

OCCUPANCY AGREEMENT

This agreement made this _____ day of _____ 20__ by and between Homeward Bound of Marin ("Landlord") and _____ ("Tenant ") on the following terms and conditions ("the Agreement"). Each Participant is a tenant under this agreement. The term, Residence, includes the Property as described in this agreement.

1. **ADDRESS:** The Landlord permits you exclusive occupancy of the residence, located at:
_____, **Unit Number**_____.

The Agreement is subject to the following terms, conditions, covenants, and agreements:

2. **TERM:** The term commences on _____ 20__ and continues on a month-to-month basis. This agreement may be terminated by the Landlord by giving the Tenant notice as allowed by law.
3. **RENT:** Rent shall be \$_____ per month. Rent is payable in advance on the first day of each calendar month to **Homeward Bound of Marin, Administration Office, 1385 N. Hamilton Parkway, Novato, CA 94949**. In the event rent is not received by the sixth day of the month, the Rent will be considered delinquent. The Tenant shall be in violation of this Agreement. If rent continues to be late on an ongoing basis, Homeward Bound of Marin will issue a 3-day Notice to Pay or Quit and/or a 30-day Notice to Terminate Tenancy.
 - a. _____ (Initial) Rent towards the occupancy of the unit will be 30% of my monthly adjusted income or 10% of my monthly gross income, whichever is higher. I understand that the rent may be subject to change if there are changes in my monthly income; or to the extent of exceptional medical or other unusual expenses, in accordance with established criteria.
 - b. _____ (Initial) As per 24 CFR, Section 578.77 of the CoC Interim Rule, the Landlord must examine a Tenant's income initially, and at least annually thereafter, to determine the amount of the contribution toward rent payable by the program participant. Adjustments to a Tenant's contribution toward the occupancy fee payment must be made as changes in income are identified. Housing and Urban Development (HUD) is authorized to collect this information required to complete the Tenancy Addendum by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f).
 - c. _____ (Initial) As a condition of participation in the program, each program participant Tenant must agree to supply the information or documentation necessary to verify the Tenant's income. Tenant must provide the Landlord with information at any time regarding changes in income or other circumstances that may result in changes to a Tenant's contribution toward the rent.
4. **OCCUPANCY:** The unit shall be occupied only by the Tenant and those persons noted in this agreement or those individuals who have been approved by Homeward Bound of Marin to occupy the house. It is expressly understood that this Agreement is between Landlord and the

individual signing this agreement. Failure to comply with this provision constitutes a breach of this agreement.

5. **USE:** The premises shall be used for his or her abode, for residential purposes only. Use for any other purpose is not permitted. Failure to comply with this provision constitutes a breach of this agreement. Occupancy by guests staying overnight will be considered in violation of this provision. Guest are not allowed to occupy the space overnight.
6. **COMMUNAL SPACE:** The Tenant acknowledges that the premises are a shared living accommodation. Tenant must occupy the space cooperatively with other program participants.
7. **DAMAGE AND SECURITY DEPOSITS:** Tenant has deposited with the Landlord the sum equal to \$[REDACTED] as a security deposit for the full performance and observance of each of the provisions in this Agreement.

Where damage to the physical premises is beyond wear and tear from normal use, the Tenant shall forfeit their security deposit to the extent that the Landlord incurs costs to repair the unit.

Cleanliness- If the unit is turned over to the Landlord in need of considerable cleaning necessary to return it to the condition in which a Tenant received it, the Tenant shall forfeit their security deposit to the extent that Landlord incurs costs to satisfactorily clean the unit.

Items Left Behind in Units- If the unit is turned over to the Landlord with personal items left in the unit requiring disposal, the Tenant shall forfeit her security deposit to the extent that the Landlord incurs costs to dispose of any items left in the unit by the Tenant.

When some or all of a deposit is used to cover the costs described above, or any other costs of restoring the unit to its original condition beyond normal wear and tear, the Tenant will be provided an itemized list of each area which was affected and the cost of repairing, cleaning, or disposing of items within 21 days of vacating/abandoning the premises.

8. **UTILIZATION OF DEPOSITS BEFORE END OF OCCUPANCY AGREEMENT TERM**
If damage beyond normal wear and tear is incurred to the property before the end of a Tenant's exit date, the Landlord reserves the right to use part or all of the deposit to make the necessary repairs during the Tenant's stay, in accordance with the criteria established in this agreement, #6, above.
9. **UTILITIES:** Landlord shall pay charges for utilities except Telephone. [REDACTED] cable and internet are not considered utilities and the installment of these amenities is at the cost of the Tenant and must be approved by the Landlord before installation. Basic cable and internet are provided. The Tenant shall not enter into any agreement for utilities covered by the Landlord for the property covered in this agreement. Tenant shall properly use and

operate all electrical, gas, and plumbing fixtures and keep them as clean and sanitary as their condition permits.

10. **FURNISHINGS:** The unit is furnished with items of household furniture, kitchen utensils and other household items and are part of the rental agreement. Tenant agrees to return items listed on the attached schedule to the Landlord at the end of the term of this agreement in as good a condition as when received, reasonable wear and tear accepted. Additionally, the Move-In and Move Out Inspection Checklist must be completed by both the Tenant and the Landlord.
11. **KEYS:** Landlord shall provide Tenant with an entry key at no charge. Tenant is responsible for the replacement of any lost key(s). Tenant agrees not to install additional or different locks or gates on any doors or windows of the unit without the prior written approval of the Landlord. No keys are to be given to any unapproved occupant.
12. **PROHIBITED USES:** Tenant shall not do anything on or to the premises which will in any way increase the existing rate of fire or other insurance upon the premises or cause a cancellation of any insurance policy covering the premises. This includes use or storage of gasoline or other combustibles. **Tenant shall not use the premises in a manner which conflicts with any law, statute, ordinance or government rule or regulation now in force or which may hereafter be enacted.** Please refer to the Addenda which are attached and incorporated as terms of this Agreement.
 - a. _____ (Initial) Tenant agrees to the **Drug Free Policy:** that the illegal use or possession (without a prescription) of a controlled substance is completely prohibited by all residents, guests, and any other visitors at any time in the room(s), on the property, or near the premises; Violations of this Drug Free Policy are grounds for termination of the Agreement.
 - b. _____ (Initial) Tenant agrees to the **Drug Free Policy:** that the intent to manufacture, sale, and/or distribute illegal drugs or controlled substance is completely prohibited by all residents, guests, and any other visitors at any time in the room(s), on the property, or near the premises; Violations of this Drug Free Policy are grounds for eviction.
 - c. _____ (Initial) I agree and acknowledge that smoking tobacco products is prohibited in the rooms, and tobacco can only be smoked in the designated smoking area of the property.
13. **ALTERATIONS:** Tenant shall not make any alterations, additions, or improvements to the premises without prior written consent of Landlord. The installation of satellite dishes is prohibited.
14. **Storage of Personal Items:** The storage of a Tenant's personal belongings is restricted to the area of the room that they are renting. **Under no circumstances shall the common areas be used to store a Tenant's personal belongings.**
15. **RIGHTS OF OTHERS:** Tenant is to treat other Tenants, Program Participants, staff and guests with courtesy and respect. Engaging in rude, abusive, insulting or threatening behavior toward

other Tenants, Program Participants, staff, or guests is a violation of terms of this Agreement and entitles the Landlord to evict the Tenant.

Tenant's conduct and the conduct of their guests will be in a manner which will not disturb neighbors' peaceful enjoyment of their accommodations and will be conducive to maintaining the project in a decent, safe, and sanitary condition.

16. **ASSIGNMENT AND SUBLETING:** Tenant shall not assign, transfer, mortgage, pledge, hypothecate or encumber the agreement, and shall not sublet the premises or allow any other person to occupy or use the premises. Any assignment or subletting by Tenant shall be grounds for Landlord's immediate termination and voiding of this agreement. No interest of the Tenant in this Agreement shall be assignable by operation of law.
17. **MAINTENANCE:** Tenant acknowledges that the premises are in good order and repair, unless otherwise indicated on the Move-In Inspection. Tenant shall, at his/her own expense and at all times, maintain the premises, including all equipment, and furnishings therein in a clean and sanitary manner, and shall surrender the same at termination of this Agreement in as good condition as received, with normal wear and tear to be excepted. Tenant shall be responsible for damages caused by her negligence and that of her guests. Tenant shall be responsible for any cleaning, extermination or fumigation rendered necessary by the acts, omission or negligence of Tenant.
18. **ANIMALS:** Tenant shall keep no domestic or other animals in or about the residence without the prior written consent of Landlord, except properly documented and approved service or emotional support animals that qualify under California Laws: Fair Housing Amendments Act (FHAA) (42 U.S.C. Sections 3601-3631) and under California law in the Fair Employment and Housing Act (FEHA) (Government Code Sections 12955-12956.2).
19. **DAMAGES:** Whenever damage is caused by carelessness, misuse or neglect on the part of the Tenant, or his/her guests, the Tenant agrees to pay the cost of all repairs and do so within 30 days after receipt of the Landlord's demand for the repair charges.
20. **ENTRY BY LANDLORD:** Landlord shall have the right to enter the premises upon providing a twenty-four hour notice to Tenant. The Tenant may waive the 24-hour period on any particular occasion. Landlord or Landlord's authorized agent reserves and shall at all times have the right to enter the premises during normal business hours, after giving Tenant twenty-four (24) hours written notice to inspect the premises, supply any service to be provided by Landlord to Tenant hereunder, including case management services, exhibit the premises to prospective renters, post notices of non-responsibility, or alter, improve or repair the premises. Landlord may also for such purposes erect scaffolding and other necessary structures where reasonably required by the character of the work to be performed. Tenant hereby waives any claim for abatement of rent or damage for loss of occupancy or quiet enjoyment of the premises of any other loss occasioned hereby. In the event of an emergency or program requirement, Landlord or Landlord's authorized agent shall have the right of immediate entry to the premises. Tenant agrees that if she denies Landlord access to the premises when Landlord is in compliance with statutory requirements and entitled to access, any such denial of access will be deemed a

material and incurable breach of this Agreement and will entitle the Landlord to serve the Tenant with a notice terminating tenancy.

21. **TERMINATION OF TENANCY:** To terminate this Agreement, the Tenant must give the Landlord a 30-day written notice. If the Tenant vacates the premises prior to the expiration of this 30-day period, the Tenant shall be liable for rent up to the end of the 30 days for which notice was required or to the date the premises are re-rented, whichever date comes first.

Landlord shall be entitled to terminate this Agreement by providing notice as allowed by law.

22. **BREACH:** The violation of any provision of this agreement or house rules as may apply, including non-payment of rent when due, shall be a breach of this Agreement and sufficient cause for eviction from the premises upon proper written notice in accordance with State and local laws.
23. **DAMAGE TO PREMISES:** In the event the premises are damaged by fire or other casualty, Landlord shall have the option either (1) to repair the damage and/or restore the unit, with this Agreement continuing in full force and effect, or (2) within ten (10) days after material damage rendering the premises uninhabitable, to give notice to Tenant terminating this Agreement as of a date to be specified in such notice. In the event of the giving of such notice, this Agreement shall expire and all interests of the Tenant in the premises shall terminate. Landlord shall not be required to repair any damage by fire or other causes, or to make any repairs of any property installed in the premises.
24. **UNLAWFUL ACTIVITIES:** The Tenant agrees not to:
- a. Permit guests or other household members to engage in unlawful activities in the unit, in the common areas or anywhere on the premises. These unlawful activities include, but are not limited to, 1) the possession, use and/or sale of illegal drugs 2) disturbances or acts of violence that damage or destroy the premises or disturb, annoy, inconvenience or injure or interfere with the quiet enjoyment and peace of other Tenants or neighbors.
 - b. Engage personally in unlawful activities in the premises or common areas. Such activities include but are not limited to those listed in a. above.
25. **Noise and Nuisance:** Tenant agrees not to make or allow any excessive noise in the premises, nor permit any action which will interfere with the rights, comforts or conveniences of other persons; this includes noise from radios, stereos, television, video games, computer use, spirited discussions and all other sources. If noise can be heard through adjoining walls or floors, then it is too loud.
- a. Quiet hours are from 10:00 PM to 8:00 AM.
 - b. Musical instruments/electronic device can only be played if earbuds/headphones are used by the person using the instrument/electronic device.
 - c. Multiple complaints can lead to termination of tenancy.
 - d. The Noise and Nuisance requirements apply to the property both inside, outside and all common areas.

26. Premises Living Conditions:

The premises must be kept clean, safe, sanitary and uncluttered to allow passage through the property. Entrances, exits, windows, electrical panels, etc., cannot be covered or impeded in any way. The Landlord may require the removal of excessive accumulation of items, newspapers, trash, etc., that are deemed to be a fire or health hazard. Flammable items may not be stored in the premises. Tenants shall not add major electrical appliances like dishwashers, dryers, freezers, etc., to the premises without written prior consent from the Landlord.

27. Bedbugs

Tenant has inspected the premises prior to signing this agreement and acknowledges that there is no visible evidence of the presence or infestation of insects or vermin, including bedbugs in the premises. Tenant agrees to maintain the premises in a manner that prevents the occurrence of an infestation of insects and vermin, including bedbugs. Bedbug proof bedding covers, metal bed frames, synthetic rugs, and leather couches may have been provided to prevent the infestation of bedbugs. Tenant agrees to comply with the Bed Bug Prevention Addendum C attached to this agreement.

28. Remodeling and Alterations:

Tenant shall not undertake any remodeling, redecorating, or alteration to any structure of the residence. Tenant shall not change, add, re-key or alter any lock on the residence without the Landlord's approval and written consent.

29. **WAIVER:** The waiver by Landlord of the breach by Tenant of any term, covenant or condition herein contained shall not be deemed to be a waiver of any subsequent breach of the same of any other term, covenant of condition herein contained.

30. **CHANGES:** The Agreement may be changed at any time if the Landlord gives the Tenant at least thirty (30) days written notice of the proposed change(s).

31. **HOUSING QUALITY INSPECTIONS:** A move-in inspection shall be conducted by the Landlord and the Tenant and the results reported on the inspection form. The Tenant will not be liable for any defective conditions noted on the form unless the Landlord repairs or corrects such conditions, which action shall be noted on the form and initialed by the Tenant when completed. As per the Department of Housing and Urban Development (HUD), the Landlord is required to conduct a Housing Quality Inspection at least annually. All necessary repairs in the interim should be immediately reported to the Landlord. A move-out inspection shall be conducted in a similar manner to indicate the condition of the unit at the time the Tenant vacates the unit. The Tenant is responsible for maintaining the cleanliness and up-keep of the internal areas and any external areas which are for the sole use of the Tenant.

32. **CODE OF CONDUCT:** Tenant is responsible for being aware of and abiding by all rules promulgated by Landlord, including but not limited to, those which are attached hereto. All such rules are hereby incorporated into this Agreement. Failure to comply with this code of conduct will be considered a breach of this Agreement and will be grounds for eviction.

Notwithstanding the foregoing, the code of conduct may be promulgated or modified by Landlord at landlord's sole discretion, upon Landlord providing Tenant with a thirty-day notice of any such addition or change.

- 33. **MODIFICATION:** This instrument contains all the agreements and conditions made between the parties to this rental agreement and may not be modified orally or in any other manner than by agreement in writing signed by all parties to this lease or their respective successors in interest.

- 34. **FAIR HOUSING:** The Tenant (s) has the right not to be discriminated in violation of state and federal law. If Tenant believes that they have been discriminated against, she shall have the right to promptly discuss issues with the Program Director. Tenant will put the issue in writing to the Program Director. The Program Director will investigate the issue and relay in writing the results of the investigation to the Tenant. If Tenant is not satisfied after following this program procedure, he or she may put in writing the issue and present to the person listed below for further action:

Name: LaSaunda Tate, Director of Housing and Operations / 504c Coordinator **Telephone:** (415) 382-3363 extension 210

- 35. **ADDENDA:** Tenant acknowledges the addenda listed in this section are part of this Agreement. Any failure to comply with any of the addenda shall be deemed a breach of this Agreement.

- a) Code of Conduct Addendum A
- b) [REDACTED]
- c) Bed Bug Addendum C
- d) Furnishings Addendum D
- e) Mold prevention Addendum E
- f) Maintenance Addendum F
- g) Service Animal Addendum G
- h) Outdoor Space Addendum H
- i) No Open Flames Addendum I

This Agreement is governed by the laws of the State of California, and any question arising hereunder shall be determined according to such law.

This agreement will take effect on the date of the signatures indicated below and is automatically renewable on a month-by-month basis, unless prior written notice is provided by either Tenant or (Landlord).

Landlord: Homeward Bound of Marin

Tenant: _____ Date: _____

Homeward Bound of Marin Representative Date: _____

Code of Conduct Addendum A

Homeward Bound of Marin is a community-based non-profit organization dedicated to being a place of safety and dignity. Anyone involved with the agency is required to promote and safeguard these values and the following safety rules. Any violation of these rules can result in removal from the program and the organization. These rules apply to board, staff, residents, volunteers, and visitors and are renewed annually. Thank you.

- Abusive verbal and body language to residents, staff, board, volunteers and anyone else on site is prohibited. This includes discourtesy, rudeness and disruptive behavior.
- Solicitation for and acceptance of gifts or gratuities for personal benefit by board, staff, residents and volunteers are prohibited.
- Possession or use of illegal drugs or drug paraphernalia on Homeward Bound of Marin's properties or sites is prohibited.
- Bringing unauthorized materials such as firearms, weapons, or similar items onto Homeward Bound's properties is prohibited.
- Visual, physical, sexual, verbal or written harassment is prohibited.
- Destruction of property belonging to another is prohibited.
- Actual or threatened violence toward anyone on Homeward Bound of Marin's property or involvement with a person who would present such a threat is prohibited.
- Conduct endangering the life, safety, health or well-being of others is prohibited, even if the person did not intend to endanger anyone.
- Conduct that compromises residents, staff, board, and or volunteer's Confidential Information and/or information that discloses participation in Homeward Bound programs is prohibited.

I have read and understand Homeward Bound of Marin's Code of Conduct. I agree to abide by the rules described above and understand that I may be removed from any program or other agency affiliation if I violate the rules.

Signature

Date

Bed Bug Prevention Acknowledgement Addendum C

Bed bugs can be a problem in apartments/buildings. The premise is inspected and cleaned before occupancy. Furniture and bedding provided is designed to mitigate the spread or opportunity for bedbugs to reside in the premise. This policy is to ensure you have a safe and healthy residence. Tenants have an important role in preventing and controlling bed bugs. While the presence of bed bugs is not always related to personal cleanliness or housekeeping, good housekeeping can assist with early detection and make bed bug control easier, if necessary.

Information about Bed Bugs

- **Bed bug Appearance:** Bed bugs have six legs. Adult bed bugs have flat bodies about ¼” in length. Their color can vary from red and brown to copper colored. Young bed bugs are very small. Their bodies are about 1/16” in length. They have almost no color. When a bed bug feeds, its body swells, may lengthen, and becomes bright red, sometimes making it appear to be a different insect. Bed bugs do not fly. They can either crawl or be carried from place to place on objects, people, or animals. Bed bugs can be hard to find and identify because they are tiny and try to stay hidden.
 - **Life Cycle and Reproduction:** An average bed bug lives for about 10 months. Female bed bugs lay one to five eggs per day. Bed bugs grow to full adulthood in about 21 days. Bed bugs can survive for months without feeding.
 - **Bed bug Bites:** Because bed bugs usually feed at night, most people are bitten in their sleep and do not realize they were bitten. A person's reaction to insect bites is an immune response and so varies from person to person. Sometimes the red welts caused by the bites will not be noticed until many days after a person was bitten, if at all.
 - **Common signs and symptoms of a possible bed bug infestation:**
 - Small red to reddish brown fecal spots on mattresses, box springs, bed frames, linens, upholstery, or walls. Molted bed bug skins, white, sticky eggs, or empty eggshells.
 - Very heavily infested areas may have a characteristically sweet odor.
 - Red, itchy bite marks, especially on the legs, arms, and other body parts exposed while sleeping. However, some people do not show bed bug lesions on their bodies even though bed bugs may have fed on them.
1. If you think you have a bed bug problem in your room or that there is one in the house, contact your Homeward Bound of Marin Program Coordinator **immediately**. Bed bugs spread quickly: it is your responsibility to notify the Coordinator as soon as you may suspect or notice bed bugs. Failure to report an infestation can be considered breach of your rental agreement.
 2. If you purchase or acquire second-hand furniture, please contact your Program Coordinator to ensure the furniture can be inspected before it is placed in the apartment. We recommend not purchasing beds or picking up disposed of furniture on streets or in dumpsters, as these items will be at high risk of bed bugs.
 3. Bed bugs like cracks, crevices, holes, and other openings. Request that all openings be sealed to prevent the movement of bed bugs from room to room. If bed bugs are found in your apartment after occupancy, the Homeward Bound of Marin crew will treat the room using non-

Acknowledgement of Household Furnishings Addendum D

Homeward Bound of Marin (Landlord) has provided to you a number of household furnishings for use during the duration of your rental agreement. The following items are included in your unit located at _____.

Items included:

Qty.	Item Description	Qty.	Item Description

All items contained in this unit noted above are the property of the Landlord and are to remain in the property after your occupancy/lease agreement term has expired. If at move out the items are missing or have been damaged beyond repair the cost of replacing the items will come out of your security deposit.

You and the other tenants are responsible for the maintenance and care of the household furnishings. Anything beyond reasonable wear and tear to items will be deducted from the deposit.

I acknowledge that the following items noted above have been provided as part of this rental agreement and are to be returned as per the conditions stated above.

Tenant

Date

Homeward Bound of Marin -Representative

Date

Mold Addendum E

Mold is a naturally occurring microscopic organism. Mold likes food and moisture. Sometimes mold may cause a health problem, like asthma, in some people. Controlling moisture and proper housekeeping are important. We have inspected the premises and are not aware of any mold problems or currently existing conditions that may contribute to mold growth in the premises. You agree to maintain the premises in a manner that prevents mold growth as follows:

- a. KEEP THE PROPERTY CLEAN
 - Maintain good housekeeping practices and regularly dust, vacuum and mop to keep the premises free of dirt and debris that can contribute to mold growth
 - Use household cleaners on hard surfaces
 - Remove garbage regularly and remove moldy or rotting items promptly from the premises (whether food, wet clothing, or other materials)

- b. CONTROL MOISTURE IN THE PROPERTY AND INCREASE AIR CIRCULATION
 - Use hood vents when cooking and fans as needed to keep air circulating throughout the house
 - Use exhaust fans when bathing/showering until moisture is removed from the bathroom
 - Hang shower curtains inside the bathtub when showering or securely close shower doors.
 - Leave bathroom and shower doors open after use
 - Close windows and doors to prevent rain and other outdoor water from coming inside the house
 - Open windows, when appropriate, to increase air circulation
 - Wipe up visible moisture
 - Keep the dryer vent clear of any obstructions and clean the lint screen regularly
 - Ensure good air circulation in closets, cupboards and shelves by periodically keeping them open, not stacking items tightly, and/or using products to control moisture

YOU AGREE THAT YOU WILL NOT:

- Bring any personal property into the property that may contain high levels of mold, especially “soft possessions” such as couches, chairs, mattresses, and pillows
- Stack items against walls in a manner that decreases air circulation and may lead to mold
- Maintain an excessive number of indoor plants
- If mold has grown on a non-porous surface like ceramic tile, Formica, vinyl flooring, metal, or plastic, and the mold is not due to an ongoing leak or moisture problem, clean the area with soap/detergent and a small amount of water, let the area dry, and within 24 hours, apply a cleaner like Lysol Disinfectant®, Pine-Sol®, Tilex Mildew Remover®, or Clorox Cleanup®. Tilex Mildew Remover® and Clorox Cleanup® contain bleach (which may discolor some materials),

Violation of any of the provisions of this section will be a material breach of this Agreement.

Tenant

Date

Homeward Bound of Marin -Representative

Date

Maintenance and Repair Addendum F

Tenant agrees to comply with the following maintenance requirements:

- a. Keep the driveways, sidewalks, courts, entry ways, stairs and/or halls, which shall be used for the purposes of ingress or egress only clear of obstructions
 - b. Keep all windows, glass, window coverings, doors, locks, and hardware in good, clean, order and repair
 - c. Close windows and doors during inclement weather
 - d. Do not hang any laundry, clothing or sheets, etc., from any window, rail, or porch, or air dry any of same within any yard area or space;(unless an outdoor laundry hanger is present on site)
 - e. Do not install any door or window locks without prior written consent of the Landlord
 - f. Keep all air conditioning filters clean and free from dirt
 - g. Keep all sinks, toilets, and all other water and plumbing apparatus in good order and repair and use only for the purposes they were constructed. Tenant shall not allow any sanitary products, sweepings, rubbish, sand, rags, ashes or other substances to be thrown or deposited into the toilets or sinks. Any damage to any such apparatus and the cost of clearing stopped plumbing resulting from misuse shall be the responsibility of the Tenant.
 - h. Deposit all trash, garbage, and rubbish in the receptacles provided and do not allow any trash, garbage or rubbish to be deposited or permitted to stand on the exterior of the building or within the common elements without being properly contained.
2. **REPAIRS:** When an item in the unit is broken or in need of repair, notify your Program Coordinator/Manager immediately.
3. **WASHING MACHINE:** Where a washing machine is provided in the unit it requires high efficiency” detergent only.

Tenant

Date

Homeward Bound of Marin -Representative

Date

Occupancy Agreement Addendum H

This agreement made this _____ day of _____ 20____ by and between HOMEWARD BOUND OF MARIN (“Provider”) and _____ (“Program Participant”).

Outdoor/Shared Space Guidelines

Common/Entry Areas: The sidewalks, driveways, passages, halls, shared staircases, and common areas shall not be obstructed nor used for any purpose other than entering and exiting the premises. Bicycles, BBQ Pits, undesignated outdoor furniture, skateboards, scooters, roller-skates, rollerblades, or any item or device of the like are not permitted in any of the common areas/entry area.

Storage: Storage is not allowed except in areas designated by the Agreement or Landlord. Tenants are solely responsible for their personal belongings wherever stored or placed. If stored in an area not designated by Agreement or Landlord, Landlord or Agent can remove personal belongings with 24-hour notice.

I acknowledge that the following items noted above are part of my occupancy of the unit and I will adhere to the guidelines outlined above.

Program Participant: _____ *Date:* _____

Program Provider: Homeward Bound of Marin

Signature, Program Coordinator/Representative *Date:* _____

Occupancy Agreement Addendum I

This agreement made this _____ day of _____ 20_____ by and between
HOMEWARD BOUND OF MARIN ("Provider") and _____
("Program Participant").

Non - Permitted use of Open Flame Items: Candles/Incense

As a precaution to safety of the unit and community space, no type of open flame use is permitted within the unit. This includes, but not limited to the burning of candles and/or incense, alcohol burners, and kerosene heaters.

I acknowledge that the following items noted above are part of my occupancy of the unit and I will adhere to the guidelines outlined above.

Program Participant: _____ *Date:* _____

Program Provider: Homeward Bound of Marin

_____ Date: _____
Signature, Program Coordinator/Representative