



COQUILLE INDIAN HOUSING AUTHORITY



HOMEBUYER MAINTENANCE POLICY

PURPOSE

This policy sets forth maintenance guidelines for CIHA homebuyer programs, including the rights and responsibilities of both CIHA and the homebuyer.

HOMEBUYER RESPONSIBILITIES

- a. Maintain clean and sanitary living conditions.
- b. Properly maintain all property including yards.
- c. Prevent damage to the property and use the property for its intended purpose.
- d. Costs to repair any damage to the property.
- e. Cooperate in the performance of all inspections and repairs.
- f. Keep CIHA informed of any existing or potential maintenance problems.
- g. Request permission from CIHA prior to making any additions or alterations.

CIHA RESPONSIBILITIES

- a. Give maintenance advice and technical assistance. Technical assistance may include limited troubleshooting, consultation regarding repair options, and providing the names of contractors and suppliers.
- b. Perform scheduled periodic inspections of the property and provide a copy of the findings to the homebuyer.
- c. Provide copies of all manufacturer's warranties pertaining to the property.
- d. Maintain common areas and facilities.

INSPECTIONS

Homebuyer will be notified no less than 48 hours prior to an inspection (except in the event of an emergency). Inspections will occur as follows:

- a. Pre move-in.
- b. Annually during recertification.
- c. Upon termination of the Mutual Help Occupancy or HomeGO homebuyer agreement.
- d. As deemed necessary by CIHA for determination of abuse or other special cases.

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CIHA SPECIAL MAINTENANCE PROCEDURES

If the homebuyer fails to perform their maintenance responsibilities, CIHA will perform the needed repairs at the homebuyer's expense.

If the Maintenance Coordinator or Executive Director determines that needed maintenance cannot be adequately performed by staff, the work may be contracted.

If CIHA feels there is an emergency situation (threat to safety of people or property), staff may enter the homebuyer's property unannounced to perform any tasks necessary to stabilize or correct the problem. The homebuyer may be billed for associated costs, depending on the circumstances of the event.

CIHA ENFORCEMENT OF POLICY

CIHA will enforce this policy and, if necessary, use legal action. Failure of the homebuyer to perform maintenance responsibilities is a violation of the homebuyer agreement. CIHA shall require the homebuyer to agree to a specific plan of action in writing to cure the breach of agreement and assure future compliance.