



Cocopah Indian Housing and Development

Tenant Responsibilities

This pamphlet does not cover the entire range of tenant responsibilities. Rather, it is intended to provide general information on those issues most commonly raised by tenants.

If you would like additional information on your specific situation or have questions on responsibilities not covered in this pamphlet, please contact your Residential Specialist.

PETS

KWAPA **West Reservation Apartments**
APARTMENTS: No pets are allowed.

- OTHER RENTALS:
- Tenant will comply with any animal control ordinances or laws.
 - Tenant must keep dogs contained on property.
 - Tenant must ensure pets have access to adequate food and water.
 - Tenant must obtain appropriate shots and medical treatment.

MAINTENANCE AND REPAIRS

- Tenant will report any necessary repairs to CIHAD immediately.
- Tenant will surrender the Premises to Management in the same condition as when leased to Tenant, reasonable wear and tear excepted.
- Tenant will not remove any furnishings, fixtures, equipment or appliances installed or placed on the Premises by CIHAD.
- Tenant is responsible for the cost of any damage repairs caused by Tenant's misuse or neglect of the Premises.
- Landscaping at non-apartment dwellings must be maintained by residents.

TERMINATION OF LEASE BY TENANT

- Tenant must give written notice of at least 30 DAYS BEFORE Tenant's next rental payment is due.
- As long as the Tenant's personal possessions remain in the dwelling, rent must be paid.

MOVE-OUT

NOTICE TO CIHAD: Tenant must notify CIHAD once move-out is completed to arrange a final inspection.

- INSPECTION:
- Tenant must inspect the Premises with CIHAD and will sign the inspection form.
 - Tenant must pay for any damage repair and cleaning costs.
 - This inspection report will assess whether Tenant has damaged or failed to clean the Premises. Any withholding of money from Tenant's security deposit is based on this report.

COMPLIANCE WITH LAWS AND ORDINANCES

Tenant must comply with all laws, ordinances, and governmental or tribal regulations.

RENT

DUE DATE:	Rent is due in advance on the 1ST DAY of every calendar month.
LATE CHARGE:	Rent payments are considered late if they are paid after the 7TH of each month. A \$5.00 late fee will be applied on the 8TH DAY of each month.
CHARGES FOR RETURNED CHECKS:	A \$25.00 fee may be charged for checks not honored for payment (bounces).

RENT REVIEW

CHANGES IN CIRCUMSTANCE:	Immediate notice must be given to CIHAD when there is a change in family income, employment status or household composition.
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UTILITIES

WATER, SEWER AND TRASH:	Tenant is responsible for paying the Cocopah Indian Tribe for the cost of water, sewer and trash removal service.
ELECTRICITY:	<ul style="list-style-type: none"> • Tenant is responsible for paying the cost of electric service directly to Arizona Public Service (APS) as billed. • Tenants with electric service billed by CIHAD must pay charges promptly when billed by CIHAD. • Tenants with electric service subsidized by CIHAD must pay their monthly obligation without delay.

OCCUPANCY POLICY AND GUIDELINES

USE OF PREMISES:	<ul style="list-style-type: none"> • Only individuals approved by CIHAD and listed on the lease may live in a dwelling. • Foster children must be pre-approved by CIHAD.
CLEANLINESS:	<ul style="list-style-type: none"> • Interior must be kept clean and free of pests (e.g., cockroaches). • Cockroach infestation must be reported to CIHAD as soon as noticed. Cockroach control treatment for an infestation will be charged to the Tenant. • Exterior must be neat and free of trash, debris and unused vehicles. • Painting and/or alteration is prohibited.
ILLEGAL CONTROLLED SUBSTANCES	<ul style="list-style-type: none"> • Tenant will not use, attempt to use, possess, manufacture, sell or distribute any illegal controlled substance. • A family member involved with illegal drugs must leave the premises or agree not to commit a drug violation in the future and must either be actively involved in or have completed a counseling/recovery program and be in compliance with court orders.
ACTIVITY BY TENANT OR TENANT'S FAMILY OR GUESTS	<ul style="list-style-type: none"> • Drinking alcoholic beverages, use of drugs or profane language is not permitted in common areas or parking areas. • Residents will not allow loud parties or loud music late at night. • Tenant must monitor and control children's activities at all times (graffiti, truancy, vandalism). • Tenant will not threaten the health, safety or welfare of CIHAD's agents, employees or representatives, members of the Cocopah Tribe and any other guests or invitees of the Cocopah Tribe. • Tenant must ensure family members and guests abide by all rules and regulations. • Tenant must ensure that playground and recreational facilities are used safely and appropriately by all family members and guests. • Weapons (if allowed) must be secured at all times.
LAUNDRY FACILITIES:	<ul style="list-style-type: none"> • Only tenants may use laundry facilities. • Washing machines and dryers must be cleaned after every use. • Do not leave cleaning supplies (detergent, bleach) unsupervised. • Children should not be in the laundry area unattended.