

**Synetics Corp.**

**A & I Housing, Inc.**

**DIMA I-X, Inc.**

**AMC, Inc.**

**2400 W. 4<sup>th</sup> St.  
Wilmington, DE 19805**

**(Sponsored by the National Alliance for the  
Mentally Ill in Delaware, Inc.)**

# **HOUSE RULES**

**Addendum to Housing Lease**



08/01/2025

**IMPORTANT TELEPHONE NUMBERS:**

Toll Free Number 888-427-2643

**Housing Team 302-427-0787**

Shantasia Black ext. 124

Merton Briggs ext. 113

LaRonda Brooks-Agnew ext. 112

Housing General Mailbox ext. TBD

Helpline General Mailbox ext. TBD

**Maintenance Emergencies-Nights or Weekends**

Merton Briggs 302-420-2306

Alan Comer 302-299-0053

**Crisis Unit**

Statewide Toll Free 1-800-652-2929

Community Mental Health Center 778-6900

Fire Department 911

Police 911

Ambulance 911

## WELCOME

We're glad you're here. This handbook is part of your lease and covers everything you need to know about living in your new home. We want you to feel safe, respected, and comfortable. If you aren't sure about something, just ask the Housing Team, we're here to help.

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### HOUSE RULES AND COMMUNITY EXPECTATIONS

**1. Community Responsibility**

Everyone is expected to help make house decisions and take care of shared spaces. Chores like cleaning, cooking, and taking out the trash are everyone's job. Keep your own bedroom clean and help keep common areas safe and tidy. If you're not sure what to do, ask the Housing Team.

**2. Respectful Conduct & No Tolerance for Bullying**

Every resident has the right to feel safe and respected. Bullying, intimidation, name-calling, threats, or abusive language are not allowed. Be considerate with noise, music, and guests. If you have a disagreement, try to talk it out calmly. If that doesn't work, contact the Housing Team and we can set up a house meeting to help everyone find common ground.

**3. No Frivolous Police Calls**

Police should only be called in an emergency (fire, serious injury, or immediate threat to safety). Do not call the police for arguments or personal disputes. If there's a problem that isn't urgent, contact the Housing Team first. If you make unnecessary police calls, you may be fined or even asked to move out.

**4. Cleanliness & Safety**

Keep all shared spaces and your bedroom clean. Take turns with chores and let the Housing Team know if you need help or notice an ongoing issue. Good housekeeping helps everyone stay healthy and happy.

**5. Noise**

Keep music, TV, and conversations at a level that doesn't bother others, especially at night. If a housemate asks you to turn something down, please do so. Quiet hours are from 10PM-9AM please respect them.

**6. No Pets (ESA/Service Animals Only)**

Pets are not allowed. If you need an Emotional Support Animal (ESA) or Service Animal due to a disability, let us know. You'll need to fill out a form and provide documentation before or within 7 days of bringing your animal home. No extra deposit is required for ESAs or Service Animals. The Housing Team is here to help with this process.

**7. Vehicles**

If you have a car, it must be registered, insured, and in working order. No car repairs, abandoned cars, or recreational vehicles are allowed on the property. Let the Property Manager know if you get a new car so it can be added to the list.

**8. No Waterbeds, Open Flames, or Smoking**

Waterbeds, candles, incense, or any open flames are not safe and are not allowed. Smoking (of any kind) is not permitted in any home or building.

**9. Maintenance**

If something needs fixing, tell the Housing Team right away. Give your name, address, and a clear description of the problem. Don't try to fix things yourself, some repairs require a professional.

**10. Prohibited Items & Activities**

Firearms, weapons, illegal drugs, and alcohol are not allowed anywhere on the property. Don't make major changes to your home (like painting or installing shelves) without approval.

**11. Energy Conservation**

Help save energy by turning off lights and appliances when not in use and not wasting water or heat. Report any leaks or broken fixtures to the Housing Team.

**12. Inspections**

Your home will be annually, and before you move in or out. These help keep the property safe and in good condition. You'll get advance notice before any inspection.

**13. Guests and Overnight Visitors**

Guests are welcome during the day, but they are not allowed to spend the night and must leave by 10:00 PM.

If you have an out-of-town guest who needs to stay overnight, you must get special approval from the Housing Team before their visit. You'll need to provide your guest's name, dates of stay (maximum 3 nights), and a copy of their ID. All housemates must agree.

[Example: "Jane is coming for the weekend, May 10-12."

Without Housing Team approval, overnight guests are not permitted. Please respect this policy so everyone can feel safe at home.]

**14. House Meetings**

House meetings are held to discuss issues, schedule chores, or resolve problems. Everyone must participate in these meetings, they help keep the house running smoothly.

**15. Independent Living**

This community is for people who can live safely and independently. If your health needs change and you need more help, the Housing Team can help you look at your options.

**16. Lease Compliance**

Breaking these rules or your lease can result in a warning, fine, or being asked to move out. If you need help understanding the rules, just ask.

**17. If You Need Help**

If you're struggling with another resident, your mental health, or anything else,

reach out. The Housing Team is here to support you. If you see something unsafe or concerning, let us know.

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## **MAINTENANCE AND DAILY LIVING**

- **Reporting Maintenance Needs:**  
If something breaks or isn't working (like heat, plumbing, locks, or appliances), call the Housing Team right away. Give your name, address, and what's wrong.
- **Kitchen Appliances:**  
Clean stoves and ovens only after they're cool. Use mild soap and water—don't use abrasive cleaners. Wipe up spills right away.  
Set refrigerator controls to 3 at first, then adjust as needed. Clean inside and out with warm, soapy water.
- **Kitchen Cabinets & Counters:**  
Don't put hot pans on counters or cut directly on them. Use a cutting board. Wash counters with warm soapy water, not harsh cleaners.
- **Bathrooms:**  
Wipe down tubs and showers after each use. Clean with mild detergent and a soft cloth. Never use scouring pads they'll ruin the finish. Don't flush anything but toilet paper.
- **Laundry:**  
Wipe down laundry machines after use. Don't leave your laundry in the machine when finished others may be waiting.  
If laundry is near a community room, avoid using machines during prime TV hours.
- **Floors:**  
Vacuum carpets regularly. Arrange for steam cleaning once a year if not, management will arrange it and bill you. Clean up spills right away. Don't put nails or tacks in the floor.
- **Walls:**  
Clean with a damp cloth and mild soap. Don't paint, wallpaper, or make changes. Hang pictures only with approved hooks no tape or adhesives.
- **Windows:**  
Keep windows clean. Treat screens gently; if you damage a screen, you'll be billed for replacement.
- **Circuit Breakers:**  
If you lose power, check that all the breakers are in the "ON" position.
- **Smoke Detectors:**  
Smoke detectors are on every floor and in every bedroom. Don't tamper with them.
- **Do-It-Yourself Projects:**  
DIY repairs or changes are not allowed.

- **Exterminator Service:**  
Tell the Housing Team right away if you see bugs or rodents. We'll schedule pest control. You must allow exterminators to treat your home. Keep things clean to avoid pests.
  - **Damages:**  
You're responsible for damage caused by you or your guests. You'll be billed for repairs beyond normal wear and tear.
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## **OTHER IMPORTANT INFORMATION**

- **Trash:**  
Put trash in the right bins and take it to the curb as required.
  - **Keys & Locks:**  
You'll get keys at move-in. If you lose a key or need a lock changed, you'll be billed. Don't add or change locks without approval.
  - **Utilities:**  
Utilities (water, heat, electric, etc.) are paid by the project, but don't waste them. If you use an excessive amount, you may be billed.
  - **Insurance:**  
We recommend you get renter's insurance for your personal belongings. Ask your Service Provider if you need help.
  - **Inspections:**  
Expect two inspections per year, plus move-in and move-out inspections. You will always get advance notice.
  - **Grounds:**  
Help keep the property neat pick up trash, shovel snow, and don't leave personal items outside.
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## **DRUG-FREE ENVIRONMENT**

- Alcohol and illegal drugs are strictly prohibited on the premises.
  - Being under the influence of drugs or alcohol, or using your home for the sale or manufacture of drugs, will result in eviction.
  - This applies to you and your guests.
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## **FIREARMS AND WEAPONS**

- Firearms and other weapons are not allowed on the property.
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## **LEASE AND RENT POLICIES**

- Your lease explains your rights and responsibilities. Read it carefully and keep it for reference.
- Rent is due on the first of each month, and must be paid by the tenth.
- Late rent may result in termination of your lease.
- Security deposits are required and will be returned after move-out if your rent is paid up and there's no damage beyond normal wear and tear.

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## **LEASE TERMINATION AND EVICTION**

- You must give 30 days' written notice to move out.
- Management may terminate your lease with 60 days' notice for breaking house rules or your lease, including nonpayment of rent, destruction of property, illegal drugs or alcohol, unauthorized occupants, or inability to live independently.

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## **RECERTIFICATION**

- HUD requires annual verification of income for all tenants. You must complete recertification on time to keep your subsidy.
- Notify the Property Manager if your income changes so your rent can be adjusted.

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## **RETURNED CHECKS**

- There is a \$25 fee for returned checks. After two, you must pay by certified funds only.

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## **TENANT'S OBLIGATION TO REPAY**

- If you fail to report income or provide false information, you must repay any subsidy overpayment.

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## **OVERNIGHT GUESTS AND VISITORS**

(As detailed above in #13)

- No overnight guests without prior Housing Team approval.
- All guests must leave by 10:00 PM.
- Special approval required for out-of-town guests (max 3 nights, guest info and ID required, all housemates must agree).

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## **OBSTRUCTION OF COMMON AREAS**

- Don't store belongings in hallways, stairways, or shared spaces they can be a fire hazard.

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## **HOUSE MEETINGS**

- House meetings are required. They help address problems and keep the home running smoothly.

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## **INDEPENDENT LIVING**

- This housing is for people able to live independently. If your needs change, the Housing Team will help you look at other options.

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## **FLEAS AND BEDBUGS**

- Keep your home clean and free of clutter to prevent pests.
- Pull beds away from walls, wash bedding weekly in hot water, and check for signs of pests.
- Treatment for fleas or bedbugs costs at least \$300 per treatment and will be billed if needed.

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## **VIOLENCE AGAINST WOMEN ACT (VAWA) NOTICE**

- Residents are protected under VAWA. You cannot lose your housing solely because you are a victim of domestic violence, dating violence, sexual assault, or stalking.

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## **IF YOU NEED HELP**

If you're having trouble with another resident, struggling with your mental health, or unsure about anything, contact the Housing Team. We are here for you. You deserve to feel safe, supported, and at home.

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These rules and guidelines are here to keep everyone safe, comfortable, and respected. If you need help or accommodation due to your disability, reach out to the Housing Team.