

## **GOOD NEIGHBOR, GOOD TENANT NOTICE**

Everyone is entitled to live in a place where they feel safe and comfortable. Here are a few tips to help you in your new role as a tenant and neighbor.

The three goals to remember when living in an apartment that is subsidized through Fort Worth Housing Solutions Special Programs are:

1. Actively work with and engage in support services.
2. Be a good tenant - pay your portion of the rent on time, keep your apartment clean and orderly; appropriately resolve any housing related issues with the landlord or property management firm.
3. Be a good neighbor - both you and your visitors should be mindful not to cause disturbances that may interfere with the peace of your neighbors.

### **Being a Good Tenant**

Please review the terms of your lease with your case manager who will help explain the details regarding lease responsibilities and specific lease violations. Understanding your lease can help you avoid undue stress, conflicts with your landlord, and even legal trouble and eviction. Keep all records of discussions, agreements and costs associated with your lease.

**Pay rent** - You must pay your rent portion on time. Not paying rent is the number one cause of eviction. Landlords understand that situations may occur with tenants, from time to time. If you're going to be late on your payment, you must give the property manager/landlord as much advanced notice as possible. It is important to be honest about the situation and try to give the landlord a reasonable time line when you will have your rent payment. Avoiding your landlord or not being truthful about the issue is never a good idea, and will only make the situation worse.

**Maintain your unit** - Strive to keep your apartment in a good state of repair. Do not cause or let visitors cause deliberate damage. Of course, accidental damage may occur, but remember it is important to immediately report it to your landlord. Never try to fix accidental damage on your own as you may make the problem worse. Be aware of the repairs policy, and ask the property manager or landlord about it if you have concerns. Make sure you report needed repairs and follow the process required, without spending money or authorizing repairs or alterations without approval. If you have any accidents or cause damage to the property, be honest and tell your landlord or property manager. This will allow better repairs and service to you while giving the owner every chance to claim on their insurance if they intend to do so. Owners and property managers are entitled to arrange inspections, as noted in the lease, so being cooperative will be greatly appreciated and will surely act in your favor when you need something.

**Clean** - Keep your apartment clean. Make sure that you properly handle and dispose of garbage. A clean apartment shows that you have pride in the place where you live. Always keep food properly stored to avoid attracting insects and rodents, and don't let your trash sit in the apartment for more than a few days. Attempt to dispose of garbage on a daily basis. As a courtesy, don't leave your trash bags outside for your neighbors to see. Clean the property at the end of your lease, leaving it in as good a condition as when you moved in.

Guest – You are responsible for the behavior of your guest. Make sure that they adhere to all community rules and policies. Likewise be aware that **NO** guest may reside in your unit without authorization from your property manager, your sponsoring agency **and** the Fort Worth Housing Solutions. Failure to obtain authorization may result in the termination of housing assistance.

### **Being a Good Neighbor**

Maintaining good relations with your neighbors can be very beneficial. Neighbors make our lives more pleasant and give us a sense of who we are, both as an individual and as a member of the community. Build relationships by showing respect for their feelings, concern for their property, and giving a helping hand when it's needed.

Respect your neighbors - Your neighbor may be from a different culture or background but this does not mean they should not be respected just as you would want to be respected. Should a disagreement arise between you and your neighbor never try to solve the problem by retaliating. Instead contact your case manager or property manager to collaborate on a strategy to resolve the issue. Look out for your neighbor and they will hopefully do the same for you.

Keeping the common area clean - Nobody likes to live in an area with trash everywhere so think of others and dispose of your trash in a garbage container.

Pets - If a pet is allowed per your lease, it is important that you care and handle your pet in a manner that is respectful to others. It is your responsibility to use a leash and address situations such as excessive barking and litter disposal.

Keep music and other loud noise to a minimum - Respect the fact that your neighbor may have different work hours and sleep schedules than you. They may get migraines, have a baby sleeping, or may just not have the same taste in music, so save the blaring tunes for your headphones. If you sit outside in the evening while on the phone or with your friends, keep the noise level down. Noise complaints are one of the most common and most frustrating complaints for a landlord.

Visitors - You as the lease holder and tenant of your apartment are responsible for all that goes on in your apartment, including your visitors. Your visitors or friends may be wonderful. Unfortunately, your neighbors do not know them. You should always encourage your visitors to keep the noise level down to a minimum when in your apartment and ensure that friends are not hanging around outside too long or too late. If your visitors are smoking outside ask that they pick-up cigarette butts after themselves. Remember only those persons listed on your housing may reside in your unit. Unauthorized overnight guest may be cause to terminate your housing assistance.

If you are experiencing persistent issues with your landlord or neighbor immediately speak with your case manager or housing case manager as they will be able to help with the situation. If a life threatening situation arises, such as a fire or fear for your life, always call 911.

I acknowledge that I have read and received a copy of the Good neighbor/Good tenant notice.

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Participants Name Date

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Household member over 18 years of age Date

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Household member over 18 years of age

Date