member not eligible for an exemption shall either contribute eight hours per month of community service within their community, participate in an Economic Independence program for eight hours per month, or a combination of both. Refer to ACOP Section VI.G. for the full policy on the Community Service and Economic Independence Requirement.
- (b) In the event the resident does not comply with Community Service and Economic Independence Requirement, the CHA will not renew or extend the resident's Lease upon expiration of the Lease term. The CHA shall take such action as is necessary to terminate the tenancy of the household.
- (c) Based on consideration of the resident's efforts to comply with this Section, the CHA reserves the right to enter into a written agreement with the resident before the expiration of the Lease term to cure any non-compliance with Community Service and Economic Independence Requirements.
- (d) Failure of the resident to comply with the Community Service and Economic Independence Requirement is grounds for non-renewal of the lease.
- (e) Residents in compliance with the CHA Work Requirement (Lease Section 21) are considered by the CHA to be in compliance with Community Service and Economic Independence Requirement.
- (f) Religious recruitment (evangelizing) activity does not satisfy the volunteer/self-sufficiency requirements.

Section 23

House Rules:

- (a) Smoking of lit tobacco or vaping of electronic smoking devices is prohibited at all buildings and properties designated as a smoke-free living environment. Residents, resident's authorized members, visitors, guests, and persons under the resident's control, are prohibited from smoking anywhere in the unit, including but not limited to, lobbies, reception areas, vestibules, hallways, elevators, stairwells, community rooms, bathrooms, laundry rooms, and offices. No smoking is permitted within 25 feet of the building's



entry ways, porches, and patios. Lit tobacco products involve the ignition and burning of tobacco leaves and includes (but is not limited to) cigarettes, cigars, pipes, and water pipes (hookahs). Noncompliance is a serious violation of the lease and cause for lease termination. Additionally, resident will be responsible for all cost to remove smoke odor, smoke residue, and any damages caused by the violation.

- (b) The use, possession, distribution, or growing of marijuana, medical or recreational, is prohibited on CHA property (see “Marijuana Policy” in Section IV.F. of the ACOP).
- (c) The use or possession of medical marijuana is prohibited on CHA property (see “Medical Marijuana Policy” in Section IV.F. of the ACOP).
- (d) Residents owning any pets and/or assistance animals are not allowed to install dog houses, cages, or other types of pet maintenance equipment on CHA property, including porches, balconies, and yards.
- (e) Residents owning pets and/or assistance animals shall keep dishes or containers for food and water located within the resident’s unit. Residents shall not deposit food or table scraps for pets, assistance animals, or stray animals on their porches, yards, balconies or CHA property.
- (f) The City Ordinance on Curfew is enforced. Minors are not allowed to be out past required curfew. All residents must adhere to local curfew laws for children. Curfew hours are set by ordinance of the City of Chicago and shall be posted in the management office.
- (g) No gathering in the common areas after 10:00 p.m.
- (h) No loud music after 10:00 p.m.
- (i) Prior written approval is needed to use any common areas, community rooms, and open space for parties, gatherings, or meetings. Type of use, length of time, and size of the gathering will be considered prior to approval. Details regarding obtaining approval and particular uses for common areas may be found in the Community Space Policy of the ACOP, Section III.F.
- (j) The common areas of properties may not be used to staff a campaign for public office or for campaigning by candidates for public office. During election time, political signage can be displayed in the resident’s unit and window no more than 30-days prior to the election. Signage can be no larger than 2ft by 3 ft and must be removed within 10 days after the election has ended. Written permission from CHA is required before displaying any signage in the common areas.
- (k) No common areas of the properties may be used for the purpose of religious worship, programs, meeting, activities, or events.
- (l) All visitors must use front entrance/sign in with security. Resident, authorized members, guests, or other persons under the resident’s control are prohibited from opening prohibited entryways to allow access to the buildings.
- (m) Use of BBQs on balconies is prohibited. BBQ usage on the property is limited to the designated area as notified by Property Management.
- (n) At properties where parking permits are required, one (1) permit per household will be supplied. Proof of ownership and registration is required.
- (o) Residents are responsible for the conduct of their family and guests. Please do not leave bicycles, toys, tricycles, grills, chairs and other personal items on sidewalks, in front of the apartment door, in the laundry room, or on any other part of the community property.
- (p) At properties where Condominium Declarations and other house rules apply, residents are responsible to abide by the terms of the applicable Condominium Declarations and rules.

Lease Part 2: Definitions

1. **Resident:** The head of household and co-head, if applicable, who sign the Lease. Under the CHA Leaseholder Housing Choice and Relocation Rights Contract 10/1/99 and the CHA Relocation Rights Contract for Families with Initial Occupancy after 10/1/99 the term “resident” is referred to as “Leaseholder.”



2. Head of the Household - The adult member of the family who is considered the head for purposes of determining income eligibility and rent. However, the income of the head of household, co-head, and each additional family member is included in determining rent. The head of household is responsible for ensuring that the family fulfills all of its responsibilities under the program, alone or in conjunction with a co-head or spouse. **24 CFR 5.504(b)**
 - a. The family may designate any qualified family member as the head of household.
 - b. The head of household must have the legal capacity to enter into a lease under state and local law. A minor who is emancipated under state law may be designated as head of household.
 - c. Final approval of the head of household is based on the person passing CHA's screening requirements.
3. Family Member(s): Any authorized persons whose names are included or added to the resident's application and the Lease and who are members of the resident's "family," as defined in the ACOP. Family members have rights as remaining family members.
4. Household Member(s): Any authorized persons who are not family members but are members of the resident's household and whose names are included or added to the resident's application and the Lease. Household members are usually foster children, foster adults, and live-in aides. Household members do not have rights as remaining family members.
5. Resident Authorized Members: Authorized occupants who are either family members or household members and are referred to as "resident authorized members."
6. Remaining Family Members: Family members listed on the lease that remain in the unit when the head of household dies or leaves the unit without a housing subsidy assistance (e.g., institutionalization) forming a new household in unsubsidized housing and given their RRC or Post 10/1/99 RRC rights to the remaining family members, etc.). Continued occupancy by remaining family members is permissible only if:
 - (a) The family reports the death or departure of the head of household within 10 calendar days of the occurrence;
 - (b) The family member requesting to become the new head of household is age 18 years or over, has lived in the unit as an authorized occupant, on the Lease, for a minimum of three consecutive calendar years (36 months), has not had any unauthorized extended absences, and passes applicant screening;
 - (c) The CHA approved new head of household signs a new lease within 30 calendar days after the CHA approves the remaining family members; and
 - (d) There are no rent and/or criminal activity violations.
6. Assigned Areas: Areas of public housing property that are assigned to residents for their exclusive use as part of their unit, (e.g., front and back porches, yards, etc.) and for which the resident and resident's household are required to keep in a clean and safe condition by performance of housekeeping and/or maintenance upkeep.
7. Assistance Animals: Animals that assist, support, or provide service to persons with disabilities, and include Service Animals and Support Animals.
8. Common Household Pets: Domesticated animals, such as a dog, cat, bird, rodent, rabbit, fish, or turtle, which are kept for pleasure and not for commercial purposes.
9. Dwelling Unit: The unit occupied by the resident and the resident authorized members.
10. Extenuating Circumstance: Circumstances that by their serious, unpredictable, or uncontrollable nature warrant an exception to the policies in place.
11. Live-In Aide: A live-in aide is a person who resides with one or more elderly, near elderly residents, or a resident with a disability and who (a) is determined, by a knowledgeable professional, to be essential to the care and well-being of the resident, (b) is not obligated for the financial support of the resident, and (c) who would not be living in the dwelling unit except to provide the necessary supportive services. Prior approval of CHA is required to add a live-in aide to the household.
12. Premises or Property: All of the property owned or operated by the CHA directly or indirectly including, but not

limited to, stairways, landings, elevators, and solariums.

13. Service Animal: Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition; **28 CFR § 35.104**.
14. Sole Domicile: The dwelling unit where a resident is not absent for more than 90 consecutive days in a lease term without prior approval from the property manager.
15. Support Animal: Trained or untrained animal that provides assistance and/or provides emotional support for individuals with disabilities.
16. Tenant Rent: Tenant Rent shall be computed by subtracting the utility allowance for resident-supplied utilities (if applicable) from the Total Tenant Payment. In developments where the CHA pays all utility bills directly to the utility provider, Tenant Rent equals Total Tenant Payment.
17. Total Tenant Payment: The highest of 30% of adjusted monthly income or 10% of gross monthly income. The Total Tenant Payment is never less than \$75.



EXECUTION AND CERTIFICATION

By signature below, the Resident agrees to the Terms and Conditions of this Lease. By signature below, the Resident also acknowledges that this Lease Agreement have been thoroughly explained.

I hereby certify that I have not committed fraud in connection with any federal housing assistance program. If I have committed fraud, such fraud was fully disclosed to the CHA before execution of the Lease or before CHA approval for occupancy of the unit. I further certify that all information or documents submitted to the CHA before and during the Lease term are true and complete to the best of my knowledge and belief. If I do give fraudulent information, I understand that my Lease may be terminated or my rent retroactively increased.

Resident (Authorized Head of Household): _____ Date: _____

Co-head of Household (if applicable): _____ Date: _____

Property Manager: _____ Date: _____

(A witness is only required where the resident’s signature is a “marking”.)
Witness: _____ Date: _____

ATTACHMENTS TO THE LEASE

Please initial that you received the following attachments and information:

- _____ Admissions and Continued Occupancy Policy
- _____ CHA’s Grievance Procedure
- _____ Information on Lead Poisoning
- _____ City of Chicago Residential Landlord/Tenant Ordinance Summary
- _____ Minimum Rent Hardship Exemption Fact Sheet
- _____ Cook County Just Housing Amendment Information

Items listed above are subject to change and may be updated by the CHA.

STATEMENT ON RECEIPT OF INFORMATION ON LEAD POISONING

I certify that a copy of the information regarding lead poisoning was provided as part of the move-in packet. The information was thoroughly explained and I understand the possibility that lead-based paint may exist in the unit.

Resident (Authorized Head of Household): _____ Date: _____

Co-head of Household (if applicable): _____ Date: _____