



CDA West Site - House Rules

The purpose of house rules is to ensure that all residents can enjoy a clean, safe, and quite environment. They are established to be beneficial in keeping the property safe and clean and making it more appealing and livable for you, the resident.

General

- The common area hallways, corridors, sidewalks, and stairways of the buildings may not be obstructed or used for any other purpose than entry and exit from apartments. Do **not** leave personal belongings such as, but not limited to, bicycles, toys, rugs, shoes, garbage bags or any other sort of debris in these areas at any time.
- **Garbage:** Garbage should be tied up securely in bags and carried out to the dumpsters or placed in the trash chute if appropriately sized. Do not place garbage in hallways, stairwells, or laundry rooms. Do not stuff large items into the trash chutes. Do not leave bags of garbage on the ground, place them inside the dumpster.
- **Pet Waste:** Pet waste such as dirty kitty litter must be securely bagged and disposed of. Do not empty litter boxes into the dumpsters or trash chute without bagging it securely.
- **Recycling:** Place recyclables in dumpster marked for Recyclables. You do not have to separate items (such as glass, paper, and plastic). Place the bag of recyclables inside the dumpster; do not leave bags on the ground.
- **Balconies/Patios:** Do not store garbage, trash or furniture designed for indoor use on patios/balconies.
- **Noise Levels:** Noise, music, barking dogs, and/or other loud noises are not permitted. Your activities should not be disturbing the right to peaceful enjoyment of accommodations for other residents, staff, or contractors.
- **No-Smoking:** Smoking is prohibited in or on all portions of CDA property.
- **Alcohol:** Residents and their visitors do NOT have the property owner's permission to consume alcohol or have open containers of alcohol on the grounds (including balconies, patios, sidewalks, parking lots and drives) or in building common areas per city Ordinance. MGO 23.07 (5) No person shall possess or consume any amount of an alcoholic beverage, whether in an open or closed container, on the property of another without the permission of a person lawfully upon the premises.
- **Courtesy and Respect:** Obscene or profane language/conduct is prohibited. Tenants shall not annoy, harass, intimidate, gossip, bully, or inconvenience any other tenant(s) or neighbor(s) with inappropriate, lewd, or inflammatory behaviors. This includes public indecency/exposure, and the excretion of bodily waste in a common or public area.

- **Laundry:** Non-residents may not use the CDA laundry machines or rooms for any purpose.
- **Landscaping:** Tenant's shall not alter, disturb, or interfere in any way with the grounds or landscaping. Tenants are not allowed to plant gardens, trees, or any plantings on CDA property without prior written consent.
- **Wall Hangings:** Tenants are not permitted to paint the walls. Picture hangers using a small nail or pin are permitted. However, Tenant is responsible for the cost of repairs or painting required as a result of unpermitted painting, hanging of pictures or other objects.
- **Grocery Carts:** Leaving commercial grocery carts on or about the premise is prohibited. Any costs incurred in returning carts will be charged to the tenants.
- **Toys:** All toys (including, but not limited to, bicycles, wagons, etc.) must be kept in your rental unit, storage unit or garage (if applicable).

Guests/Visitors

- **Behavior:** Tenants are responsible for the behavior of their guests. A violation of the house rules by a guest will be treated as a violation by the resident.
- **Security Passes/Keys:** Residents may not give their security passes or keys to other people to use to gain access to the building or your apartment. Security passes and keys are strictly for the authorized resident's use.
- **Mailing Address:** No one other than the Head of Household and other persons listed on the CDA lease may use the tenant's mailing address.
- **Visiting CDA Property:** Resident's must be with their guests at all times. Guests/visitors should carry an ID with them at all times and be prepared to show it if asked by CDA, security guards, police officers, or HUD Service Coordinators. Your guests are required to provide their full name and address if they are asked to provide this information by any of the above named City staff and/or contractors.
- **Guests/Visitors Inside Units:** Guests and visitors shall be with CDA resident at all times. Guests and visitors shall not be in resident's apartment while the resident is not at home. All guests/visitors are required to leave CDA premises when a CDA resident leaves. Guests/visitors may not wait in common areas or on the CDA grounds.
- **Trespassing/Banned Individuals:** People that are banned from CDA property are not allowed to be on the grounds, in the buildings, or in an apartment/townhome. If a CDA resident allows a banned individual onto the property or into their unit that CDA resident is in violation of their lease and subject to eviction action.

Health and Safety

Residents shall maintain their apartments in a condition that does not create a fire and/or health hazard, including repulsive odors.

- **Cleanliness:** Tenant shall maintain all interior and exterior areas of the leased premises in a clean and sanitary condition free from debris, garbage, and physical hazards. Tenant agrees to maintain the assigned unit by ensuring routine cleaning is done throughout the leased premise on a regular basis. Routine cleaning includes but is not limited to vacuuming, sweeping and washing floors, scrubbing the tub/shower, scrubbing the toilet and sinks and countertops, dusting, washing dishes and countertops, cleaning appliances inside and out, discarding and removing trash and recyclables.
- **Grills and Lighter Fluid:** Gas and charcoal grills and lighter fluid are prohibited from being stored and/or used on patios, balconies, and inside apartments.
- **Security System/Intercom:** Tenant agrees to keep the lease premises' door locked at all times except when entering and exiting. Tenant agrees not to allow anyone into the building or leased unit who is not authorized to be there. Tenant shall not buzz anyone into the building until they know who is requesting entry and that they are either a household member or authorized guest.

Appliances, Electronic Items, and Mattress/Box Springs Disposal (This does not apply at Romnes).

- 1. Electronic Items like: TV, Computers, Microwaves, etc.:** The City of Madison charges a fee to recycle many appliances, televisions, computer monitors, laptop and desk top computers. This fee applies to appliances left at the curb for collection or brought to the two City drop off sites as well as to TV's and computer components which are not picked up at the curb and must be brought to our drop off sites.

If CDA is charged for removal and disposal of below items, the charges will be passed on to resident.

Disposal Fees and Items		
\$35 Disposal Fee Items	\$15 Disposal Fee Items	\$10 Disposal Fee Items ***
Air Compressors	Fluorescent light fixtures	Computer Monitors
Air Conditioners	Gas Grills	Desk Top Computers
Copiers	Lawn Mowers	Lap Top Computers
Dehumidifiers	Microwave ovens	Televisions
Dryers	Small "dorm" Refrigerators weighing less than 50 pounds	*** THESE ITEMS ARE NOT COLLECTED CURBSIDE AND MUST BE BROUGHT TO OUR DROP OFF SITES
Freezers	Snow Throwers	
Large Medical Device		
Ovens		
Ranges		
Refrigerators		
Stoves		
Trash Compactors		
Washers		

Residents must purchase a sticker to attach to appropriate appliances left at the curb or brought to a drop off site. **Note:** [Televisions, computers \(including laptops and CPUs\), and monitors](#) are no longer collected at the curb. These items must be brought to a drop-off site for recycling.

APPLIANCE FEE STICKERS ARE AVAILABLE AT THE FOLLOWING OUTLETS:

- [Order online](#)
- **By Mail:** Street Division, 1501 W. Badger Rd., Madison, WI 53713
- **In person:** During regular business hours Monday - Friday 8am - 4pm
City Treasurer: 210 Martin Luther King Jr. Blvd.
Street Division: 1501 W. Badger Rd., or 4602 Sycamore Ave.
- All **Madison Public Library** branches during their regular business hours

2. Mattress/Box Springs

Mattresses and box springs are now recycled and will continue to be collected as part of the City of Madison Streets Division's regular large item program. Large items are collected every other week, on the same day as your regular trash. Your large item collection occurs on the week we do NOT collect your recycling.

A THERE IS NO LONGER A FEE FOR MATTRESS AND BOX SPRING COLLECTION AND RECYCLING.

Residents must place the mattress and box spring at the curb separate from regular trash. Do not pile trash on bedding.

If CDA is charged for removal and disposal of Mattress/Box Springs, the charges will be passed on to resident.