

Case managers will follow up with everything individually.

Address in-depth:

- Understanding your rights and what to expect
- Conflict resolution
- Top 5 Reasons for Eviction

Address to some degree:

- Fridge Magnet – emergency numbers
- 4-5 Cleaning Tips
- Hygiene/Grooming
- Ways to conserve energy

Go quickly over handouts:

- Fun free events (separate handout)
- Important locations in your household
- Grocery list
- Thrift stores list
- First aid kit list

- **Pay your rent on time.** If you pay in cash, always get a receipt; make sure the receipt is dated and signed by the landlord. Keep it in a safe place
- **Late fees.** If your rent is more than 5 days late, your landlord can charge you extra. The 5 days start the day the rent is due. The most the late fee can be is 10% of your past due rent



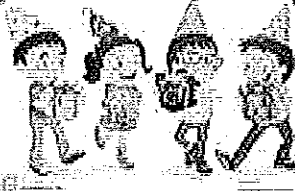
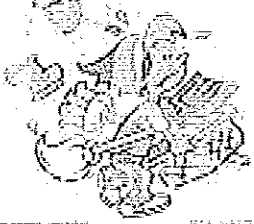
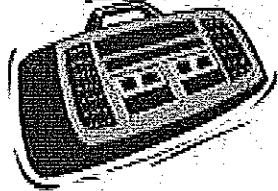
**\*\*If you live in public housing, you will get a late fee if your rent is more than 10 days late. The late fee will be \$10 or 10% of your rent if that is less.**

- **Keep your place clean and safe.** Landlords have a right to check your place, but they usually must get your OK ahead of time unless there is a good reason
- **Don't tear up your apartment or let anyone else trash it**
- **Don't upset the neighbors or break the law in your home.** Don't let your family, friends, or guests do it either. It is *your* fault if your guests act up. The landlord can take *you* to court and make *you* pay. The landlord can also have you evicted
- **Follow the landlord's rules.** If you have any questions about those rules, ask your property manager
- **Don't leave trash or garbage lying around**

## **Your Rights as a Renter:**

- You have a right to a livable place
- Your landlord needs to get your OK first before he/she comes into your apartment with the following exceptions:
  - The landlord can enter your apartment without your OK if:
    - It's an emergency like a fire or flood;
    - You are gone longer than 7 days without telling the landlord;
    - You seem to be too sick to answer the door;
    - You move out without telling the landlord;
    - You go to jail;
    - The gas, water or lights have been turned off and it's not the landlord's fault; or
    - The landlord gets a court order

## Top 5 Reasons for Eviction

	<p style="text-align: center;"><b><u>Rent is late or unpaid:</u></b></p> <ul style="list-style-type: none"> <li>▪ Your rent is due on the 1<sup>st</sup> of the month. It is considered late after the 10<sup>th</sup> of the month.</li> <li>▪ If you pay your rent late 4 times within a 12-month period, eviction proceedings will begin.</li> <li>▪ If you do not pay your rent in full, it is considered a late payment.</li> </ul>
	<p style="text-align: center;"><b><u>Illegal Drugs:</u></b></p> <ul style="list-style-type: none"> <li>▪ “One strike and you’re out” is the federal policy. If illegal drugs or drug paraphernalia with traces of illegal drugs are found in your possession or home – you will be evicted. This includes any guests that may have illegal drug also. You will be held responsible for their behavior in your home if you do not report it.</li> <li>▪ Examples of illegal drugs are: Marijuana, opium, khat, methamphetamine, and any prescription drugs that were not prescribed by your doctor.</li> </ul>
	<p style="text-align: center;"><b><u>Unauthorized Guests:</u></b></p> <ul style="list-style-type: none"> <li>▪ Guests can stay with you for a maximum of 15 days from January 1 to December 31. If your guests stay longer, you can be evicted and, possibly, convicted of fraud in federal court. Our experience has shown that guests are the #1 cause in the majority of evictions.</li> </ul>
	<p style="text-align: center;"><b><u>Poor Housekeeping:</u></b></p> <ul style="list-style-type: none"> <li>▪ You need to keep your home neat &amp; clean. If you are in MDHA housing, your home will be inspected each year by MDHA and must meet their housekeeping standards. In addition, your landlord can check on the cleanliness of your apartment. It is your responsibility to keep our home clean.</li> </ul>
	<p style="text-align: center;"><b><u>Neighborhood Disturbances:</u></b></p> <ul style="list-style-type: none"> <li>▪ Your home is for YOUR enjoyment. Disturbances or loud noise happening inside or outside your home that can be heard by your neighbors can be grounds for eviction. Illegal activity <u>anywhere</u> can also be grounds for eviction.</li> </ul>

## 5 Easy House Cleaning Tips

- Clean something every day. That will keep tasks from becoming overwhelming
- Empty your trash
- Always make sure you have cleaning supplies on hand. Affordable cleaning supplies are available at any Dollar General Store. You can use white vinegar to clean your shower, tub, and shower curtain to keep mildew away
- Keep clothes from piling up on the floor. Use a basket for your dirty laundry and do your laundry once a week. If you are unfamiliar with using the Laundromat at the apartment, ask your case manager or landlord to show you
- Clean your refrigerator once a week to keep your food from spoiling and smelling bad

## Ways to Conserve Energy

Conserving energy will save you money and make it easier to pay your bills. Here are a few simple tips to conserve energy:

- Turn off the lights when you leave a room
- Unplug things you rarely use
- Adjust your heat/AC to reasonable temperatures:
  - As high as you are comfortable in summer (74-75 degrees)
  - As cool as you can stand comfortably in winter (65-67 degrees)
- When you go out for a long period of time, raise or lower your temperature  
*(raise in summer to 78 degrees, lower in winter to 63 degrees)*
- Make sure baseboard heaters and radiators are not blocked by furniture, carpeting or drapes—*this is a fire hazard!*
- Turn off kitchen, bath, and other exhaust fans within 20 minutes after you are done cooking or bathing
- During summer, use blinds to keep direct sunlight out during the hottest time of the day to block the sun's heat
- During winter, keep blinds open, to allow sunlight to warm up your room during the hottest time of the day  
*(only when safe and when you are at home)*

# Grocery List

*\*\*Ask your case manger to help you identify a week's worth of groceries. Consider your mode of transportation and that you likely need to carry your groceries home\*\**

## Beverages

Juice  
Coffee/Tea  
Bottled Water

## Breads, Cereals, and Grains

White/Wheat Sliced Bread  
Buns  
Rice  
Pasta  
Beans  
Oatmeal  
Cold Breakfast Cereal

## Canned Goods

Beans  
Tuna/Chicken  
Soup  
Pasta Sauce

## Meat

Beef  
Chicken  
Pork  
Fish  
Lunch Meat

## Condiments/Spices

Barbecue Sauce  
Ketchup  
Mustard  
Mayonnaise  
Jam/Jelly  
Peanut Butter  
Salad Dressing  
Vegetable Oil  
Cooking Spray

## Dairy

Milk  
Eggs  
Butter/margarine  
Cheese  
Sour cream  
Yogurt

## Frozen Foods

Meat  
Pizza  
Vegetables  
Fruit  
Frozen Meals

## Household Items

Toilet Paper  
Paper Towels  
Laundry Detergent  
Bleach  
Garbage Bags  
Food Storage Bags  
Kitchen Cleaner  
Bathroom Cleaner  
Dish Soap  
Sponges  
Foil  
Plastic Wrap

## Produce

Apples  
Bananas  
Peaches  
Oranges  
Tomatoes  
Lettuce/Greens  
Potatoes  
Onions  
Carrots  
Peppers  
Squash  
Broccoli

# First Aid Kit

Whether you buy a first aid kit or put one together, make sure it has all the items you may need:

- Include any personal items such as medication and emergency phone numbers or other items your health care provider may suggest
- Check the kit regularly
- Make sure flashlight batteries work
- Check expiration dates and replace any used out-of-date contents

**Some other items you may want to check for/include in your kit:**

- Band-aids
- Antibiotic ointment
- Antiseptic wipes
- Aspirin
- Scissors
- Oral thermometer
- Tweezers
- Hydrocortisone ointment
- Cold compress