

## **North Pacific Rim Housing Authority Affordable Rent Program Move-In Counseling**

North Pacific Rim Housing Authority (NPRHA) manages seven (7) Affordable Rent complexes in the Chugach Region. We have 10 units in Nanwalek; 7 units in Port Graham, Port Graham Low Rent Apartments; 4 units in Tatitlek; 20 units in Cordova, Rainforest Apartments; 3 units in Chenega; 16 units in Valdez; Switzerland Apartments and 23 units in Seward, Bear Mountain Apartments. All communities have Affordable Rent Managers.

### **PAYMENTS**

Payments are based on 30% of your gross monthly income. Utilities, water, sewer, refuse removal are included in your rental payment. Refuse pickup is available only in Nanwalek and Port Graham.

There is no minimum payment in the rental program. The maximum payment for an Affordable Rent unit is based on the Total Development Cost (TDC) of the project.

Payments are due and payable on the first of each month. **Rent or balance not paid by the fifth of each month will receive a \$30.00 late fee.** All rents still due by the 5<sup>th</sup> of the month will receive a rent arrears notice. Any balance not paid within ten days of receipt of the rent arrears notice will result in tenant eviction. A \$20.00 fee will be charged for any Non-sufficient funds checks returned.

### **SECURITY DEPOSITS**

A \$500.00 Security Deposit is required at the time of move-in. This is refundable at the time of move-out less any charges for repairs, maintenance, and cleaning costs.

### **RECERTIFICATIONS**

HUD requires an Annual Recertification of family composition and income at least once a year. This will determine how much your rent payments will be.

### **NPRHA is required to gather information on:**

- Who lives in the unit
- Income of each person living in the unit
- Social Security Number, Birth Dates, Birth Place of each person

### **Tenants are REQUIRED BY LAW to report any changes in family income or family members:**

- If someone in your family receives a pay raise
- If someone in your family changes jobs
- If your hours or wages are cut
- If you receive other income such as AFDC, APA, SS, SSI, Disability, Longevity, Unemployment, Retirement, Pension, Workman's Compensation

➤ If someone moves IN or OUT of your unit

**ALL INCOME AND ANY CHANGES MUST BE REPORTED!** It is fraud if you fail to report all of your family income.

If a tenant does not return in the required Recertification paperwork they will have to pay the maximum payment or lose their unit.

## **FIRE PROTECTION**

**SMOKE DETECTORS:** It is recommended that you test your smoke detector weekly and insure proper installation.

- a) To test, firmly press the light lens. The alarm should sound off as if smoke from a fire were actually present.
- b) At your fuse box, switch off the breaker for the smoke detector. Retest your detector as described above. Remember to switch the breaker back on.

Change your battery at least once a year. A good way to remember is to change it in the fall when you set your clock back an hour

It is important to always test your smoke detector upon returning from a vacation or extended absence from your home.

Please see that all matches and lighters are kept out of reach of children. Discuss fire safety and emergency evacuation procedures with your family. Do not put anything in front of a window that prohibits your quick exit in case of a fire.

The building is insured through AMERIND. AMERIND only covers the structure of the building. Your personal belongings are NOT covered under this policy. Renter's Insurance will run about \$175.00 per year if you have a fire station in your community. You will have to call an insurance company and provide them with specific information to get an accurate rate.

**FIRE EXTINGUISHERS:** Your fire extinguisher is located in the kitchen. Please remove the extinguisher from the wall once a month. Turn it over several times. This keeps the chemicals active. If you should notice the arrow in either of the red areas please contact the Maintenance person.

## **QUIET TIME**

Quiet time at the complex is 10:00 pm – 8:00 am. This means no loud noises and that your laundry is completed by 8:00 pm. Your neighbors are entitled to their quiet time. Remember, you are responsible for the actions of yourself, your family and your visitors.

**Charges for emergency repairs or replacement services after regular working hours (Saturday, Sunday, and Holidays), due to tenant damages or neglect, will be billed at one and a half times the regular hourly rate.**

**KITCHEN:** In Alaska, our food is shipped from the lower 48's. During storage, small black bugs can germinate in dry food products. When you bring your groceries home please store them properly. The Housing Authority suggests the following procedures if possible:

- 1) Store flour, cornmeal, rice, instant potatoes or cereal products in airtight containers, such as Tupperware or glass jars. Some products may be kept in the refrigerator.
- 2) Place bay leaves in the cupboards or in the packaged product.
- 3) Wipe up all spills and crumbs immediately.
- 4) Keep cupboards and drawers free of food particles.
- 5) Every six (6) months remove all items from the cupboards and drawers, clean with hot water and bleach. Then spray cupboards and drawers with Raid let dry and wipe down with hot water and bleach again.
- 6) Carpets need to be vacuumed and floors need to be swept on a daily basis, this minimizes the wear and tear of the unit. All of the offices have a vacuum you may check out for the day.

**BATHROOM:** If you take showers, please purchase a shower curtain. When taking a shower, keep the curtain inside of the tub to prevent water from getting on the floor.

If excess water should get on the floor from the tub, or a toilet overflows, wipe up the spill immediately. This is especially important if you live in an upstairs apartment, because water can leak through the floor and cause ceiling damage to apartment below.

Please purchase a toilet plunger. If your toilet should stop up and overflow please follow the following procedure:

- 1) Immediately turn the water valve off, located on the wall below the toilet.
- 2) Wipe up the water on the floor and place the wet rags or towels in the tub.
- 3) Plunge the toilet, if you cannot clear the stoppage after using the plunger; call the manager or maintenance person.

**WINDOWS & SILLS:** Ways to prevent moisture build up on the windows and dripping onto the windowsills.

- Keep curtains open during the day to allow the inside to heat and dry up window moisture built up overnight during the winter months.
- Turn on the vent fans in the kitchen when cooking or in the bathroom when using the hot water.
- If you notice any moisture on the windowsills, wipe up any leads or spills immediately.
- Do not climb on or out of the windows, except in the case of a fire.

At least every six months clean windowsills with hot water and bleach. Use an old toothbrush to keep the window tracks clean.

**LAUNDRY ROOM:** Please do your laundry between the hours of 10:00 am and 8:00 pm. Otherwise you are disturbing your neighbor's right to their peaceful enjoyment and may receive a warning notice.

- No dyeing of fabrics in machines.
- No rubber materials in the dryers.
- DO NOT sit on machines, utility sink or tables (a chair is provided for sitting).
- DO NOT use Canadian quarters in the machines.
- DO NOT adjust the water temperature behind the machines.
- PLEASE be considerate of others and take your clothes out promptly from the washers and dryers.
- NPRHA is not responsible for damaged or lost articles in the laundry room.

**GRASS:** You and your family and guests are required to pick up your toys at the end of each day. If you do not pick up your toys, NPRHA office may confiscate them and you will have to speak with the manager to get them back. Bikes, tricycles, or any ride-on toys are not allowed to be on the grass.

**GARBAGE:** Tenants are responsible and required to dispose of their garbage in the dumpster. Adults!!!! Do not send small children to put trash in the dumpster; they cannot lift the dumpster lid so the trash is left on the ground by the dumpster. DO NOT set trash on the front or back porches.

**UTILITIES:** NPRHA, in conjunction with the US Department of Housing and Urban Development (HUD), has established allowable levels of electrical and fuel consumption for space heating. **Each apartment is allowed 450 Kilowatt Hours (KWH) per**

**month. Tenants will be charged by NPRHA for consumption in excess of \_\_\_\_\_ KWH.**

These Apartments have centrally located heating systems and surcharges for space heating are difficult to assess. Therefore we will ask that all tenants take steps to cut heating costs, such as keeping windows and doors closed in the winter and set the thermostats as low as comfort allows.

### **MAINTENANCE**

**GENERAL:** Maintenance requests (except for emergencies) are expected to be made to the proper person during normal business hours.

<b>Community</b>	<b>Manager</b>	<b>Maintenance</b>
Nanwalek Phone No. 907-281-2334 Fax No. 907-281-2335	Emilie Swenning	Sebastian Demas
Port Graham Phone No. 907-284-2315 Fax No. 907-284-5884	Don Nelson	Same
Tatitlek Phone No. 907-325-2352 Fax No. 907-325-2352	Nellie Gregorieff Village Coordinator	Floyd Robart
Cordova Rainforest Apts Phone No. 907-424-5885 Fax No. 907-424-5884	Lennette Ronnegard Village Coordinator Cell 907-429-5884	Chris Farris Cell 907-429-5885
Chenega Bay Phone No. 907-573-5577 Fax No. 907-573-5577	Doug Bruck	Same
Valdez Switzerland Apts Phone No. 907-835-8658 Fax No. 907-835-8657	Pauline Broglin	John Boone
Seward Bear Mountain Apts Phone No. 907-224-3697 Fax No. 907-224-5732	Danielle Deer, Regional Housing Manager Cell 907-491-1200	Larry Perri Cell 907-491-1202

**PET POLICY**

**NPRHA holds a NO PET POLICY. Should NPRHA become aware of any pets living in a unit, the tenant will have 24 hours to have the animal(s) removed or an eviction will take place.**

**I have read or had read to me North Pacific Rim Housing Authority's (NPRHA) Counseling Packet. I understand what my obligations are as a Tenant in NPRHA's Affordable Rental Program.**

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**Tenant Signature**

**Date**