

# **DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING POLICY**

## **AMENDMENT TO LEASE AGREEMENT AND RULES & REGULATIONS**

Management Systems, Inc., as well as its employees, agents, and assigns, with respect to all of the residential rental properties managed by it, has adopted the following DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING POLICY:

Management Systems, Inc. will not take any action to evict any person on the basis that such person has been the victim of domestic violence, dating violence, sexual assault, or stalking, initiated by another person, whether or not such person is residing in the tenant's household.

Management Systems, Inc. will not discriminate in any way against a person in the terms, conditions, or privileges of his or her tenancy on the basis that such person has been the victim of domestic violence, dating violence, sexual assault, or stalking, initiated by another person, whether or not such person is residing in the tenant's household.

Subject to the property owner's review, adoption and approval of this policy, Management Systems, Inc. will offer tenants covered by this policy the following two options if requested by the affected tenant: early lease termination and early lease termination/relocation. Tenant is solely responsible to initiate such requests, complete and return all requested forms to Management Systems, Inc., and comply with the other requirements of Management Systems, Inc. and this policy. The tenant shall be solely responsible for all the tenant's costs and expenses in exercising the early lease termination or the early lease termination and relocation option and all moving costs and expenses. The tenant's request to exercise one of these options does not affect the tenant's duties, responsibilities or obligations under the lease. The exercise of one of these options does not relieve the tenant of any obligation under the lease, if applicable, to return the leased premises in the same condition in which they were let subject to ordinary wear and tear.

### **1) Early lease termination**

If a tenant is facing danger due to threat of or actual domestic violence, dating violence, sexual assault, or stalking, and the tenant would like to move out of his or her property, Management Systems, Inc. will allow the tenant to terminate the lease early if the tenant submits a written request to vacate, has a positive rental account balance, and provides sufficient evidence of threatened or actual domestic violence, dating violence, sexual assault, or stalking. (For a Section 42 Low Income Housing Tax Credit property, when the requested early lease termination date is within the first six months of the tenant's initial lease term, Management Systems, on a case-by-case basis, may grant early lease termination as of the requested date or approve an early lease termination date set at six months after the initial lease term began.) Sufficient evidence for early lease termination may be provided to Management Systems, Inc. in any of the following ways: a police record, court record, or a statement from a victim services provider, attorney, medical professional, social worker, or member of the clergy. In addition, Management Systems, Inc. retains the discretion to permit early lease termination in the absence of such documentation. Tenant must surrender possession and return any mail box and other keys to premises on or before the effective date of the early lease termination.

### **2) Early Lease Termination/Relocation**

Management Systems, Inc. will provide tenants facing danger due to threat of or actual domestic violence, dating violence, sexual assault, or stalking the opportunity to relocate out of the tenant's existing community into another community managed by Management Systems, Inc. if the tenant has a positive rental account balance and provides sufficient evidence of threatened or actual domestic violence, dating violence, sexual assault, or stalking. Sufficient evidence for relocation purposes may be provided to Management Systems, Inc., in the form of a temporary or final Personal Protection Order against the alleged perpetrator. In addition, Management Systems, Inc. retains the discretion to grant relocation requests in the absence of such documentation. In cases where court order permits

the perpetrator to occupy the apartment managed by Management Systems, relocation will not be granted.

Upon tenant's request for an early lease termination/relocation, Management Systems, Inc. will make available to tenant a Relocation Request Form and a Management Systems, Inc. property list within seven (7) days of tenant's request. Tenant is solely responsible to find and select a desired property from the property list and complete the application and provide current eligibility information to Management Systems, Inc. Tenant will only be relocated if an eligible unit is available.

Management Systems, Inc. will process the tenant's application and Relocation Request Form and determine eligibility based on the tenant's submission of required documentation. Tenant must income qualify to be relocated to another property.

The Relocation Request form shall remain in effect for a period of 90 days. If the tenant would like to renew the relocation request at the end of each 90-day period, the tenant must indicate that the tenant continues to face the threat of or actual domestic violence, dating violence, sexual assault, or stalking. A tenant's relocation request shall remain in effect regardless of the expiration of the Personal Protection Order during or following the 90-day period.

Upon relocation, the tenant must complete a new lease for the unit to which he or she has been relocated and will not be liable for any remainder of the lease term for the previous property. The alleged perpetrator will not be listed on the new lease and Management Systems, Inc. will be entitled to take action against the alleged perpetrator should he or she follow tenant to new property. Eligible tenants will be entitled to up to two (2) early lease termination/relocations.

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A tenant may request and receive both early lease termination and early lease termination/relocation. A Request Form is available through the rental office.

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If a tenant or household member reports to Management Systems, Inc. that she or he is a victim of domestic violence, dating violence, sexual assault, or stalking, or otherwise seeks assistance under this policy, Management Systems, Inc. may inform others to the extent it deems reasonably necessary to protect the tenant or others and to comply with this policy, applicable law, and court order. Nothing in this policy is intended to prevent Management Systems, Inc. from contacting the appropriate authorities if Management Systems, Inc. reasonably believes the safety of tenants and/or the residential property is at risk, but Management Systems, Inc. will not intentionally notify the alleged perpetrator. Where practicable, Management Systems, Inc. may provide prior notice to the tenant or household member that it intends to contact the authorities about matters relating to domestic violence, dating violence, sexual assault, or stalking he/she has experienced.

Management Systems, Inc. may seek restitution (not excluding prosecution) for property damage(s) from the tenant, if applicable, if damage is caused by the tenant, member of tenant's household, guest, or person under tenant's control pursuant to the terms of the lease, or from the alleged perpetrator and secure tenant's cooperation through subpoena.

Rental applicants and tenants shall have the right to report any alleged violation of this policy to the Compliance Department for Management Systems, Inc. and shall be provided with a complaint form maintained by the Department. The Compliance Department shall investigate the complaint, maintain a documented log and report its findings to the complaining individual within thirty days of the filing of the form. Every filed complaint form, along with the Compliance Department's response, will be maintained for 7 years in a Complaint File at the Management Systems, Inc. Corporate Office.

If you are a victim of domestic violence and you would like help addressing your situation, you may contact the National Domestic Violence Hotline: 1-800-799-SAFE (7233). If you are a victim of sexual assault, you may contact the National Sexual Assault Hotline: 1-800-656-HOPE (4673).

The Domestic Violence, Dating Violence, Sexual Assault, and Stalking Policy shall be posted in Management Systems, Inc. rental office(s), Compliance Office, and each building with a common hallway managed by Management Systems, Inc., distributed to all current tenants of properties managed by Management Systems, Inc., within 90 days, and given to each new tenant upon signing of a lease.

- \* I understand that, should the content of this policy be changed in any way, Management Systems, Inc. may require an additional signature from me to indicate that I am aware of and understand any new policies.
- \* I understand that my signature below indicates that I have read and understand the above statements and have received a copy of this Domestic Violence, Dating Violence, Sexual Assault, and Stalking Policy.

Address: \_\_\_\_\_

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

Co-Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness by Agent Representative: \_\_\_\_\_ Date: \_\_\_\_\_