

Tenant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date: \_\_\_\_\_

**INCLUSIVE HOUSING RESOURCES**  
**LEASE AGREEMENT**

1. **PARTIES**

LANDLORD: Inclusive Housing Resources  
11150 Woodward Ln.  
Cincinnati, OH 45241  
513-619-2929



TENANT: \_\_\_\_\_

1. **AGREEMENT TO LEASE**

Inclusive Housing Resources (“Landlord”) hereby lease to Tenant the property located at \_\_\_\_\_, a non-smoking unit/property.

2. **TERMS OF LEASE**

The initial term of this lease shall commence on the \_\_\_\_\_ and will terminate on \_\_\_\_\_ unless sooner terminated as herein provided (“Initial Term”).

This lease will automatically renew on a monthly basis unless Management receives from the tenant or provides to the tenant a written notice of intent to terminate at least 30 days prior to the end of this lease.

**It is recognized by and between the parties to this lease that “Landlord” owns this property for the purpose of providing residential service for individuals eligible through the County Board of Developmental Disabilities. No person may reside in this property that is not qualified to receive such services (hereinafter “non-qualified person(s)”) without the express written permission of the Landlord.**

**If the Landlord grants permission for non-qualified person(s) to reside in a dwelling unit with the person served and the person served moves out for any reason, then the remaining non-qualified persons will not be able to continue to reside in the unit. The remaining non-qualified household members will need to vacate the unit at the end of the lease period, but not less than 90 days from when the qualified household member vacated the unit. If the household is in a month-to-month lease, then the remaining household members will have 90 days to vacate the unit.**

3. **RENT**

a Tenant shall pay to Landlord the sum of \$ \_\_\_\_\_ Per month as Rent for the Term of the Agreement. Rent is due by the first day of each month, beginning \_\_\_\_\_. The prorated rent for the month of \_\_\_\_\_ payable upon the commencement of this lease is \$ \_\_\_\_\_. In addition, Tenant shall pay Landlord a security deposit of \$ \_\_\_\_\_ (“Security Deposit”), prior to move-in, which shall be refunded at the end of the Term assuming no deductions have been taken from the Security Deposit as permitted herein and so long as the Premises have not been damaged by Tenant, reasonable wear and tear excepted.

Check if Applicable: \_\_\_ The landlord recognizes that the tenant may be added to the expected or current voucher. When a rent determination is made, the amount owed by this tenant will be



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adjusted. Notice will be given to the tenant to update the rent due, but until the notice is given, the tenant shall pay \_\_\_\_\_ per month.

Payments must be sent to: **Inclusive Housing Resources**  
**11150 Woodward Ln.**  
**Cincinnati, OH 45241**

After the 10<sup>th</sup> day of the month, the rent is considered overdue and delinquent and a late fee of **\$10.00** will be assessed.

- b. Returned Checks In the event that any payment by the Tenant is returned for insufficient funds ("NSF") or if the Tenant stops payment, Tenant will pay **\$30** To Landlord for each such check, plus late charges as described above. The returned check must be replaced by money order within twenty-four hours after notification to Tenant by Landlord. Furthermore, Landlord may require in writing that tenant pay all future Rent payments by money order or cashier's check.
- c. Order in which funds are applied. Landlord will apply all funds received from Tenant first to any non-rent obligations of the Tenant including late charges, returned check charges, charge-backs for repairs, periodic utilities, then to rent, regardless of any notations on check.
- d. Any unpaid late charges may, at Landlord's option, be deducted from the Security Deposit.

**4. SECURITY DEPOSIT**

Upon execution of the Lease Agreement, Tenant shall deposit with the Landlord the sum of \$\_\_\_\_\_.

- A. **REFUND.** Upon termination of the tenancy, all funds held by the landlord as security deposit are to be applied to the payment of accrued rent, past due charges, and the amount of damages that the landlord has suffered by reason of the tenant's noncompliance with the terms of the lease agreement or with any and all laws, ordinances, rules and orders of any and all governmental or quasi-governmental authorities affecting the cleanliness, use, occupancy, and preservation of the Premises.
- B. **DEDUCTIONS.** Landlord is entitled to deduct reasonable charges from the security deposit for:
  - a. Unpaid or accelerated rent;
  - b. Late Charges;
  - c. Unpaid utilities;
  - d. Costs of cleaning, deodorizing, and repairing the Property and its contents for which Tenant is responsible.
  - e. Pet violation charges;
  - f. Replacing unreturned keys, garage door openers, or other security devices;
  - g. The removal of unauthorized locks or fixtures installed by Tenant;
  - h. Insufficient light bulbs;
  - i. Packing, removing, storing/disposal of abandoned property;
  - j. Removing abandoned or illegally parked vehicles;
  - k. Costs of reletting, if Tenant is in default;
  - l. Attorney fees and costs of court incurred in any proceeding against Tenant;
  - m. Other items Tenant is responsible to pay under this Lease.

If deductions exceed security deposit, Tenant will pay to Landlord the excess within 30 days after Landlord makes written demand. The Security Deposit will be applied first to any non-rent items, including late charges, returned check charges, repairs, and unpaid utilities, then to any unpaid rent.



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**5. OCCUPANCY RULES AND REGULATIONS**

The Premises shall be used and occupied solely by the Tenant as a dwelling and no part shall be used at any time for the purpose of carrying on any business, profession, or trade of any kind, or for any purpose other than as a private dwelling. Tenant shall not allow any other person to use or occupy Premises without first obtaining Landlord’s written consent to such use the Premises. Tenant shall comply with any and all laws, ordinances, rules and orders of any and all governmental or quasi-governmental authorities affecting the Premises, including but not limited to cleanliness, use, occupancy and preservation of the Premises. Tenant agrees to comply and have his or her visitors comply with all rules in this Lease and those identified in the attached Tenant Welcome Packet. **Tenant acknowledges that other Tenants may live in the home and that all must respect and be considerate of each other. The same is true for Tenant’s family members, visitors, and friends.** Tenant will refrain from loud music, loud television, offensive odors, abusive or foul language, aggressive behavior and lewdness that is disruptive to other tenants. Tenants must observe quiet hours between 10 p.m. and 6 a.m.

**6. NON SMOKING POLICY**

Due to the increased risk of fire, increased maintenance costs and the known health effects of second hand smoke, smoking is prohibited indoors in any area of the property, both private and common. Tenant agrees and acknowledges that the Premises to be occupied by tenant has been designated as a smoke-free living environment. This policy applies to all owners, tenants, guests and service providers. Tenants are responsible for ensuring that family members, roommates and guests comply with this rule. Smoking may occur outdoors, at least twenty (20) feet from any door or window of the Premises or only in designated smoking areas, provided cigarette butts are disposed of in approved containers. Violations of this policy may result in forfeiture of security deposit and/or eviction from the property.

Smoking: The term smoking means any inhaling, exhaling, burning or carrying of any electronic cigarette, lighted cigar, cigarette, tobacco product, or other combustible product in any manner or in any form.

**7. VISITORS**

Tenants are permitted to have visitors under this lease. However, Visitors staying longer than 3 consecutive days must register with Landlord and obtain written permission to stay longer than 3 days. Further, any nonconsecutive stays of more than 7 days in a year period also require prior written permission from Landlord and registration of the Visitor. No visiting pets are allowed. (This does not include Assistive/Service Animals.)

**8. ABSENCES FROM THE UNIT**

From time to time, Tenants may have occasion to be absent from the unit for an extended period. The Landlord’s affordable housing units have various subsidies associated which make the unit affordable for Tenant. As a result, if Tenant expects to be absent from the unit for more than 120 days, the Tenant must notify the Landlord. The Tenant may be required to vacate the unit, regardless of whether you continue to attempt to or pay rent.



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**9. ACCESSIBILITY FEATURES OF THE UNIT**

The Premises in this Lease Agreement may have features intended to assist individuals with disabilities, including, but not limited to, ramps, roll-in showers, grab bars, widened doorways/hallways, strobes for doorbell/smoke alarms, and sprinkler systems. If Tenant does not have a documented need for these features and there is an application by person who is both eligible for the home and needs the accessibility features, Tenant agrees to move to a comparable, non-accessible unit.

**10. AFFORDABILITY REQUIREMENTS**

In an effort to provide the Premises at an affordable rent, Landlord has accepted subsidies for the units. Therefore, there are program-related requirements that the Tenant agrees to fulfill. These include, but are not limited to, items such as periodic income and asset reporting, background checks, inspections to ensure safety and sanitation of the unit, and any other program related requirement Tenant agrees to comply with all program requirements, and understands that failure to do so may constitute an instance of non compliance with the lease and subject to all possible lease enforcement provisions.

**11. DRUG-RELATED CRIMINAL ACTIVITY**

Management maintains a zero-tolerance policy for drug-related criminal activity. Drug-related criminal activity means the illegal manufacture, selling, distributing, or use of any drug for illegal purposes. Tenants are responsible for any drug related criminal activity at the Premises, including but not limited to the activities of visitors or household members, regardless of whether or not the Tenant knew of the drug-related activity. Even a single violation of the zero-tolerance policy will constitute a violation of the lease and will be grounds for eviction. A criminal conviction of a drug offense is not necessary to establish a violation of the lease, A violation of this provision only needs to be shown by a preponderance of the evidence.

**12. FIREARMS**

All firearms in the possession of Tenants must be licensed in accordance with state and local laws and must be registered with management. All weapons must be stored in locked cabinets. The discharge of any firearms, including but not limited to handguns, rifles, shotguns and other weapons such as BB guns, pellet guns, slingshots, arrows and paint guns is prohibited on the premises. The illegal possession of weapons by a Tenant or visitor is prohibited and constitutes a breach of the lease that will result in termination.

**13. KEYS**

When there is a need for a physical key, the Landlord has provided **one (1)** key for the Premises. Landlord shall provide additional keys to the Tenant at a non-refundable cost of \$5.00 per key.

If the Tenant locks themselves out and requires the Landlord to unlock the property, there will be a \$25.00 service chargeduring standard hours of operations and \$35.00 after hours, on weekends and holidays.

The Landlord implemented electronic locks in 2023. Tenants in the unit will complete a permission form for any additional keys that they would like to issue. Each tenant will get either a key fob or access through an app on their smartphone as part of their lease. Any additional keys can be issued through the cellular app or via fob. However, all fobs issued to non-tenants will require consent from the tenant and a deposit of \$25.00, to be refunded upon return of the key fob.



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**14. HAZARDOUS MATERIALS**

Tenant shall not keep on the Premises any item of a dangerous, flammable, or explosive character that might unreasonably increase danger of fire or explosion on the Premises or that might be considered hazardous or extra hazardous by any responsible insurance company.

**15. ACCESS BY LANDLORD**

Landlord and Landlord's agents shall have the right at all reasonable times, and by all reasonable means, enter the Premises for the following purposes:

- a. To make repairs.
- b. To perform a general inspection of both the inside and outside of the Premises. Generally, inspections occur quarterly, unless otherwise indicated to fulfill a funder inspection requirement, follow up on lease violations, or other inspections needed in the course of property management.
- c. Leave written notice.
- d. Landlord may enter the Premises without Tenant's consent in case of emergency. Landlord may also enter the Premises in order to inspect the Premises, to make ordinary and necessary repairs, to enforce this Lease and after notice of termination is given, to show the Premises to prospective Tenant(s) or buyer(s).
- e. 24 hours notice will be given to Tenant of Landlord's initial intent to show the Premises to a prospective tenant or buyer, Tenant shall be on continuous notice that other such showings may occur during reasonable hours to prospective tenants and/or buyers.
- f. Submission of a work order constitutes permission to enter the property, unless otherwise indicated. With the exception of work orders, the Landlord will provide 24 hour notice to enter the Premises.

If Tenant fails to permit reasonable access under this Paragraph, Tenant will be in default.

**16. ALTERATIONS**

No changes, additions or improvements to the Premises or any Appliances (as defined below) may be made without prior written approval of Landlord. The Premises must be kept free of mechanic's liens resulting from any work done thereon. Tenant will promptly remove any such liens attached to the Premises. Any and all alterations, changes, and/or improvements built, constructed or placed on the Premises by the Tenant, be and become the property of Landlord and remain on Premises at the expiration or earlier termination of this Lease Agreement.



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**17. APPLIANCES**

Landlord will provide the following appliances (“Appliances”) if checked by Landlord.

Landlord

- a. Refrigerator
- b. Stove
- c. Dishwasher
- d. Microwave
- e. Washer
- f. Dryer
- e. Other : \_\_\_\_\_

Each Appliance listed above shall be in good working order and shall be maintained by Landlord. Appliances shall be the sole property of Landlord, and shall not be removed or injured by Tenant claim, at any time, compensation therefore.

**18. MAINTENANCE**

- a. Landlord will be responsible for maintaining the Premises free of pests (**Does not include treatment of bedbugs**). Tenant is responsible for reporting, verbally and in writing, pest issues in a timely manner to the management office for treatment. Please refer to the House Rules for additional information.
- b. Tenant agrees to notify Landlord immediately, via telephone call, email or by conspicuously posting a note during Landlord’s regular inspection days, of any specific item(s) in need of repair or maintenance and shall attempt no maintenance on the Premises or Appliances himself or herself.
- c. Tenant agrees to notify the Landlord immediately upon discovery of any water infiltration or the presence of mold.
- d. Tenant is responsible for the cost of any service(s) for repair/maintenance that is made to any party they contact or contract with, other than the Landlord.
- e. Tenant shall not hold Landlord responsible for any damages or inconveniences caused to Tenant by any contractor/worker hired by Landlord to conduct any maintenance in or on the Premises.
- f. Tenant shall maintain the Premises in a reasonably clean and safe manner.

**19. RULES**

Tenant will, at their sole expense, keep and maintain the Premises in good and sanitary condition and repair Without limiting the generality of the foregoing, Tenant shall:

- a. Not obstruct the driveways, sidewalks, courts, entry ways, stairs and/or halls, which should be used for the purposes of ingress and egress only.
- b. Keep all windows, glass, window coverings, doors, locks and hardware in good, clear order and repair;
- c. Not obstruct or cover windows or doors;
- d. Not leave windows or doors in an open position during any inclement weather;
- e. Not hang and laundry, clothing, sheet, etc. from any window, rail, porch, or balcony nor air or dry any of same within any yard area;



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- f. Not cause or permit any locks or hooks to be placed upon any door or window without the prior written consent of the Landlord;
- g. Keep all lavatories, sinks, toilets, and all other water and plumbing apparatus in good order and repair and shall use same only for the purposes for which they were constructed. Tenant shall not allow any hygienic wipes (including those labeled as “flushable”, sweepings, rubbish, sand, rags, ashes or other substances to be thrown or deposited therein. Any damage to any such apparatus and the cost of clearing stopped plumbing resulting from misuse shall be borne by the Tenant.
- h. Tenant and Tenant’s visitors shall at all times maintain order in the Premises and at all places on the Premises, and shall not make or permit any loud or improper noises, or otherwise disturb other residents or neighbors;
- i. Tenant and Tenant’s visitors shall keep all radios, television sets, stereos, etc., turned down to a level of sound that does not annoy or interfere with other residents or neighbors;
- j. Tenant and Tenant’s visitors shall deposit all trash, rubbish or refuse in appropriate trash receptacles and shall not deposit or permit to stand on the exterior of any building or within any common elements;
- k. Tenant and Tenant’s visitors shall abide by and be bound by any and all rules and regulations affecting the Premises or the common area which may be adopted or promulgated by the Condominium or Homeowner’s Association having control over them;
- l. Abide by rules as outlined in the “House Rules” attached and included as part of Lease;
- m. THERE WILL BE NO WATERBEDS, unless authorized by a separate written Waterbed Addendum to this Lease Agreement.

**20. UTILITIES**

The table below outlines which party is responsible for utilities on the site.

Electricity	<input type="checkbox"/> Tenant	<input type="checkbox"/> Landlord	
Gas	<input type="checkbox"/> Tenant	<input type="checkbox"/> Landlord	<input type="checkbox"/> No gas service at this location
Water and Sewer	<input type="checkbox"/> Tenant	<input type="checkbox"/> Landlord	
Trash Removal	<input type="checkbox"/> Tenant	<input type="checkbox"/> Landlord	
Internet Services	<input type="checkbox"/> Tenant	<input type="checkbox"/> Landlord-please see addendum	

Any other utilities desired by the tenant will also be the sole responsibility of the tenant. Electricity, gas (when applicable), trash removal, water and sewer must be kept in service to the Premises at all times. Late payment of utilities is considered a lease violation. Where applicable, service must be established in a Tenant’s name upon signing the lease. Tenant agrees that Landlord shall have the right to suspend such services in the event of an emergency or accident or to facilitate repairs or alterations to be made to the Premises or elsewhere on Landlord’s property. In addition, Tenant shall supply garbage cans with lids. On garbage pickup day, Tenant shall properly store and secure garbage cans and take/return cans to/from curb in a timely manner.

**21. PERSONAL INJURY AND/OR PROPERTY DAMAGE**

- a. Tenant agrees to use and occupy the Premises in a careful, safe, lawful and proper manner. Reasonable wear and tear will be the expense of Landlord.
- b. Landlord will not be liable for property damage or personal injury occurring on the Premises regardless of cost unless the damage or injury results from the negligence of Landlord.
- c. Tenant agrees to pay for all repairs to the Premises and its contents, which are necessary due to lack of care on the part of Tenant or his or her visitors, including paid service providers.





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- d. Tenant agrees to reimburse Landlord for actual cost incurred for excessive or abnormal damage including, but not limited to, broken glass, toilet stoppage, pet damage, excess wall damage, damage to appliances and other like items, within 30 days of Tenants receiving an invoice for the cost thereof. In addition, excessive or abnormal damage due to Tenant's negligence will be repaired by Landlord and billed to Tenant.
- e. If the property is damaged by fire, or other cause, Landlord shall repair the property, within a reasonable time period. Tenant is responsible for notifying Landlord of such damages.
- f. If the extent of the damage is so extensive so as to render the property untenable, Tenant will not be required to pay rent from the time of the damage until the property has been restored to its previous condition.

Waiver of Subrogation. Landlord and Tenant each hereby release the other from any and all liability or responsibility for any loss, injury or damage to the other's real and/or personal property caused by fire or any other casualty insured by a standard "all risk" property insurance policy during the Term of this Agreement, even if such fire or casualty may have been caused by the negligence (but not the willful misconduct) of the other party or one for whom such party may be responsible. Inasmuch as the above mutual waivers will preclude the assignment of any aforesaid claim by way of subrogation (or otherwise) to an insurance company (or any other person), each party hereto hereby agrees if required by said policies to give to each insurance company which has issued to it policies of fire and extended coverage insurance, written notice of the terms of said mutual waivers, and to have said insurance policies properly endorsed, if necessary, to prevent the invalidation of said insurance coverage by reason of said waivers.

- g. In case of damage such as fire, flood, or other disasters, the Landlord is not responsible to replace tenant's personal belongings. The tenant may purchase renters' insurance at the time of move in or any time afterwards. The landlord does not require tenants to purchase renters' insurance.

**22. SERVICE PROVIDERS**

Landlord acknowledges that Tenant may have a Service Provider to support their needs. For the purposes of this Lease, the Service Provider will be considered a guest of the Tenant and is subject to the requirements of the Lease as outlined in the various sections of the lease.

Furthermore, it is understood that keys/access to the Premises may be requested by individuals who provide services to Tenant. Landlord agrees to provide a key/access to such service providers upon the request of the Tenant. However, Tenant agrees that Landlord has no responsibility and/or liability for the activities of such service providers while on the Premises. Tenant agrees to indemnify and hold Landlord harmless from any liability resulting from the activities of such service providers.

**23. ABANDONMENT**

If at any time Tenant abandons the Premises or any part thereof, Landlord may, at Landlord's option, obtain possession of the Premises in the manner provided by law, and without becoming liable to Tenant for damages or for any payment of any kind whatsoever, Landlord may, at Landlord's discretion, re-let the Premises, or any part thereof, for the whole or any part thereof, for the whole or any remaining part of the then unexpired term and may receive and collect all rent payable by virtue of such reletting and, at the Landlord's option, hold Tenant liable for any difference between the rent that would have been payable under this Lease Agreement during the balance of the unexpired term, if the Lease Agreement had continued in force, and the net rent for such period realized by means of such reletting. If Landlord's right of reentry is exercised following abandonment of the Premises by the Tenant, then Landlord shall consider any personal property belonging to the Tenant left on the Premises to also have been abandoned, in which case Landlord may dispose of all such personal property in any manner Landlord shall deem proper and Landlord is hereby relieved of all liability for doing so.





Tenant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date: \_\_\_\_\_

**24. CHANGES TO TERMS AND CONDITIONS**

Tenant will not be entitled to any reduction or abatement of rent or other compensation when services or utilities are interrupted by cause beyond the control of Landlord or by repairs, alterations or improvements to the Premises.

**25. ASSIGNMENT, SUBLET**

Tenant shall not assign his or her obligations under this lease, sublet or otherwise permit anyone else to live or rent any portion of the Premises without Landlord's prior written consent. Notwithstanding this Paragraph 25 and subject to Landlord's approval, Tenant may contract with a Live-In companion for daily support services, in accordance with and subject to the provisions of paragraph 34 hereof.

**26. WAIVER**

No provision of this Lease shall be amended or extended except in a writing signed by all parties. Landlord shall not be considered to have waived any of the rights, covenants or conditions unless evidenced by its written waiver, and the waiver of one default or right shall not constitute permanent waiver of that default right, nor the waiver of any other right hereunder. The acceptance of rent shall not be construed to be a waiver of any breach or condition of this Lease.

**27. AMENDMENTS**

Any amendment of this lease must be in writing, signed by both Landlord and Tenant.

**28. NOTICES**

Notices must be in writing and must be mailed via United States Mail postage pre-paid or hand delivered to all parties. Any notices will be delivered to the Tenant at the Property address and to the Landlord at 11150 Woodward Ln, Cincinnati, OH 45241.

**29. RENTAL INSURANCE**

Tenant acknowledges that Landlord maintains no rental insurance with respect to the Premises and Landlord recommends that Tenant secure rental insurance to cover all personal property located thereon.

**30. ATTORNEY'S FEES**

Should it become necessary for Landlord to employ an attorney to enforce any of the conditions or covenants hereof, including the collection of rentals or gaining possession of the Premises, Tenant agrees to pay all expenses so incurred, including a reasonable attorneys' fee.

**31. CONDITION OF PROPERTY**

All parties recognize that Inclusive Housing Resource's properties are buildings and cannot be in perfect condition. It is understood that "*meticulous request*" from Tenant might be considered unreasonable due to the normal nature of imperfection of older buildings. Tenant stipulates, represents and warrants that Tenant has examined the Premises, and that they are at the time of the Lease in good order repair, and in a safe, clean, and tenable condition. Any defects must be noted on the Move In/Move Out Inspection form and provided to the Landlord.

**32. TERMINATION OF LEASE**



Tenant: \_\_\_\_\_  
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Date: \_\_\_\_\_

Upon expiration of the Initial Term, either party may terminate this Lease upon thirty (30) days written calendar notice to the other party except as may be otherwise noted in an addendum. At the end of the 30 day notice period, the Tenant shall surrender the Premises in as good a state and condition as they were at the commencement of this Lease Agreement, reasonable use and wear excepted. In addition, Landlord may terminate this Lease and evict Tenant immediately upon the occurrence of any of the following events:

- a. Tenant defaults under any provision of this Lease;
- b. Tenant is convicted, pleads guilty or nolo contendere to any criminal wrong-doing while a Tenant of the Premises;
- c. In the sole opinion of Landlord, Tenant is likely to harm himself or herself, other persons on or near the Premises, or the Premises; or
- d. The Premises are not kept, in the sole opinion of Landlord, in a reasonably clean manner, in which case, Landlord may, if required, hire a cleanup crew to clean the Premises, the cost of which will be invoiced to Tenant.

In the event a Tenant termination of the Lease, and the procedures for terminating the lease are not be followed, Tenant shall forfeit the security deposit. Furthermore, if the resident terminates the lease prior to expiration; the security deposit shall be forfeited as well.

**33. PETS AND PET SECURITY DEPOSIT**

No pets are allowed on the Premises with the exception of fish, unless permission is granted in writing by landlord. Permitted pets shall require an additional security deposit (“Pet Security Deposit”) and the signing of a “Pet Addendum”. An executed Pet Addendum shall be an attachment to this lease. Unauthorized pets must be removed within five (5) days of notification by Landlord. Tenant is responsible to immediately pay for any damage, loss or expense caused by the pet. If no Pet Security Deposit has been collected, or if any Pet Security Deposit does not cover damages, such damages may be billed to Tenant. Assistance Animals are not considered pets under this lease. Though Assistance Animals are not considered pets under the lease, the Tenant is responsible for complying with any Landlord requirements to ensure safety, peaceful enjoyment, and condition of leased premises. If you require an assistance animal, please contact the management office for a reasonable accommodation request.

Landlord has received \$ \_\_\_\_\_ as Pet Security Deposit and signed Pet Addendum  
Dated \_\_\_\_\_.

**34. LIVE-IN SERVICE AND CARE PROVIDERS**

Tenant may contract with a qualified and willing Service Provider for daily support services. Staff of the provider may reside on the Premises, if that staffing pattern is approved by the Service Provider and has Landlord’s written consent. Relatives or friends of a Live-In staff member may not stay overnight on the Premises without the prior written consent of the Landlord. If, in the sole opinion of Landlord, a “live-in” staff member has utilized the Premises for his or her own gain and in a manner inconsistent with his or her obligations as a Service Provider to Tenant, Landlord shall so notify Tenant and may withdraw Landlord’s consent permitting the “live-in” staff member to reside on the Premises.

Service/Care Providers may not utilize any vacant bedroom for office/staff space without approval of the Landlord and/or a signed lease authorizing rental of the space.

**35. SEVERABILITY**



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Date: \_\_\_\_\_

If any portion of the Lease is found to be void, unenforceable, or against public policy, the remaining portions of this Lease will not be affected.

**36. EMINENT DOMAIN**

In the event of a taking under the right of eminent domain of all of the Premises, or of a portion of the Premises which, in Landlord's reasonable opinion, leaves the remaining portion of the Premises not reasonably usable for Tenant's entire purposes hereunder, then this Lease and Tenant's obligation to pay rent hereunder shall terminate when Tenant's right to possession is terminated.

**37. DISCLOSURE OF INFORMATION ON LEAD BASED PAINT HAZARDS**

Tenant acknowledges that Landlord has provided him or her with notice of any and all lead-based paint hazards located on the Premises as more specifically described on "The Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards" attached hereto. In addition, Tenant has been afforded an opportunity to ask any and all questions regarding the presence of any such hazards and is satisfied with all information provide to him or her.

**38. ENTIRE AGREEMENT**

This Lease represents the entire agreement between Landlord and Tenant and supersedes all previous discussions or agreements, whether oral or written.

(Signatures on Following Page)



Tenant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date: \_\_\_\_\_

INCLUSIVE HOUSING RESOURCES

BY \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
(Name & Title)

TENANT

The Tenant and/or legal representative's signature below attests to his/her understanding of the terms and conditions of this lease and the Tenant's obligations and rights contained herein.

BY \_\_\_\_\_ DATE \_\_\_\_\_

BY \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
Guardian

\_\_\_\_\_  
Witness





Tenant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date: \_\_\_\_\_

## Lease Attachment: House Rules

We would like to welcome you to your new home! This lease attachment outlines policies and procedures intended to promote enjoyment of your home by you, any roommates, and any neighbors. We ask that you read the enclosed House Rules, initial each page, sign the final page of the document, and return to us.

First, and most importantly, we want you to know that we are available from 8-3 Monday through Friday for any routine items. However, we always have staff on call 24 hours a day / 365 days a year for any maintenance emergencies. You can reach our offices and the emergency on call by calling **513-619-2929**. After hours, please follow the prompts to reach our emergency on call services.

We are including common policies and procedures. These are intended to promote harmony and fair treatment of all the tenants in a home, to ensure being a good neighbor so our tenants are seen as valued members of their community, and to provide operational sustainability.



Initial: \_\_\_\_\_

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### Your Home

What we do in our homes is somewhat unique to what you may experience with other landlords. First, we can only provide this housing through our contracts with County Boards of Developmental Disabilities. We are required to meet certain requirements in these contracts and are mandated reporters. Second, most of our homes are shared housing arrangements where individuals rent a room and share the common areas of the home with others.

If you live in a single-family home, please understand that there is a significant need for affordable housing for people with disabilities. It is the shared intent of Inclusive Housing Resources and the County Board of Developmental Disabilities to make the best use of all the homes that Inclusive Housing Resources operates. As a matter of standard policy, tenants should not expect vacant bedrooms will remain vacant during their tenancy, nor should you allow a Service Provider to utilize a vacant bedroom.



Initial: \_\_\_\_\_



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## Paying Rent and Utilities

### Grace Period

The lease provides for a 10 day grace period, after which a \$10 late fee will be assessed. If you are experiencing a problem paying your rent on time, please reach out to our offices prior to the tenth day of the month.

### Online Payment Opportunity

Through our software, we are able to offer online payment opportunities via ACH from your bank account. Please call our office to set this up.

### Utilities in tenant name, split of utilities

The lease identifies which utilities the tenants are responsible for. Many of our dwelling units are shared housing. In these cases, the utilities will need to be held in one of the tenant's names and the other tenants will be responsible for sharing in the utility costs.

Failure to make timely payments and maintain the utilities in the name of a tenant is a lease violation and can be grounds for lease enforcement, up to and including eviction.

## Must be used as a residence – Absences from Residence

The lease states that the unit must be used only as the tenant's primary residence. Neither the tenant nor their Service Provider may conduct business on the Premises unless they first obtain the written permission of Inclusive Housing Resources.

From time to time, there may be a need for you to be absent from a unit. Please report any absence which will be longer than 2 weeks to Inclusive Housing Resources. Additionally, if the tenant has a Housing Choice Voucher, this absence must also be reported to the Housing Authority. Due to the high demand for affordable units for people with developmental disabilities, absences lasting longer than 120 days may result in lease termination. The length of permitted absence is dictated by program requirements. If the tenant feels that there is a need for a reasonable extension to this period, you should request a reasonable accommodation to extend the permitted absence from the unit.

## Roommates

Many of our homes have multiple bedrooms. If you reside in one of these homes, you will likely have a roommate. Our homes are provided in partnership with local government. Therefore, we attempt to make the fullest use of the homes as good stewards of public funds. The roommates are referred by the County Board of Developmental Disabilities in consideration of the home and its existing tenants. Bedrooms are set out for the benefit of people served by the County Board of Developmental Disabilities and shall not be used by Service Provider except in the rare circumstances where it is permitted to benefit the Tenant, with our written permission.

Due to the shared housing nature of our housing, there are additional considerations in our house rules. We request that the tenant with their guardian or team review these house rules to ensure that they understand the expectations living in our homes.



Initial: \_\_\_\_\_

Tenant: \_\_\_\_\_

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Date: \_\_\_\_\_

## Renter's Insurance

Inclusive Housing Resources does not provide Renter's Insurance to our tenants. We highly recommend that tenants obtain Renter's Insurance to insure their personal property in their home. In case of damage such as fire, flood, or other disasters, the Landlord is not responsible to replace tenant's personal belongings.

## Communications and Contacts

At move in, we collected contact information from each tenant. This includes information about Guardians, Representative Payees, Service Providers, and Emergency Contacts. At that time, the tenant or their guardian identifies the individuals that should be contacted for routine activities in the home. These activities include notifications of inspections or work in the home as well as working through concerns in the home. Inclusive Housing Resources will continue to use the information provided until information is updated with our organization. Please ensure that all contact information stays up to date with Inclusive Housing Resources.

Additionally, it is important that the person who is identified to receive notifications from Inclusive Housing Resources will share the information with the appropriate parties. For instance, if a tenant elects the Service Provider House Manager as the appropriate person for notifications of upcoming inspections, it is important that the House Manager shares this information with the Tenant and/or Service Provider staff at the home during the scheduled period.

## Safe and Sanitary – Cleaning

Much of our housing is Shared Housing where multiple tenants share living spaces. Conditions in the home that impact the safety or livability of the home will be noted and brought to the attention of appropriate parties. At all times, the tenants must:

- Maintain a clear, navigable pathway to all points of egress from the home. Items cannot cover the floor, block windows, block electric panels, block sprinkler or fire suppression systems, or impede the movement of doors.
- Ensure the proper storage of food and cleaning of kitchen and kitchen implements. Food materials on the floor and counters, a buildup of unwashed dishes or the improper storage of food can lead to pests which is unfair to all tenants in the home.

Additionally, any significant impact to the home due to poor housekeeping, including (but not limited to) not cleaning human waste, or maintaining a sanitary bathroom is not consistent with the landlord's expectations of the conditions of the homes.

When cleanliness issues are observed, Inclusive Housing Resources will work with Tenants, Guardians, Providers and SSAs to address the concerns.

## Trash

Tenants are responsible for ensuring that the trash is removed from the home on an appropriate basis and securing a trash removal service and utilizing the trash removal service. While the trash is awaiting



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Date: \_\_\_\_\_

garbage day, it is important that all refuse is enclosed in containers with a closed, well-fitting lid. If the tenant finds that the provided trash cans are not sufficient for the amount of trash generated between garbage days, an additional waste can should be procured or requested from the trash provider.

Please bag all trash prior to putting it in the garbage containers. Please be especially attentive to biological or medical waste, including (but not limited to) needles and incontinence aids. Please ensure that these items remain contained and that proper disposal techniques are used.

From time to time, there may be a need to have a bulk item (such as a mattress or couch) removed from the site. Most garbage carriers require that a call ahead be made so that they can ensure adequate space on their truck. Additionally, all "soft" items must be wrapped in plastic prior to being placed at the curb. Large items being discarded must remain inside the home prior to being placed at the curb on their scheduled pickup day. They may not be stored in the yard or against the home while awaiting the pickup day.

Trash must be taken to the curb on garbage day. All cans/toters shall be placed on the curb after 6:00 PM the night before the scheduled pickup day. All empty cans/toters must be removed from the curb and placed back in their storage area promptly on the day of trash pickup.

### Tenant Storage

Storage is an important consideration in our homes. Policies seek to protect our tenants, their rights, and the structure. Due to fire safety concerns, no flammable fuels can be stored inside a building (propane, gasoline, etc.). No items should be stored in close proximity to the furnace, fire suppression systems, or hot water heater. Oxygen shall not be stored or used near any stove, furnace, hot water heater or any other igniting device. Nothing should be stored in any mechanical closets.

All manners of egress must be kept clear. Items must not be stacked in front of a window, obstruct the full swing of a door, or be in the direct pathway of any exit, including through the garage. Generally, we will request that any chair, couch, or mattress located in a garage, basement or along the outside of a home be removed unless it is in good condition and planned to be used at a later time. This is a bed bug precaution as well as ensuring that all tenants have access to storage.

We also seek to protect our tenants through what they store and how they are identified. Unless there is a compelling reason, we ask that all electronics, equipment and furniture that appears to no longer be able to meet its primary function, be removed from the premises. Additionally, we ask that all stored items be marked with the tenant's name to identify the ownership of the stored materials. The goal of this policy is to prevent the storage of items after a tenant has moved or passed away. Having these items remain both restricts the storage for the current tenants and may leave the last tenant with the responsibility of removing all the stored materials for all former tenants.

### Pets

Pets can be permitted in our units. Only one pet is permitted per residence, and must be a small (less than 25 pounds) domesticated animal, such as a cat or dog. All tenants in the home must consent to the pet, which must be spayed/neutered, remain current on all vaccinations, and wear its license and rabies



Initial: \_\_\_\_\_

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vaccination at all times. The pet's owner must ensure that the animal is not a nuisance, including removing the pet's waste from the property promptly. The pet may not be aggressive, must stay in the control of the pet's owner, may not damage the property, and must be well cared for by the pet's owner. The pet may not cause a conflict or disturbance with others. Any tenant wanting a pet must file an application, sign a pet addendum to their lease, and pay a \$150 pet deposit.

### Assistance Animals

Assistance animals are not pets, and the pet policy does not apply to assistance animals. Any tenant with an assistance animal should request a reasonable accommodation for the assistance animal. It will be expected that the assistance animal will be well cared for, up to date on all vaccinations, and not pose a conflict or disturbance with others. The tenant will be responsible for any damages caused by the assistance animal.

### Security

The safety and security of our tenants is of utmost importance to Inclusive Housing Resources. Please make sure to lock all doors and windows while away from your home. Please be aware that if a member of our staff arrives on site and finds an exterior door unlocked, we will lock the exterior door.

In 2023, we will be installing Salto locks on all of our homes. These locks will be on the front door, unless there is a mobility accessible entrance other than the front door. These locks work by recognizing fob or credentials in a smart phone application. Each tenant will also be able to complete an access form to grant electronic access to others (i.e. family members or support staff). Every person requiring access to the home shall have their own device (fob or cellular access) and every person must ensure that the fob or cellular access stays secure and immediately report if lost or stolen. Any key fob issued to people other than the tenant will require a deposit of \$25. There will be no charge if the person uses access from their phone instead of using a key fob. Fobs not returned will be charged against the deposit.

In some homes, it is possible that a fixture of the home will be used as a medication closet. We do not maintain copies of these keys to ensure the security of the medications and release our liability. If the keys to the med closet are lost and our maintenance technician needs to come out, there will be a form completed and a lock out fee for the trip will be your responsibility.

Other than medication closets, no other locks may be placed on any door in our home. If there is a door on which a tenant would like a lock, then the request should be sent by calling our office.

Tenants are permitted to add security systems to the home with prior approval of Inclusive Housing Resources. Inclusive Housing Resources will need to be able to approve the security system installer and the tenant will need to commit to bearing all costs of the security system, including any fines imposed by local government for false alarm calls. Tenants also must provide the security code to Inclusive Housing Resources.

Tenants may request a keyed passage door lock for their bedroom door. If approved, Inclusive Housing Resources will provide the lock and a non-refundable fee of \$25.00 is required. We will provide one key



EQUAL HOUSING  
OPPORTUNITY

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to the tenant and one to their provider. If there is a change in the provider, it is the responsibility of the tenant to collect the door key and pass the key on to the new provider. We will not consider being locked out of the bedroom an emergency and will not come to unlock the bedroom after business hours. Tenants may request a keyed passage door lock upon move in or anytime during their tenancy by notifying our office. A consent form will be required, and approval must be granted by the tenant's SSA.

### Non-Smoking Policy

Inclusive Housing Resources' properties are non-smoking. This smokefree policy is intended to benefit Inclusive Housing Resources and all of its housing residents, visitors, and staff by mitigating:

- the irritation and known adverse health effects of secondhand smoke;
- the increased maintenance, and cleaning costs from smoking;
- the increase risk of fire from smoking; and
- the higher costs of casualty insurance for a smoking building.

Tenants and their guests may not smoke within the building (including the garage). Smoking is also prohibited within 20 feet of a door or window to a unit. When an area is designated for smoking, all tenants and guests must restrict smoking to the designated area.

For the purposes of our policy, smoking includes any inhaling, exhaling, burning or carrying of any electronic cigarette, lighted cigar, cigarette, tobacco product, or other combustible product in any manner or in any form.

### Peaceful Enjoyment

All tenants must be respectful of other tenants and neighbors. This includes not engaging in activities that are disruptive to others including making excessive noise, creating uncomfortable living situations through cleanliness issues, creating an unsafe environment for others, or otherwise being disruptive to other tenants and neighbors.

### Guests

As is typical with any residential lease, tenants are responsible for making sure that their guests follow the expectations that are laid out in the lease. This would include any visiting friends, family and providers. The tenant can have adverse lease actions taken if a visitor violates a term of the lease. Most often, this would be for disrupting others peaceful enjoyment of their homes (roommates and neighbors) or causing damage to the leased property. For the purposes of the lease, Service Providers are considered guests of the tenant.

### Overnight Guests

Due to the nature of our homes, where unrelated individuals share a home, our lease lays out specific expectations of overnight guests. Per the lease, a guest cannot stay for more than 3 consecutive days



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without obtaining permission from the landlord. Additionally, there is a maximum of 7 nights per year of any overnight guests per tenant.

We will permit additional nights on a case-by-case basis. This expectation is set as an attempt to ensure protection of the rights of all of the tenants in a home.

### Prohibited Items

There are items that we do not permit in our homes or on the property. These items were chosen due to insurance reasons, for fire safety concerns or personal safety concerns. These include the following:

- Waterbeds
- Candles with wicks
- Space heaters (except those provided by maintenance during a no-heat call)
- Extension cords, but Power Strips are permitted
- Plug-in air fresheners/room deodorizers
- Bonfires or other open flames contained within a manufactured fire pit or outdoor fireplace
- Pools, including kiddie pools
- Firearms, excepting those that the Tenant has registered with the Landlord, providing a copy of the documentation permitting such firearms in advance as permitted by law.
- Live Christmas trees
- Gas cans

### Outdoor/Window Displays/Signs

In an effort to ensure the comfort of all tenants in a home and to ensure that our homes meet neighborhood standards and customs across our entire service area, we do not permit yard signs or signs placed in any of the windows of our homes. Additionally, we do not permit the flying of any flag, with the exception of the US Flag, the MIA/POW flag, the State of Ohio Flag or Military Service Flags. Any of these flags flown must be flown using proper patriotic customs.

### Vehicles/Parking

Most of our homes have driveways and are in residential neighborhoods. It is our intent that our homes fit seamlessly into the neighborhood. When parking, we ask that tenants/guests consider whether the parking is making a street difficult to pass, particularly if there will be an Access bus load near where you have parked. No vehicles may be parked off the side of the road in the grass or in the unpaved areas in our yards. Additionally, it is advisable to avoid areas across from where someone will be backing out of their driveway.

Some of our homes have garages. In general, attached garages can be used for limited storage of items (see Storage). However, garages can not be used for parking of either resident owned or provider owned vehicles.

Lastly, with the exception of minimal emergency repairs such as jumping or replacing a dead battery, filling or replacing a flat tire, vehicle repairs should not take place on the rented premises.



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## Fees

*Late Fee:* \$10/month

*Returned Check Fee:* \$30

*Lock Out Fee:* \$30/instance between 8-3 on business days, \$50/instance afterhours, holidays and weekends

*Trash Removal Fees:* These fees will be charged after a reasonable notice to have items removed from the property. The cost will be the sum of \$25/hour for the labor plus:

- Mattress/Box Spring
  - Wrapped and sealed in plastic - \$50
  - Unwrapped - \$100
- Recliner/Chair
  - Wrapped and sealed in plastic - \$50
  - Unwrapped - \$100
- Standard size Couches/Love seats:
  - Wrapped and sealed in plastic - \$100
  - Unwrapped - \$200
- Sectional Couches
  - Wrapped and sealed in plastic - \$150
  - Unwrapped - \$300
- Entertainment Centers
  - Wrapped and sealed in plastic - \$75
  - Unwrapped - \$150
- Other Large Items
  - Wrapped and sealed in plastic - \$100
  - Unwrapped - \$200
- Other Small Items
  - Wrapped and sealed in plastic - \$50
  - Unwrapped - \$100
- Items in trash bags: \$30

These fees may be updated from time to time.

## Barbeque Grills

Barbeque grills are permitted; however, they must be located at least 10 feet from the home and only operated in well-ventilated areas (never in the garage).



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## Damages

Tenants are responsible for damages caused by the tenant, pet, assistance animal and guests, including Service Providers.

## Painting and hanging items on walls

We will be happy to hang items on the walls for our tenants. Please send a work order in with information about what needs to be hung and where your item(s) can be found in the home. We ask that tenants place a post it note on the wall in the approximate area that you would like to have the item hung. Please note that some items, especially heavier items may need to have their location adjusted to ensure that the item(s) can be safely affixed to the wall.

Tenants and their representatives are prohibited from painting their home. Generally, the walls are painted with our white color prior to move in and as needed. We do have a policy where tenants can , for a fee, have one of a handful of approved colors painted. Please inquire with Property Management for more information.

## Moving out

We hope that you will be a tenant with us for a long time. However, if a tenant finds that they want to or need to move, they will need to send a notification to Inclusive Housing Resources in writing 30 days prior to moving out. (Emails are accepted.) Please include a forwarding address to ensure that the security deposit is mailed to the correct address. The move out date will be the date that any keys/key fobs are received by Inclusive Housing Resources (not the Service Provider). The tenant will be responsible for rent through the move out date or the end of the month following the 30-day notice

A move-out inspection will be performed by the Maintenance Technician on the home after all of the belongings, furniture, etc. have been removed from the room. As long as the rented space is in good condition, a check will be generated to return the tenant's \$150.00 security deposit and pet deposit, if applicable. If the room is found to have damage (excluding normal wear & tear) then an assessment will be done to determine what portion of the security deposit is withheld for damage. If a tenant has not removed belongings by the planned move out date, rent for the period will be prorated through the date that the belongings have been removed.

## Breaking a Lease

We understand that there are circumstances that are beyond the control of the tenant which may require them to terminate a lease early. As soon as this becomes apparent, please reach out to Inclusive Housing Resources to discuss.

## Fire Safety

### Smoke Detector System

Each home is equipped with smoke detectors. Some of the homes have smoke detectors that are monitored by an outside alarm company. It is critically important that tenants and their guests do not



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remove or tamper with smoke detectors. When the smoke detectors detect smoke, an alarm will sound. You should then follow your fire evacuation plan and when you are in a safe area call 911.

If there is a false alarm and you have a monitored smoke detector, it is critically important that you immediately call the monitoring service and let them know of the false alarm. The card with the information to call is mounted above the alarm panel. Please follow up with a call to Inclusive Housing Resources at 513-619-2929, so that we are aware of the false alarm. Failure to call the monitoring company can lead to unnecessary dispatch of the fire department. Multiple false alarms can lead Inclusive Housing Resources to be fined for the false alarms. If these are a result of the household not calling in false alarms to the monitoring company, then the household will be billed for these fines.

If you experience any problems with your smoke detectors call Inclusive Housing Resources. We will ensure any necessary maintenance is completed.

### Sprinkler Systems

Some of our homes are outfitted with a sprinkler system. This may include a large water filled tank on the site. Some sites may also have a generator backing up the pump. If you have a generator on the home please note that it is unlikely to power anything but the pump and possibly a couple of other items in the home in the case of a power outage. The generator will run for a short period of time every week to ensure that it continues to properly function.

Please note that the job of the sprinkler system is to provide a little extra time for people to evacuate the home. It's goal is not to preserve the structure and contents. If the sprinkler system is activated, please ensure the home is promptly evacuated.

Please do not hang any items from any sprinkler heads. This will rupture the sprinkler head and release water into the space.

### Maintenance and Emergencies

#### Maintenance Request Procedures

Performing the preventative maintenance outlined above will reduce the number of problems at your home. However, from time-to-time problems with the home will arise that will require our assistance. It is the tenant's responsibility to promptly report any maintenance problems. To report a maintenance problem please follow these guidelines:

*DURING NORMAL BUSINESS HOURS (Monday- Friday 8:00 a.m. – 3:00 p.m.):*

Call Inclusive Housing Resources at (513) 619-2929 or email: [housing@inclusivehr.org](mailto:housing@inclusivehr.org) to report needed maintenance or repairs at the home. Please do not use the email for any urgent or emergent maintenance item. Any calls, messages or emails will be logged and assigned priority as follows:

**Emergencies:** no heat/no air, no water, gas leaks, complete sewage back up (no functioning toilet), excessive storm damage, broken locks preventing access to the home, vandalism or fire,



Initial: \_\_\_\_\_

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flooding, power outages (not related to power outages in the area) or any incident requiring emergency safety services.

Response time is ASAP (same day)

**Urgent:** Security problems including broken windows, completely clogged drains and fixtures, non-functioning appliances, serious roof leaks, and pest infestation.

Response time within 24 hours.

**Routine:** Improperly functioning systems such as doors, windows, etc., slow draining fixtures and drains, improperly function heating, air conditioning equipment, appliances, and pest problems.

Response time is within 1 week.

**Capital replacement:** Items such as painting, floor finishes, driveways, walks, etc., personal requests of a tenant.

Response time will be determined on a case-by-case basis.

*FOR EMERGENCIES AFTER NORMAL BUSINESS HOURS:*

We always have staff on call 24 hours a day/365 days a year for any maintenance emergencies. You can reach our offices and the emergency on call by calling 513-619-2929. If you reach our recording and have a maintenance emergency as outlined above, please follow the prompts to reach our emergency on call services. If you have a true emergency and are not receiving the response needed, please call (513) 349-1810 and someone will return your call as soon as possible.

*Pest Control*

Whenever any pest is noticed inside the home, please call our offices. We will initiate pest control services for pests such as mice, roaches, and ants. It is important that tenants comply with all advice of the pest control professional to assist in resolving or preventing future pest issues. Failure to comply with instructions may result in the Tenant or their Service Provider being billed for pest control services. It may also result in the Tenant having lease enforcement action taken against them,'

Bed bugs infestations are handled differently. For all homes, Inclusive Housing Resources must be contacted within 24 hours of discovery of any suspected or known bed bug activity. The next steps are as follows:

- In single family homes in Hamilton and Clermont Counties the Tenants shall reach out to a licensed pest control professional and arrange for treatment in the home. The Tenant will be responsible for the costs of the pest control treatment. The name of the pest control professional and copies of their reports must be shared with Inclusive Housing Resources.



Initial: \_\_\_\_\_

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- In Butler County, the contract allows for Inclusive Housing Resources to provide bed bug treatment services free of charge to the Tenant(s), provided that the Tenant(s) comply with direction provided by the pest control professional and Property Management.
- In our multi-family homes, we will contract with a licensed pest control professional to perform bed bug inspections throughout appropriate areas of the building and provide treatments. However, if the source of the infestation is identified as a specific unit, then the appropriate tenant will be charged

While a home is being treated for bed bugs, we may limit work order activity to emergency items to prevent the possible spread of bed bugs between homes. Furthermore, if conditions in the home are directly related to a pest control problem, the home may be billed for the services. These protocols are intended to promote the best living conditions for our tenants.

**Tenants must cooperate with and follow instructions of the pest extermination in the treatment of infestation provided by the pest control company and Inclusive Housing Resources staff. Cooperation is also required of support providers, family members, all other occupants, and guests. Failure to report bed bug infestations or cooperate with the extermination requirements will result in the tenant being billed for the extermination service costs and may result in a lease violation. If management determines the conditions or lack of cooperation with the extermination requirements are impacting the pest control efforts, it could result in termination of the lease, up to and including an eviction notice.**

### Contractors

From time to time, Inclusive Housing Resources will contract with licensed, insured contractors to complete work in the homes. If this is the case, we will let the home know who the contractor is and when to expect them. With the exception of an after-hours emergency, this will be communicated to the Contact identified on the Contact form. If it is an after-hours emergency, this will be communicated to the caller or in person while on site.

### Lightbulbs

In the event that you are unable to reach the light and change the bulb, contact us and we will send someone over to assist you.

### Window Coverings

The Housing Network of Hamilton County provides window coverings (blinds) on each window when you move in. It is your responsibility to clean and maintain the window coverings. If you would like to replace your blinds or hang other window coverings, you may purchase them and we will install it for you.



Initial: \_\_\_\_\_

Tenant: \_\_\_\_\_

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Date: \_\_\_\_\_

### Sink and Drains

Items like hair, grease, large food items, personal hygiene items, may clog drains in sinks and tubs. Do not try to flush these down the drain. **Please do not ever place personal wipes down the toilet drain. Even personal wipes that are identified a “flushable” frequently clog the pipes.** If a drain is clogged or running slow you may attempt to unclog it using a plunger. Do not use products like “Drano” as they may damage pipes. If the drain does not unclog with a plunger, contact Inclusive Inclusive Housing Resources and we will send someone to unclog the drain. Tenants may be held responsible for repairs to clogged drains resulting from putting inappropriate objects down the drain.

### Heating/Air Conditioning Systems

Your home has both heating and air-conditioning systems. Make sure that when you want warm air, the thermostat is switched to HEAT. When the heat is on never set the thermostat over 75 degrees. When you want air conditioning it should be switched to COOL. When the air conditioning is on, **NEVER set the thermostat below 70 degrees.** This is extremely important. If it is set lower than 70 degrees, the unit can freeze up which can result in serious damage to the unit. If you have problems with your furnace or air conditioner, please call the Inclusive Housing Resources office. If the air conditioning is not working, please turn it off and call Inclusive Housing Resources.

### Carbon Monoxide Risks

Carbon Monoxide is a colorless, odorless gas that results from the combustion of fuels. Exposure can cause serious illness or death. Each home has a carbon monoxide detector. If the detector continuously makes a high-pitched sound, particularly if anyone is experiencing flu-like symptoms, please evacuate the home immediately and call 9-1-1. Emergency personnel will evaluate to see if there is a carbon monoxide leak in the home.

If there is an intermittent chirping sound every 30 seconds to a minute or a quick series of 3 chirps every 5 minutes or so, then the carbon monoxide detector will need to be evaluated and likely replaced by our maintenance team. Please call this condition into Inclusive Housing Resources as a work order.

If your home has a garage, it is critically important that no vehicle be allowed to run in the garage. This can cause a build up of carbon monoxide in the garage or home and can lead to serious illness or death. If Inclusive Housing Resource staff find a vehicle running in a garage, the condition will have to be reported to the Major Unusual Incident Department of the local County Board of Developmental Disabilities.

### Snow Removal

For our single family homes, snow removal is the tenant’s responsibility. At the beginning of the winter season, Inclusive Housing Resources will provide a shovel and a 5 gallon bucket of ice melt. We do not refill the buckets. Please do not use rock salt on concrete as it will cause damage to the surface,

In our single family homes, we will try to assist with removing snow by plowing or shoveling driveways and sidewalks after a snowfall of more than 3”, but please keep in mind that our staff are responsible for over 100 homes and may not be able to get your driveway and/or sidewalk cleared off before you need



Initial: \_\_\_\_\_

Tenant: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

it. When there is additional snow fall or snow drifting after we have cleared the driveways and sidewalks, the tenant is responsible for the removal unless an additional 3 inches falls. If you need assistance with snow removal make sure you have made arrangements with your support provider to give you more timely help.

Inclusive Housing Resources provides all snow removal services for our multi-family locations.

### Inspections

There are a number of reasons your unit may be inspected by a member of property management or an outside party. We will utilize the contact information sheet that you completed at application with any changes that you have noted to the contacts to let you know of the upcoming inspection. We will provide notice of the time period during which the inspection may be conducted at least 24 hours prior to the inspection unless there is an emergency requiring more immediate access to the home. The following sections describe the most common types of inspections.

#### Property Management

Quarterly, Inclusive Housing Resources inspects each home we manage. The primary reason for the quarterly inspection is to look for any maintenance item needing our attention. During these inspections, we will look for items that may affect the quality, safety and security of our units. During these inspections, it is possible that we will identify a leasing condition that is not consistent with the expectations in our lease. If this is the case, then the identified person for the communication will receive a follow up communication about these conditions.

During the inspection, we may record video or photo of conditions. This photographic material may be used to document maintenance needs and provide information for the maintenance technician to aid in the repair. This documentation may also be used as support for a condition in the home inconsistent with lease expectations.

In addition to quarterly inspections, property management may also have a need to inspect the unit including to inspect a unit to further evaluate a maintenance concern, to follow up on lease violations, or other property management and maintenance reasons.

#### Funder Compliance

In order to provide affordability in our housing, we utilize funds from a variety of sources. Some of these funders conduct routine inspections to ensure that the property is being kept to their standards. We will provide 24 hour notice for any funder compliance inspection.

#### Housing Choice Voucher

If you or your roommate receive rental assistance through the Housing Choice Voucher program (Section 8), then there will be an annual inspection of the dwelling unit. Both the tenant and owner will receive notice of these inspections. It is the tenant's responsibility to be present for the inspection and permit access by the Housing Choice Voucher Program Inspector. If the inspection identifies items that



Initial: \_\_\_\_\_

