



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

Clermont Metropolitan Housing Authority (CMHA) Admissions and Continued Occupancy Policy and Lease Summary of Changes 10/1/2025 to 09/30/2026

Criminal Activity [24 CFR 960.203(c)], page 3-25

Current: If any household member is currently engaged in any of the following criminal activities, within the past five years, the family will be denied assistance. Active and open warrant or capias.

Amended: If any household member is currently engaged in any of the following criminal activities, or has been within the past five years, the family will be denied assistance. Any active open warrant/capias or periods of incarceration during the last past five years may be used as grounds for denial of assistance.

Purging the Waiting list, page 4-12

Current: If the applicant applied to multiple waiting lists, a no response to the interest letter will result in removal from those waiting lists as well regardless of their position.

Amended: If the applicant applied to multiple waiting lists, no response to the interest letter will result in removal from those waiting lists as well regardless of their position.

Local Preferences [24 CFR 960-206], pages 4-16 through 4-17.

Current: Not currently in plan.

Amended: CMHA will accept up to 25 *referrals a calendar year* from West Clermont Local School District to provide housing opportunities to homeless families in Clermont County. ** (85 Pts)

Current: CMHA will accept up to 10 *referrals a calendar year* from Clermont County Board of Developmental Disabilities to provide housing opportunities to homeless families in Clermont County. ** (85 Pts)

Amended: CMHA will accept up to 20 *referrals a calendar year* from Clermont County Board of Developmental Disabilities to provide housing opportunities to homeless families in Clermont County. ** (85 Pts)

Current: Not currently in plan.

Amended: CMHA will accept up to 25 *referrals a calendar year* from Bluebird Bus of Hope to provide housing opportunities to homeless families in Clermont County. ** (85 Pts)

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Security Deposits [24 CFR 966.4 (b) (5)]:

Current: Residents must pay a security deposit to the PHA at the time of admission. The amount of the security deposit will be equal to the family's total tenant payment at the time of move-in and must be paid in full prior to occupancy.

Amended: Residents must pay a security deposit to the PHA at the time of admission. The amount of the security deposit is \$250.00 and must be paid in full prior to occupancy.

Excess Utility Charges, page 8-9

Current: When applicable families will be billed excess utility usage according to the PHA's current posted schedule. Notices of excess utility charges will be mailed monthly and will be in accordance with requirements regarding notices of adverse actions.

Amended: When applicable families will be billed excess utility usage according to the PHA's current posted schedule. Notice of excess utility charges is listed on the families lease or on the most current lease amendment provided to the family.

Smoke Free Policy: Enforcement, pages 8-18 & 8-19

Current: not currently in policy.

Amended: Evidence of smoking violations include but not limited to: staff observing a lighted tobacco product, burn damage caused by smoking, cigarette smells, smoke clogged filters, smoke damage to walls, repeated reports to staff by third parties, clogged plumbing caused by smoking products, and evidence of ashes. Gradual enforcement of violations include referral to smoking cessation services, verbal warning, written warning, final notice and eviction proceedings.

Pet Waste Removal Charge, pages 10-20 & 10-23

Current: A separate pet waste removal charge of \$10.00 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with this policy.

Amended: A separate pet waste removal charge will be assessed against pet owners who fail to remove pet waste in accordance with this policy. The pet waste removal charge will be based on the contractor fee that the PHA is charged.

Transfer List, page 12-13

Current: Emergency transfers, high priority transfers, transfers to make accessible unit available, and demolition transfers will take precedence over waiting list admissions. All other transfers will be processed at a rate of 1 transfer to 5 waiting list admissions.

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Amended: Emergency transfers, high priority transfers, transfers to make accessible unit available, and demolition transfers will take precedence over waiting list admissions. All other transfers will be processed at a rate of 1 transfer to 10 waiting list admissions

Failure to Appear [24 CFR 966.56 (c), page 14-22]

Current: If the tenant does not appear at the scheduled time of the hearing, the hearing officer will wait up to 30 minutes. If the tenant appears within 30 minutes of the scheduled time, the hearing will be held. If the tenant does not arrive within 30 minutes of the scheduled time, they will be considered to have failed to appear. If the tenant fails to appear and was unable to reschedule the hearing in advance, the tenant must contact the PHA within 24 hours of the scheduled hearing date, excluding weekends and holidays. The hearing office will only reschedule the hearing if the tenant can show good cause for the failure to appear, or it is needed as a reasonable accommodation for a person with disabilities.

Amended: If the tenant does not appear at the scheduled time of the hearing, the hearing officer will wait up to 15 minutes. If the tenant appears within 15 minutes of the scheduled time, the hearing will be held. If the tenant does not arrive within 15 minutes of the scheduled time, they will be considered to have failed to appear. If the tenant fails to appear and was unable to reschedule the hearing in advance, the tenant must contact the PHA within 24 hours of the scheduled hearing date, excluding weekends and holidays. The hearing office will only reschedule the hearing if the tenant can show good cause for the failure to appear, or it is needed as a reasonable accommodation for a person with disabilities.

Discovery of Documents Before the Remote Hearing, page 14-18

Current: If the hearing is to be conducted remotely, the PHA will require the resident to provide any documents directly relevant to the hearing at least 24 hours before the scheduled hearing through the mail, via email, or text. The PHA will scan and email copies of these documents to the hearing officer and the PHA representative the same day they are received.

Amended: If the hearing is to be conducted remotely or in person, the PHA will require the resident to provide any documents directly relevant to the hearing at least 48 hours before the scheduled hearing through the mail, via email, or text. The PHA will scan and email copies of these documents to the hearing officer and the PHA representative the same day they are received.

Decision of the Hearing Officer [24 CFR 966.57] page 14-25

Current: The hearing officer will issue a written decision to the family and the PHA no later than 10 business days after the hearing.

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Amended: The hearing officer will issue a written decision to the PHA and the PHA will send a copy to the family no later than 10 business days after the hearing.



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Lease Changes

#7 Other payments, page 2

Current: Charges to Residents for excess utilities shall become payable by or on the 1st calendar day of the month following the charge being billed to the Resident and shall be delinquent after the 5th day of the month.

Amended: Charges to Residents for excess utilities are billed by the 1st of each month. The amount due is listed above or on the most recent lease amendment provided. Charges are due and payable 14 calendar days after billing. Nonpayment of excess utility charges is a violation of the lease and is grounds for eviction.

#7 Other Payments, page 2

Current: A separate pet waste removal charge of \$10.00 per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with ACOP.

Amended: A separate pet waste removal charge per occurrence will be assessed against pet owners who fail to remove pet waste in accordance with ACOP. The pet waste removal charge will be based on the contractor fee that the Authority is charged.

#10 Redetermination of Rent, Dwelling Size and Eligibility, page 3.

Current: Changes in household composition (new household member or departure of household member) and increases or decreases in household income. Such changes must be reported in writing within thirty calendar days of its occurrence.

Amended: Changes in household composition (new household member or departure of household member) and increases or decreases in household income. Such changes must be reported in writing with verification provided by resident within thirty calendar days of its occurrence.

#13 Resident's Obligations, 5 c, page 6

Current: Keep walks, stoops, steps, and driveways free from dirt, ice and snow.

Amended: Keep walks, stoops, steps, and driveways free from dirt, debris and clutter.

#13, (3) Resident's Obligations, page 6

Current: not currently in lease

Amended: Resident needs to ensure that they have mail delivery services. Mailboxes should be checked and items retrieved on a regular basis.

#13, (4), page 6

Current: If such inspection reveals conditions which, in the Authority's discretion, requires correction. Resident shall correct any such conditions within ten (10) days after receipt of written notice. At the end of the ten (10) day period, the Authority shall be



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entitled to reinspect the dwelling unit to determine Resident's compliance with said notice and the correction of such conditions.

Amended: If such inspection reveals conditions which, in the Authority's discretion, requires correction. Resident shall correct any such conditions within ten (10) calendar days after receipt of written notice. At the end of the ten (10) calendar day period, the Authority shall be entitled to reinspect the dwelling unit to determine Resident's compliance with said notice and the correction of such conditions. The Authority may decide, based on the resident's housekeeping compliance, to conduct periodic inspections at its discretion. Advance written notice will be provided for these periodic housekeeping inspections.

#13 Resident's Obligations, 5 c, page 6

Current: Keep walks, stoops, steps, and driveways free from dirt, ice and snow.

Amended: Keep walks, stoops, steps, and driveways free from dirt, debris and clutter.

#11, page 7

Current: The Resident shall conduct himself/herself and cause his/her guests to conduct themselves in a manner that does not harass, intimidate, or interfere with other Resident's quiet enjoyment of their units.

Amended: The Resident shall conduct himself/herself and cause his/her guests to conduct themselves in a manner that does not harass, intimidate, or interfere with other Resident's quiet enjoyment of their units. This also applies to Authority staff or contractors who are conducting work on official Authority business.

#13, page 7

Current: The Resident and members of his/her household, visitors, and guests shall use marked parking spaces, carport, or garages as provided. There is no assigned parking at any community owned by CMHA.

Amended: The Resident and members of his/her household, visitors, and guests shall use marked parking spaces, carport, or garages as provided. There is no assigned parking in any community owned by CMHA, except for the senior complex at Bethel Woods.

#15, page 7

Current: Smoke detectors must always be operable. It is the Resident's responsibility to notify the Authority immediately if any of the smoke detectors or other fire safety equipment in the dwelling unit are malfunctioning or are inoperable. Residents must not disconnect, damage, or disrupt the smoke detectors placed in the dwelling unit.

Amended: Smoke and carbon monoxide detectors must always be operable. It is the Resident's responsibility to notify the Authority immediately if any of the detectors or other fire safety equipment in the dwelling unit are malfunctioning or are inoperable.

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Residents must not disconnect, damage, or disrupt the detectors placed in the dwelling unit.

16, page 7

Current: Total absence from the dwelling unit without notice to the Authority for thirty (30) consecutive days shall constitute abandonment, allowing the Authority to take immediate possession of the premises.

Amended: Total absence from the dwelling unit without notice to Authority for thirty (30) consecutive days shall constitute abandonment, allowing the Authority to take steps to retake possession of the premises.

#19, page 8

Current: not currently listed in the lease.

Amended: Evidence of smoking violations include but not limited to: staff observing a lighted tobacco product, burn damage caused by smoking, cigarette smells, smoke clogged filters, smoke damage to walls, repeated reports to staff by third parties, clogged plumbing caused by smoking products, and evidence of ashes. Gradual enforcement of violations include referral to smoking cessation services, verbal warning, written warning, final notice and eviction proceedings.

#16 Inspections, page 8

Current: The Resident agrees to permit an agent, employee or representative of Authority to enter the dwelling unit to examine the condition of the dwelling unit.

Amended: The Resident agrees to permit an agent, employee or representative of Authority to enter the dwelling unit to examine the condition of the dwelling unit after proper notice has been issued.

#17 Pets (b), page 9

Current: No part of the Section shall be applicable to animals that are used to assist persons with disabilities. These animals are not considered to be pets but rather aids necessary to insure the independence of disabled individuals. This exclusion applies to animals that reside in developments for the elderly or persons with disabilities as well as to animals that visit these developments. Nothing herein contained shall limit or impair the rights of persons with disabilities under Federal, State or local law.

Amended: Animals that are used to assist persons with disabilities are not pets but rather aids necessary to insure the independence of disabled individuals. This exclusion applies to animals that reside in developments for the elderly or persons with disabilities as well as to animals that visit these developments. Nothing herein contained shall limit or impair the rights of persons with disabilities under Federal, State or local law.



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#17 Pets c page 9

Current: This rule excludes visiting pet programs sponsored by the humane society or other non-profit organizations and approved by the Authority.

Amended: This rule excludes visiting pet programs approved by the Authority and sponsored by humane society or other non-profit organizations.

#18 Drug Related and/or Other Criminal Activity, page 9

Current: For the purpose of this lease, criminal activity shall include, but not be limited to, any of the following misconduct:

Amended: For this lease, criminal activity shall include, but not be limited to, any of the following misconduct:

18 (h), page 9

Current: Medical Marijuana Policy-Residents are prohibited from the use of marijuana or other substances listed as a schedule 1 drug on the residential premises because it is federally subsidized housing. Residents also may not possess or be engaged in the manufacturing, use of, distribution of such drugs on residential premises even where otherwise permitted by state law.

Amended: Medical Marijuana Policy & Legal Recreational Marijuana Use- Residents are prohibited from the use of marijuana or other substances listed as a schedule 1 drug on the residential premises because public housing is federally subsidized housing. Residents also may not possess or be engaged in the manufacturing, growing, use of, distribution of such drugs on residential premises even where otherwise permitted by state law.