

**FORT MILL HOUSING SERVICES, INC.**  
**P.O. BOX 220**  
**FORT MILL, SC 29716-0220**

**REVISED HOUSE/APARTMENT GUIDELINES**

The following are guidelines for the residents to follow when renting from Fort Mill Housing Services, Inc. of Fort Mill, South Carolina.

- Do not use any carpet on the flooring with a **rubber or foam backing**, carpet with a burlap backing will be acceptable.
- **Do not use contact paper** on the walls, cabinets or other surfaces in the unit.
- No working on vehicles in the driveway, street or lawns.
- **No tape or thumb tacks on the doors.** Tape will pull the finish off. No posters or other items allowed on the doors.
- When hanging pictures, please use small nails, (picture hanging appliance) or a straight pin or needle will hold most any size picture up to 30 pounds.
- Clean kitchen cabinets with Murphy's Oil Soap.
- **Do not clean range hoods with oven cleaner**; use a no-abrasive cleaning agent.
- Clean the filter in the range hood routinely with a degreaser cleaning agent.
- Clean the fiberglass tub surround with a non-abrasive cleaning agent; other cleaning agents will scratch the surface. (Fiberglass tub surrounds are in 36-9)
- Do not apply wax to the ceramic tile in the bathrooms.
- **Do not remove batteries from the smoke detector; do not disconnect smoke detectors, a fine of \$50 is imposed if a smoke detector is found disconnected.** It is a federal law that the smoke detector be in working condition at all times.
- **Do not keep flammable chemicals (gas, paint thinner, etc.) in the storage room.**
- **Use only exterior furniture on the porches, (front & back).**
- Do not use the porches as a storage facility.
- Place all trash in your roll-out garbage container or in specified dumpsters. Only household garbage should be put into the dumpsters or roll out containers. Items such as carpet, metal, wood, shingles, non-household debris should not be put into these containers or dumpsters. Call the Town of Fort Mill before you put the referenced type of trash out, and they can tell you when they can come and pick up your extra articles.

- **No Wallpaper or Borders allowed in the unit.**
- Ceiling fans are allowed with Fort Mill Housing Services, Inc. Management's approval.
- No window unit air conditioners are allowed in any Development. Central air conditioning is provided.
- Keep the air return vacuumed in your unit; it will reduce the amount of dust.
- Flowers may be planted in the areas designated for plants. (Areas covered by pine bark; mulch)
- No vehicles are allowed on the lawns, this is to include tires off the driveway. No vehicles are to be parked on the sidewalks. A fine of **\$25.00** will be imposed to the resident of the property where the vehicle is found in violation. The resident must pay this fine within 30 days after the receipt of the violation. This fine will be posted to the resident's account.
- Do not park on the sidewalks.
- Disconnect water hoses from the outside faucets during the winter months. When the weather freezes, this can cause your outside pipes to burst. If this happens, you will be responsible for the repair and billed accordingly.
- Do not allow children to climb in the trees.
- Keep the ranges and ovens clean. Do not use oven cleaner on the top surface of the range. Lift up the range top and clean under it. If it is a gas range it is very important to keep the burner cap holes clean on your gas range at **all** times to prevent flashback of gas through your burner valve. Flashback is a very dangerous situation that can cause burns or explosions. Be sure to **keep range burner cap holes clean at all times**, by using a paper clip, toothpick or needle to clean the holes. Burner cap holes get stopped up most often when items being cooked have boiled over and run down onto the burners or when frying food, or when you clean the oven with a cleaner such as Comet, Ajax, Soft Scrub, etc. A liquid, non-abrasive cleaner would be less likely to clog the holes. (ex. Fantastic, 409)
- During the Grass Cutting Season Fort Mill Housing Services, Inc.'s Maintenance Department cut the grass for a charge of \$60.00 if not maintained by the resident.. Please keep all toys, bikes or other items picked up in your yard; If our Maintenance Staff has to pick up or move items in your yard in order to cut grass, you will be charged a maintenance fee. See Schedule of Charges for cost.
- The Mini blinds are the property of Fort Mill Housing Services, Inc. and are not to be removed. Any damage done to the blinds will be the tenant's responsibility.
- The refrigerator and freezer temperature setting should remain constant at all times. Please keep a check on the settings on the refrigerator and freezer and keep the dials at the proper setting. **The freezer dial should be set on "3"; the refrigerator dial should be set on "5"**. If you set the freezer dial to a higher number, ice will form on the back of the freezer compartment and the refrigerator

will start sweating. Most of the cold air will stay in the freezer and will not cool the food in the refrigerator.

- **No kerosene heaters** are allowed in any apartment / house. Central heat is provided.

I have read and received a copy of the House/Apartment Guidelines and Fort Mill Housing Services, Inc. Staff has reviewed the listed House/Apartment Guidelines with me this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Housing Authority Representative

\_\_\_\_\_  
Resident