

Knoxville's Community Development Corporation's

Multifamily House Rules

Effective 09/01/2026



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The following Community House Rules have been established for all Knoxville's Community Development Corporation (KCDC) properties. The Community House Rules are in addition to the requirements of the HUD Model Lease and are affixed to the lease agreement as Attachment #3. Repeated violations of the Community House Rules will be considered a serious violation of the lease agreement. Your cooperation in following the established property rules and regulations is greatly appreciated by Management.

ABSENCE FROM HOME

- A Tenant must notify Management if he/she is planning to be away from home for an extended period of time. KCDC defines an extended absence as 15 continuous days.
- Tenants who are away from home that exceeds 15 continuous days for medical reasons must contact the leasing office at least once every **10 business days**, continue to pay rent and complete all annual recertification requirements.
- If a Tenant or another family member listed on the Lease must leave the household for more than 30 days, with the intent to return to the household, documentation from the temporary place of residency must be submitted to the Management Office within 10 business days of the absence for the purpose of establishing the intent to return to the unit and continued occupancy.
- Tenants will be held responsible for the unit during such absence(s) to include:
 - Allowing individuals not on the Lease to stay in your unit (no "house-sitting"),
 - Utilities must remain paid and active, or
 - No pet sitting in your unit.

ABANDONED PROPERTY

- A Tenant away from the unit for an extended and/or unexplained absence for thirty (30) days or more without payment of rent as due is considered to have abandoned the unit.
- KCDC will post an Abandonment Notice on the door for 30 days.
- KCDC will mail a copy of the Abandonment Notice by regular mail, postage paid, to the unit address.
- KCDC will change the locks on the door(s) to secure the unit after the tenth (10th) day of absence.
- After the 30-day period, KCDC will enter the unit and dispose of any property in accordance with the Tennessee Uniform Landlord and Tenant Act.
- Any charges resulting from removal and disposal of property will be charged to tenant's move-out account.

ACCOMMODATIONS OF PERSONS WITH DISABILITIES

- Tenants may submit a reasonable accommodation request. If the request is approved, KCDC will provide a reasonable accommodation, as necessary, and to the extent required by law to give a disabled person the same opportunity to use and occupy the unit and to participate in all aspects of the lease and grievance procedures as those of a non-disabled person.
- Accommodations are not considered reasonable if they require a fundamental alteration in the nature of the program or building imposing undue financial and administrative burdens on KCDC.

UNIT ALTERATIONS

- Tenants, nor their family members or guests, will not be allowed to destroy, deface, damage or remove any part of the unit or property.
- Tenants are not to make any alterations to the unit. This includes, but is not limited to, painting, contact paper, borders, feather painting, wallpaper or any other permanent wall covering. Tacks, nails, screws, fasteners, ceiling fans, locks (chain, slide-lock, deadbolt, etc.) are not to be used without approval from the KCDC management.
- Signs or decorations cannot be installed with nails or screws on interior or exterior doors. Command strips are acceptable alternatives.
- Tenants shall pay all repair or restoration costs incurred by Management due to the Tenant's violation of this rule.

AUTOMOBILES. MOTORIZED VEHICLES. TRAILERS AND SIMILAR VEHICLES

- One vehicle per licensed household member will be permitted.
- For properties with parking garage access no more than one vehicle per household.
- Go-carts, mini-bikes, and battery-operated scooters are not allowed on KCDC property.
- No vehicles over 2 axles may park on the property for any length of time unless pre-approved by management.
- All vehicles must have valid license plates, registration, insurance and be operable.
- With the exception of handicap spaces there are no individually assigned or designated parking spaces.
- The Tenant agrees to park, and cause family members and/or guests to park automobiles and other motorized vehicles in designated parking areas only.
- Parking or driving motorized vehicles on lawns, sidewalks, and common areas other than appropriate streets and driveways is prohibited.
- Tenants are responsible for damage to lawns and other property caused by improper operation or parking of motorized vehicles by themselves or their guest.
- All automotive vehicles improperly parked, inoperable, or with deflated tires, expired license plates, etc., will be towed at the Tenant's expense.
- Washing vehicles is not allowed on KCDC property.
- Tenants are not allowed to make major repairs to any motorized vehicles while parked on KCDC property or on a street bounding or running through the property. Major repairs shall be deemed to include without limitation, the following: removal of more than one tire or wheel, removal of transmission or motor, removal of major body components, placing a car on blocks/jacks, changing oil, and other such repairs.
- Designed car covers are the only allowed covering devices. Tarps are not proper covering devices.
- Vehicles must be registered with the development office to receive a parking permit, where applicable.
- Visitors must park in designated spaces, where applicable.
- Tenants or guests shall not park, store, or keep any trailers on KCDC property at any time. This includes, but is not limited to, utility trailers, boat trailers, travel trailers, camper trailers, food truck trailers, and similar equipment. Any such items found on the property without prior written consent from management shall be considered a violation of the lease and must be removed immediately upon receipt of notice. Failure to comply will result in tagging and towing the trailer at the owner's expense.

COMMUNITY APPEARANCE/SANITATION/CLEANLINESS

- Tenants are responsible for keeping the leased premises, surrounding exterior areas, and dumpster areas clean and free of litter and debris.
- Trash compactors should be utilized by adults only for safety reasons. No garbage can be left outside of the compactor area.
- It is the Tenant's responsibility to dispose of all garbage, rubbish, and other waste from the premises by placing inside containers provided for the collection of garbage on a scheduled basis and otherwise comply with the sanitation ordinances of the City of Knoxville.
- Signs, advertisements, notices, or flyers shall be exhibited or affixed by any Tenant or guest on any part of the exterior of the unit, building, or any other community property without the express written consent of Management.
- Basketball goals are not permitted in the parking lots or on a common street.
- No swimming pools are permitted on the property, including children's wading pools.
- Tents, gazebos, hammocks and yard swings are not allowed.
- Fire pits, outdoor fireplaces, chimineas, or outside yard torches, etc. are not allowed.
- Children's toys must be stored inside the unit when not in use. This includes toy cars, outside toys, and playhouses. Bicycles and tricycles should not be stored inside of a breezeway, on sidewalks, or in areas that would obstruct pedestrian pathways.
- Food waste, grease or oil of any kind is not to be discarded on the grounds, down sink drains or into storm drains. These items should be enclosed in a plastic or metal can and properly disposed of in an outdoor garbage container (dumpster, city-provided garbage containers).
- Tenants take responsibility for the control of pests, vermin, and offensive odors stemming from unsanitary housekeeping practices.
- Tenants agree to cooperate with Management in pest control inspections and treatment.
- Tenants must keep the inside of the unit and other areas assigned for their exclusive use (including unit door exterior, the porch and/or yard areas in the front and rear of unit, if applicable) in a clean and livable condition.
- Tenants will limit porch furniture to furniture designed for outdoor use only.
- Tenants agree not to erect or hang radio, television antennas, satellite dishes, or outdoor lights on or from any part of the unit/building without written permission from KCDC.
- All residents must have blinds, shades or curtains unless metal protection screens are in place. No sheets, blankets, towels, paper, plastic or foil may be used as window coverings. Charges will apply if window treatments are installed improperly or damaged after installation.
- Hanging items from porch rails, ceilings, balconies, and eaves (potted plants, drapes, flags, etc.) is prohibited.
- Tenants wishing to plant gardens should get prior approval from management. If approved, tenant agrees to keep the garden area properly maintained.
- Shopping carts are not allowed to be maintained on property. Charges may result for removal of carts from units, common area or outside areas.
- Unwanted items (decorations, clothing, furniture or food) should not be placed in common areas.
- If KCDC must clean and/or remove items, the Tenant will be charged according to maintenance fees as posted in the Management Office.

DAMAGE, REPAIRS AND MAINTENANCE WORK ORDERS

- The Tenant agrees to notify KCDC promptly if repair work is needed in the unit and of any unsafe condition in common areas or grounds which may lead to damage or injury.
- The Tenant will allow KCDC to enter the unit to make the repairs needed.

- The Tenant understands failure to allow maintenance to make needed repairs or maintenance service may result in the charges to their account.
- Whenever damage is caused by carelessness, misuse, or neglect on the part of the Tenant, his/her family or visitors, the Tenant agrees to pay:
 - The cost of all repairs and do so within 45 days after receipt of the Landlord's demand for the repair charges; and
 - Rent for the period the unit is damaged whether or not the unit is habitable. The Tenant understands that HUD will not make assistance payments for any period in which the unit is not habitable. For any such period, the Tenant *agrees to pay the HUD-approved market rent* rather than the Tenant rent shown in this agreement.
- Maintenance requests should be submitted through resident portal, phone, or email to management, or in person at the management office.
- If extensive repairs require KCDC to relocate a Tenant to alternative accommodations and the Tenant signs a hotel contract but fails to stay at the hotel the Tenant will be responsible for the cost.

FIREARMS/WEAPONS

- Discharging or threatening the use of a firearm or other weapon on KCDC property is prohibited.
- The Tenant understands it is his/her responsibility to ensure no household member, guest, or other person in Tenant's control should discharge or threaten use of a firearm or weapon on or near property.
- This rule shall not interfere with a Tenant's lawful right to possess a firearm within the confines of the Tenant's dwelling unit. Tenants who have a Tennessee firearm license, or who use firearms for sporting events, target practice, hunting, or any other lawful purpose may carry their firearm directly to and from their unit and vehicle provided that the weapon is unloaded, in a carrying case, or disassembled, and carried in a non-threatening manner.
- Violations of any provision of this rule shall be considered a threat to the health and safety of other Tenants and Management staff.
- Tenants are prohibited from bringing firearms of any type into the rental office or other common areas.
- Devices that propel a projectile (such as fireworks of any type, BB, pellet and/or air guns, bow and arrows, sling shots, Orbeez "water pellets", etc.) are not allowed outside the unit.

FRAUD

The Tenant agrees not to commit fraud by giving false information or withholding information in connection with any Federal housing assistance program. This includes, but is not limited to, providing information on all household members, and/or all individuals who are approved to live in the household.

GUESTS, BOARDERS, SUBLETTING

- The dwelling unit shall be occupied only by persons named in the Tenant's dwelling lease and shall be used for tenant purposes only. Tenant must obtain written approval from Management prior to allowing any additional person(s) to move into the unit.
- Tenants are responsible for their guests' behavior while on the property and must always

accompany them in common areas.

- No guest will be permitted to visit overnight or remain overnight on a regular basis for more than 14 nights within any twelve-month period.
 - The head of household will need to accompany the guest to the management office to sign in their guest and provide a valid photo identification.
- Boarders or subletting the unit is prohibited. Only those individuals listed in the dwelling lease are permitted to reside in the unit.
- The Tenant or members of the household may engage in legal profit-making activities in the unit only with prior written approval from KCDC Management.
- I understand, with prior KCDC approval, a 'Live-In Aide' may reside in my unit to assist me or a listed family member with necessary supportive services.
 - A 'Live-In Aide' is not considered a member of the household for family composition purposes but is considered to be a person under my control for all other purposes under the Lease.
 - In the event the household dissolves or the person being served by the 'Live-In Aide' no longer resides in the unit, the 'Live-In-Aide' must vacate the unit.

HANDICAPPED PARKING

- The reserved designated spaces are to be occupied only by vehicles displaying the proper **HANDICAPPED** vehicle identification. Vehicles parked in handicapped designated spaces without proper handicapped identification will be towed at the owner's expense.

INSPECTIONS

- Management will inspect the home *at least* annually after giving proper notice to the Tenant.
 - Move-In Inspection: KCDC and I will inspect my unit before signing the Lease. The Inspection Report, signed by KCDC and myself, will state the condition of my unit and will note any equipment or appliances in the unit provided by KCDC. KCDC will correct any deficiencies noted on the Inspection Report as needed and if financially reasonable. Tenant has five (5) days from signing the move-in inspection to report any new deficiencies not discovered during the initial inspection. A copy of the Inspection Report will be kept in the tenant file and a copy may be requested.
 - Annual Reexamination Inspection: With proper notice, KCDC will inspect my unit as part of the scheduled Annual Reexamination of my eligibility. KCDC will correct any deficiencies noted as needed during the annual inspection and conduct repairs as required by HUD regulations. Tenant will be charged for damages/repairs beyond normal wear and tear as noted in my annual Inspection Report.
 - Move-Out Inspection: KCDC will inspect my unit at the time I move out and will send me a written statement of any damages beyond normal wear and tear. I may be present at the inspection. Any damages assessed will be charged to my move-out account statement.
 - Other Inspections: As required by KCDC, HUD or third-party property investor with reasonable notice.

KEYS /LOCKOUTS

- The tenant agrees that unit keys must be returned to Management Office prior to moving from an unit. Tenants continue to be charged rent until keys are received.

- The Tenant, or someone designated by the Tenant, must turn in the keys and sign the 'Notice of Intent to Vacate/Relocate' form available at the Management Office.
- This action will serve as proof that the keys have been accepted at the office and that the unit has been returned to KCDC's control.
- At that time, management will stop charging rent for the unit.
- Items remaining in the unit will be disposed of by KCDC and there may be charges for removal.
- If the Tenant is locked out of the unit after office hours, it will be necessary to wait until the next business day to arrange for unit entry. KCDC does not have after-hours service for tenants who lock themselves out of their units.
- If Tenant chooses to call a locksmith, it will be at the tenant's expense. This would include replacing the new lock installed with a KCDC-approved lock.
- If the Tenant is locked out during office hours, KCDC will perform a courtesy unlock unless it becomes excessive.
- All keys and fobs to house/unit, P.O. boxes, etc., must be returned to Management when Tenant moves, and a charge may be assessed for each key or fob not returned, not to exceed **actual cost**. Tenant may still be charged rent and fees if proper notice is not given.

NO TRESPASS LIST

- No barred persons listed on KCDC's No Trespass List will be allowed in the unit or on the premises. A barred person is defined as a person that has been served with a "No Trespass Letter" from any property owned or managed by KCDC.
- The barred person will be considered in violation of the No Trespass rule should s/he return to any property owned and/or managed by KCDC.
- The Tenant acknowledges that KCDC has the right to bar, from KCDC properties, any non-tenant who has engaged in either drug-related criminal activity on or off KCDC properties or other activities that pose a threat to the health or safety of KCDC tenants or staff.
- The Tenant and all members of the household agree not to allow any person who is under a KCDC 'No Trespass' notice to be in the unit or common areas; the tenant's signature may be required on a letter of understanding as documentation of the tenant's understanding of a person's barred status.

PERSONAL AND GUEST CONDUCT

- The Tenant will act and cause household members or guests to act in a manner which will not disturb other tenants' peaceful enjoyment of their premises and in a way that will keep the property in a decent, livable, and sanitary condition. Prohibited activities include, but are not limited to:
 - KCDC quiet time is observed between 10:00 pm and 7:00 am.
 - Quiet hours do not mean you have to be completely silent. Regular conversations, watching television or any other sound you can contain in your unit should still be acceptable. Noises should be kept at a low or minimal level as not to disturb your neighbors.
 - Illegal use and/or possession of a firearm, excessive noise at any time, loitering or activities resulting in police intervention.
 - Parents will be held accountable for the actions of their children at all times. The City of Knoxville and Knox County ordinances state minors have curfews depending on age.

- Social gatherings in common areas (social halls, parking lots, etc.) are not permitted to be held on property
- The total number of guests for social gatherings held within individual units should not exceed one person per 150 sq. ft. Please consult your management staff prior to your event.
- **Tenant agrees to act in a cooperative manner with neighbors and KCDC staff.**
- Tenant agrees not to act or speak in an abusive or threatening manner toward neighbors or KCDC staff.
- The Tenant assures that neither they nor any member of the household or guests will engage in any drug-related criminal activity on or off any KCDC property. Such activity is defined as the existence of drug paraphernalia, or the illegal manufacture, sale, distribution, use or possession with the intent to manufacture, sell, distribute, or use a controlled substance.
Note: An activity may be defined as a criminal act without an arrest or conviction.
- The Tenant assures that neither they nor any member of the household, guest under Tenant's control will engage in any criminal activity that threatens the health, livability or right to peaceful enjoyment of the premises by other tenants or employees of KCDC.
- The Tenant assures that no member of their household, guest or visitor will engage in abuse or a pattern of abuse of alcohol that affects the health, safety, or right to peaceful enjoyment of the premises by other tenants. Open alcoholic beverages are against the law and are not allowed outside the tenant's unit.
- KCDC will terminate the Tenant's tenancy if it determines that:
 - The Tenant or any member of the household has ever engaged in the manufacture or production of methamphetamine.
 - The Tenant or any family member has been required to register as a Sex Offender under a State sex offender registration. The offender will be required to move from the unit within 30 days and will be barred from receiving housing assistance for life.
- KCDC may terminate tenancy if anyone in the household or guest is fleeing to avoid prosecution or arrest or to avoid custody or confinement for a crime or attempt to commit a crime; or is violating a condition of probation or parole imposed under Federal or State Law.

PERSONAL PROPERTY

- I understand that KCDC maintains insurance on its properties but does not provide renter's insurance covering my personal property. KCDC strongly encourages all tenants to obtain renter's insurance to protect personal items. My signature below acknowledges I accept responsibility for insuring my personal property and, if applicable, securing the required liability coverage for a pet or legal profit- making business.
- All personal property placed in the unit or on the premises by a Tenant or guests shall be at the Tenant's sole risk, and Management shall not be liable for any damage, loss, theft, or destruction thereof unless caused by the negligence or intentional acts of Management.
- Management will not be responsible for accepting any packages received on behalf of the Tenant.
- Management is not responsible for missing, damaged or stolen packages delivered to KCDC property.

PET OWNERSHIP

- I agree to comply with the KCDC Pet Policy, including obtaining written permission **prior to housing a pet.**
- Any stray, unauthorized, or unleashed pet(s) will be removed from the property.
- Pets of guests are not allowed. This includes no visiting pets or "pet-sitting".

- The property's Pet Policy does not pertain to animals that assist, support or provide service to persons with disabilities. However, rules for service animal registration, maintenance and sanitary requirements are contained in KCDC's Reasonable Accommodation Policy.
- Walk pets only in designated areas away from buildings and sidewalks.
- Pets are not allowed in common areas.
- Charges may be assessed for failure to properly clean and dispose of pet waste.
- Pets must be on a leash when outside of your unit and under your control at all times as outlined in the City Lease Ordinance.
- Pets must not be left unattended on porches, patios, balconies, chains, yards, etc.

PREVENTION OF BEDBUG INFESTATION

- Tenants are expected to fully cooperate with the treatment efforts of Management and/or third-party pest control contractors, including heat treatments. This also includes refraining from placement of infested furniture or other items in common areas such as hallways or breezeways. Tenant cooperation is necessary in order to expedite the control of bedbugs and prevent spreading of infestations.
- Management requires that Tenants immediately report any signs of bedbug infestation in the unit and fully cooperate with Management in their attempts to keep the unit and complex free from bedbug infestation. Failure to report an infestation or cooperate with remediation will be deemed a substantial violation of the lease agreement and grounds for termination of the lease.
- Tenant accounts may be charged a service fee of **\$50** if the unit is not prepared on the day of scheduled treatment. If treatment must be rescheduled a second time a service fee of **\$100** will be charged. Failure to notify management within 24 hours in advance if a reschedule is needed will result in a lease violation and grounds for termination of the lease.
- The best approach to bedbug management is to prevent infestation from occurring. You can assist by doing the following:
 - Checking for bedbugs on luggage and clothes when returning home from a trip;
 - Bringing in discarded or abandoned household items (beds, sofas, chairs, etc.) is discouraged;
 - Reporting any and all signs of bedbugs found in your unit;
 - Reducing clutter where bedbugs can hide;
 - Regularly check beds and linens.

RENT AND OTHER PAYMENTS

• Rental Payments

The Tenant understands that all rent payments, including minimum rent, are **due on the 1st day of the month**. Payments may be made by check, money order, credit card or debit card at the Management Office, KCDC's Main Office or online at www.kcdc.org. Automatic Draft is available for those who prefer to schedule monthly payments. The Tenant understands that payment of rent is accepted with full reservation of rights and does not rescind current and/or pending legal action.

Liberty Place tenants understand all rent payments, including minimum rent, are **due by the 10th day of the month**. Payments may be made by check, money order, credit card or debit card at the Management Office, KCDC's Main Office or online at www.kcdc.org. Automatic Draft is available for those who prefer to schedule monthly payments. The Tenant understands that payment of rent is accepted with full reservation of rights and does not rescind current and/or pending legal action.

- **Minimum Rent**

The Tenant understands that KCDC charges a minimum rent of \$25. If income-based rent is less than \$25, the Tenant understands the set minimum rent must still be paid. If KCDC revises the minimum rent amount due to a change in federal guidelines and/or requirements, then at least a 30-day notice of the new minimum rent will be provided.

- **Other Charges**

In addition to the monthly rental payment, the Tenant agrees to pay charges for maintenance and repairs to unit beyond normal wear and tear. The maintenance and repair charges will not exceed actual material costs plus labor costs as posted in the Management Office and are due within forty-five (45) days after receipt of a written notice.

- **Overdraft/Non-Sufficient Funds Fees**

The Tenant understands the Actual Cost imposed by KCDC's financial institution will be charged to their account for any payment returned for non-sufficient funds.

- **Unpaid Rent/Legal Charges/Attorney Fees/Costs**

If my rent or other charges remain unpaid for 30 days, a Detainer Warrant will be issued and a court date will be set. I understand if I fail to pay, in full, the amount of judgment obtained by KCDC, management will seek a Writ of Possession, which will result in the removal of my personal property from the unit (Set Out).

- **Legal Charges**

Charges from the Detainer Warrant, Writ of Possession, and/or Set-Out will be added to tenant account should judgment be awarded to KCDC. After move out all remaining monies owed will be turned over to a collection agency.

- **Attorney Fees/Costs**

Reasonable attorney fees and collection costs may be included in the amount owed. Future eligibility for affordable housing may be based, in part, on complete payment of all monies owed KCDC.

- **Market Rate Units Only**

KCDC offers the following leasing options:

Condensed Lease Terms	Fee
12-Month Lease	Applicable monthly rent
6-Month Lease Fee (In addition to rent)	\$75.00
9-Month Lease Fee (In addition to rent)	\$50.00
Month-to-Month (In addition to rent)	\$100.00

Market rate tenants wishing to break their lease prior to the renewal period must submit 30 days' notice of intent to vacate. A lease break fee equal to two months' rent will be charged in addition to the monthly rent amount until the lease term ends.

RULES

Management reserves the right to make reasonable rules for the safety, care, and cleanliness of the property.

SAFETY/SMOKE DETECTORS/FIRE HAZARDS

- The Tenant agrees not to disconnect, interfere with, cover or remove the smoke detector, fire extinguisher or carbon monoxide detectors. The Tenant will report immediately to the Management Office any needed repair or malfunction of previously mentioned safety devices. Failure to do so may result in a charge of a **\$80** service fee and/or termination of tenancy.
- The Tenant agrees not to block hallways, sidewalks, doorways, stairs, stairwells, elevators and common areas.
- If a room has only one window, the Tenant must not block the window with an air conditioner, furniture, etc. Cables, cords, and wires must not create a tripping hazard.
- The Tenant agrees to abide by all applicable requirements of the building and housing codes that affect health and safety.
- The Tenant agrees not to bring flammable or explosive-causing materials into the unit. This includes, but is not limited to, motorbikes, acid-based vehicle batteries (except for handicap mobility devices), gasoline-powered equipment, kerosene heaters, fireworks, propane gas, fuel containers, or propane tanks.
- The Tenant agrees to be careful to prevent fires and to report any fire immediately to 911 and then to the Management Office. The Tenant agrees to clean the unit if it is damaged by smoke and to pay for any damages if the fire was caused by the Tenant or his/her family, or guests.
- The tenant agrees personal grills are not allowed due to the combustible construction materials of decks or porches at the following locations: The Verandas, Passport, Autumn Landing, Nature's Cove, Mechanicsville and First Creek Properties.
- Properties where grills are allowed include: Residences at Lonsdale, North Ridge Crossing, Western Heights, Montgomery Village, Five Points 2, Five Points 3 and Five Points 4. The tenant agrees personal grills must be operated at least 10' away from any building, structure or railing. Charcoal must be allowed to cool and then disposed of properly in the garbage receptacles provided at the property. Once the grill has cooled and the charcoal has been removed, grills should be returned to an acceptable storage location outside of the unit (back door, back porch, front porch, etc.).

SECURITY DEPOSITS

- KCDC requires security deposits to be paid at the time of lease signing. The amount of the security deposit will be equal to the greater amount of monthly Total Tenant Payment (TTP) or \$50. **To be eligible for a refund of the Security Deposit Tenant must provide the Landlord with a 30-day written notice of intent to move or Security Deposit will be considered forfeited and will not be applied toward rent or damages.** KCDC will use the Security Deposit at the termination of this Lease for the following purposes:
 - To be applied to unpaid rent or other charges I owe at the termination of my lease.
 - To reimburse costs of repairing any intentional or negligent damage to the unit.
 - The Security Deposit may not be used to pay rent or other charges while I occupy my unit and will not be refunded until KCDC has inspected the unit.
 - Unit inspections are retained in my file and available from the management office upon request. I understand I have a right to request to accompany management staff at any unit inspection.
 - KCDC shall provide, within 30 days, a written statement of any costs for damages or other charges deducted from the Security Deposit. Any portion of the Security Deposit remaining will be mailed to the forwarding address provided. If no forwarding address is provided, KCDC will retain funds up to 90 days at the Main Office located at 901 N. Broadway Knoxville, Tennessee 37917.
 - Refunds of Security Deposits not claimed within 90 days of the written statement will be considered unclaimed and will be transferred into a separate account, at which time I no longer have claim to funds, nor any person claiming the funds on my behalf.

TENANT PROCEDURAL RIGHTS with Required 30 Day Notice

- Termination of Tenancy
 - As a condition of conversion to RAD/PBRA a new lease will be required.
 - If health or safety of other tenants, Management staff, employees, or persons residing in the immediate vicinity of the premises is threatened; or
 - In the event of any drug-related or violent criminal activity or any felony conviction; or
- Termination of Assistance
 - In all other cases, the requirements at 24 CFR 880.603, the Multifamily HUD Model Lease, and other HUD multifamily administrative guidance shall apply.
- Grievance Process

In addition to program rules that require Tenants are given notice of covered actions under 24 CFR Part 245 (including increases in rent, conversions of a project from project-paid utilities to Tenant-paid utilities, or a reduction in Tenant paid utility allowances, etc.), the following procedural rights will apply with the requirements of Section 6 of the Act in conjunction with the KCDC Grievance Procedure. RAD properties require that:

Tenants will receive written notice of the specific grounds of the proposed Management adverse action, as well as their right to an Informal Hearing with Management;

Requesting the Informal Hearing:

Tenant must present a written request for an informal hearing to the Management Office within ten (10) calendar days of Termination of Tenancy notice.

Informal Hearing:

Within a reasonable time (generally within thirty (30) calendar days) after the request for the conference, KCDC's informal hearing officer will meet with management, the tenant and/or my representative.

Summary of the Informal Hearing Outcome:

Within a reasonable time (generally ten (10) business days) after the informal hearing, KCDC will prepare a written summary. The tenant will be provided with the informal hearing officer's decision stating whether the termination is upheld, rescinded or other action. If upheld, the next step would be to proceed to a court hearing.

Failure to Attend the Informal Hearing

Failure to attend the Informal Hearing without good cause and prior notice will result in the termination of tenancy being upheld and legal process will continue.

UNIT ASSIGNMENT

- The Tenant understands that HUD requires the Landlord to assign units in accordance with the Landlord's written occupancy standards in the Tenant Selection Plan attachment to these rules. The standards include consideration of unit size, relationship of family members, age and sex of family members, Housing Authority preference system and family preference. If the Tenant is or becomes eligible for a different size unit, and the required size unit becomes available, the Tenant must:
 - Relocate within the property, at the tenant's expense, 30 days after the Landlord notifies the head of household that a unit of the required size is available; or
 - Remain in the same unit and pay the HUD-approved market rent.
 - Transfers will be conducted as outlined in the Transfer Policy - attachment to these rules.

UTILITIES

- The utility allowance (if applicable) for this property are posted in the Management Office.
- The Tenant understands that if renting a property where KCDC does not supply electricity, gas, or water and sewer services, an allowance will be established based on the size and type of unit.
- At all locations, a range and refrigerator are provided by KCDC at no charge.
- The Tenant understands that choosing to use non-KCDC, personally owned appliances means they take responsibility for keeping them in good working condition at all times.
- Where connections exist, a washer and dryer are allowable with proper installation and venting. KCDC is not liable for maintenance or damage of tenant-owned washer/dryer. Tenants are encouraged to carry renter's insurance.

- Air conditioning window units are not allowed where air conditioning units are provided by KCDC or if there is only one window per room.
 - The Tenant understands the utility account with KUB must be in the head of household name, where applicable, with current service at all times during the term of this Lease. Failure to maintain a current account with KUB will result in termination of tenancy from the unit.
-

HOUSE RULES ITEMS SPECIFIC TO HIGH-RISE LOCATIONS

GARBAGE CHUTES/TRASH ROOMS

- All garbage must be bagged and tied before being placed in the chute/trash room.
- Used needles must be placed in plastic containers before putting them down the chute or in the trash room.
- **Cat litter MUST be bagged, tied and taken to the outside dumpsters.**
- Cardboard boxes must not be placed in trash chutes/trash rooms.

HALLWAYS

- Keep hallways clear of items, including doormats. These are considered trip hazards.

PERSONAL APPEARANCE

- Dress in proper street attire and shoes when outside of your unit. Refrain from wearing slippers, housecoats, pajamas or bathing suits outside your unit.

MAIN DOORS/FIRE EXIT DOORS

- Keep all main doors and fire exit doors closed at all times.
- Opening entrance doors and loaning FOB keys to others is not permitted.

VIOLENCE AGAINST WOMEN'S ACT PROVISIONS

Based on the provisions of the Violence Against Women's Act (VAWA) of 2005 and Reauthorization Act of 2013, and the Consolidated Appropriations Act of 2022, which included the Violence Against Women Act Reauthorization of 2022 (VAWA 2022). VAWA 2022, reauthorizes, amends, and strengthens VAWA by adding to and not replacing existing housing protections for survivors. The Reauthorization Act of 2022 revises definitions of existing "Domestic Violence" and adds the definitions of Economic Abuse and Technological Abuse.

The statutory definitions are as follows:

Domestic Violence

The term 'domestic violence' includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person, who:

- Is a current or former spouse or intimate partner of the victim, or person similarly situation to a spouse of the victim;
- Is cohabitating, or who has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

Economic Abuse

The term "economic abuse", in the context of domestic violence, dating violence, and abuse in later life, means behavior that is coercive, deceptive, or unreasonably controls or restrains a person's ability to acquire, use, or maintain economic resource to which they are entitled, including using coercion, fraud, or manipulation to:

- Restrict a person's access to money, assets, credit, or financial information;
- Unfairly use a person's personal economic resources, including money, assets, and credit, for one's own advantage; or
- Exert undue influence over a person's financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or failing or neglecting to act in the best interests of a person to whom one has fiduciary duty.

Technological Abuse

The term "technological abuse" means an act or pattern of behavior that occurs within domestic violence, sexual assault, dating violence or stalking and is intended to harm, threaten, intimidate, control, stalk, harass, impersonate, exploit, extort, or monitor, except as otherwise permitted by law, another person, that occurs using any form of technology, including but not limited to: internet enabled devices, online spaces and platforms, computers, mobile devices, cameras and imaging programs, apps, location tracking devices, or communication technologies, or any other emerging technologies.

Nonretaliation

KCDC will not discriminate against any person because that person has opposed any act or practice made unlawful by the Violence Against Women Act or because that person testified, assisted, or participated in any matter related to the Violence Against Women Act or a VAWA crime.

Noncoercion

KCDC shall not coerce, intimidate, threaten, or interfere with, or retaliate against, any person in the exercise or enjoyment of, on account of the person having exercised or enjoyed, or on account of the person having aided or encouraged any other person in the exercise or enjoyment of, any rights or protections under the Violence Against Women Act including:

1. Intimidating or threatening any person because that person is assisting or encouraging a person entitled to claim the rights or protections under the Violence Against Women Act.
2. Retaliating against any person because that person has participated in any investigation or action to enforce the Violence Against Women Act.

Protection to Report Crimes from Home

KCDC, tenants, occupants, service providers, guests and applicants:

1. Shall have the right to seek law enforcement or emergency assistance on their own behalf or on behalf of another person in need of assistance; and
2. Shall not be penalized based on their requests for assistance or based on criminal activity of which they are a victim or otherwise not at fault under statutes, ordinances, regulations, or policies adopted or enforced by governmental entities. Prohibited penalties include:
 - a. Actual or threatened assessment of monetary or criminal penalties, fines or fees.
 - b. Actual or threatened eviction.
 - c. Actual or threatened refusal to rent or renew tenancy.
 - d. Actual or threatened refusal to issue occupancy permit or landlord permit.
 - e. Actual or threatened closure of the property, or designation of the property as a nuisance or a similarly negative designation.

Tenants and family members of tenants who are victims of domestic violence, dating violence, or stalking will not be denied, evicted or terminated from housing assistance based on acts of violence against them. At lease signing, Management will have Tenants execute the VAWA Lease Addendum (HUD form 91067.)

When responding to an incident or incidents of actual or threatened domestic violence, dating violence or stalking that may affect a current Tenant's participation, Management will request in writing that an individual complete, sign and submit, within 14 business days of the request, a HUD Form 91066 Certification of Domestic Violence, Dating Violence or Stalking, whereby the individual certifies that he/she is a victim of domestic violence, dating violence, or stalking, and that the incident or incidences in question are bona fide incidences of such actual or threatened abuse, along with any available documentation of the abuse.

In lieu of a certification form, or in addition to the certification form, a Tenant may provide one of

the following: (1) a Federal, State, tribal, territorial, or local police record or court record; (2) documentation signed and attested to by an employee, agent or volunteer of a victim service provider, an attorney or a medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence or stalking, or the effects of abuse, in which the professional attests under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse, and the victim of domestic violence, or stalking has signed or attested to the documentation.

If the individual does not provide the form HUD-5382 or the information that may be provided in lieu of the certification by the 14th business day or any extension of that date provided by Management, none of the protections afforded to the victim of domestic violence, dating violence or stalking will apply. Management will therefore be free to evict, or to terminate assistance, in the circumstances authorized by otherwise applicable law and lease provisions.

All information provided to Management relating to the incident(s) of domestic violence, including the fact that an individual is a victim of domestic violence shall be retained in confidence and shall neither be entered into any shared database nor provided to any related entity, except to the extent that such disclosure is (i) requested or consented to by the individual in writing; (ii) required for use in an eviction proceeding or termination of assistance; or (iii) otherwise required by applicable law.

Management will retain all documentation relating to an individual's domestic violence, dating violence or stalking in a separate file that is kept in a separate secure location from the other Tenant files.

As a result of VAWA 2022, HUD will be providing revisions and updated VAWA forms including those provided below. KCDC will implement these form revisions immediately upon HUD release.

- Notice of Occupancy Rights (Form HUD-5380)
- Relocation Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking (Form HUD-5381)
- Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking and Alternate Document (Form HUD-5382)
- Emergency Relocation Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking (Form HUD-5383)

Property Name	Phone Number	Property Name	Phone Number
Isabella Towers	(865) 403-1340	Mechanicsville	(865) 427-2850
Western Heights LP	(865) 403-1420	The Verandas	(865) 427-2850
Autumn Landing/Nature's Cove	(865) 403-1422	Valley Oaks	(865) 427-2850
First Creek Phase I	(865) 357-2348	Passport Properties	(865) 427-2850
Guy B. Love Towers	(865) 403-1360	Liberty Place	(865) 427-2850
Residences at Lonsdale Homes	(865) 403-1350	Five Points Senior Duplexes	(865) 403-1390
Northgate Terrace	(865) 403-1400	Five Points Family Multiplexes	(865) 403-1390
Cagle Terrace	(865) 403-1310	Five Points Infill	(865) 427-2850
Montgomery Village	(865) 403-1380	Five Points 2	(865) 403-1390
North Ridge Crossing	(865) 403-1320	Five Points 3	(865) 403-1390
The Vista at Summit Hill	(865) 403-1300	Five Points 4	(865) 403-1390
Residences at Eastport I	(865) 403-1390	Residences at Eastport II	(865) 403-1390
Bell Street 3 @ Austin Phase II	(865) 357-2348	Overlook @ Western	(865) 403-1420
Bell Street 2 @ Austin Phase III	(865) 357-2348		

After-Hour Emergency Number
(865) 403-1200

I have read and received a copy of the House Rules and agree to abide by these policies and procedures. I understand management at any time can make revisions.

The head of household understands they will be held responsible for any rule violations committed by guests while on KCDC property.

MANAGEMENT AGENT

TENANT (HEAD OF HOUSEHOLD)

TITLE

DATE

TENANT

TENANT

TENANT

DATE