



### HOUSEKEEPING GUIDELINES POLICY

If at any point East Georgia Housing Authority Partners' (EGHAP) Personnel, or a contractor hired by EGHAP, enters your unit and it is found not to adhere to the Housekeeping Standards, you will be placed on the Housekeeping Inspection Listing. Upon completion of an inspection, EGHAP will inform you if you have failed to comply with the Housekeeping Standards. You will then be advised of specific correction(s) required for compliance.

#### HOUSEKEEPING GUIDELINES:

- 1<sup>st</sup> Offense:** When EGHAP Personnel conduct the initial housekeeping inspection and your unit is not in compliance with the Housekeeping Standards, you will be given seven (7) days to correct the issue(s).
- 2<sup>nd</sup> Offense:** When EGHAP Personnel return for a follow-up housekeeping inspection and your unit is still not in compliance with the Housekeeping Standards, you will be given an additional three (3) days to correct the issue(s).
- 3<sup>rd</sup> Offense:** When EGHAP Personnel return for the second follow-up inspection and your unit is still not in compliance with the Housekeeping Standards, EGHAP will begin eviction procedures against you for violation of **Section 11. Sanitation, Cleanliness, Health and Safety**. Please refer to Section 11 in your signed copy of the Dwelling Lease for exact wording.

#### PLEASE KEEP IN MIND:

- Thirty (30) days after your move-in date, an initial Housekeeping Inspection will take place. You will be sent a reminder letter by Management with at least two (2) days prior notice of entering the dwelling for housekeeping purposes. This will help EGHAP Personnel better determine your housekeeping practices and affirmatively further Fair Housing by giving additional direction towards areas of concern.
- We pay for an exterminator to service your unit for pest control. If you're having any issues, please call in a work order so you can be placed on the schedule for pest control.

\_\_\_\_\_  
Resident

\_\_\_\_\_  
EGHAP Personnel

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Board Approved: 10-15-2019

Executive Director's Signature: Keely Ewas

Chairman's Signature: DeAnn Payne