



NORTH AVONDALE NEIGHBORHOOD ASSOCIATION

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Have you ever heard of the “broken window” theory? It’s not new really. Supposedly a broken window is like a tiny cancer cell that doesn’t demand much attention. But ignore that broken window and the cancer cell spreads to other parts of the neighborhood, like litter, broken street lighting, boarded up store fronts, broken concrete steps and sidewalks. Folks stop walking the parks, sitting on their porches, sharing neighborhood events. Crime creeps in and families no longer feel safe.

In District IV, which includes North Avondale, there were 25 homicides in 2005. Cincinnati leads the State of Ohio in homicides per 100,000 and worse yet, District IV led the city! Its time to stop pointing fingers and posturing with the Police. We must determine methods of working with Police, landlords, tenants, and property owners to protect our homes, our neighborhoods and our lives.

So we’re back to the “broken window” theory. There are many directions to take, and your North Avondale Neighborhood Association (NANA) has a fabulous program to assist landlords, tenants, and homeowners in eliminating the tiny cancer cells that destroy neighborhoods.

There is a training program offered by the Cincinnati/No. Ky. Apartment Association that trains property owners to:

- Manage property for profit
- Establish great leases with tenants
- Choose the best tenants
- Learn the rules to remove bad tenants
- Three-hour session. Schedule your session; call 581-5990

A strong relationship between tenant and landlord is vital to keeping buildings clean and safe. NANA is committed to promoting collaborative programs. Pauline Daly serves on the board of NANA as Landlord/Tenant Liaison. She has prepared information packets for landlords and tenants. It is worthwhile. It will make a difference. It will keep the “broken window” theory from destroying our neighborhood.

Sincerely,

Marilyn Smith

President

North Avondale Neighborhood Association



The Death of a Neighborhood

It kind of crept up on them. Graffiti began appearing here and there and the neighbors said, “Oh, we’ll have to get rid of that. But not today Let’s wait until there’s enough to bother painting over.”

People, either neighbors or folks from out of the area, left trash on the ground and it piled up. Neighbors began saying, “That really looks bad, I wish somebody would clean it up.” But no one did.

Within a few months graffiti covered the walls - now there was too much to deal with. Trash blew around and piled up in corners. Old junker cars were left on the streets in pieces. Neighbors began to say, “This just isn’t the same neighborhood it used to be. We used to be able to walk the streets anytime of the day or night and feel safe. Not any more.” But when you looked at the crime statistics, they weren’t any higher; the neighborhood just looked as if they should be.

As things deteriorated and people began to fear for their safety more and more. They let things go even further and completely forgot about keeping public areas cleaned up. After all, “It isn’t safe out there.” They also became less likely to stop teenagers and adults who were “hanging out”, hassling people or being rowdy. In fact people hardly paid any attention to what went on in the streets any more.

Sensing “fewer eyes on the street” delinquent preteens and teenagers became bolder and even brazen harassing and vandalizing. Knowing they could get away with it, these delinquents committed more and more petty crimes and became more and more disorderly.

The residents, both homeowners and tenants, sensing that the youths were becoming increasingly troublesome, withdrew even further from public spaces. They never went to the parks or community centers, because that’s where the “punks” hang out. In fact they didn’t want to leave their homes for too long a time since they never knew when someone would break in.

At this point scum from outside of the neighborhood saw the obvious. They saw all the graffiti that no one painted over, they saw the trash, the junker cars and no one on the street except those “looking for trouble.” It became open season. It was almost as if they had advertised, “This is a neighborhood where no one cares.”

It wasn’t long before the good tenants were all gone. The area got a “reputation.” Most desirable tenants wouldn’t even look at apartments there, much less move in. Landlords had to lower rents just to get *anybody* to rent from them. Even then they couldn’t be too picky.

The friendly homeowners have moved from the neighborhood. Property values have plummeted. Now the rent comes in only sporadically and it’s a hassle to collect it. Landlords can’t afford to keep up their properties, because what rent they do get is not nearly enough to pay for the work of any but the most basic repairs. Even then, the landlord doesn’t like going into the neighborhood. After all, “it’s just not safe there. And it was such a nice area just a couple of years ago.”

The moral of this story is that it takes each of us playing an active part of our community to keep it safe and desirable. If we become uncaring and inactive in our neighborhood, we will lose it.

Each community member has responsibilities:

TENANT RESPONSIBILITIES

- **Not permit visitors to damage property, disturb neighbors, or conduct criminal activity.**
- **Keep premises safe, sanitary**
- **Dispose of rubbish, garbage, waste in a clean safe & sanitary manner**
- **Keep plumbing fixtures clean**
- **Use electrical, plumbing fixtures properly**
- **Comply with applicable housing, health codes**
- **Allow Landlord to enter if reasonable notice is given**
- **Not destroy, deface, damage, remove any fixture, appliance or part**
- **Maintain supplied appliances as required by rental agreement**
- **Not disturb neighbors' peace**
- **Not engage in illegal drug or other criminal activity**
- **A Landlord may not retaliate against a tenant for complaints made to the landlord or to a governmental agency. (Section 5321.02)**

LANDLORD RESPONSIBILITIES

- **Comply with codes that affect health, safety**
- **Make repairs, keep premises fit and habitable**
- **Keep common areas safe and sanitary**
- **Maintain electrical, plumbing, sanitary, heating, ventilating & air conditioned systems, elevators & supplied appliances**
- **Provide garbage cans & removal (4+ owners)**
- **Provide water, hot water, dwelling heat**
- **Give reasonable notice (24 hours) to enter**
- **Evict (3 day) if police inform landlord of drug search warrant at premises**

RECOMMENDED SCREENING PROCEDURES:

A completed application - all blanks filled in – should include:

- Full name, including middle
- Date of birth, unless not legal locally
- Driver's license/I.D. number, and state
- Social Security number
- Name, date of birth, and relation of all people who are going to occupy the premises.
- Name, address, and phone number of past 2 landlords
- Income/employment history for the past year.
 - Income/salary, contact/supervisor's name, phone number, address.
 - If self-employed, ask for a copy of business license, tax returns, bank records, or client references.
- Credit and loan references (Auto payments, department stores, credit cards, other loans)
- Proof of adequate income or a qualified co-signer
- Bank references
- Two pieces of I.D. along with application

Check rental history:

- Talk to 2 previous landlords or a co-signer who meets screening criteria. Certain information may be obtained from applicant's Section 8 file.

USE THE SAME CRITERIA FOR ALL APPLICANTS, thus you do not discriminate.

May deny application for:

- False information
- Certain criminal convictions
- Poor credit record
- Poor references from previous landlords

RECOMMENDED RENTAL AGREEMENT POLICIES

- All persons living on the property must submit a completed application.
- Make clear the rules on controlled substances.
- The tenants should understand that they are responsible for the conduct of themselves, their children, visitors, and all others on the premises under their control.
- The tenants are not to unduly disturb their neighbors.

RECOMMENDED RENTAL PROCEDURES

- **You must actively manage your property**
- Once you set your rules, enforce them.
 - **If you deal with the little issues, you may not have to deal with the big ones.**
- When aware of a serious breach, take action **before** accepting the next rent payment.
- When a tenant doesn't pay rent, address the problem.
- If someone other than the tenant tries to pay the rent, get an explanation.
- If a person not on the lease may be living in the rental, pursue the issue immediately.
- Fix habitability and code violations at the property quickly.
- If neighbors call to complain of problems, pursue the issue.
- **If you respect your own rules, your tenants will too.**

EVICITION PROCEDURE

Non payment of rent

1. Notice to vacate:
 - a. state grounds - non payment or rent
 - b. must allow 3 days to vacate from date of service of notice. Serve on 2nd, vacate on or before the 5th.
 - c. serve notice on the tenant or leave at residence
 - d. keep copy of notice served and mark date of service on your copy
2. File suit for eviction 4th day after notice to vacate served
3. Person who served notice must appear in court at eviction trial with copy of notice served
4. Person with knowledge of non-payment of rent must appear in court
5. If Landlord is not an individual, must be represented by an attorney

Drug activity past or present by tenant, anyone in tenant's household or on the premises with tenant's consent

1. Notice to vacate
 - a. state grounds- violation of Ohio's controlled substance laws
 - b. c, & d. -same as NPR(non payment of rent)
2. Same as NPR
3. Same as NPR
4. Person with knowledge of violation of Ohio controlled substance laws must appear in court
5. Same as NPR

Other Breach of Lease

1. Notice to vacate
 - a. state breach of lease grounds- for example: disturbing other tenants
 - b. must allow 30 days to vacate from date of service of notice
 - c. same as NPR
 - d. same as NP
2. File Suit for eviction 31st day after notice to vacate served
3. Same as NPR
4. Person with knowledge of breach must appear in court
5. Same as NPR

Owner Wants Premises at End of Rental Term

1. Notice to vacate
 - a. state grounds -- owner wants premises
 - b. week to week lease - one week notice to vacate
 - c. month to month lease- one month notice to vacate
2. File suit for eviction 8th day after notice to vacate served (weekly term), 31st day after notice served (monthly term)
3. Same as NPR
4. Person with knowledge that term has ended must appear in court
5. Same as NPR

THESE ARE GENERAL GUIDELINES TO FOLLOW FOR CONTENTS OF NOTICE TO VACATE, SERVICE OF NOTICE PROCEDURE AND COURT PROCEDURAL REQUIREMENTS ANY OF WHICH MAY VARY DEPENDING ON INDIVIDUAL CIRCUMSTANCES, CHANGES IN COURT RULES AND/OR CHANGES IN THE LAWS.

SAMPLE SUGGESTED PARAGRAPHS FOR LEASES

THIS LEASE AGREEMENT is made at Cincinnati, Ohio as of the date specified below of the last party signing this Lease or to initial any changes, by and between _____ (“we” or “us”), as _____ the owner of the property described at the end of this Lease (the “Property”), and the individual(s) identified at the end of this Lease as the resident(s) of the Property (“you”).

- 1. Term.** In consideration of the provisions of this Lease, we lease to you the Property for the term and with the commencement date set forth at the end of this Lease. If there is more than one resident signing this lease, you will each be jointly and severally responsible for all obligations under this lease. Unless we and you otherwise agree in writing, the garage at the Property is excluded from this Lease.

If we are able to give you possession of your apartment before the first day of the term of the Lease, you shall pay rent equal to one-thirtieth (1/30th) of a monthly installment multiplied by the number of days to the first day of the term.

If we cannot have the Property available for you by the first day of the term of the Lease for any reason, we are not liable to you for damages, but you will not be required to pay any rent until the Property is available.

- 2. Rent.** You agree to pay to us as rent for each month of the term the amount described at the end of this Lease, payable in advance on the first day of each month of the term, without any deductions for any reason other than as we may agree in writing.

If the rent is not received in full for whatever reason on or before the third (3rd) day of any month or if you pay your rent by check(s) and the check(s) is (are) returned as a result of insufficient funds or other reason, you agree to pay us in addition to the rent the Late Payment Charge or Returned Check Charge, as the case may be, as set forth at the end of this Lease for each ten (10) day period (or part thereof) after the first day of the month until and including the date of payment. Our acceptance of partial rent shall not be a waiver of our right to collect this late payment charge. We have no obligation to accept rent late or in any amount less than the full amount provided in this Lease.

- 3. Security Deposit.** You are depositing with us the amount described at the end of this Lease as a security deposit which is security for the faithful performance of this Lease. The security deposit shall serve as a fund from which we may reimburse ourselves to compensate for unreasonable wear and tear on your part, for cleaning the apartment: (including stove, refrigerator and a general cleaning), for the time involved in obtaining a forwarding address for you if you fail to give us one, for making new keys or changing locks, as we determine is appropriate, if you do not return the keys in your possession and/or for any other amounts due and owing or which may become due and owing after the end of the term of this Lease, including amounts due us for damages we suffer by your failure to comply with applicable state law or amounts due and owing or which may become due and owing under other sections of this Lease. Notwithstanding the foregoing, in the event that you fail to vacate the Property at the end of the original term, or any renewal term, as the case may be, then the Security Deposit will be forfeited in addition to any other damages we suffer. The security deposit may not be used as rent.

- 4. Termination.** If you vacate the property prior to the end of the term, you agree to pay the turnover costs (including, but not limited to, the costs of painting the interior of the Property, generally cleaning the Property, shampooing the carpet and advertising costs relating to the reletting of the Property), the full monthly installment of rent payable for the last month during any part of which you occupied the Property, and the rent for the remainder of the term except for any rent we may recover by rerenting the Property.

- 5. Repair and Maintenance** You agree that at the termination of this Lease, you shall deliver up and surrender the Property to us in the same order and repair as it is in at the commencement of this Lease, normal wear and tear excepted. You agree to comply with all laws and ordinances and insurance regulations. You agree to reimburse us for all repairs and maintenance in excess of those which are necessitated by ordinary wear and tear. You agree to keep the driveway and all walkways clear of ice and snow and to indemnify and hold us harmless from liability and damages resulting directly or indirectly from your failure to do so.

6. **Inspections, Alterations and Showing of Property.** You agree that we may retain a pass key and at any reasonable time and after reasonable efforts to notify you, enter the Property to inspect it and make any repairs which we desire or are required to do under this Lease and/or to service and/or inspect laundry and/or other equipment in the basement and at any time in an emergency. You may not at any time change locks or do anything to hinder our right of entry. You may paper and paint the Property and make alterations and additions only with our prior written consent. We may at reasonable times after reasonable efforts to notify you show the Property to prospective residents or purchasers.

7. **Use and Occupancy.** The Property shall be used and occupied in a safe, careful and proper manner by you. You agree not to block vehicles in the driveway or garage. No trade, business or occupation shall be carried on therein, and the Property or any part thereof shall not be sublet, endorsed hereon. You shall not use or be permitted to use the Property for any unlawful purpose; nor shall you use the Property or any part hereof for any purpose or act in any way that will, in our judgment, injure the reputation of the Property or disturb or annoy other residents of the building in which the Property is located or the neighborhood. All non-recyclable garbage must be disposed of in closed plastic garbage bags placed outside on the morning designated for garbage collection. All recyclable garbage must be disposed of in receptacles provided, placed outside on the morning designated for such collection and returned to the apartment in a timely manner.

No dog, cat or other pet shall be kept or harbored on the property without our prior written consent. You agree that you will use and occupy the Property as a dwelling for only those individuals who sign this lease and no more or any other people in substitution. The fact that you may want to use it for more or different people will not give you any right to terminate this Lease.

8. **Utilities.** You shall pay for gas, electric, telephone, water, sewer, cable TV, storm water management services to the Property.

9. **Remedies** If the rent is late or unpaid at any time, or if we discover that you have made any false statements in connection with this Lease, or you vacate the Property prior to the expiration of the term of the Lease, or if any of the other terms, covenants or conditions of the Lease are violated, we may, at any time, enter and take possession of the Property, sue for and recover all of the rent owed to the date of such entry, and relet the Property for the remainder of the term at the best rent we can obtain for your account and you shall be jointly and severally liable for any deficiency or for the full amount of the rent for the remainder of the term in the event we are unable to relet the Property for the remainder of the said term.

Every demand for performance hereunder shall have the same effect in law as if made at the time that such performance was required hereunder. The remedies provided to us anywhere in this lease shall be in addition to and do not limit or supersede any remedy at law or at equity otherwise available to us.

10. You acknowledge that at the time of rental there are working smoke detectors. Thereafter, it is your responsibility to maintain the smoke detectors.

11. We reserve the right to evict any one or more of you for damaging the Property and/or violation of any other rules and regulations and/or nonperformance of any other terms or conditions; of this lease, without releasing the rest of you from liability for the performance of all the terms and conditions of this Lease. It is expressly understood that: the person(s) evicted shall remain liable to those not evicted.

12. You acknowledged receipt of a copy of the rules and regulations now existing and consent to those reasonable rules and regulations that are promulgated after the commencement of this lease.

13. You acknowledge receipt of NOTICE TO TENANTS required by Cincinnati Municipal Code.

14. If monthly rent is paid by separate checks, you each acknowledge that you understand that if any one does not pay, you are all obligated to pay the total monthly rent.

15. Each of the undersigned acknowledges that he/she has read this Lease before signing it, understands it, has received a complete copy of it and that in the event of any disputes relating to his/her occupancy of the Property, this Lease constitutes our entire agreement.

18. You agree to abide by all the responsibilities of a tenant listed in Section 5321.05 of the Ohio Revised Code, a copy of which is attached to this Lease.

19. Upon vacation of the Property, you agree to deliver all keys to us within 24 hours. Should all the keys not be delivered, the rent will continue and we have no obligation to re-rent the Property until all the keys are

delivered to us.

- 20. No kegs, beer balls and/or any large amount of alcohol are permitted in or on the premises. Violation of this provision shall cause immediate forfeiture of your security deposit and eviction, without relieving you of your rent obligation for the balance of the term of this Lease.
- 21. If you are a Xavier student, you agree to abide by the Xavier University Standards for off Campus Living attached hereto as Exhibit 1 and as amended from time to time in the future.
- 22. You hereby authorize us to notify your parents of any breach by you of this Lease,
- 23. We are not responsible for damages or destruction by any cause to your personal property or the personal property of any other person, including but not limited to, the breaking of a pipe, damage caused by the elements, damage caused by malfunctioning of any heating, electrical or laundry equipment, or any cause beyond our control. Further you are responsible for obtaining property damage and theft insurance for your personal property. You shall maintain general liability insurance in the amount of at least \$500,000 for bodily injury and \$50,000 for property damage, naming us as an additional insured and furnish us a certificate of such insurance. Any temporary interruption from any cause in any of the services provided by us or any third party shall not be an eviction of you nor shall you have any right to damages or an abatement of rent as a result. If the Property is damaged or destroyed, partially or totally, we may, at our sole discretion, terminate this Lease.

IN WITNESS WHEREOF, the parties hereto have set their hands and acknowledge the following information.

Property Address:

Late Payment Charge:

\$ _____ Per 10 Day Period

Returned Check Charge:

\$ _____

Date of Signing

Monthly Rent \$ _____

First Month's Rent Paid Upon Signing Lease (check one)

Yes _____ No _____

Security Deposit Paid Upon Signing Lease:

\$ _____

Term of Lease:

From: _____

To: _____

By: \$ _____

RESIDENT(S)

SUGGESTIONS FOR GOOD NEIGHBOR RELATIONS

North Avondale is a long established neighborhood that has abiding interests in maintaining property values and quality of life. Having a proper expectation that all of its neighbors, including students, should act to protect the aesthetic and property values of the community. In general, act the way you would in a neighborhood in which you would like to own property.

Tenants are encouraged to introduce themselves to their neighbors and to involve themselves in their community's activities. Attend the North Avondale Neighborhood Association (NANA) meetings (second Tuesday of each month except August) and other activities where possible. Likewise, if the tenant is a student involve your neighbors in campus activities. Let them know what games or concerts are scheduled and bring them with you.

Tenants are expected to maintain their residence in an appropriate manner (e.g., trash-free, no old or battered furniture outside, no empty beer kegs). Maintain the yard and outside areas. Remove boxes from move-in within a reasonable period of time. Make sure the lawn does not become overgrown. Work with your landlord to keep the property maintained.

If you own a car, be considerate in your parking habits. Park in front of your own home if possible. Do not park in front of other homes for long periods of time; the neighbors need their space and it is illegal to park over 12 hours without moving your car. City law prohibits parking on front lawns.

If you have a party or gathering, be considerate of how it affects the neighborhood. Ensure that music, voices, and other noises do not disturb the normal life of the community. Limit the event to your own space. Tell your neighbors in advance that you will have a party and follow-up with them afterwards.

Be aware of the values of the community. Language that may not offend you may well offend others. Be aware of laws and traffic regulations. State law mandates 25-mph maximum in residential areas and prohibits drinking and driving.

Be aware of your responsibilities and ensure that your guests know theirs. Be aware that **you** may be liable for the actions of your guests.

North Avondale is a community in which everyone living there shares responsibility for each other's safety. If individuals witness or find out about dangerous or unlawful activities around their homes, they should report it to the authorities. By dialing 911, emergency service is only a phone call away. Cincinnati Police District 4 can be reached at 352-3576; Norwood Police are at 396-8221.

Know your rights and responsibilities under the Ohio Tenant-Landlord Law (a copy can be found in the Xavier Renter's Guide).

These are excerpts from suggestions Xavier offers students to improve the quality of life off-campus for students and their neighborhoods in their Xavier Student Handbook.

A CAMPUS ALCOHOL POLICY

Illegal Substance Statement

The possession, distribution, and/or use of controlled substances are illegal and grounds for criminal prosecution. Depending on the individual circumstances that constitute the violation of this policy, the University is prepared to take disciplinary action, up to and including dismissal from the University. All residents and guests present in a room where a violation of policy is occurring will be documented and will face disciplinary charges (i.e. if illegal use of a drug is occurring, all are responsible for allowing that violation).

Drug-related conduct that infringes upon the rights of others to a quiet, orderly living environment is not acceptable. Use of illegal drugs neither removes nor absolves a student from his/her responsibility to observe University regulations. Providing drugs to a student, roommate, or otherwise, will result in both parties being referred for disciplinary action. Any signs of illegal drug use will be grounds for disciplinary action.

Alcohol Policy

This Policy and the Campus Alcohol Procedures apply to all Xavier University students. They have been established to provide for the preservation and enhancement of the University community and to define and promote acceptable behaviors regarding the responsible consumption of alcohol.

Xavier students are expected to act in ways which demonstrate care and respect for self, others, the University and the larger community. Conduct which infringes upon the rights of others to a quiet orderly living environment is not acceptable.

The University adheres to the laws instituted by the State of Ohio. It is illegal

- for anyone under the age of 21 to order, pay for, share the cost of, attempt to purchase, possess, or consume beer or intoxicating liquor,
- to furnish false information as to name, age, or other identification,
- to use another person's identification, or allow someone else to use your identification, or to manufacture, possess, sell and/or distribute false identification,
- for anyone of legal drinking age to provide alcoholic beverages, either through purchase or gift, to someone under 21 years of age,
- to possess an open container of an alcoholic beverage on University property.

No alcoholic beverages are permitted in Brockman Hall, in the freshman wings of Husman and Kuhlman Halls, or in a residence hall room where all residents are under the legal drinking age. Consumption of alcohol is allowed for those of legal age in upperclassmen student rooms and in designated areas of the University during recognized events.

Persons and/or organizations sponsoring events at which alcohol will be available must be aware of, and adhere to all procedures stated in the Xavier University Alcohol and Other Drug Policy and Procedures. Persons and/or organizations sponsoring events in the residence halls must be aware of, and adhere to all policies and procedures stated in the Student Handbook. Each person entering an event with the purpose of purchasing or consuming an alcoholic beverage must exhibit a valid state driver's license, chauffeurs license, or valid state identification card. Xavier University and college identification cards are not acceptable as proof of age. Those attending events on- or off-campus are prohibited from bringing alcohol to those events, and those having their own containers are prohibited from entering an event with the container.

A student or student organization that does not comply with this Policy or the Campus Alcohol Procedures will be subject to disciplinary action. *Consumption of alcohol, legal or otherwise, neither removes nor absolves a student from his/her responsibility to observe University regulations.*

TAKE ACTION

- Flyers on poles-Take them down

FOR THESE PROBLEMS, CALL: (you may remain anonymous but it is helpful if you leave a number so you can be reached to clarify information and to be given an update on actions taken)

📞 Buildings in disrepair - Building Inspectors,

📞 Bud Noe 352-3977
 📞 Dick Hubbell 352-2485

Noe.Claude@cincinnati-oh.gov
 Hubbell.Richard@cincinnati-oh.gov

📞 Criminal activity-

📞 Neighborhood Police Officers, 352-3576
 📞 PO Jana Cruse 1st shift
 📞 PO Andrew Woedl 2nd shift
 📞 PO Kenneth Kilgore 3rd shift

Jana.Cruse@cincinnati-oh.gov
 Andrew.Woedl@cincinnati-oh.gov
 Kenneth.Kilgore@cincinnati-oh.gov

📞 Drug activity-Streetcorner 352-3715

📞 Graffiti 591-6000

📞 Health Department

📞 Beth Bryant 352-1459

Beth.Bryant@cincinnati-oh.gov

📞 Junk Cars on Private Property 564-1780

📞 Litter

📞 Sidewalk to street, city property 591-6000
 📞 Private property 531-1750

📞 Police Dispatch (non emergency) 765-1212

📞 City trash cans and **garbage** set outs- 591-6000

📞 Truancy 765-1212

📞 Vice:

📞 Alcohol, prostitution, gambling, pornography

📞 Don Konicki - 352-2555

Always leave a message on the NANA answering machine (221-6166) as to the nature of the problem and to whom you spoke and your phone number NANA is aware of neighborhood problems and can follow up on them. It is also helpful if you leave a number so you can be reached to clarify information and to be given an update on actions taken. Often NANA is already aware of and working on the problem which may be helpful for you to know.

If you would like some additional help to deal with loitering, intimidation, unsupervised minors or other small problems before they become big ones, call-751-8334, Pauline Daly, NANA Landlord/Tenant Chair.

REPORTING ILLEGAL ACTIVITIES

These details are important in identifying the problem. The information will speed up the solution.

- Names of who is doing what:
 Description (Sex, age, race, height, weight, build, hair, eye color, etc.)
- Auto license numbers _____ Make of car _____
- Where: Address, house or apartment number, on the street, park, place of business
- What kind of apparent illegal activity is being observed? Is there a pattern?
- If it involves drugs or alcohol, what kind?

Information to remember:

- Selling alcohol is illegal. “Drink and drown”, charging admission to an alcohol party is illegal. If you anticipate a party, notify Vice ASAP so they can plan for someone to be there. If there are repeated violations, the consequences will be increasingly more severe.

Signs you may observe of possible drug activity-

- **Heavy traffic**-Cars and pedestrians stopping for only brief periods. Traffic may be cyclical, increasing on weekends or late at night, or minimal for a few weeks and then intense for a period of a few days--particularly pay days.
- Exchanges of money
- Visitors who aren't friends of the person they are seeking.
- Visitors regularly bring TVs, bikes, VCRs, cameras and leave empty-handed.
- Odd car behavior-sit in car for awhile after leaving or leave 1 person in car while other visits; may park around a corner or a few blocks away and approach on foot.
- Lookouts often younger children
- Regular activity at extremely late hours (Cocaine and methamphetamine are stimulants -users tend to stay up at night.)
- Obvious signs--people exchanging small packets for cash, using drugs while sitting in their cars, syringes left in common areas or on neighboring property, or other paraphernalia lying about.
- Failure to meet responsibilities