



# HINGHAM HOUSING AUTHORITY

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## LOCK OUT POLICY

Any employee responding to a request for a "Lock Out" will be required to adhere to the following policy:

No employee is permitted to allow anyone into a HHA unit without proper identification.

Identification must include address of the unit as well as a photo identification of the resident.

In the event the resident is unable to produce identification the HHA staff must accompany the resident into the unit and allow the tenant to produce the required identification.

A \$50 fee will be assessed for all lock outs and will be charged to the tenant account. All charges are payable within thirty (30) days.

Adopted October 13, 2020



EQUAL HOUSING OPPORTUNITY

*"Where our tenants come first"*