

## PROPERTY POLICIES

Please observe the following policies concerning maintenance, safety, and property usage at 111 Rowland Place. While your lease/rental agreement is the final authority regarding what is and is not required and/or allowable, the policies below address some common issues.

1. Rent payment- Rent is due on the 1<sup>st</sup> day of the month as detailed in your lease and/or late payment policy. There is no grace period. To be considered “on time” rent must be **received** on or before the 1<sup>st</sup> of the month. For your convenience a locked drop-box is located in the front foyer of the building. Rent payments (check or money order only) may be placed in the box. Payments will be picked up after 5:00 PM on the 1<sup>st</sup>. **Payments not in the box by 5:00 PM on the 1<sup>st</sup> (or received by me via other methods) will be considered late.** You may drop your check/money order in the box at any time during the month- *payments will not be picked up until after 5:00 on the 1<sup>st</sup>.* Please see the late payment policy for further details.
2. Alterations- No alterations are to be made to the property without the written consent of the owner. Examples of alterations would include painting, putting up wallpaper, adding or removing fixtures, etc. When in doubt, *please ask.*
3. Entry doors- For the security of all residents, the main front and back door are to be closed and locked at all times when left unattended.
4. Garage parking- Off-street parking can not be guaranteed at 111 Rowland Pl. The carport has one space for each unit, although the far left space is difficult to access. Please consider others and use only a single space.
5. Garbage- Two large city-owned trash receptacles (behind the carport) are provided. Additional trashcans are available, if needed, behind the carport area. You are responsible for disposing of your household trash and placing that trash in the supplied city container for pickup as scheduled. Please properly bag all trash before placing it in receptacles. Residents are responsible for any cleanup resulting from trash not being contained in their respective trashcan or the city receptacles. Please adhere to city rules regarding the recycling bin (orange top).
6. Laundry room- An on-site coin-operated washer and dryer are available for your convenience and are for residents’ use only. Residents are responsible for keeping this area clean and hazard free. Please be respectful of other residents, their clothing, and their right to the quiet enjoyment of their unit when using the laundry facilities.
7. Maintenance assessment- Unit maintenance assessments are performed by the owner approximately every three months. Each unit will be inspected for such things plumbing leaks, inoperable fixtures, pest problems, working smoke detectors, etc. These checks are not meant as a replacement for tenant watchfulness regarding maintenance issues but simply as a preventative measure.
8. Maintenance requests- Major maintenance requests should be made in writing (emergencies being an obvious exception). Maintenance requests are categorized as: Emergency, Essential, and/or Non-essential and will be processed in that order.
9. Patio- The rear patio area is for the use of residents only. No items other than acceptable patio furniture should be kept or stored in this area.
10. Quiet hours- Tenants have the right to the quiet enjoyment of their units at all times. There are times, however, when you should make a special effort not to disturb others. Please limit activities that may disturb others between the hours of 10 PM and 8 AM.
11. Smoking- Because of the size of the building and the fact that all residents share common areas, **smoking is not allowed inside the building.** When smoking outside, please be considerate of other residents. Do NOT dispose of cigarette butts by dropping them on the lawn, porch, patio, etc.; place them in a trashcan or suitable ashtray.
12. Storage space- Limited storage space is available for residents in the carport. You may store items in the forward section of your carport space. Please be aware that the property owner makes no guarantee as to the security or protection from weather provided by the open carport space. Storage in the attic will not be allowed due to its limited accessibility and the need for maintenance/repair access to the various utilities and equipment located there. Please speak with the owner/landlord before storing personal items anywhere else on the property.

Updated: 10/01/10

These policies were developed to help insure the health, safety and satisfaction of all residents. We appreciate residents’ input and would be happy to speak with you regarding these policies.