

~For ALL tenants & applicants~

**Document Checklist**

I, \_\_\_\_\_, do testify that the following information has been given to the McHenry County Housing Authority. The information that I have submitted in order to live at \_\_\_\_\_ GreenTrees in Huntley or \_\_\_\_\_ SilverTrees in Richmond is, to the best of my knowledge, current and accurate.

<for certification date \_\_\_\_\_ >

Please initial all that apply:

**Income**

\_\_\_\_\_ Social Security Award Letter

\_\_\_\_\_ Pension Verification

\_\_\_\_\_ Wages

\_\_\_\_\_ Assets: \_\_\_\_\_ Checking, \_\_\_\_\_ CD(s), \_\_\_\_\_ Savings, \_\_\_\_\_ Other

\_\_\_\_\_ Other Income: \_\_\_\_\_

**Medical Deductions**

\_\_\_\_\_ Medication Expenses

\_\_\_\_\_ Doctor/Hospital Bills

\_\_\_\_\_ Supplemental Insurance

\_\_\_\_\_ Medicare

**Other**

\_\_\_\_\_ Pet? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Tenant Signature \_\_\_\_\_ Date

\_\_\_\_\_ Co-Tenant \_\_\_\_\_ Date

\_\_\_\_\_ MCHA Representative \_\_\_\_\_ Date





# McHenry County Housing Authority

1108 N. Seminary, P.O. Box 1109 Woodstock, Illinois 60098  
Phone and TDD: 815/338-7752 Fax: 815/338-1217

~For ALL tenants & applicants~

## For Persons With Disabilities

Initial:

\_\_\_\_\_ I AM disabled. (1)

\_\_\_\_\_ I am NOT disabled. (2)

If you check number 1 ("I AM disabled"): Do you require a specific accommodation to fully utilize our programs and services? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "yes," please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

H:/forms/Disability Statement  
8/19/15



*~For ALL tenants & applicants~*

**SILVERTRESS OF RICHMOND**  
**GREENTREES OF HUNTLEY**  
**TENANT RULES AND REGULATIONS**

The following rules have been made to protect the rights of tenants and permit the efficient management of GreenTrees and SilverTrees.

1. Rent is due on the first but you have a five-day grace period.
2. Electric bills must be paid on time to avoid shut-off. Failure to do so could result in eviction.
3. Changes in income must be immediately reported. Except in the case of the annual Social Security increase. This increase will be picked up at the next recertification.
4. No one is allowed to move-in without consent of management. Additional tenants must pass the background check.
5. All trash and garbage must be put in the dumpster at least once a week. Recyclable material must be properly separated and put in designated containers.
6. No one other than tenants may do their laundry on the premises. Family members, aides, etc. may do the laundry for the tenant but they may not add their laundry to it.
7. Pets are permitted only by consent of the Housing Authority. Pets are limited to one pet per household. The pet may not exceed 25 lbs., must have required shots, be neutered. There is also an additional \$200 Pet Deposit.
8. Recertification must be done on an annual basis to permit continued occupancy. Annual inspections must also be allowed.
9. Maintenance problems must be reported immediately to management. If you cannot reach the on-site Caretaker call the Housing Authority.
10. Notify the Housing Authority and Caretaker of any guest staying more than 2 days.
11. Notify the Housing Authority and Caretaker if you will be absent for more than 2 days.
12. Keep the Community Room and laundry rooms clean.
13. Avoid the use of extension cords. They can be a fire and tripping hazard.
14. Feel free to invite friends and relatives to your apartment. However remember that you are responsible for their actions.
15. No painting or wallpapering.
16. Nothing may be attached to the exterior of your apartment without management approval.
17. Political signs may be posted in your windows but they are not allowed in the yard.
18. Visitors must park in designated visitor spaces.
19. No inoperable vehicles are allowed on the property. The definition of an inoperable vehicle is one that has not moved in seven days or has expired license plates.

20. Tenants and guests are not allowed to repair or work on any motor vehicles on the property.
21. Nothing may be placed in the yard without permission by management. It may never interfere with mowing.
22. Only patio furniture, a grill and one storage unit may be left out on the patio. No tools, empty pots, brooms, shovels, etc are allowed to remain on the patio.
23. Intent to move must be reported to management at least 30 days in advance and on the 1<sup>st</sup> of the month prior to moving.
24. Tenants must get permission from the Housing Authority before using the Community Room for private affairs.
25. Nothing may be taken from the Community Room without the permission of the Housing Authority.
26. Medical Marijuana is not permissible. Under federal law, marijuana is categorized as a Schedule I substance under the Controlled Substances Act (CSA) and the manufacture, distribution or possession of marijuana is a criminal offense.
27. No fire pit usage anywhere on the property, regardless of the distance the fire pit is located from the building, the type of fuel burned in it, or the material of which the fire pit is constructed.

**The Mangement:**

McHenry County Housing Authority  
1108 N. Seminary Avenue  
P.O. Box 1109  
Woodstock, IL 60098  
815-338-7752 x 128  
**mtaylor@mchenrycountyhousing.org**

Signature \_\_\_\_\_ Date \_\_\_\_\_

*~For ALL tenants & applicants~*

STATEMENT OF POLICIES IN PET OWNERSHIP

Any tenant who wishes to have a pet must abide with all terms of this pet policy **BEFORE** obtaining a pet.

For the purposes of this statement, household pets are defined as dogs, cats, birds, fish, gerbils and hamsters. Only one pet per household shall be allowed, and the maximum weight for the pet shall not exceed 25 pounds at maturity.

The following will not be allowed in the housing unit at any time: ferrets, snakes, ant farms, reptiles, arachnids, or rodents. Any pet not listed will have its eligibility determined by the public housing manager **prior** to moving it into the household.

The Pet Owner shall pay a Pet Security Deposit of \$200.00 in addition to the Security Deposit for the unit. If the Security Deposit is less than \$200.00, the pet deposit shall be \$300.00.

1. Pets may be exercised only in the area set aside for such activity. Pet wastes deposited in the area must be picked up by the Owner and placed in a plastic bag, sealed and deposited in the garbage container. Dogs and cats must be leashed.
2. Litter boxes must be emptied of waste daily by the owner, and the litter changed on a weekly basis and disposed of in the garbage container.
3. Pets must be controlled in such a manner that they do not interfere with the maintenance staff while working in the unit or yard.
4. Pets at the GreenTrees and SilverTrees complexes shall not be allowed in the community room nor laundry room.
5. All pets must be properly licensed and inoculated against all diseases common to the pet, such as: distemper, rabies and hearworm prevention for dogs, and distemper and rabies inoculations for cats. Owners must present proof of such inoculations and prevention measures.
6. Pets must be neutered or spayed, and proof of such measures furnished the Housing Authority.
7. Pet owners must designate the person who will be responsible on the event of Owner's illness or incapacity to care for the pet, if the designated person is not available, the Owner agrees that Management may place the animal with the proper animal control agency or boarding kennel. The Owner will thereafter be solely responsible for reclaiming the animal and for all expenses thus incurred.

8. In consideration of pet owner being allowed to keep a pet on the premises within the guidelines of this policy, pet owner hereby agrees to hold harmless and indemnify the McHenry County Housing Authority against any and all claims, demands, lawsuits, costs and expenses, including reasonable attorney's fees for the defense thereof, arising from any damage done to person or property by reason of pet owner's pet. It is suggested that the resident obtain personal liability insurance to cover possible losses caused by the pet and provide a copy of the policy to the Housing Authority.
  
9. The following situations shall constitute cause for immediate termination of the dwelling lease:
  - a. Evidence of animal abuse or neglect;
  - b. Evidence of untreated illness;
  - c. Pet behavior that constitutes immediate threat to health or safety to residents;
  - d. Excessive pet noise, for example: barking, crying, howling;
  - e. Excessive pet odors or damage to McHenry County Housing Authority property

The rules contained herein are incorporated in your Dwelling Lease by reference and shall be made a part thereof, whether or not you are or intend to be a pet owner.

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Tenant Signature

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Date



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## Emergency Notification

Tenant Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

### The following person should be notified in the event of an emergency:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

IN THE EVENT OF AN EXTENDED ILLNESS, MAJOR MEDICAL CRISIS,  
ACCIDENT, UNEXPLAINED ABSENCE OR OTHER TYPE OF PERCEIVED  
EMERGENCY:

The McHenry County Housing Authority has my permission to allow the following  
person/people into my apartment.

### PEOPLE APPROVED FOR ACCESS TO MY APARTMENT:

1. Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

I, \_\_\_\_\_, agree to hold harmless and  
indemnify the McHenry County Housing Authority or it's agent(s) against any and all  
claims, demands, lawsuits, costs and expenses, including reasonable attorney's fees  
for the defense thereof, arising from any damage or loss done to person or property by  
reason of providing such access.

Signature \_\_\_\_\_ Date \_\_\_\_\_

H/Forms/Emergency Notification





~For ALL GreenTrees and SilverTrees1 (apts. #1 - #20) tenants, only~

## RENEWAL OF LEASE AGREEMENT

Name of Tenant \_\_\_\_\_  
Date Original Lease Agreement was effective \_\_\_\_\_  
Renewal No. \_\_\_\_\_

Effective the 1st day of \_\_\_\_\_, this lease agreement is hereby renewed for a period not to exceed one year. During the term of this renewal, the gross tenant contribution will be \$ \_\_\_\_\_, the utility allowance will be \$ \_\_\_\_\_ and the net tenant contribution will be \$ \_\_\_\_\_. The payment, if any, to the tenant toward utility costs will be \$ \_\_\_\_\_.

All other conditions of the lease agreement remain the same.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Name of Complex)

\_\_\_\_\_  
Tenant

BY: \_\_\_\_\_

\_\_\_\_\_  
Co-Tenant





# McHenry County Housing Authority

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~For SilverTrees2 tenants, only (apts. #21-#40)~

## SILVERTREES II RENEWAL OF OCCUPANCY AGREEMENT

Name of Tenant \_\_\_\_\_

5901 Milwaukee Ave., Unit #\_\_\_\_\_, Richmond, IL 60071

Date of Original Occupancy Agreement \_\_\_\_\_

Renewal number \_\_\_\_\_

Effective the 1<sup>st</sup> day of \_\_\_\_\_, this occupancy agreement is hereby renewed for a period not to exceed one year. During this renewal the rent shall be \$\_\_\_\_\_. Rent is due on the first of each month and will be considered past due after the fifth of the month.

All other conditions of the occupancy agreement remain the same.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Owner or Agent

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Co-tenant

H:/Forms/ST II Lease Renewal





# McHenry County Housing Authority

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*~For SilverTrees2 tenants and applicants, only (apts. #21 - #40)~*

## APPLICANT CERTIFICATION

renewal date (or initial effective date) \_\_\_\_\_

### APPLICANT (S) / TENANT(S) STATEMENT

I/We certify that the information given to McHenry County Housing Authority on household composition, gross income, gross family assets, and allowances and deductions is accurate and complete to the best of my/our knowledge and belief. I/We understand that false statements or information are punishable under Federal law. I/We understand that false statements or information are grounds for termination of tenancy.

\_\_\_\_\_  
Signature of Head of Household

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-tenant

\_\_\_\_\_  
Date

If you feel you have been discriminated against, you may call the Fair Housing and Equal Opportunity National Hotline at 800-424-8590

H:/Forms/Certification ST II  
2/10/16

