

**HADDON TOWNSHIP HOUSING AUTHORITY
ROHRER TOWERS I
25 Wynnewood Avenue
Westmont, New Jersey 08108
856-854-3700**

LEASE ADDENDUM

SCHEDULE OF CHARGES FOR REPEATED HOUSE RULE AND LEASE VIOLATIONS

Proposed Effective Date: October 19, 2026

Board Resolution No.:

This Addendum supplements the Resident Handbook, House Rules, and Lease Agreement of the Haddon Township Housing Authority ("Housing Authority").

The purpose of this Addendum is to establish a clear and consistent process for addressing **repeated violations** of the Lease, Resident Handbook, and House Rules.

This Addendum shall be administered in accordance with applicable HUD requirements, federal and state law, the Housing Authority's Grievance Procedure, and all applicable reasonable-accommodation requirements.

1. EXISTING HOUSE RULES REMAIN IN EFFECT

Residents remain responsible for complying with all rules contained in the Resident Handbook and Lease.

The Resident Handbook currently provides that:

Residents are not allowed to leave personal items in the hallways.

The Resident Handbook also requires residents to correct housekeeping and storage violations when directed by management.

Nothing in this Addendum eliminates or changes those existing requirements.

2. PROGRESSIVE ENFORCEMENT

Except when the seriousness of a violation requires immediate action, the Housing Authority will generally use progressive enforcement.

First Violation

The resident will receive a written notice identifying the violation and requiring correction.

Second Violation

The resident will receive a written notice identifying the repeated violation and advising that continued violations may result in a monetary charge and/or additional lease enforcement.

Third and Subsequent Violations

When the violation is established and the requirements of this Addendum have been satisfied, the Housing Authority may assess a **\$25.00 charge for a repeated violation**, when permitted by applicable law and the resident's Lease.

Serious violations may warrant more immediate lease enforcement and do not necessarily require three prior warnings.

3. HALLWAY AND COMMON-AREA STORAGE

Residents shall not leave, store, or maintain personal property in hallways, stairways, entrances, exits, or other areas designated as common areas.

Examples include, but are not limited to:

- Walkers;
- Carts;
- Boxes;
- Bags;
- Shoes;
- Furniture;
- Household goods;
- Decorations not permitted by the Handbook;
- Trash or refuse;
- Personal equipment; or
- Any other personal property.

The purpose of this rule includes maintaining safe and unobstructed passageways and protecting the health and safety of residents, visitors, employees, emergency personnel, and first responders.

Enforcement

First occurrence: Written notice to remove the item.

Second occurrence: Written final warning.

Third and subsequent established occurrences: **\$25.00 charge per violation**, where authorized.

The Housing Authority may require immediate removal of any item that creates an obstruction or safety hazard.

4. MOBILITY DEVICES AND REASONABLE ACCOMMODATION

The Housing Authority recognizes that some residents require walkers, wheelchairs, canes, oxygen equipment, or other assistive devices.

Nothing in this Addendum is intended to prohibit the use of a disability-related assistive device.

A resident may not simply disregard hallway safety requirements because an item is medically necessary.

5. MISUSE OF EMERGENCY SERVICES

The Housing Authority recognizes and fully supports every resident's right to obtain emergency assistance.

Residents should call 911 whenever they reasonably believe that an actual emergency exists.

Nothing in this Addendum shall penalize a resident for making a good-faith emergency call.

However, repeated or intentional misuse of emergency services may constitute a violation when supported by reliable information.

Examples may include:

- Knowingly making a false emergency report;
- Knowingly reporting an emergency when the resident knows that no emergency exists;
- Repeatedly calling 911 for matters that are clearly non-emergency matters after being advised of the appropriate procedure;
- Making repeated false reports concerning another resident;
- Using emergency services to harass, intimidate, threaten, or disrupt another resident or Housing Authority employee; or
- Knowingly causing emergency personnel to respond unnecessarily through false or intentionally misleading reports.

Enforcement

First established violation: Written warning and instruction concerning appropriate use of emergency and non-emergency services.

Second established violation: Final written warning.

Third and subsequent established violations: **\$25.00 charge per violation**, where authorized, and/or additional lease enforcement.

Nothing herein prevents a resident from contacting emergency services when the resident reasonably believes an emergency exists.

6. REPEATED DISRUPTIVE OR HARASSING CONDUCT

Residents shall not engage in repeated conduct that interferes with the peaceful enjoyment, health, safety, or welfare of other residents, employees, visitors, or contractors.

Examples may include repeated:

- Harassment;
- Threatening conduct;
- Excessive disruptive behavior;
- False complaints;
- Abuse of building services;
- Abuse of emergency services; or
- Conduct intended to interfere with Housing Authority operations.

The Housing Authority will evaluate each situation based upon the specific facts and circumstances.

Where appropriate and legally authorized, repeated established violations may result in a **\$25.00 charge** and/or additional lease enforcement.

7. NOTICE OF CHARGE

Before a \$25.00 charge is assessed, the resident shall receive written notice identifying:

1. The date of the violation;
 2. The conduct alleged to constitute the violation;
 3. The Lease, Handbook, House Rule, or Addendum provision involved;
 4. The prior notice(s) issued, when applicable;
 5. The amount of the proposed charge;
 6. The date the charge becomes due; and
 7. The resident's applicable grievance rights.
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8. GRIEVANCE RIGHTS

A resident who disputes a violation or charge shall have all rights available under the Housing Authority's Grievance Procedure and applicable HUD requirements.

Nothing in this Addendum shall limit a resident's right to request a grievance hearing or other remedy provided by law.

9. CONSISTENT ENFORCEMENT

The Housing Authority shall apply this Schedule consistently to similarly situated residents.

Management shall document violations, notices, warnings, charges, and corrective actions.

The Housing Authority shall not impose a charge on the basis of a resident's disability or other protected status.

10. EMERGENCY EXCEPTION

Nothing in this Addendum shall discourage or prevent a resident from requesting emergency assistance.

Residents should call 911 for genuine emergencies involving an immediate threat to life, health, safety, fire, serious injury, or other circumstances requiring immediate emergency response.

For building maintenance emergencies, residents should continue to use the Housing Authority emergency number and procedures contained in the Resident Handbook.

11. NON-RENT CHARGE

A charge assessed under this Addendum is a **non-rent charge** and shall be separately identified from the resident's monthly rent.

The Housing Authority shall maintain appropriate records of such charges.

12. EFFECTIVE DATE

This Addendum shall become effective only after completion of all required Housing Authority approval, resident notice/comment, lease modification, and other procedures required by applicable law, HUD requirements, and the Housing Authority's policies.

RESIDENT ACKNOWLEDGMENT

I acknowledge receipt of this Lease Addendum and understand that it establishes procedures for addressing repeated violations of the Lease, Resident Handbook, and House Rules.

Resident Name: _____

Apartment: _____

Resident Signature: _____

Date: _____

Housing Authority Representative: Will Nantz Exec. Director

Date: 9/16/24

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