

The Housing Authority of the Town of Bethel

25 Reynolds Ridge, Bethel, Connecticut 06801

Phone 203-797-9909 ~ Fax 203-797-0068

office@bethelhousingauthority.org

Reynolds Ridge

House Rules, Policies, Procedures

Tenant Name: _____ Unit Number: _____

The following packet consists rules and policies for Reynolds Ridge E 133 and E 166. The rules, policies and procedures are to be followed in addition to those in your lease. This packet includes:

1. General Rules, Policies and Procedures
2. Smoking Rules and Policies
3. Fire Safety & Emergency Rules & Policies
4. Late Fee Policy
5. Pet Rules and Policies
6. Key Policy
7. Community Room Rules and Policies
8. Waiver of Liability Policy
9. Housekeeping
10. Area Supportive Services

Please Review Regularly,

If you have any questions please contact the

office @ 203-797-9909 or

office@bethelhousingauthority.org



This page intentionally left blank

Bethel Housing Authority

The Housing Authority of the Town of Bethel

25 Reynolds Ridge, Bethel, Connecticut 06801

Phone 203-797-9909 ~ Fax 203-797-0068

office@bethelhousingauthority.org

General Rules, Policies & Procedures

Tenant Name: _____ **Unit Number:** _____

The Housing Authority of the Town of Bethel, (BHA), has the right to amend the following Rules, Policies and Procedures and addendums, as adopted by the Board of Commissioners, upon providing 30-day notice in writing to all residents and in the best interest of the Resident Community.

Tenant(s) including guests **AGREE** to observe the following rules, policies, procedures and addendums, all of which are part of the lease agreement. Failure to follow would be considered a lease violation and may lead to termination of tenancy, pursuant to Connecticut General Statutes.

Occupancy: Tenants will not permit persons not specified in the lease to reside in the apartment. Apartments are to be used as a residence only. Commercial businesses are not permitted to occupy or be run out of the apartment.

Overnight/Extended Guest(s): Tenants are permitted to have overnight guests. A written request followed by written permission from Management is required for guests staying more than fourteen (14) nights (consecutive or otherwise) during any forty-five (45) day period. If it is suspected that the guest(s) are an unauthorized household occupant Management reserves the right to request a recorded declaration of domicile or proof of domicile. The guest(s) may be required to provide the following: current paystubs, bank statements, car registration, **mortgage** coupon, utility bill, valid lease, proof of lease payment, driver's license; all documents with name, address and current date.

Should the Tenant not cooperate, or should Management feel that the facts are insufficient to evidence domicile in the apartment, Management shall seek to enforce those covenants that have been violated.

Tenant Restrictions: Reynolds Ridge residential community was created and operated for occupancy by persons 62 years of age or older or disabled (18 years of age or older). Further, you agree that, upon request, you will provide reliable proof of age to the Landlord, which may include a driver's license; birth certificate; passport; immigration card; military identification; or any other state, local, national or international official documents containing a birth date.

Insurance Requirements: Tenant agrees to comply with all laws, rules and regulations contained in all insurance policies of the Property. Tenant will not permit anything to be done or kept in your Apartment or on the Property which will increase the rate of insurance for the Property including the storage of fuel tanks, loaded firearms, unapproved space heaters, items that contain a flammable substance or other dangerous/hazardous materials. It is recommended you obtain renter's insurance at your own expense, to cover any loss to your personal property. BHA is not responsible for the personal contents of the apartment, tenant relocation caused by any damage, any cost of tenant relocation and any out of pocket expenses incurred by the tenant.

Fire and Safety: Tenant agrees not to use portable, kerosene or fuel burning heating stoves in the apartment. Tenant agrees not to house live Christmas trees or other live decorations at any time inside your apartment. Tenant agrees not to leave lit candles unattended. Tenant agrees to alert Management in the event of a smoke detector malfunction, or if you are not able to change batteries when required. **SEE: Fire and Safety Addendum for details.**



Initial _____ Date _____

Parking: One car per unit. Tenants with a car on the premises must supply current Insurance and registration as needed. Visitors or aides must park in the visitor parking spaces. BHA does not allow unregistered, non-working or disabled vehicles, car repairs or washing of cars on the premises.

Community Room: Reynolds Ridge currently has 2 community rooms on the property located in building #25 and building #58 hours are 6:00am to 10:00pm daily. See Attached Addendum for details.

Solicitation: Tenant agrees not solicit any type of product or service within the community or loiter in any of the community's public areas including hallways, public walkways and parking areas. Tenant agrees not to place any signs, notices, flyers, pamphlets or advertisements on the outside or inside of any window, door or other location on the Property without prior written consent from Management.

Exterior: Tenant agrees to keep the area outside of apartment clean and free of debris, litter, storage, cigarette butts, trash or other obstructions on the patios, porches, sidewalks, parking areas, outside of your apartment or any other part of the community. Outdoor furniture must be secured during turbulent weather and shall not inhibit landscaping maintenance/mowing. Barbeque grills must be placed no less than 15 feet away from the building when in use. All tenant plantings must be planted no less than eight (8) inches from the exterior of the building. BHA reserves the right to remove unsightly belongings or plantings less than 8 Inches from building.

Appliances: Tenant agrees to use the appliances and equipment for the purposes for which they were intended. You agree not overload the electrical system or use any electrical appliances that are dangerous or that do not use ordinary electrical plugs. All appliances are required to be properly labeled with the Underwriters Laboratories manufactures certification. You will not install any other electrical wires or connections, dishwashers, washing machines, clothes dryers or other major appliances in the Apartment.

Utilities: Tenant agrees to pay utility bills directly to Eversource on a timely basis in order to prevent disruption of service. Tenant acknowledges that rent has been reduced in order to cover the cost of electric. Tenant agrees to maintain the apartment at no less than 55 degrees.

Cable and Phone: There is access to phone and cable in the apartment. Additional telephone and/or fax lines, installation of radio or television antenna or Satellite Dishes may not be installed.

Keys: A set of keys is provided at move in. Tenant will not change or install additional locks on apartment door or windows at any time. If you should have a problem with the apartment locking system, Tenant agrees to contact Management. You may be responsible for the expense. **See Key Addendum for details**

Smoking Policy: Reynolds Ridge has a strict Smoking Policy. No Smoking within 25 Feet of any building or designated nonsmoking areas. **SEE: Smoking Policy Addendum for details.**

Extermination: Tenant agrees to promptly notify management if infestation of bed bugs, cockroaches or rodents is suspected. The tenant shall cooperate with management in preparing the apartment for treatment by a certified pest management company, including any follow up treatments. Tenant agrees to properly dispose of household trash on a regular and routine basis. The tenant is responsible for proper environmental hygiene of the apartment at all times during the lease term.

Trash and Recycling: Tenant agrees to refrain from dumping harmful or damaging waste into the inside plumbing. Tenant agrees to properly dispose of household trash and recycling in appropriate containers. Tenant agrees to contact Management in the event you have excessive trash such as furniture or boxes that must be removed from the apartment, proper arrangements will be made for removal of excess trash at the residents' expense. **SEE Housekeeping for details**



.Initial _____ Date _____

Pets: Pets are permitted at Reynolds Ridge only with written approval from Management. Tenant must demonstrate the ability to maintain and care for pet. Once permission is granted, it will not be revoked as long as the resident pet owner abides by pet policies, manages the pet in a fashion that does not disturb the peaceful quiet enjoyment of the residents. You agree to disclose any and all pets being kept within the household upon their arrival. Guests and visitors are not allowed to bring pets onto the property. **SEE: Pet Addendum for details.**

Bullying/Harassment Policy: Bullying consists of repetitive, negative behavior, which occurs over time and generally grows in intensity towards another person which violates standards of appropriate conduct. Tenant agrees not engage in negative behavior against another resident, their guests, aides or visitors. The tenant should report any such behavior to the management office, in writing.

Follow the Law / Illegal Drug Use: Tenant agrees that partaking in any activity or maintaining any paraphernalia related to illegal drugs is strictly prohibited, will result in termination of tenancy and may be punishable by law. Tenant acknowledges that tampering with utility meters, fire alarm mechanisms or public heating controls at any time is strictly prohibited by law.

Be a Good Neighbor: You agree to abstain from any activity that hinders the peaceful, quiet enjoyment of your neighbors. This type of activity includes but is not limited to the playing of loud music, yelling, horseplay, public drinking or leaving pets unattended for long periods of time thus creating excessive noise or waste. Quiet hours are from 10:00 pm to 8:00 am daily.

Washers, Dryers, Dishwashers and Waterbeds in the unit: Not permitted.

Nuisance Charges: The resident(s) will be charged accordingly for clogged toilets and sinks if it is found that the toilet or such became clogged due to negligence on the part of the resident(s).

Care of the Apartment: Tenant agrees not damage the apartment beyond normal wear and tear. You agree to contact the management office for maintenance concerns or repairs to the apartment on a timely basis. An outside contractor may not be used without prior Management approval.

CARE AND CAUTION: Tenant(s) and their guests must use "Care and Caution" at all times especially during inclement weather events, if you observe something that could cause harm or needs to be addressed please notify Management.

Tenant acknowledges that BHA may change these rules and regulations from time to time as may be required and/or reasonable for the best interest of the community.



| | | |
|----------------------|-----------------------------|------|
| Applicant Signature | Print Name | Date |
| Applicant Signature | Print Name | Date |
| Management Signature | Mark J. Nolan Print Name | Date |

The Housing Authority of the Town of Bethel

25 Reynolds Ridge, Bethel, Connecticut 06801

Phone 203-797-9909 ~ Fax 203-797-0068

office@bethelhousingauthority.org

SMOKING RULES & POLICY

Tenant Name: _____ **Unit Number:** _____

Due to an increased risk of fire, increased maintenance costs and health effects of secondhand smoke Reynolds Ridge has a strict smoking policy.

**IF YOU CHOOSE TO SMOKE,
YOU MUST BE 25 FEET AWAY FROM ALL BUILDINGS AND PUBLIC SPACES
OR BE IN THE DESIGNATED SMOKING AREAS.
THIS POLICY APPLIES TO ALL TENANTS AND THEIR GUESTS AND CAREGIVERS.**

Smoking Defined: The term "Smoking" means inhaling, exhaling, burning or carrying any lighted cigarette, cigar or electronic device or tobacco product in any manner or in any form.

REYNOLDS RIDGE POLICY PROHIBITS SMOKING OF ANY KIND IN:

- APARTMENTS
- COMMUNITY ROOMS
- COMMUNITY BATHROOMS
- LOBBIES
- RECEPTION AREAS
- WITHIN 25 FEET OF ANY BUILDING, ENTRYWAYS, PORCHES, PATIOS
- HALLWAYS
- LAUNDRY ROOMS
- OFFICES
- BUS SHELTER

**THIS POLICY APPLIES TO ALL TENANTS AND THEIR GUESTS AND CAREGIVERS.
TENANTS ARE HELD RESPONSIBLE FOR THE ACTIONS OF THEIR GUESTS AND CAREGIVERS**

The disciplinary action is as follows

- 1st offense verbal warning
- 2nd offense written warning and \$100.00 dollar fine
- 3rd offense you will be subject to eviction proceedings

I (we) have read and fully understand the smoking policy for Reynolds Ridge and agree to abide to it or risk eviction.



Applicant Signature

Print Name

Date

Applicant Signature

Print Name

Date

Mark J. Nolan

Management Signature

Print Name

Date

The Housing Authority of the Town of Bethel

25 Reynolds Ridge, Bethel, Connecticut 06801

Phone 203-797-9909 ~ Fax 203-797-0068

office@bethelhousingauthority.org

FIRE SAFETY & EMERGENCY RULES & POLICIES

This addendum is attached to and made a part of the Lease between _____
Unit # _____ and The Housing Authority of the Town of Bethel /Reynolds Ridge.

In the event of a fire, police or medical emergency, Tenant agrees to CALL 911.

- Tenant acknowledges and agrees that the apartment occupied by the Tenant is equipped with an operating smoke detector and it shall be Tenant's responsibility to maintain it in operating condition. **Tenant is barred from disabling the smoke detector(s), and is a Lease Violation.**
- Tenant acknowledges and agrees to immediately notify Landlord if the smoke detector becomes non-functioning or disabled at any time.
- Tenant acknowledges that the smoke detector is **NOT** directly connected with emergency, fire or police department and Tenant agrees that in the event of a fire or if Tenant suspects a fire, the Tenant shall immediately **CALL 911**.
- Tenant acknowledges that all emergency pull cords must not be blocked and be hanging freely, not tied. In addition to the pull cord, the tenant shall **CALL 911**. When cord is pulled, a private centrally monitored company, not the Landlord, is responsible for notifying emergency personnel when alerted by the Pull Cord.
- Tenant acknowledges that all electrical panels must visible or labeled for easy access for emergency personnel.
- Tenant acknowledges that the **PULL CORD, SMOKE DETECTOR and FIRE ALARM** are **NOT** connected with any fire department, police department, emergency medical technician or any other any emergency responder. A private centrally monitored company, not the Landlord, is responsible for notifying emergency personnel when alerted.
- Tenant acknowledges the unit is **NOT** equipped with a Carbon Monoxide Detector. Kerosene, Propane, Natural Gas, Oil or combustible sources are not installed or allowed in the unit.
- Tenant acknowledges that the unit is **NOT** equipped with a Fire Sprinkler System.
- Tenant acknowledges and agrees that they is familiar with the exits in the Tenant's apartment to be used in the event of a fire or other emergency.
- Tenant acknowledges and agrees that fire safety directly affects not only themselves but also all other Tenants living in the apartment complex. In the event of an emergency **CALL 911**
- Tenant further acknowledges and agrees to indemnify and hold Landlord harmless for any damage to property or injuries to persons that arise out of Tenant's failure to comply with this Lease Addendum.



(Signature of Tenant) Date (Signature of Co-Tenant) Date

(Signature of Owner Representative/Manager) Date

The Housing Authority of the Town of Bethel

25 Reynolds Ridge, Bethel, Connecticut 06801

Phone 203-797-9909 ~ Fax 203-797-0068

office@bethelhousingauthority.org

RENTAL PAYMENT LATE FEES

Head Of Household _____ UNIT # _____

Rent at Reynolds Ridge is due the first of every month. There is a 10-day grace.

If rent is not received by the 10th day of the month, on the 11th day a late fee of \$1.00 per day starting with the first day of the month will be assessed, according to section 47-a-4 (a)(8) 488 and 47a-152 of the Connecticut General statutes



Headed of Household

Date

The Housing Authority of the Town of Bethel

25 Reynolds Ridge, Bethel, Connecticut 06801

Phone 203-797-9909 ~ Fax 203-797-0068

office@bethelhousingauthority.org

PET RULES & POLICIES

Tenant Name: _____ Unit Number: _____

Name: _____ Species: _____

Breed: _____ Age: _____

Gender: _____ Weight: _____

Picture Attached: Yes or No N/A

Immunization Recorded Attached/Update: Yes or No

This addendum provides accommodations to and for competing individual interests concerning the ownership of household pets, by a tenant while adopting such rules governing the conduct and behavior of the tenant in connection with such pet(s) to protect the comfort, safety, quiet and peaceful enjoyment of other tenants or occupants in the building. Any breach of the provisions of this Pet Addendum therefore shall be considered a material breach of the Lease Agreement and/or substantial interference with the comfort, safety, and/or quiet and peaceful enjoyment of the premises by other tenants or occupants of **Reynolds Ridge**, except breach of paragraph **PET DEPOSIT** below concerning additional rent shall be considered nonpayment of rent under the Lease Agreement.

PET DEPOSIT: The Housing Authority hereby charges a one time **pet deposit** (\$300.00/dogs, \$200.00/cats \$50.00 fish and birds) for the housing of the pet as described above. We do have an installment plan, \$ 50.00 deposit and \$10.00 a month until full amount reached.

ALLOWABLE PETS: Households are limited to a maximum of **one (1) pet per household**.

- Cats and Dogs must be of a common household breed only.
- Dogs must be registered with the Town of Bethel, CT. Maximum weight of pet is 15 lbs. or 20 inches to the shoulder, when fully grown.
- Birds must be caged at all times.
- Fish must be of a common household variety, tropical or gold that can be restrained in an Aquarium/Tank. Aquariums/Tanks over 10 gallons in size are strictly prohibited and limited to one (1) per household.

Pets that are **NOT ALLOWED** include, but are not limited to: monkeys, ferrets, snakes, rodents, livestock, reptiles, and certain dogs. Prohibited dog breeds include, but are not limited to, Pit Bulls, Rottweiler, German Shepherds, Huskies, Alaskan Malamutes, Doberman Pinschers, Chow Chow, Presa Canario, Boxer, Dalmatian, Tosa Inus, Fila Brasileiros, Argentine Dogos, Bull Mastiffs, and Wolf Hybrids.

SERVICE ANIMALS: May be requested through completion of a reasonable accommodation form. If granted, no pet deposit will be required. A service animal means any animal 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. Therefore, the work tasks performed by the service animal must be directly related to the individual's disability. It does not matter if a person has a note from the doctor that states the person has a disability and needs to have an animal for emotional support. A doctor's note does not turn an animal into a service animal. Examples of acceptable assistance pets include ADA definition of



Initial _____ Date _____

a service animal because they have been specifically trained to perform a task for the person with a disability: Guide Dog or Seeing Eye Dog, Hearing or Signal Dog, Psychiatric Service Dog, Sensory Signal and Seizure Response Dog. While Emotional Support Animals or Comfort Animals are often used as part of a medical treatment plan as therapy animals, they are not considered service animals under ADA. These animals provide support companionship, relieve loneliness and sometimes help with depression, anxiety and certain phobias, but they do not have special training to perform tasks that assist persons with disabilities. BHA reserves the right to respond on a case by case basis when determining if the pet deposit or other policies will be waived to comply with needing the use of a service animal while in occupancy at Reynolds Ridge

ROAMING PETS: If any pet is allowed to roam the premises unescorted by the pet owner, BHA will notify the appropriate authorities to remove the pet from the premises. **No PETS shall be left outside UNATTENDED and must be on a hand held leash at all times, no more than 15 feet in length. Pets must be kept 5 feet away from other persons and others exterior doors.**

PET CARE: All dogs must be licensed. Tenant agrees to properly and humanely maintain the pet within your household so as not to allow them to create excessive noise or waste anywhere within the property. This restriction includes within the apartment, on porches, on sidewalks, community room, in gardens and in parking areas. In the event we receive reasonable complaints about the animal or if we determine in our sole discretion that the animal has disturbed neighbors or other residents, you must immediately remove the animal from the premises. Any pet that is considered or becomes detrimental to the health, safety and well being of other residents will be declined for residency or removed.

MEDICAL RECORDS: Pet owners of all dogs and cats must provide proof that their pet has been spayed or neutered. All dogs and cats must have annual physicals and appropriate shots supported in writing from a doctor of veterinary medicine. It is the responsibility of the resident to keep management updated with all pet information and medical records.

VISITING PETS: Visiting pets are not allowed on premises.

DISPOSAL OF PET WASTE: Pets being walked must be curbed. To prevent unsanitary situations and the spreading of germs/disease, pet waste of any kind **MUST** be placed in a TIED, PLASTIC bag before being thrown into the trash receptacle. Pet owners will, under no circumstances, allow their pets to create waste on the patios, decks or other areas within the grounds of this community.

Litter boxes **MUST** be cleaned and changed regularly. A waterproof litter box for cat waste is required. Refuse from the litter box shall not be allowed to accumulate or become unsightly or unsanitary. Litter must be disposed of by placing the waste in the proper receptacle outside the unit in a sealed bag. Cat litter disposed into sinks, toilets or showers/tubs is strictly prohibited. Pet owner will be responsible clogged drain costs due to improper litter disposal.

EXTENDED LEAVE: Another person **MUST** be designated and listed on the emergency contact list, as a temporary caretaker in the event the pet owner is away from the pet for an extended period of time. Management must be notified of any changes.

PET ATTACK: We recommend that you notify the ambulance immediately and get medical attention if a pet bite/attack occurs. We recommend that you notify Animal Control Officer/Police and Management following any incident



Initial _____ Date _____

VACATING APARTMENT: Upon vacating the apartment, the owner/manager shall make a deduction in the Pet Deposit as seen necessary for pest control, deodorizing, and/or shampooing to restore the unit to a safe and sanitary condition. To maintain the integrity of the apartment finishes, pet food and water cannot be left for feeding on the apartment floor, counter top or anywhere within the unit for any unreasonable period of time. Additionally, proper measures must be taken to protect surfaces from staining and other damage caused by the pet.

DISCIPLINE: Should the pet owner violate any of these rules, the BHA will inform the pet owner of said infraction in writing and give the tenant ten (10) days to correct the infraction. Continued abuse of the pet rules will require an informal hearing, removal of the pet or eviction of the owner of the pet.
Any exception may be granted to any of the above regulations by good cause shown by the resident and approved by the BHA.

AUTHORIZATION: The pet owner(s) is/are hereby authorized to house a pet, which is described above, during the term of the Lease in the above named unit. Authorization may be terminated sooner if resident(s) right of occupancy is lawfully terminated or if the Pet Rules are violated. These rules will be changed and the policy will be amended because of changes in state, local or federal requirements.

☐ **I DO NOT have a pet, by signing below I agree that I understand the Pet Rules and will notify management before allowing a pet into the household.**



| | | |
|-------------------------------|-----------------------------|---------------|
| _____ Applicant Signature | _____ Print Name | _____ Date |
| _____ Applicant Signature | _____ Print Name | _____ Date |
| _____ Management Signature | Mark J. Nolan Print Name | _____ Date |

The Housing Authority of the Town of Bethel

25 Reynolds Ridge, Bethel, Connecticut 06801

Phone 203-797-9909 ~ Fax 203-797-0068

office@bethelhousingauthority.org

KEY RULES AND POLICY

Tenant Name: _____ **Unit Number:** _____

Tenant agrees that they have received the following keys to the Apartment at move in:

2 Apartment Keys

1 Mailbox Key

1 Community Room Key

Tenant understands that the above set(s) of keys are the only set that will be provided during the term of the lease agreement. Charges for additional items may apply where applicable.

Tenant understands that they responsible to return the above items to Management upon move-out and I will not make duplicate keys without first consulting Management.

In the event that you do not return or misplace any of the keys, the following charges will apply per item.

Upon move out or anytime during the Lease the following charges apply:

\$ 25.00 Each Key Replacement (Lost Key)

\$150.00 Door Lock Replacement

\$150.00 Mailbox Lock Replacement /Lost Key

\$50.00 Lockout Fee

Lockout Fee: You agree that if you lock yourself out of your apartment or out of the building and are in need of a staff member to let you inside, there will be a **\$50.00 charge**. Charges will apply

Monday through Friday 5:00pm - 8:00am, Weekends and Holidays.



Applicant Signature

Print Name

Date

Applicant Signature

Print Name

Date

Mark J. Nolan

Management Signature

Print Name

Date

The Housing Authority of the Town of Bethel

25 Reynolds Ridge, Bethel, Connecticut 06801

Phone 203-797-9909 ~ Fax 203-797-0068

office@bethelhousingauthority.org

COMMUNITY ROOM RULES & POLICY

Tenant Name: _____ **Unit Number:** _____

Tenants are responsible for the conduct of their guest and for the adherence to these rules and policies at all times. Use of the community rooms is for Tenants only. Tenants must always accompany guests.

For any function, outside of the normal activities, we require a Community Room Request Form.

Community room request forms can be found outside the management office.

The Community Room #25 and #58 hours are 6:00am to 10:00pm daily. The Community rooms are for the use and enjoyment of the Reynolds Ridge Tenants. Each community room is equipped with a television, a phone for local calls and a computer for tenant use only. Anytime you use the community room we ask that you:

- Be respectful of others
- Clean up after yourself, wash and put away all dishes, glassware and utensils that you used.
- If you generate a large amount of trash or food into the trash can please dispose of it properly in a dumpster or notify Management to prevent infestation.
- Turn off lights and all appliances if you are leaving the room.
- If you wish to bring guests (up to 4) they must be accompanied by you. For groups 5 or more fill out a Community Room Request form.

Tenant and Family Gatherings: To reserve the community room for private tenant gathering or for a private family gathering (up to 10 people) contact Management Office a minimum of 2 weeks in advance. The hosting tenant must fill out a community Room request form located at the management office. Please be aware that you may be asked to supply insurance coverage. Requests subject to Management Approval.

Proper attire: Proper attire is always required in the community rooms and on the grounds of Reynolds Ridge. No bare feet, night clothes, bare chests are allowed.

Computer and Printer – a limited amount of paper is supplied by the Housing Authority of the Town of Bethel. We ask that you use it sparingly. Computers are not to be used for inappropriate use including but not limited to, the creation, download, viewing, storage, copying, or transmission of sexually explicit or sexually oriented material.



Applicant Signature

Print Name

Date

Applicant Signature

Print Name

Date

Mark J. Nolan

Management Signature

Print Name

Date

The Housing Authority of the Town of Bethel

25 Reynolds Ridge, Bethel, Connecticut 06801

Phone 203-797-9909 ~ Fax 203-797-0068

office@bethelhousingauthority.org

WAIVER OF LIABILITY POLICY

Tenant Name: _____ **Unit Number:** _____

Reynolds Ridge/BHA may from time to time offer certain helpful services or activities to residents in order to increase the value of residency. Such services and activities may be delivered either directly through Management of Reynolds Ridge or indirectly through independent contractors arranged by Reynolds Ridge. The services and activities may include, but are not limited to the receipt of deliveries, health care information, resident events and the like (the "services").

Reynolds Ridge/BHA does not warrant and hereby expressly disclaims, that the Services will be rendered in any particular manner or quality or with any particular level of accomplishment. IN CONSIDERATION OF **Reynolds Ridge/BHA** PROVIDING THE SERVICES, THE RESIDENT AGREES THAT **Reynolds Ridge/BHA** WILL NOT BE RESPONSIBLE AND SHALL HAVE NO LIABILITY FOR ANY DAMAGES, WHETHER DIRECT, INDIRECT, GENERAL, SPECIAL, INCIDENTAL, EXEMPLARY OR CONSEQUENTIAL OF ANY SORT WHETHER BASED ON STATUTE OR OTHERWISE ARISING OUT OF, RELATED TO, OR BECAUSE OF THE OFFERING OR THE DELIVERY OF THE SERVICES AND EACH RESIDENT HEREBY WAIVES ANY SUCH RIGHT OR CLAIM.

Reynolds Ridge/BHA and the resident agree that the limitations of remedies and liabilities contained herein represent a reasonable allocation of risk as agreed to by the parties and consequently to the fullest extent permitted by law, the resident waives any rights and remedies which he or she may now have or hereafter acquire by statute or otherwise against **Reynolds Ridge/BHA** arising out of, related to, or because of the offering or delivery of the services.



| | | |
|----------------------|-----------------------------|------|
| Applicant Signature | Print Name | Date |
| Applicant Signature | Print Name | Date |
| Management Signature | Mark J. Nolan Print Name | Date |

The Housing Authority of the Town of Bethel

25 Reynolds Ridge, Bethel, Connecticut 06801

Phone 203-797-9909 ~ Fax 203-797-0068

office@bethelhousingauthority.org

HOUSEKEEPING

Tenant Name: _____ Unit Number: _____

EMERGENCIES: IF YOU HAVE A MEDICAL OR SAFETY EMERGENCY, CALL 911 IMMEDIATELY.

If you have a maintenance emergency, call 203-797-9909, DAIL 0, the service will answer and contact or connect you with management. The following are examples emergency maintenance: Hot Water Heater, Leaks, Toilet Overflowing, Broken Window, No Heat in Winter, Damage to Roof, Loss of Power, Fallen Tree(s).

Emergency Contact Information: For the purpose of contacting tenants in the event of an emergency or evacuation of the premises. Each tenant is required to notify Management within twenty-four (24) hours of changes of the following.

- Telephone numbers or email address
- Change in address or phone number of Emergency Contact, Conservator or next of kin

Should an emergency arise, the Management or his/her agent will immediately attempt to notify each resident by phone, ROBO call and then by physical means, via notices placed under the door or knocking on doors.

Please Note: This information shall be used for the sole purpose of emergency evacuation notification and shall not be released to outside parties.

Please list any and all house hold members that will need assistance or special needs in the event of an emergency evacuation: Please Update Management whenever changes occur

Routine Maintenance Requests: If you have a request that can be handled in the next business day do one of the following:

- Call 203-797-9909, press 1 and leave a message.
- Email management at office@bethelhousingauthority.org
- Fill out a "Maintenance Request Form" located outside the Management office and leave it in the office mailbox.

Office Hours: By Appointment. To make an appointment or speak to management.

- call - 203-797-9909. Press 1 to leave a message.
- email - office@bethelhousingauthority.org
- drop a note in the office mailbox.

Laundry Room: Residents are allowed to use the washing machines in either community room. Please report any inoperable machines to the Laundry Contractor (CSC ServiceWorks) listed in the laundry rooms. Please inform the management office for follow up. Be considerate to others and do not allow your laundry to sit in the machines once the cycle ends and empty the lint from the dryer after every load. Laundry Room is for tenants only. Guests may not do personal laundry at Reynolds Ridge.



Initial _____ Date _____

Lockout Fee: You agree that if you lock yourself out of your apartment or out of the building and are in need of a staff member to let you inside, there will be a **\$50.00 charge**. Charges will apply Monday through Friday 5:00pm - 8:00am, Weekends and Holidays.

Holidays: New Years Day, Martin Luther King Day, Washington's Birthday, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving, Veterans Day, Christmas Eve, Christmas Day.

* When a holiday falls on Saturday or Sunday, the holiday will be observed on the previous Friday or following Monday.

Power Outages: Storm related power outages are a reality that will periodically occur and cause the complex and your apartment to lose power. Storm related power outages are unpredictable, and the BHA has no control over when power will be restored. **The Complex does not have a standby Generator. Each tenant needs to have an emergency plan in place for extended storm related outages.** The BHA highly recommends that the tenant leave the property during extended storm related power outages for their own safety. If family or friends are not available to assist with alternate housing it is recommended that the tenant seek shelter in a municipal shelter facility.

ROBO Calls: The management office will make ROBO calls to all residents as well as specific groups. Messages will include but are not limited:

All Residents: E133 and / or E166 for the purposes of:

Resident Coordinator Meetings

Resident Meeting

Severe weather warnings

Safety Concerns

Annual Fire and Safety Inspections

Pest Control Inspections

State or Federal Inspections

Car Owners: Residents with cars will be notified for plowing of the parking areas or car related issues.

Nuisance Charges: The tenant(s) will be charged accordingly for maintenance, clogged toilets and sinks if it is found that the cause was due to negligence on the part of the tenant(s).

Electricity: To report a power outage or have a question about electric call 1 800-286-2000



Applicant Signature

Print Name

Date

Applicant Signature

Print Name

Date

Mark J. Nolan

Management Signature

Print Name

Date

The Housing Authority of the Town of Bethel

25 Reynolds Ridge, Bethel, Connecticut 06801

Phone 203-797-9909 ~ Fax 203-797-0068

office@bethelhousingauthority.org

AREA SUPPORTIVE SERVICES

Resident Service Coordinator:

Lauren Franks - LCSW

Phone: 203-948-3809

Email: lfadvocacy@gmail.com

Office Hours: By appointment

Social Services:

Director Megan Alworth - Khazadian

Phone: (203) 794-8537 Fax: (203) 778-7520

Email: alworth-khazadianm@bethel-ct.gov

Office Hours: Monday - Wednesday: 8:00 AM - 4:30 PM

Thursday: 8:00 AM - 6:00 PM and Friday: 8:00 AM - 12:00 PM

Bethel Senior Center:

Director: Lisa Plumb

Phone: (203) 792-3048; 794-8593 Fax: (203) 744-3812

Email: Plumbl@bethel-ct.gov

Office Hours: Monday - Friday, 8:30 am - 4:00 pm

Energy Assistance and Rent Rebates:

Tax Benefit Coordinator and Veterans Services Contact

John C. Sarver

Telephone: (203) 794-8594

Email: SarverJ@bethel-ct.gov

Veterans Affairs/City of Danbury:

Director: Danny Hayes

Telephone: 203-797-4620

Fax: 203-826-7740

Bethel Senior Bus

Director: Lisa Plumb

Phone: (203) 792-3048; 794-8593 Fax: (203) 744-3812

Email: Plumbl@bethel-ct.gov

Office Hours: Monday - Friday, 8:30 am - 4:00 pm

HART Transit:

Customer Service: 203-744-4070 Ext. 1

Office Hours: Monday -Friday 5:00 am - 10:30 pm

Saturday 7:00 am - 10:30 pm and Sunday 9:00am - 2:00pm

SweetHart Bus

Phone: 203-744-4070 Fax: 203-744-4070

* Information subject to change