

Kieffer Development, LLC

933 W 3rd Street
Mt. Carmel, IL 62863

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Rules & Regulations Handbook / Guidebook

Warrior Village – 2014/2015

Emergency After – Hours Maintenance 618-972-4060

See Section 11, page 5 regarding emergencies

These rules and regulations are incorporated into the Lease executed between Kieffer Development and Tenant. Keep these for future reference.

POLICIES

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Everyone is expected to follow the Rules and Regulations Handbook, as well as any additional published rules that Management may deem necessary to ensure the safety and well-being of all tenants.

INTRODUCTION

Thank you for choosing Warrior Village as your place to live with your time at Wabash Valley College. We will do our best to make your stay as pleasant as possible. The following is important that you understand before signing a lease with us.

ALL DEPOSITS ARE JOINT AND SEVERAL in common area of individual unit; this means that all persons in an apartment are responsible for their common space. If damage occurs in this area, everyone in unit is equally responsible. Each individual is responsible for their own bedroom.

SIGNED LEASE: A signed lease is legal and binding; this means you are responsible for the term of the lease. If you are unable to fulfill your lease, you may sublease. This sublease must be approved by management and your deposit is retained to the end of the sublease.

All deposits and first month's rent must be paid before move in date.

LEASE GUARANTEE form must be completed, notarized and returned to Kieffer Development before move in date. The lease guarantor must be a parent or legal guardian. If you are unable to obtain a parent or legal guardian to be your Lease Guarantee, Management at its discretion may or may not approve someone else of your choosing. If you cannot provide an acceptable Lease Guarantee before term beginning date Lessor will require an additional mandatory \$1100 refundable deposit for damages, charges, fees, fines and / or rents dependent upon Lessor's requirements to fulfill the lease due on or before term beginning date.

RENTAL APPLICATION needs to be completely filled out at the time of lease signing

ROOMMATE PROFILE needs to be filled out accurately and honestly to help with proper placement

PHOTO ID is required of all tenants. (Acceptable ID is Driver's License, State ID, Military ID, and Passport)

POLICIES

2. Lease Move-In:

- a. Keys will be given out after:
 - i. Security Deposit and first month rent have been paid in full
 - ii. All paperwork has been completed
 - iii. Lease Guarantee has been signed and notarized or \$1100 additional deposit has been paid
 - iv. **THERE WILL BE NO EXCEPTIONS**
- b. Scholarship & Financial Aid students must adhere to the above regulations (see Section 9)
- c. See RA for Key pickup
- d. You need to pick up your Move-In Check List when you receive your keys.
 - i. Move-In Check List is a record of what might be wrong with your apartment when you move-in
 - ii. Move-In Check List should be a detailed listing of any and all existing problems.
 - iii. Move-In Check List records problems so that you will not be charged for damages that existed before you took up occupancy
 - iv. **Move-in Check List must be returned within four (4) hours** after you receive your key and check list. Any move-in check list received after that time will be put in the file, but may not be accounted for at the end of your lease.

3. Placement of Tenants:

- a. Tenants will be placed based on Roommate Profile provided, to best ability of management. Tenants will be allowed to choose their roommates, if all people involved request each other and all are accepted into Warrior Village Apartments.

4. Security Deposits:

- a. Not rent money
- b. Cannot be transferred
- c. Security deposits and any credit on account are used towards any cleaning, painting, damage charges, repairs, or replacement costs, any unpaid fees or fines.
- d. Only after all charges are paid does any of the remainder of the security deposit absolve any unpaid rents.
- e. Any deposit refund will be returned within 30 days of lease ending date provided:
 - i. We have all bills in from our contractors, so we may provide you with an accurate billing of any charges
- f. Forfeited if pets have been found in your unit.
- g. Forfeited if you sublease your apartment without Managements approval
- h. Forfeited if you do not follow through with your lease for any reason.
- i. If your security deposit has been forfeited, any cleaning/damage charges must be paid within 30 days.
- j. All outstanding balances must be paid within 30 days of receipt of Security Deposit Report, any balance not paid within 30 days will be turned over to our attorney, or

collection agency and accrue 2% interest monthly plus court costs and attorney or collection agency fees.

- k. Security deposits will be returned to the address on the Lease Guarantee Form. It is your responsibility to notify our office if there has been a change of address; if you fail to notify us of a change of address, and we reissue a check, you will be charged the stop payment fee from the bank. If you have not received your security deposit report/refund within 45 days from your lease ending date, notify our office

5. Rents:

- a. Rents are due each month according to your lease agreement.
- b. Rents must be paid on time to avoid late fees (see section 7: late fees)
- c. If your parents pay your rent, you must make sure they know your due date to avoid late fees.
- d. We accept cash (only if paid directly to Dean Kieffer), check, money order, traveler's check
- e. Make sure your name, mailing address, phone number, unit number are on all checks submitted

6. Paying Rent:

- a. Make check payable to Kieffer Development, LLC 933 W 3rd Street Mt. Carmel, IL 62863

7. Late Fees:

- a. Will be charged as per covenant 3 of lease
- b. There is a 5 day grace period. On the 6th day, a 10% late fee will be applied to your account (10% of your monthly rent amount).
- c. Any unpaid charges will be deducted from the security deposit at the end of the lease term.
- d. Late fees are applied to all NSF & returned checks along with a NSF charge
- e. Fines and maintenance fees need to be paid on or before the specified due date. Any unpaid balance will be charged a \$35.00 on a per month basis until paid in full.

8. Returned Check Charges:

- a. All checks returned from bank for **any reason** will be charged \$35.00
- b. Checks can be returned for **insufficient funds, NSF, or having the wrong amount** written on checks.
- c. Five (5) days will be given to correct a NSF check before it is turned over to the Illinois State's Attorney's office
- d. ALL NSF checks must be paid by money order, cashier's check or bank draft. No personal checks will be accepted to replace a check that has been returned by the bank.

9. Financial Aid & Scholarship Tenants:

- a. **ALL** Financial Aid and Scholarship tenants must provide documentation proving financial assistance prior to the first monthly rent due.
- b. When the documentation is provided, management will decide how much rent to defer.
- c. Will still be responsible for first month rent, deposit and Lease Guarantees before key is issued.

10. Financial Aid & Scholarship Late Fees:

- a. Late fees will be waived to all Financial Aid and Scholarship tenants up to the date specified on Financial Aid Form. This form must be provided before move in date.
- b. Three (3) days will be given from the date of Financial Aid is disbursed from the school to bring your account up to date and pay the rest of the semester off. Failure to make payment in full within three (3) days of disbursement of Financial Aid will result in late fees, etc. being assessed on your account from move in date.

11. Past Due Notices:

- a. Any tenant five (5) days past due on their rent can be issued a Five Day Notice to vacate
- b. If the full amount due to Kieffer Development is not paid, we will file, in court, a Notice to Evict.
- c. Any other amounts delinquent more than 10 days, which may include, but not limited to, late fees, returned checks, fines, maintenance fees, damages, key charges, and balances due from Security Deposit Report will be turned over for collection.
- d. Legal fees, collection fees accrued in order to collect monies due will be the responsibility of the lessee (tenant)

12. Keys and Locks:

- a. An apartment key will be supplied to each tenant of each unit.
- b. One mailbox key will be supplied to each tenant of each unit.
- c. Tenants are not permitted to alter locks, duplicate keys, install new locks, knockers, or other attachments on any door, or give your key to anyone without prior written authorization from Management.
- d. If you have lost your keys or failure to return key(s) within three (3) days upon lease expiration will result in a \$60 non-refundable charge per key.

13. Maintenance:

- a. Any problem can be handled by letting RA know from 8:00 am to 4:30 pm Monday to Friday.
- b. Non – emergencies after hours can be left with RA
- c. After contacting us to let us know the problem, we will handle the problem as soon as possible. In order to handle problems as efficiently as possible, we may not be able to call and let you know when maintenance will be there unless previously arranged with the office.
- d. ONLY IN AN EMERGENCY (Below) – CALL 618-972-4060
 - i. Fire, anywhere. Always call 911 first to report a fire, then call the emergency number provided
 - ii. Flooding or serious water leakage anywhere
 - iii. Power Failure. If problem covers entire property site, you should call your electric service provider first at 618-262-5151
 - iv. If emergency number is called and it is not an emergency, you will be charged a minimum of \$50
- e. Management can enter into an apartment unannounced when deemed necessary
- f. Maintenance will be entering into each apartment unannounced to change air filters

14. Lockouts:

- a. If you find yourself locked out, contact the RA
- b. You can call the emergency number 618-972-4060, but you will be charged a \$50 fee
- c. You can call a locksmith
- d. Do not break in the door or remove screens to climb in the window to gain access to your unit. You will be charged for any damages you create attempting to gain access to your apartment.

15. Parking:

- a. All tenants will be allowed one parking spot. Make, year, model, etc must be on file with your lease
- b. Any vehicle that is inoperable or has not moved for more than one week will be towed.
- c. Any vehicle without proper registration with Management will be towed
- d. All vehicles must be parked appropriately, if not, you will receive a \$30 parking ticket. You must park your vehicle between the yellow lines provided. If your guest has an illegally parked vehicle, the tenant is responsible, for ticket and or towing fees.
- e. There are some areas marked by diagonal yellow lines, these are NO PARKING areas and / or are areas marked for handicap parking.
- f. Parking is for tenants, not their guests.
- g. Vehicles parked on the lot provided for Warrior Village is parking at your own risk. Kieffer Development insurance does not and will not cover any vehicle damage while parked on our premises. If your vehicle is involved in an accident with another vehicle parked on our property, it is the responsibility of the vehicle owner's insurance to pay for the damages.
- h. No semi-trucks, boats, trailers, or snowmobiles allowed in the parking lots at any time.
- i. Absolutely no pulling individuals behind vehicles on skateboards or any other object, in snow or any other means. This is dangerous and all parties involved will be fined \$50.

16. Visitor Parking:

- a. No visitor parking allowed.

17. Towing of Vehicles:

- a. All vehicles not complying with the parking rules will be towed 24 hours a day at the vehicle owner's expense
- b. Driveways and entries are not to be blocked at any time or your vehicle will be towed.
- c. Parking is allowed in designated areas only
- d. Towed vehicles are the responsibility of the owner. There will be no exceptions made. Towing fees are paid to the towing company. Towing is a necessary service to provide tenants accessible safe parking.

18. Insurance:

- a. Lessors' (Kieffer Development) insurance provides coverage for Kieffer Development's property, only.
- b. Lessee (Tenant) must carry their own insurance (renter's) to cover their personal belongings.
- c. Tenants may contact their parents' insurance carrier to see if their policy would cover the tenants' personal property and belongings. We recommend tenants purchase renter's insurance from an insurance company.
- d. Lessors' insurance does not cover any vehicles parked on our property or accidents that occur on our property.

19. Trash Disposal:

- a. Dumpsters are provided on the premises
- b. At NO TIME is there to be trash, cigarette butts or litter of any kind on the decks, landings, stairways, parking lots, grass areas, entryways, exits, or outside of unit doors. Each tenant is responsible for keeping the premises clean. Anyone not in compliance with this will be charged a fee of not less than \$30.00 for our cleaning / maintenance personnel having to pick up any trash or cigarette butts in or around your prospective area.
- c. Trash is an unsightly problem. If there is a trash mess found outside several apartments, the entire side of the building will be fined unless the offending apartment takes responsibility of the trash.
- d. Bags of trash will not be left in front of the apartment door, dropped and or placed at the bottom of the stairs to be picked up later. You will be fined \$30 per bag of trash left outside your apartment and not properly disposed of.
- e. Cans and bottles are not decorations on patios/balconies and shall be put in containers such as your trashcan (inside apartment).
- f. Trash fines will go up \$10 per instance for every fine issued to the same apartment.

20. Trash Removal and Cleanup:

- a. Any person found to be throwing food or nonfood items that deface property, damage property and / or could cause bodily injury to any person, will be charged minimum of \$30 and may be evicted.
- b. If a guest of a tenant is found to be the culprit, the tenant and /or apartment will be held responsible. The person found to be causing havoc will be removed from the property and charged with criminal trespassing and criminal damage to property.
- c. The entrance to your front door, patios & decks are to be swept up weekly, along with the cleanup of your apartment's interior.
- d. Any unit found with excessive trash which creates a bug problem will be liable for all costs for bug extermination.

21. Security:

- a. Surveillance cameras are provided in parking lot, hallway, and laundry room.
- b. If a tenant wishes to view surveillance footage of any camera located around tenant premises this will be done by Management's discretion and a charge of \$30 per hour will apply with a one hour minimum.

- c. **ANY PERSON** found tampering with or causing damage to the surveillance cameras will be fined up to \$2,000.00 plus costs for the damage and labor to replace the damaged property. Eviction and prosecution may follow, for the damaging personal property. If the person is a guest, the guest and tenant will be fined and charged to the fullest amount allowed by law.

22. Vending / Laundry Machines

- a. Any vending or laundry machines provided are for your convenience. Any abuse of any kind will result in prosecution.
- b. In case of machine malfunction, please place an "out of order" sign on the machine and contact the RA.
- c. Anyone found damaging or vandalizing these machines will be evicted and prosecuted for all damages.
- d. If you lose money in any machine, please contact the RA.

23. Smoke Detectors / Fire Extinguishers:

- a. The lessor provides smoke detectors. If any malfunction or problem should arise, please contact the RA.
- b. Management will supply batteries for all smoke detectors we supply. Batteries can be picked up from RA. Should only have to change twice per year.
- c. Under no circumstance is the lessee to disconnect any smoke detector. Taking down the smoke detectors is illegal. If your apartment is found to have a smoke detector taken down, your unit is fined \$50.00.
- d. Tampering with the sprinkler system will result in a \$2000.00 fine plus cost to repair damage done.

24. Doors/Windows:

- a. No signs are allowed on entry doors or hanging from windows
- b. Tenant may not make permanent changes to doors or windows, such as screws or nails.
- c. Windows may be covered with curtains, if the curtain rods are hung by the trim and NOT the drywall.
- d. Anyone found tampering with doors and / or windows will be prosecuted for unlawful entry and charged with attempted burglary. Also will be fined \$100 plus cost of damage.

25. Pictures:

- a. Lightweight pictures and like items are allowed to be hung within the unit using small paneling nails.
- b. Anything of any weight MUST be approved through Management and hung by our maintenance for a fee of \$30.

26. Removal of Furniture Provided:

- a. We will remove any unwanted furniture for a removal fee of \$30.00. You must fill out a furniture removal request at our office. All tenants must agree.
- b. Any furniture removed by the tenants without consent of Management will be considered stolen property.
- c. Do not place furniture outside your apartment for any reason. You will be fined \$30 per piece of furniture plus any damage caused.

27. Illegal Drugs and / or Any Other Illegal Activity:

- a. Kieffer Development may terminate the lease upon finding any illegal drug(s), drug paraphernalia, or any other illegal activity. The remainder of the rents will become immediately due at the time of lease default.

28. Tampering with Utility Boxes and / or Air Conditioner Units:

- a. Any person found tampering with utility boxes and / or A/C units will be fined \$100
- b. The EPA will impose a fine of \$10,000 to any person who intentionally breaks a Freon line to an A/C unit.

29. Phone Numbers:

- a. You must report your cell phone number to Management at time of check in
- b. **No land line phone is provided.**

30. Kegs:

- a. No kegs or keg parties are allowed on site. Inside or outside of building.
- b. A fine of \$1,000 will be imposed

31. Waterbeds:

- a. No waterbeds are allowed.

32. Pets:

- a. No pets are allowed at any time. Unless a special written agreement is made with management.

33. Grills:

- a. NO gas, charcoal, electric, or any other type of grill is allowed inside of the apartment complex, on the patio, or on a balcony. A fine of \$100 will be imposed and the grill will be confiscated.
- b. There is a designated grilling area. Ask the RA where this area is located. Misuse of the grill can cause property damage and bodily harm; therefore any misuse will be susceptible to a \$100 fine and or eviction whichever is deemed appropriate by Management.

34. Bicycles, Motorcycles, or Any Type Vehicle:

- a. NO bicycles, motorcycles, or vehicles of any kind are allowed in the apartment at any time.
- b. Use bicycle racks that are provided.
- c. Any bicycle / vehicle / etc. found within any unit will be a \$50 fine and reason for eviction

35. Railing / Balconies:

- a. No climbing on roofs, balconies, decks or railings. THIS CAN RESULT IN IMMEDIATE EVICTION.
- b. No sitting on balcony railing or jumping from balcony railings or decks.
- c. No laundry, flags, or anything can be hung from balcony. \$50 fine
- d. No grilling can be done on balcony. \$100 fine
- e. No smoking on balcony. \$100 fine

36. Maximum number of persons:

- a. Maximum of seven (7) persons on deck at any one time. \$100 fine per additional person

- b. Maximum of ten (10) persons in an apartment at one time. \$100 fine per additional person
- c. Small gatherings should be inside your apartment. Not on the stairs, outside, parking lots, hallways, nor on the balcony or decks.

37. Visitors & Guests:

- a. Have an overnight guest for 21 total days, but no more than 7 at one time. These 21 days can all be same visitor or different visitors.
- b. Form must be filled out with RA.
- c. Tenant will be responsible for your visitors / guests and their behavior and damage.
- d. Tenant will be billed for any disorderly conduct on behalf of your visitor(s) / guest(s) unless we are able to collect it from the responsible party.

38. Noise Restrictions:

- a. Respect your neighbors with appropriate conduct at all times.
- b. **No televisions, stereos, radios, etc. or other activity should be heard outside your individual unit, at any noise level, between 10 PM and 7 AM Sunday to Thursday and Midnight to 9 AM Friday and Saturday. First Violation is a warning. Second and subsequent violations is a \$25 fine. Multiple violations can and will be given in the same night.**
- c. Same restrictions apply inside a unit, if one of the residents requests it to be so. In other words, no noise should be heard inside his bedroom within the hours stated above.
- d. Be considerate when someone makes contact with you requesting that you turn down the volume.

39. Lease Expiration / Returning

- a. Upon expiration of your lease (LAST DAY OF THE LEASE TERM), all tenants are held equally responsible for common areas of the unit. Individual tenants are responsible for their bedroom. This means, the unit **MUST** be cleaned, vacated, and all keys returned to RA or Management. Apartment must be clean enough for another tenant to move in. Those tenants moving out early are responsible for the condition of the unit through the last day of the lease term. You have three (3) business days to return all keys to Management; however you must vacate the apartment on the lease ending date.
- b. ALL personal items must be removed from the unit. Anything left in the unit after lease expiration, will be disposed of. Cost of removing items will be deducted from deposit. There will be NO EXCEPTIONS to this rule.
- c. If you wish to be present during the check out of your unit, you must contact Management two weeks prior to your lease ending date to make arrangements.

40. Changing Apartments During a Lease Term:

- a. You may only change apartment's with Dean Kieffer's approval
- b. There is a \$150.00 transfer fee for all tenants who wish to change apartments during lease term.
- c. Management reserves right to deny any changing of apartments.
- d. Security deposit report will be done at time of move.

41. Inspector

- a. Dean Kieffer 618-262-5108 during work hours Monday to Friday

Conduct/Lease Violations

1. **RUSULTING IN IMMEDIATE EVICTION OR LARGE FINE: \$500 and up**
 - a. Climbing on balconies, roofs, and railings
 - b. Resale of alcohol or charging a fee of any kind to participate in a party
 - c. Arrest & Conviction of possession or sale of illegal drugs and paraphernalia
 - d. Possession of any firearm, weapons, bombs, bomb-making materials, or related materials
 - e. Throwing of rocks
 - f. Battery (Fighting): Anyone that without legal justification commits battery upon anyone on Warrior Village premises shall be immediately evicted. This is not in any way intended to prevent anyone from legally defending themselves when someone is attempting / committing bodily harm to them.
2. **MAJOR VIOLATION: \$250 and up**
 - a. Police action taken against any unit/person – i.e. underage drinking, disturbance, fighting
 - b. Knowingly breaking glass anywhere on the premises
 - c. Knowingly damaging any property
 - d. Failure to comply with direction given by RA or Management (disrespect of RA or Management will not be tolerated)
 - e. Gathering of people outside/inside or around your apartment that results in noise problems, trash, or disruption of any sorts.
3. **MINOR VIOLATION: \$50 and up**
 - a. Any conduct that disturbs / interrupts the sleep of other residents
 - b. Any conduct that in itself would alarm and disturb a reasonable person
 - c. Possession of an open alcohol container

Charge List – Includes most, but not all charges

1. Cleaning \$30 per hour
2. Steam Cleaning \$200 per apartment
3. Full Paint \$150 per room
4. Oven \$700
 - a. Dents \$40 each
 - b. Repair of door \$50
 - c. Repair of Hood \$50
 - d. Side Rail \$40 each
 - e. Filter \$20
5. Drip pans \$10 each
6. Refrigerator \$800
 - a. Dents \$40 each

- b. Repair of Door \$60
- c. Shelving \$90
- d. Drawers \$60
- e. Door Parts \$25 each
- 7. Kitchen Sink Damage \$250
 - a. Sink Handle \$50
- 8. Drain Stoppers \$15 each
- 9. Counter Top \$700 minimum
- 10. Cabinets \$350 each
 - a. Cabinet Drawer \$60 each
 - b. Cabinet Door \$80 each
- 11. Pantry Shelves \$30 each
- 12. Doors \$400 each
- 13. Dresser \$300 each
- 14. Desk \$400 each
- 15. Closet Shelves \$35 each
- 16. Mattress \$300 each
- 17. Box Springs \$300 each
- 18. Bed Frame \$70 each
- 19. Couch \$800
 - a. Tears \$55 per tear
 - b. Cig Burns \$55 per burn
- 20. Loveseat \$750
 - a. Tears \$55 per tear
 - b. Cig Burns \$55 per burn
- 21. Coffee Table \$300 each
- 22. End Table \$150 each
- 23. Vertical Blinds \$40
 - a. Panels \$5
- 24. Bathtub repair \$150
- 25. Shower Head \$40
- 26. Shower Faucet \$100
- 27. Toilet \$175
- 28. Toilet Seat & Ring \$20
- 29. Towel Bar \$25
- 30. Light Bulbs \$4
- 31. Vanity Light Bulbs \$4
- 32. Appliance Bulb \$4
- 33. Lighting Globes \$90
- 34. Ceiling Fan Globes \$40
- 35. Light Switch \$15
 - a. Plate Cover \$5
- 36. Window \$400
 - a. Sash only \$250

- 37. Front door \$400
 - a. Door Jamb \$200
- 38. Vanity Faucet \$60
- 39. Vanity Mirror \$200
- 40. Vanity Basin \$200
- 41. Door Knob \$60 each

Required Move-Out Procedures

Kitchen:

Light fixtures: Clean as needed, replace bulbs if needed, put back up
Windows: Clean glass and surrounding area, and clean / replace blinds
Cabinets & Drawers: Clean insides of them and exterior
Counters: Wipe them off and scrub where needed
Sink: Wipe out and scrub area where needed especially around faucet
Oven: Clean interior with oven cleaner, clean oven racks as best as possible, clean out bottom drawer. Clean surface, replace drip pans if needed (Walmart). Pull stove out and clean underneath (sweep and mop) and sides of cabinets, also the hood. Replace hood filter if very greasy or missing (Appliance store) and replace bulb if out (Wal-Mart)
Refrigerator: Clean all of the exterior thoroughly, clean inside, taking out all shelves and drawers and clean. Lift up tray in freezer and clean underneath, pull out fridge and clean underneath. Sweep and mop
Vent: (in kitchen or hallway, covering furnace filter) Take off hinges, clean and put back

Tables & Chairs: Wipe the surfaces, especially table and chair legs.

Floors: Sweep, mop, and scrub where necessary

Misc. Wipe down doors, wire shelving in closets, baseboards, vents, faceplates & outlet covers

Living Room:

Tables: Clean end tables & coffee tables

Couches: Vacuum under cushions and rest of couch as needed

Windows: Clean glass and surrounding areas, clean and replace blinds

Floor: Vacuum edges & entire room, steam clean (**you may choose to have it steam cleaned professionally and give management a copy of the bill, or we will have the entire apartment done for \$250**)

Misc: Wipe down doors, wire shelving in closets, baseboards, vents, faceplates & outlet covers

Bedrooms:

Windows: Clean glass and surrounding area, clean and replace blinds

Drawers: Dust exterior and wipe inside of drawers

Vanities: Clean mirror, clean sink – especially scrubbing around facet & Stopper, clean underneath and front

Light fixtures: Clean as needed, replace bulbs if needed, put back up

Floor: Vacuum edges & entire room, steam clean

Misc. Wipe down doors, wire shelving in closets, baseboards, vents, faceplates & outlet covers

Bathroom:

Tub: Scrub entire bathtub, remove all soap scum and dirt, and wipe down all other areas. Remove shower curtain

Toilet: Scrub bowl, clean the entire exterior

Vanity: Clean mirror, scrub sink area, clean underneath and front

Light Fixtures: Take down & clean, clean the rim around the part that doesn't come down. Replace regular and vanity bulbs, if necessary

Floor: Sweep, mop, and scrub as needed

Misc: Wipe down towel and toilet paper bars, baseboards, doors, faceplates, and outlet covers

Miscellaneous:

Remove all personal belongings, trash, etc. (\$30 fee per bag of items removed)

Remember to replace all light bulbs that are out and blinds that are broken or extremely dirty

Remember to prop open refrigerator / freezer doors and turn power off upon leaving

Under NO circumstances are tenants allowed to paint the premises

GENERAL MAINTENANCE INSTRUCTIONS

Care of your apartment: Management requires you to maintain a safe, sanitary, damage free apartment. When decorating, use small nails, do not use adhesive tape hangers, large nail holes or make excessive holes in the walls. Mirror tile, contact paper, etc., with adhesive backing ARE NOT PERMITTED to be applied to walls, ceilings, floor surfaces or cabinets. Interior painting can only be done by Management. Do not make any alterations in the apartment without prior written consent from Management.

Countertop Care: Hot pans should not be placed directly on countertops. Use hot pads under pans. Always use a cutting board when cutting anything with a knife.

Refrigerator: Wipe out with cleaning products when spills occur and on an occasional basis to prevent odor buildup. Check temperature setting dials if unit is not cold enough or is too cold. Allow 24 hours to regulate when new settings used or if unit has been off. Do not overfill freezer area. **Use a bleach based cleaner upon move-out cleaning, this will prevent the refrigerator from growing mold and mildew as easily.** When the refrigerator bulbs burns out replace with appliance bulb only. A regular bulb can explode at any time leaving glass in food.

Stove / Oven: Wipe out chrome drip pans after each use of the burners. Keep oven spills wiped up and clean oven every few months (or more often with regular use). Be sure to follow oven cleaner directions when cleaning ovens. DO NOT use abrasive cleaners or scouring powders in oven. Clean exhaust

hoods above stoves. If removable filters are provided, these can be cleaned or replaced.

Light Bulbs: If the outside lights are out, please contact RA. Tenants replace light bulbs inside the apartment.

Bathroom: **Nothing but waste and toilet paper should be put into the toilet.** **Tampon and tampon casings that claim to be flushable should NOT be flushed.** **Do not put paper towels, napkins, sanitary napkins or wet wipes down the stool.** In case of slow flushing or a clog, please buy and use a plunger.

Maintenance fee of \$60 per service call to unclog a stool, if it can be done by Management or RA with a plunger. If requires a snake or other method, this will be done for free, as long as nothing that was not supposed to be flushed was flushed. Keep toilet lid closed when not in use, to avoid dropping things into it. If toilet will not quit running, lift tank lid and be sure flapper in tank has shut down; if not, put it down or try lightly jiggling the handle to allow it to fall.

Always call RA and or Management at once, if the stool tank continues to run.

Cleaners: Soft Scrub or 409 cleanser may be used on painted walls to remove scuffmarks or fingerprints. DO NOT use scouring pads or anything that will remove / scratch the paint.

Carpet: Wipe up carpets spills immediately with a clean cloth soaked in cold water. A mild soap, such as Dawn, may be used then rinsed again with cold water. When bleach or cleaners with bleach in them are kept in the house, be sure they do not drip onto carpets, as they will remove the color from the carpet fibers

Sinks: Never pour grease down sink drains or allow food to be flushed down sinks. When draining dishwater out of the sink, leave the drain plug somewhat in place to prevent food particles from going down the drain and plugging the drain.

Miscellaneous: **DO NOT** allow food or trash to sit out. This attracts bugs.