

## **RULES AND REGULATIONS**

*We are happy to have you as a resident and hope you enjoy your stay. If there is any way you feel we can improve our service to make your stay more enjoyable, please let us know. Please note, the following rules and regulations were agreed upon by signing your lease.*

### **ACCESS TO YOUR APARTMENT**

Due to liability reasons, we are unable to let anyone into your apartment who is not on the lease. In some instances, we may let someone into your apartment if we have the permission from **ALL** residents (in writing) on the lease. Also, it is our policy to **NOT** give out residents' apartment numbers or phone numbers.

### **FURNITURE STORAGE**

Due to lack of space, we cannot store any furniture.

### **INVENTORY CHECKLIST**

A move-in inventory checklist is provided when you move in. This must be completed and returned to the within seven days after move-in. This checklist is used to determine the condition of your apartment upon move-in, ***not to list work requests***.

### **BALCONIES OR PATIOS**

Nothing shall be thrown out windows, off balconies or patios. All balconies or patios must be kept clean and clear of storage items. Hanging of clothes, garments, or rugs over railing of balconies or patios will not be permitted, as well as tarps or holiday and exterior patio lights. Balconies or patios shall not be used for anything except patio furniture, flower boxes and plants; they are not to be used for storage under any circumstances. Residents shall not use, store, or keep barbecue grills, charcoal broilers, regardless of size or kind, or store firewood in the Premises, on balconies, patios, or within ten (10) feet of the building. No more than six (6) people shall be permitted on the balcony or patio at any one time.

### **BARBECUE GRILLS**

Residents shall not use, store, or keep barbecue grills, charcoal broilers or deep fat fryers regardless of size or kind, in the rental premises, on balconies or patios, or within ten (10) feet of the building.

### **BICYCLES**

All bicycles must have a current permit and be kept in the bike racks provided. Bicycles cannot be left in the halls, chained to trees, railings, fences, light posts, or sign posts, nor parked in the buildings' stairwells or on the lawns or sidewalks. If any bikes are left in these areas, locks will be cut and bikes will be confiscated and disposed of without further notice. For your own safety, do not carry bikes to and from your apartment.

### **EARLY MOVE-IN**

Early move-in's may be permitted only if an early move-in waiver is signed by one of the incoming Residents is authorized by management, and the current Resident plans to be out of the apartment. The waiver must be signed ten (10) days before the leased term begins. If a waiver is signed by one of the occupants, all the Residents acknowledge that no cleaning, painting, or maintenance will be performed by the management prior to occupying the apartment. This is necessary because cleaning crews do not have access to occupied apartments. Painting can be scheduled following move-in by calling the office. In addition, except for the requirement for payment of rent, all of the other terms and conditions of the lease agreement will take effect at the time of early move-in.

### **SECURITY**

The buildings do not have a security system; please use common sense and caution when letting people into your apartment, in the common areas, the grounds, and the laundry rooms. Please report anything suspicious, destructive, or dangerous to the proper authorities and the office immediately. **If you see something, say something.**

### **SMOKE DETECTORS & FIRE EXTINGUISHERS**

Please check your smoke detectors and fire extinguisher (if provided) upon move-in. If they are not working properly or if the smoke detector needs a new battery, contact the office immediately. Be sure to inspect your smoke detectors and fire extinguisher before turning in your Inventory Checklist. After your lease begins, you are required to check the smoke detectors periodically to ensure that they are always in a proper running condition. During the term of the lease, it is your responsibility to replace worn out or weak batteries and repair or replace any smoke detector which is vandalized or

damaged. Removal of batteries or unlawful discharge of fire extinguisher is subject to financial penalty and possible legal action.

**SUBLETTING**

Subletting is only allowed with the authorization of the Management and all roommates. Please contact the office to set up an appointment to sublease your apartment.

**UTILITIES**

To ensure that you have use of all utilities prior to moving in, fill out the utility transfer form when you sign your lease.

**WALL DAMAGE**

Small nails or thumbtacks may be used to hang pictures on the walls. No spikes, hooks, or large nails shall be driven into the walls or woodwork. Do not use any kind of tape or adhesive to hang pictures or posters. A \$5.00 charge for each sticker tape used (including residue) will be assessed as damage when you move out.

THESE RULES AND REGULATIONS MAY BE MODIFIED, ALTERED, OR REVISED AT ANYTIME AT THE SOLE DISCRETION OF THE LANDLORD IF MADE WITH A 30 DAY NOTIFICATION OF SUCH CHANGES.