

South Dakota State University

# Open PRAIRIE: Open Public Research Access Institutional Repository and Information Exchange

---

SDSU Extension Special Series

SDSU Extension

---

12-1970

## Home User's Manual

Cooperative Extension Service  
*South Dakota State University*

Follow this and additional works at: [https://openprairie.sdstate.edu/extension\\_ss](https://openprairie.sdstate.edu/extension_ss)

---

### Recommended Citation

Service, Cooperative Extension, "Home User's Manual" (1970). *SDSU Extension Special Series*. 104.  
[https://openprairie.sdstate.edu/extension\\_ss/104](https://openprairie.sdstate.edu/extension_ss/104)

This Other is brought to you for free and open access by the SDSU Extension at Open PRAIRIE: Open Public Research Access Institutional Repository and Information Exchange. It has been accepted for inclusion in SDSU Extension Special Series by an authorized administrator of Open PRAIRIE: Open Public Research Access Institutional Repository and Information Exchange. For more information, please contact [michael.biondo@sdstate.edu](mailto:michael.biondo@sdstate.edu).



# Home User's Manual

## ROSEBUD HOUSING AUTHORITY

A Tribal Ordinance in 1962 by the Rosebud Sioux Tribe created the Rosebud Housing Authority. The Rosebud Housing Authority is a legal body that now works with the U. S. Department of Housing and Urban Development. Its purpose is to provide safe and sanitary housing for the Rosebud Reservation at rents and costs that persons with low income can afford.

The Rosebud Housing Authority is an arm of the Rosebud Sioux Tribe. Although created as a separate corporate body, the Rosebud Housing Authority has worked in close co-operation with the Rosebud Tribal Council, the Bureau of Indian Affairs, the Public Health Department and the communities of the Reservation.

The Rosebud Tribal Council appoints the Board of Commissioners which is composed of 5 persons. These Board Members are appointed for 4 year terms and are not paid for their services except for actual expenses to attend meetings and discharge their duties. The Board elects its own officers and is required to hold regular monthly meetings. The Board of Commissioners mainly formulates and establishes policies, procedures and guidelines for daily operations of the Rosebud Housing Authority as well as being in charge of housing plans for the Rosebud Reservation.

The Rosebud Housing Authority hires an Executive Director as the main administrative officer of the Rosebud Housing Authority.

The Executive Director is directly responsible to the Board of Commissioners. He hires a staff to manage the Housing Programs and carry out the policies, procedures and housing programs of the Rosebud Housing Authority.

The Rosebud Housing Authority works closely with the Department of Housing and Urban Development in its housing programs. All the money for the different Housing projects comes through the Department of Housing and Urban Development. The success of the Rosebud Housing Authority depends

upon its being able to utilize the different Housing Programs that are available. These programs include loans and grants from the Department of Housing and Urban Development and, most importantly, to manage the Housing Programs according to guidelines of the Department of Housing and Urban Development.

## WHAT THE LOCAL AUTHORITY DOES

The Rosebud Housing Authority is a self-governing, public-corporate organization created according to Tribal Ordinance. The Authority is a developer and landlord of the Rosebud housing programs. It plans, finances, constructs and manages the housing properties in accordance with Department of Housing and Urban Development program requirements. The Authority can call upon Housing and Urban Development and other government agencies for different types of assistance.

The Rosebud Housing Authority is like a private landlord and real estate developer. It leases and sells housing units, collects rents, maintains housing, and does all other incidental duties needed for rental and sale of property under various Housing and Urban Development programs.

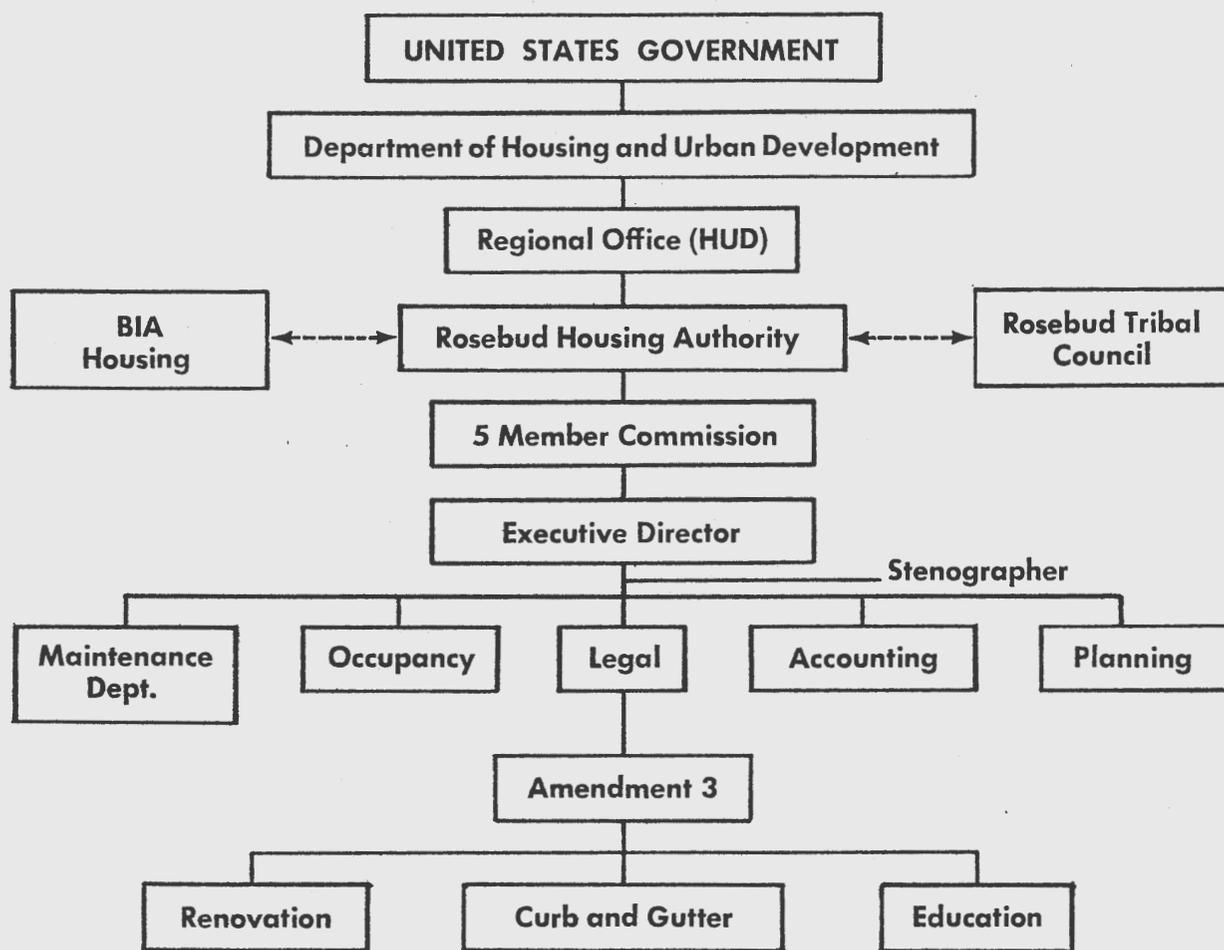
The Authority is really more than just a landlord. It is also in the business of improving the living conditions of low income families. The Authority provides better housing and also works with other agencies on the Reservation to improve the economic and social status of the resident families.

The Rosebud Housing Authority Commissioners are like directors of a corporation. They establish the guidelines under which the Authority conducts its business. The Commission sees that the policies, procedures and programs are properly followed by the employees and assures that the housing programs are successful. Formal actions of the Rosebud Housing Authority begin through written resolutions adopted by the Commissioners and which are entered in the official records of the Rosebud Housing Authority.

The Executive Director carries out the administrative guidelines and housing programs decided upon

230.732  
087.72  
ESS-IIA

# Organizational Flow Chart



by the Commissioners. The Commission permits the Executive Director to employ, train and supervise the Authority's staff.

The Rosebud Housing Authority establishes and conducts a continuing program of helping occupants in the duties and responsibilities of home-buying and renting, including the care and normal maintenance of the housing units. The success of the program rests with the Rosebud Housing Authority staff and its ability to work effectively in the interest of individual occupants and the communities of the Rosebud Reservation. A primary purpose of the Authority's program is to inform the public and to promote a knowledge and appreciation of its work in providing housing for low income families.

The appearance of a housing project has a great deal to do with public acceptance. If grounds and buildings look rundown and junky, the public may get the impression that the program is ineffective in providing low income housing. On the other hand, well-kept projects give both the occupants and the

public a feeling of pride in the housing program. The Rosebud Housing Authority has a responsibility to the citizens of the Reservation communities. Its effectiveness, however, depends upon responsible occupants and a responsive community attitude towards providing safe, sanitary and decent housing.

Housing programs administered by the Rosebud Housing Authority are Low-Rent, Mutual and Sioux "400." Transitional housing is administered by the Tribe.

## Executive Director and Office Staff

The Executive Director administers development projects and manages the housing units when a housing program is completed. He is helped in various staff areas as briefly described below.

**Comptroller.** The comptroller and his office are responsible for financial management such as book-keeping, handling of rent and house payments, and payment of bills. Insurance programs and statistical reporting are also handled by the comptroller.

**Occupancy.** The Occupancy Specialist takes applications and administers tenant selection, coordinates all move-ins and move-outs and does some statistical reporting. The Occupancy Specialist and staff advise occupants on tenant responsibilities and financial planning. They also handle rent payment counseling and rent collection problems.

**Maintenance.** The Maintenance staff is responsible for maintenance of grounds and buildings on rental developments. Preventive maintenance and non-routine maintenance on Sioux "400" and Mutual houses is handled by this staff.

Other staff members include an attorney, a clerk-secretary, and a receptionist, all of whom function in a supportive role to the Executive Director and staff.

### Housing Types

Location	Low Rent	Mutual	Sioux 400	Transitional
Spring Creek .....			15	
St. Francis .....	14	10	91	
Rosebud .....	38	10	80	
Soldier Creek .....			16	
Parmelee .....		10	35	
Black Pipe (Norris) .....			10	
Swift Bear (White River) .....	14		30	
Butte Creek (Wood) .....			9	
Ideal .....			10	
Okcreek .....		10	20	
Antelope .....	26	10	84	
Grass Mountain .....				
Two Strike .....				
Horse Creek .....				
Upper Cut Meat .....				
He Dog .....				
Ring Thunder .....				
Milk's Camp .....				
Bull Creek .....				
Bad Nation (N. of Wood) .....				
Corn Creek .....				
	92	50	400	375

### TYPES OF HOUSING PROJECTS

The Rosebud Housing Authority in an 8-year period has built 542 individual units of housing on the Rosebud Reservation. In addition, the Rosebud Tribe has built 375 houses called transitional houses. This total of 917 houses represents the present housing situation of the Rosebud Reservation.

It is anticipated that the Mutual Self-Help and Sioux "400" programs will be completed in 1971 and all existing programs will be into management.

The years 1970 and 1971 mark a crucial period for housing on the Rosebud Reservation as Housing and Urban Development will evaluate the ability of the Authority and its occupants to cooperate in management and occupant responsibilities. If the Sioux "400"

and Mutual Self-Help programs can be successfully occupied and managed by the Rosebud Housing Authority, Housing and Urban Development will assist the Authority in developing additional housing, such as a nursing home, housing for the elderly, scattered site housing in the country, as well as additional units under rental and home-buying programs.

Here are brief descriptions of the three types of housing programs under the jurisdiction of the Rosebud Housing authority:

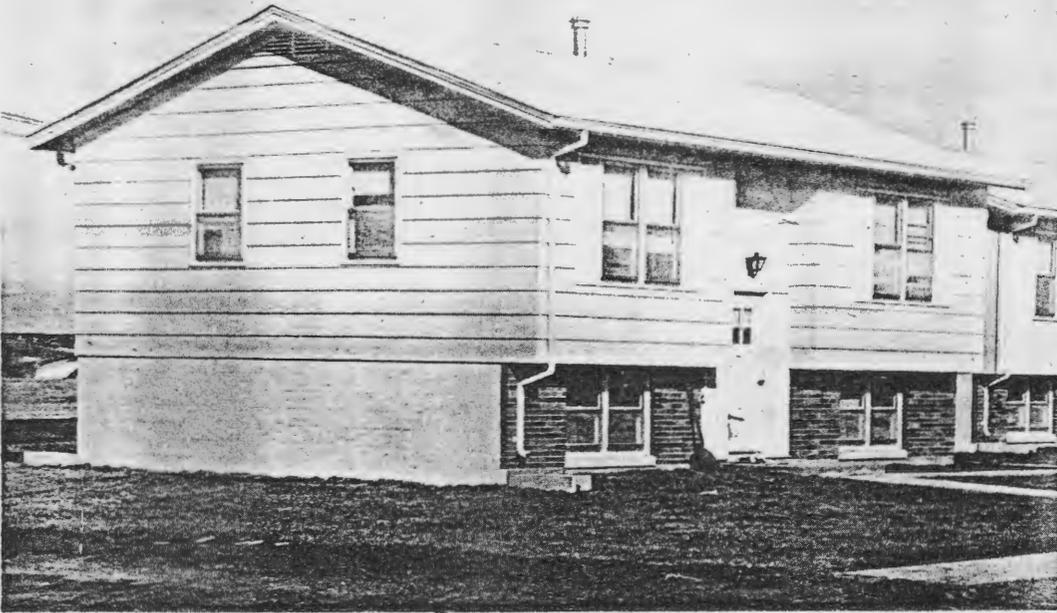
**Low-Rent.** A total of 92 units, consisting of 1-, 2-, 3- and 4-bedroom rental units, in Antelope, Rosebud, St. Francis and White River, comprise the Low-Rent program. These units are planned for persons of low income. Rental rates are determined by the amount of family income. Utilities and upkeep costs are included in the rental payment.

**Mutual Self-Help.** Fifty 3-bedroom units are in the community areas of Antelope, Rosebud, St. Francis, Okcreek and Parmelee. This program is designed for low income occupancy under a home-buying program. Initial occupants were required to put in their own sweat-equity by cooperating in building their houses. To qualify for ownership the occupant must have performed his sweat-equity, be able to make monthly payments, provide maintenance and repair, and pay for utilities. Some occupants failed to meet these requirements and as a result some Mutual Self-Help houses are presently being managed by the Rosebud Housing Authority on a rental plan.

**Sioux "400."** Four hundred 2-bedroom units are in 11 cluster areas on the Rosebud Reservation. This program is designed as a home ownership program for low-income families. The original intent was to provide housing in cluster areas so that industry would locate near a permanent labor force. The Sioux "400" is known as a Turnkey III program which means the houses are to be all completed before the occupant moves in.

The Sioux "400" was one of the first programs of its kind in the United States. Following some difficulties soon after the houses were built in 1968, Housing and Urban Development has now made available to the Rosebud Housing Authority enough funds to complete the Sioux "400" houses and build streets, sidewalks and landscape the houses. The sewer system will be completed in Rosebud in 1971.

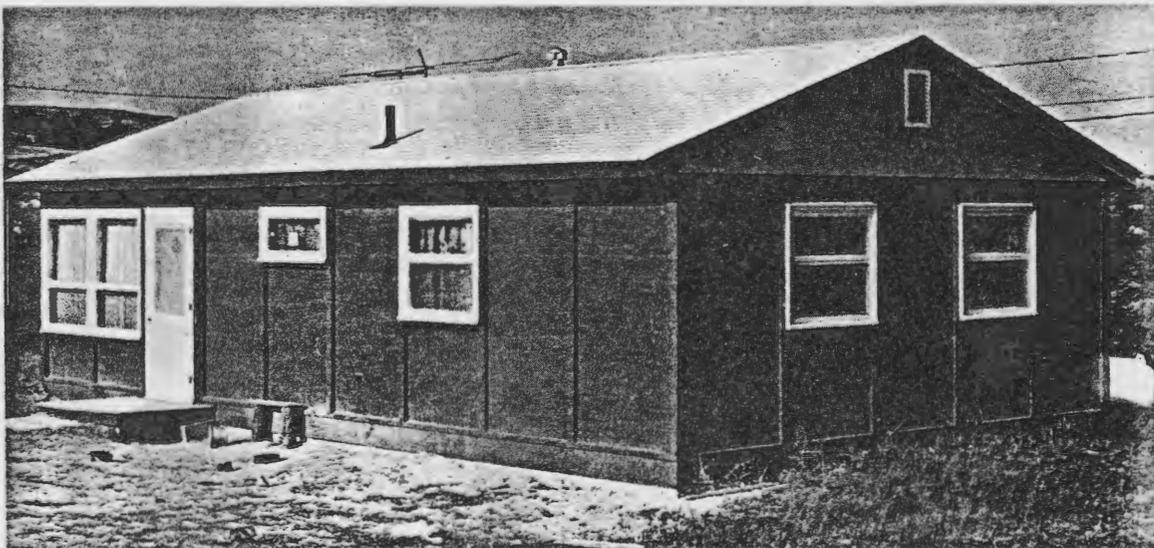
Low-Rent



Mutual Self-Help



Sioux "400"



During the last half of 1970 and the year 1971 the Rosebud Housing Authority, through its staff and the Home Ownership Training Program, will work with all occupants and communities to make the transition from development to management.

To qualify for home ownership of a Sioux "400" the occupant must meet certain income limits. The occupant must show that the family intends to occupy the home permanently, has the financial ability to pay for repair and maintenance of the home, pay for the utilities, and make monthly payments. If a person is unable to meet these requirements he can only qualify as a renter. However, if a family's financial condition changes to meet the responsibilities of home-ownership the family can become a home buyer.

Since many occupants are financially unable to meet all the requirements of ownership many are only renters. The Rosebud Housing Authority will assist all occupants in becoming home buyers, if the occupant is sincere in becoming a home buyer and will meet the responsibilities.

When Sioux "400" homes are occupied on the rental plan, the Rosebud Housing Authority is responsible for maintenance and repair of the house and in some cases the utilities will also be included in the monthly rental payment.

## **AN EVALUATION OF HOME BUYING**

The decision of whether an occupant should become a home-buyer or a renter has caused a great deal of confusion for the Rosebud Housing Authority, individual occupants, and citizens of the Rosebud Reservation who are interested in low-income housing.

Orderly occupancy and management has become difficult due to the long period of development. This has resulted in misinformation and misunderstanding both within the Rosebud Housing Authority and with individual occupants, and with other government agencies and groups connected with housing programs.

During 1971 the Rosebud Housing Authority hopes that an orderly transition can be made from the development stage into management. To do this a Home Ownership Training program started November 1, 1970 to provide explanations and information. The Rosebud Housing Authority staff will also be in closer contact with individual occupants, Community groups and Home Improvement Associations.

The Rosebud Housing Authority assumed when individual Sioux "400" homes were assigned to occupants that they would be able to meet the basic requirements of home ownership. These requirements are as follows:

1. Financially able to meet minimum monthly payment of \$29.00 a month. (Occupants with higher incomes pay a higher monthly payment.)
2. Be financially responsible for normal routine repair and maintenance.
3. Be financially responsible for payment of utilities such as gas, electricity, water, and garbage collection.
4. Be able to take care of the lot and exterior appearance of the home.
5. Intention of making the home a permanent, not a temporary residence.

Since the first Sioux "400" homes were assigned and occupied, many original occupants did not remain homebuyers because they did not intend to make it their permanent residence.

There is no real advantage to being a home-buyer if the occupancy is not going to be permanent. Under Housing and Urban Development requirements, every occupant must build up a Home-buyer's Reserve of \$250 before he has acquired any ownership rights in the house. It normally takes 25 months to build up this reserve as \$10 is retained by the Authority out of each monthly payment and deposited in the Home-buyer's Reserve.

Some occupants will not become home-buyers because their income is too low to meet the first 3 requirements listed above. The Sioux "400" is not a grant program. It is available only to those who are financially able to meet the responsibilities of home ownership. Until more occupants are gainfully employed, home ownership will be difficult to achieve for many Sioux "400" occupants. However, when the occupant is willing to fully cooperate, the Authority will do everything within its power to assist the occupant to achieve home-buyer's status.

In many cases, until the family income is increased through employment opportunities, occupants may be better able to acquire adequate shelter by occupying Sioux "400" houses as a renter. Under the rental plan, repair and maintenance (and in some cases utilities) will be included in the monthly payment, which

will be lower than the monthly home-buying payment. In addition, more assistance is available under the "Brooke's Amendment" to renters than to home-buyers.

The Sioux "400" program will not be converted in whole or in part to a rental program. However, until employment increases and higher family incomes materialize, occupant's may stay in a rental status.

The prime consideration of the Rosebud Housing Authority is providing adequate shelter for all low-income families on the Rosebud Reservation. The best method of providing adequate shelter for each individual — not an occupant's status as renter or home-buyer—will be the chief concern of the Rosebud Housing Authority.

### **THE LOW-INCOME HOUSING CONCEPT**

Under all three types of housing programs the occupant's monthly payment, whether rent or house payment, is determined by the amount of adjusted income of the occupant.

Under all rental programs the amount of rent is collected by the Rosebud Housing Authority and used for administrative costs, such as staff salaries and overhead, payment of utilities, and repair and upkeep of the rental units.

All rental units are financed by Housing and Urban Development through the sale of long-term notes. Unless rental payments exceed administrative costs, Housing and Urban Development makes the annual payment of principal and interest on the notes for the Rosebud Housing Authority through its Annual Contributions Contract with the Rosebud Housing Authority.

Briefly explained, the Annual Contributions Contract is an agreement between the Rosebud Housing Authority and Housing and Urban Development that Housing and Urban Development will subsidize the payment of all long-term project notes. In return the Authority agrees to abide by all Housing and Urban Development low-income requirements in administering the housing programs, that it will collect rent and house payments and meet the payment of budgeted administrative costs.

If the Authority takes in more income than is necessary to meet its administrative costs, that amount is paid to Housing and Urban Development to be applied on the payment of project notes.

In case of rental units, this Annual Contribution

Contract payment by Housing and Urban Development, results in an equity build up for the Rosebud Housing Authority, and upon payment of the long-term notes, the rental units are owned by Rosebud Housing Authority and are fully paid.

In the case of home-buying programs, the Annual Contributions Contract subsidy applies, but the subsidy, although made in a lump sum, is applied on an individual basis on behalf of each individual home-buyer. Those home-buyers who make lower monthly payments to the Rosebud Housing Authority receive a greater subsidy each year than those home-buyers who are required to make higher monthly payments because their income is higher.

Consequently those home-buyers with higher incomes will pay off their share of the long-term financing sooner than home-buyers with lower income.

The concept of home-buying is explained in more detail in another section of this manual.

One of the main aspects of the low-income concept of safe, sanitary and decent housing is that no occupant shall pay more than 25% of his adjusted income for adequate shelter.

The U. S. Congress early in 1970 passed a law known as the "Brooke's Amendment." This law in effect says that when an occupant's income is insufficient to meet the minimum payment for adequate shelter, the Federal Government will pay to the Rosebud Housing Authority a subsidy on behalf of the occupant so that the occupant is credited with making his minimum monthly payment.

The "Brooke's Amendment" is designed to assist elderly low-income persons and others whose incomes are affected by unemployment and lack of family income so that through the government subsidy they can receive the benefits of adequate shelter.

Since the benefits of the "Brooke's Amendment" affect individuals who face different and varied financial problems, all occupants are requested to personally contact the Rosebud Housing Authority to see if they are entitled to financial assistance.

It must be understood by everyone that the cost of managing the various housing programs must be borne by income derived from monthly rents and part of the housing payment. This is a requirement Housing and Urban Development has made for continuing housing programs.

If occupants refuse to meet their minimum monthly payment, the low-income housing programs now administered by the Rosebud Housing Authority will fail, and future housing programs will not be approved by Housing and Urban Development.

### OCCUPANT RESPONSIBILITIES

Low-rent occupants, in addition to promptly making the monthly rental payment, must abide by the terms of their written lease agreement. The main provisions of each lease provide that the occupant will:

1. Notify the Authority of any change, when there is an increase or decrease, in family income.
2. Keep the house in as good a condition as when first occupied.
3. Notify the Authority of the need for repairs and maintenance.
4. Maintain the yard and keep it neat in appearance.
5. Notify the Authority of any period in excess of 30 days when the unit will not be occupied.

Failure to promptly pay the monthly rent, or make arrangements for delinquent rent, or to abide by the terms of the lease will result in the Rosebud Housing Authority serving a Notice of Vacate upon the occupant, setting forth the reasons why the occupant has to vacate. Under Housing and Urban Development regulations every occupant must be given an opportunity to have a "private conference" with the Authority before the Rosebud Housing Authority starts eviction proceedings.

Sioux "400" occupants also must abide by the requirement of Home-ownership which Housing and Urban Development has prescribed. At the present time the only written agreement between the Rosebud Housing Authority and the occupant is the "Agreement of Acceptance" which has been signed by the occupant prior to occupancy. In executing this agreement the occupant agreed to accept the house, to pay a stipulated monthly payment and "to abide by the other requirements as will be justly set down in future contract from Chicago (HUD)."

As soon as the total development cost is known, each occupant who can meet the responsibilities of home ownership will sign a Home-buyers Ownership Agreement which will set forth the following terms:

1. Occupant shall be a tenant of the Authority from month to month until he builds up a

Home-buyers Ownership Reserve of \$250. (\$10 a month of monthly payment is reserved for 25 months.)

2. Become a member of Home Improvement Associations.
3. Home-buyer shall, at his own cost and expense, keep and maintain the house and its fixtures in good repair, condition and appearance, to the satisfaction of the Home Improvement Association and the Authority.
4. Home-buyer shall secure prior written consent of the Authority before making structural changes in or additions to his house or grounds.
5. The occupant agrees to pay a monthly payment as determined by his adjusted family income.
6. Occupant must insure contents of the house such as furniture, clothing and other personal property.
7. Occupant must furnish the Authority information on employment and family income when requested.
8. Occupant may not sublet his home or assign the Home-buyers Ownership Agreement without prior approval of the Authority.
9. The Authority will approve the absence of the occupant from his home for not longer than a period of 3 months, *providing* the occupant has made arrangements for maintenance and care during his absence and that the monthly payments will be paid currently. He shall notify the Authority of his intent prior to his absence.

Housing and Urban Development regulations provide that, "Should the Home-buyer abandon the home or fail to fulfill any of his obligations or responsibilities under the Agreement, including any case where the balance of his Home-buyers Ownership Reserve has failed to reach \$250 within 2 years or has been reduced to less than \$350, after once obtaining that sum, the Authority may require the Home-buyer to forfeit his rights under the Agreement and vacate the home upon 30 days prior written notice, provided that such breach shall not prevent a new arrangement, in the discretion of the Authority, whereby the Home-buyer continues in occupancy as a tenant of the Authority or immediately acquires the home by paying off the outstanding mortgage balance.

It is the policy of the Rosebud Housing Authority Commissioners that occupants who are willing to cooperate in meeting their responsibilities, continue to have adequate shelter. Those who fail to meet their responsibilities, however, will be evicted.

## HOUSING FORMS

### General Forms

*Application for Housing.* A 2-page form listing basic family information, family composition, family income information, present housing situation, size of unit needed and other general information. This form is used for any type of housing under the jurisdiction of the Rosebud Housing Authority.

*Income Statement.* This form calls for specific income information and determines if the applicant qualifies as a low-income family. This form also determines the amount of monthly payment the applicant must pay.

### Sioux "400" Forms

*Requirement Form.* Applicant signs this form prior to occupying the Sioux "400" house and agrees to perform certain basic responsibilities of homeownership.

*Acceptance Agreement.* Applicant signs this form prior to occupying and consents that the house is ready for occupancy. The applicant agrees to pay a stipulated monthly payment and abide by future requirements set down by Housing and Urban Development.

*Sioux "400" Dwelling Lease.* In those cases where an occupant desires to rent rather than become a home buyer, a month-to-month tenancy is created. The duties and responsibilities for leasing are set forth in the lease.

*Homebuyers Ownership Agreement.* This form has been furnished to the Rosebud Housing Authority by Housing and Urban Development and will be executed by all Sioux "400" occupants who desire to become home-buyers. It sets forth the duties and responsibilities of both the Rosebud Housing Authority and the home-buyer. This form will be executed when all the house and development costs are known and the occupant has made the final decision to become a home-buyer.

*Relinquishment Form.* Many Sioux "400" occupants have ceased to occupy the house that was assign-

ed them either because they have decided to move from the community, cannot afford the cost of homeownership or for other reasons do not want to occupy a Sioux "400." In this form the occupant agrees to relinquish his interest in the house and consents that it may be assigned to another occupant.

*Sioux "400" Inspection and Punch List.* This agreement is executed by the occupant at move-in time. A Rosebud Housing Authority Inspector and the occupant make a list of all repairs needed to put the house in good condition. After the repair work is performed by the Authority, the occupant again signs the form and agrees that work was performed and that future routine maintenance and repairs will be the occupant's responsibility. Sioux "400" occupants who have lived in their home also will go through this procedure to assure the occupant and the Rosebud Housing Authority that any repairs or defects in the house prior to final acceptance have been satisfactorily performed.

### Low-Rent Forms

*Low-Rent Lease.* This lease agreement which provides for month-to-month tenancy embodies the terms and conditions an occupant must meet for continued occupancy.

### Special Forms

*Delinquent Rent Agreement.* Some occupants for one reason or another, get behind in their rent or house payments to the Authority. To prevent eviction for failure to make the monthly payments, if the occupant wants to work out his delinquency, this agreement allows continuing occupancy. The occupant agrees to immediately start making monthly payments and agrees to the satisfaction of the Authority to an arrangement for payment of their delinquent balance. If the Rosebud Housing Authority has failed to meet its responsibilities, the Authority agrees to take certain prescribed corrective actions.

## PROCEDURES FOR APPLYING FOR AND OCCUPYING A SIOUX "400"

1. Make application for a house at the Rosebud Housing Authority.
2. Make appointment for an interview with the Occupancy Specialist.
3. If you are receiving aid from County, State or the Federal Government you should notify your case worker that you have applied for housing.

4. If accepted you will receive a letter from the Rosebud Housing Authority notifying you when a house is available for you.
5. Upon receipt of this letter you should contact the Rosebud Housing Authority immediately.
6. As soon as you have been assigned a house you should:
  1. Make sure all necessary papers have been signed with the Rosebud Housing Authority.
  2. Your first month's rent will be due before you move-in.
  3. If you are receiving aid contact your case worker notifying them you have been assigned a house.
  4. Contact Cherry-Todd Electric or LaCreek Electric and take out a membership and pay your hook-up charge.
  5. Contact a propane supplier about propane.
  6. Make arrangements to move your furniture and belongings.
  7. You will receive a letter from the Rosebud Housing Authority about a week before your house is ready for occupancy.
  8. You should make all final arrangements to move in as soon as your house is ready. It is a policy of the Rosebud Housing Authority that you move in within 15 days after your house is ready for occupancy.
  9. Pay your first month's rent at this time, then the key will be turned over to you.
  10. At the time you move in, an inspector from the Rosebud Housing Authority will go through the house with you.
  11. Pay your rent every month and take care of the house.

#### **PROCEDURES FOR APPLYING FOR AND OCCUPYING A LOW-RENT UNIT**

1. Make application at the Rosebud Housing Authority.
2. Make an appointment for an interview with the Occupancy Specialist.
3. If you are receiving aid from County, State or the Federal Government you should notify your case worker that you have applied for housing.
4. If accepted you will receive a letter from the Rosebud Housing Authority notifying you when a house is available for you.

5. Upon receipt of this letter you should contact the Rosebud Housing Authority immediately.
6. As soon as you have been assigned a house you should:
  1. Make sure all necessary papers have been signed with the Rosebud Housing Authority.
  2. Your first month's rent will be due before you move in.
  3. If you are receiving aid contact your case worker notifying them you have been assigned a house.
  4. Make arrangements to move your furniture and belongings.
  5. You will receive a letter from the Rosebud Housing Authority about a week before your house is ready for occupancy.
  6. You should make all final arrangements to move in as soon as your house is ready. It is a policy of the Rosebud Housing Authority that you move in within 15 days after your house is ready for occupancy.
  7. Pay your first month's rent at this time, then the key will be turned over to you. Make arrangements to pay your security deposit which is \$50.00.
  8. At the time you move in, an inspector from the Rosebud Housing Authority will go through the house with you.
  9. Pay your rent every month and take care of the house.

#### **GENERAL MAINTENANCE PROCEDURES AND UTILITY REQUIREMENTS**

The maintenance section of the Rosebud Housing Authority is responsible for maintaining all low-rent units and Sioux "400" rentals as well as assisting Sioux "400" home-buyers in carrying out their responsibilities for maintenance and repair of their Sioux "400" homes.

Occupants of rental units are required to maintain their units in as good a condition as when they were initially occupied. Any damage caused to the rental unit by the tenant or his guests must be paid for by the occupant. The tenant is required to notify the Authority when any repairs are to be made. The tenant is also responsible for maintaining the yard in good condition and keeping it neat in appearance.

To protect the Rosebud Housing Authority from tenant's failure to meet their responsibilities, the

Rosebud Housing Authority requires a \$50 Security and Damage Deposit prior to occupancy. This Security and Damage Deposit is either paid in a lump sum upon admission or by paying \$20 upon admission and \$10 a month for 3 months. This Security and Damage Deposit is returned to the tenant when he vacates the rental unit if the tenant has met the responsibilities under the Rental Lease Agreement. In addition within one week prior to moving out the tenant must:

1. Wash all walls, ceilings and trim.
2. Clean all floors thoroughly on the day tenant moves out.
3. Wash all windows both inside and outside, and wash and clean the bathroom fixtures, sink, range, refrigerator and kitchen cupboards.

Sioux "400" home-buyers are required to perform all maintenance and repair on the house as well as repair any damages to the house caused by the home-buyer or his guests. Failure to perform these responsibilities may result in termination of the occupants' home-buyer status.

The maintenance section of the Rosebud Housing Authority will assist the home-buyer in performing these responsibilities. In some cases the repair work can be performed by the maintenance section and charged back to the home-buyer. In other cases the home-buyer can perform the work and may purchase the necessary materials from the Rosebud Housing Authority at low prices.

In the event a home-buyer does not meet his responsibilities for the maintenance and repair of his house the Rosebud Housing Authority may make the necessary repairs and deduct the cost of repair from his Home-ownership Reserve. Included in the home-buyer's minimum payment is an amount which is retained by the Authority for the occupant to perform what is called non-routine maintenance. Non-routine maintenance would include major repairs and maintenance such as replacement of a hot water heater, painting of the exterior of the home and other major maintenance to the house. In either event, home-buyers should secure the advice and assistance of the Housing Authority in the maintenance and care of their home. The success or failure of the Rosebud housing programs administered by the Rosebud Housing Authority is dependent not only upon the occupant making his monthly payment, but the cooperation of the occupant, the Authority, and the com-

munity Home Improvement Associations in keeping all houses and yards well maintained.

One of the main objectives of the Home-ownership Training Program is to assist all occupants in performing their responsibilities in the care and maintenance of housing.

Utility services such as electricity, gas, water and garbage are included in the low-rent tenant's monthly payment. Since the Authority maintains the low-rent units, occupants should immediately notify the Authority when the utility service is not performing satisfactorily. Also, any water leaks, dripping faucets or running toilets should be immediately reported to the Authority as well as any trouble with electric switches, outlets or furnace thermostats.

Sioux "400" occupants are responsible for payment of their utilities. This includes propane gas, electricity, water service and garbage pick-up. If an emergency situation should arise that prevents the occupant from paying for heating gas or electricity, the occupant must notify the Authority as they may be able to assist the occupant in obtaining the necessary credit to continue utility service, especially during winter.

If a house is allowed to freeze up, the water pipes will break and cause substantial damage. Occupants and other members of the community must cooperate in preventing winter freeze ups in the Sioux "400" houses. The Authority should be notified immediately when there is knowledge that a person has moved out of a house, because they can not afford heating gas or they intend to abandon the home either temporarily or permanently for other reasons. If proper steps are taken to effectively drain the plumbing in the house, considerable damage will be prevented.

Sioux "400" occupants must take certain steps if a gas smell develops in the house or near to any appliance that uses propane gas. First, the occupant should check the gage to see if the tank is running low on fuel. If the fuel content in the tank is low it will cause gas fumes in the house. Second, if the gas smell is not caused by a low tank, either the Rosebud Housing Authority or the gas supplier should be notified immediately. Failure to take immediate steps may result in a gas explosion or serious malfunction in the appliance which may harm the occupant or the house.

Since fire and casualty insurance is provided by the Authority on all Sioux "400," Mutual and low-

rent homes, occupants must notify the Authority of all fire and smoke damage or other damage even if the damage appears to be slight. Prompt notification will assure correction of the damage by the insurance company. Individual occupants must insure their own contents and personal property.

### **Housing Authority Policy on Appliances and Improvements**

**POLICY: Air conditioners, automatic washers, dryers, additions, out buildings, fences, and other improvements.**

#### **Sioux "400"**

You must give ten (10) days notice to the Rosebud Housing Authority before putting in an air-conditioner or an automatic washer or dryer.

You must have prior approval of the Rosebud Housing Authority before establishing any additions, out buildings, fences, or any other improvements.

#### **Low-Rent**

You must notify the Rosebud Housing Authority before installing an air-conditioner or an automatic dryer. Also there will be an additional five dollar (\$5.00) charge for each, added to your monthly rental to offset the additional utility cost that the Rosebud Housing Authority will have to pay.

You must notify and have prior approval of the Rosebud Housing Authority before establishing any addition, out buildings, fences, or any other improvements.