



HANDS ON HOMES

Tenant Handbook

Affordable Housing • Clear Expectations • Path to Ownership

WELCOME

Welcome to Hands On Homes. We provide affordable housing with real opportunities to own — not just rent. Our goal is to provide safe, clean housing, treat people fairly, and give residents a path to improve their situation.

In return, we expect:

- On-time payments
- Respect for the property
- Clear communication

This is a business. We will work with you — but we will enforce agreements.

IMPORTANT – READ FIRST

- Property is accepted AS-IS unless otherwise agreed in writing
- Rent must be paid on time — every time
- You are responsible for basic care of the home
- Violations will result in fees or eviction

RENT & PAYMENTS

Rent Due: Rent is due on the 1st of every month.

Late Payments: After the 5th, eviction may begin immediately. No reminders. No exceptions.

Payment Methods:

- Online (preferred)
- Money order / certified funds
- No cash
- No personal checks if returned once

Returned Payments:

- NSF fee applied
- Late fee applied
- Future payments must be certified funds

MAINTENANCE

We Handle:

- Major systems (plumbing, electrical, structural)
- Health and safety issues

You Handle:

- Clogged toilets
- Trash removal
- Light bulbs
- Basic upkeep

If a contractor determines the issue is tenant-caused, the tenant will be charged.

Emergency: Fire, flood, burst pipe.

Not Emergency: No AC, no hot water, appliance issues.

PROPERTY STANDARDS

You must keep your home clean, safe, and free of trash.

Outside:

- No junk cars
- No trash piles
- No outdoor storage clutter

Inside:

- No excessive damage
- No strong odors
- No hoarding

This is a community — not just a house.

PET POLICY

- No pets without approval
- Unauthorized pets will result in fines and violations

OCCUPANTS

- Only approved tenants may live in the home
- No long-term guests without approval
- Unauthorized occupants will result in fees and violations

STRICT VIOLATIONS

- Non-payment of rent

- Unauthorized pets
- Unauthorized occupants
- Property damage
- Illegal activity

RENT-TO-OWN PROGRAM

We offer a path to ownership for qualified residents.

- Pay on time
- Maintain the home
- Follow lease terms

After a qualifying period, you may be eligible to purchase the home.

MAINTENANCE REQUESTS

All requests must be submitted through management.

- Do not call vendors directly
- Unauthorized repairs will not be reimbursed

MOVE-OUT

- Home must be clean
- No damage beyond normal wear
- All personal items removed

FINAL NOTE

We provide affordable housing and a path forward — but we enforce rules, protect our properties, and expect accountability.

TENANT ACKNOWLEDGMENT

By signing below, Tenant acknowledges receipt of this Handbook and agrees to follow all rules and policies.

Tenant Name: _____

Tenant Signature: _____

Date: _____