

SOME PEOPLE KNOW ALL OF THEIR RIGHTS,
BUT NONE OF THEIR OBLIGATIONS/RESPONSIBILITIES

YOU HAVE A RIGHT TO BE HOUSED

YOU ARE OBLIGATED/RESPONSIBLE FOR CALLING INTO THE MAIN
OFFICE EVERYTIME YOUR ADDRESS OR PHONE NUMBERS CHANGE.

APPLICANT'S SIGNATURE

PUBLIC HOUSING

Are you currently living in public housing/on someone else's lease?

Yes _____ No _____

If yes whose lease are you on? _____

According to OHA Guidelines you must be removed from their lease before you can be housed as Head of Household.

Applicant's Signature

Date



THE HOUSING AUTHORITY OF THE CITY OF OPELOUSAS

PH: (337) 942-5693 · FAX: (337) 942-1334 ~ 1-800-846-5277 (TTY/TDD) ~ 1-800-947-5277 (TTY/TDD/VOICE)
P.O. BOX 689 ~ OPELOUSAS, LA 70571-0689

February 22, 2017

The Opelousas Housing Authority Board of Commissioners met on Wednesday, February 15, 2017 at 5:30 p.m.

The Rent Policy was on the agenda for discussion or changes. The results of the meeting are as follows.

The Board of Commissioners agreed that: Effective immediately, the Rent Policy stands as is. There will be no changes to the Rent Policy.

If a resident should need, please take advantage of Mediation twice per calendar year.

Please review the attached Rent Policy. While we are here to serve you and provide the best quality housing at affordable prices, we will no longer deviate from this Rent Policy. We look forward to serving you in the future and provide quality housing solutions for all.

Sincerely,

Opelousas Housing Authority Board of Commissioners

&

Staff Members

JOE ANN TYLER
EXECUTIVE DIRECTOR

JOHN HADLEY
BOARD MEMBER

LENA BREAUX
BOARD MEMBER

LINDA PRUDHOMME
BOARD MEMBER

FALTERY JOLIVETTE
BOARD MEMBER

PAUL GINNUSO
BOARD MEMBER

To: All Public Housing Residents of Opelousas Housing Authority

1. RENT is DUE on the 1st of the Month
2. On the 11th day of each month, late charges will apply to any tenant who has not paid their rent. The Late Charge is \$25.00.
3. On the 11th day of the month, 14 day notices are mailed to each tenant who has not paid their rent. If the 10th of the month falls on a weekend or a holiday the tenant shall be given the next business day to pay without being charged a late fee.
4. On the 19th day of each month, a 5 day notice to Evict is served to each tenant who has not paid their rent.
5. The 24th day of each month is the last day to accept rent from any resident. If the 24th should fall on the weekend or holiday each resident will be given the next business day to pay rent to avoid eviction.
6. If rent is not received by the 24th or the next business day should the 24th be a weekend or holiday, EVICTION PROCEEDINGS WILL BEGIN.
7. All residents are invited to take advantage of the Mediation Clinic if the resident has or will have trouble paying rent. The Mediation Clinic is available to each resident twice per calendar year which starts in January.
8. NO EXCEPTIONS

OPELOUSAS HOUSING AUTHORITY

**ONE STRIKE
AND
YOU'RE OUT
POLICY**

Resident: any member of the household, guests, or any other person at your home who:

Commits any DRUG-RELATED criminal activity on or off PHA premises, where ever located will be EVICTED

Drug-related criminal activity means the following **but not limited to**:

Illegal manufacture, sale distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance, or substances commonly known as, **but not limited to**, cocaine, heroin, marijuana, and opium, and further defined as in the Controlled Substances Act (21 U.S.C. 802) unless such controlled substance or substances were obtained directly pursuant to a valid prescription or order.

If the Housing Authority believes, in good faith, that a breach of this policy has occurred, it may terminate tenancy and/or assistance without regard to the following:

1. Whether or not any person, whose conduct is at issue, has been arrested, charged, or convicted by law; or
2. Whether or not Resident had knowledge, in fact, of criminal activity engaged in by a member of Resident's household or of any guest or invitee of Resident or of Resident or of a member of Resident's household.

NAME

DATE

NOTICE

To: TENANTS, Opelousas Housing Authority
From: Joe Ann Tyler, OHA Executive Director
Subject: Violation Notice- Excessive Garbage/Debris

Date: October 6, 2015

You are hereby notified that effective October 19th, 2015 identified residential units with an accumulation of trash, scattered debris, or discarded furniture will be issued a notice of violation, with a fine of **\$150.00** per incident; there will be no exceptions.

You are advised/instructed to contact Progressive Waste Solutions at 337-942-4031 to schedule furniture retrievals; if the housing authority picks up the discarded furniture after you have been issued a violation, you will be fined **\$150.00**.

Please help us to keep your development clean, we cannot do it without your help.

Applicant Signature

Date Signed

New Site

Berdie

Phillip

Beaux Circle

Everyone who is housed in this area which consists of 3 streets: Berdie, Phillip St and Beaux Circle is responsible for ELECTRIC & GAS UTILITIES. YOU HAVE TO PAY DEPOSITS ON BOTH OF THESE AS WELL AS YOUR RENTAL DEPOSIT. THE DEPOSIT FOR CLECO IS BASED ON YOUR CREDIT. You must contact Cleco and Center Point Energy for information on the deposits for each and schedule for them to turn each of these on once you have been given the key by the Property Manager.

Applicant Signature

Date Signed

OPELOUSAS HOUSING AUTHORITY

RESIDENT OBLIGATIONS

Residents are responsible for reading and meeting All Resident Obligations listed throughout the OHA Dwelling Lease.

Maintain Utility Service: Resident must maintain utility service to the leased unit at all times. Failure to maintain services shall be deemed a breach of Contract and is hereby grounds for EVICTION.

Insurance: I understand that it is my responsibility to get insurance coverage to protect my personal property.

Pest Control: I am aware that Pest Control comes monthly. I do not need to be present.

Garbage Collection Days: Please put your trash out early the morning of pick up. We want our property to stay clean and looking nice. If Maintenance has to pick up trash in your yard, you will be charged \$25.00 fee each time.

Maintenance/Afterhours Emergency: Our staff is fully aware that at times everyone will need some maintenance request and repairs. In order for us to get these taken care of as quickly as possible you must call 337-739-6698. An emergency is considered something possibly life threatening or damaging to the property.

Lights Out: If you lose power or your lights go out, please call Cleco at 1-800-622-6537.

Lawn: I will not park on the grass. I will not allow my visitors to park on the grass. If I or any of my visitors park on the grass, I know I will receive a citation and my vehicle or guest's vehicle could possibly be towed at my/their expense.

Fire Extinguisher: I am aware that the Fire Extinguisher in my unit will be inspected annually. This is for my safety. If the fire extinguisher is not working properly, it will be replaced. I need not be present for this inspection.

Smoke Alarms: I will not tamper with the smoke alarm in my unit. I know it is there for my protection and it must be working at all times. I will not remove the battery from the smoke alarm.

I am aware that:

1. I must pay my Rent between the 1st and the 10th of every month to avoid Late Fees of \$25.00 and/or Eviction.
2. I will report:
 - a. All changes in income received by all household members
 - b. All changes in assets: real estate, savings, stocks, bonds, and other investments.
 - c. Keep all appointments and provide all requested information on time.
 - d. I will not provide false information or documents nor commit fraud.
3. I will furnish Utilities if required by the lease, and keep them on at all times during my leasing period.
4. I will allow the unit to be inspected when given a 48 hour notice.

5. I will keep the unit clean and organized. (Free of dust, dead or alive rodents, insects, etc)
6. I will keep a lined and covered garbage can. Dispose of all trash/ garbage in & out unit in a timely manner. Keep the outside of the unit clean; including the yard, driveways and fence lines.
7. I will not damage the unit beyond normal wear and tear. If damages are caused by me, my family or my guest, there will be a charge(s), and I will be responsible to pay accordingly.
8. All work orders will be reported within 24 – 48 hours to my Housing Manager.
9. I will use the unit solely for my family and as my family's principal place of residence;
 - a. Only the people I listed on my Lease will live in my household.
 - b. I will notify the Housing Authority if I or anyone in my household leaves for more than 30 days.
 - c. I will return all keys and give my forwarding address when moving.
10. I will not park any type of motor vehicle or bike on the lawn, sidewalk, walk-way or breeze-way, etc; Must use the driveway.
11. No visiting pets. If I wish to have a pet, I am aware that I will be charged a pet deposit and it must be approved by the Housing Manager.
12. The tenant agrees to transfer to an appropriate size dwelling unit based on family composition, upon appropriate notice by the PHA that such a dwelling unit is available.
13. The tenant agrees to furnish all information regarding family composition and income as it is necessary for the PHA to make determinations with respect to rent, eligibility, and the appropriateness of dwelling size.

ANY VIOLATIONS OF YOUR DWELLING LEASE WILL RESULT IN INFRACTIONS IN INCREMENTS OF \$ 25.00 PER VIOLATION. REPEATED VIOLATIONS IS CAUSE FOR EVICTION

Date