

Important Information for Residents

John F. Kennedy Apartments & Queen City Tower

Annual Re-certifications Approximately 9 months from the time you move in, an annual re-examination will be completed. You will be notified by in advance by a letter of the appointment. Don't panic. Here are some things to consider:

- A. Keep all your important papers in a box or envelope. Include all income/pay stubs and medical/pharmacy papers from the time you move in. Include raises on pensions and any verification's as of this date.
- B. Save all receipts, bills, and explanation of benefits papers for medical deductions, including eye care, dental and medical. These deductions help to lower your rent amount.
- C. If you take medications, you will be asked to get a print out from your pharmacy for the past twelve months for prescription and non-prescription drugs, as long as the Doctor ordered them.
- D. All medical insurance premiums you pay, must be verified by your last receipt.
- E. All assets must be verified. Printouts and/or bank statements from checking and savings accounts, direct deposits and investments will be reviewed. Any interest accrued and paid out to you from the previous January will be considered on your annual re-certification.

Building Regulations

- 1. Move in and Move outs are **prohibited** during the hours of **8pm and 9am** during the week and **6pm and 9am** on weekends.
- 2. Carpet installation with adhesive or tack board is strictly prohibited due to damage repairs and the cost of carpet removal. All damages/repairs will be billed to the resident on move out.
- 3. Solar Guard Window Film (Queen City Tower) is to be cleaned with a soft towel or squeegee and a cup of alcohol to a quart of water. Do not use ammonia base products, vinegar or abrasive materials.
- 4. Do not tamper with switches in halls & stairwells. Lights remain on 24 hours a day for your safety.
- 5. Smoke detectors are present in each apartment.
- 6. Both Hi-Rise buildings are **smoke free**. Smoking is allowed outside & in your apartment only.
- 7. Shopping carts are not allowed in hallways or stairwells. Please return them to the first floor after use.
- 8. All children must be accompanied by an adult in the elevators, halls and stairwells.
- 9. Animals are not allowed in the building unless a **pet permit** from the Housing Authority is obtained.
- 10. Do not put food in the toilet. Wrap all paper, plastics, cans and bottles before putting them down the garbage chute.
- 11. Be considerate! Do not shake rugs on balcony/stairwells and keep the slamming of doors to a minimum.
- 12. Obtain a **parking permit** from the office.
- 13. Air conditioners and major appliances (freezers) are to be reported to the office. There is an added fee for additional appliances.
- 14. Laundry room facilities are used on a first come, first serve basis. Please obey posted hours and guidelines.
- 15. Monthly extermination service is free of charge and cannot be refused. Exterminator dates are posted monthly in the Hi-Rise newsletter.
- 16. All repair orders must be phoned into the Maintenance Department (301) 724-2055