

CHICO RANCHERIA
HOUSING CORPORATION

Lease to Own
Program Policy

Lease-to-Own Program Policy

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Table of Contents

SECTION I. PURPOSE 1

SECTION II. APPLICABILITY 1

SECTION III. POLICY..... 1

A. DEFINITIONS1

 1. *Annual Income* 1

 2. *Adjusted Income*..... 6

 3. *Children* 7

 4. *Client* 7

 5. *Criminal Activity* 7

 6. *Damage*..... 7

 7. *Disabled Family*..... 7

 8. *Drug Related Criminal Activity* 7

 9. *Elderly and Near-elderly Families*..... 7

 10. *Elderly Person* 7

 11. *Extended Family* 7

 12. *Family*..... 7

 13. *Firearms* 8

 14. *Fraud*..... 8

 15. *Full Time Student*..... 8

 16. *Head of Household*..... 8

 17. *HUD*..... 8

 18. *Illegal Occupant*..... 9

 19. *Indian* 9

 20. *Indian Service Area* 9

 21. *Indian Tribe* 9

 22. *Lessee* 9

 23. *Low-Income Family* 9

 24. *Mechoopda Tribal Family*..... 9

 25. *Median Income Limits* 10

 26. *Moderate Income Family* 10

 27. *Non-Routine Maintenance* 10

 28. *Normal Wear and Tear* 10

 29. *Occupant* 10

 30. *Persons with Disabilities*..... 10

 31. *Routine Maintenance* 11

 32. *Self-Sufficiency Plan* 11

 33. *Signatory* 11

Lease-to-Own Program Policy

34. Visitor 11

35. Waiting List 11

B. PROGRAM SPECIFIC ELIGIBILITY AND ADMISSION EVALUATION CRITERIA 12

 1. Good Tenant Requirement 12

 2. Income Limits 13

 3. Pre-Admission Counseling and Family Self-Sufficiency Plans 13

 4. Unit Size & Family Composition 13

 5. Waiting List & Ranking Points..... 14

 6. Selection & Admittance from the Waiting List 14

 7. Program Transfer in the Same Unit 14

C. COUNSELING 14

 1. Lessee Obligations 14

 2. Pre-Occupancy Counseling 14

 3. Mandatory Self-Sufficiency Counseling 15

 4. Failure to Attend and/or Perform..... 16

 5. Failure to Make On-Time Monthly Payments..... 166

D. LESSEES’ GENERAL RESPONSIBILITIES 16

 1. Responsibility to Tribe 16

 2. Respect to CRHC..... 16

 3. Principal Place of Residence 16

 4. Misuse of Dwelling Unit. 16

E. LESSEES’ FINANCIAL OBLIGATIONS AND RESPONSIBILITIES 17

 1. General. 17

 2. Signatures. 17

 3. Security Deposit 17

 4. Payoff Amount and Monthly Payments 17

 5. Taxes..... 18

 6. Insurance 18

 7. Payments. 19

 8. Recertification of Income 21

 9. Changes in Status 21

 10. Payment Plans..... 222

 11. Sub-leasing 22

 12. Guests / Visitors. 22

 13. Illegal Occupants..... 22

 14. Transfers 24

 15. Utilities 24

F. LESSEES’ SOCIAL OBLIGATIONS AND RESPONSIBILITIES 25

 1. Conduct of Family and Guests 25

 2. Disorderly Events - (Reference City of Chico Municipal Code 9.40, 05/16/08) 27

 3. Parties. 27

 4. Noise. 27

 5. Public Disturbances. 28

 6. Supervision of Children. 29

 7. Violence. 29

 8. Reporting Problems. 29

G. KEYS 30

 1. Move-In. 30

 2. Lost Keys..... 30

 3. Returning Issued Keys. 30

 4. Lockouts. 30

 5. Lock-Sets. 30

 6. Changing / Adding Additional Locking Systems..... 31

Lease-to-Own Program Policy

- H. HEALTH & SAFETY 31
 - 1. Preventive Maintenance-Lessee Responsibilities. 31
 - 2. Emergencies..... 33
 - 3. Firearms. 34
 - 4. Burning. 35
 - 5. Pets..... 35
 - 6. Liquid-filled Furniture / Containers..... 36
 - 7. Parking Restrictions..... 36
 - 8. Displaying Signs..... 37
 - 9. Structural Changes..... 37
 - 10. Outside Storage. 38
- I. MAINTENANCE 38
 - 1. Routine Maintenance 38
 - 2. Non-routine and Normal Wear and Tear Maintenance..... 39
 - 3. Reporting Repairs. 39
 - 4. Pest Control..... 39
- J. INSPECTIONS 39
 - 1. General..... 39
 - 2. Move-In Inspection. 40
 - 3. Annual Inspection. 41
 - 4. Pre-Move out Inspection. 42
 - 5. Move-Out Inspection..... 43
- K. SUCCESSION UPON DEATH, MENTAL INCAPACITY, OR ABANDONMENT 44
 - 1. Successors and Protocol 44
- L. PROGRAM VIOLATIONS..... 45
 - 1. General. 45
 - 2. Common Program Violations. 45
 - 3. Common Criminal Violations. 45
 - 4. CRHC’s Actions Following a Violation. 46
- M. TERMINATION OF LEASE PURCHASE AGREEMENT 47
 - 1. Lessee Initiated Termination Procedures..... 47
 - 2. CRHC or its Agent Initiated Termination Procedures. 47
 - 3. Abandonment. 49
 - 4. Evictions. 50
 - 5. Payment of Legal Fees. 51
- N. VACATING UNITS 51
 - 1. Sequence of Events..... 51
 - 2. Client Owes CRHC Money. 52
 - 3. Client Due Refund..... 53
- O. PERSONAL BELONGINGS..... 53
 - 1. Client Responsibilities..... 53
 - 2. Exception - Death of Client..... 53
- P. NOTIFYING CRHC 54
 - 1. General. 54
 - 2. Lessee Notice Content..... 54
 - 3. Formal Grievance / Complaint. 54
 - 4. Lessee Generated Termination Notice..... 55
 - 5. Lessee Generated Notice Delivery Methods..... 55
- Q. LEASE PURCHASE AGREEMENT REQUIREMENTS..... 55
 - 1. Lease Purchase Requirements Include But Are Not Limited To: 55
- R. PROGRAM BUDGETING..... 56
 - 1. Annual Budget 56
 - 2. Reserve Account 56

Lease-to-Own Program Policy

S. HOME CONVEYANCE..... 56
 1. *General Procedure* 56
 2. *Proceedings After Conveyance*..... 57

CHICO RANCHERIA HOUSING CORPORATION

Lease-to-Own Program Policy

1 SECTION I. PURPOSE

2
3 The goal of the Chico Rancheria Housing Corporation (CRHC) is to provide affordable housing for qualified
4 families in a safe and healthy environment. The goal of the Lease-to-Own Program is for such qualified
5 families to become homeowners after meeting the obligations set forth within the Lease Purchase
6 Agreement and within this Program Policy over a period of time. This policy outlines and provides
7 clarification on the procedures of the process, which is administered by CRHC.

8
9 Once eligibility for admission has been established and a family moves into a unit administered by the
10 CRHC, Lessees and their families are expected to abide by all occupancy standards established by CRHC
11 within this policy until the home is conveyed to the lessee and the lessee becomes a homeowner. This
12 policy provides Lessees and their families with the framework and guidelines necessary to ensure a safe
13 and healthy living environment for ALL those who are living within Lease-to-Own homes as well as the
14 neighbors of such homes and communities. It is also intended to protect the Tribe’s investment in its
15 housing resources by detailing the Lessees’ “Rights and Responsibilities” while participating in housing
16 programs as well as the “Rights and Responsibilities” of the CRHC and the Tribe.

17
18 SECTION II. APPLICABILITY

19
20 This policy has been designed to:

- 21 (1) Comply with Federal Housing Statutes and Regulations
- 22
- 23 (2) Serve as a guide, for CRHC Staff, its Agents, and the Board of Directors to use for enforcing
- 24 occupancy standards of the Lease-to-Own Program Administered by the CRHC.
- 25
- 26 (3) Provide for consistent, fair, equitable, and uniform treatment of Lessees
- 27
- 28 (4) Provide a basis for decision-making by CRHC Staff and Members of the Board of Directors
- 29
- 30 (5) Serve as a training and orientation manual for newly hired Staff and appointed Board of Directors
- 31 members.
- 32
- 33 (6) Educate CRHC Lessees and the public on the basis for CRHC decisions made both by the Board
- 34 and Staff.
- 35

36 SECTION III. POLICY

37
38 A. Definitions

39
40 1. Annual Income.

41 Annual income is the anticipated total income from all sources received by the family head
42 and spouse (even if temporarily absent) and by each additional adult member of the family
43 during the coming twelve (12) month period, as defined for HUD’s Section 8 programs in 24
44 CFR part 5, subpart.

CHICO RANCHERIA HOUSING CORPORATION

Lease-to-Own Program Policy

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- (a) Annual income means all amounts, monetary or not, which:
 - (1) Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member over the age of eighteen (18); or
 - (2) Are anticipated to be received from a source outside the family during the twelve (12) month period following admission or annual reexamination effective date; and
 - (3) Are not specifically excluded in paragraph (c) of this section.
 - (4) Annual income also means amounts derived during the twelve (12) month period from assets to which any member of the family has access.

- (b) Annual income includes, but is not limited to:
 - (1) The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
 - (2) The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family;
 - (3) Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (b)(2) of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD;
 - (4) The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except as provided in paragraph (c) (14) of this section);

CHICO RANCHERIA HOUSING CORPORATION

Lease-to-Own Program Policy

- 1
- 2 (5) Payments in lieu of earnings, such as unemployment and disability
- 3 compensation, worker's compensation and severance pay (except as provided in
- 4 paragraph (c)(3) of this section);
- 5
- 6 (6) *Welfare assistance payments.*
- 7
- 8 (a) Welfare assistance payments made under the Temporary Assistance for
- 9 Needy Families (TANF) program are included in annual income only to
- 10 the extent such payments:
- 11
- 12 (1) Qualify as assistance under the TANF program definition at
- 13 45 CFR 260.31; and
- 14
- 15 (2) Are not otherwise excluded under paragraph (c) of this
- 16 section.
- 17
- 18 (b) If the welfare assistance payment includes an amount specifically
- 19 designated for shelter and utilities that is subject to adjustment by the
- 20 welfare assistance agency in accordance with the actual cost of shelter
- 21 and utilities, the amount of welfare assistance income to be included
- 22 as income shall consist of:
- 23
- 24 (1) The amount of the allowance or grant exclusive of the
- 25 amount specifically designated for shelter or utilities; plus
- 26
- 27 (2) The maximum amount that the welfare assistance agency
- 28 could in fact allow the family for shelter and utilities. If
- 29 the family's welfare assistance is ratably reduced from the
- 30 standard of need by applying a percentage, the amount
- 31 calculated under this paragraph shall be the amount
- 32 resulting from one application of the percentage.
- 33
- 34 (7) Periodic and determinable allowances, such as alimony and child support
- 35 payments, and regular contributions or gifts received from organizations or
- 36 from persons not residing in the dwelling;
- 37
- 38 (8) All regular pay, special pay and allowances of a member of the Armed Forces
- 39 (except as provided in paragraph (c)(7) of this section).
- 40
- 41 (9) Any financial assistance, in excess of amounts received for tuition, that an
- 42 individual receives under the Higher Education Act of 1965 (20 U.S.C. 1001 *et*
- 43 *seq.*), from private sources, or from an institution of higher education (as
- 44 defined under the Higher Education Act of 1965 (20 U.S.C. 1002)), shall be
- 45 considered income to that individual, except that financial assistance described

Lease-to-Own Program Policy

1 in this paragraph is not considered annual income for persons over the age of
2 twenty-three (23) with dependent children. For purposes of this paragraph,
3 “financial assistance” does not include loan proceeds for the purpose of
4 determining income.
5

6 (c) Annual income does not include the following:
7

- 8 (1) Income from employment of children (including foster children) under the age
9 of eighteen (18) years;
- 10 (2) Payments received for the care of foster children or foster adults (usually
11 persons with disabilities, unrelated to the lessee family, who are unable to live
12 alone);
- 13 (3) Lump-sum additions to family assets, such as inheritances, insurance payments
14 (including payments under health and accident insurance and worker's
15 compensation), capital gains and settlement for personal or property losses
16 (except as provided in paragraph (b)(5) of this section);
- 17 (4) Amounts received by the family that are specifically for, or in reimbursement
18 of, the cost of medical expenses for any family member;
- 19 (5) Income of a live-in aide, as defined in 24 CFR § 5.403;
- 20 (6) Subject to paragraph (b)(9) of this section, the full amount of student financial
21 assistance paid directly to the student or to the educational institution;
- 22 (7) The special pay to a family member serving in the Armed Forces who is
23 exposed to hostile fire;
- 24 (8) Additional Amounts Not Included:
 - 25 (a) Amounts received under training programs funded by HUD;
 - 26 (b) Amounts received by a person with a disability that are
27 disregarded for a limited time for purposes of Supplemental
28 Security Income eligibility and benefits because they are set
29 aside for use under a Plan to Attain Self-Sufficiency (PASS);
 - 30 (c) Amounts received by a participant in other publicly assisted
31 programs which are specifically for or in reimbursement of out-
32 of-pocket expenses incurred (special equipment, clothing,
33 transportation, child care, etc.) and which are made solely to
34 allow participation in a specific program;

CHICO RANCHERIA HOUSING CORPORATION

Lease-to-Own Program Policy

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- (d) Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the CRHC or property owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, lawn maintenance, resident initiatives coordination, and serving as a member of the CRHC's governing board. No resident may receive more than one such stipend during the same period of time;
- (e) Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program;
- (9) Temporary, nonrecurring or sporadic income (including gifts);
- (10) Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
- (11) Earnings in excess of \$480 for each full-time student eighteen (18) years old or older (excluding the head of household and spouse);
- (12) Adoption assistance payments in excess of \$480 per adopted child;
- (13) Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.
- (14) Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
- (15) Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
- (16) Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category

Lease-to-Own Program Policy

of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply.

- (d) *Annualization of income.* If it is not feasible to anticipate a level of income over a twelve (12) month period (i.e., seasonal or cyclic income), or CRHC believes that past income is the best available indicator of expected future income, CRHC may annualize the income anticipated for a shorter period, subject to a re-determination at the end of the shorter period.

2. Adjusted Income

The term 'adjusted income' means the annual income that remains after excluding the following amounts:

- (a) YOUTHS, STUDENTS, AND PERSONS WITH DISABILITIES- \$480 for each member of the family residing in the household (other than the head of the household or the spouse of the head of the household)-

(1) who is under eighteen (18) years of age; or

(2) who is eighteen (18) years of age or older and a person with disabilities or a full-time student.

NOTE: Only one household can receive the deduction for each youth. If two household claim the same dependent(s), the heads of households must agree who will receive the deduction for the dependent(s). If the parents don't come to an agreement, staff shall use the current year tax return or custody order to determine the dependent deduction(s) for each household.

- (b) ELDERLY AND DISABLED FAMILIES- \$400 for an elderly or disabled family.

- (c) MEDICAL AND ATTENDANT EXPENSES- The amount by which three percent (3%) of the annual income of the family is exceeded by the aggregate of-

(1) medical expenses, in the case of an elderly or disabled family; and

(2) reasonable attendant care and auxiliary apparatus expenses for each family member who is a person with disabilities, to the extent necessary to enable any member of the family (including a member who is a person with disabilities) to be employed.

- (d) CHILD CARE EXPENSES- Child care expenses for the care of children under the age of thirteen (13) to the extent necessary to enable another member of the family to be employed or to further his or her education.

- (e) EARNED INCOME OF MINORS- The amount of any earned income of any member of the family who is less than eighteen (18) years of age.

Lease-to-Own Program Policy

1 **3. Children**

2 Persons under eighteen (18) years of age or under twenty-four (24) years of age if living at
3 home and is a full time student as defined in this section.
4

5 **4. Client**

6 A person who is receiving the benefits, services, etc., of a social welfare agency, a
7 government bureau, etc.
8

9 **5. Criminal Activity**

10 Criminal Activity is defined as NOT complying with ALL LAWS, including Federal, State,
11 Tribal, County, or City. In order to be engaged in Criminal Activity, a conviction in a court
12 of law does NOT need to occur when substantial evidence is available. Many times neighbors
13 are scared of others engaging in Criminal Activity and will not report them. When the CRHC
14 is aware of non-compliance with ANY LAW, it will consider the action as "Criminal Activity."
15

16 **6. Damage**

17 The term 'Damage' means depreciation of property beyond *Normal Wear and Tear*.
18 Damage may be intentional, accidental, or simply accrue at an accelerated rate due to
19 extended or high impact use beyond *Normal Wear and Tear*.
20

21 **7. Disabled Family**

22 Family in which there is a person with disabilities as defined in this section.
23

24 **8. Drug Related Criminal Activity**

25 The term 'drug-related criminal activity' means the illegal manufacture, sale, distribution,
26 use, or possession with intent to manufacture, sell, distribute, or use, of a controlled
27 substance (as such term is defined in section 102 of the Controlled Substances Act).
28

29 **9. Elderly and Near-elderly Families**

30 The terms 'elderly family' and 'near elderly families' means a family whose head (or his or
31 her spouse), or whose sole member, is an elderly or near-elderly person, respectively. Such
32 terms include two or more elderly persons or near elderly persons living together, and one
33 or more such persons living with one or more persons determined by CRHC to be essential to
34 their care or well-being.
35

36 **10. Elderly Person**

37 The term '*elderly person*' means a person who is at least sixty-two (62) years of age.
38

39 **11. Extended Family**

40 Family lineage, which may include: aunts, uncles, siblings, grandparents, nieces, nephews,
41 cousins, etc...as determined by the family.
42

43 **12. Family**

44 Family consists of one of the following scenarios (all other scenarios are considered Extended
45 Family as defined in this section):

Lease-to-Own Program Policy

- 1
2 (a) a single adult or emancipated minor;
3
4 (b) a single adult with a child/children;
5
6 (c) a domesticated partnership (i.e., marriage);
7
8 (d) a domesticated partnership with children;
9
10 (e) a parent or parents (i.e., grandparents) of a single person or a parent or parents
11 of one partner in a recognized domesticated partnership with or without
12 children (i.e., grandparents, parents, and children in one household).
13

13. Firearms

14 The term "**firearms**" includes any rifle, shotgun, handgun, or explosive.
15
16

14. Fraud

17 Deceit, trickery, sharp practice, or breach of confidence, perpetrated for profit or to gain
18 some unfair or dishonest advantage. In example, failing to disclose household composition or
19 failing to report all income.
20
21

15. Full Time Student

22 A person who is enrolled in a certified educational institution, such as a vocational school
23 with a certificate or diploma program or an institution offering a college degree, and is
24 carrying a subject load that is considered full-time for students under the standards and
25 practices of the institution attended. Typically, full time in regular quarter or semester based
26 programs is twelve (12) or more units of study, while full time during special inter sessions,
27 such as summer sessions, are typically six (6) units. Graduate study programs typically
28 consider nine (9) units of study as full time. In all such cases, full-time will be based on the
29 standards and practices of the institution attended. While a full time student may be a high
30 school student attending an accredited high school full time in the process of earning a
31 diploma, a full time student is NOT a person who studies for his/her GED (in other words, a
32 person who drops out of high school who is at least eighteen (18) years old and is studying
33 for his/her GED is not considered a Child as defined in this section).
34
35

16. Head of Household

36 The term "**Head of Household**" means, the adult member of the Family who is actually
37 accountable for the Family. The "**Head of Household**" also assumes legal and moral
38 responsibility for the household. Furthermore, the "**Head of Household**" must be eighteen (18)
39 years of age or legally emancipated by the State.
40
41

17. HUD

42 The U.S. Department of Housing and Urban Development.
43
44
45
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47

Lease-to-Own Program Policy

1 **18. Illegal Occupant**

2 The term “*Illegal Occupant*” means, a person who is occupying a unit and who is **NOT** a member
3 of the family as specified in the current Household Composition Form signed by the Lessee and
4 whose presence in the unit has **NOT** been authorized by the CRHC.
5

6 **19. Indian**

7 Any person recognized as being an enrolled member of an Indian Tribe or Alaskan Native
8 Tribe, recognized by the Federal government or any state. In addition, any person
9 recognized as a Native American by the Bureau of Indian Affairs (BIA) or a tribally
10 recognized descendent (child or grandchild) of an enrolled member of a Federal
11 government or state recognized Indian Tribe or Alaska Native Tribe.
12

13 **20. Indian Service Area**

14 CRHC’s Indian Service Area is the jurisdiction authorized by the Mechoopda Indian Tribe for
15 CRHC to operate affordable housing programs. Each program may have a different Indian
16 Service Area as defined in the annual Indian Housing Plan. The CRHC’s defined Indian Service
17 Area for the Lease-to-Own Program consists of the California Counties of Butte, Tehama, and
18 Glenn.
19

20 **21. Indian Tribe**

- 21
- 22 (a) The term ‘*Indian tribe*’ means a tribe that is a federally recognized tribe or a State
23 recognized tribe.
24
- 25 (b) The term ‘*federally recognized tribe*’ means any Indian tribe, band, nation, or other
26 organized group or community of Indians, including any Alaska Native village or regional
27 or village corporation as defined in or established pursuant to the Alaska Native Claims
28 Settlement Act, that is recognized as eligible for the special programs and services
29 provided by the United States to Indians because of their status as Indians pursuant to
30 the Indian Self-Determination and Education Assistance Act of 1975.
31
- 32 (c) The term ‘*State recognized tribe*’ means any tribe, band, nation, pueblo, village, or
33 community that has been recognized as an Indian tribe by any State and for which an
34 Indian Housing Authority has, before the effective date under section 705 of NAHASDA,
35 entered into a contract with HUD pursuant to the United States Housing Act of 1937 for
36 housing for Indian families and has received funding pursuant to such contract within the
37 5-year period ending upon such effective date.
38

39 **22. Lessee**

40 The person who rents land or property from a lessor.
41

42 **23. Low-Income Family**

43 The term ‘*low-income family*’ means a family whose income does not exceed eighty
44 percent (80%) of median income limits, as determined by HUD with adjustments for smaller
45 and larger families.
46

47 **24. Mechoopda Tribal Family**

48 The term ‘Mechoopda Tribal Family’ means a family whose head of household is a member
49 of the Mechoopda Indian Tribe of Chico Rancheria, California.

Lease-to-Own Program Policy

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25. Median Income Limits

Median Income shall be updated annually based on HUD’s published Annual Income Limits and shall be the greater of:

- (a) The median income limits for the county, or
- (b) The US median income limit

26. Moderate Income Family

The term ‘*moderate-income family*’ means a family whose income is between eighty and one-hundred percent (80% and 100%) of the median income limit, as determined by HUD with adjustments for smaller and larger families.

27. Non-Routine Maintenance

Non- routine maintenance includes any and all unforeseen damages that require repair, and any maintenance or repair associated with Normal Wear and Tear. Examples include replacing appliances, paint, fixing the heating system should it break, and other non-routine maintenance activity that a homeowner encounters during homeownership.

28. Normal Wear and Tear

The term ‘Normal Wear and Tear’ is the depreciation of property that naturally and inevitably occurs as a result of normal use or aging. It can also be explained as deterioration that occurs based upon the use for which the dwelling unit was intended, without negligence, carelessness, accident, abuse, or intentional damage of the premises / equipment by the lessee or by any other person in the dwelling unit or on the premises. Un-cleanliness does **NOT** constitute “*Normal Wear and Tear*”.

29. Occupant

A lessee of a house, estate, office, etc.; resident.

30. Persons with Disabilities

Person with Disabilities means a person who—

- (a) Has a disability as defined in section 223 of the Social Security Act;
- (b) Has a developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act;
- (c) Has a physical, mental, or emotional impairment which-
 - (1) Is expected to be of long-continued and indefinite duration;
 - (2) Substantially impedes his or her ability to live independently; and
 - (3) Is of such a nature that such ability could be improved by more suitable housing conditions.
- (d) The term “person with disabilities” includes persons who have the disease of acquired immunodeficiency syndrome or any condition arising from the etiologic agent for acquired immunodeficiency syndrome.

Lease-to-Own Program Policy

1 (e) Notwithstanding any other provision of law, no individual shall be considered a
2 person with disabilities, for purposes of eligibility for housing assisted under this
3 part, solely on the basis of any drug or alcohol dependence.

4 (f) For purposes of this definition, the term “*physical, mental or emotional*
5 *impairment*” includes, but is not limited to:

6 (1) Any physiological disorder or condition, cosmetic disfigurement, or
7 anatomical loss affecting one or more of the following body systems:
8 Neurological, musculoskeletal, special sense organs, respiratory,
9 including speech organs; cardiovascular; reproductive; digestive;
10 genito-urinary; hemic and lymphatic; skin; and endocrine; or

11 (2) Any mental or psychological condition, such as mental retardation, organic
12 brain syndrome, emotional or mental illness, and specific learning
13 disabilities.

14 (3) The term “*physical, mental, or emotional impairment*” includes, but is not
15 limited to, such diseases and conditions as orthopedic, visual, speech,
16 and hearing impairments, cerebral palsy, autism, epilepsy, muscular
17 dystrophy, multiple sclerosis, cancer, heart disease, diabetes, Human
18 Immunodeficiency Virus infection, mental retardation, and emotional
19 illness.

20 **31. Routine Maintenance**

21 Routine maintenance includes good housekeeping plus the supplying the labor and materials
22 in order to maintain the property is the same condition and appearance as it was when the
23 Lessee moved in. Examples include cleaning gutters, mowing lawns, washing windows,
24 replacing fuses in air conditioning units, and any other maintenance activity that a
25 homeowner encounters during homeownership.
26

27 **32. Self-Sufficiency Plan**

28 A plan that a participant develops in consultation with the CRHC outlining specific goals and
29 achievements that will prepare the family to sustain without further assistance over a
30 realistic time frame.
31

32 **33. Signatory**

33 A signer, or one of the signers, of a document.
34

35 **34. Visitor**

36 The term “*visitor*” means, a person who is temporarily residing in a Dwelling unit with a Family
37 for a period of time **NOT** exceeding fourteen (14) calendar days during any given calendar year
38 period. Persons residing longer than fourteen (14) calendar days shall be determined to be
39 “*Illegal Occupants*”.
40

41 **35. Waiting List**

42 A list used to rank need based on a points scoring system when funding is minimal or
43 unavailable and/or when housing is unavailable.
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CHICO RANCHERIA HOUSING CORPORATION

Lease-to-Own Program Policy

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B. Program Specific Eligibility and Admission Evaluation Criteria

In addition to the applicable criteria set forth within the CRHC Eligibility and Admission Policy, applicants must be members of the Mechoopda Indian Tribe of Chico Rancheria, California, and the following additional criteria apply.

1. Good Tenant Requirement

(a) Applicants, including program transferring applicants, must demonstrate to CRHC that they have a record of being a Good Tenant. This can be accomplished by one or more of the following ways:

(1) Low-Income Rental Program transferring applicant requirements:

(a) Fulfill the requirements defined as a “Good Tenant” within the CRHC Low-Income Rental Program Policy at the time they apply to the Lease to Own program.

(2) Tenant Based Rental Assistance Program transferring applicant requirements:

- (a) Twenty-four (24) months in continuous good standing within the CRHC Tenant Based Rental Assistance Program; and
- (b) Resided as a Lessee at the same unit for at least twenty-four (24) consecutive months at the time the tenant is applying to the Lease to Own Program; and
- (c) An affidavit from the current landlord indicating that the tenant did not receive any non-compliance notices under the current lease and paid rent in full by the due date in accordance with the lease without notice; and
- (d) Must successfully pass annual inspections at the current unit and pass additional inspection(s) by CRHC during the evaluation to determine eligibility.

(3) Non-Program Applicants:

- (a) At least twenty-four (24) months continuously residing at the same unit at the time the tenant is applying for the Lease to Own Program; and
- (b) An affidavit from the current landlord indicating that the tenant did not receive any non-compliance notices under the current lease and paid rent in full by the due date in accordance with the lease
- (c) Must successfully pass additional inspection(s) by CRHC during the evaluation to determine eligibility.

Lease-to-Own Program Policy

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2. Income Limits

(a) Maximum Income Limits. In order to determine Maximum Income Limits for Eligibility to the Lease to Own Program, CRHC shall use HUD's annually published income limits based on household size as applicable with the definition of *median income* found at 24 CFR 1000.10. as the greater of: (1) The median income for the counties, previous counties, or their equivalent in which the Indian area is located: or (2) The median income for the United States. The Maximum Income Limit for admission into the Lease to Own Program is eighty percent (80%) of median income.

(b) Minimum Income Limits. Minimum Income criteria also apply in the determination of eligibility for the Lease to Own Program. In such cases, thirty percent (30%) of the household adjusted income must meet or exceed the sum of the principle payment, administrative fee, and projected maintenance costs both routine and non-routine, which shall be no less than \$200 per month subject to change at any time by the Board through amendment. A household budget must be prepared in consultation with CRHC with the monthly set aside allocation that will be used for maintenance. Applicants may not be put on the waiting list with an adjusted income below this applicable income limit.

3. Pre-Admission Counseling and Family Self-Sufficiency Plans

(a) Prior to being determined eligible for the Lease to Own Program and being placed on the waiting list, pre-admission counseling is required. The CRHC or its agent shall provide counseling to applicants to ensure a full understanding of their financial, maintenance, and social responsibilities and to determine if the Lease to Own Program is, in fact, the proper program for the Lessee to participate in. During such counseling, the CRHC shall describe the homeownership program and the requirements as well as answer questions.

(b) The pre-admission counseling will include credit counseling, credit repair, household budgeting, homeownership maintenance and planning, and other related skills required for successful homeownership. The applicant is also required to develop a Self-Sufficiency Plan that the head of household will develop in consultation with the CRHC. In order to be determined eligible for the Lease to Own Program and be admitted to the Waiting List, an applicant must have a current and approved Self-Sufficiency Plan on file. Elders and disabled persons are exempt from this requirement, yet are encouraged to develop a Self-Sufficiency Plan if they chose.

4. Unit Size & Family Composition

(a) In order to be admitted to the Lease to Own Program, the unit size must accommodate the family size. The unit must have a minimal number of bedrooms so that no more than two persons shall be required to occupy one bedroom. In example, a family of six (6) is the largest family eligible to be admitted to a 3-bedroom unit.

Lease-to-Own Program Policy

1 **5. Waiting List & Ranking Points**

2 The following points shall be used to determine rank on the Lease to Own waiting list. Tribal
3 preference shall be given to each Mechoopda Family with one-hundred (100) points.
4 Additional points shall be earned at a rate of one (1) point per month the applicant is within
5 a CRHC administered program holding a consecutive status as a Good Tenant at the time the
6 application is processed.

7 **LEASE TO OWN WAITING LIST SELECTION PREFERENCE: # OF POINTS:**

8

9 Mechoopda Tribal Family	100
10 Elderly Persons (each)	5
11 Disabled Family	5
12 Dependent Minor (each)	1
13 Involuntarily Displaced	5
14 Displaced by a Natural Disaster	15

15

16 **6. Selection & Admittance from the Waiting List**

17 Selecting applicants from the waiting list shall be conducted in accordance with the CRHC
18 Eligibility and Admission Policy based on offering the next available unit to the applicant on
19 the Waiting List with the most points. In the case when two or more applicants score the
20 same amount of individual program Waiting List points and if each application is completely
21 processed on the same date, the completed application that was submitted to CRHC first
22 shall be given preference. In the event both were submitted at the same time, the Executive
23 Director will take into consideration both family compositions and select the most suitable
24 family to be placed in the unit.

25

26 **7. Program Transfer in the Same Unit**

27 When a household currently resides within a CRHC Low-Income Rental Unit that is a single
28 family home and the family is determined eligible for the Lease to Own program, the family
29 is exempt from the Waiting List and may convert to the Lease to Own program without moving
30 into another unit. If the family requests a different unit than the one they are residing in,
31 however, they are not exempt from the Waiting List and must be admitted to the program
32 and be selected from the Waiting List.

33

34

35 **C. COUNSELING**

36 **1. Lessee Obligations**

37 Lessees are required to participate in and cooperate fully with **ALL** mandatory counseling
38 sessions. The **CRHC** or its agent shall provide counseling to Lessees to ensure a full
39 understanding by Lessees of their financial, maintenance, and social responsibilities under the
40 Lease Purchase Agreement. The level of counseling varies among Lessees. While some may need
41 to meet several times per year, others will not be required to meet as often. However, each
42 Lessee shall attend at least one counseling session every six months.

43

44 **2. Pre-Occupancy Counseling**

45 Pre-Occupancy Counseling sessions are held to ensure potential Lessees fully understand the
46 Lease to Own Program for which they applied and their obligations and responsibilities under
47 that program.

CHICO RANCHERIA HOUSING CORPORATION

Lease-to-Own Program Policy

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(a) **Orientation.** The Pre-Occupancy Counseling session is also known as “*Orientation*” and takes place prior to execution of the Lease Purchase Agreement.

(1) Orientation prior to the execution of the Lease Purchase Agreement includes:

- (a) Program requirements and procedures of the Lease to Own Program.
- (b) Transferring Water, Trash Service, and Power & Gas into the lessee’s name.
- (c) Record keeping.

(2) Orientation during the move-in includes:

- (a) The proper use of appliances and equipment.
- (b) Proper homecare procedures, including upkeep, cleaning, etc...
- (c) Proper yard upkeep procedures, if applicable.
- (d) How to locate and switch off utility services (i.e., water shut off valves, gas shut off valves, circuit breaker panels, etc.).

3. Mandatory Self-Sufficiency Counseling

Self-Sufficiency Counseling includes continuous counseling sessions until the unit is conveyed to the Lessee. The counseling sessions focus on a variety of issues such as: follow up on progress of the Self-Sufficiency Plan, program requirements, proper use of the dwelling unit, proper maintenance of the dwelling unit, budgeting, housekeeping, etc. Some Lessees will require more counseling than others; however, each Lessee shall meet with CRHC at least every six months to go over the program and the individual account until the unit is conveyed. The types of counseling are further detailed below.

- (a) **Employment/Skills Counseling.** This type of counseling involves follow up with the person to provide information on employment opportunities.
- (b) **Use and Maintenance Counseling.** This includes instructions on the proper use of appliances and equipment. This can either be at their request and / or when it becomes evident that a lessee is NOT properly using or maintaining his / her dwelling unit and CRHC intervention is necessary.
- (c) **Budget Counseling.** This is provided to future homeowners and is necessary to insure that the family is budgeting the necessary funds for maintenance, including taxes and insurance when the home is conveyed. Budget counseling attempts to provide realistic budget advice that is within the Lessee’s income.

Lease-to-Own Program Policy

1 **4. Failure to Attend and/or Perform**

2 Failure to attend or participate in **ALL** mandatory counseling sessions constitutes a breach
3 of the Lease Purchase Agreement and is grounds for Termination of the Lease Purchase
4 Agreement and Eviction. Failure to perform on all steps, objectives, and goals of the Family
5 Self-Sufficiency Plan constitutes a breach of the Lease Purchase Agreement and is grounds
6 for Termination of the Lease Purchase Agreement and Eviction.

7 **5. Failure to Make On-Time Monthly Payments.**

8 The Self-Sufficiency Plan will include the stipulation that if the household has more than three
9 (3) late rental payments within a twelve (12) month period, the family will meet monthly with
10 the ROSS services coordinator until the household has six (6) consecutive months of on-time
11 payments. Repeated late monthly payments (due to lack of Self-Sufficiency appointment
12 attendance) may also be grounds for Termination of the Lease Agreement and Eviction.

13
14 **D. LESSEES' GENERAL RESPONSIBILITIES**

15 **1. Responsibility to Tribe**

16 Lessees and **CRHC** are jointly responsible to the Tribe, and future generations, for ensuring
17 that the Tribes housing assets are used properly and well maintained.

18
19 **2. Respect to CRHC**

20 (a) It is the responsibility of each Lessee to show respect to **CRHC** and appreciation for his
21 / her low housing cost by keeping his / her unit and grounds in a decent, safe, and
22 sanitary condition at **ALL** times.

23
24 (b) In the event any Lessee, family member, or guest disrespects any **CRHC** board member
25 or staff by verbal threat, physical action, or a variety of intimidation, such action shall
26 constitute immediate Termination of the Lease Purchase Agreement and Eviction.

27
28 **3. Principal Place of Residence**

29
30 (a) As a condition of occupancy, Lessees are required to use the assigned dwelling unit
31 as their "**PRINCIPLE**" residence during the term of the Lease Purchase Agreement.

32 (b) Dwelling units are for the sole use of the residents specifically listed on the most
33 recent household composition form.

34 (c) Lessees shall **NOT** use, or permit the use of the dwelling, for any other purpose.

35
36
37
38 **4. Misuse of Dwelling Unit.**

39 Instances of serious abuse or misuse of the dwelling unit (i.e., **NOT** using it as one's **Principal**
40 **Residence**) is cause for Termination of the Lease Purchase Agreement and Eviction.

Lease-to-Own Program Policy

E. LESSEES' FINANCIAL OBLIGATIONS AND RESPONSIBILITIES

1. General.

- (a) Prior to occupancy of a dwelling unit, the Lessee shall execute a Lease Purchase Agreement. This is a legally binding agreement which describes the rights, duties, obligations, and responsibilities of the Lessee.
- (b) The Lease Purchase Agreement shall be executed in DUPLICATE with an original going to the Lessee's permanent CRHC file, an original going to the Lessee for his / her records, and a copy going to CRHC's agent file, if applicable.
- (c) The person(s) who execute the Lease Purchase Agreement shall be held responsible for the actions of their family members, children, other residents, and guests while they lease the Lease to Own unit.

2. Signatures.

At the time of admittance, the eligible tribal member, usually the Head of Household, is required to sign the Lease Purchase Agreement. The CRHC Executive Director, as the contracting officer, shall sign the agreements on behalf of CRHC.

3. Security Deposit

Lessees in the Lease to Own Program are not required to pay a Security Deposit.

4. Payoff Amount and Monthly Payments

(a) Principle Purchase Price

The purchase price shall be based on the total cost of the unit. The total cost of the unit shall include the total purchase price and all the original closing costs including upfront insurances and taxes paid at the original closing when the Tribe purchased the unit. When this figure is ambiguous due to the nature or history of the project, the unit's share of the total development cost of the project shall be used as the principle purchase price or other reasonable figure.

Example:

Purchase Price of Home =	\$220,000
+ Closing	= \$ 10,000
Lease to Own Principle =	\$230,000

(b) Administrative Fee

While there is no interest attached to this program, a ten percent (10%) administrative fee is charged to the Lease to Own Principle over the period of the lease term. This amount is added to the monthly payment over the course of the lease.

CHICO RANCHERIA HOUSING CORPORATION

Lease-to-Own Program Policy

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Example:

Lease to Own Principle =	\$230,000
Administrative Fee =	\$ 23,000
Total Payoff Amount =	\$253,000

(c) Lease Term, Amortization Schedule, & Monthly Payment

The term of the lease and corresponding amortization schedule shall be based on the principle purchase price.

(1) In the example given above, the principle amount is \$230,000. This figure is then divided by the number of months it will take to reduce the principle to zero, which shall be equivalent the term (number of months) of the Lease Purchase Agreement. Terms can be flexible when entering into the Lease Purchase Agreement and can range up to a maximum of thirty (30) years (360 months).

(2) Continuing with the example given, by dividing the principle amount (\$230,000) by the number of months (360) the monthly principle payment is established. In this case, it equals \$638.89 per month.

Example: \$230,000 principle/360 months = \$638.89 per month

(3) The administrative fee is equal to ten (10%) of the principle (\$23,000) or \$63.89 per month.

Example: \$230,000 x 0.10 = \$23,000; \$23,000/360 = \$63.89 per month

(4) The total monthly payment sums to \$702.78. This figure cannot exceed thirty percent (30%) of adjusted household income.

Example: \$638.89 + 63.89 = \$702.78

5. Taxes

CRHC shall file appropriate tax exemptions and or make payments in lieu of taxes during the term of the lease. Once the home is conveyed, taxes will become the responsibility of the home owner. While during the term of the lease, when the Lessee is in the program, the unit may be tax-exempt. However, once the home is conveyed, there is no exemption for the homeowner.

6. Insurance

(a) **CRHC Responsibilities.** CRHC shall provide adequate hazard insurance during the term of the lease. The insurance covers damage to the structure from fire or other hazard, but does not cover the loss of household or personal items in the Housing Unit. It is important to note that that coverage is for repair / replacement of the "structure" ONLY in the event of natural disaster (i.e., fire, earthquake, flood, etc...) and NOT the "personal contents" of the lessee.

Lease-to-Own Program Policy

1 (b) **Lessee Responsibilities.** If Lessee wants additional insurance to cover household or
2 personal items in the Housing Unit, he or she must acquire and pay for the additional
3 insurance at his or her own expense. It is the responsibility of the Lessee to obtain their
4 own personal property / contents insurance.
5

6 (c) **Liability Disclaimer.** CRHC is not responsible for obtaining insurance beyond the basic
7 hazard insurance, and Lessee acknowledges this in the Lease Purchase Agreements and
8 will not seek to hold CRHC liable for any damage for household or personal items or
9 unapproved additions to the Housing Unit. CRHC shall *NOT* be held legally responsible
10 for any injuries or damages, resulting from the Lessee's, guests, other persons under the
11 control of the Lessee, or the dwelling unit's occupant's acts, actions or failure to act.
12 Such instances shall be considered the Lessee's negligence.
13

(d)

14 **7. Payments.**

15
16 (a) **General.** Per the terms and conditions laid out in the Lease Purchase Agreement,
17 monthly rent payments are to be paid to the CRHC or its agent PROMPLTY when due.
18

19
20 (b) **Payment Due Date.**

21
22 (1) Per the Lease Purchase Agreement, rent is due and payable to the CRHC or its
23 agent on the 1st day of each month.
24

25 (2) **NOTE: NO BILLING OR PRIOR NOTICE WILL BE PROVIDED TO LESSEES**
26

27 (c) **Payment Method.**

28
29 (1) The CRHC or its agent does *NOT* accept "cash" payments from lessees.
30

31 (2) ALL payments shall be in the form of a "Personal Check", "Bank Check"
32 (Cashiers) or "Money Order" and made payable to the CRHC or its agent - when
33 applicable.
34

35 (d) **Credit Balance**

36 (1) Lessees are not permitted to carry a credit balance with Chico Rancheria Housing
37 Corporation or its agent greater than the equivalent of one (1) month's payment.
38

39 (2) In the event a lessee has a credit balance at the end of the calendar year greater
40 than one (1) month's payment, the lessee will have the excess credit applied to
41 the principle balance on the loan.
42

Lease-to-Own Program Policy

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2 (e) **Not Sufficient Funds (NSF) Checks.**
3

- 4 (1) In the event a Lessee makes payment, by use of a “**Personal Check**” and that
5 check is returned by the bank for “**Not Sufficient Funds (NSF)**”, the Lessee shall
6 repay the **CRHC or its agent** the amount of the original check(s) plus the cost of
7 the service charge in accordance with current California Law for each subsequent
8 check passed on insufficient funds. CRHC staff or its agent shall immediately
9 notify the lessee of their check’s status.
10
11 (2) The CRHC or its agent shall **NOT** accept future payment in “**Personal Checks**”,
12 from those Lessees whose checks bounce due to NSF. Such Lessees shall be
13 required to make future payments via “**Bank Checks**” (Cashiers) or “**Money**
14 **Orders**”. An exception may be made after twelve (12) months, provided
15 adequate budget counseling has occurred during that time period.
16
17 (3) NSF Checks result in the CRHC or its agent **NOT** receiving its payment when due.
18

19 (f) **CRHC (or agent) Actions Following Late Payments.**
20

- 21 (1) Rent payments **NOT** received by the close of business on the 5th day of the month
22 shall be considered DELINQUENT.
23
24 (2) Should a Lessee’s account become DELINQUENT, the **CRHC’s** staff or its agent
25 shall attempt to collect and / or terminate the Lessee’s Lease Purchase
26 Agreement.
27
28 (3) In summary, this includes:
29

30 (a) **When No Payment is Received by 5th of the Month:**
31

- 32 (1) If payment has **NOT** been received by the close of business on the
33 5th of the month, the appropriate staff or agent shall prepare and
34 serve a **Three (3) Day Pay or Vacate Notice (Pay or Quit Notice)** on
35 or after the 6th of the month.
36
37 (2) The Notice shall be served to an adult at the unit by CRHC staff or
38 its agent in person or fixed to the front door of the unit and mailed
39 to the Lessee via Regular First Class Mail.
40
41 (3) The CRHC staff or its agent shall also immediately complete a Legal
42 **Proof of Service** Document.
43
44 (4) If the Lessee has made payment, and feels the CRHC staff or its agent
45 has served such notice in error, the Lessee is encouraged to contact

Lease-to-Own Program Policy

1 the CRHC or its agent to discuss the error. If the Lessee has
2 legitimate proof of payment and is not satisfied with the discussion,
3 the Lessee's only other option is to file a request for a grievance
4 hearing in accordance with the CRHC Grievance Policy. A drop mail
5 slot is located in the front door of the CRHC office should the office
6 be closed.

7
8 (b) **Expiration of Notice.**
9

10 (1) If payment has **NOT** been received by the **expiration of the notice,**
11 **the notice and a copy of the lease** will be submitted to the CRHC's
12 or its agent's attorney and legal action will be taken leading to an
13 Unlawful Detainer.
14

15 (4) The Lessee shall be held responsible for any legal fees incurred by the CRHC or
16 its agent with regards to the TERMINATION / EVICTION action. Tribal Revenue
17 Share Disbursements and wages can be garnished to collect any and all amounts
18 owed to the CRHC, if applicable.
19

20 (5) Any costs accrued in renovating the Lessee's former dwelling including Normal
21 Wear and Tear in order for the CRHC to move in a new Lessee shall be the
22 responsibility of the former Lessee.
23

24 (g) **Late Fees.**
25

26 (a) Rent payments, **NOT** received by close of business on the **5th** day of the month,
27 are considered DELINQUENT and subject to a thirty-five dollar (**\$35**) **Late Fee.**
28

29 **8. Recertification of Income**
30

31 (a) Once an applicant is admitted to the Lease to Own program, the household's income will
32 not be recertified. The Monthly Payment and Purchase Price will not change even if
33 Lessee's income increases.
34

35 (b) If a Lessee's income decreases and he or she believes that the required Monthly Payment
36 exceeds thirty percent (30%) of his or her adjusted monthly income, he or she may
37 request a re-certification of income.

38 (c) Upon recertification, if the required Monthly Payment exceeds thirty percent (30%) of
39 his or her adjusted income, the Lease Purchase Agreement shall immediately be
40 terminated and the Lessee will be mandatorily transferred into the Low-Income Rental
41 Program and given the opportunity to enter into a Low-Income Rental Agreement.
42 Following the Self-Sufficiency Plan and cooperating with Housing Counseling should
43 ensure this program transfer is avoided.
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Lease-to-Own Program Policy

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9. Changes in Status.

Changes, modifications, and amendments to the Lease Purchase Agreement.

(a) Lessee.

(1) If the Lease to Own Program Lessee (head of household, spouse or significant other) dies, divorces, separates or otherwise changes, then the *existing* Lease Purchase Agreement shall be *voided* and a *new one executed* by a remaining adult member of the household, provided that person is eligible for the program in accordance with this policy. In this case, the term and principle at the time of the incident shall be transferrable.

(b) CRHC.

- (1) The CRHC may change, revise or adopt *new* policies which affect the Lessee’s obligations and requirements under the current Lease Purchase Agreement.
- (2) The CRHC may adopt *new* a Lease Purchase Agreement and enforce the execution of such agreement by termination of the existing agreements in accordance with current California Law, provided, however, that ALL Lessees in the program are subject to the enforcement of a new Lease Purchase Agreement.

10. Payment Plans

CRHC does not accept payment plan proposals under the Lease to Own Program.

11. Sub-leasing

Lessee agrees not to transfer, assign, or sublet the premises or any part thereof and hereby appoints and authorizes the CRHC as his or her agent and/or by CRHC’S own authority to evict any person claiming possession by way of any alleged assignment or subletting.

12. Guests / Visitors.

Overnight guests can temporarily reside in a dwelling unit with a Family for a period of time **NOT** exceeding fourteen (14) cumulative calendar days during any given calendar year period. Persons residing longer than fourteen (14) calendar days shall be determined to be “*Illegal Occupants.*”

13. Illegal Occupants

- (a) **General.** Guest(s) staying over fourteen (14) cumulative calendar days during any calendar year period shall be considered illegal occupants.
- (b) **Accommodations.** Lessees are **NOT** allowed to give accommodations to individuals other than those identified on the most recent Household Composition Form.

Lease-to-Own Program Policy

1 (1) Failure, of the Lessee, to notify the CRHC of changes on the Household
2 Composition Form is a violation of the program.

3
4 (2) Lessees found to be giving accommodations to individuals not on the current
5 Household Composition Form are subject to Termination of their Lease Purchase
6 Agreement and Eviction.

7
8 **(c) Lessee Options.**

9
10 (1) Lessees shall have the opportunity to have those individuals added to the
11 Family Composition as long as the individuals meet the occupancy eligibility
12 criteria.

13
14 (2) If a Lessee desires to add someone to the Household Composition after move-in
15 and submits a WRITTEN Request to that effect, the request shall be reviewed
16 by the CRHC Staff.

17
18 (3) The review / approval provisions, outlined in CRHC's Eligibility and Admission
19 Policy, shall be applied here. This includes, but is *NOT* limited to:

20
21 (a) The Lessee completing a new Household Composition form.

22
23 (b) The CRHC shall conduct a criminal history record search, and, if
24 applicable shall conduct a National FBI background check. Megan's
25 Law website/s will also be checked prior to any new Family Members
26 being added to the household.

27
28 (c) The proposed new Family Member, over eighteen (18) years of age,
29 must complete the Authorization for the Release of Information form.

30
31 (4) These requirements shall be conveyed to the Lessee by the appropriate staff.

32
33 (5) Proposed new Family Member/s, over eighteen (18) years of age, are subject to
34 the provisions of the CRHC's eligibility criteria. If he / she is found to be
35 "*ineligible*" for housing, based on the criteria of CRHC Policy, then permission
36 to move in shall be denied.

37
38 **(d) CRHC Actions.**

39
40 (1) The CRHC staff shall complete the verifications and other documents necessary
41 to properly evaluate the Lessee's request. The results shall then be forwarded
42 to the Executive Director for final review and approval / denial.

43
44 (2) The CRHC staff shall advise the Lessee, in WRITING, that his / her request to
45 add a new individual(s) to the Household Composition has either been approved
46 or denied.

47
48 (a) If denied, the appropriate staff shall indicate the reason(s) for denial in
49 his / her response to the Lessee.
50

Lease-to-Own Program Policy

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(b) Copies of ALL related correspondence shall be filed in the Lessee’s permanent CRHC file.

14. Transfers

- (a) **Lease-to-Own Program Unit Transfers.** Lessees in the Lease to Own Program are not eligible for unit transfers.
- b) **Other Program Transfers.** Lease-to-Own Lessees who do not wish to continue to participate in the Lease-to-Own program are welcome to apply to other applicable CRHC programs. In any such case, each applicant must apply in accordance with the eligibility and admission criteria of the program.

15. Utilities

- (a) **Utilities Provided.** The following are the only UTILITIES / SERVICES provided by the CRHC:
 - (1) Common Area Electricity and Water, if applicable
- (b) **Utilities NOT Provided.** The CRHC SHALL NOT provide the following UTILITIES / SERVICES:
 - (1) Electricity/Gas
 - (2) Water/Sewer
 - (3) Trash Service
 - (4) Telephone
 - (5) Cable
 - (6) Internet
- (c) **Requesting Utilities / Services.**
 - (1) The Lessee shall be responsible for requesting services to be started, to his / her unit, directly from the Utility / Service Provider. Such services must be transferred prior to the execution of the Lease Purchase Agreement.
 - (2) Following hook up, the Lessee shall be responsible for the payment of ALL utility bills (including hookup fees) that are *NOT* provided by the CRHC. Such payments shall be made directly to the Utility / Service Provider.
 - (3) Electricity, gas, water, sewer, and trash services must be continuously maintained. In the event any such service is interrupted for any reason, CRHC must be immediately notified. Interruption in electricity, gas, water, sewer, or

Lease-to-Own Program Policy

1 trash services may subject the Lessee to Termination of the Lease Purchase
2 Agreement and Eviction.

3 4 F. LESSEES' SOCIAL OBLIGATIONS AND RESPONSIBILITIES

5 6 1. Conduct of Family and Guests

7 8 (a) Criminal Activity.

- 9
- 10 (1) **Laws** (Federal, State, Tribal, County, City). Lessees, their family members, and
11 their visitors shall comply with ALL LAWS (Federal, State, Tribal, County, City).
12 NOT complying with laws shall be considered "Criminal Activity."
13
- 14 (2) **Tribal Ordinances.** Lessees, their family members, and their visitors shall
15 comply with ALL Tribal Ordinances dealing with Housing and affecting the use
16 and / or occupancy of the dwelling unit.
17
- 18 (3) **CRHC Policies.** Lessees, their family members, and their visitors shall comply
19 with ALL CRHC Policies dealing with Housing and affecting the use and / or
20 occupancy of the dwelling unit.
- 21 (4) Lessees, any member of the Lessee's household, Lessee's guest, or any other
22 person under the Lessee's control, shall *NOT* engage in criminal activity,
23 including drug-related criminal activity, on or near the premises.
24

25 (b) Drug Use.

- 26
- 27 (1) Lessees are *NOT* allowed to use or possess illegal drugs within their dwelling
28 units or on the premises of their dwelling unit.
29
- 30 (2) Lessees found to be using or possessing illegal drugs, within CRHC managed dwelling
31 units, or on the grounds of CRHC managed units, are subject to IMMEDIATE
32 Termination of their Lease Purchase Agreement and Eviction.
33
- 34 (3) It is *NOT* the policy of the CRHC to wait for Criminal Convictions related to drug
35 use / possession before Termination / Eviction actions are started. "Reasonable
36 proof" that illegal drugs / drug paraphernalia were found in the dwelling unit or
37 on the property is sufficient to move forward with IMMEDIATE Termination of the
38 Lease Purchase Agreement and Eviction. For the purposes of this policy,
39 *Reasonable Proof* can be established when one or more of the following can be
40 established:
41
- 42 (i) A law enforcement agency enters a dwelling unit, because:
- 43
- 44 (a) They received an anonymous tip about drugs being in the unit
45 and proof of that fact was later borne out by a police search.

Lease-to-Own Program Policy

1
2 (b) A referral from the CRHC staff or its agent to a law enforcement
3 agency that they observed drugs in a unit and proof of that was
4 later borne out by during the police search.

5
6 (c) Law enforcement agencies have had an on-going surveillance
7 operation and confirmed that the unit was being used for illegal
8 drug activity (i.e., buying, selling, use) and Search Warrant was
9 executed and the unit searched by police.

10
11 (ii) A law enforcement agency has conducted a “*field test*” on the suspected
12 drugs, at the dwelling unit, and they determined that drugs were present
13 in the unit.

14
15 (iii) A search of the dwelling unit, by a law enforcement agency, revealed
16 that “*drugs*” or “*drug paraphernalia*” were discovered in the unit and
17 that such “*drugs*” or “*drug paraphernalia*” were removed as evidence.

18 (iv) A law enforcement agency has provided the CRHC with copies of Incident
19 Reports / Arrest Records / Drug Test Results that implicate a CRHC
20 Lessee/ unit.

21
22 (c) **Termination of Lease Purchase Agreement / Eviction Proceedings Regarding Drug Use**
23 **/ Criminal Activity.**

24
25 (1) **Notification.** Once the decision to Terminate / Evict has been made, the CRHC
26 Executive Director shall advise the appropriate staff or its agent to draw up the
27 necessary documents required to notify the Lessee of the CRHC’s intentions to
28 move forward with IMMEDIATE Termination of their Lease Purchase Agreement
29 and Eviction. In such cases, the appropriate notice to terminate shall be served
30 in accordance with current California Law.

31
32 (3) **Time Lines.** The above noted actions shall be initiated, by the CRHC or its agent,
33 within twenty-four (24) hours of receipt of “*formal*” notification from Law
34 Enforcement that such a drug related event took place and involved a CRHC
35 leased unit.

36
37 (4) **Supporting Documentation.** Supporting documentation for Drug Use /
38 Possession (as noted in Section II, C. (b) above) must be in place before the
39 Executive Director can direct the staff or agent/s to initiate Termination of the
40 Lease Purchase Agreement and Eviction.

41
42 (5) If the Lessee has supporting documentation that the CRHC has made an error,
43 the Lessee’s only option is to file a request for a grievance hearing in accordance
44 with the CRHC Grievance Policy.
45

Lease-to-Own Program Policy

1 **2. Disorderly Events - (Reference City of Chico Municipal Code 9.40, 05/16/08)**
2

3 (a) **Definition.** “Disorderly event” includes any gathering or congregation of people,
4 whether planned or unplanned, at which the behavior of attendees of the event is violent
5 or otherwise of a nature that creates a danger to the safety of other attendees of the
6 event, the public or public safety officers responding to the event or at which, due to
7 the crowded nature of an event, the officers are unable to obtain access to reported or
8 observed illegal activity or a medical emergency without requiring some or all of the
9 attendees to disperse. “Disorderly event” includes, but is not limited to, an event at
10 which the attendees throw objects that may inflict injury or damage, including but not
11 limited to, rocks, bottles, cans or other objects, missiles or projectiles.
12

13 (b) **Disorderly Event - Order to Disperse.** Police officers responding to a disorderly event
14 may order persons attending the event to disperse when such dispersal is necessary in
15 order to prevent injury to attendees of the event, the public or public safety officers
16 responding to the event, or to allow public safety officers to obtain access to reported
17 or observed illegal activity or a medical emergency. Any person attending a disorderly
18 event who is not domiciled at the location of the event and who is ordered to disperse
19 by a police officer shall do so immediately.
20

21 (c) **Violations - Penalties.** Any person attending a disorderly event who fails to disperse upon
22 an order to do so by a police officer shall be guilty of an infraction.
23

24 (d) **Violators.** Violators shall be subject to Termination of their Lease Purchase Agreement
25 and Eviction.
26

27 **3. Parties.**

28 (a) Lessees shall *NOT* conduct *NOR* permit *Loud Parties* or *Noisy Activities* in their dwelling
29 units or on their dwelling unit property, between the hours of 10 p.m. and 8 a.m.
30

31 (b) Lessees cited two (2) times for *Loud Parties* or *Noisy Activities*, within a twelve (12)
32 month period, are subject to Termination of their Lease Purchase Agreement and
33 Eviction.
34

35 **4. Noise.**

36 (a) Lessees shall exercise extreme care *NOT* to disturb other residents with *Excessive Noise*,
37 including, but *NOT* limited to that coming from:
38

39 (1) Children.
40

41 (2) Pets.
42

43 (3) Yelling/Screaming.
44
45

CHICO RANCHERIA HOUSING CORPORATION

Lease-to-Own Program Policy

- (4) Amplifiers and Speakers (in the car or home).
- (5) Barking Dogs and other Animal Noises.
- (6) Fire and Burglar Alarm systems.
- (7) Motor Vehicle Engines.
- (8) Motors (i.e., on Snow Mobiles, Motor Cycles, Four Wheelers, etc.).
- (9) Musical Instruments.
- (10) Radios.
- (11) Stereo Systems.
- (12) Televisions.

(b) Lessees cited two (2) times for *Noise Violations*, within a twelve (12) month period, are subject to Termination of their Lease Purchase Agreement and Eviction.

5. Public Disturbances.

(a) Lessees shall *NOT*, engage in or permit their family, friends or guests to engage in any type of *Unlawful or Criminal Activities*, or activities which cause a *Public Disturbance* (i.e., in their yards, on the streets in front of their dwelling unit or in public areas) affecting the rights and comforts of their neighbors and / or surrounding community. The following list constitutes some, but *NOT ALL*, disturbances:

- (1) Disturbing the Peace.
- (2) Discharging Firearms.
- (3) Fighting.
- (4) Public Drunkenness.
- (5) Using Profanity or Vulgar Language.
- (6) Roughhousing.
- (7) Setting off fireworks.
- (8) Brandishing a weapon.

Lease-to-Own Program Policy

(b) Lessees involved in any activity resulting in a police incident report or a citation for Public Disturbances are subject to Termination of their Lease Purchase Agreement and Eviction. The severity of the Public Disturbance shall be evaluated in order to proceed with eviction. In some cases, cause for eviction may be supported by one incident, in other cases two (2) repeated incidences within twelve (12) months shall constitute eviction. There shall NOT be any three (3) incidences within twelve (12) months because the Lessee shall have already been evicted after two (incidences) unless such third incident occurs during the eviction process. However, three (3) instances during tenancy (cumulative without a timeframe) shall constitute mandatory eviction.

6. Supervision of Children.

- (a) Lessees shall properly supervise their dependent children under the age of eighteen (18) at ALL times or ensure that either a babysitter, sixteen (16) years of age or older, is supervising them at ALL times.
(b) Lessees shall NOT allow their children to play on roofs, in parking spaces, in trees, or other areas where their health and safety are at risk.
(c) Lessees cited two (2) times for lack of children supervision within a twelve (12) month period, may be referred to Children Protective Services and are subject to Termination of their Lease Purchase Agreement and Eviction.

7. Violence.

- (a) Lessees, any member of the Lessee’s household, guest, or other person under the Lessee’s control shall NOT engage in acts of violence or make threats of violence.
(b) This includes the unlawful discharge of a firearm in the dwelling unit or on / near the dwelling unit premises.

8. Reporting Problems.

- (a) Lessees, who want to report a noise complaint, or pass on knowledge of something illegal in nature, should contact the City Police Department FIRST. After the proper law enforcement agency has been notified, then Lessees should contact the CRHC and its agent.
(b) It is the hope of CRHC that Lessees will get along with one another. However, when a problem arises between neighbors, CRHC encourages Lessees to first discuss the matter with their neighbor(s) in an attempt to resolve the issue.
(c) Lessees who are unsuccessful in resolving problems should feel free to turn in a formal complaint to the CRHC or its agent’s office. Such complaints must be in writing and signed. Upon receipt, they shall be processed in accordance with the CRHC’s Policies.

CHICO RANCHERIA HOUSING CORPORATION

Lease-to-Own Program Policy

1 G. KEYS
2

3 1. Move-In.

4 At time of Move-In, Lessees shall be supplied with two (2) sets of keys for each “entry”
5 door of their dwelling unit and at least (1) set of keys for the mailbox, if applicable.
6

7 2. Lost Keys.

8
9 (a) When a lessee loses a key, CRHC’s agent shall replace the lost key, upon request. There
10 may, however, be a ten dollar (\$10.00) service fee for each replacement key made.
11

12 (b) If the lessee desires a replacement key, he / she shall contact the CRHC’s agent and
13 notify them of his / her need for a replacement key.
14

15 (c) For security reasons, CRHC or its agent shall only honor requests for replacement
16 keys when that request comes from the unit’s Head of Household.
17

18 (d) Lessees shall pay the ten dollar (\$10.00) service fee at the time the replacement key is
19 provided. A receipt for payment shall be issued to the Lessee. NO after the fact billing
20 is allowed for this service.
21

22 3. Returning Issued Keys.

23 (a) Lessees are required to return ALL keys issued to them in the event of a lease
24 termination.
25

26 (b) Lessees who fail to return keys, at time of Move-Out, are subject to be billed ten dollars
27 (\$10.00) per missing key (to cover replacement costs).
28
29

30 4. Lockouts.

31 (a) In the event a Lessee gets locked out, he / she can contact **CRHC’s agent** and ask that
32 the unit be opened for them. Such requests must be from individuals listed on the
33 Household Composition Form.
34

35 (b) Lessees are subject to be billed a thirty-five dollar (\$35.00) service fee each time they
36 request this service.
37
38

39 5. Lock-Sets.

40 If a Lessee breaks or damages a lock-set to the point that it needs to be replaced, they are
41 subject to be billed one hundred fifty dollars (\$150.00) to cover the cost (i.e., labor /
42 materials) of replacing the lock set.
43
44

Lease-to-Own Program Policy

6. Changing / Adding Additional Locking Systems.

Lessees are prohibited from changing or adding additional locking systems. If there is a security issue, lessees must report such issue to CRHC immediately.

H. HEALTH & SAFETY

1. Preventive Maintenance-Lessee Responsibilities.

The Head of Household and his / her spouse are responsible for the actions of ALL their family members, friends and guests while they are in the dwelling unit. Lessees shall be held accountable for the destructive actions of their family, friends, and guest's.

(a) **Cleanliness.** Lessees shall keep the premises of their dwelling unit, both inside and out, in a clean and sanitary condition at ALL times.

(b) **Garbage/Trash Service.**

- (1) The Lessee shall be responsible for acquiring and maintaining trash disposal service. Failure to do so will result in program violation leading to Termination of the Lease Purchase Agreement and Eviction.
- (2) It is also the Lessee's responsibility to separate out recyclable materials from their garbage prior to placing it in appropriate bins.
- (3) Lessees shall *NOT* deposit garbage, refuse, rubbish or cuttings on any street, road, or common properties.
- (4) Lessees shall deposit ALL garbage, refuse, rubbish and cuttings in suitable metal or plastic containers, as provided by the trash service company.

(c) **Housekeeping.**

- (1) Lessees shall ensure proper housekeeping standards are employed in the upkeep of their unit.
- (2) Housekeeping responsibilities include, but are *NOT* limited to the following:
 - (a) Keep common areas (i.e., stairs, hallways, etc.) clean and free of litter.
 - (b) Keep ALL rooms in the dwelling clean and sanitary.
 - (c) Properly dispose of trash and garbage.
 - (d) Keep appliances and equipment clean and sanitary.

Lease-to-Own Program Policy

1 (d) **Sanitation.**

- 2
- 3 (1) The storage of boxes, bottles, cans, equipment or objects that constitute a
4 rodent hazard, in and around the dwelling unit, are **NOT** permitted.
- 5
- 6 (2) Objects that collect or hold water on the property that promote mosquito larva
7 are **NOT** permitted.
- 8
- 9 (3) Lessees shall refrain from moving furniture, furnishings, and other personal
10 belongings into the dwelling unit that are **NOT** in a clean / sanitary condition.
11 For example, knowingly moving in roach infested belongings.
- 12
- 13 (4) Lessees shall keep their dwelling units clean and free of garbage so as to prevent
14 the infestation of cockroaches, vermin, and other pests.
- 15
- 16 (5) Lessees are responsible for the purchase and replacement of the HVAC filter (as
17 required). If a client neglects to change the filter to the point that it needs to
18 be replaced by a vendor, they shall be billed twenty-five dollars (\$25.00) to
19 cover the cost (i.e., labor / materials) of replacing the HVAC filter.

20

21 (e) **Reasonable Care.**

- 22
- 23 (1) Lessees are required to use reasonable care and keep their dwelling unit in
24 such condition so as to prevent health and sanitation problems from arising.
- 25
- 26 (2) Lessees, shall ensure that their guest(s) refrain from destroying, defacing,
27 damaging, vandalizing or removing any part of the tribally owned premises or
28 project.

29

30 (f) **Walls.** In order to minimize damage to walls, Lessees shall use only picture hooks and
31 other wall fasteners that serve for the purpose of hanging pictures, etc.

32

33 (g) **Windows.** Lessees are **NOT** permitted to install additional shades, awnings or window
34 guards that are not installed prior to move-in.

35

36 (h) **Toilets, Sinks, Showers, Baths, Drains.** Lessees shall keep toilets, sinks, showers, baths,
37 and drains in a clean, useable condition and only use appropriately.

- 38
- 39 (1) Under **NO** circumstances are coffee grounds, cloth, or disposable diapers, sanitary
40 napkins, loose plastic items, or any other such materials to be disposed of in the
41 septic or sewage system.

42

43

44 (i) **Smoke Detectors and Carbon Monoxide Detectors.** Lessees shall ensure that smoke
45 detectors and carbon monoxide detectors are in proper operating order at ALL times.

CHICO RANCHERIA HOUSING CORPORATION

Lease-to-Own Program Policy

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- (1) If the *RED* light is “*flashing*” and / or the smoke detector “*beeps*” every few seconds, then the battery is low and needs replacement.
- (2) Lessees are responsible for the purchase and replacement of smoke detector and carbon monoxide detector batteries (as required).
- (3) Lessees shall *NOT* tamper with, disconnect, or remove smoke detectors and carbon monoxide detectors. Tampering with, disconnecting or removing smoke detectors or carbon monoxide detectors from a dwelling unit are grounds for Termination of the Lease Purchase Agreement and Eviction. If a client tampers with or removes a smoke or carbon monoxide detector to the point that it need to be replaced, they shall be billed forty-five dollars (\$45.00) per device to cover the cost (i.e., labor / materials) of replacing the smoke or carbon monoxide detector.

(j) **Fire Extinguishers.**

- (1) Lessees shall supply and maintain within the unit has at least one (1) fire extinguisher that is charged and in proper working order accessible near the kitchen area.
- (2) Location of Extinguishers. Because fires most often start in the kitchen, fire extinguishers should be mounted or placed somewhere in the kitchen area of each dwelling unit.
- (3) **Demonstrations on Extinguisher Use.** Lessees shall be given a demonstration, on how the fire extinguisher works, during the Move-In Inspection. If, for some reason it is *NOT* done at that time, Lessees may request a demonstration from CRHC staff or its agent at any time by calling the CRHC or its agent and making an appointment.
- (4) **Periodic Inspection of Extinguishers.** CRHC staff or its agent shall ensure that fire extinguishers are in proper operating order. Certified checks shall be conducted annually and/or more frequently as time and resources permit.

2. Emergencies.

(a) **Emergencies Requiring Notification / Response.**

- (1) In any life threatening emergency, **call 911.**
- (2) Emergency notification of CRHC staff and its agent shall be limited to those *Emergencies* affecting housing units that are under administration of the CRHC.

CHICO RANCHERIA HOUSING CORPORATION

Lease-to-Own Program Policy

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- (3) When a maintenance emergency is identified retain a repair service to fix the problem immediately then report the matter to CRHC’s or its agent.
- (4) Examples of some of the more common *Emergencies* that require CRHC and its agent Notification and Responses are:
 - (a) An *abandoned* unit
 - (b) Dog(s) *barking* incessantly inside the unit with *NO* response from anyone inside.
 - (c) A *water* main break (that requires access to the main shut off valve, inside the house, in order to minimize damage).
 - (d) *Water* coming from the dwelling unit (that requires access to the main shut off valve, inside the house, in order to minimize damage).
 - (e) Window(s) or door(s) that have been broken out (and need to be boarded up to secure the unit).
- (5) Examples of *Emergencies* that require calling **911** then contacting the CRHC and its agent are:
 - (a) *Fire / flames* are visible coming from the unit.
 - (b) *Smoke* is visible coming from the unit.
 - (c) Any Criminal Activity

3. Firearms.

CRHC management is concerned for the safety and well-being of the communities. It is our hope that by abiding by such a policy, the discharge of firearms can be eliminated.

- (a) **General.** Firearms, as defined in this document are prohibited from being used (discharged) in any dwelling unit under management of the CRHC or its agent.
- (b) **Violations.** Should a lessee, a Lessee’s family member, or a Lessee’s guest get caught *discharging a firearm or brandishing a weapon* in a CRHC dwelling unit (or on the dwelling unit property), the Lessee shall be subject to IMMEDIATE Termination of his / her Lease Purchase Agreement and Eviction. Before Termination of the Lease Purchase Agreement and Eviction proceedings can go forward, there must be *third party verification* that a Firearm offense (as described above) actually took place. Typically, this will come from the Police Department via a Police Incident Report. Such reports specify the date, time, location and parties involved.

Lease-to-Own Program Policy

1 **4. Burning.**

2 Lessees are NOT allowed to burn ANY items inside or outside the dwelling unit except when
3 the unit has a fireplace, woodstove, etc... and only firewood is burned in it. Barbecues used
4 for cooking food are an exception, as long as the barbecue is in proper working order, only
5 used outdoors with adequate ventilation, and an adult supervises the barbecue from start
6 until all burning materials are completely extinguished.
7

8 **5. Pets.**

9 The CRHC intends to provide a decent, safe, and sanitary living environment for all residents,
10 and to protecting and preserving the physical condition of the property owned by the Tribe.
11 Lease to Own units are located in the jurisdiction of the City of Chico, and are subject to the
12 City's municipal code for pet ownership codified under Title 7 of the City of Chico Municipal
13 Code. As a result, approval for keeping pets or animals in Lease to Own units owned by the
14 Tribe and managed by CRHC will be conditioned on compliance with this policy and Title 7
15 of the City of Chico Municipal Code (CMC 7).
16

17 (a) Lessees must have the prior approval of CRHC before moving a pet into their housing unit.
18 Lessees must request approval on the *Authorization for Pet Ownership Form* that must
19 be completed before CRHC will approve the request. Lessees who request approval for
20 dogs must sign a "certification statement" to certify their dog is not potentially harmful
21 to the health or safety of others, and that their dog has not been trained as attack or
22 fight trained dog.
23

24 (b) The CRHC will allow only domesticated dogs, cats, birds, rodents and fish in aquariums
25 in the housing units. No farm-type animals (including potbelly pigs, rabbits and chickens)
26 will be allowed.
27

28 (c) Lessees are limited to a combination of no more than two (2) cats and/or dogs per unit.
29

30 (d) The pet and its living quarters must be maintained in a manner to prevent odors and any
31 other unsanitary conditions in the owner's unit and surrounding areas. Repeated
32 substantiated complaints by neighbors or CRHC personnel regarding pets disturbing the
33 peace of neighbors through noise, odor, animal waste, or other nuisance will result in
34 the owner having to remove the pet or move him/herself. Any animals deemed to be
35 potentially harmful to the health or safety of others, including attack or fight trained
36 dogs, will not be allowed.
37

38 (e) Pets must be kept in the owner's dwelling unit or on a leash at all times when outside
39 (no outdoor cages or tether may be used). Pets may not be allowed to run loose in front
40 yards. Pet owners must immediately clean up after their pets and are responsible for
41 disposing of pet waste.
42

43 (f) Visiting pets are not permitted by the CRHC with the exception of when a pet serves as
44 a legal aid to any one of the protected disability classes of Lessees, their family members
45 or their guests. This includes the blind, visually disabled, deaf, or physically disabled.

Lease-to-Own Program Policy

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6. Liquid-filled Furniture / Containers.

In the event a Lessee has liquid-filled furniture, proper installation, component standards including conformity to the floor weight load limits of the local building code, and adequate Lessee’s insurance from a minimum amount of \$100,000 is required and must be submitted to the CRHC and its agent prior to installation.

(a) **Waterbeds.** In order to prevent damage to the dwelling unit structure, WATERBEDS in units built prior to 1972 that are managed by the CRHC or its agent are prohibited.

7. Parking Restrictions.

(a) **Heed Signs.** Lessees, Lessee’s family, and Lessee’s guests, shall abide by ALL PARKING SIGNS posted in the housing areas.

(b) **Where to Park.**

(1) Lessees, Lessee’s family, and Lessee’s guests, are allowed to park their vehicles (i.e., car, pickup truck, SUV or any combination thereof) in the driveway, garage, carport or on the public street / road in front of the dwelling unit.

(2) Lessees shall ensure that family, friends, and guests only park in authorized / designated areas.

(c) **Where NOT to Park.**

(1) Parking on sidewalks or the lawn is strictly prohibited.

(2) Parking within ten (10) feet of a fire hydrant is strictly prohibited.

(3) Failure to park in designated areas can result in local law enforcement issuing a citation and the vehicle being towed away at the owner’s expense.

(d) **Number of Vehicles.**

(1) Lessees are limited to three (3) vehicles (i.e., car, pickup truck, SUV or any combination thereof) per unit.

(2) Those vehicles must be in proper working order (drivable) and they must be licensed and be currently registered with current stickers.

(3) Recreational vehicles must also be licensed and stored in an appropriate designated area.

Lease-to-Own Program Policy

1 (e) **Visitor Parking.**

- 2
- 3 (1) Designated VISITOR PARKING areas are for visitors only.
- 4
- 5 (2) Lessees shall refrain from parking their vehicles in designated VISITOR PARKING
- 6 areas. Failure to abide by this can result in the Lessee having his / her vehicle
- 7 towed. The costs of such towing shall be borne by the Lessee.
- 8
- 9 (3) If a Lessee has visitors, and there are *NO* designated VISITOR PARKING areas, the
- 10 visitors may park their vehicles (i.e., car, pickup truck, SUV, etc.) on the street
- 11 directly in front of the unit. Such parking is only permitted for a “*temporary*”
- 12 period (i.e., less than 24 hours) and the vehicle may *NOT* block traffic.
- 13

- 14 (f) **Large Trucks.** Lessees are prohibited from parking large trucks (i.e., stake, semi, etc.)
- 15 which have over a one (1) ton load capacity in the community housing areas at any time.
- 16

17 **Exception 1:** An exception to this parking restriction would be for the purpose of loading

18 / unloading deliveries to the home.

19

20 **Exception 2:** Another exception to this parking restriction would be if the Lessee is

21 legally and legitimately employed driving such a truck and there is no feasible alternate

22 parking for the truck when the Lessee is off duty. In this case, CRHC may make a special

23 exception.

24

- 25 (g) **Inoperable Vehicles.** Lessees shall *NOT* (nor shall they allow family, friends, relatives)
- 26 to park / store wrecked, inoperable, or non-licensed vehicles within the community
- 27 housing areas.
- 28

- 29 (1) Vehicles that are observed to be in community housing areas for more than five
- 30 (5) calendar days, which appear to be “*unlicensed*”, “*inoperable*” or
- 31 “*abandoned*”, shall be removed from the premises and properly disposed in
- 32 accordance with CRHC’s Vehicle Towing Policy.
- 33

34 **8. Displaying Signs.**

- 35
- 36 (a) Lessees shall *NOT* display or affix signs of any type to the windows, on the doors, or on
- 37 the outside of their dwelling unit.
- 38
- 39 (b) Lessees shall *NOT* erect signs, of any size, shape, or type on the property of their dwelling
- 40 unit.
- 41

42 **9. Structural Changes.**

43 Lessees are *NOT* allowed to make any type of structural changes or modifications to their

44 dwelling unit. Doing so is grounds for Termination of the Lease Purchase Agreement and

45 Eviction.

Lease-to-Own Program Policy

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(a) **Exception.** The only exception to this would be for the installation of a Handicap Accessible Ramp.

- (1) If such a ramp is required, the Lessee must submit a WRITTEN request to the CRHC Executive Director, *prior* to installation, indicating why the ramp is needed.
- (2) The CRHC Executive Director shall review and approve / disapprove ALL such requests.
- (3) Generally, the funding of such ramps is the responsibility of the Lessee- *NOT* the CRHC.
- (4) If the Lessee is seeking help from the CRHC to fund / install such a ramp, they must first demonstrate (in their written request) that *NO* other funding source is available.
- (5) In any such case, all construction shall be administered by the CRHC.

10. Outside Storage.

Lessees shall *NOT* store household furniture or other property / belongings (i.e., sofa, couch, kitchen table, etc.) outside the dwelling unit unless in a designated storage unit.

I. MAINTENANCE

Under the Lease-to-Own Program, Lessees are responsible for ALL of the maintenance associated with the unit. This includes maintenance, non-routine maintenance, and repairs due to *Normal Wear and Tear*. However, Mechoopda Tribal Elder households participating in the Lease-to-Own Program are eligible for financial assistance up to \$2,400 per calendar year beginning in 2019 for maintenance associated with the unit. CRHC may assist Mechoopda Tribal Elders with the scheduling and oversight of necessary unit maintenance.

1. Routine Maintenance

- (a) **Routine Maintenance.** The Lessee shall be responsible for the routine maintenance of the unit, front and back yard(s), garage, and any and all grounds. Routine maintenance includes good housekeeping plus supplying the labor and materials in order to maintain the property in the same condition and appearance as it was when the Lessee moved in. Examples include cleaning gutters, mowing lawns, washing windows, replacing fuses in air conditioning units, and any other maintenance activity that a homeowner encounters during homeownership.
- (b) **Repair of Damage.** In addition to the obligation for routine maintenance, the Lessee is responsible for repair of any damage caused by the Lessee, members of his/her family, or visitors.

Lease-to-Own Program Policy

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(c) Care of Home. The Lessee agrees to keep his/her dwelling in a sanitary condition; to cooperate with the CRHC in keeping and maintaining any common area property, if applicable.

2. Non-routine and Normal Wear and Tear Maintenance

(a) Non-Routine Maintenance. The Lessee shall be responsible for all non-routine maintenance of the unit, front and back yard(s), garage, and any and all grounds. Non-routine maintenance includes any and all unforeseen damages that require repair, and any maintenance or repair associated with *Normal Wear and Tear*. Examples include replacing appliances, paint, fixing the heating system should it break, and other non-routine maintenance activity that a homeowner encounters during homeownership.

(b) **Painting.** The Lessee is responsible for painting.

3. Reporting Non-Routine Maintenance Repairs.

(a) Notification. Lessees shall promptly notify CRHC or its agent regarding non-routine maintenance and shall submit copies or receipts of any work orders, supplies, or payments documenting the repair. If the repair was done by the Lessee, a written statement explaining the repair or maintenance shall be submitted.

(b) In the event CRHC becomes aware of damage or the need for maintenance that was not reported (i.e., during annual inspections), the Lessee may be subject to the Termination of the Lease Purchase Agreement and Eviction.

4. Pest Control.

(a) Lessees shall use reasonable care to keep their dwelling unit clean and prevent health or sanitary problems from arising.

(b) If a pest / insect problems exist, it is the responsibility of the Lessee residing in the unit, to retain a licensed exterminator to mitigate the infestation followed by notifying CRHC.

J. INSPECTIONS

1. General.

(a) The Head of Household or his or her spouse is obligated to participate in Move-In, Annual, and Move-Out Inspections.

(b) CRHC or its agent has the right to make inspections of the unit. CRHC or its agent will provide notification at least forty-eight (48) hours in advance to the Lessee to ensure that the interior and exterior of the unit are being maintained in a decent, safe, and sanitary condition.

Lease-to-Own Program Policy

1 (c) Entry, for Inspections (less emergency), shall be made only during reasonable hours, and
2 after advance notice. That advance notice shall be in written form to notify the Lessee of
3 the pending inspection.

4 (d) The CRHC or its agent shall conduct inspections of each unit in accordance with the CRHC
5 Inspection Form.

6 (e) In the event the inspection indicates the need for repairs or upkeep, it shall be duly noted
7 on the CRHC Inspection Form. Repairs shall follow according to this policy.

8 **2. Move-In Inspection.**

9
10 (a) **Purpose.** Prior to initial occupancy, the Head of Household or his or her spouse and CRHC
11 staff and its agent shall jointly inspect the dwelling unit. The purpose of the Move-In
12 Inspection is to document the condition of the Dwelling Unit. The results of that
13 inspection shall be documented on the CRHC Inspection Form. That form shall be retained
14 by CRHC and its agent, and used for future reference, should there be disputes.

15 (b) **Photographing and/or Video Filming Inspections.** In addition to the CRHC Inspection
16 Form, the Move-In Inspection shall include photos and/or video filming.

17
18 (c) **Lessee Rights.** The Head of Household or his or her spouse is encouraged to inspect the
19 dwelling unit carefully and note any deficiencies or concerns on the CRHC Inspection
20 Form.

21
22 (1) CRHC staff or its agent shall ensure that the Lessee is advised of his / her right
23 to make comments about the Inspection.

24
25 (2) This is the Head of Household's or his or her spouse's opportunity to draw
26 attention to things that are missing / broken, or were overlooked, or were *NOT*
27 fixed.

28
29 (3) The Head of Household or his or her spouse should make sure such items get
30 noted on the CRHC Inspection Form so that follow-up action can be initiated.

31
32 (d) **Signatures on the Inspection Form.** At the conclusion of the Inspection, the Head of
33 Household and/or his or her spouse and CRHC staff and its agent conducting the Move-In
34 Inspection, are required to sign the CRHC Inspection Form.

35
36 (e) **Distribution of Inspection Forms.** One (1) copy of the completed CRHC Inspection Form
37 shall be sent to the lessee, one (1) copy shall be placed in the lessee's file and one (1)
38 copy in the unit file. The Inspection Form shall be retained by CRHC and its agent, and
39 used for future reference, should there be disputes.

40
41 (f) **Additional Items covered.** The Move-In Inspection is also used as a "how to" session.
42 This is done to identify and provide counseling on when and how to:

43
44 (1) Identify the location of the water shut off valve to the Lessee.

45
46 (2) Identify the location of the gas shut off valve to the Lessee.

CHICO RANCHERIA HOUSING CORPORATION

Lease-to-Own Program Policy

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- (3) Shut other valves off should it become necessary.
- (4) Inspect the furnace to ensure that the pilot light is lit and that the furnace is in working order.
- (5) Inspect the hot water heater to ensure that the pilot light is lit and that the furnace is in working order.
- (6) Ignite the furnace and water heater pilot lights should they go out.
- (7) Identify the location of the gas meter to the Lessee.
- (4) Identify the location of the electrical breaker box to the Lessee.
- (5) Reset breaker switches located in the circuit breaker box should power go out.

(g) **Counseling When Needed.** Additional counseling on the unit shall be provided, as needed or requested by the Head of Household or his or her spouse on the proper operation and maintenance of appliances such as the refrigerator, cook stove, dishwasher, etc.

3. Annual Inspection.

- (a) **Purpose.** The purpose of the Annual Inspection is to ensure that **ALL** dwelling units are being properly utilized, maintained, and remain safe (structurally) and sanitary.
- (b) **Frequency.** This inspection shall be done at least ANNUALLY, on each unit and more often if CRHC resources allow.

Note: This annual inspection is in addition to the standard Move-In and Move-Out Inspections.

(c) **Who Attends.** During the Annual Inspection, the Head of Household and all other occupants eighteen (18) and older are encouraged to attend. Regardless, the Chico Rancheria Housing Corporation staff and its agent shall jointly inspect the dwelling unit. The results of that inspection shall be documented on the CRHC Inspection Form.

- (1) If the Head of Household or other occupants eighteen (18) and older cannot be present during the scheduled Annual Inspection, he or she may leave written feedback regarding unit maintenance issues or concerns in a visible location such as the kitchen counter.
- (2)

(d) **Photographing Inspections.** In addition to the Annual Inspection Report, the Annual Inspection shall be *photographed* and/or *video filmed*.

(e) **Lessee Rights.** The Head of Household or other occupants eighteen (18) and older are encouraged to inspect the dwelling unit carefully and note any deficiencies or concerns on the *Inspection Report* or in *some other written form submitted to the CRHC or its agent*.

CHICO RANCHERIA HOUSING CORPORATION

Lease-to-Own Program Policy

1 (1) The Chico Rancheria Housing Corporation staff or its agent shall ensure that the
2 Lessee is advised of his / her right to make comments about the Annual
3 Inspection. This action shall be documented on the “*Tenant Rights During*
4 *Inspections*” form.

5
6 See Appendix Z for documentation on “*Tenant Rights During Inspections*”
7

8
9 (2) This is the opportunity the Head of Household or other occupants eighteen (18)
10 and older have to draw attention to things that are missing / broken, were
11 overlooked by maintenance on previous visits, or need to be fixed.

12
13 (3) The Head of Household or other occupants eighteen (18) and older should make
14 sure such items get noted on the *Inspection Report or in some other written*
15 *form submitted to the CRHC or its agent* so that follow-up action can be
16 initiated.
17

18
19 (f) **Signatures on the Inspection Form.** At the conclusion of the Annual Inspection, both
20 the Chico Rancheria Housing Corporation staff and its agent conducting the Annual
21 Inspection will sign off on the *Annual Inspection Report*.
22

23 (g) **Distribution of Inspection Form.** One (1) copy of the completed CRHC Inspection Form
24 shall be sent to the Lessee upon request, one (1) copy shall be placed in the lessee’s file
25 and one (1) copy in the unit file. The form shall be retained by CRHC and its agent, and
26 used for future reference, should there be disputes.
27

28 (h) **Access to the Unit.** Failure of the Lessee to allow CRHC or its agent into the dwelling
29 unit for the purposes of conducting an Annual Inspection, or failure of the Lessee to
30 cooperate with CRHC or its agent on the Annual Inspection shall be considered program
31 non-compliance and is jeopardizing federal assistance provided to CRHC.
32

33 (i) **Needed Repairs.**

34 (1) If deficiencies are noted during an Annual Inspection that are the responsibility of
35 the Lessee, CRHC or its agent shall serve the occupant(s) a Three (3) Day Notice to
36 Cure or Quit in accordance with California Law.

37 (2) Based on the established timeline, CRHC or its agent shall complete a follow-up
38 inspection the day after the Three (3) Day Notice to Cure or Quit expires.

39 (3) In the event that the repairs have not been made in accordance with the Three (3)
40 Day Notice to Cure or Quit, the Lease Purchase Agreement shall Terminate and
41 Eviction shall occur.

42 **4. Pre-Move Out Inspection.**

43 (a) **When.** Pre-Move-Out Inspections shall be done only when requested by the vacating lessee.
44
45

Lease-to-Own Program Policy

1 (b) **Scheduling.** The Pre-Move Out Inspection shall be scheduled after the Lessee provides the
2 CRHC with his / her thirty (30) Day Notice of Intent to Vacate (Terminate the Lease Purchase
3 Agreement).

4 (c) **Associated Forms.** Upon receipt of the Lessee's notification, CRHC's appropriate staff or
5 agent shall send him / her copy of the CRHC Inspection Form. The purpose of this is to
6 provide the Lessee with a "heads up" and identify those items that shall be checked and
7 may require repair / replacement or cleaning prior to the Chico Rancheria Housing
8 Corporation or its agent regaining possession of the unit.

9 **5. Move-Out Inspection.**

10
11 (a) **Purpose.** Upon termination of the Lease Purchase Agreement, a Move-Out Inspection
12 shall be required. The purpose of the Move-Out Inspection is to document the condition of
13 the dwelling unit at the time the Lessee vacates and CRHC or its agent regains possession
14 of the unit.

15
16 (b) **Who Attends.** During the Move-Out Inspection, the Head of Household or his or her spouse
17 and CRHC staff and its agent shall jointly inspect the dwelling unit. The results of that
18 inspection shall be documented on the CRHC Inspection Form.

19
20 (c) **Photographing/Videotaping Inspections.** In addition to the CRHC Inspection Form, the
21 Move-Out Inspection shall be photographed and/or *videotaped*.

22
23 (d) **Lessee Rights.** The Lessee is encouraged to inspect the dwelling unit carefully and note
24 any deficiencies that they do *NOT* agree with or concerns about the inspection /
25 condition of the dwelling unit, on the CRHC Inspection Form.

26
27 (1) CRHC staff or agent shall ensure that the Lessee is advised of his / her right to
28 make comments about the Inspection.

29
30 (2) This is the Lessee's opportunity to draw attention to things that are of concern
31 to him / her.

32
33 (e) **Signatures on the Inspection Form.** At the conclusion of the Inspection, the Head of
34 Household and/or his or her spouse and CRHC staff and its agent conducting the Move-Out
35 Inspection, are required to sign the CRHC Inspection Form.

36
37 (f) **Abandonment.** In the case of ABANDONMENT, CRHC and its agent shall conduct the
38 Move-Out Inspection without the former Lessee.

39
40 (1) If CRHC or its agent reasonably believes the Lessee has abandoned possession and
41 the Lessee is fourteen (14) days or more delinquent in payment of rent, then the
42 CRHC must serve a Notice of Belief of Abandonment, in the form prescribed by
43 California Civil Code §1951.3. The notice can be served in the manner prescribed
44 by Code of Civil Procedure §1162 or be certified of registered mail. If the Lessee
45 does not timely respond, the premises are deemed abandoned and the CRHC or
46 its agent will retake possession of the property without using the eviction
47 process.

Lease-to-Own Program Policy

1 (2) **Photographing/Videotaping** and proper documentation of the inspection shall
2 be completed as noted above.

3
4 (3) The CRHC Inspection Form shall be annotated to denote that the unit was
5 ABANDONED and that the Lessee was unavailable for the inspection.
6

7 (g) **Distribution of Move-Out Inspection Forms.** One (1) copy of the completed CRHC
8 Inspection Form shall be placed in the Lessee's file and one (1) copy in the unit file. The
9 form shall be retained by CRHC and its agent, and used for future reference, should there
10 be disputes following termination of the Lease Purchase Agreement.

11 K. SUCCESSION UPON DEATH OR MENTAL INCAPACITY

12 1. Successors and Protocol

13 While one does *NOT* like to think about the possibility of losing a loved one for any reason, it
14 does happen. Often times, Tribal Enrollment status and the tribe's desire to provide enrolled
15 tribal members with PRIORITY in housing also becomes an issue in these situations.
16 Additionally, we have found that all too often, minor children are caught in the middle. In
17 order to ensure tribal members continue to receive priority, and to keep disruption to the
18 family at a minimum, the following guidelines shall be followed:
19
20

21
22 (a) Lessee's Rights to Designate a Successor. The Lessee may name a designated successor
23 to the terms of the Lease Purchase Agreement in writing, pursuant to current CRHC
24 policies in which such successor must be eligible under the terms of the Lease Purchase
25 Agreement, Lease-to-Own Policy, and Eligibility and Admission Policy.

26 (b) Standard Succession. In the event of death or mental incapacity of the Lessee, the person
27 designated as the successor shall be evaluated in accordance with the requirements
28 under this policy and the Eligibility and Admission Policy. The successor must meet all
29 of the general eligibility requirements. If the successor meets the general eligibility
30 requirements for the Lease to Own Program, the unit and remaining principle shall be
31 transferred under a new Lease Purchase Agreement to the successor. The successor is
32 exempt from the Income Eligibility requirement of the Lease to Own Program if the
33 Useful Life restriction has expired and there are no federal funding restrictions attached
34 to the property. A new lease will be signed with the successor and CRHC.

35 (c) If the successor does not meet the general eligibility requirements for the Lease-to-Own
36 Program, the unit may be transferred the Low Income Rental Program and the successor
37 may be offered to enter into a Rental Agreement.

38 (d) If there is no successor designated, the successor is no longer living, or the successor
39 does not meet the standards of eligibility, CRHC may consider any adult household
40 member who was an occupant at the time of the event and who meets the eligibility
41 standards to succeed in the Lease Purchase Agreement and execute a Lease Purchase
42 Agreement or enter into the Low-Income Rental Program and execute a Rental
43 Agreement.

Lease-to-Own Program Policy

1 (e) If there is no qualified successor and no other household members meet eligibility
2 requirements in accordance with the Eligibility and Admission Policy and applicable
3 program policy, CRHC shall terminate the Lease Purchase Agreement and require the
4 remaining family members to vacate the unit.

5 (f) If a minor child or children of the Lessee’s household are in occupancy, and in order to
6 protect their continued occupancy within the unit, CRHC may approve legal guardians of
7 the children to enter into the Low-Income Rental Occupancy Program and enter into a
8 Rental Agreement.

9 **L. PROGRAM VIOLATIONS**

10
11 **1. General.**

12 CRHC staff, its agent(s), and the Board of Directors shall always provide equal treatment and
13 due process. Staff shall also inform Lessees of their right, unless stipulated elsewhere in
14 agreement or policy, to request a grievance hearing in accordance with the CRHC Grievance
15 Policy.

16
17 **2. Common Program Violations.**

18 The following examples illustrate some of the ways in which Lessees commit PROGRAM
19 VIOLATIONS.

20
21 NOTE: This does *NOT* constitute a “complete” list of examples.

- 22 (a) *Vacating* the dwelling unit (i.e., ABANDONMENT).
- 23
- 24 (b) Failing to keep *utilities* in service to the dwelling unit.
- 25
- 26 (c) Failing to *use* or *maintain* the dwelling unit or property as required.
- 27
- 28 (d) *Conducting* themselves in a manner that is disruptive to their neighbors’ right to the
29 “*quiet and peaceful enjoyment*” of their homes.
- 30
- 31 (e) Failing to *control* family, friends, and guests.
- 32
- 33 (j) *Non-payment* of monthly obligations (i.e., rent, utilities, etc.).
- 34
- 35 (k) *OTHER* violations of the Lease Purchase Agreement and/or Program Requirements, such
36 as not adhering to the required housing counseling.
- 37
- 38

39 **3. Common Criminal Violations.**

40 The following examples illustrate some of the more common ways in which Lessees commit
41 CRIMINAL VIOLATIONS.

42
43 NOTE: This does *NOT* constitute a “complete” list of examples.

Lease-to-Own Program Policy

- 1 (a) Knowingly *omitting income* or assets of household members.
- 2
- 3 (b) Knowingly *under-reporting income* or assets of household members.
- 4
- 5 (c) *Transferring income* or assets to obtain false eligibility.
- 6
- 7 (d) *Overstating deductions*, allowances or expenses.
- 8
- 9 (e) Using a *false identity*.
- 10
- 11 (f) Using a *false social security number*.
- 12
- 13 (g) Using *false documents*.
- 14
- 15 (h) *Falsifying* the number of household members.
- 16
- 17 (i) Intentionally *damaging or vandalizing* the dwelling.
- 18

19 4. CRHC's Actions Following a Violation.

- 20
- 21 (a) When a Lessee commits a program violation, the CRHC staff or its agent shall notify the
- 22 Lessee of the violation in writing. Action taken by the CRHC may vary depending on the
- 23 nature of the violation. In some cases, it may be a letter sent to the Lessee, or, in other
- 24 cases, it may be a formal notice served the Lessee in accordance with current California
- 25 Law or a combination of the both. In any case, the CRHC or its agent shall strive to
- 26 provide the violator with the following information:
- 27
- 28 (1) **Date of Violation** (or approximate date if unknown).
- 29
- 30 (2) **Nature of the Violation.** Explain what part/s of the Lease Purchase Agreement
- 31 and/or this Policy were violated.
- 32
- 33 (3) **Consequences of Violation.** If the violation is not cured within the specific time
- 34 frame provided, the consequences for not performing shall be conveyed.
- 35
- 36 (4) **Right to File a Grievance.** Point out the fact that the Lessee has the right,
- 37 unless stipulated elsewhere in an agreement or in policy, to file a Grievance
- 38 request in accordance with the current CRHC Grievance Policy.
- 39
- 40 (b) **Criminal Violations.** In those cases, where evidence indicates a fraudulent CRIMINAL
- 41 VIOLATION has occurred, the CRHC staff shall refer the matter to local law enforcement
- 42 agencies.
- 43

CHICO RANCHERIA HOUSING CORPORATION

Lease-to-Own Program Policy

(c) **Consequences of Failing to Correct a Violation.** If corrections are *NOT* forthcoming, CRHC or its agent shall Terminate the Lease Purchase Agreement in accordance with current California Law, which will lead to Eviction should the Lessee not vacate the unit.

M. TERMINATION OF LEASE PURCHASE AGREEMENT

1. Lessee Initiated Termination Procedures.

(a) **Time Lines.** If a lessee decides that he / she *NO* longer desires to participate in the Lease to Own Program, he / she *MAY Terminate* his / her Lease Purchase Agreement by providing the CRHC or its agent with at least a thirty (30) calendar day advance written notice.

(b) **Notification.** The notification to the CRHC or its agent, by the Lessee, that he / she is going to *Terminate* his / her Lease Purchase Agreement, shall be in WRITING and include the following:

- (1) Name of Lessee.
- (2) Dwelling Unit Number / Apartment Number / Address (as applicable).
- (3) Date Lease Purchase Agreement is to be terminated.
- (4) Current Mailing Address and Phone Number of Lessee.
- (5) Forwarding Address (after Move-Out) of Lessee.

(c) **Pre-Move-Out Inspection.** Upon receipt of the WRITTEN Notice, regarding the Lessee’s intent to vacate, and if the Lessee so requests it, the CRHC or its agent shall schedule a Pre-Move-Out Inspection. The purpose of this inspection is to let the Lessee know what he / she can do with regards to cleaning and needed repairs or replacements (if any) prior to vacating the dwelling unit.

(d) **Vacating WITHOUT Proper Notice.** If a Lessee vacates the dwelling unit without proper notice to the CRHC or its agent, the Lessee shall remain subject to the obligations of the Lease Purchase Agreement. This includes the obligation to make monthly payments until the CRHC or its agent can “officially” terminate the Lease Purchase Agreement in accordance with current California Law. See Abandonment in Section III. M. 3. below.

(e) In the event the Lease Purchase Agreement is terminated by the Lessee in accordance with this section, the Lessee shall forfeit any presumed figure of equity Lessee has accumulated in the Housing Unit and Lessee shall be liable for all the costs to return the Housing Unit to a safe and habitable condition equivalent to its original condition at the time the Lease Purchase Agreement was executed.

2. CRHC or its Agent Initiated Termination Procedures.

(a) **General.** In the event the Lessee fails to comply with any of the obligations in the Lease Purchase Agreement and / or any obligation under this Policy, the CRHC or its agent *MAY* terminate the Lease Purchase Agreement.

Lease-to-Own Program Policy

1 (b) **Notification.** If it becomes necessary for the CRHC or its agent to terminate the Lease
2 Purchase Agreement of a Lessee, the CRHC staff or its agent shall do so by giving the
3 Lessee a notice in accordance with current California Law.
4

5 (1) Failing to pay rent: The CRHC or its agent shall serve a Three (3) Day Notice to
6 Pay or Quit after the 5th day of the month. The Lessee shall have three (3) days
7 to make the payment or the Lease Purchase Agreement will terminate.
8

9 (2) Failing Inspection: The CRHC or its agent shall serve a Three (3) Day Notice to
10 Cure the deficiency when a unit fails inspection.
11

12 (3) Other Violations: The CRHC or agent shall serve a Three (3), Thirty (30), or Sixty
13 (60) Day Notice to Vacate, as applicable, when other circumstances warrant. The
14 Lease Purchase Agreement will expire upon notice expiration, and if the Lessee
15 does not vacate, legal action will be taken leading to Eviction.
16

17 (c) **Criteria for Termination.** The CRHC or its agent may only issue a *Termination* Notice if
18 the terms and conditions of the Lease Purchase Agreement have been violated. Some of
19 the common reasons for *Termination* include, but are *NOT* limited to, the following:
20

21 (1) Abandonment of the dwelling unit.
22

23 (2) Discovery of illegal occupant in the dwelling unit.
24

25 (3) Creation of physical hazards.
26

27 (4) **Criminal Activity.** A client, any member of the client's household, or a guest or
28 other persons under the client's control engaging in criminal activity, including drug
29 related criminal activity, on or near the client's unit.
30

31 Note: For purposes of this section, the term "*drug-related criminal activity*" means
32 the illegal manufacture, sale, distribution, use or possession with intent to
33 manufacture, sell, distribute, or use of a controlled substance (as defined in Section
34 102 of the Controlled Substance Act (21 U.S.C. 802)).
35

36 (5) Damaging the dwelling unit, premises, or CRHC's property, its agent's property,
37 or tribal property.
38

39 (6) Failure to comply with **ANY** provision of this policy.
40

41 (7) Committing fraud on the initial examination or withholding/misrepresenting
42 information relative to the initial examination.
43

44 (8) Failure to allow CRHC staff or its agent to conduct inspections.
45

46 (9) Failure to attend COUNSELING SESSIONS, when directed to do so, by the CRHC.
47

48 (10) Failure to maintain the unit in accordance with the Lease Purchase Agreement.
49

50 (11) Failure to make required monthly Rent Payments.
51

52 (12) Failure to make required monthly Utility Payments.

CHICO RANCHERIA HOUSING CORPORATION

Lease-to-Own Program Policy

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- (13) Failure to use the unit as the Lessee’s principal residence.
- (13) **Nuisance.** Serious and repeated interference with the rights of other CRHC Lessees (i.e., the Lessee’s Neighbors).
- (14) Harboring an unauthorized pet.
- (15) Failing to maintain the exterior grounds to the community standards, if applicable.
- (16) Failing to remove, or causing to remove, inoperable vehicles, appliances, furniture, etc. from the yard.
- (17) Failing to remove, or causing to remove, refuse or allowing excess debris to build up between garbage removals.
- (18) Failing to allow other residents in the community the peaceful enjoyment of their accommodations; etc.

Note: The CRHC or its agent shall investigate complaints that are received in writing on appropriate complaint forms on these issues (as noted above) and shall inform the Lessee that these complaints / concerns have been received by the CRHC or its agent. That notification shall be in WRITTEN form. Based on the nature of the complaint, CRHC staff or its agent may proceed with Termination of the Lease Purchase Agreement if the issue has *NOT* been resolved to CRHC’s satisfaction.

(d) In the event the Lease Purchase Agreement is terminated by the Lessee in accordance with this section, the Lessee shall forfeit any presumed figure of equity Lessee has accumulated in the Housing Unit and Lessee shall be liable for all the costs to return the Housing Unit to a safe and habitable condition equivalent to its original condition at the time the Lease Purchase Agreement was executed.

3. Abandonment.

The term “abandonment” is when the Lessee both physically leaves the premises and intends to permanently vacate. If the CRHC or its agent reasonably believes the Lessee has abandoned possession and the Lessee is fourteen (14) days or more delinquent in payment of rent, then the CRHC or its agent must serve a *Notice of Belief of Abandonment*, in the form prescribed by California Civil Code §1951.3. The notice can be served in the manner prescribed by Code of Civil Procedure §1162 or be certified of registered mail. If the Lessee does not timely respond, the premises are deemed abandoned and the CRHC or its agent will retake possession of the property without using the eviction process.

- (a) The date of termination of the Lease Purchase Agreement shall be fifteen (15) days after the notice is served personally or, if mailed, not less than eighteen (18) days after the notice is deposited in the mail unless:
 - (1) At the time the *Notice of Belief of Abandonment* was given, the rent was not due and unpaid for fourteen (14) consecutive days.

Lease-to-Own Program Policy

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- (2) At the time the *Notice of Belief of Abandonment* was given, it was not reasonable for the CRHC or its agent to believe that the Lessee had abandoned the real property. The fact that the CRHC or its agent knew that the Lessee left personal property on the real property does not, of itself, justify a finding that the CRHC or its agent did not reasonably believe that the Lessee had abandoned the real property.
- (3) Prior to the date specified in the *Notice of Belief of Abandonment*, the Lessee gives written notice to the CRHC or its agent stating his intent not to abandon the real property and stating an address at which he may be served by certified mail in any action for unlawful detainer of the real property.
- (4) During the period commencing fourteen (14) days before the time the *Notice of Belief of Abandonment* was given and ending on the date the Lease Purchase Agreement would have terminated pursuant to the notice, the Lessee paid to the CRHC or its agent all or a portion of the rent due and unpaid on the real property.

(b) In the event the Lease Purchase Agreement is terminated by the lessee in accordance with this section, the Lessee shall forfeit any presumed figure of equity Lessee has accumulated in the Housing Unit and Lessee shall be liable for all the costs to return the Housing Unit to a safe and habitable condition equivalent to its original condition at the time the Lease Purchase Agreement was executed.

4. Evictions.

(a) CRHC or its Agent Actions.

- (1) In the event a Lessee fails to Move-Out, following receipt of the *Appropriate Termination* Notification, the CRHC or its agent shall initiate EVICTION proceedings against the Lessee.
- (1) All EVICTION procedures shall be followed according to California State Civil Code through the County Court.
- (3) The CRHC staff or its agent shall notify the CRHC’s Attorney of the Lessee’s failure to vacate and request that he / she file an unlawful detainer with the County Court.
- (4) **Attorney Actions.** The lawsuit shall be filed by the attorney and court ordered summons shall be served accordingly by the attorney’s agent within five (5) days.
- (5) **Lessee Defends.** The Lessee can defend the lawsuit with a Motion to Quash, a Motion to Strike, or Demurrer (See California Code of Civil Procedure):

CHICO RANCHERIA HOUSING CORPORATION

Lease-to-Own Program Policy

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- (a) Motion Granted: Lawsuit Void - CRHC or its agent must start termination procedure over again with appropriate notice.
- (b) Motion Denied: Leads to Trial
 - (1) Judgment for Lessee
 - (2) Judgment for CRHC -
 - a) Writ of Possession
 - b) Sheriff’s Notice to Vacate
 - c) Sheriff Evicts Lessee

- (6) **Lessee Takes No Action.** If the Lessee takes no action, the following actions need to take place for the CRHC to regain Possession of the unit:
 - (a) Request to Enter Default
 - (b) Default and Default Judgment
 - (c) Writ Of Possession
 - (d) Sheriff’s Notice to Vacate
 - (e) Sheriff Evicts Lessee

5. Payment of Legal Fees.

In the event CRHC or its agent encumbers attorney fees, legal costs, or court costs while following the procedures set forth within this policy, the Lessee shall be held responsible for ALL attorney fees, legal costs, and court costs incurred by all parties.

N. VACATING UNITS

The purpose of this section is to provide procedures that apply to Lessees who are vacating their dwelling units.

1. Sequence of Events.

The sequence of events, for vacating a dwelling unit, shall be as follows:

- (a) **Notification.** The Lessee notifies the CRHC or its agent, by providing a Thirty (30) Day Notice to Vacate.
- (b) **Pre-Move-Out Inspection.**
 - (1) CRHC or its agent shall schedule a Pre Move-Out Inspection of the unit within ten (10) business days of receipt of the *Notice to Vacate* - only when such an inspection is so requested by the lessee.

Lease-to-Own Program Policy

- 1
2 (2) The Lessee shall be provided with a copy of the Pre Move-Out Inspection Report
3 so that he / she may make needed repairs / replacements.
4

5 (c) **Move-Out Inspection.**
6

- 7 (1) The CRHC or its agent shall schedule the Move-Out Inspection so that it coincides
8 with the Lessee's stated Move-Out date (as noted on his / her *Notice to Vacate*.
9

- 10 (2) If the Lessee has *NOT* completed the necessary repairs / replacements by the
11 scheduled Move-Out date, the CRHC or its agent shall schedule as soon as
12 possible and the unit returned to service.

13 (b) **Billing for Repairs After Move-Out.**
14

- 15 (1) An estimate detailing the costs to return the Housing Unit to a safe and habitable
16 condition equivalent to its original condition at the time the Lease Purchase
17 Agreement was executed shall be sent to the prior Lessee in a timeframe in
18 accordance with current California Law.
19

- 20 (2) Once repairs and replacements have been finalized, the CRHC or its agent shall
21 provide the prior Lessee with a detailed bill showing what work was done, the
22 labor costs involved and the material costs involved on a final invoice due and
23 payable to CRHC within thirty (30) days.
24

25 **2. Lessee Owes CRHC Money.**
26

- 27 (a) If the prior Lessee owes the CRHC or its agent money, it shall be termed a "bad debt."
28

- 29 (1) Prior Lessees shall be given thirty (30) calendar days within which to make good
30 on their payment.
31

- 32 (2) In the event a prior Lessee fails to make that payment within thirty (30) days,
33 the case shall be turned over to the CRHC's Attorney and/or the Mechoopda
34 Tribe's Fiscal Office or Other Tribes, if applicable, for "Bad Debt" collection.
35

- 36 (a) The Attorney shall initiate legal action, for restitution, via the County
37 Court. Judgments for payment (via cash or wage garnishment) shall be
38 sought.
39

- 40 (b) If legal action is required, the prior Lessee shall be held responsible for
41 any and ALL legal fees associated with trying to recoup funds due to the
42 CRHC.
43

CHICO RANCHERIA HOUSING CORPORATION

Lease-to-Own Program Policy

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(c) If additional costs (legal) are incurred, the CRHC shall annotate the prior Lessee’s account accordingly.

(c) **Amounts Charged.** Any amounts to be charged to the prior Lessee, for repairs, shall be based on ACTUAL COSTS (management, labor, and materials) incurred by the CRHC.

(d) **Other Potential Applicable Charges.** The list below provides examples of some of the OTHER charges that Lessees can be billed for when vacating a unit. This list is NOT all-inclusive.

- (1) The cost of securing the unit (to protect against vandalism).
- (2) The cost of legal notification (i.e., servicing fees).
- (3) The cost of removing and disposing of abandoned vehicles.
- (3) The cost of storage and / or disposition of personal property left behind.

3. Lessee Due Refund.

- (a) In a case where a prior Lessee is due a refund, CRHC or its agent shall issue a refund check and close the Lessee’s account.
- (b) CRHC or its agent shall provide that refund to the prior Lessee within a reasonable period in accordance with current California Law.

O. PERSONAL BELONGINGS

1. Lessee Responsibilities.

- (a) Lessees are responsible for removing ALL of their personal belongings and ALL debris from the dwelling unit at the time they vacate.
- (b) **Financial Liability.** The Lessee shall be held financially liable for any personal belongings removed from the formally occupied unit and the cost of removing such items by the CRHC or its agent. The CRHC or its agent shall NOT be held financially liable for any personal belongings after the Date of the Termination of the Lease Purchase Agreement.

2. Exception - Death of Lessee.

In the event of the death of a Lessee (i.e., an elderly Lessee who lived alone), and the dwelling unit is being reclaimed by the CRHC or its agent, the CRHC or its agent may postpone final clearance of the unit or temporarily store the deceased Lessee’s belongings until other family members can claim them.

Lease-to-Own Program Policy

- (a) Such final clearance delays / temporary storage shall *NOT* exceed twenty-five (25) calendar days from the date of death.
- (b) CRHC shall make every effort to contact the deceased Lessee’s next of kin so that the property can be claimed.
- (c) After twenty-five (25) calendar days, ALL unclaimed property shall be disposed of, at the CRHC’s or its agent’s discretion.

P. NOTIFYING CRHC

1. General.

If a Lessee desires to formally communicate with the CRHC or its agent, such contact SHALL BE in WRITING.

- (a) This provides the CRHC or its agent with a means by which Lessee notices can be tracked and accounted.
- (b) This also provides the Lessee with a safeguard in that there is then a RECORD COPY of his / her stated concern.

2. Lessee Notice Content.

At a minimum, notices and correspondence, generated by the Lessee, shall include the following:

- (a) The Lessee’s full name.
- (b) The Lessee’s unit number / apartment number (as applicable)
- (c) The location (area) of the Lessee’s unit.
- (d) The Lessee’s current mailing address.
- (e) Who the notice is intended for.
- (f) The nature of the correspondence.
- (g) What action(s) the Lessee desires.

3. Formal Grievance / Complaint.

If the Lessee desires to submit a formal GRIEVANCE, then he / she shall utilize the CRHC’s “Grievance” or “Complaint” forms. The procedures laid out in the CRHC Grievance Policy shall then be applied.

Lease-to-Own Program Policy

1 **4. Lessee Generated Termination Notice.**

2 For details on Notices associated with Lessee responsibilities regarding the Termination of
3 the Lease Purchase Agreement, see Section M: *Termination of the Lease Purchase*
4 *Agreement* of this document.

5
6 **5. Lessee Generated Notice Delivery Methods.**

7 NOTICES and correspondence, generated by the Lessee, shall be delivered to the CRHC or its
8 agent in the following manner:

9
10 (a) **Hand Delivered.** Hand delivered to the CRHC’s office or its agent’s office (Receptionist
11 Desk), or

12
13 (c) **Mailed.** Mailed to the CRHC’s or its agent’s office via Regular or Certified mail. Postage
14 shall be prepaid by the lessee.

15
16 (d) **Faxed.** Faxed to the office with a follow up phone call.

17
18 (e) **Emailed.** Emailed to CRHC with a follow up phone call.

19
20 **Q. LEASE PURCHASE AGREEMENT REQUIREMENTS**

21
22 **1. Lease Purchase Requirements Include But Are Not Limited To:**

23
24 (a) **Term.** The term of the Lease Purchase Agreement shall be clearly stated, which will
25 include the commencement date and the expiration date. The term shall correspond to
26 a monthly **amortization schedule**. The Lease Purchase Agreement may also be
27 terminated at any time during the term of the agreement as stipulated within the
28 agreement.

29
30 (b) **Purchase Price.** The Lease Purchase Agreement shall state the purchase price, which
31 shall be based on the total cost of the unit. The total cost of the unit shall include the
32 total purchase price and all the original closing costs including upfront insurances and
33 taxes paid at the original closing when the Tribe purchased the unit. When this figure is
34 ambiguous due to the nature or history of the project, the unit’s share of the total
35 development cost of the project shall be used as the principle purchase price or other
36 reasonable figure.

37
38 (c) **Administrative Fee.** While there is no interest charge attached to this program, a ten
39 percent (10%) administrative fee is charged to the Lease to Own Principle over the period
40 of the lease term. This amount is added to the monthly payment over the course of the
41 lease. This shall be stated on the Lease Purchase Agreement.

42
43 (d) **Monthly Payment.** The monthly payment shall be stated on the lease based on the
44 corresponding amortization schedule and the principle purchase price. The monthly
45 payment including administrative fee, plus \$200 shall not exceed thirty percent (30%) of
46 the Lessee’s adjusted income.

CHICO RANCHERIA HOUSING CORPORATION

Lease-to-Own Program Policy

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(e) Household Composition Form. The Household Composition form shall be a separate document from the Lease Purchase Agreement, but shall be incorporated into the agreement and can be amended, as necessary in accordance with applicable CRHC Policies. It shall identify the members of the household who reside in the unit. The lease shall name the lease holder(s) only.

R. PROGRAM BUDGETING

1. Annual Budget

CRHC shall prepare an annual budget for the Lease-to-Own Program in accordance with its financial management practices and applicable policies.

2. Reserve Account

CRHC shall maintain a reserve account with a minimal amount of funds need for closing costs when lease terms expire and units are conveyed, as well as reserves for unforeseen events.

S. HOME CONVEYANCE

1. General Procedure

(a) CRHC begin preparing one-hundred and twenty (120) days prior to any lease maturing (principle payoff) under this program and shall cause the unit to be conveyed at the time the principle reaches zero.

(b) Closing costs shall be paid from program funds at the time of closing.

(c) The General Procedure is as follows:

- (1) CRHC opens escrow account at Title Company
- (2) The Title Company conducts title search and develops title report
- (3) The Title Company disburses title report to all parties
- (4) The Title Company develops escrow instructions
- (5) The Title Company requests funds (closing costs)
- (6) Parties sign all closing documents
- (7) Title Company Records Title at county

Lease-to-Own Program Policy

1 **2. Proceedings After Conveyance**
2

3 (a) **CRHC Responsibilities.** Upon conveyance of the home, the responsibilities of the CRHC
4 toward the Lessee shall cease.

5
6 (b) **Home Owners Association.** Some projects, such as the Sunrise Ct. & East 21st St. Units,
7 will have codes, covenants, and restrictions associated with the deeds establishing a
8 Home Owners Association (HOA) for the neighborhood. It is likely that not all units in
9 such neighborhoods will convey at the same time, thus the CRHC will represent the Tribe
10 in HOA membership in accordance with the Bylaws of the HOA.