



Biro ya Msaada wa Makao ya Wakimbizi



Kisanduku ya byombo bya Mupangayi



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Refugee Housing Solutions is a project of CWS under an agreement paid for by the U.S. Department of State.	Biro ya Msaada wa Makao ya Wakimbizi ni kazi ya CWS kufuatana na makubaliano yenye inalipiwa na Wizara ya Mambo ya Nje ya Amerika.
Disclaimer: All links in this document lead to resources in English. If you require assistance is needed, please ask your resettlement case manager, trusted friend, and/or family for help.	Angalisho: Biungo bya mutandao katika hii kitabu vinaelekeza ku Kiingereza. Kama unahitaji msaada, tafazali omba msaada kwa musimamizi wa ukaribisho, ao rafiki mwaminifu, ao ndugu.
Introduction	Tangulizo
The U.S. welcomes many refugees and other newcomers ¹ [hereafter “newcomers] in response to world crises. Refugee Housing Solutions (RHS) is Church World Service’s (CWS) innovative response to welcoming and addressing the housing challenges individuals and families face when coming to the U.S. The RHS team shares information about housing opportunities, which this toolkit highlights.	Amerika inakaribisha wakimbizi wengi na wageni wengine [huko mbele tunawaita wote “wageni”] wakati wa fujo katika dunia. Biro ya Usaidizi wa Makao ya Wakimbizi (RHS) ni njia mupya ya Kanisa ya Utumishi wa Ulimwengu (CWS) katika kazi ya kukaribisha na kutafutia makao watu binafsi na familia zao. Wafanyakazi wa RHS wanatoa maelezo kuhusu nafasi za kukaa, njo byenye hii kitabu inafasiria.
¹ In addition to asylum seekers vetted and approved before coming to U.S., there are newcomers in the U.S. with <u>Temporary Protected Status</u> because of ongoing armed conflict, an environmental disaster or epidemic, or other extraordinary and temporary conditions. Afghans and Ukrainians are among the best-known nationalities with this status. Others are from Burma (Myanmar), Cameroon, El Salvador, Ethiopia, Haiti, Honduras, Nepal, Nicaragua, Syria, Somalia, Sudan, South Sudan, Venezuela, and Yemen.	¹ Zaidi ya wale wanaotafuta ulindo na waliochaguliwa na kukubaliwa mbele ya kufika Amerika, kuna wageni inchini Amerika walio na <u>Hali ya Ulinzi kwa Muda</u> kwa sababu ya vita inavyoendelea kwao, ao hali mbaya ya hewa, ao magonjwa makubwa, ao hali ingine ya ajabu na ya muda. Wafugani na Waukreni ni mataifa yanayojulikana sana kuwa katika hali hii. Wengine wanatoka Burma (Myanmar), Cameroun, El Salvador, Ethiopia , Haiti , Honduras, Nepal, Nicaragua, Syria, Somalia, Sudan, Sudan Kusini, Venezuela, na Yemen.



<p>If you are a newcomer to the U.S. seeking housing and want to learn how to be a successful renter and navigate the U.S. rental housing market, we welcome you to explore the RHS Tenant Toolkit.</p>	<p>Kama wewe ni mgeni Amerika mwenye kutafuta nyumba na unataka kujifunza jinsi ya kuwa mupangayi mwenye kufanikiwa na kupata nyumba ya kupanga Amerika, tunakukaribisha usome hiki Kisanduku ya Byombo bya Mupangayi ya RHS.</p>
<p>It is accepted that safe, stable, healthy, affordable housing builds stronger communities. Unfortunately, the U.S. is currently (2022-2023) in a housing crisis that is causing a rental housing shortage for Americans and newcomers alike. The situation, which varies by location, is causing low-income families, including newcomers, to spend more than half their earnings on housing.</p>	<p>Tunajua kuwa makao salama, imara, safi, na ya bei muzuri inajenga jamii imara. Kwa bahati mbaya, kwa sasa (2022-2023) Amerika iko na shida ya nyumba: nyumba za kukodisha ni chache kwa Wamerikani na kwa wageni sawasawa. Hali hiyo inaonekana fasi mbalimbali, na inafanya familia za mapato madogo, wakiwa wananchi ao wageni, kutumia zaidi ya nusu ya mapato yao katika malipo ya nyumba.</p>
<p>With a volatile U.S. rental market, newcomers are struggling to find housing as the foundation for rebuilding their lives. Newcomers are not alone in their housing search. But even with federal, state, and local government support alongside social service agency support, challenges remain. In searching for safe, affordable homes, newcomers find that the complexities of stringent American rental requirements create additional challenges. With all aspects of the current rental housing situation in mind, RHS and all others in the refugee welcoming community agree that interagency partnerships and collaborations will optimize everyone's chances of success in renting a safe, affordable room, apartment, or house.</p>	<p>Kwa sababu soko ya kukodisha haiko imara inchini Amerika, wageni wanasumbuka kupata nyumba kama msingi wa kujenga maisha yao upya. Wageni hawako peke yao katika utafutaji wa makao. Tabu ni nyingi hata kukiwa msaada wa serikali kuu, wa serikali ya jimbo ao wa serikali ya miji na vijiji pamoja na msaada wa kijamii. Wakati wa kutafuta nyumba salama na za bei muzuri, wageni wanakuta tabu zingine katika sheria za kukodisha hapa Amerika. Tukiangalia hali yote ya kupangisha ya sasa, RHS na wengine wote katika jumuiya ya kukaribisha wakimbizi, wote wanakubali kwamba umoja na ushirikiano utasaidia kila mtu apate nafasi ya kukodi chumba, ao nyumba salama na ya bei muzuri.</p>
<p>To support newcomers in particular, the RHS team is ready to help all who have questions or concerns regarding the spectrum of renting opportunities, processes, and challenges in the U.S. This covers the Fair Housing Act as well as the details of the application process, and explains rental tenure, including housing provider and tenant responsibilities and rights.</p>	<p>Kwa kusaidia hasa wageni, ekipe ya RHS iko tayari kusaidia wote wenye maswali ao wasiwasi juu ya fasi za kukodisha, njia ya kukodisha na tabu ya kukodisha inchini Amerika. Hii kazi inafasiria Sheria ya Haki ya Nyumba pamoja na jinsi ya kutuma maombi, na muda wa kukodisha, na pia masharti ya mwenye nyumba pamoja na haki na masharti ya mupangayi.</p>
<p>RHS staff understand that when you are well-informed and know your rights and responsibilities, you are prepared to be a successful renter and future homeowner. RHS aims to help you understand the U.S. rental process by providing information and resources, including technical assistance and training – all of which can be accessed on the RHS website. Importantly, the RHS team can also share leads on opportunities with housing providers.</p>	<p>Wafanyakazi wa RHS wanaelewa kwamba unapofahamishwa vizuri na kujua haki na sharti zako, utakuwa tayari kuwa mupangayi anayefanikiwa na kuwa mwenye nyumba yako kwa siku zijazo. Shabaa ya RHS ni kukusaidia kuelewa mambo ya kukodisha inchini Amerika kwa kutoa maelezo na njia, kukusanya usaidizi wa mafundi pamoja na mafunzo - yote haya yanapatikana kwenye mutandao ya RHS. Kitu muhimu zaidi, wafanyakazi wa RHS wanaweza pia kuongoza wapangayi kwenye nafasi ya kukutana na wenye nyumba za kukodisha.</p>



Purpose of the Tenant Toolkit	Shabaa ya kisanduku kya byombo
RHS is designed to support all stakeholders, especially newcomers, in finding and securing affordable housing. In this toolkit, you will find information on how to be a successful tenant.	RHS iliundwa ili kusaidia wote wanaohusika, hasa batu bapya, katika kutafuta na kupata nyumba za bei muzuri. Katika hii kitabu utapata habari juu ya jinsi ya kuwa mupangayi aliyefanikiwa.
Disclaimer	Angalisho
The contents of this toolkit are intended for informational purposes only and should not be relied upon as legal advice. Refugee Housing Solutions makes no claims or guarantees of the completeness or accuracy of the information herein. Nothing contained in this toolkit constitutes an endorsement or recommendation of any organization. Please consult your legal department or a licensed attorney if you need legal advice.	Yaliyomo katika hii kitabu ni mafasirio tu, siyo shauri ya kisheria. Biro ya Usaidizi wa Makao ya Wakimbizi haitoi uhakikisho ao ukamilifu wa habari. Katika kisanduku hiki hakuna pendekezo ya shirika lolote. Tafazali uliza biro ya sheria ao avoka kama unahitaji shauri ya kisheria.

About Refugee Housing Solutions	Kuhusu Biro ya Msaada wa Makao ya Wakimbizi
<p>CWS is a faith-based organization working to help communities around the world find sustainable responses to hunger, poverty, displacement, and disaster. RHS is a project of CWS designed to increase access to safe, sanitary, and affordable housing for refugees and other newcomers. RHS is based on CWS' belief that everyone deserves a safe place to call home.</p> <p>(Note to translator: Keep the acronym CWS in English).</p>	<p>CWS ni shirika la dini inayofanya kazi kusaidia jamii katika ulimwengu mzima kupata njia kamili ya kupigana na njaa, umasikini, kuhama, na misiba mikuba. RHS iliundwa na CWS ili kuongeza makao salama, safi, na ya bei muzuri kwa wakimbizi na wageni wengine. Msingi wa RHS ni tegemeo ya CWS kwamba kila mtu anastahili mahali salama anapoweza kuikala kama kwake.</p>
<p>With funding from the U.S. State Department Bureau of Population, Refugees, and Migration (PRM), RHS provides resources and one-on-one technical support to all 10 national resettlement agencies and their more than 300 affiliates across the country.</p> <p>(Note to translator: Translate Bureau of Population, Refugees, and Migration. leave (PRM) in English in parentheses).</p>	<p>Kutokana na msaada wa Wizara ya Mambo ya Nje ya Amerika kupitia Biro ya Idadi ya Watu, Wakimbizi na Uhamiaji (PRM), RHS inatoshaka pesa na msaada wa kiufundi kwa mashirika yote 10 ya makao na washirika wao zaidi ya 300 katika inchi yote.</p>

How to Be a Successful Tenant	Jinsi ya kuwa mupangayi mwenye kufanikiwa
Before You Start Your Housing Search	Mbele ya kuanza kutafuta nyumba
<p>Since the U.S. rental housing market is complex, you need to know what to expect and how to prepare and start your search. Staff from a refugee resettlement agency will likely be supporting you. Still, before the housing search begins, you will need to know:</p> <ul style="list-style-type: none"> • where you are going to live (location) 	<p>Kwa kuwa soko ya nyumba za kukodisha ni ngumu Amerika, ni vizuri ujue kitu chenye utakutana mbele na jinsi ya kujitayarisha kwa kuanza kutafuta. Inawezekana wafanyakazi wa shirika la kuwapatia wakimbizi makao watakuwa wanakusaidia. Ijapokuwa hivyo, mbele ya kutafuta nyumba utahitaji kujua yafuatayo:</p> <ul style="list-style-type: none"> • unapenda kuishi wapi (nafasi)

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<ul style="list-style-type: none"> the size of the unit and amenities you need to be housed safely (needs) what you can afford (affordability and budget) 	<ul style="list-style-type: none"> Ukubwa wa nyumba ao chumba, na vifaa unahitaji ili kuikala salama (mahitaji) Uwezo wa mfuko wako (bei na hesabu)
Location	Nafasi
This will have been decided for most newcomers by the U.S. Refugee Admission Program, which places newcomers in cities, towns, and communities across the U.S. where resettlement agencies know newcomers will be welcome and able to settle safely.	Kwa wageni wengi, nafasi itaamuliwa na Mpango wa Kupokea Wakimbizi Amerika, inayoweka wageni katika miji mikubwa ao midogo, na katika jumuiya fasi zote inchini Amerika kwenye mashirika ya makao yanajua wageni watakaribishwa na kuweza kuikala kwa usalama.
Needs	Mahitaji
<p>Once you know where you will live, you must determine your housing needs. When selecting your needs, ensure it is a NEED and not a WANT. Remember, everything comes with an expense. The initial goal is for you to find safe, sanitary, and affordable housing. These are typical, standard requirements you should consider when seeking housing:</p> <ul style="list-style-type: none"> apartment or house size and number of bedrooms to meet your family size accessibility for a disabled person, if needed availability of and access to public transportation proximity to family and friends, if possible 	<p>Ukisha kujua ni wapi utaishi, lazima utambue mahitaji yako ya nyumbani. Unapotambua mahitaji yako, hakikisha kuwa ni HITAJI, hapana TAKA. Kumbuka kuwa kila kitu kinakuja na bei yake. Kitu kikubwa cha kwanza ni wewe kupata makao salama, safi, na ya bei muzuri. Yafuatayo ni mahitaji ya kawaida ambayo unapaswa kutia moyoni wakati wa kutafuta makao:</p> <ul style="list-style-type: none"> ukubwa wa chumba ao nyumba na hesabu ya vyumba vyenye vinavyotosha ukubwa wa familia yako Kama kuna kilema katika familia, urahisi wa njia ya kuingia na kutoka Urahisi wa kusafiri katika mji Ikiwezekana, kuikala karibu ya familia na marafiki
Affordability	Uwezo wa Bei
Before you start your housing search, you need to know your budget as it will determine the rent amount you can afford. You may spend more than 50% of your whole household's total monthly income on rent and utilities. For example, if your monthly collective income from three workers is \$1000, you may spend \$500 per month (\$1,000*.50).	Mbele ya kuanza kutafuta nyumba, ni vizuri kuhesabu pesa yako sababu ndiyo utajua uwezo wako wa kulipa kodi ya nyumba. Unaweza kutumia zaidi ya 50% ya mapato ya kila mwezi kulipa kodi na vifaa vya nyumbani. Kwa mfano, kama mapato yako ya kila mwezi ya wafanyakazi watatu ni 1000 \$, unaweza kutumia 500 \$ kwa mwezi (1,000 \$ x 0.50).
Starting Your Housing Search	Kuanza Kutafuta Makao
Once you determine what you can afford based on the apartment or house size needed, the location, and the amenities that meet basic needs, you can begin your housing search. These are some online tools and resources to help.	Ukisha kujua uwezo wako kulingana na ukubwa wa nyumba unayohitaji, nafasi, na vifaa vya ndani ya nyumba, unaweza kuanza sasa kutafuta. Vifuatavyo ni biungo bya mutandao binavyoweza kusaidia.
<p>Affordable Housing Resources</p> <ul style="list-style-type: none"> Public Housing Assistance U.S. Department of Housing and Urban Development (HUD) Low-Income Tax Credit AffordableHousing.com 	<p>Byombo bya kutafutia Nyumba za Bei muzuri</p> <ul style="list-style-type: none"> Usaidizi wa Makao ya Watu Wizara ya Makao na Maendeleo ya Miji ya Amerika (HUD) <ul style="list-style-type: none"> Mikopo ya Kodi kwa Watu wa Mapato kidogo NyumbaZaBeiNzuri.com



<ul style="list-style-type: none"> • SocialServe.com 	<ul style="list-style-type: none"> • SaidiaJamii.com
<p>Popular Housing Search Engines</p> <ul style="list-style-type: none"> • Airbnb • Apartments.com • Hotpads • 4Stay • RentCafe • Rent.com • Trulia • Zillow 	<p>Njia za Kutafuta Makao zinazotumiwa sana</p> <ul style="list-style-type: none"> • Airbnb • Apartments.com • Hotpads • 4Stay • RentCafe • Rent.com • Trulia • Zillow
<p>Property Management Companies are another resource for finding affordable housing. Below are the top 15 property management companies that provide affordable housing. Visit each property management company site to see what affordable housing options are available in your area.</p>	<p>Biro za Usimamizi wa Makao ni fasi ingine ya kupata nyumba za bei muzuri. Hapo chini tunatoa majina ya biro 15 za usimamizi wa makao zinazotangaza nyumba za bei muzuri. Angalia kila jina ya biro ya usimamizi na utaona nyumba za bei muzuri katika eneo lako.</p>
Alliance Residential	Muungano wa Makao
Apartment Management	Usimamizi wa gorofa
AvalonBay Communities, Inc.	Jumuiya AvalonBay, Inc.
BH Management	Usimamizi BH
The Bozzuto Group	Kikundi cha Bozzuto
Edward Rose and Sons	Edward Rose na Wavulana
Equity Residential	Makao Sawasawa
FPI Management	Usimamizi FPI
Greystar Real Estate Partners	Shirika ya Makao Greystar
Hunt/LEDIC Realty Company	Biro ya Makao Hunt/LEDIC
Lincoln Property Company	Biro ya Makao Lincoln
MAA	MAA
Pinnacle	Pinnacle
Starwood Capital Group	Kikundi cha Starwood Capital
Winn Companies	Biro za Winn
<p>Community Development Corporations (CDC) are nonprofit, community-focused groups whose mission is to support their city neighborhoods with social programs such as affordable housing, economic development, safety, and social services. Below are some of the largest nonprofits that may facilitate access to affordable housing – depending on the local affiliate.</p>	<p>Mashirika ya Maendeleo ya Jamii (CDC) ni mashirika yasiyopata faida, bali kazi yao ni kuimarisha jamii na jirani katika miji na vijiji kwa mipango ya kijamii kama vile makao ya bei muzuri, maendeleo ya ekonomia, usalama na usaidizi wa jamii. Yafuatayo ni majina ya mashirika makubwa zaidi yanayoweza kusaidia kupata nyumba za bei muzuri - kulingana na mshirika wa karibu yako.</p>
Catholic Charities	Misaada ya kikatoliki

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Lutheran Social Service	Misaada ya Kijamii ya Kiluteri
Mercy Housing	Makao ya Rehema
Preservation of Affordable Housing	Tunzo ya Makao ya bei muzuri
National Church Residences	Makao ya Kanisa la Taifa
Salvation Army	Jeshi la Wokovu
Volunteers of America	Watu wakujitolea wa Amerika
With this background information, you are ready to apply for rental housing.	Ukiwa na maelezo haya, uko tayari kutuma maombi ya makao ya kupangisha.

Application Process	Hatua za Maombi
One challenge most newcomers face is having housing providers agree to accept non-standard background documentation for the tenant screening process. Newcomers typically do not have rent payment, other credit histories, or a U.S. employment record. Some will have Social Security numbers and work permits, but without work and credit histories, there are still challenges. But not having traditional U.S. paperwork does not mean alternative information will not meet screening criteria, especially when a resettlement or other social service agency staff member is helping with this part of the settling-in process.	Tabu moja ambayo wageni wengi wanakumbana nayo ni kufanya wasimamizi wa nyumba wakubali makaratasi yasiyo ya kawaida kwa hatua ya kuchagua wapangayi. Wageni kwa kawaida hawana historia ya kulipa kodi ya nyumba, ao historia ya kukopa, ao hawakufanya kazi mbele hapa Amerika. Wengine wanaweza kuwa na nambari za Usalama wa Jamii na ruhusa ya kufanya kazi, lakini bila historia ya kazi na kukopa, wataendelea kuona magumu. Lakini kukosa makaratasi ya kawaida ya Amerika haitazuia uchunguzi, hasa kama mfanyakazi wa makao ao mtu mwingine anasaidia katika sehemu hii ya hatua za kukaribisha wageni.
The table below lists typical screening criteria used by housing providers and shows which alternative documents are equivalent. If you or a housing provider have questions or concerns about alternative documentation, please check Fair Housing Act details, contact your resettlement agency, and/or refer them to HUD's Afghan Refugee and Parolees Housing Providers and Fair Housing FAQ and Operation Allies Welcome .	(Note to translator: Keep the two sentences you translated highlighted in yellow like the English sentences on the left.) Hapo chini kuna onyesho ya kanuni zinazotumiwa na pia makaratasi yanayoweza kukubaliwa kama hauna karatasi za kanuni. Kama wewe ao mwenye nyumba muna maswali ao wasiwasi juu ya hizi karatasi, angalia maelezo ya Sheria ya Haki ya Nyumba, ao wasiliana na wasaidizi wako wa makao, ao uelekeze maswali kwa Wakimbizi wa Afghanistan na Watoa Msamaha wa HUD ao utafute majibu katika Maswali Yanayoulizwa mara kwa mara , ao kwa Washirika wa Operation Karibu .

Rental Application Process
Hatua za Maombi ya kukodisha

HOW HOUSING PROVIDERS SCREEN APPLICANTS JINSI WENYE NYUMBA WANAVYOCHAGUA WAOMBAJI
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Biro ya Msaada wa Makao ya Wakimbizi ni kazi ya CWS kufuatana na makubaliano yenye inalipiwa na Wizara ya Mambo ya Nje ya Amerika.



Criteria Kanuni	Typical Documentation Required Makaratasi ya kawaida	Comparable Newcomer Documentation Makaratasi ya Mgeni yanayokubaliwa
Proof of Identity Utambulisho kamili	Driver's license or state ID Karatasi ya ruhusa ya kuendesha motokari ao kitambulisho cha serikali	Travel letter, I-94 card Barua ya kusafiri, carte ya I-94
Ability to Pay Uwezo wa kulipa	Credit report from national agency Habari ya madeni kutoka ku biro ya kitaifa Income verification Hakikisho ya mapato	Resettlement agency promissory note Barua ya ahadi ya Biro ya Makao Mupya
Criminal History Historia ya Makosa ya sheria	Police background check Barua ya hakikisho ya polisi	I-94 card Carte ya I-94
Rental History Historia ya upangayi	Previous housing provider references Barua kutoka mwenye nyumba wa mbele	Resettlement agency support letter Barua ya usaidizi kutoka biro ya makao mupya

Even though you do not have customary documentation for a rental application, you still must prepare to share the information you do have: an I-94 card, and other documents provided to you and your family upon arrival in the U.S., a promissory note and letter of support from your official resettlement agency. You should also have key contact information for staff at the agencies you are directly working with during your resettlement process.	Ijapokuwa hauna makaratasi ya kanuni ya maombi ya kupanga, ni lazima uwe tayari kuonyesha ile makaratasi yenye uko nayo: carte ya I-94 na makaratasi ingine yenye ulipewa wewe na familia yako wakati wa kufika Amerika, barua ya ahadi na barua zingine, barua ya msaada kutoka ku biro ya makao mupya. Unapaswa pia kuwa na majina na simu ya wafanyakazi katika biro unafanya nayo kazi katika kutafuta nafasi ya kuikala.
Note: Most newcomers will sign leases with support from a resettlement agency or community volunteers. But some will sign short-term rental agreements. The difference between a lease and a rental agreement is determined by the number of months the property/unit is being rented.	Angalisho: Bageni mingi batapiga sinyatire ku kontra ya kukodisha kwa msaada wa biro ya makao ao watu wanaojitolea. Lakini bengine batasinye makubaliano ya muda mufupi tu. Tofauti kati ya kontra na makubaliano ni mwezi ambayo nyumba inakodishwa.

Biro ya Msaada wa Makao ya Wakimbizi ni kazi ya CWS kufuatana na makubaliano yenye inalipiwa na Wizara ya Mambo ya Nje ya Amerika.



<ul style="list-style-type: none"> Rental agreements are customarily used for 30-90 days (short-term) occupancy Leases are customarily used for occupancy of six or more months (long-term) <p>Throughout this toolkit, the word lease is used and can be understood to apply to short-term rental agreements as well.</p>	<ul style="list-style-type: none"> Makubaliano ya kukodisha inatumika kwa muda wa siku 30-90 (muda mufupi) wa kuikala Ukodishaji wa kawaida inatumika kwa kuikala kwa mwezi sita au zaidi (muda murefu) <p>Ndani ya hii kisanduku ya byombo, neno kontra inatumika na inaweza kuwa na maana ya kukodisha ya muda mufupi pia au muda murefu.</p>
<p>Leasing Process</p>	<p>Hatua za Kukodisha</p>
<p>How to Understand Your Lease</p>	<p>Kuelewa Kontra yako</p>
<p>A successful first tenancy not only starts to build your rental history but overall credit as well. To be a successful renter, you must understand that a lease is a binding legal agreement between you and the housing provider. Because it is legally binding, you must read and understand it before signing.</p>	<p>Upangayi wako wa kwanza unaanza kuunda historia yako ya upangayi na pia historia yako ya kukopa. Ili kuwa mpangayi muzuri ni lazima uelewe kwamba kontra ni makubaliano ya sheria yenye inakuunga wewe na mwenye nyumba. Kwa sababu ni mambo ya kisheria, ni lazima usome na kuelewa makubaliano mbele ya kupiga sinyatire.</p>
<ul style="list-style-type: none"> Best Practice <p>If you are unable to understand the lease due to language, you have the right to request assistance if you need it. However, a fluent English reader who is a family member, a trusted friend, a resettlement agency staff member, a sponsor, or a volunteer can interpret with your consent. <i>NOTE: It is recommended to not have anyone younger than 18 as the translator for this legally binding document.</i></p>	<ul style="list-style-type: none"> Mwenendo Muzuri <p>Kama hauwezi kuelewa kontra sababu ya luga, una haki ya kuomba msaada. Mutu mwenye kusoma kiingereza aliyo wa familia yako, au rafiki mwaminifu, au mfanyakazi wa shirika la makao, au msaidizi, au mutu yeyote aliyejitolea anaweza kutafasiri kama <i>ukitaka</i>. ANGALISHO: Kwa sababu hii ni mambo ya kisheria, mutu yeyote aliye na umri wa chini ya miaka 18 hawezi kuwa mutafasiri.</p>
<ul style="list-style-type: none"> Best Practice <p>Before signing a lease with a housing provider, be sure <i>they</i> understand relevant federal, state, and local laws. Be sure the lease and all related documents are clearly written for your protection. Again, if you have questions about a lease’s legality, contact your resettlement agency, other social service agency contact, or a local free legal aid agency for help.</p>	<ul style="list-style-type: none"> Mwenendo Muzuri <p>Mbele ya kusinye kontra ya kukodisha na mwenye nyumba, hakikisha kuwa <i>yeye</i> anaelewa sheria za upangayi za inchi, za jimbo na za eneo. Hakikisha kuwa makaratasi yote ya kukodisha yameandikwa wazi ili kukulinda wewe kisheria. Hapa pia, kama una maswali juu ya kontra, zungumuza na wasaidizi wako wa makao, au wasaidizi wengine wa jamii, au biro ya usaidizi wa kisheria karibu na kwako.</p>
<ul style="list-style-type: none"> Best Practice <p>Before signing a lease, inspect the rental unit and document the conditions in writing so the housing provider is aware that you know the unit’s condition. If repairs, bug/rodent extermination, or improvements are needed before you move in, make a list for the housing provider. If the repairs are not done — or are not done well — note this on the list for when you move out to verify existing damage.</p>	<ul style="list-style-type: none"> Mwenendo Muzuri <p>Mbele ya kusinye kontra ya kukodisha, angalia vizuri nyumba na uandike kila kitu chenye unaona kimeharibika au hakiko sawa ili mwenye nyumba ajue kuwa wewe unajua hali yote ya nyumba. Kama ni kutengeneza au kuua bilulu na panya au kama kuna lazima ya matengenezo mbele ya kuhamia mu nyumba, andika kila kitu umpatie mwenye nyumba. Kama bitu habikutengenezwa au habikutengenezwa vizuri andika pia</p>



	kwenye karatasi ili wakati wa kuacha ile nyumba kila kitu kilichokuwa kibovu wakati wa kuingia kijulikane.
A mistake many rental applicants make is not reading a lease closely to fully understand all details before signing it. Do not make this mistake! Get help to understand your lease (see above) and focus on all included lease terms.	Mara nyingi waombayi wa kukodisha wanafanya kosa la kutosoma kontra vizuri ili kuelewa maelezo yote mbele ya kutia sinyatire. Usifanye kosa hii! Tafuta msaada ili kuelewa kontra yako (tazama hapo juu) na uelewe vizuri kila kitu chenye kinaandikwa ndani ya kontra.
1. Start and End Date of the Lease	1. Tarehe ya mwanzo na mwisho wa kontra
2. All Lease Addendums	2. Ongezo ya kontra
3. Number of Occupants Allowed	3. Batu bangapi bana ruhusa ya kuikala mu nyumba
4. Monthly Rent, Due Date, and Late Charges	4. Kodi ya mwezi, tarehe ya kulipa, na malipo ya kuchelewa.
5. Accepted Methods of Payment	5. Namuna ya kulipa inayokubaliwa
6. Security and Pet Deposits / Deposit Return	6. Malipo ya Usalama na ya Wanyama wa ndani kama mbwa ao paka / Kurudisha Malipo
7. Utilities: Included or Not Included	7. Malipo ya umeme: yako ndani ao hapana
8. Appliances: Included or Not Included	8. Vifaa vya nyumbani: viko ndani ao hapana
9. Renter Insurance Requirements	9. Sharti ya Assurance ya Mpangayi
10. Notice of Entry	10. Tangazo ya kuingia
11. Renewal Conditions	11. Masharti ya kuendelea kupanga mara ingine
12. Early Termination Terms, Including Fees	12. Masharti ya kuhama mbele ya wakati, Pamoja na malipo yake
13. Other Allowables: pets (types, size), grills on balconies or porches or yards (types), etc.	13. Vingine Vinavyoruhusiwa : wanyama wa ndani (aina, ukubwa), mbabula ku balcon ao baraza ya inje, ao ku gazon (aina), na kazalika.
14. Notice to Vacate	14. Tangazo ya kutoka
15. Subletting: Allowed or Not Allowed	15. Kukodisha mtu mwengine: inaruhusiwa ao hapana
16. Modifications: Allowed or Not Allowed	16. Kubadilisha nyumba: kunaruhusiwa ao hapana
17. Visitor Policy	17. Kanuni ya Wageni
18. Smoking Policy	18. Kanuni ya kuvuta sigareti

The Lease Term	Muda ya kontra
As stated previously, the specified length of time you will occupy an apartment unit or other property and pay rent is the lease or rental agreement term . The most common term is one year, but there are six-month leases and even shorter-term rental agreements.	Kama ilivyoielezwa hapo juu, urefu wa muda wa kuikala mu nyumba na kulipa kodi ya nyumba ni muda wa kontra ao wa makubaliano ya kukodisha . Muda wa kawaida ni mwaka moja, lakini mutu anaweza kukodisha kwa myezi sita na hata kwa muda mufupi zaidi.

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<ul style="list-style-type: none"> Rental agreements are customarily used for 30-90 days (short-term) occupancy Leases are customarily used for occupancy of six or more months (long-term) 	<ul style="list-style-type: none"> Makubaliano ya kukodisha inatumikaka kwa muda wa siku 30-90 (muda mufupi) wa kuikala Kontra inatumikaka kwa kawaida kwa kuikala myezi sita au zaidi (muda murefu)
<p>Start and End Dates of Lease</p> <p>These dates are when occupancy legally starts and ends. <i>NOTE: Knowing the lease end date is important because it will tell you when you must renew your lease or give the required notice to vacate, often several months in advance.</i></p>	<p>Tarehe za Kuanza na Kumaliza Kontra</p> <p>Tarehe hizi ni za sheria ya wakati wa kuanza na kumaliza kontra.</p> <p><i>ANGALISHO: Kujua tarehe ya mwisho wa kontra ni vizuri kwa sababu itakuambia siku ya lazima kufanya mpango mupya wa kukodi au wa kumuambia mwenye nyumba kama utatoka. Kama unatoka lazima kumuambia mwenye nyumba myezi fulani mbele ya wakati</i></p>
<p>Review All Addendums</p>	<p>Soma vizuri Maongezo Yote ku Kontra</p>
<p>These documents are separately added to a lease. Housing providers use them to share information not covered in a standard lease. Addendums are legally binding. Both the housing provider and tenant must sign them. An addendum cannot be added to a lease without a tenant’s knowledge. Common lease addendum can address health hazards such as lead-based paint, asbestos, and bed bugs, which the housing provider must disclose. There may also be rules about consequences if a tenant brings bed bugs into the apartment or house.</p>	<p>Maongezo ni maandishi pembeni ya kontra. Wenye nyumba banatumiaka hii maongezo kutoa maelezo yenye haiko mu kontra ya kawaida. Maongezo ni maneno pia ya sheria. Lazima mwenye nyumba na mpangayi watie sinyatire. Maongezi haiwezi kuandikwa ku kontra bila mupangayi kujua. Maongezo ya kawaida inaweza kutoa habari juu ya afya kama vile rangi yenye kuwa na risasi, amiante na kunguni. Mwenye nyumba analazimishwa kuandika haya yote. Kunaweza pia kuwa matokeo fulani ya sheria kama mupangayi anaingiza kunguni ndani ya nyumba.</p>
<p>Occupants</p>	<p>Wakaaji</p>
<p>This part of the lease states who will occupy the apartment or house, plus the occupancy requirements. Violating a lease with unauthorized occupants can jeopardize a lease and be grounds for eviction.</p>	<p>Sehemu hii ya kontra inasema nani anaweza kuikala mu nyumba, pamoja na kanuni ya kuikala. Kuvunja kontra kwa kuingiza wakaaji wasiokubaliwa kunaweza kutia kontra katika hatari na kuwa sababu ya kufukuzwa.</p>
<p>Rent Amount, Due Date, and Late Charges</p>	<p>Bei ya Kodi, Tarehe ya Kulipa, na Malipo ya Kuchelewa</p>
<p>The rent amount and monthly due date must be reviewed and made clear before signing a lease. Rates can change with market-rate properties, so you want to ensure the rent amount is the same rate agreed upon. With income-based properties, 30% of your income will be the rent amount. <i>NOTE: Only certain properties’ rents are income-based. When looking for an apartment or house, ask if the unit is market-rate or income-based.</i></p>	<p>Bei ya kodi na tarehe ya malipo ya kila mwezi lazima kuandikwa wazi mbele ya kusinye kontra. Bei inaweza kubadilika kulingana na hali ya soko ya kukodisha, kwa hivyo ni vizuri kuhakikisha kuwa kodi mu kontra ni sawa na makubaliano. Kwa nyumba zinazofuata mapato, 30% ya mapato yako yatakwenda mu kodi ya nyumba. <i>ANGALISHO: Kodi ya majengo fulani tu ndiyo inafuatana na mapato. Unapotafuta nyumba, uliza kama ni nyumba ya soko wazi, au yenye kufuata mapato.</i></p>
<p>It is also imperative to check your rent due date and to ask if, and when, a late charge will be applied. No late charges can be collected unless it is in the lease or an addendum. With the Late Fee Fairness Amendment Act,</p>	<p>(Note to translator: Keep the sentence you translated highlighted in yellow like the English sentences on the left.)</p>



<p>a housing provider can only charge up to 5% of the rent as a late fee. And the late fee must be calculated based on the tenant's portion of the rent if you receive a rental subsidy.</p>	<p>Pia ni vizuri kujua wazi tarehe yako ya kulipa kodi na ni lazima kuuliza kama malipo yataongezeka ukichelewa kulipa, na ikiwa hivyo, tarehe gani malipo yataongezeka.</p> <p>Malipo ya kuchelewa hayawezi kulipwa kama haikuandikwa katika kontra ao ongezo. Kufuatana na Sheria ya Haki ya Malipo Kuchelewa, mwenye nyumba anaweza kutoza 5% tu ya kodi kama azabu ya kuchelewa. Na azabu ya kuchelewa lazima ihesabiwe kulingana na sehemu ya kodi ya mpangayi kama unapokea msaada wa kulipa kodi.</p>
<p>Method of Payment</p>	<p>Namuna ya Malipo</p>
<p>The payment method must be stated in the lease. Many housing providers accept checks or money orders by U.S. mail or at a management office. Some larger property management companies accept, or require, payment using electronic payment through a bank debit account or other virtual payment tool like Venmo or PayPal.</p>	<p>Njia ya malipo lazima iwe wazi katika kontra. Wenye nyumba wengi wanakubali chèque au manda kwa njia ya posta ao njia ya biro ya usimamizi. Kuna mabiro mukubwa ya usimamizi yenye inakubali, ao inapendelea malipo ya elektroniki kupitia compte ya banki yako ao njia nyingine ya malipo kama vile Venmo ao PayPal.</p>
<ul style="list-style-type: none"> • Best Practice <p>If you mail a check to the housing provider, send it a week-to-five days in advance of the due date to be sure the check arrives on time.</p>	<ul style="list-style-type: none"> • Mwenendo Muzuri <p>Kama unatuma cheque kwa mwenye nyumba kwa njia ya posta, itume siku tano ao saba mbele ya wakati ili kuhakikisha kuwa cheque itafika kwa wakati.</p>
<ul style="list-style-type: none"> • Best Practice <p>If you hand-deliver your rent to the housing provider, get a written, dated receipt from the person who receives your payment.</p>	<ul style="list-style-type: none"> • Mwenendo Muzuri <p>Kama unapeleka malipo ku mukono kwa mwenye nyumba, omba mwenye alipokea malipo akupatie reçu kwenye tarehe aliandikwa.</p>
<ul style="list-style-type: none"> • Best Practice <p>If you are paying with a money order, make sure you keep the detachable part of the order for your records.</p> <ul style="list-style-type: none"> • How Money Orders Work • How to Fill Out a Money Order 	<ul style="list-style-type: none"> • Mwenendo Muzuri <p>Kama unalipa na manda, hakikisha kuwa unabakia na kipande ya manda yenye utachunga.</p> <ul style="list-style-type: none"> • Namuna Manda inatumikaka • Namuna ya kuandika Manda

<p>Deposits</p>	<p>Malipo ya mwanzo</p>
<p>Security deposits have legal limitations that vary by state on the amount a housing provider can require. The common practice is one-or-two-month's rent, with the additional amount relating to limited credit or rental history.</p>	<p>Malipo ya mwanzo inaitwa malipo ya usalama. Hii malipo iko mbalimbali kufuatana na sheria za kila serikali na yenyi mwenye nyumba anaweza kulazimisha. Kwa kawaida ni malipo ya mwezi moya ao mbili, kama mupangayi hana historia ya mkopo ao historia ya upangayi, malipo inaweza kuongezeka.</p>
<ul style="list-style-type: none"> • Pet Deposit 	<ul style="list-style-type: none"> • Malipo ya Wanyama wa nyumbani

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<p>With the Fair Housing Act, it is unlawful for a housing provider to charge additional rent or pet deposit for service and assistance animals. For pets that are not service animals, a deposit may be charged. In any case, if a pet or service animal damages a unit, the housing provider may make a deduction from the security deposit. To learn more and see if you qualify, please review our Fair Housing Tip Sheet.</p>	<p>Sheria ya Haki ya Nyumba inakataza wenye nyumba kulipisha juu ya Wanyama wa nyumbani kama kazi yao ni kusaidia vilema kama vile mbwa wa vipofu. Wanyama wa nyumbani wasio wa kusaidia watu wanaweza kulipishwa. Akiwa muniyama wa kusaidia ao hapana, kama akiharibisha kitu katika nyumba, mwenye nyumba anaweza kutoa pesa ku malipo ya mwanzo wakati ya kuirudisha. Ukitaka maelezo zaidi na kuona kwamba unahusika, angalia karatasi yetu ya maelezo ya Haki ya Makao.</p>
<p>• Deposit Return</p> <p>With state variations, the most common deposit required is one-month's rent, with some requiring an additional month if an applicant lacks U.S. credit history. If you qualify for a refund, your housing provider must return the deposit within <u>your state's deadline requirements</u>.</p>	<p>• Kurudisha Malipo ya Mwanzo</p> <p>Kuna tofauti katika majimbo, lakini kwa kawaida malipo ya mwanzo ni kodi ya mwezi moja. Kuna majimbo inaweza kuruhusu kuomba mwezi wa pili kama mwombayi wa nyumba hana historia ya kukopa ya Amerika. Kama ukistahili kurudishiwa pesa, ni lazima mwenye nyumba akurudishie malipo ya mwanzo ndani ya <u>tarehe ya mwisho ya jimbo lako</u>.</p>
<p>Note: A lease outlines the conditions for which some or all of a security deposit or pet deposit is returned in full or in part. Usually, the rented unit or property must be in the same condition it was in when the tenant moved in for deposits to be fully returned. If there is damage or loss, the housing provider can keep some or all of the deposit for repairs and replacement.</p>	<p>Angalisho: Kontra inaeleza wazi wakati na sababu malipo ya mwanzo ao ya wanyama italipwa yote ao nusu tu. Kwa kawaida, kama ukitaka malipo ya mwanzo irudishwe yote, ni lazima uache nyumba kama vile uliikuta wakati wa kuhamia ndani. Kama kuna kitu kiharibika, mwenye nyumba anaweza kuchukua nusu ya malipo ao yote kwa ajili ya kununua ao kutengeneza vitu.</p>
<p>Utilities</p>	<p>Umeme na vinginevyo</p>
<p>Sometimes, electric, gas, water, and other utility costs are covered in the monthly rent. However, they are often not. For example, water and trash removal are sometimes covered, but other services are not. The lease must clearly state who pays for which utilities.</p>	<p>Kuna wakati umeme, gaz, maji na malipo ya matumizi mengine inalipwa katika kodi ya kila mwezi. Lakini mara nyingi sivyo. Kwa mfano, maji na kutupa takataka yanaweza kulipiwa ndani, lakini vitu vingine hapana. Ni lazima kontra iseme wazi nani atalipa vitu gani.</p>
<p>Appliances</p>	<p>Vifaa vya nyumbani</p>
<p>The lease will list what appliances are included in the unit. Most rentals come with a refrigerator, stove, dishwasher, and microwave. For included appliances, the housing provider is responsible for maintenance and repair as long as the appliance was not misused. Be sure to understand how your appliances work to avoid misuse. Ask for the owner's manual(s) and get help reading and understanding them if needed. Follow manual instructions. If you, the tenant, add appliances, you are responsible for the repair and maintenance.</p>	<p>Kontra itaonyesha vifaa gani viko ndani ya nyumba. Nyumba nyingi zinakuja na frigo, jiko, mashini ya kusafisha masahani, na micro-onde. Kwa vifaa vyenye viko ndani ya malipo, mwenye nyumba ndiyo atatengenezesha kama kifaa kinaharibika na kama wewe haukukutumia vibaya. Ni lazima ujue namuna vifaa vyako vinatumika ili kuepuka matumizi mabaya. Omba vitabu vya matumizi na omba pia msaada wa kuvisoma na kuvielewa. Fuata maelezo ya matumizi. Ikiwa wewe mupangayi unaongeza vifaa ni wewe ndiyo utavitengenezesha vikiharibika.</p>



<p>Note: Washing machines and dryers may be in the apartment/house, but probably not. Many larger apartment buildings have coin- or debit card-operated laundry equipment. The cost per load is between \$1.50 and \$4.00. Or, you may be charged based on time. Usually, you pay with quarters. Some buildings have pay-via-mobile app options. If not, be sure to find out where the closest laundromat is and how to use the machines there.</p>	<p>Angalisho: Mashini za kufua nguo na kukausha zinaweza kuwa katika nyumba, lakini mara nyingi sivyo. Majengo mengi makubwa yana vifaa vya kufulia vinavyoendeshwa na pesa au carte ya banki. Malipo ya kila fungo ya nguo ni kati ya 1,50 \$ (dollar moja na nusu) na 4 \$ (dollars ine). Ao bei inaweza kufuatana na wakati wa kufua. Kwa kawaida, unalipa kwa pesa 0,25\$ (kichele robo ya dollar). Kuna majengo yanakubali kulipa kwa simu ya mukono. Kama jengo yako haina haya yote, tafuta mahali pa kufua nguo karibu na ujifunze kutumia mashini huko.</p>
<p>Renter Insurance</p>	<p>Assurance ya Mupangayi</p>
<p>Housing providers may require you to have renter's insurance. Typically, a lease agreement or addendum will state what insurance is required and what needs to be covered in the policy.</p> <p>How Does Renter's Insurance Work?</p>	<p>Mwenye nyumba anaweza kukulazimisha upate assurance ya Mupangayi. Kwa kawaida, kontra au ongezo ya kontra itasema kama assurance ni ya lazima, na pia vitu gani vitakuwa ndani ya assurance.</p> <p>Assurance ya Mupangayi inatumikaka aye?</p>
<p>Notice of Entry</p>	<p>Tangazo ya kuingia</p>
<p>Although many states have laws requiring housing providers to give prior notice to their tenants before entering a unit, there are no laws in some states. This part of the lease will tell you about the requirements regarding advance entry notice by the housing providers' staff, e.g., maintenance workers.</p>	<p>Majimbo mingi inalazimisha wenye nyumba kutoa tangazo kwa wapangayi mbele ya kuingia mu nyumba, lakini majimbo ingine haina sheria kama ile. Hii sehemu ya kontra inaeleza sharti ya mwenye nyumba au wafanyakazi wake kutoa tangazo kwa mupangayi mbele ya kuingia katika nyumba.</p>
<p><i>NOTE: There are exceptions when housing provider staff can enter your unit without notice, such as in cases of emergencies situations like fire, plumbing or electrical problems.</i></p>	<p>ANGALISHO: Mwenye nyumba au wafanyakazi wake wanaruhusiwa kuingia kwako bila kutoa tangazo mbele kukiwa hatari kama vile moto, au shida ya bomba au ya umeme.</p>
<p>Renewals</p>	<p>Kontra mupya</p>
<p>A renewal is when a housing provider gives you, the tenant, the option to extend your lease before it expires. Depending on the lease, some automatically renew for a year and others require you to state your intent to renew 30 to 60 days before the lease ends.</p>	<p>Mwenye nyumba anaweza kukuruhusu usiye kontra mupya mbele ya ile ya kwanza kumalizika. Kufuatana na kontra, mupya inaweza kuanza moja kwa moja kwa muda wa mwaka ingine moja. Kontra zingine zinalazimisha mupangayi aombe kontra mupya siku 30 au 60 mbele ya mwisho wa kontra ya kwanza.</p>
<p><i>NOTE: A housing provider is NOT required to extend or renew a lease and can change the terms and conditions, including the rent price, at renewal time.</i></p>	<p>ANGALISHO: Mwenye nyumba HALAZIMISHWI kuongeza au kuendeleza kontra ya kwanza. Wakati wa kusinye kontra mupya, anaweza kubadilisha tarehe za upangayi, sharti za kupangisha, na hata bei ya kupangisha.</p>
<p>Early Termination Fees</p>	<p>Malipo ya Kuhama Mapema</p>
<p>Leases include an early termination clause to protect housing providers if you, as a tenant, decide to break a lease</p>	<p>Katika kontra kuna sehemu inamulinda mwenye nyumba kama wewe mupangayi unaamua kuacha</p>



<p>before the termination date. The clause outlines the circumstances for a lease to be broken and cites fees due for breaking a lease early. These fees are usually one-to-two-months' rent, though some leases require full payment of the remainder of the lease. That is why you, as a tenant, need to remember that a lease is a contract and early termination has financial consequences.</p>	<p>nyumba mbele ya tarehe ya mwisho wa kontra. Hiyo sehemu inaeleza sababu za kuvunja kontra na bei ya kuvunja kontra mbele ya wakati. Kwa kawaida, bei ni mwezi moja au mwezi mbili ya kodi. Kuna kontra zinalazimisha mupangayi alipe kodi ya mwezi yote inayobakia. Kwa hiyo, ni lazima wewe mupangayi ukumbuke kuwa kontra ni agano. Ukiivunja mapema utapoteza pesa.</p>
<p>Note: There are conditions when a lease can be terminated without monetary penalty.</p> <ul style="list-style-type: none"> » There is domestic violence, and one or more people must leave. » The housing provider harasses the tenant or violates tenant privacy rights. » The housing becomes unsafe, uninhabitable, or violates health or safety codes. 	<p>Angalisho: Kuna wakati kontra inaweza kuvunjika bila kupoteza pesa.</p> <ul style="list-style-type: none"> » Kama kuna magonvi nyumbani, na mtu moja au zaidi wanalazimishwa kuhama. » Mwenye nyumba anasumbua mupangayi au haishimie haki ya amani ya mupangayi » Nyumba inakosa usalama, haiwezi kukaliwa ndani, au haifuate kanuni za afya na usalama
<p>Notice to Vacate</p>	<p>Tangazo ya kutoka</p>
<p>Knowing a housing provider's notice to vacate and renewal policies are essential because the lease end date determines when the notice to vacate must be given to you if the housing provider decides not to renew the lease. Or, if you, the tenant, decide to move. If the lease does have a notice to vacate clause, and notice is not given as required, your lease can be extended until the proper notification is given.</p>	<p>Ni vizuri kufahamu wakati mwenye nyumba anatoa tangazo ya kutoka na kanuni zake za kutoa kontra mupya au tarehe ya mwisho wa kontra, sababu mbele ya hiyo tarehe ni lazima akuandikie kama atakupa kontra ingine au atasimamisha ku ya kwanza. Au kama wewe mupangayi unaamua kuhama. Kama kontra ina sehemu ya kutoka lakini mwenye nyumba hakupatie tangazo ya kutoka, kontra yako itaendelea mpaka akupe tangazo.</p>
<p>Note: Even though a housing provider is not required to give a reason for a nonrenewal, a lease cannot be terminated in retaliation of any kind. Retaliation usually happens when a housing provider does not renew a lease because a tenant asserted certain rights that the provider did not want to respect. For example:</p> <ul style="list-style-type: none"> • requesting repairs • participating in a tenant group • filing a complaint with a government or other tenant support agency 	<p>Angalisho: Ijapokuwa mwenye nyumba halazimishwi kukuambia sababu ya kukataa kukupa kontra mupya, hana ruhusa ya kukatala kontra mupya sababu ya kulipiza kisasi ya aina yoyote. Mara nyingi kulipiza kisasi inatokea kama mwenye nyumba anakasirika kwa sababu mupangayi alidai haki fulani yenye mwenye nyumba hakutaka kuheshimu. Kwa mfano:</p> <ul style="list-style-type: none"> • kuomba matengenezo • kushiriki mu kikundi cha wapangayi • kupeleka malalamiko kwa serikali au kwa wasaidizi wa wapangayi



<p>EXAMPLE</p> <p>Here is the tenant’s notice to vacate process for Ms. Ineedahome. Ms. Ineedahome wants to move and decides to give her notice to vacate. Her lease requires 60 days’ notice before the end of the lease.</p> <p>Her lease ends 30 DEC 2023. To comply with the lease terms she must notify the housing provider in writing by 30 OCT 2023.</p>	<p>MFANO</p> <p>Huu ni mfano wa hatua za tangazo ya kutoka ya Bibi Ineedahome. Bibi Ineedahome anataka kuhama; anaamua kutuma tangazo yake ya kutoka. Kontra yake inamulazimisha kutuma tangazo ya kutoka siku 60 mbele ya mwisho wa kontra. Kontra yake inamalizika tarehe 30.12.2023. Kufuatana na masharti ya kontra yake, ni lazima atume barua ya kutoka kwa mwenye nyumba mbele ya tarehe 30.10.2023.</p>
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<p>Subletting</p>	<p>Kukodisha Mutu Mwingine</p>
<p>This lease clause clarifies under what conditions you can sublet your unit to another tenant, and it outlines the housing provider’s screening and approval process.</p>	<p>Hii sehemu ya kontra inaeleza masharti ya mupangayi kama akitaka kukodisha nyumba kwa mutu mwingine, na inaeleza hatua mwenye nyumba atachukua kwa kuchagua na kukubali mpangayi mwingine.</p>
<p><i>NOTE: The main reason to sublet your apartment or house is that you have found a new place you want to live, but you do not want to break the lease and incur penalties.</i></p>	<p><i>TANGAZO: Sababu kubwa inayofanya mpangayi atafute mupangayi mwingine ni kama anataka kuhama ku nyumba ingine lakini hataki kuvunja kontra ya nyumba ya kwanza ili kuepuka malipo.</i></p>
<p>Modifications</p>	<p>Mabadiliko</p>
<p>This part of the lease explains the process and limits of unit changes, like adding a wall or partial wall or another structural change to a room. Modifications cannot be made without written approval.</p>	<p>Hii sehemu ya kontra inafasiria hatua na mipaka ya kubadiri nyumba, kama vile kuongeza ukuta ao nusu ya ukuta kwenye chumba, ao mabadiliko mengine katika muundo wa nyumba. Mabadiliko hayawezi kufanyika bila ruhusa yenye kuandikwa.</p>
<p>Visitor Policy</p>	<p>Kanuni ya Wageni</p>
<p>This clause states the maximum amount of time a visitor can stay in your unit. Ignoring this policy is a lease violation and can lead to eviction.</p>	<p>Hii sehemu inaeleza saa ngapi mgeni anaweza kuikala kwako. Kutofuata hii kanuni ni kuvunja kontra na inaweza kuwa sababu ya kufukuzwa.</p>
<p>Smoking Policy</p>	<p>Kanuni ya kuvuta sigareti</p>
<p>If the property has a clear no-smoking policy in the lease and there is a violation, the housing provider has a legal right to terminate the lease and begin eviction proceedings.</p>	<p>Kama nyumba ina kanuni wazi ya kukataza kuvuta sigareti, kutofuata hii sharti ni kuvunja kontra na mwenye nyumba atapata sababu ya kuanza hatua za kukufukuza.</p>

<p>Tenant Responsibilities</p>	<p>Mapashwa ya Mupangayi</p>
<p>Your obligations as a tenant are in your lease. As noted, a lease with a professional housing provider is a legally binding contract that explains all the requirements and responsibilities of renting the apartment or house you have chosen. Because it is legally binding, it is essential that a</p>	<p>Mapashwa yako ya mupangayi iko katika kontra yako. Kama ilivyosemwa mbele, makubaliano na mwenye nyumba ni kontra ya sheria unayokubali. Inafasiria masharti na mapashwa ya kukodisha vyumba ao nyumba uliyochagua. Kwa sababu inalazimisha kwa sheria,</p>

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tenant reads and fully understands a lease before signing. In addition to specific requirements written in the lease, there are common rights and responsibilities for all tenants in the U.S.	mupangayi analazimishwa kusoma na kuelewa yote yenye imeandikwa mbele ya kutia sinyatire. Zaidi ya masharti yaliyoandikwa katika kontra, kuna haki na mapashwa ya kawaida kwa wapangayi wote mu inchi ya Amerika.
Rights	Haki
The Fair Housing Act and Equal Credit Opportunity Act	Sheria ya Haki ya Nyumba na Sheria ya Usawa wa Kukopa
Because housing is a human right, you deserve the opportunity to live in a community of your choice and free from discrimination. Safe, stable, and affordable housing is not a luxury but a necessity. As a tenant, you have rights under the Fair Housing Act (FHA) and Equal Credit Opportunity Act (ECOA), as well as responsibilities to your space, housing provider, and neighbors while you occupy your unit. You must know your rights and speak out if they are being violated.	Kwa sababu fasi ya kuikala ni haki ya binadamu, unastahili kuishi katika kikundi ya batu benye unachagua na yenye haina ubaguzi. Nyumba salama, imara, na ya bei muzuri si utajiri bali ni kitu ya lazima. Kama mupangayi, una haki chini ya Sheria ya Haki ya Nyumba (FHA) na Sheria ya Usawa wa Kukopa (ECOA), pamoja na masharti kwa nafasi yako, kwa mwenye nyumba na kwa majirani unapoikala ku nyumba yako. Lazima ujue haki zako na useme kwa nguvu kama haki zako zinavunjiwa
Responsibilities	Sharti
1. Understand the Fair Housing Act and Equal Credit Opportunity Act	1. Elewa Sheria ya Haki ya Nyumba na Sheria ya Usawa wa Kukopa
2. Follow the Terms of the Lease By following the terms of your lease, you create a professional relationship with your housing provider and start building a rent payment history while meeting your tenant obligations.	2. Fuata Masharti ya kontra Kama unafuata masharti ya kontra yako, uko unajenga masikilizano ya kazi na mwenye nyumba wako na kuanza kujenga historia ya malipo ya kodi na pia unatimiza mapashwa yako ya upangayi.
3. Pay Rent on Time A key tenant responsibility is to pay the rent on time and in full. If you expect difficulty in making an upcoming payment, let your housing provider and others who are helping you know this as soon as you know it, and propose a plan to pay the rent and late fees as soon as possible. This will help avoid additional legal costs and fees.	3. Lipa Kodi kwa Wakati Sharti kubwa ya mupangayi ni kulipa kodi ya nyumba kwa wakati na yote kila mwezi. Kama unafikiri utakuwa na magumu kulipa kodi mwezi kesho, umupashe mbio mwenye nyumba na wengine wasaidizi, halafu useme wakati gani utalipa kodi pamoja na malipo ya kuchelewa. Hivi utaepuka malipo ya zaidi.
4. Keep the Apartment or House Safe and Clean It is not the housing provider's responsibility to keep the unit safe and clean — it is the tenant's. Please keep your home safe and clean.	4. Weka Chumba ao Nyumba Salama na Safi Haiko kazi ya mwenye nyumba kusafisha nyumba na kuiweka salama, ni kazi ya mupangayi. Tafazali weka nyumba yako safi na salama.
5. Do Not Damage the Apartment or House	5. Usiharibishe Chumba ao Nyumba



As a tenant, it is your responsibility to ensure that you, and any guests, do not damage your home or any other part of the premises you access, which includes common areas in apartment buildings.	Weye mupangayi ni sharti yako kuhakikisha kwamba weye na bageni bako musiharibishe nyumba yako wala eneo ingine ya kikundi kwenye munaikala.
6. Respect Neighbors with a Safe, Quiet Environment Part of being a responsible tenant is being a good neighbor. Being a good neighbor includes respecting your neighbors and refraining from behavior that disturbs their enjoyment of their home. Examples are playing music or the TV too loudly, children being too noisy or misbehaving, or arguing so that others can hear outside the apartment.	6.Heshimia Bajirani kwa makao salama na bila kelele Sehemu ya kuwa mupangayi muzuri ni kuwa jirani muzuri. Jirani muzuri ni mwenye kuheshimia bajirani bengine na mwenye kuepuka fujo yenye inaweza kuvuruga starehe katika nyumba zao. Kwa mfano kucheza muziki au television kwa sauti kubwa, au watoto wenye kufanya kelele mingi, au wenye kugombana kwa sauti ya kusikilika inje ya nyumba.
7. Make Timely Maintenance and Repair Requests Just as housing providers have clear upkeep and maintenance responsibilities, so do tenants. By reporting repair or special maintenance needs as soon as you become aware of them, you are helping the housing provider maintain the property.	7.Omba matengenezo ya bitu mbio Kama vile wenye nyumba wana masharti ya kutengeneza vitu mu nyumba, wapangayi pia biko na hiyo masharti. Kama unaomba matengenezo mbio unamusaidia mwenye nyumba kutengeneza.
<i>NOTE: If the lease or addendum does not outline how to place a maintenance order, ask the housing provider for this information before you sign your lease.</i>	<i>ANGALISHO: Kama kontra au ongezo haisemi jinsi ya kuomba matengenezo, omba mwenye nyumba akueleze mbele ya kusinye kontra</i>
8. Understand Emergency Versus Non-Emergency As a tenant, you may not face a maintenance emergency. But, if you do, it is important to know what type of maintenance is considered an emergency and what is a non-emergency. If the problem threatens health and safety or can cause injury or severe property damage, for example a roof leak or electrical outlet spark, it is an emergency. Other examples include:	8.Elewa tofauti ya jambo la hatari na yenye haiko ya hatari Mupangayi anaweza kuikala bila kuona matengenezo ya hatari. Lakini kama unaona matengenezo ya hatari, ni vizuri kujua tofauti kati ya matengenezo ya hatari na yale yasiyo ya hatari. Kama tatizo inatisha afya na usalama au inaweza kuumiza watu au kuharibu nyumba, kwa mfano paa yenye kuvuja, au moto kutokana na umeme, ni jambo la hatari. Mifano mingine ya bitu bya hatari ni kama hii :
Flooding from a clear source or from a hidden one	Mafuriko kutoka nafasi yenye kuonekana au yenye haionekani
Gas leak you can smell, regardless of the source	Harufu ya gaz kutokea mahali popote
Carbon monoxide detector alarm or smoke detector alarm going off	Kusikia kengele ya kugundua monoxyde ya carbone au kengele ya kutambua moshi
Extended power outage Bug or rodent infestations	Umeme kukatwa kwa muda mrefu. Kushambuliwa na bilulu au panya
Evidence in a toilet or sink of sewage or other water back-up	Kuona mayi ya buchafu katika choo au lavabo, au mayi ingine ya buchafu yenye kuziba



Broken furnace or heater in winter if the temperature is below 50 degrees Fahrenheit	Mashini ya joto yenye ilivunjika wakati wa baridi ikiwa hali ya joto iko chini ya 50° Fahrenheit (10° centigrade)
Broken air conditioner(s) in summer if the temperature is above 90 degrees Fahrenheit	Mashini ya baridi yenye ilivunjika wakati wa joto ikiwa hali ya baridi iko juu ya 90° Fahrenheit (32° centigrade)
Broken exterior door lock(s) that could allow intruder entrance	Mulango wa inje wenye kufuli ilivunjika inayoweza kuruhusu mwizi kuingia
It is not an emergency if the issue does not pose an immediate threat to health, safety, or property. Below are examples of maintenance non-emergencies:	Hakuna hatari kama tatizo haitishi afya, usalama, au vitu vya maana. Ifuatayo ni mifano ya matengenezo yasiyo ya hatari:
Burnt out lightbulb or broken light fixture	Ampoule au tala yenye iliharibika
Minor appliance malfunction, including the oven, microwave or one burner not working, or a broken ice maker	Kifaa chenye hakitumike vizuri kama vile jiko, microwave, au mashini ya balafu
No hot water or minor faucet leaks	Kukosa maji ya moto au bomba yenye inavuja kidogo
Noise complaints and parking disputes	Malalamiko juu ya kelele au juu ya fasi ya kuweka motokari
No heat (if the outside temperature is not below 50 degrees Fahrenheit)	Kukosa joto (kama joto ya inje iko juu ya 50° Fahrenheit—10° centigrade)
No air conditioning (if the outside temperature is not below 90 degrees Fahrenheit)	Kukosa baridi (kama baridi inje iko chini ya 90° Fahrenheit—32° centigrade)
9. Know When to Call 911 for Hospital, Fire Department, and Local Police First Responders. What is an emergency? Knowing when to call 911 instead of your housing provider might save a life and/or limit property damage. What is a 911 emergency? It is an incident, accident, or situation that is life threatening and requires immediate police, firefighter, or emergency medical personnel action. Call 911 immediately when:	9. Ujue wakati wa kupiga simu 911 kuita hospital, Zimamoto, Polisi ya karibu Matokeo ya hatari ni nini? Kujua wakati gani kupiga simu 911 kuliko mwenye nyumba inaweza kuokoa maisha ya mutu au kupunguza uharibifu wa vitu. Hatari ya 911 ni nini? Ni matokeo, ajali, au hali ya kutisha maisha na ina lazima ya polisi, Zimamoto au hatua za mbio za wafanyakazi wa waganga. Wakati wa kupiga simu 911 mbio ni huu :
FIRE You or a family member cannot put out a fire with a fire extinguisher in the apartment or elsewhere in the building.	Moto Weye au mwanafamilia wako munashindwa kuzima moto na kizimamoto chenye kiko mu nyumba au mahali pengine karibu.
INJURY Someone needs emergency medical assistance because of <ul style="list-style-type: none"> • a severe accident, especially with a head injury or major cut bleeding beyond control • having difficulty breathing and or severe chest pains • fainting/passing out or unresponsive/unconscious 	Kuumia Mutu ana lazima ya muganga haraka sababu ya <ul style="list-style-type: none"> - kuumia vibaya sana, hasa ku kichwa au kidonda inatoka damu bila kusimama - kuwa na tabu kupumua au maumivu kali ya kifua - kupoteza fahamu au kutoitika



<p>CRIME Someone sees suspicious behavior in or near your building, especially someone trying to break into your house or apartment or your neighbor's.</p>	<p>Uovu Kama unaona mutu mwenye mwenendo wa kutia shaka ndani au karibu ya jengo lako, hasa mutu anayejaribu kuvunja nyumba yako ao ya jirani yako.</p>
<p>CRIME Witness someone make a credible threat to hurt or kill someone or themselves — including in your own household.</p>	<p>Uovu Kama kuna mutu anatahisha mutu mwingine na anataka kumuua ao kujiua—hata katika nyumba yako</p>
<p>If I do not speak English well, can I call 911? Yes, 911 interpreters are available. When calling 911, know how to say in English what your language is. For example, learn and practice saying, “I speak Spanish,” “I speak Pashto,” or “I speak Arabic” in English.</p>	<p>Kama sisemi kiingereza vizuri, ninaweza kupiga simu 911? Ndiyo, watafasiri wa 911 wanapatikana. Unapoita 911, ni vizuri kujua kusema jina ya lugha yako mu kiingereza. Kwa mfano, jifunze kusema, “Ninasema Kihispania (I speak Spanish),” “Ninasema Pashto (I speak Pashto),” “Ninasema kiarabu (I speak Arabic)” katika kiingereza</p>
<p>What if I cannot hear well? How do I call 911? In most areas of the U.S., hearing and speech impaired individuals can seek assistance by texting 911. The American Disability Act requires 911 or other telephone emergency service providers to provide TTY* users with direct access to emergency services. <i>If someone in your household has these challenges, be certain to get help from your resettlement or other social service agency to understand TTY.</i></p>	<p>Halafu kama sisikii vizuri? Naweza kupiga simu 911 namuna gani? Mu sehemu mingi ya Amerika watu wasiosikia ao kusema vizuri wanaweza kupata msaada kwa kutuma SMS ku 911. Sheria ya Vilema ya Amerika inalazimisha 911 na wengine kutoa msaada kwa watu wanaotumia TTY* <i>ili wapate kupata msaada wa hali ya hatari mbio. Kama ku nyumba yako kuna mutu iko na tatizo kama hii, omba msaada kwenyi wasaidizi wako wa makao ao biro ingine ya usaidizi ili uelewe TTY.</i></p>
<p>TTY is a text telephone device for people with hearing or speech limits or disabilities. A TTY is a keyboard with a display for receiving typed text that can be attached to a telephone. The TTY user types a message that is received by another TTY at the other end of the line.</p>	<p>TTY ni simu ya kuandika na inasaidia watu wenye tatizo la kusikia ao kusema. TTY ni kama vile mashini ya kuandika. Inapokea maandishi na kuyatuma kwa njia ya simu. Mwenye kutumia TTY anaandika halafu kwa ngambo ingine mutu anapokea yale maandishi.</p>
<p>What information should I give on my 911 call? The first thing is to remain calm and be ready to answer questions and take directions from the 911 worker who answers the call.</p>	<p>Ni habari gani ninapashwa kutoa kwenye simu ya 911? Jambo la kwanza ni kuwa mtulivu na kuwa tayari kujibu maswali na kusikiliza maelekezo kutoka kwa mfanyakazi wa 911 mwenye anajibu simu.</p>
<p>Share the precise location – the exact street address and apartment floor and number – of the emergency. If you do not know the address, mention landmarks, street signs, or buildings.</p>	<p>Sema sawasawa mahali kwenye uko - anwani kamili na barabara na ghorofa na nambari – kwenye hatari. Kama haujui anwani, taja alama za mu barabara, ao majengo.</p>
<p>Know the phone number from which you are calling.</p>	<p>Ujue numero ya simu yenye unatumia</p>
<p>Give detailed information about the emergency to the dispatcher to help them determine which responder to send, i.e., medical, fire, or police.</p>	<p>Toa maelezo kamili kuhusu hatari kwa mutumayi ili kumusaidia kutuma msaidizi mwenye kufaa yaani, mganga, zimamoto ao polisi.</p>
<p>Stay on the phone with the person who answered your call – as long as being on the phone does not put you in danger.</p>	<p>Bakia ku simu na mutu mwenye alijibu simu mpaka unapooona kama kuendelea ku simu itakuletea na weye hatari.</p>



<p>Follow instructions from the person who answered the 911 call while waiting for first responders to arrive.</p>	<p>Fuata maelezo yote ya mwenye alijibu simu 911 na ungojee wale wasaidizi waliotumwa wafike</p>
<p><i>NOTE: Your housing provider cannot include a lease clause giving them the right to fine or terminate your lease because you called the police for help with an emergency.</i></p>	<p><i>ANGALISHO: Mwenye nyumba hawezi kuandika ku kontra sehemu ya kuwapa wasaidizi ruhusa ya kukutoza amande ao kuvunja kontra yako kwa sababu uliita polisi isaidie wakati wa hatari.</i></p>
<p>10. Learn About Seasonal Weatherization You can save money and energy by preparing your apartment or house for both cold winter and hot summer weather. Weatherization is protecting the exterior and interior of your apartment from weather elements to optimize energy efficiency and reduce costs. Here are some tips to weatherize your apartment:</p>	<p>10. Jifunze Mabadiliko ya Hali ya Hewa Unaweza kupunguza garama ya matumizi ya umeme, gaz na vingine kama unatayarisha nyumba yako kwa hali ya baridi na ya joto. Kujitayarisha ni kukinga nyumba ndani na inje kwa hali ya hewa ili kwa sababu ya kupunguza garama ya matumizi. Hapa tunakupa mifano ya jinsi ya kutayarisha nyumba kwa hali ya hewa:</p>
<p>SUMMER</p> <ul style="list-style-type: none"> • Hang blackout curtains on windows that are regularly exposed to direct sunlight. This blocks out sunlight so that an air conditioner can be used less. • Buy and use fans instead of air conditioning. • Close doors on unused rooms, such as bathrooms and bedrooms, during the day so the air conditioning does not reach these rooms when no one is in them. 	<p>WAKATI WA JOTO</p> <ul style="list-style-type: none"> • Weka mapasia meusi kwenye madirisha yenye inaangaziwa na jua kwa nguvu. Mapasia meusi yanazuia mwanga wa jua na inafanya mashini ya baridi isitumike mno. • Nunua na utumie ventilateur kuliko mashini ya baridi • Funga milango kwenye vyumba visivyotumika, kama vile W.C. na vyumba vya kulala, wakati wa mchana ili mashini ya baridi isitumike mu vyumba kwenye hakuna mutu
<p>WINTER</p> <ul style="list-style-type: none"> • Insulate windows by putting film on the glass panes to keep cold air from coming in. • Hang blackout curtains as thermal barriers to keep warm air from leaking outside. • Hang carpets or other fabric wall decorations on exterior walls to reduce heat loss. • Use rugs on the floors at all times as a barrier that prevents heat loss through the floor. • Use <i>draft stoppers</i> to prevent cold air from coming in under the entry door(s). <ul style="list-style-type: none"> ○ <i>NOTE: You can make a door draft stopper by rolling up a bath towel or blanket.</i> 	<p>WAKATI WA BARIDI</p> <ul style="list-style-type: none"> • Weka filamu ya plastique kwenye kioo ya madirisha ili kukinga hewa baridi isiingie. • Weka mapasia meusi kuzuia joto yenye iko ndani kuvuja nje. • Weka tapis ao mapambo ingine kwenye kuta zinaangalia inje kupunguza kupoteza joto. • Weka tapis kwenye sakafu wakati wote kuzuia joto kupotea njia ya sakafu. • Weka <i>vizuizi</i> chini ya milango ili hewa ya baridi isiingie. <ul style="list-style-type: none"> ○ <i>ANGALISHO: Unaweza kufanya kizuizi cha mlango kwa kukunja kitambaa cha kuoga ao bulangeti.</i>
<p>If you are paying for your utilities and are unable to pay your bill on time or in full, energy assistance is available. Here are some contacts for help if you are an eligible</p>	<p>Kama unalipa matumizi ya umeme na vinginevyo wewe mwenyewe na kama unashindwa kulipa kwa wakati ao kulipa yote, kuna msaada. Tazama hapo chini uone kama</p>

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<p>low-income household with high heating and cooling energy costs. You can ask about bill payment assistance, weatherization, and energy-related home repairs.</p>	<p>uko na mapato chache mwenye kustahili msaada wa kulipa. Unaweza kuomba msaada wa kulipa facture, kuinga nyumba, na kutengeneza nyumba kwa hali ya hewa.</p>
<ul style="list-style-type: none"> • LIHEAP Map State and Territory Contact Listing • A community action agency (CAA) can help with eligibility and application guidelines • NeedHelpPayingBills.com • 211 Find Help Near You 	<ul style="list-style-type: none"> • Ramani ya LIHEAP ya Mawasiliano ya Jimbo na Eneo • Biro ya Kazi ya Jamii (CAA) inaweza kusaidia kwa mambo ya kustahili na kuomba msaada • MsaadaKulipadeni.com • 211Tafuta Msaada Karibu yako
<p>11. Know Your Housing Provider’s Rights and Responsibilities</p> <p>As noted earlier, both you and your housing provider have responsibilities outlined in your lease. Because housing provider-tenant laws vary from state to state, and even from city to city, here are basic housing provider responsibilities they should follow:</p>	<p>11. Fahamu Haki na Masharti ya Mwenye Nyumba</p> <p>Kama ilivyosemwa mbele, masharti yako na ya mwenye nyumba imeandikwa ndani ya kontra yenu. Kwa sababu sheria kuhusu mwenye nyumba na mupangayi ziko mbali katika majimbo na hata katika miji, utaona hapo chini kwa kifupi masharti ya wenye nyumba:</p>
<p>FOLLOW TERMS OF LEASE AND RENTAL AGREEMENT The lease you and your housing provider sign is legally binding if it meets the state’s requirements for a valid contract, which it should. As such, the housing provider must follow all the lease terms just as you must. The links below lead to tenant rights resources and state lease requirements.</p>	<p>FUATA MASHARTI YA KUKODISHA NA MAKUBALIANO YA KUKODISHA</p> <p>Kontra yenye mulisinye weye na mwenye nyumba ni ya sheria ikiwa inalingana na sheria ya serikali ya jimbo. Kwa kawaida inapashwa kulingana nayo. Kwa hivyo, mwenye nyumba lazima afuate masharti yote ya kukodisha kama vile weye. Hapa chini kuna viungo vya kuongoza kujua haki za mupangayi na masharti ya kukodisha ya serikali ya jimbo.</p>
<ul style="list-style-type: none"> 🔗 Tenant Rights 🔗 State Laws on Leases and Rental Agreements 🔗 NOLO Landlord-Tenant Rights 	<ul style="list-style-type: none"> 🔗 Haki za Mupangayi 🔗 Sheria za Jimbo juu ya Kontra na Makubaliano 🔗 NOLO Haki za Mwenye Nyumba-Mupangayi
<p>KNOW THE FAIR HOUSING ACT (FHA) AND EQUAL CREDIT OPPORTUNITY ACT Being a housing provider is a major obligation, and understanding FHA requirements <i>plus state and local laws and housing ordinances</i> helps housing providers know their responsibilities to tenants.</p>	<p>UJUE SHERIA YA HAKI YA NYUMBA (FHA) NA SHERIA YA USAWA WA KUKOPA Kuwa mwenye nyumba ni kazi kubwa, na kuelewa masharti ya FHA pamoja na kanuni za makao za jimbo na za eneo inasaidia wenye nyumba kuelewa masharti yao kwa wapangayi.</p>
<p>WARRANTY HABITABILITY Your housing provider is responsible for providing a habitable living space. This is an apartment or house that is safe, fit to live in, free from hazards, and complies with ALL your state and local building and health codes.</p>	<p>AHADI YA UKAAJI Mwenye nyumba ana sharti ya kutayarisha nafasi inayofaa kuikala. Ni chumba ao nyumba yenye usalama, yenye inafaa kuishi ndani, bila hatari, na yenye kufuata kanuni YOTE ya jimbo na ya eneo na pia kanuni ya afya.</p>

Biro ya Msaada wa Makao ya Wakimbizi ni kazi ya CWS kufuatana na makubaliano yenye inalipiwa na Wizara ya Mambo ya Nje ya Amerika.



<p>PROVIDE RELEVANT REASONABLE ACCOMMODATION The Fair Housing Act (FHA) is a federal law that prohibits discrimination in housing. One of the many protections of the FHA is a disabled person’s right to request reasonable accommodation in rules, policies, practices, and services to allow them total access and use of the rental property. If your family has an eligible reasonable accommodation request, your housing provider must comply.</p>	<p>RUHUSU MPANGO WA MAANA NA MAFAA Sheria ya Haki ya Nyumba (FHA) ni sheria ya serikali kuu inayokataza ubaguzi katika makao. FHA ina kanuni nyingi ya kulinda watu. Kanuni mojawapo inalinda haki ya vilema ya kuomba mpango wa mafaa unayobadilisha sheria, kanuni, mazoezi, na matumizi ili kuwaruhusu vilema kuingia na kutumia makao. Kama familia yako inastahili ombi kama hii, mwenye nyumba analazimishwa kukubali kufanya mpango wa mafaa.</p>
<p>MANAGE TENANT RELATIONSHIPS WELL It is a win-win situation when you, as a tenant, have a good relationship with your housing provider. Even though the relationship is a business one, your housing provider should have a positive, helpful relationship with you.</p>	<p>Tunza Muungano wa Upangayi vizuri Wewe mupangayi ukiwa na masikilizano mazuri na mwenye nyumba, nyie bote mutapata faida. Ijapokuwa muungano ni wa kibiashara, ni vizuri kama mwenye nyumba ana masikilizano muzuri na wewe</p>
<p>MAKE TIMELY REPAIRS As stated earlier, a key housing provider responsibility is maintaining the property to be safe and habitable. Part of that is timely response to your maintenance requests. Depending on state and local laws, you may withhold partial or full rent if repairs are not done in a timely matter. If you <i>do</i> have a problem with timely maintenance, you can contact your local free legal aid agency for additional assistance.</p>	<p>FANYA MATENGENEZO HARAKA Kama ilivyosemwa mbele, sharti moja ya mweye nyumba ni Kuweka nyumba salama na inayostahili kuikala ndani. Nusu ya hivyo ni kujibu wepesi maombi yako ya matengenezo. Kuna majimbo na eneo yenye inaruhusu usilipe kodi ao kipande ya kodi kama matengenezo haifanyike kwa wakati. Kama <i>una</i> shida na matengenezo ya haraka unaweza kusema na biro ya msaada wa kisheria karibu na wewe bila malipo.</p>
<p><i>NOTE: Revisit information on pages 14-15 to review what is considered routine maintenance.</i></p>	<p><i>ANGALISHO: Tizama tena kurasa 14-15 kujikumbusha vitu gani ni matengenezo ya kawaida yaani isiyo ya hatari.</i></p>
<p>SAFETY Your housing provider’s legal responsibility and duty are to protect you in line with common sense and state and local laws that specify safety requirements for rental property. Basic safety requirements are: working smoke detectors, secure and working locks on outside doors and all windows, and lighting in dark outside areas.</p>	<p>USALAMA Sharti ya kisheria ya mwenye nyumba na mapaswa yake ni kukulinda kufuatana na akili ya kawaida na pia kufuatana na sheria zenye kutamuka masharti ya usalama wa nyumba ya kukodisha. Masharti ya msingi ni haya: vigunduzi vya moshi vyenye kutumika, kufuli kamili zenye kutumika kwenye milango ya inje na madirisha yote, na taa katika maeneo ya inje yenye giza.</p>
<p>REFUNDING SECURITY DEPOSITS IF DUE As detailed on page 11, you may qualify for a refund of your security deposit if you leave the rental</p>	<p>KURUDISHIWA MALIPO YA MWANZO KAMA INAFAA Kama ilivyofasiriwa ukurasa 11, ukiacha nyumba katika hali muzuri utarudishiwa malipo ya mwanzo kufuatana na tarehe iliyopangwa na sheria ya jimbo.</p>



property in good condition, and the deposit must be returned within state deadline requirements.	
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Other Important Information and Documents	Maelezo Mengine na Makaratasi ingine ya Msingi
Documents: Notices During Tenancy	Makaratasi: Tangazo Wakati wa Upangayi
When you are a tenant, you will receive transaction or informational documents from your housing provider throughout your lease period. Here are some documents you may receive:	Wakati wa upangayi utapokea makaratasi ya kuhusu biashara ao ya kutoa habari tu kutoka kwenye mwenye nyumba wakati wote wa kukodisha. Tazama hapo chini makaratasi mojawapo unaweza kupokea:
<ul style="list-style-type: none"> Notice of Routine or Special Maintenance In an apartment building, you might receive a notice that the electricity or water will be shut off for a period of time one day, or you may receive notice that the hallways and lobby are being cleaned on a certain day. Usually, such notices are placed in your mailbox or put under your door. If you are renting a house, notices may also be place in your mailbox or at your front door. 	<ul style="list-style-type: none"> Tangazo ya Matengezo ya Kawaida ao ya Kipekee Katika jengo ya gorofa, mara kwa mara unaweza kupokea tangazo kuwa umeme ao maji yatakatwa siku moja, ao unaweza kupata tangazo kuwa njia za ndani ya jengo zitasafishwa siku fulani. Kwa kawaida, tangazo kama hizi zinawekwa katika kisanduku cha posta ao chini ya mulango. Kama unakodisha nyumba muzima, tangazo zitawekwa katika kisanduku cha posta ao mbele ya mulango.
<ul style="list-style-type: none"> Notice to Enter Letter This notice will let you know when the housing provider needs to enter into your unit, which must be in accordance with state and local laws. This notice is used when routine maintenance or inspection of appliances or other equipment is needed. 	<ul style="list-style-type: none"> Barua ya Tangazo ya Kuingia Hii tangazo itakuambia wakati gani mwenye nyumba anataka kuingia kwako kufuatana na sheria za jimbo nae neo. Tangazo hii inatumwa wakati wa kufanya matengenezo ya kawaida ao kuchungua vifaa vya ndani.
<ul style="list-style-type: none"> Rent Increase Letter With a month-to-month rent agreement, you will be notified when the housing provider plans to raise the rent. If you have a one- or multi-year lease, a similar notice will be in conjunction with a Lease Renewal Letter (see below). 	<ul style="list-style-type: none"> Barua ya kuongeza kodi Kama muko na mapatano ya mwezi kwa mwezi, utapata tangazo wakati mwenye nyumba anataka kuongeza kodi. Kama una mapatano ya mwaka ao zaidi, tangazo itakuja pamoja na kontra mupya (tazama hapo chini)
<ul style="list-style-type: none"> Late Rent Notice (example) This letter reminds you to pay past due rent and late fees as stated in the lease. 	<ul style="list-style-type: none"> Barua ya Kuchelewa ya Malipo ya Kodi (mfano) Hii barua inakukumbusha kulipa kodi pamoja na malipo ya kuchelewa kama vile kontra inasema



<ul style="list-style-type: none">• Three-Day Notice to Pay Past Due Rent or Vacate If advice on page 17 is followed, this can be avoided. But you should know that in landlord tenant law, a three-day notice is what you will receive if your rent is delinquent. The housing provider can demand that you pay the past due rent or vacate the unit. If this happens, follow up with social service agencies, including your original resettlement agency and/or free legal services.	<ul style="list-style-type: none">• Tangazo ya Kulipa Kodi iliyochelewa Mnamo Siku Tatu ao Kutoka Nyumba Kama ukifuata shauri yenye iko kwenye ukurasa 17, unaweza kuepuka hii hatua. Lakini ni vizuri ujue kuwa kufuatana na sheria inayounga mwenye nyumba na mupangayi, ni lazima upokee hii tangazo ya siku tatu kama unachelewa kulipa. Mwenye nyumba anaweza kukulazimisha ulipe ao uondoke nyumba. Kama ni hivyo, fuatilia na wasaidizi wa jamii na pia wasaidizi wako wa mwanzo na hata wasaidizi wa kisheria.
<ul style="list-style-type: none">• Lease Renewal Letter If you and your housing provider want to renew your lease, you should receive the renewal notice 60 days before your current lease ends. If you do not receive this, ask for it. The renewal notice timeframe should correspond with the Notice to Vacate policy (see page 13). If a housing provider requires you to give 60 days' notice to end your lease before it expires, they also must provide 60 days' advance notice if your lease will be renewed.	<ul style="list-style-type: none">• Barua ya Kukodisha upya Kama wewe na mwenye nyumba munataka kuanzisha mapatano mupya, utapokea barua ya kukodisha vipya siku 60 mbele ya mwisho wa kontra ya sasa. Kama haukupokea hii barua, omba bakutumiye. Tangazo ya kuendelea kukodisha inafuatana na Kanuni ya Tangazo ya Kutoka (tazama ukurasa 13). Kama mwenye nyumba anataka kupewa tangazo ya kutoka siku 60 mbele ya mwisho wa kontra, yeye pia ni lazima akupe siku 60 mbele ya kukodisha upya
<p>EXAMPLE: Ms. Ineedahome's lease ends on 30 DEC 2023 and her housing provider requires 60 days' notice if she wants to renew or end the lease. Her housing provider thinks she is an excellent tenant and wants to renew her lease.</p> <p>Ms. Ineedahome should receive her letter of renewal from her housing provider no later than 30 OCT 2023.</p>	<p>MFANO: Kontra ya Bibi Ineedahome inamalizika tarehe 30.12.2023. Mwenye nyumba anahitaji Bibi Ineedahome amujulishe siku 60 mbele ya mwisho wa kontra kama anataka kuendelea kuikala mu nyumba ao kutoka. Mwenye nyumba anaona kuwa iko mupangayi muzuri mwenye kutaka kuendelea kuikala.</p> <p>Bibi Ineedahome anapaswa kupokea barua ya upangayi mupya kutoka kwa mwenye nyumba tarehe 30.10.2023</p>
<ul style="list-style-type: none">• Lease Non-Renewal Letter A lease non-renewal letter is a written notice sent by a housing provider when they DO NOT want to renew your lease once it expires. The non-renewal notice timeframe should correspond with the Notice to Vacate policy (page 13). Also, if a housing provider requires you to give 60 days' notice to end your lease before it expires, they also must provide 60	<ul style="list-style-type: none">• Barua ya Kukatala Kukodisha Upya Barua ya kukatala kukodisha upya inatumwa na mwenye nyumba kama HAPENDI mupangayi kukodisha nyumba upya kama kontra inaisha. Barua ya kutoendelea kukodisha inafuatana na Kanuni ya Tangazo ya Kutoka (tazama ukurasa 13). Pia, kama mwenye nyumba anataka kupewa tangazo ya kutoka siku 60 mbele ya mwisho wa kontra, yeye pia ni lazima akupe siku 60 mbele ya kukatala kukodisha upya.



<p>days advance notice if your lease will be renewed.</p>	
<p>EXAMPLE: Mr. Notsogoodtenant's lease ends on 1 OCT 2023. Since the housing provider requires the tenant to give just 30 days' notice if he wants to end his lease, then the housing provider must notify Mr. Notsogoodtenant that they will not renew his lease, in writing, no later than 1 SEP 2023.</p>	<p>MFANO: Kontra ya Bwana Notsogoodtenant inamalizika tarehe 1.10.2023. Kwa kuwa mwenye nyumba anahitaji mupangayi amujulishe siku 30 tu mbele ya kusimamisha kontra yake, basi mwenye nyumba anapaswa anapaswa kumuandikia mupangayi kumupasha kuwa hatamupatiya kontra mupya tarehe 1.9.2023</p>
<ul style="list-style-type: none"> <p>Lease Termination Letter</p> <p>A lease termination letter is when your housing provider informs you that your lease will expire, and it will not be renewed.</p> 	<ul style="list-style-type: none"> <p>Barua ya Mwisho wa Kontra</p> <p>Barua ya mwisho wa Kontra inaandikwa na mwenye nyumba kumupasha mupangayi kuwa kontra inamalizika na haitafanyika upya.</p>
<ul style="list-style-type: none"> <p>Lease Violation Notice</p> <p>This notice is sent when you violate a clause or point in your lease. The housing provider's notice will cite the violation and the consequence. For example, noise violations, habitual late rent payment, hosting unauthorized long-term guests, and participating in illegal activity.</p> 	<ul style="list-style-type: none"> <p>Tangazo ya kuvunja makubaliano</p> <p>Tangazo hii inatumwa kama ukivunja sehemu ya kontra. Tangazo ya mwenyi nyumba itaeleza ile sehemu ulivunja na matokeo yake. Kwa mfano, kupiga kelele, kukosa kulipa kodi kwa wakati mara kwa mara, kukaribisha wageni kwa siku mingi, na kufanya mambo yenye kuvunja sheria.</p>

Tenant Forms	Karatasi ya kujaza ya Mupangayi
<p>Here are a few documents (already mentioned above) that you can use to protect your rights while meeting lease obligations.</p>	<p>Hapo chini kuna mifano ya makaratasi (yalitajwa hapo juu) yenye utatumia ili kutunza haki zako wakati unatimiza masharti ya kontra.</p>
<ul style="list-style-type: none"> <p>Return of Security Deposit Letter</p> <p>This sample letter can be used as a documented reminder for your housing provider to repay the deposit to which you are entitled. This letter should be submitted after the housing provider has not refunded the deposit within your state-required timeframe.</p> 	<ul style="list-style-type: none"> <p>Barua ya Kurudishiwa Malipo ya Mwanzo</p> <p>Hii barua ya mfano inaweza kutumiwa kumukumbusha mwenye nyumba akurudishie pesa zenye unastahili. Hii barua inaweza kutumwa kama mwenye nyumba hajakurudishia pesa ndani ya tarehe yenye sheria ya jimbo inahitaji.</p>
<ul style="list-style-type: none"> <p>Notice to Vacate Letter</p> <p>Before submitting a letter, ask if there is a form for you to use. As above, this is a sample of the letter you can write if your housing provider</p> 	<ul style="list-style-type: none"> <p>Barua ya Kutoka Nyumba</p> <p>Mbele ya kutuma barua, uliza kama kuna karatasi unalazimishwa kujaza. Kama hapo juu, hii ni mfano wa barua unaweza kuandika ili kutoka nyumba kama</p>



<p>requires prior notice from you to end your lease but does not provide a form.</p>	<p>mwenye nyumba anakulazimisha kutuma barua lakini hakupatie karatasi ya kujaza.</p>
<ul style="list-style-type: none"> • Reasonable Accommodation Request This sample letter can be use if you need to ask your housing provider for a reasonable accommodation. A reasonable accommodation request may be made verbally, but a written request provides documentation in case the request is not met. 	<ul style="list-style-type: none"> • Kuomba Mpango wa Mafaa Unaweza kutumia barua hii ya mfano kama unahitaji kumuomba mwenye nyumba akufanyie mpango wa mafaa. Mpango huu unaweza kufanyika kwa maneno, lakini maombi yenye kuandikwa ni bora sababu inafanya kuwe karatasi inayoweza kuonyeshwa kama ombi inakataliwa.

<p>Understanding Eviction</p>	<p>Kuelewa Kufukuzwa</p>
<p>While all newcomers, as first-time renters in the U.S., plan for a positive, successful tenancy, an eviction, or notice of plans for an eviction, may happen. With this in mind, you need to understand the eviction process to protect your rights.</p>	<p>Wageni wote wanapanga mara ya kwanza Amerika na wanatumaini kuwa wapangayi wazuri na wenye kufanikiwa. Lakini mara kwa mara wanaweza kufukuzwa. Ni vizuri ujue jambo hili na uelewe hatua za kufukuzwa ili kulinda haki zako.</p>
<p>First, Understand How to Avoid Eviction</p>	<p>Kwanza, elewa njia za kuepuka kufukuzwa</p>
<ul style="list-style-type: none"> • Always pay your rent on time, following your lease. Having a good relationship with your housing provider can help when you are having trouble paying your rent. If you have a positive relationship and are a good tenant, the housing provider may be willing to work with you on a delayed payment plan. If your rent is going to be late but you can pay it soon, tell your housing provider immediately. Even though the housing provider does not have to agree to the payment arrangement, they may be willing to work with you. 	<ul style="list-style-type: none"> • Lipa kodi yako kwa wakati kila mara, kufuatana na kontra yako. Kuwa na masikilizano mazuri na mwenye nyumba inaweza kusaidia kama unashindwa kulipa kodi. Kama una masikilizano mazuri na uko mupangayi muzuri kwa kawaida, mwenye nyumba anaweza kukubali kufanya mpango wa kulipa baadaye. Kama kodi yako itachelewa lakini unaweza kulipa hivi karibuni, muambie mwenye nyumba haraka. Hata kama hatakubali maombi yako, anaweza kutumika na wewe.
<p>Rental Assistance Programs: There are state and local organizations that provide financial assistance to renters who are struggling with rental and utility arrears and possible evictions.</p> <ul style="list-style-type: none"> 🔗 Find Rental Assistance Programs in Your Area 🔗 National Low-Income Housing Coalition State and Rental Assistance Referral 🔗 CAA Locator — A community action agency (CAA) provides help such as food, energy, rent, and utility assistance. CAA services and resources vary, so contact a local agency for aid availability, application, and eligibility requirements. 	<p>Mipango ya Msaada wa Kodi: Mashirika ya jimbo na eneo yanatoaka msaada wa kulipa kodi kusaidia wapangayi wenye tabu kulipa kodi na malipo mengine kwa ajili ya kuepuka kufukuzwa.</p> <ul style="list-style-type: none"> 🔗 Tafuta Msaada wa Kodi ya Nyumba Karibu ya kwako 🔗 Muungano wa Jimbo wa Kusaidia Wapangayi wa Mapato kidogo 🔗 Kitambulisho ya CAA — Muungano wa Kazi za Jamii (CAA) inasaidia kwa chakula, umeme, kodi ya nyumba na malipo ya vifaa. Usaidizi wa CAA na mapato yao ni mbalimbali kufuatana na eneo. Ni bora kuzungumza na biro ya eneo kujua aina ya msaada, jinsi ya kuomba, na njia ya kustahili msaada.



<p>If you cannot find programs in your area, call 2-1-1 or your local housing authority for assistance. You can also check out these services:</p> <p>NeedHelpPayingBills.com</p> <p>Rental Assistance</p>	<p>Kama hakuna biro karibu katika eneo yako, piga simu 2-1-1 ao kwa biro ya makao kuomba msaada. Unaweza pia kutazama katika biro hizi:</p> <p>MsaadaKulipaMadeni.com</p> <p>Msaada wa Kodi ya Nyumba</p>
<ul style="list-style-type: none"> • Do not break any tenant rules or ignore any tenant responsibilities outlined in the lease. 	<ul style="list-style-type: none"> • Usivunje ao kupuuza kanuni za upangayi ao masharti ya kontra
<ul style="list-style-type: none"> • Above all, do not participate in any illegal activities. If you are unsure of the legality of something you are asked to do — to earn money, for example — ask a social service agency staff member. 	<ul style="list-style-type: none"> • Juu ya yote, usiingie katika mambo ya kuvunja sheria Kama hauko hakika juu ya kitu fulani mutu anakuomba ufanye—kwa mfano kama kitu cha kukuletea mali rahisi—omba shauri kwenye mfanyakazi wa biro ya usaidizi wa jamii

<p>What is an Eviction?</p>	<p>Kufukuzwa ni nini?</p>
<p>An eviction is a legal process by which a housing provider ends a tenant’s lease and asks them to vacate the rental property at a time decided by local laws and statutes. A housing provider can evict you for several reasons, including non-payment of rent, multiple lease violations, and/or illegal activities occurring in the rented apartment or house. In most states, a housing provider cannot begin an eviction without giving written notice. Eviction laws vary by state and sometimes by county or city/town. If you receive an eviction notice DO NOT WAIT to seek legal assistance. Seek it immediately and communicate with your housing provider to learn if you can avoid eviction.</p>	<p>Kufukuzwa ni hatua za kisheria inayoruhusu mwenye nyumba avunje kontra ya mpangayi na kuomba mpangayi atoke nyumba kufuatana na sheria na kanuni za eneo. Mwenye nyumba anaweza kukufukuza kwa sababu nyingi, mojawapo ni kutolipa kodi, ao kuvunja makubaliano ya kontra mara nyingi, ao kuvunja sheria za inchi katika nyumba. Katika majimbo mengi, mwenye nyumba hawezi kuanzisha hatua za kufukuza mpangayi bila kwanza kumutumia barua. Sheria za kufukuza ziko mbalimbali kufuatana na majimbo, eneo na hata miji. Kama unapokea barua ya kufukuzwa, USINGOJE kutafuta msaada wa kisheria. Uitafute kwa haraka na uzungumze na mwenye nyumba kumuuliza kama unaweza kuepuka kufukuzwa.</p>
<p>Finding Help During an Eviction</p>	<p>Kutafuta Msaada Wakati wa Kufukuzwa</p>
<p>If you must go through an eviction process, your resettlement agency should be able to refer you to local resources and organizations that can help. For example, a local legal aid agency that can provide free or reduced fee legal services to low-income individuals and families.</p>	<p>Kama ni lazima kuingia katika hatua za kufukuzwa, shirika yako ya makao mupya inaweza kukuonyesha njia ya kutafuta msaada karibu ya kwako. Kwa mfano, shirika ya kisheria inayoweza kusaidia bila malipo, ao kwa malipo machache kwa watu wa mapato kidogo.</p>
<p>Legal services vary and may include legal advice and/or representation. Qualifying for reduced fees depends on your income and, in some cases, on your health status, safety, location, and civil or criminal issues. Legal aid service agencies may also have waitlists.</p>	<p>Misaada ya kisheria iko mbalimbali. Inaweza kuwa msaada wa kutoa shauri tu, ao inaweza kwenda mpaka kusemea mutu ku tribunal. Kupunguza malipo inategemea na mapato yako na wakati mwingine inategemea na hali yako ya afya, usalama, nafasi kwenye uko, ao hali yako ya kiraia ao makosa ya kisheria. Mashirika ya misaada ya kisheria yanaweza pia kuwa na watu wengi mno wenyi kungojea msaada.</p>

Biro ya Msaada wa Makao ya Wakimbizi ni kazi ya CWS kufuatana na makubaliano yenye inalipiwa na Wizara ya Mambo ya Nje ya Amerika.



<p>Here are links to websites for finding free or reduced-fee legal services:</p> <ul style="list-style-type: none"> State Side Legal Organization Find Legal Help Legal Services Corporation (LSC) Law Help Interactive 	<p>Hivi ni viungo vya mtandao vya kutafuta msaada wa kisheria wa bure au wa bei kidogo</p> <ul style="list-style-type: none"> Shirika ya Jimbo ya Kisheria Tafuta Msaada wa Kisheria Shirika ya Mambo ya Sheria (LSC) Maingiliano ya Msaada wa Kisheria
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Eviction Roadmap	Njia ya Kufukuzwa
<p>This is not legal advice, but rather a general description of the eviction process which varies by state. Know your state's process. If you are told you will be evicted, consult an attorney, refugee resettlement agency, or other social service agency for legal assistance.</p>	<p>Hii si shauri ya kisheria, bali ni maelezo kwa jumla ya hatua za kufukuzwa; hizo hatua ziko tofauti kufuatana na majimbo. Ni vizuri ujue hatua gani zinafuatwa katika jimbo lako. Ukiambiwa kuwa unafukuzwa, omba shauri ya avoka, au biro ya kukaribisha wakimbizi, au biro ya usaidizi wa jamii.</p>
<p>Notice to Vacate Before an eviction is filed, landlords must serve tenants a Notice to Vacate letter.</p>	<p>Tangazo ya Kuondoka Mbele ya kutoa amuri ya kutoka, lazima wenye nyumba watumie wapangayi Barua ya Kufukuzwa.</p>
<p>Tenant Options After receiving the Notice to Vacate, the tenant can either comply by moving out or by paying the arrears, or they can choose not to comply.</p>	<p>Hatua za Mupangayi Kiisha kupokea Barua ya Kufukuzwa, Mupangayi anaweza kuchagua kuondoka au kulipa kodi ya kuchelewa, au anaweza kuchagua kukataa kutoka</p>
<p>Eviction Notice If the tenant does not comply, the landlord will file a complaint and serve the tenant an eviction notice.</p>	<p>Tangazo ya Kufukuzwa Kama mupangayi anakataa kutoka, mwenye nyumba atatoa malalamiko na kumutumia mupangayi barua ya kufukuzwa.</p>
<p>Summons Tenants will then be summoned to court, and the notice will include the hearing's date, time, and location.</p>	<p>Wito (convocation) Wapangayi wataitwa ku tribunal; barua itatoa tarehe, saa, na nafasi ya wito</p>
<p>Eviction Court The judge will examine the case and determine whether eviction is legally valid.</p>	<p>Tribunal ya Kufukuzwa Juge atasoma mashitaki na kuamuru kama inafuata sheria</p>
<p>If the tenant wins... The court will outline the conditions of the tenant's stay for the duration of the lease.</p>	<p>Kama mupangayi anashinda... Tribunal itaamua masharti ya kuikala ya mupangayi mpaka mwisho wa kontra</p>
<p>If the landlord wins... If the eviction is determined legal, the tenant will be given a specified amount of time to move out.</p>	<p>Kama mwenye nyumba anashinda... Kama kufukuzwa kunaonyeshwa kuwa wa sheria, mupangayi ataambiwa muda wa kuhama</p>
<p>Still not out? The sheriff will get involved. If the tenant does not vacate the property on the designated date, the landlord has the legal right – under</p>	<p>Bado haujatoka? Polisi wataingia mu hii maneno Kama mupangayi hajaondoka mu nyumba kwa wakati wenye alipewa, mwenye nyumba atapewa haki ya</p>

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the supervision of the sheriff – to have the tenant’s belongings physically removed from the unit.	kuondosha bitu bya mupangayi chini ya usimamizi wa polisi.
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The Fair Housing and Equal Credit Opportunity Acts	Sheria ya Haki ya Nyumba na Sheria ya Usawa wa Kukopa
As a newcomer in the U.S., you have housing rights under the Fair Housing Act (FHA) and deserve the opportunity to live in a community of your choice and free from discrimination. The FHA does not guarantee housing, but it does protect people from discrimination in housing transaction – both renting and buying. This section is to assist you in understanding what your rights are under the Fair Housing Act.	Wewe mgeni Amerika una haki ya kupata makao kufuatana na Sheria ya Haki ya Nyumba (FHA) na unastahili kuikala katika ku fasi yenye unachagua na yenye haina ubaguzi. FHA haiwezi kuhakikisha kama utapata nyumba lakini inakinga batu kwa ubaguzi katika utafiti wa nyumba – kama nyumba ya kukodisha au ya kununua. Hii sehemu ya kitabu itakusaidia kuelewa haki zako kufuatana na Sheria ya Haki ya Nyumba.
<i>NOTE: This section is for informational purposes only and should NOT be relied upon as a source of legal advice. Please consult your legal department and or local Fair Housing Partner Agency.</i>	<i>TANGAZO: Hii sehemu inatoa maelezo tu, haiko ya kumainiwa kama vile shauri za kisheria. Tafazali omba msaada wa kisheria kwenye biro ya kisheria au Muhusiano wa Biro za makao.</i>
What is the Fair Housing Act?	Sheria ya Haki ya Nyumba ni nini?
Title III of the Civil Rights Act of 1968, as amended, is known as the Fair Housing Act (FHA) and makes it illegal to discriminate in any housing-related transaction on the basis of:	Sura ya Tatu ya Sheria ya Haki za Kiraia ya 1968, kama ilivyobadiliswa, inaitwa Sheria ya Haki ya Nyumba (FHA) ; inakataza ubaguzi katika mambo yoyote inayoelekea makao kufuatana na vitu hivi:
Race	Kabila
Color	Rangi ya ngozi
Religion	Dini
Sex (gender)	Mwanaume au Mwanamuke
National origin	Taifa la asili
Disability	Bulema
Familial status	Hali ya familia
<i>NOTE: Familial status refers to the presence of children under 18 in a household, pregnant women, or anyone in the process of adopting or securing legal custody of a child.</i>	<i>TANGAZO: Hali ya familia maana yake ni kujua kama kuna Watoto chini ya myaka 18 katika familia, au wanawake wenye mimba, au mutu mwenye anatafuta ulezi wa mutoto kwa kisheria.</i>
Why is it Important?	Kwa nini ni muhimu?
The FHA ensures that individuals of a protected class are not discriminated against during a housing transaction (renting or selling).	FHA inahakikisha kuwa watu wenye kuingwa na hii sheria basibaguliwe wakati wa shuguli ya nyumba (kupanga au kununua).
What is the Equal Credit Opportunity Act?	Sheria ya Usawa wa Kukopa ni nini?
The Equal Credit Opportunity Act (ECOA) prohibits a housing provider from discriminating against an applicant on any aspect of a credit application based on race, color,	Sheria ya Usawa wa Kukopa (ECOA) inakataza mwenye nyumba asifanye ubaguzi kwa mwenye kuomba kukopa kwa upande wowote wa maombi sababu ya kabila, rangi ya

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religion, national origin, sex (gender), marital status, age, or because an applicant's income derives from any public assistance program.	ngozi, dini, taifa la asili, mwanaume ao mwanamke, hali ya kuoia au kuolewa, umri, au sababu mapato ya muombayi inatokea kwa msaada wa serikali.
Examples of Illegal Activities by a Housing Provider	Mifano ya Mwenendo Usio wa Sheria ya Mwenye Nyumba
The FHA codifies that a housing provider cannot:	Sheria ya FHA inakataza Mwenye Nyumba kufanya mambo haya:
<ul style="list-style-type: none"> • Falsely tell certain housing applicants that no housing is available; 	<ul style="list-style-type: none"> • Kumuambia kwa uongo kuwa hakuna fasi ya kukodisha;
<ul style="list-style-type: none"> • Steer applicants of a certain race to a specific area or floor of a rental building; 	<ul style="list-style-type: none"> • Kuelekeza watu watu wa rangi fulani kwenye fasi fulani ya jingo ya kupangisha;
<ul style="list-style-type: none"> • Force an applicant to choose an apartment near other people who are from the same country, speak the same language as them, or are of the same religion; 	<ul style="list-style-type: none"> • Kumukaza muombayi achague nyumba karibu ya watu wengine wa inchi yake, au wenye kusema luga moja, au wako katika dini moja;
<ul style="list-style-type: none"> • Charge a higher security deposit or rent because of where they are from, their immigration status, or because of their religious faith; 	<ul style="list-style-type: none"> • Kulipisha mupangayi bei ya juu zaidi ya kodi au ya malipo ya mwanzo sababu ya inchi alitokea, au hali yake ya uhamiaji, au sababu ya dini yake;
<ul style="list-style-type: none"> • Refuse to rent because an applicant or some family members do not speak English; 	<ul style="list-style-type: none"> • Kukataa kukodisha sababu muombayi hasemi kiingereza;
<ul style="list-style-type: none"> • Tell them they must speak English when outside of their apartment; 	<ul style="list-style-type: none"> • Kumulazimisha kusema kiingereza wakati yuko inje ya nyumba yake;
<ul style="list-style-type: none"> • Enforce rules against the tenant/ family because they are a newcomer (immigrant or refugee) or because of their religion while not enforcing the rules against other tenants; 	<ul style="list-style-type: none"> • Kulazimisha kanuni kwa watu au familia yao sababu ni wageni (muhamiaji au mkimbizi) au sababu ya dini yao lakini bila kulazimisha hizo kanuni ku wapangayi wengine;
<ul style="list-style-type: none"> • Ask an applicant to identify their religion, or 	<ul style="list-style-type: none"> • Kuuliza muombayi atambue dini yake, au
<ul style="list-style-type: none"> • Ask an applicant their immigration status because of how they look and dress. 	<ul style="list-style-type: none"> • Kuuliza muombayi hali ya uhamiaji wake sababu ya sura au mavazi yake

Examples of Housing Discrimination by a Housing Provider	Mifano ya Ubaguzi wa Makao wa Mwenye Nyumba
<ul style="list-style-type: none"> • Refusing to rent to a newcomer (refugee or immigrant) because of their status as such. 	<ul style="list-style-type: none"> • Kukataa kupangisha mgeni (mukimbizi au muhamiaji) sababu ya iyo hali yake
<ul style="list-style-type: none"> • Making it difficult for a newcomer to rent the house or apartment of their choice. 	<ul style="list-style-type: none"> • Kumufanyia magumu mgeni kupanga katika nyuma aliyochagua
<ul style="list-style-type: none"> • Misleading the newcomer about the availability of the rental apartment or house. 	<ul style="list-style-type: none"> • Kumdanganya mgeni kuhusu upatikanaji wa nyumba
<ul style="list-style-type: none"> • Putting terms or conditions in the lease that other tenants do not have. 	<ul style="list-style-type: none"> • Kuandika masharti katika kontra yenyi batu bengine habakuandikiwa
<ul style="list-style-type: none"> • Threatening, coercing, and intimidating the newcomer from using their fair housing rights. 	<ul style="list-style-type: none"> • Kutisha na kulazimisha mgeni ili asitumie haki zake za kupata nyumba

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<ul style="list-style-type: none"> Denying a newcomer reasonable accommodation for which they are qualified. 	<ul style="list-style-type: none"> Kumkatalia mugeni mpango wa mafaa anayestahili
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How a Newcomer Can File a Complaint	Namuna Gani Mugeni Anaweza Kufikisha Malalamiko
Housing discrimination is illegal, and if a person faces discrimination, they have the legal right to file a fair housing complaint. A newcomer or refugee can file a housing charge of discrimination by:	Ubaguzi katika mambo ya makao ni kuvunja sheria, na kama mutu anabaguliwa ana haki ya kisheria ya kufikisha malalamiko. Mugeni ao mukimbizi anaweza kufikisha malalamiko ya ubaguzi wa makao hivi:
<ul style="list-style-type: none"> Calling HUD at (800) 669-9777 or emailing HUD at ComplaintsOffice05@hud.org 	<ul style="list-style-type: none"> Piga simu kwa HUD (800)669-9777 ao tuma barua pepe kwa ComplaintsOffice05@hud.org
Contacting the local fair housing agency	Kuandika ao kupiga sim uku biro ya Shirika ya Makao ya haki

When Can a Complaint Be Filed?	Wakati Gani Kufanya Malalamiko?
<ul style="list-style-type: none"> HUD: within one year after the discrimination has occurred 	<ul style="list-style-type: none"> HUD: Mnamo mwaka kiisha kuona ubaguzi
<ul style="list-style-type: none"> Federal Court: within two years after the discrimination has occurred 	<ul style="list-style-type: none"> Tribunal ya serikali kuu: Mnamo myaka mbili kiisha kuona ubaguzi

How to Prepare	Namuna ya Kujitayarisha
<ul style="list-style-type: none"> Document meetings and phone calls with housing providers. 	<ul style="list-style-type: none"> Andika mazungumzo yako na mwenye nyumba macho kwa macho ao ku simu
<ul style="list-style-type: none"> Keep detailed records of what was said and the outcome(s). 	<ul style="list-style-type: none"> Tunza kwenye karatasi yote yenye mulisema na matokeo yake
<ul style="list-style-type: none"> Save all receipts, copies of applications, business cards, and other documents. 	<ul style="list-style-type: none"> Chunga makaratasi yote kama vile factures, karatasi za maombi, na makaratasi mengine.
<ul style="list-style-type: none"> Collect statements from witnesses, with dates, signatures, and contact information. 	<ul style="list-style-type: none"> Kusanya vyote vyenye mashahidi walisema, Pamoja na tarehe, sinyatire, na numero zao za simu ao anwani
<ul style="list-style-type: none"> Find out if the housing provider requested different information, documents, and/or fees from different groups. 	<ul style="list-style-type: none"> Jaribu kujua kama mwenye nyumba aliomba maelezo, makaratasi ao malipo tofauti kwa watu mbalimbali.

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