



# **EMPLOYEE HOUSING PROGRAM**

**DIVISION OF GENERAL SERVICES**



## **Housing Rules & Regulations**

Effective: April 7, 2015



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# NAVAJO NATION EMPLOYEE HOUSING - RULES AND REGULATIONS

## GENERAL INFORMATION

1. This Employee Housing Rules and Regulations and its provisions are herein incorporated and made part of the EHP Rental Agreement.
2. The purpose of the Employee Housing Program (EHP) is to: (1) provide housing for Navajo Nation employees under a fiscally self-sufficient operation. (2) Control activities related to administering the EHP. Insure a comprehensive quality maintenance program for all employee housing units. (3) Establish annual housing rental rates consistent with costs related to adequate maintenance.
3. Compliance with the Employee Housing Rules and Regulations conditions of Occupancy- section III; is required of all Lessee(s) and their household members and guests. The EHP requests full cooperation and compliance with these rules and regulations. Failure to comply may result in eviction.
4. The Lessee, their household members and guests, within the Navajo Nation Employee Housing residential units are expected to respect the premises. The EHP is not liable for loss of any personal property. Furthermore, the Lessee shall be liable for damage to the housing unit itself, due to negligence, unauthorized alterations, damaged or missing property, abuse, and accidents.
5. Lessee is strongly encouraged to carry renter's insurance. Such insurance normally covers personal household goods, and can be obtained from many individual insurance companies.
6. Notice or other written communication to the Employee Housing Committee (EHC) (excluding maintenance service requests) by the Lessee shall be in writing and mailed or delivered to the Employee Housing Committee at its designated office:

Navajo Nation Employee Housing Committee  
c/o Employee Housing Program  
15½ Manuelito Drive, PO Box 4278  
Window Rock, AZ 86515

## II. ASSIGNMENT

1. Regular full-time Navajo Nation employees and their immediate household members shall be eligible to reside in Navajo Nation–owned houses.
2. Unless otherwise provided by law, temporary employees, seasonal employees, employees who have not completed their Introductory Period (90-days) and chapter elected officials are not eligible for Navajo Nation Employee Housing. (Navajo Nation Judges and Police Officers are exceptions, and first responders, whom are eligible after 90 days.)
3. All Lessees MUST update their household information on a yearly basis and/or when family composition changes.
4. Housing assignments shall be made in the following order:
  - a. Political appointees within the Executive & Legislative Branch and Key Positions within the Judicial Branch (as determined by Chief Justice) and Police Officers or other first responders; as determined by the EHC.
  - b. Employees occupying Professional Positions, as determined by the EHC.
  - c. Regular Full-time Employees



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5. Housing assignments are determined by official family composition and on the availability of housing units.
6. Housing assignments shall be approved by the Navajo Nation Employee Housing Committee. However, in the event of the absence of a quorum for two consecutive EHC meetings, the EHP may approve housing assignments based on the waiting list. Chairperson will be notified when assignment occurs.
7. Reassignment/Transfer Request
  - a. The EHC may require Lessee to relocate to a smaller or larger unit, if deemed necessary by the EHP.
  - b. If a Lessee and his/her household are temporarily relocated at the request of the Lessee, the Lessee will be required to move immediately into the temporarily assigned unit.
  - c. If a transfer request is granted to a current Lessee, the Lessee will be required to move immediately into the newly assigned unit.
    - A charge of \$150.00 will be applied to the transfer for utility fees imposed on the program by NTUA with the exception of emergency situations or if the EHP requests Lessee to move.
    - Failure to transfer to the newly assigned unit within ten (10) business days will place the Lessee on a double unit status which will result in additional rental and utility charges. There will be no exceptions.

### III. OCCUPANCY

1. Only the Lessee and their household members listed in the application are considered household members and are allowed to live in the housing unit. All changes in household composition must be reported within ten (10) business days. (Section II.3)
2. The Lessee and the household members occupying a unit shall not exceed the maximum occupancy standards for the assigned unit.
3. The Lessee and their household members, (referenced on the Lessee' housing application) and their guests must comply with all applicable Navajo Nation laws (VII. 1, 2) and Employee Housing Rules and Regulations while residing in Navajo Nation Employee housing units.
4. When a Lessee is assigned a housing unit, a move-in inspection and walk-through shall be completed by EHP Personnel before the Lessee is given the key to begin occupying the assigned housing unit. A copy of the move-in inspection will be provided within five (5) business days.
5. When a Lessee vacates a unit, a move-out inspection shall be completed by EHP Personnel to determine the condition of the housing unit. A copy will be provided within five (5) business days. Any damages or fees owed will be deducted from the security deposit and/or payroll deduction. (XIV. 4)

### IV. LESSEE RESPONSIBILITIES:

1. The Lessee shall be responsible to provide his/her own batteries for smoke detectors, if not hard-wired to the electrical utility. Lessee shall replace smoke detector batteries twice a year and test at least once a month.
2. The Lessee shall be responsible to inform the EHP when the heater furnace filters need to be changed.
3. The Lessee shall be responsible to provide his/her own light bulbs and, if applicable, fluorescent light tubes and motion sensor security light bulbs. If assistance with installation is required, please contact EHP at (928) 871-7684.



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4. If the Lessee is away from the housing unit for an extended period, the Lessee shall have an individual monitor his/her housing unit, including thermostat setting, drip hot and cold water faucets during the winter months, etc.(refer to section XII. 1) All damages in the interior and exterior of the premises are the responsibility of the Lessee.
  - a. Negligence will not be tolerated. If negligence occurs the EHC shall take appropriate action. The Lessee shall pay repair costs.
5. Lessee shall update their contact information as necessary with EHP.
6. The Lessee is responsible for the action and conduct of his/her household members and guests within the housing unit and premises. All damages in the interior and exterior of the premises, as the result of behavior of the Lessee household members or guests, is the responsibility of the Lessee.
7. The Lessee is responsible for providing a key to the EHP if he/she padlock their security bars. (if applicable) He/she is responsible to inform household members and guests of the location the padlocks and the keys. (refer to appendix C)

### **V. VACANCY/TERMINATION OF LEASE**

1. Vacancy/Eviction
  - a. Failure to pay rent pursuant to the rental agreement will result in eviction. The Lessee shall have ten (10) business days after written demand to pay any unpaid rent before an eviction notice is issued.
  - b. The Lessee shall have ten (10) business days to vacate the premises after providing a written notice to EHP of their intent to vacate the premises or if a Personnel Action Form is received by EHP indicating termination/resignation/lay-off of Lessee.
2. Change – employment status
  - a. If the Lessee’s employment status changes from Political Appointee to any other status he/she shall have ten (10) business days to vacate the premises. There will be no exceptions.
    - Lessee will need to re-submit a housing application and be added to regular status housing list.
    - Lessee will not transfer he/she lease if he/she is a Political Appointee.

#### 3. Grievance - employment status

If approved by the EHC, a terminated Lessee that grieves his/her employment termination through the Navajo Nation Personnel Policies, may remain in the housing unit, not to exceed sixty (60) business days from date of termination, provided that:

- a. The rental agreement is complied with.
  - b. Monthly rent is to be paid by the 5<sup>th</sup> day of each month. Bi-weekly deduction will cease and Lessee is responsible to make FULL monthly payments.
4. Move out inspection

A move-out inspection shall be completed after the Lessee has completely moved out of the assigned housing unit and has returned all keys to EHP.



**VI. APPEAL OF EVICTION**

1. A Lessee may not appeal an eviction, based on a change in employment status or when Lessee submits a notice to vacate to EHP:
  - a. Appeal
    1. Lessee shall request in writing for a formal hearing within five (5) business days of receipt of the certified written eviction notice.
    2. Failure to request a hearing within the five (5) business days shall constitute a waiver of the right to appeal an eviction notice.
  - b. Hearing
    1. The hearing shall be conducted by the EHC. The hearing shall take place, with a written notice to the Lessee, within five (5) business days after receipt of a formal written request for a hearing by Lessee.
    2. The EHC shall wait no more than fifteen (15) minutes after the scheduled time for Lessee to appear. If the Lessee does not appear, the hearing will conclude.
    3. If there is a justifiable cause the Lessee may request a new hearing.
  - c. Decision
    1. A decision by the EHC shall be issued within two (2) working days of the hearing.
    2. A copy of the decision shall be provided to Lessee and in the Lessee assigned housing unit folder.
    3. The decision by EHC is final and shall be binding on all parties.

**VII. CRIMINAL ACTIVITY/HEALTH AND SAFETY VIOLATIONS**

1. Lessee, household members, and guests are subject to Navajo Nation and Federal laws, in addition to the Employee Housing rules and regulations.
2. Lessee, household members, and/or guests shall not engage in criminal activity in the housing unit that violates Navajo Nation Law (i.e., domestic violence, possession of alcohol, or possession of illegal drugs/substances).
3. Lessee and/or household members, may be subject to eviction if convicted of a crime affecting the health and safety of the housing unit.
4. After a hearing to review the information regarding the criminal conviction is conducted by EHC, pursuant to section VI. (1), the Lessee shall be given a ten (10) business day notice of eviction. Lessee shall also be held responsible for any damage to the housing unit, or other neighboring housing unit(s), as a result of the crime, including health and/or safety violation.



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### 5. Registered Sex Offenders

- a. Navajo Nation law requires sex offenders to register with the appropriate Navajo Nation office. Lessee must disclose to EHP whether he/she, or household member is a registered sex offender. If the applicant does not disclose that a he/she, or household member is a registered sex offender when submitting an application and it is discovered after occupancy, the Lessee and their household may be evicted.
- b. The EHP reserves the right to decline an application or to evict a registered sex offender, whether Lessee or household member, in the interest of safety to Employee Housing household members.

6. A Lessee evicted under Section VII. 2, 3, 4 is prohibited from re-applying for Employee Housing.

## VIII. SAFETY

### 1. Fire Hazards

- a. The Lessee is responsible for the proper use and storage of any flammable liquids or items being stored in the storage area and the interior of the housing unit.
- b. The Lessee shall be made aware of the location of gas, electric and water shut off valves on the premises during the move in inspection.
- c. The Lessee, household members, and guests shall not tamper with any restricted electrical and/or gas controls of the range, furnace, refrigerator, and water heater.
- d. Fireworks are strictly prohibited (Navajo Nation Executive Order) within the Employee Housing residential area.
- e. Lessee's occupying a unit with a fire place shall not use lighter fluid, gasoline, kerosene, or other dangerous flammable chemicals to light the fire place.
- f. No open flames, fire pit, burning of organic debris near housing units are allowed.
- g. No propane fueled equipment shall be used in the housing units.
- h. The water heater closet and furnace closet shall not be used for storage.
- i. Each electrical outlet should be used for only one plug or extension cord. The extension cord should be for temporary use only.
- j. Electrical outlets should use ONLY UL (United Laboratories) standard-rated equipment.

### 2. Fire Prevention

- a. To avoid chemicals settling, the fire extinguisher should be shaken once a month.
- b. Lessee, household members and/or guests, shall not disconnect or remove batteries from the smoke detectors unless batteries are being replaced.
- c. Lessee, household members and/or guests, shall not cover smoke detectors.

### 3. Police

- a. In case of an emergency, contact the nearest Police Department or dial 911.
- b. Employee Housing units with alarm systems have panic buttons that are connected to the Police Department (if the system is connected with a land line.)



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4. Personal Security
  - a. Familiarize yourself with the security alarm system (if applicable) in your housing unit.
  - b. Familiarize yourself of your surroundings and who is around you.
  - c. Report suspicious activity to the Police Department.
5. Speed Limit
  - a. Lessee, their household members, and guests shall abide by the speed limit.
7. EHP in conjunction with Navajo Nation Telecommunication and Utilities will be responsible for reporting street light outages or vandalism to Navajo Tribal Utility Authority.
8. Other major safety hazards shall be reported to the EHP to report to the proper authorities.

### **IX. SANITATION**

1. Cleanliness around assigned unit. Lessee shall be responsible for maintaining the premises in a safe, clean and orderly manner. Lessee is encouraged to recycle.
2. Lessee, household members, and/or guests are NOT allowed to change automotive hazardous waste or make major automobile repairs within residential housing areas.
3. Trash Collection
  - a. Trash collection is scheduled for pickup once a week. If changes with trash collection occur, Lessee shall be notified in writing of such changes.
  - b. Please have the trash container near curbside on the scheduled collection day.
  - c. The Lessee shall be responsible for proper disposal of garbage, refuse, and other trash. These items shall be placed in the trash container assigned to the housing unit.
  - d. The trash container lid must close. Do not overfill. If overfill occurs, the garbage overfill will not be collected until the next scheduled collection day.
  - e. Disposal of oversized equipment and furniture shall be the responsibility of the Lessee.
4. The Lessee shall be responsible for maintaining his/her assigned trash container.
  - a. Trash containers should be cleaned regularly to prevent a public health hazard.
  - b. Trash containers should be retrieved from the curbside immediately following trash collection. This will ensure the containers are properly maintained and no damage occurs.
  - c. Lessee shall be held responsible if a trash container is damaged because of negligence.
5. It is the responsibility of the Lessee to prevent the scattering of trash by pets, children, natural forces, or other causes.
6. If a violation of these sanitation regulations regarding trash collection occurs. The EHP will pick up the trash in regular size trash bags and the Lessee will be charged \$20.00 for the first garbage bag and an additional \$10.00 per garbage bag thereafter.





**X. REMODELING, REPAINTING AND OTHER IMPROVEMENTS**

1. The Lessee shall not make any changes (upgrade or renovation) unless a written request is approved by the EHP. Any changes that become permanent fixtures to the housing unit shall become property of EHP.
2. The Lessee shall not change existing locks on doors. The EHP must have access to housing units for emergency purposes.
3. If padlocks are used, EHP must be provided a key.
4. Interior window fixtures, electrical fixtures, and cabinetry. Lessee shall NOT:
  - a. remove curtain rods or venetian blinds when vacating the premises.
  - b. remove electrical fixtures, including (if applicable) the security alarm system fixtures.
  - c. install adhesive type cabinet liners in kitchen cabinets.

**XI. MAINTENANCE AND UPKEEP**

1. The Lessee and household members shall be responsible for keeping the interior and the yard surrounding the premises clean and in good order. If there is proof of misuse and damage of the interior unit, including appliances provided by EHP such as the refrigerator, range, water heater, and furnace, the Lessee shall be required to replace the damaged property. Do not dispose of sanitary napkins, condoms, clothing, jewelry, toys, shop towels, and grease in any appliance or fixture, etc.
  - a. Do not clean out fish tanks, litter boxes or other pet related containers within sinks or bathtub/showers.
  - b. The sink and bathtub drains should be cleaned regularly to prevent hair and grease build-up.
  - c. If a drain back-up occurs as mentioned above, the EHP personnel's time and any equipment used and supplies purchased, or rented, will be charged to the Lessee.
2. EHP is NOT responsible for purchasing or providing cleaning supplies or pest control.
3. Tenants shall maintain the interior of assigned housing units to prevent mold and deter insect infestation.
3. Fences (if applicable) are to be kept in good repair.
4. The Lessee is responsible to keep the yard around the premises clean and ensure that all trees, shrubs, hedges, and lawn are properly maintained. Weeds and other undesirable plants must be removed from the premises.
  - a. Disposal of debris is the responsibility of the Lessee
  - b. EHP does not provide equipment or tools for any purpose.

Lessee's property outside of the dwelling is to be kept in an orderly manner. No house/mobile home trailer (RVs), horse trailer, or flatbed trailers of any kind are allowed to be parked within the premises at any time without first obtaining written permission from the EHP.

5. Non-operational vehicles, unauthorized equipment, structure(s) or other unsightly items as determined by the EHP must be removed immediately.
  - a. When a violation is reported:
    - 1<sup>st</sup> offense Lessee will be sent a written warning requesting removal of said property within fifteen (15) business days.
    - 2<sup>nd</sup> offense The property will be removed by EHP at the expense of the Lessee.



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6. Lessee, household members, and/or guests shall park vehicles only in designated parking areas and may not infringe upon their neighbors' parking area. Damage incurred as a result of parking outside the designated area shall be the responsibility of the Lessee.
7. Only established streets or paved roads shall be used in the Employee Housing residential area.
8. Do not park on patios or sidewalks.
9. Screens for the windows and screen doors that are repaired, will be charge to the tenant.
10. Personal washing machines, dryers, and other appliances or equipment shall NOT be serviced by the EHP. The Lessee is responsible for the maintenance (including moving or repairing) and care of personal property.

### **XII. DAMAGE COST ASSESSMENT**

1. All damages to housing units shall be immediately reported to the EHP. At such time, a work order will be initiated by the EHP, and if applicable, damage cost assessment to bill Lessee. Failure to submit a report may prolong the damage, resulting in higher repair costs.
  - a. The Lessee can submit a service work order to the EHP on business days between the hours of 8:00 a.m. – 5:00 p.m., at (928) 871-7684 or via e-mail at [employeehousing@frontiernet.net](mailto:employeehousing@frontiernet.net)
  - b. If emergency maintenance service is required afterhours, holidays, or during weekends, the Lessee shall contact the stand-by (on-call) personnel directly at (928) 309-8769.
  - c. Non-emergency service work orders are to be completed during business hours.
2. Lessee shall be required to pay for any damage caused by household members, guests, and pets. This may include water damage to premises from frozen or busted water lines.
3. For emergency service for exterior electrical poles, lines, etc., and other utilities, sewer, water or natural gas lines, contact Navajo Tribal Utility Authority (NTUA) at (928) 729-5721 or (800) 528-5011.

### **XIII. UTILITIES**

1. Lessee, household members, and guests are encouraged to use energy efficient methods.
2. Utilities are the responsibility of the Lessee. Utility payments that become delinquent are subject to disconnection and the meter being removed from the housing unit.
  - a. If a meter is removed, the Lessee shall be required to pay for fees imposed by NTUA.
  - b. If Lessee vacates the premises when the utilities are disconnected, the Lessee will be charged the full amount due to NTUA plus a \$75.00 service fee to EHP. This is due to the fact that EHP becomes responsible for service fees once the Lessee vacates.
3. Lessee, household members and guests are not permitted to haul water from the Airport or Efficiency units.
4. Tampering with utility meters is prohibited.



**XIV. RENTAL AND OTHER FEES**

1. The EHC establishes and reserves the right to adjust or change the monthly rental rate at any time. The Lessee will be notified in writing twenty (20) business days prior to the effective date of the change.
2. The EHP shall provide insurance coverage for Employee Housing unit buildings and appliances assigned to the unit. The insurance coverage does not cover the Lessee's personal property; therefore the EHP recommends that Lessee acquire renter's insurance for his/her personal property.
3. The rental agreement shall become null and void if any damages occur as a result of natural causes making the housing unit uninhabitable. If this occurs, it will be the Lessee's responsibility to find alternate housing. Security deposit will be refunded as appropriate.
4. Upon the Lessee vacating the unit, the security deposit will be refunded to the Lessee, provided that:
  - a. rent is paid;
  - b. the housing unit (interior and exterior) including all appliances are left clean;
  - c. there are no damages to the housing unit (interior and exterior) and all appliances;
  - d. all keys are returned to the EHP; and
  - e. all outstanding charges and fees are paid in full.
5. Lock Out and Re-Key requests shall be made by the Lessee or Secondary Lessee **only** and proper identification will be required. Lessee or Secondary Lessee **MUST** be present.
  - a. A fee of \$75.00 will be charged. After 10:00 p.m. the lock out service charge is \$100.00.
  - b. A fee of \$75.00 will be charged for re-key of locks and \$10.00 for each key issued.
  - c. A fee of \$75.00 plus cost of locks will be charged if a change out of door locks is requested or required.

**XV. SECURITY ALARM SYSTEM (if applicable)**

1. Employee Housing units with security alarm systems installed; require "land-line" telephone service. This will be connected to the police department.
2. Lessee is required to provide two (2) contact people that can enter this/her assigned unit and reset the alarm system if Lessee is unavailable to reset alarm.
3. A signed Security Alarm System Agreement Form must be signed and on file with the EHP. Refer to Appendix D.
4. Tampering with the alarm system and equipment is prohibited.



**XVII. HOUSEHOLD PETS**

1. The term “household pet” refers to domesticated dogs and cats. Lessee wishing to bring pet(s) onto the premises must read, understand and abide by rules outlined in this policy. Refer to Appendix B.
2. NO pets are allowed at Efficiency (studio) Apartments and Bonito Apartments.
3. The Lessee shall not keep animals, except household pets, on the premises.
4. Aggressive dog breeds (defined as those displaying the intent to harm) are NOT allowed within Employee Housing units.
5. Pets may not be kept or bred for commercial purposes while on Employee Housing premises.
6. In conjunction with the Navajo Nation Animal Control Policies, the Lessee shall provide and keep updated license or proof of spaying or neutering and annual vaccinations/inoculations. Refer to Appendix B.
7. If it is reported that a pet is left unattended due to the Lessee neglect, EHP will contact animal control and will enter the unit and arrange for the pet’s removal. Any costs incurred will be the responsibility of the Lessee.
8. Lessee may have a maximum of up to four (4) pets (dogs and/or cats). Household pet(s) shall be the responsibility of the Lessee and shall not disturb other households. Refer to Appendix B.
  - a. The Household Pet Request form must be filled out entirely before pet is allowed. (Appendix B)
9. Lessee shall be required to pay a one-time non-refundable fee for each pet. This pet fee must be paid within two (2) pay periods after move-in or written demand.
  - a. Pet fee (s) shall be as follows:  
first pet - \$125.00; second pet - \$125.00; third pet - \$175.00; fourth pet - \$175.00
10. Dog(s) in Employee Housing units that do not have fencing must be properly restrained.
11. Pet ownership within the Employee Housing residential area may be revoked at any time, based on the following:
  - a. Disturbance/nuisance of other Lessees.
  - b. Noise violations.
  - c. Failure to update vaccination information with EHP.
  - d. Failure to report a new pet in household.
  - e. Failure to restrain pets.
12. Animal bites or attacks by a pet shall constitute grounds for immediate removal of the pet.
13. If damages to property have been caused by a pet, Lessee shall be responsible for damages. In the event Lessee fails to pay for repair costs they may be evicted from the unit.
14. This pet policy, does not apply to animals that assist the disabled upon proper verification.



**XVIII. EHP PROCEDURES:**

1. All routine notices to the Lessee shall be served by EHP.
2. Any notices of violations, warnings or demand for payments shall be sent by certified mail. If the certified mail notice is returned, the notice will then be posted on the front door of the leased premises. The EHP employee who served the notice shall attest with a statement of the date and time the notice was posted.
3. Inspections of housing units will be made to determine compliance with Employee Housing Rules and Regulations and Navajo Nation laws.
4. Proper notice by EHP will be provided to the Lessee regarding any entry into the unit, including inspections.
5. Important information from EHP and other vital information from Navajo Nation programs, will be posted on the program website at [www.nnehp.navajo-nsn.gov](http://www.nnehp.navajo-nsn.gov)

**XIX. GLOSSARY/DEFINATION**

Aggressive Dog Breeds	These include all canines that are hostile or are known to become violent.
EHC	Employee Housing Committee
EHP	Employee Housing Program
Household Pets	Domesticated Dogs and Cats. The EHP does NOT allow other types of pets. NO exceptions.
Lessee(s)	Person(s) on the Rental Contract with the Employee Housing Program.
Premises	An area within assigned housing unit, including a 15-foot perimeter around unit.
Stand-By	On Call EHP personnel that are able to attend emergency services calls.
NTUA	Navajo Tribal Utility Authority



ACKNOWLEDGEMENT

This is to acknowledge that I have read the Employee Housing Rules and Regulations (as amended, Rev. 04/07/15) and understand that the content outlines my privileges and obligations as a Lessee with the Navajo Nation EHP. I further understand that I am governed by the contents and it is my responsibility to familiarize myself with all the information within the Navajo Nation Employee Housing Rules and Regulations.

I understand the Navajo Nation Employee Housing Rules and Regulations may be subject to change and I will be provided notice of such changes. Furthermore, I agree to observe and comply with these changes.

If I refuse to sign this acknowledgement form, I am still bound to follow the Employee Housing Rules and Regulations contained herein.

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name (primary)

\_\_\_\_\_  
Unit Location

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name (secondary-if applicable)

\_\_\_\_\_  
EHP Personnel

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Housing Committee Presiding Chairperson

\_\_\_\_\_  
Date

*White (EHP)*

*Canary (Lessee)*



# NAVAJO NATION EMPLOYEE HOUSING - RULES AND REGULATIONS

## APPENDIX B

### HOUSEHOLD PET REQUEST FORM

Pet #1   Pet #2   Pet #3   Pet #4

\_\_\_\_\_ Date

1. I request permission to maintain the pet described below in my assigned housing unit. Refer to XVII.  
(each pet requires a form.)

Name: \_\_\_\_\_

Dog: ( )   Cat: ( )

Breed: \_\_\_\_\_

Color(s): \_\_\_\_\_

Sex: ( ) Male ( ) Female

Date of Last Vaccination: \_\_\_\_\_

**Please update each year.**

License Tag Number: \_\_\_\_\_

2. I understand the pet policies included in the Employee Housing Rules and Regulations section XVI.

3. Pet ownership within the Employee Housing residential area may be revoked at any time, based on the following:

- a. Disturbance/nuisance of other Lessees.
- b. Noise violations.
- c. Failure to update vaccination information with EHP.
- d. Failure to report a new pet in household.
- e. Failure to restrain pet.

4. Animal bites or attacks by a pet shall constitute grounds for immediate removal of the pet.

5. If damages to property have been caused by a pet. Lessee shall be responsible for damages. In the event Lessee fails to pay for repair costs, he/she may be evicted from the unit.

Lessee Name (Last, First) \_\_\_\_\_

Housing Unit Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Lessee Signature \_\_\_\_\_

### EHP USE ONLY

Approved : Yes ( ) No ( )

Date: \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_

Pet fee Received Yes ( ) No ( ) AMT: \$ \_\_\_\_\_

Receipt #: \_\_\_\_\_

White (EHP)

Canary (Lessee)



**RELEASE OF LESSOR FROM LIABILITY FORM  
Metal Security Guards**

The Lessor (Employee Housing Program) shall not be liable for any personal injury or property damage as the result of the installation of metal security guards to housing units.

In the event of a fire, the Lessor shall not be liable and the Lessee waives all claims for injury or damage to persons or property sustained by the Lessee, household members, and/or guests of the unit(s) on the demised premises resulting from the security guards placed on the windows and doors.

The Lessee hereby releases the Lessor from any and all liabilities arising from any personal injury or property damage to the Lessee, household members, and/or guests; resulting from fire or the use of the security guards.

Lessee are responsible for their own padlocks on the security guards and shall provide a copy to the Lessor. Locks must be removed when vacating the premises. Proper orientation of this liability must be extended to household members, and/or guests.

\_\_\_\_\_  
Lessee Signature (primary)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name (primary)

\_\_\_\_\_  
Unit Location

**EHP USE ONLY**

Key Provided : Yes ( ) No ( )

Date: \_\_\_\_\_

Notes:  
\_\_\_\_\_  
\_\_\_\_\_

*White (EHP)*

*Canary (Lessee)*





SECURITY ALARM AGREEMENT FORM

Lessee acknowledges that he/she has received an orientation of the unit security alarm system and understands the operation of the alarm system.

Lessee agrees to pay \$50.00 per occurrence of false alarms and will pay within five (5) business days.

If Lessee requests to change their security alarm system code, he/she agrees to pay \$20.00 per occurrence and will pay within five (5) business days.

Lessee agrees to provide the name and phone number of two (2) individuals that the Police Department will contact. The individual(s) shall enter the unit and turn off the alarm system and reset the alarm system. Lessee is responsible for orientating the individual(s) on the security alarm system. Please UPDATE contacts when changes occur.

Contact #1: \_\_\_\_\_
Printed Name Phone Number

Contact #2: \_\_\_\_\_
Printed Name Phone Number

Lessee agrees that they will not abuse the security alarm system and equipment. Lessee agrees to report any damages or problems immediately to the EHP.

Lessee consents to being responsible for the security alarm system and the manual. The following items are the responsibility of the Lessee while in the housing unit:

- 1. Interior Keypad 5. Exterior Siren
2. Interior Motion Sensor 6. Exterior Strobe Light
3. Interior Siren 7. Wiring
4. Interior System Contacts 8. Operation Manual

\*If Lessee vacates the premises and the manual is not returned or is not returned in good condition, the Lessee shall pay \$30.00.

\_\_\_\_\_  
Lessee Signature (primary)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lessee Printed Name (primary)

\_\_\_\_\_  
Unit Location

White (EHP)

Canary (Lessee)