

# **Pine Street Inn, Inc. Paul Sullivan Housing House Rules and Regulations**

We are happy to have you as a Resident at Paul Sullivan Housing. It is our hope that you will enjoy your home and cooperate with the staff in making it a safe, healthy and happy place to live for all.

**Please read these House Rules and Regulations. By signing these House Rules and Regulations, you are acknowledging that these rules and regulations shall be incorporated into the terms and conditions of your Lease Agreement as part of the Rules and Regulations adopted for the development and you are also acknowledging that any violation of these Rules and Regulations may be grounds for termination under the applicable provisions of the Lease Agreement.**

## **Security and Safety**

1. Resident agrees to actively and properly supervise Resident's children, family members, guests and invitees and to be held fully accountable and responsible under these Rules and Regulations for their actions and conduct with respect to the leased premises, the common areas and other residents, as if such actions and conduct were the Resident's own. Resident must accompany and be with all guests, both in the Resident's room and anywhere in the common areas, which includes all parts of the building, including any areas immediately next to the building. No guest who is intoxicated or under the influence of illegal drugs is allowed in the house. Allowing such guests access to the building or common areas is a violation of the Occupancy Agreement and the House Rules. No guest shall be left alone inside any Resident's room for any reason whatsoever. Due to liability issues, no resident shall invite and/or allow any person who is subject to a lifetime registration requirement under a state sex offender registration program (in Massachusetts this is any person adjudicated to be a Level 2 or Level 3 Sex Offender) to enter upon or remain within any portion of the building or the surrounding development grounds.
2. Resident agrees to assume full responsibility for the appropriate conduct of Resident's visitors and guests while they are on any part of the building or development grounds and also agrees not to admit to the building any unknown or unidentified individuals, except for emergency situations (fire, police or medical). Guests or visitors are considered to be anyone who is not a Resident

in the building, including relatives, friends, service or repair personnel, medical personnel, etc.) If the actions of any Tenants' guest(s) necessitate an investigation by Police, Fire, EMT's or PSH staff, the tenant agrees to fully cooperate with the investigation. Repairmen are to be allowed in the building only when the Staff member or the Resident has requested service and is in the building. Resident agrees that the keys provided are for his or her use only and agrees not to duplicate or let other persons use these keys at any time. If Resident loses these keys, he or she should contact the Staff immediately to arrange to get duplicate keys. Resident agrees that if these keys are lost and must be duplicated, Resident will pay for the cost of such duplication. Resident agrees not to install any additional or different locks on the doors or windows of the unit.

3. All guests and visitors must sign in and out with the date and time in the guest book. There are no exceptions to this rule. If guests or visitors use the bathroom, they are expected to leave it clean.
4. One overnight guest or visitor at a time per resident is welcome, provided that adequate prior advance notice is given to Staff, subject to the following restrictions: a) no resident shall have more than three (3) overnight visitors per week, at a rate of one (1) permitted visitor per night; and b) each visitor shall not stay overnight in the building more than three (3) nights per week in total, including all visits with any resident or residents. No guest shall be admitted to the building between the hours of midnight and 6 a.m.
5. No smoking is permitted in any of the common areas, including the hallways, bathrooms or elevators. Resident agrees not to tamper with or damage the smoke detectors located in the hallways or in the unit. Resident agrees not to smoke in bed in the unit and agrees to properly and safely extinguish all smoking materials. Resident agrees that unit door will be closed at all times while smoking.
6. Resident agrees that if he or she needs police or other emergency services, Resident will inform the staff as soon as possible after the Resident has contacted the police or emergency services.
7. When the fire alarm sounds, all Residents, household members, family members, guests and/or visitors must leave the building immediately, gathering in the area designated and waiting until the Staff or Service Coordinator has indicated that it is safe to re-enter the building. The alarm system is not to be shut off by Resident. The fire escape, if any, is to be used for emergency purposes only and no items may be stored or kept in these areas. All Residents are required to fully exit the building when the fire alarm sounds regardless of whether it is a drill or not. The Residents must exit the building in a calm and

orderly fashion and gather a safe distance away from the building until the Fire Department arrives, checks the building and gives the all clear.

8. Resident agrees that he or she will not leave any cooking food in any pot or pan to be left unattended or to leave either the oven or stove on while he or she is not present. For safety reasons, hot plates, crock pots or other cooking devices are not allowed in rooms. No food should be stored in any rooms in open containers. All food stored in the kitchens must be kept in an insect proof container, clearly marked with the Resident's name.
9. Resident agrees to maintain his or her apartment in a reasonably clean condition, to the best of his or her ability, and to store all his or her personal belongings in the unit, not in the common areas. Resident agrees to properly store trash and garbage in the unit and to properly dispose of such trash and garbage by placing it in the containers provided by Paul Sullivan Housing. Resident agrees to keep the common areas of the building, including the kitchens, clean and to immediately remove any debris or trash from these areas after the Resident has used them.
10. Resident rooms should be locked at all times for the safety and security of the Resident. Resident agrees to make sure that the entrances and exit doors of the building are securely shut and locked upon entering or exiting the building. Resident agrees to report any problems with these doors to the Staff.
11. Resident agrees to allow his or her unit to be inspected, on a weekly basis, on a designated time and day, to make sure that Resident has complied with these rules.
12. For safety's sake, and for the sake of energy conservation, Resident agrees to turn off all unnecessary appliances whenever leaving the unit. This includes, but is not limited to, televisions, stereos, radios, fans, and irons.
13. Resident agrees to report any evidence of insects or rodents to the Staff and to cooperate with any efforts by Paul Sullivan Housing to exterminate when such service is needed. In particular, the Resident agrees and acknowledges that he/she will work with the Pine Street Inn to correct any infestation of *Cimex lectularius* commonly know as Bed Bugs that may develop at the Development. This includes:
  - a. cooperating with any extermination efforts that the Pine Street may employ, and take any steps required by the exterminator in preparation of any Bed Bug treatments. For example the Resident will take any and all steps required by the exterminator's preparation sheets prior to the commencement of the extermination. The current Bed Bug preparation

sheet is attached hereto by way of reference however the Resident agrees to comply with any subsequent and/or additional requirements that the Pine Street in conjunction with the exterminator may require.

- b. immediately removing and properly disposing of any clothing, furniture, mattresses or other item which the exterminator determines is infested with Bed Bugs, in accordance with any instructions issued by the exterminator and/or Staff members.
  - c. properly storing any other items which the exterminator determines is a possible harborage for such Bed Bugs even though the item is not currently infested.
  - d. not bringing any used furniture upon the Development which may be infested with Bed Bugs, including, but not limited to, bringing furniture onto the Development which has been discarded, thrown away or abandoned. The Resident further agrees that before he/she brings any item of used furniture onto the Development that they will alert the Pine Street as to their intention and submit the item for inspection.
  - e. if the Resident does not properly prepare for any scheduled extermination in advance and it is determined that the extermination will not be effective due to the Resident's failure to do so, the Pine Street will hire a contractor to prepare the Resident's unit for extermination and the Resident will be solely responsible for the cost of hiring said contractor and the Resident further agrees to pay any bill submitted for the cost of preparation of his/her unit within thirty (30) days of receipt.
  - f. the Resident also expressly acknowledges that failure to comply with the efforts of the Pine Street to promote a Bed Bug free environment is a breach of his/her Occupancy Agreement and may result in penalties including an action for possession of the unit as well as any damages.
14. The Resident agrees and acknowledges that the Pine Street has an interest in enhancing the safety and security of all Residents and Staff members. To this end the Resident agrees to:
- a. check in with Staff at least once every twenty four (24) hour period. The Resident can accomplish this by stopping by the office while Staff is present, calling and speaking to Staff, leaving a message on the phone or the Staff phone, emailing Staff of the House, or any other method approved by Staff.
  - b. in the event that the Resident does not check in using the methods listed

in (a.) above, and that Staff has not otherwise confirmed the Resident's presence within the past twenty four (24) hour period, a member of the Staff will go to the Resident's unit and conduct a "well-being check." This check will include the Staff knocking on the Resident's door, if the Resident does not answer the knock; the Resident expressly agrees to allow Staff to enter into his/her unit to determine the Residents well-being.

15. The Resident agrees and acknowledges that the following apply with regard to absence from the unit and/or abandonment of the unit:
  - a. The tenancy will be terminated if the Resident is absent from the unit for an extended period of time, which is considered an extended absence. Unless otherwise defined by any the regulations for any Applicable Subsidy Program, an extended absence from the unit is defined as longer than sixty (60) continuous days, with the exception of Residents who are participating in the Shelter Plus Care program and/or any resident residing in an inpatient medical or treatment facility, in which case an extended absence shall be defined as longer than ninety (90) continuous days.
  - b. Any exceptions to this rule are within the sole discretion of the staff and any decision to alter or vary the terms described above must be confirmed in the form of a written statement signed by an authorized representative and the Resident.

## **Cooperation with Staff and Other Residents**

16. Resident agrees to show respect for individual differences of all Residents, their guests or visitors, and the management and program staff including such differences as race, sex, religion, sexual orientation, age or disability. Physical abuse, verbal abuse or sexual harassment of other Residents or staff will not be tolerated.
17. Resident agrees to refrain from any and all acts of violence or force, including threats or force or violence against other persons or their property. Resident agrees that he or she will not disturb other Residents' right to privacy or to peaceful enjoyment. Resident also agrees that he or she will not take any action which threatens the safety or security or peaceful enjoyment of neighbors in the buildings around the development.
18. Resident agrees to live cooperatively with other Residents and to respect their rights to safety and a quiet place to live. If the Resident cannot be cooperative and interferes with other Residents, their visitors and guests, or the management staff, Resident agrees to work with the management staff to try to correct his or

her behavior. Resident will not tamper with or remove any property, including food that belongs to another Resident.

19. Resident agrees that he or she will not bring onto the development grounds any alcohol or illegal drugs and further agrees to cooperate with the building staff and other residents in maintaining an alcohol and drug-free environment, not only in the unit, but also in the common area and other areas around the development grounds. Resident agrees that intoxication, possession or use of alcohol anywhere on the development grounds is not permitted and also agrees to notify the Staff if he or she becomes aware that alcohol has been brought onto the development grounds.
20. Resident agrees that he or she will not bring onto or maintain any firearms or weapons of any kind upon the development grounds and agrees to notify the Staff if he or she becomes aware that a firearm or weapon has been brought onto the development grounds.
21. All Residents are expected to be appropriately dressed in the common areas at all times.
22. Resident agrees to inform the Staff of any problematic situations involving other Residents, their visitors or guests, property management staff or program staff, including any behavior by another resident, guest or other person on the grounds which violate the terms of these House Rules and Regulations and/or the terms of any Occupancy Agreement or which otherwise interferes with the quiet enjoyment of other residents or which threatens the health, welfare and/or safety of residents, guests and/or staff members, employees or invitees of Pine Street Inn, Inc. and/or Paul Sullivan Housing.
23. Resident agrees to not make excessive noise, including playing loud music, loud arguments or discussions, to keep the noise level in the unit to a minimal level, particularly between the hours of 10:00 p.m. and 8:00 a.m. Any laundry rooms which are present in the building can only be used between the hours of \_\_\_\_\_ a.m. and \_\_\_\_\_ p.m. No laundry should be left unattended for extended periods of time.
24. Resident agrees to cooperate with the directions of the Staff or other members of the program staff or property management staff and, when possible, to attend all Building Resident meetings when they are scheduled.
25. Resident agrees to NOT burn candles, incense sticks, oil lamps or any other such device that would constitute an open flame or have the potential of causing a fire in his/her room.

26. It is our hope that if a problem arises, you will attempt to resolve it with a staff person in a respectful and cooperative manner. If the problem is not resolved to your satisfaction, you can use the Pine Street Inn grievance procedure to try to resolve the issue. You may request a copy of the grievance procedure from staff. The purpose of this procedure is to allow for prompt and fair settlement of complaints. You may use this process if you have problems with denial of basic rights, environmental conditions, sanctions, or problems with other tenants or staff. Please note that, in the event an eviction action is commenced against you, Pine Street Inn is not required to provide any conference, meeting or hearing under this grievance procedure prior to the commencement of any eviction action, although Pine Street Inn must comply with the terms of the Occupancy Agreement and/or any applicable regulation imposed by an applicable subsidy program, in any, in connection with any such eviction action.

**I hereby acknowledge that I have read the terms and conditions of these Rules and Regulations and agree to abide by them. I understand that these Rules and Regulations may be modified by the management company and that my failure to abide by these Rules and Regulations may lead to the termination of my lease and/or my eviction from the premises.**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Resident Signature**

**Pine Street Inn, Inc.,**

**Date:** \_\_\_\_\_

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