



# **Bigtown Housing Authority**

## Resident Handbook

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# Annual Re-examination

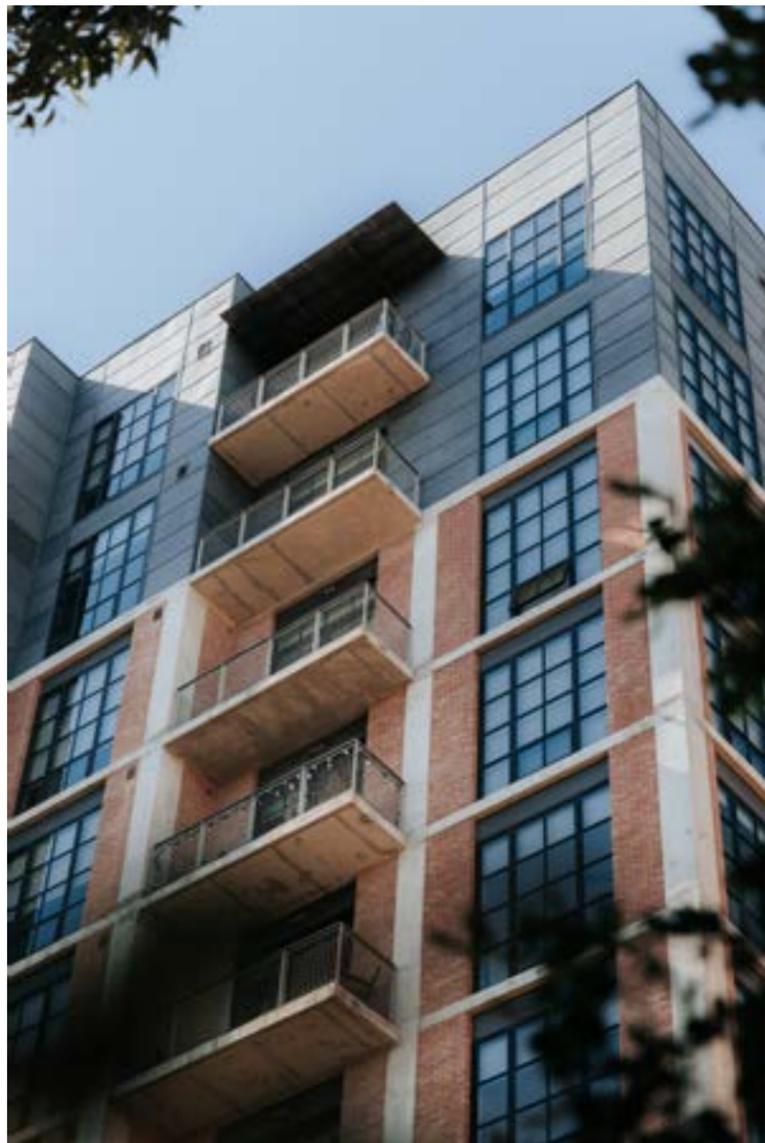
You will be asked to fill out a form once a year giving updated information on income and family composition. Your rent will be adjusted according to the findings on the form after verification from employer. Should your income change (increase or decrease) during the year it must be reported to the Management Office in addition to the annual re-examination so an adjustment can be made after verification.

## Charges

### Security Deposit

Tenant agrees to pay a Security Deposit in the amount specified in the Dwelling Lease. The Security Deposit is used by the Housing Authority and will be reimbursed to the Tenant at the time of the lease's termination for the cost of cleaning and repairing of any damages beyond normal wear and tear and any rent or other charges owed by Tenant or remaining Tenant family. The Housing Authority will refund the Tenant any unused amount of Security Deposit within 30 days after the move out, given that the Tenant has given Bigtown Housing Authority (BHA) a written statement of the Tenant's intent to vacate in accordance with the Lease.

\*\*\*Security Deposit will not be returned unless the tenant has given at least 30 days notice of move out in writing\*\*\*



## Repairs

BHA does not charge for repairs or replacements in dwelling units caused by normal wear and tear. Residents will be expected to maintain appliances they own. If, however, there is evidence of negligence or abuse from the Tenant, a charge is made for repairs and replacements. A schedule of services for which you may be charged is pictured below and is posted in each of the Management Offices. All charges are due and payable with rent at the Management office only. Employees are *not* authorized to collect or accept your money for services rendered. This includes services and repairs. Any repair charge up to (\$25.00) must be paid when rent is due. Charges over \$25.00 may be paid over a period of time approved by the Management. Contact Management to set up a payment plan.

Cost	Item in Need of Repair	Payment Due
\$100	Example	With Rent or Paaymeny Plan

### Refrigerators

If freezer coils are damaged when prying ice from the freezer compartment, a minimum of \$200.00 will be charged for the repair of the refrigerator.

To defrost your refrigerator, turn off refrigerator and open both doors. Do NOT use ice picks, knives, or any other sharp objects from the freezer compartment.

## Window AC Unit

Please consult with the Management Office BEFORE you purchase a window AC unit to discuss costs of installment and get approval. There will be an additional deposit for restoring the window when the unit is removed.

## Occupancy

The only people who may live in your dwelling unit are those listed on your Dwelling Lease. Only one family (defined as two partners in a relationship, or one parent and child/children, or two parents and child/children) is allowed in each dwelling unit.

## Guests

Friends and relatives are welcome to visit you; however, their stay shall be limited to one (1) consecutive week. If there are extenuating circumstances, please discuss them with the Management Office. Any person/persons visiting you will be expected to be a good neighbor (as defined in the glossary) while being a guest in your home. You will be responsible for their conduct.



## Transfers

No transfers will be made routinely. Cases that deserve special consideration may come to our attention occasionally. Special consideration will only be applied when the situation involving the resident affects a major portion of the resident population (at least 50%), or when it is in the best interest of the Management Office.

## Personal Property

You are responsible for your personal property. BHA, its agents, and its employees cannot assume responsibility for loss of, or damage to property belonging to residents or families. BHA will assume no responsibility for any personal property left in the dwelling unit after you have moved. Make sure to take everything you want with you. Rent will be charged until keys are returned to the Management Office. Should you move, any personal property (furniture, appliances, etc.) left by you for more than 10 days will be disposed of.