



**NEW LEASE AND POLICY CHANGES
EFFECTIVE DATE APRIL 1, 2011**

Newark Housing Authority has adopted changes to the Lease and Public Housing Admissions and Continued Occupancy Policies (ACOP). All residents will be required to sign and accept the terms of the Lease Amendment at their next regular reexamination. Outlined below are the changes which are included in both documents. It is each and every resident's responsibility to read and comply with NHA's policies and Lease terms.

1. NHA reserves the right to conduct criminal record checks to maintain the integrity of the program. Periodic criminal record checks may be conducted and may be cause for termination in accordance with NHA guidelines. Generally, NHA will apply standards based on the category of crime, whether the conviction/charge was a felony or other criminal charge and the number of years that have elapsed since the conviction/charge.
2. For individuals who have seasonal income, NHA will use past actual income received or earned within the last 12 months of the determination date. Therefore, interim recertifications will not be completed when circumstances change. Exceptions may be made on a case by case basis.
3. Resident must pay a security deposit equal to the greater of \$50 or one month's Rent, however the maximum security deposit required will not exceed \$200. This change does not affect existing residents who were admitted when no security deposit policies were in effect.
4. NHA will use the Security Deposit at the termination of this Lease to pay the cost of any Rent or any other charges owed by Resident at the termination of this lease, including payment of the full month's rent for any resident who failed to provide NHA with the required 30 day notice to vacate.
5. **NHA** will ONLY remove snow from all parking and common walkway areas at all properties.
6. Residents of scattered sites, townhouses and at Stephen Crane village are responsible for snow removal from the walkway(s) extending from their entry door(s) to the public sidewalk(s). Residents at these properties are not responsible for removing snow from the portion of the public sidewalk fronting the house.
7. All Residents must remove cars and guests cars from parking areas on the day following the end of the snow storm and/or upon notification by NHA so that plows can remove snow. Residents who fail to remove their cars per the requirements stated in the lease may be towed at the owner's expense. Removal of snow on and around cars is the resident's responsibility.
8. A family must provide 30 days notice to NHA before moving out of the unit, or terminating the lease. If a family moves out and fails to provide the required 30 day notice, the family will be responsible for the entire month's rent. Thirty days notice will be accepted on the 1st or 30th of the month not in the middle of the month.
9. Families who fail to return the keys will be charged a fee for the cost of replacing the door locks and keys. Such fees will be included in the schedule of maintenance charges and may be deducted from the security deposit.
10. NHA may adopt "No Smoking" policies or designate properties as no-smoking, such policies/designations will be included in the House Rules. The local Resident Association "House Rules" as approved by the Board of Commissioners are hereby made part of the Lease and are incorporated by reference herein. (Note the No Smoking policy applies only to common areas)
11. Households reporting zero income must comply with reporting requirements including reporting of any increase in monetary or non-monetary income within 10 business days from the date of the change. NHA will take action according to policy for instances of underreported or unreported income.
12. NHA may conduct housekeeping inspections to ensure that residents' housekeeping habits do not pose health or safety risks and/or encourage insect or rodent infestation or cause damage to the apartment. NHA will provide the resident with a written statement of the results and charges for which the Resident is responsible. NHA does not require the Resident to be present for Housekeeping inspections.
13. NHA will not accept a transfer request when NHA has reviewed and denied an identical request within the last 12 months and circumstances remain unchanged.
14. Residents must meet NHA "good standing" requirements to be placed on the transfer waiting list.
15. Failure to enter into a repayment agreement and failure to repay a debt to NHA are grounds for lease termination.
16. Failure to attend required appointments and after three missed opportunities are grounds for lease termination.