



Welcome to your new home at Miracle Village. Florida State Primitive Baptist Convention Education Foundation is the Managing Agent for the above property, and it is our goal to provide you with safe and quality housing. Below you will find some guidance and recommendations on the usage of the unit/building/common areas throughout the property. The following House Rules are designed to benefit all residents and your guest/visitors/care attendants. If you have any questions regarding the information below please contact the Site Management for clarification.

## SECTION 1: GENERAL INFORMATION

### 1. MANAGEMENT INFORMATION

- a. Site Mailing Address: Miracle Village, Inc., 1208 Birmingham St., Tallahassee, FL. 32304
- b. Site Street Address: Miracle Village, Inc., 1208 Birmingham St., Tallahassee, FL. 32304
- c. Rent/Charges to be mailed/dropped off to: Miracle Village, Inc., 1208 Birmingham St., Tallahassee, FL. 32304.
- d. Rent/Charges paid to (property/owner name): Miracle Village, Inc.
- e. Office Hours: Monday-Wednesday-Friday 8:30 am-1:00 pm; Tuesday-Thursday – 2:00 pm-5:00 pm.
- f. Site Telephone Number (s): (850) 222-0561
- g. Site Fax Number: (850) 222-1708
- h. Fire/Police Number: 911
- i. Site Emergency Number (after hours/holidays only): (850) 933-3019 Voicemail if no answer
- j. Our Corporate Website: <http://www.fspbc.org>; <http://www.miraclevillageinc.com>
- k. Our Corporate Mailing Address: FSPBC ED Foundation, Inc., 1015 Alabama St., Tallahassee, FL 32304.
- l. Our Corporate Telephone Number: (850) 577-9222

### 2. OUR CORPORATE FAX NUMBER: (850) 222-8815.

### 3. GENERAL:

Lessor (Landlord) reserves the right at its sole option to amend, or revoke any of these community policies, in whole or in part, or to adopt new ones, at any time. All such amendments, revocations, or new policies shall become a part of the lease agreement, as of their effective date in accordance with paragraph 15 of the model lease. The words he and him are interchangeable with she and her, where one appears it is meant to include the other.

All rent is due and payable on the first day of the month, If, the first day of the month occurs on a Saturday, Sunday or legal holiday, rent will be collected on the next business day. Only the full amount of rent due will be accepted. **NO PARTIAL PAYMENT OR CASH WILL BE ACCEPTED.**

Rent is payable by check or money order unless otherwise directed by Management. Rent is late after the 5<sup>th</sup> day of the month. After three (3) returned checks, the Landlord will no longer accept checks from that tenant.



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**LATE POLICY:** A late notice will be sent on the 6<sup>th</sup> of the month for any delinquent rent. Eviction notices will be given on the 11<sup>th</sup> of the month for any unpaid rental charges.

4. **LOCK OUTS:** *During Normal Business Hours:* The tenant may contact the Management Office to request entry. Proper identification is required to verify tenancy. Management may provide entrance to the unit, or a new key may be purchased. Note that charges will be applied for the manufacturing of a new key. *After Normal Business Hours,* call (850) 933-3019. The same procedures are effective during *After Normal Business Hours* apply.
5. **RENTAL INSURANCE:** The owner is not responsible for damage done to the personal belongings of any resident from fire, theft, water or any other damage. Residents are strongly encouraged to purchase Renter's Insurance.
6. **AWAY FROM YOUR UNIT:** As a safety precaution, if you are going to be away from your apartment more than 24 hours, please notify at least one neighbor. You should also notify the Management Office with written notice and a completed *Away Stay Form* before departure.
7. **RESIDENT SERVICE PROGRAM:** Miracle Village's goal is to ensure the successful tenancy of all residents. To learn more about this program please contact the Site Manager for further information.
8. **RESIDENT EXCHANGE PROGRAM:** Miracle Village Management encourages the exchange of information between residents and Management. If you have a question, suggestion or complaint, please call (850) 222-0561 or email [miracle.village@yahoo.com](mailto:miracle.village@yahoo.com) or place your suggestion (s) in the suggestion box in the lobby. Someone will contact you within two (2) business days. Contact information is listed above.
9. **MANAGEMENT STAFF DUTTIES:** Management is required to abide by the Landlord Tenant Act, dwelling lease, housing manuals, etc. Anyone who refuses to cooperate with Management or obstructs Management from performing its duties, or is abusive to, swears at, threatens, or is disruptive or interferes with Management's ability to manage the property will be subject to eviction.
10. **TOWING COMPANY INFORMATION:** In the COMMON AREAS section below, you will find information regarding "Parking". If you or your guest/visitor/care attendant's vehicle is towed, you will find the towing company contact information posted at the Site Management office. All costs associated with the towing of your personal vehicle will be the vehicle owner's responsibility.
11. **LAUNDRY ROOMS:** The Laundry Room is available to the residents and their household use **only**. The property has posted specific rules on using this room. If you have any questions regarding these rules, please contact the Site Manager. Tenants will use the laundry facilities in accordance with the posted rules. Management is not responsible for any damage to clothing caused by use of the laundry equipment. Tenants acknowledge that they are using the laundry facilities at their own risk.



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12. **COMMUNICATION OF HOUSE RULES:** Residents are to inform their visitors/guests/care attendants of all House Rules. Residents are responsible for all their visitors/guests/care attendants (invited or not) to the unit/property/building/common area.
13. **COMMUNITY ROOM:** The Community Room is available for resident sponsored activities. Residents who wish to use the community room for any activity or family event must first reserve the room in advance with the Site Manager. Set-up and clean-up of the Community Room is the responsibility of the resident who reserves the space. For specific rules about reserving the Community Room, please contact the Management Office.
14. **BULLETIN BOARD (S):** Notices of activities and other information of interest to residents shall be posted on the "Resident Bulletin Boards". All postings shall identify the source of the posting, mailing address of the source or unit number, and date of the posting. For specific rules on posting of notices or materials, contact Residential Manager. Posting of notices or materials by residents anywhere on the property is strictly prohibited. Events or activities of interest to the community and building residents may be permitted in designated areas on the property with the advance written approval of the Residential Manager. Signs and other insignia required for Health and Safety purposes are permitted, but must first be approved by the Residential Manager.
15. **SAFETY CHECKS:** In case of any emergency or concern for the well-being of another resident who has not been seen for an extended period of time (24 hours), Management will knock on the door for a response, attempt to telephone the resident for a response, and if no success will either of the two steps above, they will phone 911.
16. **OXYGEN TANK USE:** Resident use of commercial oxygen tanks poses a potentially life threatening hazard if not used properly. Unsafe use of the oxygen such as smoking within an unsafe proximity of the tank (per manufacturer instructions) may cause injury or death. Management requires residents to comply with all safety rules and requirements as provided by the manufacturer, physician, and/or medical supply house. Unsafe use of oxygen is a dangerous act and is considered grounds for immediate termination of lease.
17. **AMERICAN WITH DISABILITIES ACT & SECTION 504-EQUAL ACCESS:** All Requests for Accommodation by Residents who have a disability shall be submitted to the Residential Manager. All Requests for Accommodations are processed in accordance with Miracle Village policies. The policy and Requests for Accommodation Forms are available upon request at the Site Management Office.
18. **YARD SALES:** The decision to permit yard sales is at the discretion of the Residential Manager.
19. **ON-SITE MONITOR:** The obligation of the On-Site monitor (s) is to respond to emergency situations such as emergency call buttons, fire, disturbances, etc. Any concerns regarding potential housing, documentation requests from files, personal favors, etc. Must be handled during business hours. Tenants



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and applicants are requested to utilize the Emergency Number (850) 933-3019 to report any and all emergency situations and/or concerns before going to the apartment of the On-Site Monitor (s).

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*The following House Rules are designed to provide you with safe quality housing. The intention is to be direct and clear about the expectations while residing at the above property. The resident must receive advanced written consent from the Landlord/Management prior to altering any of the following:*

## **Section II: COMMON AREAS**

### **A) BASICS**

1. Disturbances and/or Complaints:
  - i. Residents are to refrain from any conduct that interferes with the rights of other residents to peacefully enjoy their apartments or the property, or to cause conditions that are dangerous, hazardous, threatening, unsanitary or otherwise harmful to Management, Staff, guests, or the other residents. Repeated substantiated resident complaints are cause for eviction proceedings.
  - ii. Complaints and notice of disturbances to any resident must be made in writing to Management with detailed information of incident (s). If bodily harm is feared or criminal activity is suspected, call the police and file a report immediately then follow up in writing of the incident to the Residential Manager Office.

### **B) PARKING**

1. A parking space is available to a resident once they provide Management with proper documentation that the vehicle is registered and inspected according to State/Local laws. Any vehicles not registered will be towed at the owner's expense.
  - i. Storage of inoperative and/or unlicensed vehicles on the property is not allowed.
  - ii. Vehicles that create a hazard, such as leaking oil, are not allowed. Oil and water leaks from vehicles must be repaired immediately off site.



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2. A parking decal will be issued for parking on site.
3. Oil changes, automotive repairs, and car washing are not permitted on property/building/common areas. These services must be provided offsite.
4. Trucks, tractors, trailers, buses, campers, and boats are not permitted on the property.
5. Illegally parked (fire lanes/dumpster areas/etc.) vehicles will be towed at the vehicle owner's expense.
6. Mini-bikes, mopeds, and ATV's are not permitted on the property.
7. Residents/ visitors/ care providers are to park in the designated areas. If violated, the vehicle (s) will be towed at the vehicle owner's expense.
8. All visitors and care providers are to park in the designated location (s).
9. The sidewalks shall not be obstructed by Management, or tenant's guests, or invitees, or used by them for any purpose other than entering and exiting the leased premises. Personal articles may not be placed in the public passages, or any exterior portion of the premises.
10. The handicapped parking space must be used by those who have a decal and who are visiting Management on official business or visitors of residents.

### C) RESIDENT SAFETY

1. If your unit is equipped with an emergency pull cord system (usually found in the bedroom and/or bathroom), you are prohibited to tie and/or obstruct access to the cord.
2. You are prohibited from tampering with fire extinguishers, fire pull stations, sprinklers, and common area electrical systems/devises.
3. A fire evacuation plan is posted on each floor.
  - i. In case of fire, ensure your own safety, and then call "911" to report the fire.
  - ii. Use stairwells only. Doors are never to be opened to release odors or intake air from hallway.
  - iii. You are prohibited to prop open the unit/stairwell/exterior/common door (s).
4. All residents are responsible for the security of the building
  - i. Building entry keys **MAY NOT** be given to anyone who is not on the lease.
  - ii. Unit doors must be kept locked at all times. Doors are never to be opened to release odors or intake air from hallway.
  - iii. Allow entrance to the building for your guests/visitors only. Do not open exterior doors for anyone other than your guests/visitors.
5. Criminal Activity is strictly prohibited:
  - i. Engaging in any activity including verbal (abusive/foul) and physical assaults that threaten the health, safety or right to peaceful enjoyment of the premises by other residents, or Management and guests is prohibited. A criminal conviction is not needed to demonstrate serious violations of the lease.



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- ii. Engaging in drug related criminal activity on and off the property is prohibited. Drug related criminal activity is being defined as the illegal manufacturing, sale, distribution, use, possession, storage, service, delivery or cultivation of a controlled substance.
- iii. You are prohibited to display a weapon with a verbal threat or non-verbal threat to shoot, fire, explode, and/or throw or otherwise discharge the weapon or inflict injury on another person or to damage the property though the intentional, reckless, careless, or negligent use of a weapon.

## D) DISPOSAL OF TRASH/WASTE/BULK ITEMS

1. Check with Management regarding the disposal of household trash on the property.
2. All ashes, rubbish, trash and other waste from the dwelling unit must be disposed of in a safe and sanitary manner. All trash must be secured in plastic trash bags and disposed of in the designated locations, No trash is to be left in common areas.
3. All human waste (disposable under garments, pads, etc.) must be disposed of in a safe manner. You are not permitted to dispose of human waste, unsecured oil, etc. via the garbage chute.
4. If your medical needs include the use of syringes, it is your responsibility to use "Sharps" container. Disposal of contents at an offsite location is also the resident's responsibility.
5. Large items such as mattresses and furniture cannot be placed in the dumpster. Contact the office and arrange proper disposal at the resident's expense.

## SECTION III: USE OF UNITS

### A) BASICS:

1. Each household is responsible to not waste the utilities (electric, heat, water, etc.) Conservation measures include keeping thermostats at a reasonable setting, windows closed, and lights off when not in use, and do not let water run unnecessarily. Windows are not to be opened during the winter season to prevent the loss of the heat.
2. Heating Items:
  - a) Thermostats are to be set no lower than 55 degrees during the winter months.
  - b) Supplemental heat source (s) are prohibited without prior approval from Management.
  - c) Plastic in windows is prohibited.
  - d) Aluminum foil is prohibited (under the elements of stove and oven).
3. **Only** people listed on the lease are permitted to occupy the unit. Additional members are subject to the Resident Selection process. Management reserves the right to request written proof of residency of the unauthorized person/people occupying the unit.
4. An absence from the apartment for more than thirty - (30) - days without advance written notice to Management can constitute abandonment and legal action may be initiated.
5. It will be the resident's responsibility to notify Management of any extended absences (absent from the unit for longer than sixty (60) consecutive days, or for longer than 180 continuous days for medical reasons). Any extended absence that does not meet the requirements above will be considered abandonment and in violation of the Lease Agreement.
6. Pets are allowed. Please see Residential Manager for a copy of the Pet Policy and assessment.



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7. Notify Management immediately if you see signs of vermin, insects, or other pets. A work order for the exterminators will be processed. In cases where signs of vermin, insects, or other pests are discovered in the unit, each tenant must adhere to the exterminating treatment to prevent spread of pests throughout the property.

**B) Visitors and guests (invited or not invited):**

1. Maximum stay for overnight guests (guests in the property past midnight) will not exceed fourteen (14) days within a twelve- month period. You must provide Management with contact names and numbers for all guests. An Overnight Form must be completed and approved by Residential Manager prior to the stay of the overnight guest.
2. The residents are responsible for the conduct of all family members and guests in the apartment and throughout the property. Guests and family members adhere to all House Rules while on property.
3. Residents agree to reimburse Management for any damage caused by guests or family members. Any guest or family member who creates disturbances or damages on the property will be asked to leave immediately and or banned from property.
4. Ensure visitors/ guests/ care attendants/ household members do not loiter or run in stairways, lobby, Community Room, hallways, landscaped areas or parking areas.

**C) Maintenance:**

1. Maintenance Requests:
  - a. **Routine Maintenance.** All requests are submitted via a completed Work Order with the Site Management Office between the hours of 8:30 AM- 5:30 PM Monday- Thursday and 8:30 AM- 4:00 PM on Friday. Maintenance requests will be addressed in order of “seriousness” at the discretion of Management.
  - b. **Emergency Maintenance:** A 24 hour emergency number is provided on the first page of this document. This number is for all After Hours Emergency Maintenance needs- such as; no heat, serious plumbing problem, weather or water damage.

Emergency maintenance may be reported at any time. **Please note:** Tenant may be charged for damage to their apartment, the buildings or grounds, if such damage is caused by Lessee’s neglect or willful act. Tenant will be charged for the replacement of all broken or cracked windows in their apartment.

*\*Management is not responsible for damage caused to the Lessee’s windows by known or unknown third parties. Maintenance personnel may be refuse to unclog toilets until Lessee has removed waste or other matter from the bowl. Lessee is required to immediately report to the Management Office any accident, damage or injury to water pipe, toilets, drains, plumbing fixtures or appliances. Lessee is responsible for replacing all burned out light bulbs in their apartments except entrance light bulb, and kitchen light bulb.*

- c. **Safety:** Resident shall not use or keep flammable liquids in or near their apartments. No gasoline- powered engine shall be stored within ten (10) feet of an apartment. Motorcycles, motor scooters, and similar vehicles shall only be parked in designated parking areas. Speed



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in parking areas shall not exceed five (5) miles per hour. When in use, barbeque grills or similar appliances must be a minimum of ten (10) feet from any building.

**d. Entrance by Maintenance:** Maintenance employees will make entrance to your apartment for the purposes of making repairs with tenant present or with prior written permission.

i. In the case of an emergency, where delay could cause serious damage to the property, (i.e.; fire, broken water pipes, etc.) entrance to your unit will be permitted in your absence and a notice stating the reason, date and time of entry will be left.

2. Electrical Items:

- a. Kitchens and/or bathroom(s) are equipped with GFCI (Ground Fault Circuit Interrupter) outlets. If you are not receiving power to one of these outlets, check to see if the reset button has popped out. If so, push in to reset. If reset button pops out again notify Maintenance immediately.
- b. Each unit has a circuit breaker that “trips” when there is a power overload. If you lose electricity make sure the circuit breakers are all “ON”. Wait 5 minutes before you try to reset the breaker. To reset, flip OFF, the flip it back ON. If circuit breaker flips to “OFF” position again, notify Maintenance immediately.
- c. Light bulbs will be supplied upon occupancy, but replacement bulbs will be the resident responsible and expense with the exception of entrance and kitchen light bulbs. Bulbs larger than 60 watts will cause damage to the electrical fixtures. Each apartment is wired for the normal use of lamps, radios, and television sets. It is a fire hazard to use multiple outlet plugs or extension cords.

**D) Housekeeping Care of Units:**

1. **Appliances & Fixtures:** Your refrigerator should be cleaned (with non-abrasive cleanser) on a regular basis so that it is free of mildew/ mold. Defrost your refrigerator/ freezer (if applicable) every two months to prevent buildup of ice in the freezer (do not let ice buildup over ½ inch). Pull out your refrigerators from the wall periodically and clean behind it. Your stove/exhaust, fan/range hood should be cleaned (with non-abrasive cleanser) so that they are free of grease and/ or food.

Each apartment is provided with an oven range and refrigerator. Without prior written approval of Management, the tenant may not move into apartment, for use, storage, or otherwise, additional ranges or refrigerators or air conditioners or dishwashers. You’re prohibited to install any additional ranges (washers, dryers, dishwashers, refrigerators, etc.) within the unit even for storage. The tenant will be charged for any repairs that are attributable their failure to properly clean the appliance. Maintenance personnel may refuse to service an appliance until it has been properly cleaned by the tenant.

2. **Alterations:** No awnings, or projections, including radio or television antennas shall be attached to the outside of the buildings. No signs, advertisements, or equipment shall be exhibited or exposed on any window or part of the apartment building without proper consent of Management. The use of foil, newspaper, cardboard, contact paper, or any other material to cover a window is prohibited. No interior alterations, to include, but not limited to, painting, carpeting, wallpapering, installation of



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contact paper, or redecoration of a permanent nature is permitted without prior written approval of Management. All permitted alterations and fixtures shall remain as a part of the apartment unless Management approves their removal in written.

3. **Bathrooms (including exhausts):** Should be cleaned on a regular basis to prevent build up (mold/mildew) and permanent damage.
4. **Counter tops:** Do not place hot objects on your counter tops. Always use a cutting board when chopping or slicing food.
5. **Floors:** Should be clean (vacuumed/swept/mopped), clear, dry, and free of hazards. Damages above normal wear and tear and/or replacement costs will be billed to the resident. Based upon inspection, tenants may be asked to have carpet professionally cleaned.
6. **Painting:** If your unit needs painting you must contact Residential Manager (via Work Order). Your unit's painting needs will be reviewed and assessed for the need.
7. **Patio:** Dust mops, rugs, tablecloths and clothing may not be shaken, cleaned or left on the Patio. The patio is to be kept clear of clutter and not used for storage of personal items. No additional chairs, pillows, or other items are to be left on the patio without prior approval from Management. Food and cooking materials are to be removed immediately after use.
8. **Walls:** Should be clean, free of dirt/grease/holes/cobwebs/fingerprints. Damages above normal wear and tear and/or replacement costs will be billed to the resident. No decals, scotch tape, sticky wall coverings/foil or the like may be placed on walls/doors including kitchen cabinets, stoves, refrigerators, or on any part of your apartment. If you would like to install a backdrop to protect from grease behind your stove, you must contact Management prior to the installation.
9. **Windows:** Each resident is responsible for the care of their windows and screens and any coverings that have been provided. Window displays are prohibited, consult Management.
10. **Inspections:** Residents are expected to keep the apartment clean and neat at all times. Quarterly inspections will be conducted by Management and this inspection may be without notice to the resident. Old newspapers, cans, bottles, and trash should not be kept in the apartment. Tenants whose apartments are not in good condition will be reviewed within one (1) week of the first visit. Thereafter, the unit is not found in good condition, a Violation of Lease notice will be issued.
11. **Waterbeds:** Tenants may move waterbeds into their apartment only after notifying Management in writing of their intent to use a waterbed and after providing proof of sufficient liability insurance. The insurance remain in force all during the term of lease agreement, or tenant agrees to provide Management written professional insurance coverage annually and upon request by Management.

#### **SECTION IV: HOUSE RULES**



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*In regards to the unit/property/building/common areas, you and your guests/visitors are prohibited from the following actions/activities:*

1. To operate a business from the unit/property/building/common areas.
2. To install satellite dishes/antennas in the unit/property/building/common areas.
3. To obstruct access to the use of elevators, stairwells, exterior doors (in addition to units) throughout the property/building/common areas.
4. The use of wheeled devices (non-motorized) throughout property/building/common areas. **Excluding medical devices.**
5. To conduct solicitation activity throughout the property/building/common areas.
6. From altering, disturbing, or interfering in any way with the grounds or landscaping without Management approval.
7. From vehicles parking/driving on the sidewalks, grass, and unauthorized areas of the property.
8. To scrap/paint (graffiti, etc.), burn, and deface any part of the unit/property/building/common areas.
9. To store personal items in any building or on any common areas throughout the property.
10. To copy key (s).
11. To have outdoor cooking equipment on the patio, balconies or other sections of the building/property. The local fire department and Management must approve outdoor grilling locations.
12. To tamper with the smoke alarms/detectors throughout your unit/property/building/ common areas. Report to Management immediately any smoke alarm/detector that is not operational.
13. To store flammable/hazardous/illegal materials anywhere in the unit/property/building/common areas.
14. To smoke in any unit and common area (s) (Lobby, Laundry Room, Community Room, or Stairwell) throughout the building that are not designated as authorized smoking areas.
15. To litter throughout the property/building/common areas.
16. TO install your own air conditioners in the unit/property/building/common areas.
17. To make repairs or alterations (i.e. change/add hardware/paint/wallpaper, etc.) to your unit/property/building/common areas.
18. To add cable, telephone jacks, lighting and electrical outlet/switches in your unit.
19. To allow visitor's pets in the unit or on the property/building/common areas.
20. Drinking and/or open containers of alcohol outside the unit and found while in the building or on the property/common area.
21. The Lobby is designated the Business Area for the following purposes: 1) Waiting area thirty minutes to one (1) hour for transportation pick-up or waiting for a ride. 2) Persons her to do business in the building or office. No eating, drinking or lounging is permitted in the Lobby Area.
22. Eating and/or drinking in Common Area, Lobby, Halls, Laundry Room and Stairwells.
23. Alcoholic beverages and drugs shall NOT be consumed outside the apartment, on the grounds or in the parking lot. This also includes the Community Room, Laundry Room and Lobby.
24. Tenant, any member of the tenant's household, or a guest or other person under the tenant's control shall not engage in criminal activity, including drug-related criminal activity, on or near the property premises. "Drug- related criminal activity" means the illegal manufacture, sale, distribution, use or possession with intent to manufacture, Controlled Substance Act <21 U.S.C.802>



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25. Profanity, excessive noise, yelling, screaming or fighting and any unseeingly behavior is prohibited. Violations may result in termination of tenancy and ort being arrested.
26. No solicitation is permitted on the property without prior approval from Residential Manager/Management.
27. Visitors are to enter and exit the lobby only.

## SECTION V: RESIDENT CHARGES

### A) LEGAL AND COUT FEES:

Non Section 8 Project Based residents may be charged all **actual legal charges**.

### B) **SPECIAL MANAGEMENT SERVICES:**

- 1) Residents will be charged actual cost **for every key** replaced either during their tenancy or at move out.
- 2) Residents will be charged the actual time and material charged to the property for damages caused by the resident, resident household member, or representatives associated to resident (guests, family, etc.). Documentation of these charges will be sent to the resident and filed in resident's property file.

### C) **CHARGES AT MOVE-OUT:**

- 1) At the time of move-out, any remaining resident charges will be deducted from the security deposit first.



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**PLEASE SIGN AND RETURN THIS PAGE TO THE OFFICE**

***Miracle Village, Inc.  
1208 Birmingham Street  
Tallahassee, Florida 32304***

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This is to indicate that on the date listed below, I have received a copy of the above property's **HOUSE RULES**. I understand that these **HOUSE RULES** have been updated as of April 1, 2016. I further understand that failure to follow any of these **HOUSE RULES** will be considered a violation of the lease and a cause for eviction.

Unit # \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Effective Date: April 1, 2016.



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