



## TONKAWA TRIBE OF OKLAHOMA TONKAWA TRIBAL HOUSING

#36 CISCO DRIVE ~ PHONE (580) 628-5301  
TONKAWA, OKLAHOMA 74653

### RULES & REGULATIONS OF MUTUAL-HELP OCCUPANCY

1. As a participant, you are responsible for keeping the interior of the house neat, clean & maintaining a wholesome family environment. Also, this includes the yard/area around the house, it must be kept clean and clear of trash.

Any damage(s) caused by the participant, members of the family, guest/friends shall be the responsibility of the participant.

2. A family/participant must notify the Housing Office two (2) weeks prior to move-out, leave the unit in a clean & good condition except normal wear and tear, return all key(s), unit & mailbox key.
3. Each house will be inspected by a Housing Program staff member and the participant prior to move-in and a "Move-In Report" will be completed and the participant shall sign off on the report. If, after you move-in and find damages, you should report this to the Housing Office within five (5) days.

Each house may be inspected on a semi-annual or annual basis, depending on the circumstances. The inspection will ascertain if the unit is being maintained in good order. Each family/participant will be notified three (3) days prior to an inspection, failure to cooperate with the Housing Program may result in termination of your homeowner agreement and eviction.

4. Each family/participant is responsible for paying their utility deposits - gas, electricity & water prior to moving in and copies of the receipts must be on file. All utilities **MUST** remain on at all times. Each family/participant is responsible for paying their own monthly utility bills.
5. All vehicles shall be parked on the paved parking spaces provided. Vehicles are **NOT** to be parked in the lawn area surrounding the unit. Any damages to the water line or utility line shall be the responsibility of the family/tenant.



Because of limited parking space, each unit will be limited to two (2) vehicles per family. Special authorization for a third (3<sup>rd</sup>) vehicle must be secured from the Housing Program Advisory Committee. Should a family/participant fail to secure permission from the Committee, the family/participant is in *Violation of the Homeowner Agreement and grounds for Termination of Agreement.*

All vehicles that are not in operating order or not functioning, i.e., lacking a motor, needs a part (water pump, alternator, transmission, battery, brakes) or whatever the need is, must be repaired and put back in working order within thirty (30) days or removed from the premises. Should the family/participant fail to do so, *the Housing Program may remove the vehicle and the family/participant will be charged.*

6. There will be no tolerance of destruction of the Housing Program properties, buildings, equipment, due to Vandalism, Alcohol, Drugs, or Substance Abuse incidents. In an effort to assist, combat, or reduce these problems in the Housing Area, the Housing Advisory Committee may require the family members or participant to seek treatment consisting of medical assistance, counseling, therapy, or institutionalization. If the family/participant does not want to cooperate, then *the Homeowners Agreement will be Terminated and the Eviction process initiated.*
7. Each family member/participant has a moral obligation to report a person(s) destroying or damaging properties, equipment, etc. This report will be held in strict confidence.
8. *Each family/participant must be re-certified annually. (review their Family Income Family Composition).*
9. Trash services are provided during the week and all trash must be placed in a plastic bag or it will not be picked up. Your monthly water bill must be paid at the Tribal Administrative Building.
10. Should a family/participant feel that they are not being treated fairly, they have the option of filing a grievance at the Housing Office and a hearing will be scheduled within thirty (30) days. All decisions of the Advisory Committee are final.
11. *Failure to maintain monthly payments may result in Termination of Homeowner Agreement and Eviction.*

\*\*\*\*\*



I have read the Rules & Regulations of Occupancy of the Tonkawa Tribal Housing Program and will adhere and comply with said requirements. If I do not, I understand that my Homeowner Agreement may be Terminated.

\_\_\_\_\_  
Participant Name

\_\_\_\_\_  
Date

\*\*\*\*\*

OFFICE USE ONLY

Copy issued to Family/Participant

( ) Yes ( ) No

Copy on File

( ) Yes ( ) No

\_\_\_\_\_  
Housing Program Representative

\_\_\_\_\_  
Date Completed

Revised: 05-10-04  
Approved:

