

## *The Housing Authority of the City of Montgomery, Alabama*

### **VANDALISM POLICY**

If a tenants unit is damaged by vandalism, the tenant must report the damages to the City of Montgomery Police Department and the Police Officer must make a report of the damages. The Police Department must be called immediately after the damages are discovered by the tenant. The tenant must report the damage to the Office Manager the first business day after the damages occurred. After reporting the damages to the Manager he/she will then contact the Maintenance Department and place a work order for the repair of the damages. Note: If the damages were caused by an individual that is on the lease and/or a friend or guest, the Head of Household is responsible for the damages. Also, if the tenant does not report damages to the City of Montgomery Police Department, Office Manager and Maintenance Department as required in this policy, the Head of Household shall be responsible for the cost of the repairs made to the unit.

Also, if the resident files charges against the person that caused the damages and recovers any funds, the funds recovered must be paid to MHA within ten (10) days of receipt of the funds. This is required because the MHA incurred the expenses of making the repairs.