

## CLEANLINESS VIOLATION PROCEDURES

### Graduate and Family Housing

During routine or requested pest control and maintenance work orders, apartments are visually inspected for issues that may attract pests such as roaches and mice or for cleanliness, fire and life safety issues, or other problems that may violate the License Agreement.

If a violation exists, the Licensee will receive a *Violation Notice*.

The *Violation Notice* will be used throughout the process to document inspection dates, inspection status, charges, and other important information.

**FIRST INSPECTION:** will be done at no charge to the Licensee. If the inspection passes no further action will be taken. If this inspection fails, a Final Inspection will be scheduled.

**FINAL INSPECTION:** a \$45.00 inspection fee will be charged to the Licensee. In addition, the Licensee will be served with a 14-Day Notice to Cure. If this inspection passes no further action will be taken. If this inspection fails, Housing staff will correct the violation. Charges, in addition to the inspection fee, will be added to the housing account to cover administrative costs, labor, materials, and supplies.

**FAILURE TO PAY:** these charges will subject Licensee to eviction proceedings as outlined in the License Agreement and in the Resident Handbook.

#### NOTES:

- Passing an inspection will end the current Violation Notice, but will not rule out future Violation Notices if violations are found.
- Licensee can avoid becoming involved in this procedure by keeping apartment clean, free of trash and clutter and by not incurring a violation.

Our goal is for Licensees to help ensure the safety of all residents and to help keep out pests. Please help us succeed!