



Housing Authority of Danville

Resident Handbook

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Danville, KY 40423-0666

(859)236-6116

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Purpose of this Handbook

This handbook provides information about your rights and duties as a resident, the Housing Authority's rights and duties, and other helpful information. The items covered in this handbook are drawn from relevant Housing Authority policies, information from your lease agreement, and general information from our website. To view policies at full length, please contact the main office for assistance.

Helpful Phone Numbers

Bluegrass Community Action Program.....	859-236-2955
Boyle County Parks and Recreation.....	859-238-1233
Boyle County Sherriff's Office.....	859-238-1100
Danville City Hall.....	859-238-1200
Danville Family Support Food Stamps Office.....	859-306-8959
Danville Fire Department.....	911 or 859-238-1211
Danville Police Department.....	911 or 859-238-1200
Ephraim McDowell Health.....	859-239-1000
Fire Department-Boyle County.....	911 or 859-236-8238
Green House17 (24 Hour Domestic Violence Crisis Line).....	1-800-544-2022
Inter-County Energy.....	859-236-4561
Junction City Fire-Rescue.....	911 or 859-854-3900
Junction City Police Department.....	911 or 859-854-3900
Kentucky Utilities.....	1-800-981-0600
Perryville City Hall.....	859-332-8361
Perryville Fire Department.....	911 or 859-332-8361
Perryville Police Department.....	911 or 859-792-3023

Housing Authority of Danville

The Housing Authority of Danville has been serving the Danville/Boyle County area of Kentucky since 1950. We provide safe, affordable housing for limited income families. Our staff and residents work together to build safe and comfortable communities for residents of all ages.

Mission Statement

The Housing Authority of Danville’s mission is to provide safe, decent and sanitary housing conditions for very low-income families and to manage resources efficiently. The Housing Authority of Danville is to promote personal, economic, and social upward mobility to provide families the opportunity to make the transition from subsidized to nonsubsidized housing.

Fair Housing Statement

It is the policy of the Housing Authority of Danville to fully comply with all Federal, State, and local nondiscrimination laws; the Americans with Disabilities Act; and the U.S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, marital status, sexual orientation, gender identity, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the Danville Housing Authority’s programs.

Reasonable Accommodation

Sometimes people with disabilities need a reasonable accommodation in order to take full advantage of the Danville Housing Authority’s housing programs and related services. When such accommodations are granted, they do not confer special treatment or advantage for the person with disabilities; rather, they make the programs accessible to them in ways that would otherwise not be possible due to their disability.

Anyone requesting an application will also receive a reasonable accommodation form. Notifications of re-certifications, inspections, appointments, or eviction will include information about requesting a reasonable accommodation. For more information about requesting reasonable accommodations, please pick up a packet at the main office. Upon completion of the form, a portion will be sent to your physician for confirmation. All decisions granting or denying requests for reasonable accommodations will be in writing.

General Information

Housing Authority of Danville

Office hours:

Mon-Wed **8am-4pm (closed for lunch 12-1)**

Thurs **CLOSED TO THE PUBLIC**

Fri **8am-4pm (closed for lunch 12-1)**

Community Service Requirement

To be eligible for continued occupancy, each adult family member must either (1) contribute eight hours per month of community service within the community in which the public housing development is located, or, (2) participate in an economic self-sufficiency program unless they are exempt from this requirement.

Exemptions:

Family members who are 62 or older, individuals with a disability that prevents them from being gainfully employed, the caretaker of a disabled person, individuals working a minimum of 20 hours per week, individuals participating in a Welfare-to-Work Program, individuals receiving TANF or are enrolled in the SNAP program and participating in a required economic self-sufficiency program or work activity, full time students, individuals involved in self-sufficiency activities that include substance abuse or mental health counseling, literacy classes, budget or credit counseling shall qualify for exemption from the community service requirement.

Each adult family member who is not exempt will sign a Community Service Agreement at lease execution. Families will be advised that their community service obligation will begin upon lease execution. They will also be advised that failure to comply with this agreement will result in their ineligibility for continued occupancy at the time of ant subsequent annual re-certification.

Re-certifications

Each year, by the date specified by the landlord, residents who are paying rent-based on their income shall provide updated information regarding income, assets, and family composition. The landlord shall verify the information supplied by the resident and use the information to establish the rate of the next year's rent. At the time of the annual re-certification, the landlord shall advise the resident of any income that will be excluded from consideration. Increased earnings due to employment shall be excluded during the twelve month period following hire for families whose income has increased because of the employment of a family member who was previously unemployed for one or more years, because of participation in a self-sufficiency program or was assisted by a state TANF program within the last six months.

The Housing Authority of Danville will send a letter to notify residents that it is time for their annual re-certification. Families will be able to select the flat rate rent or formula method at this time. Once a family changes to income-based rent due to financial hardship, the family must wait until its next annual re-certification to select another type of rent. During this time, the housing authority will also determine whether family composition may require transfer to a different bedroom size unit, and if so, the family's name will be placed on the transfer list.

If a resident fails to respond to the letter and fails to attend the re-certification interview, a second letter will be mailed. The second letter will advise of a new date and time for the interview. The letter will also advise that failure to attend the second scheduled interview time will result in the housing authority taking eviction action against the family.

Interim Re-Certifications (Changes to Report)

If you experience changes in your income or family composition, you are required to report these changes in person at the housing authority's main office. Changes that need to be reported include, but are not limited to the following: a member that has been added to the family by birth or adoption, a household member who is leaving or has left the family unit, any new source of income or increase in income by any family member aged 18 years and older, or any increase in child care expenses.

Termination

The resident may terminate the lease at any time upon submitting a 30 day written notice before moving from the dwelling unit. If the resident does not give full notice, the resident shall be liable for rent to the end of the notice period or to the date the dwelling unit is re-rented, whichever date comes first.

The landlord will not terminate or refuse to renew the lease other than for serious or repeated violation of terms of the lease such as, but not limited to, the following:

- non-payment of rent or other charges due under lease, or repeated chronic late payment
- failure to provide timely and accurate statement of income, assets, and expenses and family composition, to attend scheduled re-certifications, or to cooperate in the verification process
- furnishing false or misleading information during the application or review process
- assignment or subleasing of the premises or providing accommodations for boarders
- use of the premises for purposes other than for solely as a dwelling unit for the resident's household
- failure to abide by necessary and reasonable rules made by landlord for the benefit and well-being of the residents of the housing authority
- failure to abide by applicable building and housing codes materially affecting health or safety
- failure to dispose of garbage, waste and rubbish in a safe and sanitary manner
- failure to use electrical, plumbing, sanitary, heating, ventilating, air conditioning and other equipment in a safe manner
- acts of destruction, defacement or removal of any part of the premises, or failure to cause guests to refrain from such
- failure to pay reasonable charges for the repair of damages to the property, premises, buildings, facilities or common areas

- any activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees of the authority
- any violent or drug-related criminal activity on or off the premises
- failure to comply with the pet policy
- alcohol abuse that the landlord determines interferes with the health and safety or right to peaceful enjoyment of the premises by the other residents
- failure to allow inspection of the dwelling unit
- determination that a family member has knowingly permitted an ineligible citizen not listed on the lease to permanently reside in the housing unit
- determination or discovery that a resident is a registered sex offender
- failure to perform required community service or be exempted from

Pet Policy

Pets are allowed at all complexes; however, you must register your pet at the office before you bring it to your apartment. Pets must weigh less than 25 pounds and be kept inside. The number of pets is limited to one dog or two cats. A pet that goes outside must be kept on a leash and under control of its owner. Animal droppings (feces) must be picked up and discarded without delay. Visitors may not bring their pets to your apartment or complex. Additionally, all residents must submit proof that pets have been vaccinated and spayed or neutered. Proof of animal registration per the County must be submitted.

Parking

Parking spaces are for the use of residents only. There are no assigned parking spaces for individual apartments with the exception of McIntyre Circle.

Rent Collection

Rent is due and payable on the 1st day of each month at Farmers National Bank. If a resident fails to pay rent by the 5th day of the month, a notice of proposed lease termination will be issued. A \$25 late charge will be assessed to cover the added costs of a rent payment received after the 5th day of the month. A check returned for non-sufficient funds will incur a charge of \$25.

Maintenance

The resident agrees to:

- keep the dwelling unit and any other areas assigned for the resident's exclusive use in a clean and safe condition
- use all appliances, fixtures, and equipment in a safe manner and only for the purposes for which they were intended
- not litter the grounds or common areas of the property

- not undertake, or permit the family or guests to undertake any hazardous acts or do anything that will destroy the property
- not destroy, deface, damage, or remove any parts of the dwelling unit or common areas, or property grounds
- give the landlord prompt notice of any defects in the plumbing, fixtures, appliances, heating equipment or any other part of the unit or related facilities
- not park unregistered, inoperative or un-inspected vehicles on the property or park any vehicle in an unauthorized location
- remove garbage or waste from the dwelling in a clean and safe manner
- refrain from causing any repair, alteration or modifications of the premises nor install any major appliances such as outside Christmas lights, antennas, or satellites
- pay reasonable charges for the repair of damages other than normal wear and tear to the premises, buildings, or common areas caused by the resident or guests, and do so within 15 days after the receipt of the landlord's itemized statement of the repair charges.
- Test all of the smoke detectors in the dwelling on a monthly basis; and
- Register pets and comply with the pet policy prior to bringing the pet on the premises

Emergency Maintenance

Emergency maintenance is available 24 hours a day. If you have a maintenance emergency after office hours, on weekends, or holidays, please call our answering service at 859-236-6128. Some example of conditions that you should consider an emergency are:

- Unhealthy or undrinkable water supply
- Gas leak
- Broken or blocked sewer line
- Failed heating system
- Hazardous electrical system
- Major water leak or flooding

Keys

You will receive two keys to your apartment. If you need additional keys, you may purchase them from the Housing Authority for \$2.50 each. To ensure the security of your apartment and the quality of keys, please do not duplicate your keys.

All sites (except Arnold Tower) have mail boxes in central location. You must get the keys to your mailbox as this is where all mail from this agency will be sent. The keys to the individual boxes are available at the local post office. There is a \$10 fee for the keys.

Utilities

Electric, gas, and water services are provided and each apartment has its own meters. Your utility allowances are pre-determined according to the size of the apartment and number of family members. A utility statement that shows usage during the previous month and any charges for usage over the allowed amounts will be sent to you in the middle of each month. Charges for utility overages are due with your next rent payment.

All apartments have telephone and cable access. Residents must make arrangements with private companies to receive these services. The installation and location of additional telephone extension or cable receptacle must be approved in advance. An installer or contractor may not attach anything or make any alterations to the exterior of the building without prior approval from the Housing Authority.

Pest Control

Pest control treatment is performed monthly. You will receive written notice of the day and time of the next scheduled treatment with your rent statement. There is no charge for this service; however, if staff cannot gain access to the apartment at the scheduled time, a fee of \$25 will be charged.

Smoke-Free Policy

The Department of Housing and Urban Development requires all public housing to be smoke-free. Beginning April 1st 2018, all residents will be required to adhere to the new Smoke-Free Policy, which applies to residents, staff, and guests. Tenants, members of the tenant's household, and any guests under control of the tenant will not smoke anywhere in or on the:

- Units leased by the tenant, including any associated balconies, decks, or patios
- Common areas of the property, including, but not limited to, lobbies, stairwells, elevators, laundry rooms, community rooms, community bathrooms, or offices
- Grounds of the property within 25 feet of any Housing Authority of Danville residence or Administration building

If a tenant is found to be in violation of the smoke-free housing policy, the following steps will be taken:

- a. First complaint- The first documented complaint will result in a written warning letter issued to the resident with a copy placed in the tenant's file.
- b. Second complaint- The second documented complaint will result in the Housing Manager sending a letter to the tenant requesting a meeting within 10 days.
- c. Third Complaint- The third documented complaint will result in a 30-day proposed notice to vacate. The cure for this 30-day proposed notice would be to have no other violations including late rent payment for one (1) year from the date of the notice, and to enroll in a smoking cessation class.

Personal Property Insurance

The Housing Authority is insured to recover from loss or damage to apartment buildings and property, but a resident's belongings are not covered. The Housing Authority is not responsible for injury, loss, or any damage incurred as a result of fire, electrical outages, weather conditions, or criminal acts.

To protect against the loss of your furniture and personal belongings, all residents are encouraged to carry personal property insurance coverage. This type of coverage, called "renter's insurance", can protect you from financial loss if your household possessions are stolen, lost in a fire, or suffer damage from smoke or other calamity.

Insurance is available from local agents who represent reputable companies. Check the phone book under "insurance" to find the number of an agent. You can get quotes from more than one company to compare prices before you buy an insurance policy.

Groundskeeping

Outdoor common areas, such as lawns, parking lots, and driveways are maintained by the Housing Authority staff. They care for plantings in common areas and mowing all grass, including your yard. You are welcome to plant flowers; however you must place a border around them. It is the resident's responsibility to weed their own flower beds.

The grounds are inspected regularly. You must keep your own yard neat and free of litter and clutter, including toys, bikes and play equipment. If litter or clutter is seen, including around garbage cans, you will receive a notice advising you to clean up the area. On the day after scheduled trash pick-up, if clean-up must be done by maintenance staff, you'll be charged a clean-up fee with no advance notice.

Avoid damage to grass, trees, and shrubs. Please do not park your vehicle on the grass or allow children to climb in trees.

Extended Absence

To prevent the potential for property damage, please notify the Housing Authority office if you will be away from your apartment for two (2) or more consecutive days. Please make sure to do the following before you leave and lock your door:

1. adjust the thermostat by turning heat down to 60 degrees in the winter or cooling temperature to 85 degrees in the summer
2. turn off lights, oven, and stop top;
3. unplug all small appliances.

Moving Out

When you decide to move out of a public housing complex, you must give written notice to the Housing Authority office at least 30 days in advance of the date you intend to vacate the apartment.

If all outstanding amounts due have been paid in full and the vacated apartment is clean and in satisfactory condition, the security deposit amount, paid when the lease agreement was signed, will be refunded to you.

If the apartment is not left in satisfactory condition, your security deposit will be applied to the cleaning and restoration of the apartment. If more work is required than is covered by the security deposit amount, you will be charged for the additional work.

To be considered satisfactory, apartment condition must be as follows:

- All walls, ceilings and floors are clean;
- All windows are clean;
- All plumbing fixtures are clean;
- All glass/screens are in good condition;
- The stove and refrigerator are clean and empty;
- All curtain rods, brackets, and towel bars are in place;
- All furniture and personal items have been removed from the property;
- No damage exists other than wear from normal use;
- All keys are returned to the office on the scheduled date.



Danville Housing Authority

We hope this handbook has proven helpful. For any further questions, please contact the Housing Authority at (859) 236-6116 or visit our office at

1014 Rosemont Ave.,

Danville KY 40423-0666