

Community Guidelines

Apartment Alterations

Holes should not be drilled in your apartment without our prior written consent, nor should any nails, hooks, or screws be used on any floors, doors, windows, tub, shower, appliances, or fixtures in the apartment.

Nothing should be fastened to the floors, doors, windows, walls, appliances, or fixtures in the apartment, the exterior walls, or porches of the buildings.

Please refrain from hanging signs, advertisements, or notices on the outside or inside of any apartment or building.

Locks on the doors leading to the apartment should not be altered without our consent. We must have a key to every lock at all times, and every lock must be compatible with the master key system for the building.

Balcony/Patio/Terrace

Please do not use the balcony, patio, or terrace of your apartment to store personal property.

Additionally, no towels, rags, rugs, laundry, or other items should be hung from any balcony or terrace, nor should anything be thrown or dropped from the windows, balcony or terrace.

Please refrain from cooking or barbecuing on a porch, patio, or balcony.

Common Areas

Common areas, sidewalks, entrances, lobbies, hallways, elevators, or stairways of the community should not be used for any purpose other than entry and exit. Please do not place or store furniture, equipment, or personal articles in any common areas for any period of time. We may remove any such items at any time, at your expense, including any storage costs.

Equipment Use

All equipment located in your apartment or community should be used in a reasonable and careful manner. Equipment includes such things as toilets, sinks, electrical, plumbing, heating, ventilating, air conditioning, building access system, elevators, appliances, or other facilities. If you or your family, guests, or visitors use any equipment in a manner that causes damage to the equipment, you could be held responsible for the costs of repairing or replacing it.

Facilities

If your community has a pool, you must pay any required fees prior to usage. For your safety, please obey all pool rules and regulations.

Games, sports, and other recreational activities are permitted only in designated areas. All rules and regulations must be obeyed including the days and hours that recreational facilities may be used.

We may at any time discontinue any recreational services or close down facilities either temporarily or permanently.

Heavy Items

Items which weigh more than we determine is reasonable for the floor loading of the apartment are not permitted. You must check with us before bringing heavy items (i.e., waterbeds, safes, etc.) into the apartment.

Motor Vehicles

Please keep in mind we may remove any vehicle at the owner's expense if it appears abandoned, inoperable, does not display an inspection sticker and/or license plates, or the inspection and/or registration is expired.

We apologize, but due to local water restrictions and hazardous substance ordinances, we cannot allow residents or their guests to work on their vehicles in the community parking areas. Vehicles may be washed only in designated areas. If there is no designated area, then washing vehicles is not allowed.

Peaceful Enjoyment

All residents, their family, and guests should conduct themselves in a manner that will not disturb their neighbors or community staff. Noise, odors, or any other actions that cause a disturbance are not permitted. Please do not interfere with the rights, comforts, or convenience of other residents or community staff.

Remember you are responsible for the conduct of your family, friends, guests, and anyone you invite into the community.

We will make reasonable efforts to stop neighbors from disturbing your peace, but we cannot be responsible for controlling their actions. If you are seriously disturbed by activities at your neighbor's apartment, please call the police.

Safety

Please do not bring anything into your apartment or the community that increases the risk of fire. Things that could cause an increased risk of fire include flammable oils, fluids, propane, benzene, gasoline, kerosene, or other hazardous materials.

Please refrain from cooking or barbecuing on a porch, patio, balcony, or within 15 feet of any building, except as expressly permitted by your community.

Satellite Dishes

Satellite dishes one meter or less in size are permitted upon your signing a Lease Addendum – Satellite Antenna and Dishes.

Storage

Storage text here.

Parking

Parking permits are not required in our community.

Please obey all parking and traffic regulations posted on any private streets, roads, or drives.

Parking areas are to be used only to park, load, and unload motor vehicles.

Please note that there are handicapped parking spaces that have been designated by the community. Please do not park in these spaces without a handicapped permit or your vehicle will be towed.

Your vehicle may be towed without notice at your expense if you:

- Park in a fire lane
- Park in a no parking area
- Block a fire hydrant, refuse container, another vehicle, sidewalk, or lawn

Oversized vehicles, commercial vehicles, recreational vehicles, boats, or trailers may not be parked in the community without our consent.

Lockouts

For after hour lockouts, please call the 24-hour service number. Our goal is to have service respond within an hour to assist you. Residents will be charged a \$35.00 lockout fee for emergency lockout service after normal business hours.

Estimated Replacement & Repair Costs

The following is a list of estimated costs of damages as a result of negligence beyond normal wear and tear. Listed repair/replacement costs may reflect estimates. Actual costs may be subject to contractor costs.

Cleaning range top - \$50.00

Cleaning refrigerator - \$30.00

Cleaning of cabinets & counter tops - \$50.00

Cleaning of kitchen floor - \$30.00

Cleaning of bathroom including disinfecting for odors - \$50.00

Cleaning bathroom floor - \$25.00

Cleaning entire apartment (according to size):

Studio - \$75.00

One bedroom - \$100.00

Two bedroom - \$125.00

Three bedroom - \$150.00

Cleaning windows - \$15.00 (each)

Removal of contact paper (new kitchens only) - \$25.00

Replacement of appliance parts charged according to market.

Encrusted drip pans - \$5.00 (each)

Wallpaper removal - \$50.00

Replacement of appliance parts for damage caused by Tenant will be charged according to current list prices and labor.

Replacement of toilet bowl or tank - \$100.00

Replacement of sink bowl - \$50.00

Replacement of ceramic tile (new bathrooms only) - \$5.00 (each)

Stopped up toilet by foreign object and snake out - \$75.00

Vanity - \$175.00

Medicine cabinet mirror - \$75.00

Light fixtures charged at current list price.

Mailbox lock replacement - \$25.00

Mailbox key replacement or not returned at lease end - \$5.00

Replacement of door key or not returned at lease end - \$5.00

Key fob replacement or not returned at lease end - \$15.00

Wall, trim, and door repairs charged according to materials and labor.

Screen repairs - \$25.00

Double coat of paint (due to smoking, soil, or walls painted by tenant) will be charged according to current market price.

Replacement of locks - \$35.00

Replacement of window pane - \$40.00

Steam clean carpet - \$100.00

Carpet stain removal according to market price.

Carpet replacement per square foot according to market price and prorated of the expected life.

Trash removal including picking up cigarette butts and mail - \$25.00 (minimum)

Drywall replacement charge according to market price.

Replacement of entry door - \$175.00

Replacement of interior doors - \$75.00

Major back-up, caused by objects such as rags, diapers, feminine napkins, etc. put in toilets or other drains - \$275.00 (minimum)

Pets

Limit of two pets per apartment. There is a one time pet fee of \$250.00. There is a \$30.00 monthly pet rent. Pets must be registered. To register a pet, a resident must have a written statement from a veterinarian that the pet is in good health, proof of renters' insurance, and a picture of the pet on file.

The following breeds of dog are not allowed: Akita, Husky, Doberman, Dalmatian, Chow, Rottweiler, and Pit Bull/Staffordshire Terrier.

Pets are not allowed in the apartment without our prior written consent. If we have permitted you to have one, please keep your pet on a leash at all times. Remember, you are responsible for cleaning up after your pet.

Trash

There are two trash compactors on the property located by buildings M and H.

All trash should be placed in plastic bags and disposed of in the appropriate waste containers. Bulk items should never be disposed of outside of waste enclosures or left on community grounds. Please do not place any trash in halls, stairways, balconies, or laundry rooms.

Recycling

The following items should be recycled:

Newspapers - Not magazines, other coated paper, or phone books

Aluminum cans - All cans must be rinsed out before recycling

Glass - All colors and must be rinsed out with tops removed

SmartCard Tips

Adding Value to your SmartCard

- Insert SmartCard into the Cash Service Center, with the chip facing up towards the machine.
- The balance on your card will show on the electronic display.
- To add value on to your card, with the card already in the Cash Service Center, insert \$5, \$10, or \$20 into the bill acceptor.
- Wait for the card to be updated and remove the card.

Use in Laundry Machine

- The price of the cycle is displayed on the electronic display.
- To start the machine, insert SmartCard into the card-reader slot with the chip facing up towards the machine.
- Select the cycle desired. The length of the cycle will be displayed after the machine has started.
- After your cycle selection, wait until the machine starts and the display on the machine says to "Pull Card."

General Care of SmartCard

- Store card in a safe place away from magnetic fields such as microwaves, computers, other credit cards, and electronic equipment.
- Do not bend.
- Do not insert card in anything but the laundry machines and the Cash Service Center.
- The information may be erased if inserted in any other card reader.

Community Guidelines

- Keep card and chip clean from any grease, film, or laundry soap.
- Keep card and chip dry and free from scratches.
- Do not put wet clothes on the SmartCard readers.

Stop by the leasing office during normal business hours if you have any questions regarding your SmartCard.