



TENANT HANDBOOK

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OFFICE HOURS: MONDAY-FRIDAY 9AM-4PM



We welcome you and your family as tenants, and we hope you will be happy in your new home.

The Housing Authority of the City of Pittston has done a great deal to make your apartment as clean, safe, attractive, and modern as possible.

This HANDBOOK contains important information about your home. It explains conditions for occupancy that must be observed; it outlines the special facilities which have been planned for your use and enjoyment; it also explains how to care for the equipment which has been provided in your apartment.

Read the information in this HANDBOOK very carefully and keep it in a convenient place for quick reference.

We are certain that if you abide by all the conditions which are contained in this HANDBOOK and your LEASE, your stay with us will be happy and enjoyable for you and your neighbors.

HOUSING AUTHORITY OF
THE CITY OF PITTSTON

WHAT YOU MAY EXPECT FROM THE AUTHORITY

This Authority will:

1. Sign a LEASE AGREEMENT with you which will state what you and the Authority agree to do so long as you are a resident.
2. Supply your home with utilities as provided in the LEASE.
3. Make necessary repairs and improvements when needed.
4. Work with agencies that offer health, recreational, educational, and other services.
5. Counsel with you on meeting special problems.

WHAT THE AUTHORITY EXPECTS OF YOU

You should:

1. Know and accept the responsibilities agreed by you in your LEASE.
2. Pay the rent in advance promptly on the first (1st) day of each month.
3. Keep your home and immediate surroundings neat and clean.
4. Use your home as a residence only for you and your family (as stated in the LEASE).
5. Cooperate with the Authority and other residents for your mutual interest.
6. Use equipment and utilities carefully.
7. Report changes in the number of persons in your family.
8. Report change of employment immediately.
9. Report change of income immediately.

HOUSING DEVELOPMENTS

PANAMA STREET

**50 FAMILY UNITS
(One, two, three & four-bedroom units)**

**APOLLO APARTMENTS
161 SOUTH MAIN STREET**

**52 ELDERLY UNITS
(Efficiency & one-bedroom units)**

**INFANTINO TOWERS
500 KENNEDY BOULEVARD**

**60 ELDERLY UNITS
(One-bedroom units)**

RIVERVIEW MANOR

**90 FAMILY UNITS
(Two, three & four-bedroom units)**

WINTER STREET

**50 FAMILY UNITS
(One, two, three & four-bedroom units)**

CONDITIONS OF OCCUPANCY

Your Lease

This is an agreement between you and the Housing Authority of the City of Pittston. It is important for you to read and understand thoroughly what the contract means.

Rent

All rents are due and payable in advance on the **first (1st) day of each month** and must be paid in full no later than the **tenth (10th) day of each month** at the Management Office. Rents are accepted at the office Monday through Friday between the hours of 9:00 A.M. and 4:00 P.M.

Rents are based on your family income and size. Any change in either should be reported to the Management Office immediately.

Rental payments are to be made by check or money order only (**no cash payments will be accepted**) in person (lock box at office entrance) or by mail to the Management Office. If mailing rental payments be sure to mail in time for the payment to reach the office by the 10th day of the month. All unpaid rent after the **tenth (10th) day of each month becomes delinquent and will be assessed a \$25.00 late charge penalty.** If it remains unpaid after the 10th day of the month an eviction notice will be served, in accordance with the Authority's Rental Collection and Eviction Policy, which advises tenant(s) that the late charge will be applied to his/her account. Checks returned by the bank for Insufficient Funds will be treated as nonpayment of rent and any fee charged by the bank will, in turn, be chargeable to the tenant. This fee, if applicable, is separate and apart from the rent payment. A late charge penalty will also be assessed to the tenant's account if the check is returned to the office after the 10th day of the month. Three (3) delinquent rental payments during any twelve (12) month period will constitute a major lease violation and is grounds for eviction.

Charges for extra utilities are due and payable with the rent, as well as charges for repairs not due to normal wear and tear.

Statement of Income

You have agreed in your Lease to complete a statement of annual family earnings. Also, to report to the Management office immediately any increase or decrease in income, whenever it occurs. The annual review of family income is a requirement under the Public Housing Law.

All changes must be reported within **ten (10) days** of said change. Verifications should accompany decreases at the time of reporting, if possible. Tenant must come into the office to report income change and must sign necessary forms. This should be done **prior to the twentieth (20th) day of the month.** Decreases in income reported after this date will not affect the following months rent, since the tenant failed to report the change of income in a timely manner.

Family Composition

You have been provided a home suitable for the size of your family. Only members of the group listed on our records shall be permitted to occupy it. Report immediately births, deaths, marriage or any other changes in family size to the Management Office. In the case of a marriage the Management Office must be notified prior to the marriage in order that the appropriate background checks can be conducted for the person being requested to be added to the Dwelling Lease. This is important to the Management for both rent and statistical purposes.

Guests

Normal visits of relatives and friends are expected. Visitors can be accommodated for a period of **up to fourteen (14) days, consecutive or non-consecutive, in a twelve (12) month calendar period, upon proper notification to the Management.** All overnight visitors (anyone staying in the dwelling unit after 12:00 A.M.) **must be properly registered at the Management Office prior to the overnight visit.** In the event of an unexpected overnight visitor and the Management Office is closed, **you must call the Management Office and leave your name, apartment number, date and time called, and the name of the overnight guest on the answering machine** for our records. A log is kept in each tenant's file to keep track of the 14-day limit in a 12-month calendar period. The presence of persons visiting for an extended period (fifteen (15) days or more, consecutive, or non-consecutive) **must be approved by the Management upon request for such visit being submitted in writing to the Management Office, prior to the visit. Residents are responsible for the actions of guests when visiting or on the grounds of the facility.**

Loud Noise

Tenants should be considerate of neighbors and refrain from making loud noise that will disturb other residents. When having guests, playing the radio, stereo or television, or just talking, remember the apartments are built close together and noise travels. **It is requested that no unnecessary noise be made after 10:00 P.M. or before 8:00 A.M.**

Sub-Leasing

Sub-leasing is not permitted. Apartments are to be occupied by the families to whom they are leased.

Animals

This authority has an established Pet Policy regarding having animals in the project. A security deposit of \$300.00 is required for any tenant who has a dog or a cat. Only one (1) fur bearing animal is permitted per apartment. A dog cannot weigh more than 25 pounds when considered full grown and a cat cannot weigh more than 15 pounds when considered full grow. Birds and fish are permitted without a deposit being paid. No more than 2 birds to a unit; canaries,

parakeets or lovebirds only. The cage must be no larger than 3 feet high and 2 feet wide. Only 1 fish tank is permitted to a unit and cannot be larger than 10-gallon size.

A \$10.00 monthly maintenance charge must be paid with the rent on the first day of each month by dog and cat owners only. A monthly maintenance fee of \$2.00 for electric heat pump use for a fish tank is to be paid on the first day of each month in a facility where the tenant does not pay for electricity. No monthly maintenance fee is requested for bird owners, unless a problem exists.

No dangerous or intimidating dogs, that is, pit-bulls, rottweilers or Doberman pinchers, will be permitted. Dogs and cats must be at least six (6) months old, completely housebroken and be spayed or neutered, of which proper documentation must be supplied with the pet application. A picture of the dog or cat must also be supplied at this time. A copy of veterinarian records (regarding inoculations) must be submitted to this authority.

Each pet owner will be required to show proof of Liability Insurance no less than \$10,000.00 to cover property damage or personal injury caused by their pet. A copy of the policy will be required for this authority's files and once each year renewal must also be given to our office by January 31st.

Prior to pet admission the owner must fill in and sign a written responsibility form showing name, address and phone number for three (3) local persons who will come and get the pet in the event of tenant's illness, vacation or death. The responsibility form must be renewed each year by January 31st.

Copies of the Pet Policy along with the Pet Application can be obtained at the housing authority office. **No dog or cat will be permitted in a dwelling unit without full payment of the pet security deposit and without proper authorization by submitting the completed pet application to this office and being approved by this authority.**

Any tenant having a dog or cat in their apartment without the authorization of this authority will be evicted from the development.

Pets of friends and relatives are not to be brought into the project or kept in your apartment. No visiting animals are permitted. Only animals authorized by pet application are allowed.

A pet deposit is required and will be held until tenant vacates or the pet is removed from the apartment. A fee for exterminating services and shampoo of any carpeting and for any damages caused by the animal will be deducted from the pet deposit.

When an animal is removed from the premises the tenant must notify the office in writing. An inspection of the dwelling will be conducted to determine if any damages were caused by the pet. Should the tenant decide to replace the pet the tenant must first obtain another Pet Policy Application and submit the complete forms to the office prior to obtaining the new pet.

Alterations

Alterations of any kind **are strictly prohibited**, including removal, relocation or substitutions of equipment. Paneling, wall coverings, permanently installing carpeting and even under-the-counter appliances **are not allowed**. All units are painted prior to occupancy; therefore, it is not necessary for the tenant to paint the apartment. When it is necessary to repaint, **colored paint is not allowed, only off-white paint is used in all units**, which can be purchased at the Management office if prior to five (5) years since the unit was last painted. If unauthorized wall coverings, or if colored paint is used, the tenant shall be responsible for the cost of having the wall covering removed and for the paint and labor to have the walls repainted. Also, outside structures, including, but not limited to, swing sets, pools (except for small wading pools under 12 inches. See Waiver of Liability form in the back of this Handbook), trampolines, sheds, etc. **are not permitted**. When in doubt, call the office.

*******UTILITIES*******

Electrical Appliances

Do not overload the unit with electrical appliances. Your home is equipped to operate normal household appliances. Be sure these appliances are in good condition, for faulty equipment can cause trouble within your own home and neighboring units. Check all plugs and cords constantly to insure safe conditions and avoid short circuits with the danger of fire. Teach children to stay away from electrical cords. **NEVER** leave any electrical appliance or cord near the bathtub. Many serious accidents happen in the home through carelessness.

Report all matters needing the attention of our Maintenance Department to the **Management Office immediately**. All requests for services will be handled according to the order in which they are received, except in the case of an extreme emergency.

Heating

Heat is furnished by the Authority at the Apollo Apartments, Infantino Towers and Riverview Manor housing projects. The tenant supplies the heat at the Panama Street and Winter Street projects. Lack of heat should be reported promptly.

Hot Water

Hot water is furnished by the Authority at the Apollo Apartment, Infantino Towers and Riverview Manor housing projects. The tenant supplies the hot water at the Panama Street and Winter projects. Any interruption in this service should be reported immediately.

Water and Sewer

Water and sewer service is provided by the Authority. Tenants are only charged for excess water usage if the tenant has a washer in the apartment.

Electricity

Electricity is supplied by the tenant at the Panama Street, Riverview Manor, and Winter Street housing projects. Electricity is furnished by the Authority at the Apollo Apartments and Infantino Towers buildings. Tenants of these two developments are charged for excess electric consumption by having air-conditions or clothes dryers (Apollo Apartment cottages only) in their units.

GENERAL INFORMATION

Security Deposit

The Security Deposit, currently \$90.00, will be refunded to you when you move, if you have given (at least) thirty (30) days notice **in writing** of vacating; cleaned up your apartment, including the appliances, before vacating to the satisfaction of the Management; left no damage to the apartment, fixtures or surrounding areas; do not owe any rent/money to the authority; and returned your complete set of keys to the Management Office immediately upon vacating the dwelling unit.

Door Keys and Mailbox Keys

Apartment and mail box keys are provided for each apartment. The tenant will be charged for the replacement of lost or missing keys and/or for locks being changed. Upon move-out or termination of the Lease all keys **must be returned to the Management**. If keys are not returned upon vacating, the locks will be changed at the tenant's expense.

Tenants of the family developments receive three keys for the postal box. All three keys must be returned upon vacating the unit or tenant will be charged \$25.00 (current post office fee) to have the locks changed and the keys replaced. Should a tenant lose all three keys while a resident then the tenant must go to the post office to request that the postal lock be changed and must pay for this service. Tenant is responsible for payment directly to the post office.

Lock-Out Service

If you are locked-out of your apartment through loss of your keys call the Management Office. Do not try to enter the dwelling by forcing windows or doors. We will not admit small children into a locked apartment unless prior arrangements have been made by the parents. This lock-out service is provided during office hours only; Monday through Friday. **Twenty-five (\$25.00) dollars will be charged** for lock-out service after hours, weekends and holidays.

Right of Entry

Management and Maintenance personnel will not generally enter your apartment without your knowledge of the reason for the entry. Management is required to give only two (2) days advance written notice of the date of entry to the premises for the purpose of conducting annual dwelling unit inspections. However, in case of necessity or emergency entry will be made as provided for in your Lease. Appointments are not made for service calls and maintenance personnel will enter the unit for the purpose of completing the work order request. If the maintenance staff enters the unit (without a service request) in the case of emergency or necessity a statement will be left on the premises specifying the date, time, and reason for the entry.

Ranges and Refrigerators

Adequate appliances are provided in all apartments. Residents may not use their own range and/or refrigerator without prior approval from the Management Office. Proper care of these appliances is expected from the tenant. Please report immediately any need of repairs.

The range and refrigerator are to be cleaned regularly. The refrigerator freezer compartment (in some dwelling units) requires periodic defrosting to prevent frost build-up. Do not use a sharp, pointed instrument to pick or scrape ice and frost build-up. This action can puncture the cooling coils or interior wall causing damage and requiring replacement of the refrigerator at the resident's expense.

Washing Machines and Dryers

Automatic washers and dryers are permitted in family projects. Dryers used at the Panama Street and Riverview Manor housing developments **must operate on 110 Volts**. Dryers used at the Winter Street housing development can either operate on **110 Volts or gas**. Dryers which operate on 220 Volts **are not permitted since there is no 220 electric service to the dwelling units nor is a tenant allowed to have 220 service connected for this purpose without prior, written approval from the Management**. When installing gas dryers (tenant's responsibility) at the Winter Street project, metal bent exhaust hoses must be used to vent the dryer; plastic hoses are not permitted.

Coin operated washers and dryers are provided within elderly high-rise buildings. The equipment is to be cleared and cleaned after each use. Residents are urged not to overstuff the appliances or to wash bedspreads, blankets and the like since the machines cannot handle the load. Residents must not leave laundry in either the washer or dryer after the cycle is complete so that other residents may use the appliances without delay. Lint filters are to be cleaned after using the dryers. (Dryers will not operate efficiently unless the filters are cleaned after each use.) The use of laundry facilities is permitted only between 7:00 A.M. and 9:00 P.M.

Clotheslines

Poles are located behind apartments for the purpose of hanging clothing for drying. Clotheslines are to be provided by the tenant.

Air-Conditioners

Air-conditioners are permitted but must be properly installed in the window and cannot be installed by housing authority personnel. If there is only one (1) window in a bedroom an air-conditioner is not permitted because this would constitute a health and safety violation. On an inspection of the premises, should an air-conditioner be found in a bedroom with only one window this will be considered a violation of the dwelling lease (Section IX-Tenant Obligations-Subsection e) and the tenant will be required to remove the air-conditioner from the window.

Television and Radio Aerials

Outside television and radio aerials are not permitted. Cable television is permitted at the tenant's expense. Satellite dishes are permitted but **may not be affixed to the building**. Written permission to have a satellite dish must be obtained from the Management Office. Upon vacating dwelling unit tenant must remove satellite dish from the development or tenant will be assessed a \$75.00 fee.

Telephone

Location of the phone is restricted to the point where the line enters the home. Wall telephones are not permitted, except at the Panama Street and Winter Street projects where the wall jacks have already been installed in the kitchens. No other phone lines are to be installed in the unit.

Wall Hooks and Nails

Wall hooks, large nails, screws, or gummed picture hooks **are not allowed**. Small, thin nails should be used for hanging all wall decorations. Nails are to be used in the walls only; **nothing should be placed into the formica or the cabinets**. **Wallpaper is not permitted**. Wall border can be used if it is either thumb tacked into the wall or the type that does not require to be glued to the wall. Televisions can not be mounted to the wall.

Fences and other structures

Fences, other than those provided by the Management, **are not permitted**. Tents, swing sets, pools (other than small wading pools), storage units, large picnic tables, trampolines, etc. are not permitted. Small folding tables and stackable chairs are permitted and when not in use must be placed against the building. Nothing must block access of the maintenance staff to cut the lawn or block the sidewalk. Children's toys, bikes, etc. must not be left outside at any time when not in use.

Maintenance Personnel

The purpose of the Maintenance Department is to keep the physical facilities in proper running order. We look to all tenants to cooperate to the best of their ability in making repairs unnecessary by keeping their apartments clean and taking good care of their plumbing fixtures and other appliances.

All maintenance work needed **must be reported to office personnel, not to the maintenance staff while they are on calls in the developments.** A record is kept of all maintenance calls and, therefore, it is important that you call the office for any repairs. A work order will be filed with a copy to the Maintenance Department. Service requests are handled in the order of importance. There will be a service charge for only those repairs not due to defective or worn-out equipment. Work orders can be called into the office during regular working hours, Monday through Friday between 8:00 A.M. and 4:00 P.M.

Appointments will not be made for maintenance requests. All service requests made by a tenant authorize maintenance staff to enter the unit if the tenant is not at home for the purpose of making the requested repair. If maintenance personnel enter the dwelling without a work order request a statement will be left on the premises specifying the date and reason for the entry.

Emergency Criteria

Fires of any kind; Gas leaks; Electric power failure; Elevator stoppage; Broken water pipes; Sewer blockage; Roof drain blockage; Roof leak; Security lock failure; No heat; Inoperative refrigerator; trash compactor blockage; leaking hot water heater; defective smoke alarms; snow or ice storm. In elderly buildings only, replacing burnt out light bulbs in the tenant unit is also considered an emergency.

The above listed items are the only reason for an emergency in which maintenance staff may be called out during nonworking hours. All other work orders should be called into the office during regular working hours. If maintenance is called to an apartment for a nonemergency the tenant will be charged the hourly wage rate.

The emergency phone number is 570-237-5016; between the hours of 4:00 PM and 9:00 AM, weekends and holidays. This number is for emergencies only as listed above. All other calls should be made to the office during normal working hours.

Extermination Service

Residents are expected to always keep a good insecticide in the home to combat vermin. Insects spread from one apartment to another. Please notify the Management at any time if you wish assistance in extermination for any cases out of the ordinary. In order to protect you and your neighbors against the spread of infestation, periodic inspections will be made of all dwelling units. One careless housekeeper can become a nuisance to many neighbors. A clean

house is the best way to avoid vermin.

Extermination service is provided periodically by a reputable exterminating company. Tenants are notified, in writing, approximately one (1) week prior to service. This notification explains what you must do to prepare for this exterminating service. The cooperation of every tenant is expected in this preparation. If tenant is not at home the exterminator, along with a maintenance man, will enter the apartment to provide this service.

Bed bugs are making a come back in the United States. A bedbug infestation typically has nothing to do with sanitation. Bedbugs are often transported in luggage, clothing, bedding, or furniture. Initial infestations tend to occur around beds, but the bedbug will eventually scatter throughout the room and will spread to adjacent rooms or apartments. A bedbug is a small, brown, oval, and flattened insect about ¼ inches long. A bedbug can fit in tiny crevices of mattresses, box springs, bed frames and headboards. They have also been found in electrical outlets, alarm clocks, phones, and clothing. Please be very careful regarding purchases of second-hand clothing; examine items very carefully and launder in hot soapy water **BEFORE** bringing the clothing into the apartment. Mattresses and box springs should not be purchased second-hand. Some signs of having bedbugs are: wake up itchy with bite marks; characteristic dark brown or reddish fecal spots appear on bed linens, mattresses, or wall near the bed; and an herb like odor will be present in heavily infested residences. If you suspect having a bedbug infestation, **call this office and/or the maintenance foreman immediately**. Bedbugs are treatable but are not a pest to be taken lightly. The maintenance staff will immediately verify the situation and proper procedures will be taken to rid the apartment of the infestation. **DO NOT** use any type of spray since sprays will not kill the bedbugs; certain procedures need to be followed to get rid of these bugs and using any type of spray will not help the situation. **The tenant's cooperation is critical to successful bedbug control and the tenant is expected to follow the procedures set forth by the maintenance department to rid the unit of bedbugs.** It is essential that you follow these directions if it is determined that there are bed bugs in your apartment. Preparation is extremely important. The bugs can not be properly exterminated without this preparation and the infestation can spread. Any tenant notified of the preparation procedures and who fails to complete preparations prior to the exterminator coming to treat the apartment which will result in service work not being completed, the tenant will be charged the fee the housing authority is charged according to the bedroom size for not complying with the authority's request. You could face eviction if you do not follow these directions within the specified time frame and/or for failure to report that there is an infestation problem in the apartment and the condition worsens because of failure to notify the housing authority office. Treatment will include a series of chemical treatments which may include heating the unit. During these treatments your family and pet will need to leave the apartment for a period of at least four hours. You should already have a plan in place for you and your family and pet should it be necessary to leave your apartment for these types of situations; if not you should make a plan. Treatment may also include the heating of your furniture or the very worst situations will require the disposing of your furniture.

Here are some important things you can do to help prevent getting bed bugs:

1. Reduce clutter. Remember that bed bugs will be close to where you sleep. By reducing clutter, you remove their hiding places. Clutter can be shoes stores under the bed, magazines or books on the nightstand or floor, clothing strewn about the room, boxes used for storage near or under the bed or where you sleep, etc.
2. Wash your bedding weekly in hot soapy water. Heat and soap will kill the bugs and their eggs; even heat from the dryer will kill the bugs and their eggs.
3. Vacuum regularly.
4. Inspect your sleeping area regularly. Check your bed when you change the bedding.
5. Do not buy used furniture and appliances unless they have been inspected and thoroughly cleaned.

Whenever in doubt about any insect found in the apartment, please contact the office immediately.

Inspections

An inspection of each apartment will be made semi-annually by authorized members of the authority. These inspections are necessary to ensure that all equipment and dwelling units are being maintained in good order.

Tenant will receive appropriate notice (usually one week prior to the inspection date; lease requires at least two days notice to enter dwelling unit) and if the tenant or tenant's representative is not at home then housing authority personnel will enter the unit for the purpose of conducting the semi-annual inspection. If there are any deficiencies or damages in need of repair a work order will be made for maintenance service and a letter sent to the tenant informing him/her of the deficiencies or damages. If tenant is to be charged for any repairs a bill will be sent after completion of the repairs and will specify the amount due and the date that full payment is due.

Cleaning

Apartments are cleaned prior to occupancy. The resident is responsible for maintaining clean and sanitary conditions in the apartment while in occupancy. The Management reserves the right to make periodic inspections of each apartment, with prior and proper notice, to ensure that desired standards of cleanliness and maintenance are being maintained. The resident is expected to leave the dwelling unit in the same condition in which it was leased. Charges will be made for necessary cleaning and repairs after the apartment is vacated.

Damage to the carpet (in high-rise apartment buildings) caused by cleaning by the resident or by an unauthorized cleaning contractor, or through an act of carelessness will require the cost of cleaning, repair or replacement of the carpet to be charged to the resident.

Upon vacating the dwelling unit, if the range and/or refrigerator are not cleaned to the satisfaction of the Management, a flat maintenance fee of **\$25.00-\$50.00 per appliance** will be charged to the tenant for the cleaning of these appliances. If the appliances are damaged the tenant will be charged accordingly.

Refuse

Kindly use care when discarding garbage and trash. Use plastic bags before placing garbage in cans or dumpsters. Trash cans are to be supplied by the tenant at the Panama Street project.

All garbage must be bagged and tied before placing into the dumpsters at the Riverview Manor and Winter Street developments. Any time maintenance staff must clean up after a tenant for not following these instructions and it can be verified which tenant the garbage belonged to then the tenant will be charged the maintenance wage rate for the time it takes maintenance to clean the area.

Containers for the purpose of recycling can be purchased, at the tenant's expense, at any local department store or home improvement store. This container should be made of a heavy-duty plastic, rectangular or square in shape. Recyclables are not to be placed in garbage cans or the dumpsters. Please check with Pittston City Hall first regarding recycling containers since they might have containers to supply to tenants.

Tenants in high-rise buildings must place trash in plastic bags prior to placing in the garbage chute provided on each floor. **Recyclables (newspapers, boxes, cans, and plastics) must not be put in the garbage chute but must be placed in the appropriate receptacles provided for these items located on the main floors of each building. Also, you must not place any garbage into these receptacles which are strictly for recyclable items.** Plastic bags must not be placed into the recycling container. If you bring your recyclables to the main floor in a plastic bag, please empty recyclables into the appropriate container and throw away the plastic bag or bring it to your local supermarket that provides recycling service for these bags. **Only household garbage is to be placed in garbage chutes. Clothing, pillows, blankets, small appliances (such as toasters), etc. must not be placed in the garbage chute or the compactor will block and/or be damaged. These items should be placed in the dumpsters located in the rear of the building. The tenant responsible for blocking and/or damaging the compactor will be charged accordingly.**

There is a fee for bulk garbage, such as, microwaves, mattresses, box springs, tables, chairs, etc. Tenant must contact the office to advise management of the item being removed from the dwelling (all items must be placed outside near the dumpster) and tenant will be advised of the cost chargeable to their account.

Any tenant (or friends or family of said tenant) caught illegally dumping bulk items by not registering the item(s) with the office and paying for disposing of said item(s), the tenant will be charged a \$100.00 illegal dumping fine in addition to a charge for each item placed curbside or

into the dumpster. There will be a \$35 fee for garbage that is not placed in the dumpster, additionally, tenants who do not use a garbage bag will be charged a \$35 fee. Garbage violations will be enforced from video camera footage.

When vacating the dwelling unit all items must be removed from the apartment, especially all garbage. The tenant will be charged for removal of any garbage and also for the bulk items, in addition to labor cost. If a tenant is evicted from the premises the tenant must make a written request within ten (10) days of the date of lock-out regarding personal belongings left in the apartment and said belongings must then be removed within thirty (30) days of the date of eviction or all items will be disposed of and charged to the tenant. Your cooperation in this matter is expected.

Auto Parking

Space has been provided for parking, if you have a car. All vehicles parked in the parking area **must be in operating condition and properly licensed and inspected.** Vehicles not in operating condition or properly licensed will be removed from the premises at the owner's expense. **Changing oil or any other repair work on vehicles is not permitted in the developments.**

Parking permits are issued to each tenant. **These permits must be in the vehicle, visible through the windshield, while the vehicle is parked on housing authority property.** Any vehicle not properly registered by supplying a copy of the owner's registration card to the housing authority office and having a permit can be removed from the development at the owner's expense.

Due to limited parking at the Riverview Manor development tenants are provided one parking stall, which is numbered to coincide with each apartment number. Tenant is issued a sticker, with the apartment number, to be placed in the rear driver's side window. In order to receive this sticker, the tenant must come into the office to complete paperwork and submit the car registration for verification. **You must park your vehicle in your assigned parking stall.** You may not park your vehicle in another tenant's parking space. Parking stalls not being utilized by the tenant to whom it is assigned can not be assigned to another tenant for parking of an additional vehicle. **No vehicles will be permitted to park near the dumpsters or mailboxes. Any vehicle improperly parked will be towed from the property at the owner's expense without any prior notice.**

Residents must cooperate in removing automobiles from the parking lot during occasions of snow removal or any other reason.

Trucks, trailers, campers, busses or boats **may not be parked in the development (not in the parking areas, the lawns or anywhere within the development)** without the express written approval of the Management. Motorcycles cannot be parked on the lawns or the porch areas. They may only be parked in appropriate parking areas. All Terrain Vehicles (ATVs) **are not permitted at any time.** ATVs are not allowed to be ridden through the development since they

can damage the lawns and shrubs. If any damage is caused to any project property by the use of an unauthorized ATV, the tenant will be fully responsible for the cost of any and all repairs.

Residents of the Infantino Towers must cooperate regarding parking during inclement weather. In the event of an impending snow storm all vehicles must be parked on the easterly side of the parking lot; away from the building on the Kennedy Boulevard side. Once this side of the parking lot is cleared of snow residents will be required to move all vehicles to the westerly side of the parking lot next to the building. Every tenant's cooperation is expected in this matter since the clearing of snow from this area is important for safety reasons. Tenants of all other developments must cooperate with the maintenance staff requests regarding moving of vehicles for the clearing of snow.

Speeding

The speed limit on the streets of the project is **ten (10) miles per hour**. Obey all traffic laws and be especially careful when backing out of your parking area. Please drive carefully because the children, including your own, may be on the road.

Lawns

The planted area of shrubbery and the grounds in the front and rear of each dwelling is to be maintained and kept in excellent condition by the tenant. Stride in the upkeep of the grounds is a sign of good housekeeping. No vehicles are to be parked on the lawns at any time. Residents are not permitted to drive any vehicles to the door of their apartment for the purpose of moving or for delivering groceries to their apartment. Residents will be responsible for damage done to the lawns, trees, shrubs and other plantings by themselves, relatives, or guests.

Snow Removal

The removal of snow around your apartment is your responsibility. The main portions of the sidewalks should be shared by the residents residing in that area. All sidewalks must be clean of snow within twenty-four (24) hours of snowfall. Failure of the tenant to remove snow will result in the maintenance staff cleaning the sidewalks and the appropriate tenants account will be charged the maintenance hourly rate for this service. Every tenant's cooperation in this matter is expected.

Care of Plumbing

All stoppage of toilets, sinks and bathtubs which are caused by the family's carelessness or failure to exercise ordinary caution will be corrected by the Maintenance Department at the tenant's expense. It is, therefore, to your advantage not to use toilets and sinks for general waste disposal. Coffee grounds, tea leaves and grease (which should first be placed into a can with a lid prior to placing with other trash) should be placed with garbage and not down the sink drains. Matted hair and other waste will clog drain pipes. Also, use a non-abrasive cleaner on the bathroom fixtures (tub and sink).

Faucets

In order to avoid waste and damage, please place a service request at the Management Office for renewal of faucet washers as soon as a leak develops.

The cooperation of every tenant is expected in this matter. As with any service request (Work Order), especially leaky faucets or problems with the toilet, it should be reported in a timely manner to the Management Office. A tenant could be responsible for the cost of repairs due to the tenant's failure to report any known needed repairs.

Window Cleaning

Do not place unnecessary strain on windows or hardware when opening or closing for cleaning.

Also, residents shall conscientiously keep windows closed during heavy rains and storms to avoid water damage in the dwelling unit. When leaving your apartment for any length of time, windows should be closed (and locked) to avoid energy loss.

Rods and Shades

Curtain rods and shades have been installed at each window and **are not to be removed**. The tenant will be charged for replacement of these items.

Broken Windows

Windows will be replaced by the Maintenance Department and the tenant occupying the unit in which the work was performed will be charged for the service, unless it can otherwise be proven and verified that another tenant has caused the damage (only a tenant of the housing authority's developments). This includes acts of vandalism.

Doors and Walls

No stickers or posters are to be put on the doors and walls. Pictures only are permitted on the walls with use of a small, thin nail. Nothing at all should be hung on the doors.

Wall border is permitted only if it is the kind that does not need to be glued to the wall; otherwise, the wall border can be hung with thumb tacks.

Any damages caused to the doors will be chargeable to the tenant. Any damage to the walls by unapproved wall border will be chargeable to the tenant; the cost of labor to remove the border along with the cost of paint and labor to repaint the damaged walls.

Damages

The cost of damage to the apartment, development and/or appliances from misuse or negligence will be borne by the resident. The tenant is also responsible for any damage caused to any development property by the tenant's guests.

Light Bulbs

Light bulbs are furnished in all fixtures at the time the resident moves into the apartment. Replacement of bulbs is the tenant's responsibility. Fluorescent bulbs can be purchased from the office and replaced by maintenance personnel.

Water Beds

Water beds **are not permitted** in any apartment.

Kerosene and Electric Heaters

Kerosene and electric heaters are not permitted in any dwelling unit. If there is a problem with the heat, please notify the Management Office immediately.

Grills and Fire Pits

Fire pits **are not permitted in any development.** Gas grills are allowed, however, are not permitted to be stored in the apartments. The gas tank must never be brought into the dwelling unit. Used charcoal must be disposed of properly.

Diseases

Please report to the Management Office any contagious disease as soon as possible. It may be necessary that other tenants of the project or the school district would need to be notified.

Insurance

The housing authority is not responsible for your personal property in (or outside of) your apartment in the case of fire, theft or other disasters or any damage caused by breakage, leakage or destruction of pipes, or from latent defects not known to the Management. Resident is responsible for obtaining his/her Renters Insurance to protect tenant's belongings against these types of occurrences.

Frozen Pipes

To help prevent frozen pipes when the temperature is below freezing, you should let the faucet run slightly (please remember to remove the stopper), especially overnight. If the pipes do freeze, **make sure to notify the Management Office immediately**. Frozen pipes will not thaw, they generally will burst. You will be responsible for any damage caused to your apartment and/or neighboring units for neglectfully failing to report frozen pipes.

Notice of Absence

You must notify the office if you intend to stay away from your apartment for any length of time. You should have a relative or friend check on your apartment daily while you are away, especially during the winter months.

Fire Protection and Carbon Monoxide Detectors

Fire alarm boxes are conveniently located on each floor of the high-rise and mid-rise apartment buildings. Familiarize yourself with their location.

Smoke detectors and Carbon Monoxide detectors are provided in each apartment. Immediately report any problems with these detectors to the Management office. **Never, under any circumstances, cover or disconnect these detectors or remove the battery.** These detectors are provided for your protection and your cooperation is expected in making sure that these alarms perform efficiently. You will be fined for covering, disconnecting, or removing the battery from the smoke detectors and/or carbon monoxide detector; a charge for the battery (if removed) and a \$10.00 fee to reconnect the smoke alarm. Tenant will be charged for replacement of damaged or missing smoke alarms and carbon monoxide detectors.

The battery in the smoke alarm and the carbon monoxide detector is replaced by the maintenance staff at the time of occupancy by tenant. These batteries **must be changed at least once a year by the tenant** occupying the unit. Should elderly or disabled tenants require assistance in changing the battery call the office to place a work order and a maintenance man will change the battery, which is to be provided by the tenant occupying the dwelling unit.

When maintenance staff is at an apartment, for an inspection or a work order, and it is noted that the smoke alarm is disconnected or covered, or the battery is missing or not working, the maintenance man will reconnect the alarm or install a new battery and make sure that the alarm is in proper working order. The tenant's account will be charged a flat fee of \$10.00 (plus the cost of the battery) for this service. Therefore, you should make sure that these alarms are working at all times. If there is a problem with a smoke detector or carbon monoxide detector you should call the office immediately.

Moving

Moving should be scheduled between the hours of 8:00 A.M. and 6:00 P.M. in high-rise apartment buildings. Inform the Management of any moving plans and arrange for the mover to dispose of all crates, barrels and packing boxes used in moving.

In family developments all moving vehicles must be parked in the parking areas. No vehicles are permitted on the sidewalks or in the grass, in other words, you are **not allowed** to drive the vehicle up to the apartment door. Any damage caused to curbing, sidewalks and grass areas will be charged to the tenant.

When vacating the dwelling unit, the tenant must supply this authority at least thirty (30) days written notice by coming into the office to complete an 'Intent to Vacate Form'. If a tenant fails to comply with the dwelling lease by supplying a thirty day notice the tenant will be responsible for the dwelling rent for up to the thirty days.

Panama Street and Winter Street Tenants

Under no circumstances is a tenant permitted to store any items in the furnace room. Periodically state inspectors check the furnace rooms. Should the inspector find any items stored in this room and the authority is fined for this violation then your account, in turn, will be charged for any fine imposed due to you violating this directive.

Elderly Hi-Rise Tenants

Noise in Corridors

Some tenants like to listen to their televisions and radios at a high volume, while others do not. It is for this reason, and most importantly a fire safety precaution, that no apartment door should be left open at any time, thereby containing the noise to each individual unit. After all this is an apartment building and each person should have some respect and consideration for the other tenants by keeping their apartment doors always closed. Every tenant's cooperation is expected in this matter. If a tenant is disturbing other tenants by failing to adhere to this request it will be considered a lease violation and grounds for eviction.

Fire safety

A letter of record has been sent to the housing authority office from the Pittston City Fire Chief (which was sent to all tenants at the time of receipt of that letter and explained to tenants by the Fire Chief at a fire drill) which states it is a fire hazard to have the apartment doors open at any time because in the event there is a fire not having the apartment door closed can increase the risk of the fire spreading and cause smoke to fill the apartment. Any tenant who keeps their apartment door open at any time is in violation of the dwelling lease, Section IX, Tenant Obligations, Subsection e which can result in termination of dwelling lease.

No items (recyclables, shopping carts, furniture or even throw rugs. etc.) are permitted in the hallways since this can pose a tripping hazard should there be a fire and the hallways are filled with smoked. We expect every tenant to adhere to this request.

Also, tenants of these buildings should not enter the public areas, especially the lobbies, in their night clothes. All tenants should be properly attired outside of their respective apartments.

Mid-Rise and Hi-Rise Buildings

Not at any time or under any circumstance should any items be left in the corridors, especially shopping carts. Shopping carts are not permitted in the building and should not be taken on the elevator to any floor. **It is a hazard leaving a shopping cart in the hallways, especially in the case of a fire. Any tenant found leaving a shopping cart or any other item in the hallway blocking the egress from the building will be considered in violation of their dwelling lease (Section IX-Obligations of Tenant-Subsection e).**

Security Access - Hi-Rise Apartments

The hi-rise buildings (Apollo Apartments and Infantino Towers) have security access. Each tenant is issued a key fob upon rental of their apartment. Under no circumstances is a tenant to give this key fob to any person to use or to allow entrance of any person into the building without that person following the proper procedure to gain entrance into the building. When anyone visits, they must follow proper procedure to be let into the building by calling the tenant; visitors should not be allowed entrance to the building by any other tenant who may be in the lobby at the time. You have been given a safe and secure building in which to reside and, therefore, the management expects the full cooperation of every tenant. If the key fob is not returned when tenant vacates the apartment, said tenant will be charged for replacement of the fob.

Community Service Program

The community service program is a **requirement** by the U. S. Dept. of Housing & Urban Development for tenants residing in low-income public housing. Any tenant who is not exempt from this program must provide eight (8) hours of community service per month. Time sheets are given to each tenant at the time of occupancy and re-certification and must be submitted to the housing authority office on a monthly basis. If at the time of the next re-certification the tenant has not performed any or all of the community service hours an agreement must be signed by the tenant stating that the hours not completed will be made up within the next twelve (12) months, in addition to the hours that must be completed monthly for the next twelve months. If at the end of this time period the tenant has not supplied all time sheets verifying completion of all required community service the tenant's lease will be terminated.

No-Smoking Policy

Effective August 1, 2018 all Housing Authority of the City of Pittston public housing developments will be smoke-free. This smoke free policy bans the use of prohibited tobacco in all public housing units, all indoor areas (common areas, community centers, laundry facilities, restrooms, hallways, stairways, lobbies, etc.) in public housing buildings and in administrative office buildings and will also extend to all outdoor areas up to 25 feet from the public housing and administrative buildings, that includes, all entryways, yards, exterior building walls and all

openings to any housing property including window and door openings. Prohibited tobacco includes cigarettes, cigars, pipes, waterpipes (hookahs) and electronic cigarettes.

**ADDITIONAL INFORMATION FOR TENANTS AT ELDERLY ‘HIGH RISE’
BUILDINGS**

The following instructions should be read carefully to prevent any inconvenience to you or your neighbors.

1. Elevators are equipped with every known safety device. They are maintained and inspected daily.
2. Do not overload (the capacity of the elevator is posted in the elevator).
3. Teach visiting children to operate the elevator as a means of transportation and not a toy. Very young children should be in the company of an older person.
4. Assist in keeping the elevator clean.

Numbers to keep on hand in case of an emergency

Emergency	DIAL 911
Housing Authority Office	570-655-3707
Police Department (non-emergency)	570-654-0513

RENTAL COLLECTION AND EVICTION POLICY

- 1. All rent is due on the first (1st) day of each month.**
- 2. If rent is not paid in full by the tenth (10th) day of the month, a delinquent rent notice, along with an eviction notice, will be sent advising that a late charge penalty will be added. This notice gives the tenant fourteen (14) days to pay the rent in full or vacate the premises. This notice shall inform the tenant of his/her right to a grievance hearing if requested within five (5) days of the date of the notice. If no grievance hearing is requested, or if tenant loses the grievance. Tenant will be expected to vacate within the fourteen (14) days.**
- 3. After fourteen (14) days, if the tenant fails to vacate or pay the rent in full, the Housing Authority of the City of Pittston will file for eviction/possession through the court. All Delinquent rental amounts due at the time of filing will be included.**
- 4. Three (3) delinquent rental notices during any twelve (12) month period will automatically result in eviction.**

The governing body, known as the Board of Commissioners, is comprised of five (5) private citizens who serve without compensation.

BOARD MEMBERS OF THE
HOUSING AUTHORITY OF THE CITY OF PITTSTON

CHARLES DOMINICK

FRANK SERINO

MICHAEL LOMBARDO

PATRICIA FINLEY

JOSEPH CHERNOUSKAS

SOLICITOR.....ATTORNEY MICHAEL I. BUTERA

EXECUTIVE DIRECTOR.....JOSEPH CHACKE

DEPUTY DIRECTOR.....JASON KLUSH

U.S. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT 1-800-955-2232

FIRE EMERGENCY RULES

TENANTS OF THE APOLLO APARTMENTS & INFANTINO TOWERS

PLAN AHEAD

1. Plan your escape from a fire before you are caught in one. Be sure you know where the exits are so you can find them in the dark; such as counting the number of doors from your apartment to the exit.
2. Keep your apartment key where you can find it in a hurry if you wish to lock the apartment upon exiting the unit; otherwise, be sure that you do close the door behind you when you leave.
3. **Apartment doors should be kept always closed as a fire safety precaution.** Should the fire be in the corridor outside your apartment this could prevent the fire and smoke from entering your apartment and protect you until the fire department arrives to provide assistance.
4. **NEVER USE THE ELEVATOR AS A FIRE EXIT.** In case of power failure or malfunction during a fire you could become trapped inside, or in the case of a malfunction you could be transported to the exact location of the fire. Always use the fire exits; follow these exits directly to the outside of the building.
5. **DO NOT PANIC.** Familiarize yourself with your surroundings and make your own plan of escape should there be a fire or other emergency where you should have to leave your apartment or the building.

WHAT TO DO IN CASE OF A FIRE

1. Call the fire department immediately. Give your name and address and a brief description of the situation. Prepare to leave your apartment.
2. Feel the apartment door with the back of your hand. If the door or knob is warm, do not open it.

3. If the door is not warm, drop to your knees and slowly open the door, but be ready to slam it should a cloud of smoke roll in. If the hallway is clear, head for the nearest exit, not the elevator. Close the door behind you. Take your key with you. Remove the orange plastic hanger from the inside door handle and hang it on the outside door handle of the apartment door as you leave. This will notify firemen that you have left your apartment.
4. Don't stand upright, but crawl or keep low to the floor to avoid smoke and odorless carbon monoxide.
5. Stay on the same side of the wall as your exit, counting the number of doors to the exit.
6. When you reach the exit, walk quickly, but cautiously down the stairs and hold onto the handrail as you go. Smoke will sometimes get into an exit stairwell. If you encounter smoke, do not try to run through it. Turn around and walk up. Proceed to a smoke free corridor and cross the building to an alternate exit.
7. If you are unable to leave your apartment, make every effort to notify someone that you are in your apartment. If you cannot reach someone, call the fire department and identify your exact location. Signal them by hanging a bed sheet from your window.
8. If there is smoke in your apartment, open the window. Do not break the glass unless it is absolutely necessary because smoke may begin to enter your apartment from the outside.
9. Fill the bathtub with water. Wet towels and sheets and stuff them around the door and any vent which is allowing smoke to enter the room.
10. If the doors and walls are hot, bail water on them with a pot to keep them cool.
11. A wet towel tied around your nose and mouth will help filter out smoke if you fold it into a triangle and put the corner in your mouth.
12. If there is fire outside the window, pull down the drapes and move everything that is flammable away from the window.
13. Do not jump from the window, especially if you are on the third (3rd) floor or above. A fall from this height can cause serious injury. Rather protect yourself from the fire and signal from your window for help.
14. If a fire starts in your apartment, leave your apartment, close the door, activate the fire alarm and go to the fire exit.
15. Fire rescue stickers are provided to handicapped persons who require assistance in leaving the building. This sticker will be issued to you upon move-in and must be taped to the inside of your apartment window and the apartment door. When seen by the firemen they will know that you require assistance and will come to your apartment to help you exit the

building.

16. All tenants of the Apollo Apartments should immediately go to the Infantino Towers community room and all tenants of the Infantino Towers should immediately go to the Apollo Apartments community room and register. If after registering you decide to leave the community room, you must leave a telephone number of where you will be able to be reached on the register sheet.

THE DANGER OF LEAD POISONING TO RENTERS

If this apartment was built before 1978, there is a possibility that it may contain lead paint. Lead paint is poisonous if eaten. Many children do eat paint flakes and frequently become very sick. You as a parent are in the best position to safeguard your child's health by preventing him/her from eating paint or paint chips. This paper will answer some of your questions about how to know if your child has been eating lead paint and what to do about it.

Lead poisoning is a serious health problem in this country. Each year thousands of children under 7 years of age are poisoned when they eat bits of paint containing lead. Children who eat lead can become mentally retarded, blind, paralyzed, or even die. You can safeguard your child's health by preventing him/her from eating paint chips which may contain lead. This form has been prepared to make you aware of the problem of lead paint poisoning in your home. As a parent, you need to know what to do to prevent the sickness lead paint can cause. You need to know what to do if your child has lead poisoning.

Lead paint is not the only cause of lead poisoning. Your child can be poisoned by eating paint, dirt, dust, newspaper or other non-food items, even some pottery and furniture, containing lead. Young children put many things besides food in their mouths, but if those objects contain lead, poisoning is possible. Even common household dust sometimes contains high levels of lead. Lead paint which has weathered and fallen to the ground can collect in dust and soil. Children should be discouraged from playing in dust near busy streets where the lead content in soil is likely to be heaviest.

The most common cause of lead poisoning is lead-based paint. Children can get dangerous amounts of lead from eating very small amounts of such paint. Unfortunately, usually there are no obvious signs of lead poisoning. Often lead poisoning can seem like several other childhood diseases, but if your child has stomachaches and/or vomiting, has headaches, a loss of appetite, is cranky, irritable, or frequently is too tired to play he/she may have lead poisoning. Any or all these symptoms can be signs of lead poisoning. Often, there are no symptoms at all. If anyone has told you that your child has eaten paint chips or plaster, or if you see any of these signs in your child, he/she should be tested for lead in his/her blood as soon as possible. Do not wait too long! Your doctor, local clinic, hospital or public health department can test your child for lead poisoning. Blood samples can be taken and tested to tell if your child has eaten enough lead to be harmful. In many communities there are blood screening programs operated by the local health departments, but screening is usually conducted in older cities where lead-based paint and poisoning is most common. Testing for lead takes only a matter of minutes.

Blood screening programs are usually free and will test children for lead even if they show no symptoms of poisoning and have not been seen eating paint. A number of blood screening

programs are supported by the Department of Health, Education and Welfare, and local health departments. If you are unaware of a screening program in your area, call your local health department. If there are no screening programs in your city and you cannot afford testing, the Medicaid program may pay for screening of children below 6 years of age and above age 6 if a doctor says that testing is necessary.

If tests show that your child has a high level of lead in his/her blood then he/she will need medical supervision and possibly treatment. If treatment is necessary your doctor, a local clinic or hospital will be able to remove the lead in your child's blood. Such treatment may be paid for by Medicaid or your local health department. If testing shows that your child has a lot of lead in his/her blood, your local health department may send someone to measure the lead paint in your home, and may require treatment of the unit of the lead paint hazards on walls and woodwork. Such work is often messy and inconvenient but it is necessary to prevent the possibility of further sickness from lead. Cooperate with any workmen who are sent to correct the lead condition in your home.

You should stop your child from eating or chewing paint and other objects that may contain lead. Warn your child of the dangers of eating anything other than food if he/she is old enough to understand. Make sure that the rest of your family and anyone who babysits for you is aware of the lead paint problem and will prevent your child from eating paint. Often children will eat things if they are bored or hungry. Children are safer if they have activities or toys to keep them busy. If your child is not eating properly, you may want to take him/her to a doctor.

The best way to prevent lead paint poisoning is to keep your home in good shape. The primary source of lead paint hazards is peeling and flaking paint. Water leaks from faulty plumbing or defective roofs often cause paint to peel or flake from walls and ceilings. Repair of such leaks can prevent future peeling or flaking. If you have such leaks, or if you have peeling, flaking paint in your apartment, **notify the Management Office immediately**. The housing authority will remove flaking, cracking, chipping, loose and peeling paint from the unit, as soon as possible. However, if the housing authority is unable to remove the defective paint from your unit immediately, then there are some things you can do to protect your child: (1) cover all furniture and appliances; (2) get a broom or stiff brush and remove all loose paint from walls, woodwork and ceilings; (3) sweep up all the pieces of paint and plaster; (4) put the sweepings in a paper bag or wrap them in newspaper and put these in a trash can; (5) be careful not to leave paint chips on the floor, and keep children away from the dust. Always keep the floor clear of loose bits of paint and plaster. Sweeping the floors of paint chips is simple, but it is important. Children can pick loose paint off walls, so be extra careful about keeping the loose paint from the lower part of the walls where children can reach. As an emergency measure, you might also move heavy furniture against walls with peeling paint.

If after having your child tested, he/she is found to have an elevated blood lead level, **notify the Management Office immediately**. This authority will then test your unit for lead-based paint hazards within approximately 5 calendar days. Also, this authority is required to remove all of the lead-based paint hazards found in your unit within approximately 14 calendar days after positive testing.

To prevent peeling paint, most apartments should be repainted every 5 years. It is important to cooperate with the Management office when repainting time comes. If your apartment has not been repainted within this period of time, inform the Management office.

Remember that you play a major role as a parent in the prevention of lead poisoning. Your actions and awareness about the lead problem can make a big difference.

The following phone numbers should be kept on hand in case your child has consumed paint containing lead or for further information on the lead problem:

CHILDHOOD LEAD POISONING PREVENTION PROJECT	825-7971
PA DEPARTMENT OF HEALTH	654-4111
	826-2062

RECYCLING - IS THE LAW!

All tenants are expected to cooperate with the recycling ordinance making recycling mandatory in the City of Pittston. This action has been mandated by state law.

Attached is an instruction sheet for the proper procedures of recycling, which includes the items which must be recycled.

FAILURE TO COMPLY WITH THIS RECYCLING LAW WILL RESULT IN A CITATION BEING FILED WHICH CALLS FOR A FINE OF \$300.00.

If you have any questions, please call Street Department at 654-1160 or City Hall at 654-0513 between the hours of 9:00 A.M. and 4:00 P.M., Monday through Friday or go to www.pittstoncity.org.

Plastics marked with recycling symbol, tin cans and aluminum are recyclable. Glass is not considered a recyclable item.

All corrugated and flat cardboard, magazines, newspapers, and office paper must be put out separately from the above-listed recycling items in an open container. This is for all developments.

There are dumpsters in each family development for the disposal of all garbage. Please place all trash in a plastic bag with tie and place into the nearest dumpster.

Panama Street garbage pickup is on Wednesday and must be placed curbside by the tenant; 2 bag per apartment limit per week. Please use proper trash cans.