

ORIENTATION INFORMATION

Rent Payment

Rent is due on the 1st day of the month. It is considered delinquent after 3:00 p.m. on the 5th calendar day of each month. A \$25.00 late rent charge will be applied when we close our books on the 5th calendar day at 3:01p.m.. If rent is paid late more than 3 times during a 12 month period, your lease will be terminated. Rent may be paid by Personal Check or Money Order, in person, by mail or through our drop box located at the main office or at one of our Rental Offices located at Harrison Square or Atlanta Street. If you mail your rent, please ensure that it is mailed to: P.O. Box 653 Gainesville, GA 30503-0653. The postmark must show it was mailed one day in advance of the 5th calendar day to avoid late fees. If the 5th Calendar Day falls on a Weekend, staff will be working to collect and post all rent by 3p.m. left timely in the Drop Box.

Changes: Income/Family Composition

You are required to report all changes in family composition and income within 10 days of the change. Changes must be made in writing and in accordance with the Gainesville Housing Authority requirements and format. GHA must verify all information provided prior to making the change. All decreases in income will be the 1st of the month following all verifications are received. You will be given a 30 day grace period of any increase in rent if you follow the above guidelines. Failure to inform the office within 10 days will result in retro-rent being charged from the first date of your increase in income.

Yards, Porches and Parking Lots

Your lease with the Gainesville Housing Authority states that you are responsible for keeping your area free of litter and debris and pet waste. This includes parking lot areas used by you and your visitors.

You may not store indoor furniture, exercise equipment or motorized riding toys on your porches or in your yards. In order for us to maintain a uniform, clean look at our properties, only outdoor furniture will be considered for approval. If you wish to store Exterior/Outdoor Furniture in your yard, you must first obtain written permission from the Management office. This is for your safety and for the Safety of all visitors and staff to our communities.

Maintenance and Management Staff will inspect yards weekly to make sure you are complying with this part of your lease.

Yards, Roofs, and parking lots found with trash, litter, grease, cigarette butts, bottle caps, etc. will receive a \$50.00 fine. Animal Waste found in the yard is also considered waste and trash fees will be applied accordingly.

Vehicles found parked on the grass areas of your unit will also be fined \$80.00 along with the cost to restore the lawn with grass. PLEASE REFRAIN FROM PARKING CARS ON THE GRASS.

If you notice anyone parking on the yards, please contact us by phone or email and report the automobile make, color, model, license plate and date/time of incident.

Phone: 770-536-1294 during regular business hours or email at gainhous@bellsouth.net.

Trash Receptacles

Dumpster and/or Trash receptacles are made available at each site for use by Residents only. It is your responsibility to use the trash cans properly by putting only household trash in bags tied securely making sure the trash can has the lid put on to keep animals out. Do not leave trash outside the dumpster. Do not leave household trash on your porches or at the site small trash cans which have been put out as a convenience for small trash items to avoid littering in our parking lots or playground areas. If any household bags of trash are found left on porches or on the yards beside the porches or in front of any Trash receptacles you will receive a Trash Fine. Keeping our community clean is our priority. We know this helps to keep our community safe by attracting good residents like you!

Towing of Vehicles

Vehicles that do not properly display a valid license plate will be towed at the owner's expense without advance notice. Vehicles must be insured and driven by only legally licensed drivers on any of the GHA properties.

Vehicles that have flat tires or that are illegally parked, blocked access to the dumpsters or walkways will be towed without advance notice.

Gainesville Police Department and Gainesville Housing Authority Staff have been authorized to tow vehicles without advance notice as described in this notice.

I received a copy of the Orientation Information and agree to abide by these rules:

Signature

Date

Signature

Date

Signature

Date