



HUDSON HOUSING AUTHORITY

8 Brigham Circle
Hudson, MA 01749
Tele. No. (978) 562-9268
Fax No. (978) 562-4623

KEY POLICY

The Hudson Housing Authority shall issue and assign keys only to individuals who are current residents in good standing and found to be responsible for the proper use and safeguarding of the keys.

Each household, at time of lease-up, shall be issued two (2) keys for their building and two (2) keys for their unit. Additionally, the head of household will receive one mailbox key.

No resident is permitted to duplicate building or mailbox keys. Residents may duplicate apartment keys, at their discretion and within reason, as needed. Residents may apply for additional building key(s) for family members, friends, care givers, etc., upon payment of a non-refundable duplicating fee of \$5.00 per key. The key shall be assigned to the individual requested by the resident. Residents may apply for additional mailbox keys in the event that their mailbox key is lost or damaged. All requests for duplicate keys will be issued at the discretion of the Hudson Housing Authority.

Keys may be revoked or recovered from any non-resident whose use of the key or actions disrupt the quiet enjoyment of the residents. In serious or repeated incidences of misconduct or misuse of their assigned key(s), the resident can be held responsible for the misconduct of their guests.

Norma Oliver Village Residents Only:

Each household, at time of lease-up, shall be issued one (1) key fob for access to the community center. In the event that the fob is lost or damaged, the head of household may apply for an additional key fob upon payment of a non-refundable re-issuance fee of \$10.00 per fob. At the time of re-issuance, any old key fob(s) issued to the household will be deactivated.

-EQUAL HOUSING OPPORTUNITY-

ADOPTED BY HHA BOARD OF COMMISSIONERS 07/13/2023