



## Community Policies

Welcome to University Village Lofts! We are pleased that you have decided to make this your home, thank you for leasing with us.

The following items are policies by which this community is operated. They are based on the belief that consideration of others and respect for other's property is important. These policies and procedures are an addendum to your lease contract as referred to in your lease contract. Violation of any of these policies can result in termination of your rental agreement. These policies may be added to, amended or repealed at any time by management.

### 1. Vacating/Termination of Lease

If you find that you must relocate, you are required to notify management in writing at least 30 days before the end of your lease term. You must come by the office to complete the notice of intent to vacate form. In addition, you may schedule a move-out inspection with management before vacating your apartment. This may be done Monday – Friday 9 AM – 5 PM.

### 2. Payment of Rent.

- A. All rent and water is due at the 1<sup>st</sup> of each month
- B. Residents have until midnight on the 3<sup>rd</sup> of the month to turn in payments without incurring late fees.
- C. All payments must be made to University Village. Please write your apartment number on the payment.
- D. Payments can be made using personal checks, money orders or cashier's checks. We do not accept cash. Late payments submitted after the 10<sup>th</sup> of the month must be made with a certified check, cashier's check or money order.
- E. Overdue rent payments are subject to late charges as well as legal recourse costs. If rent payment has not been received by the 3<sup>rd</sup> of the month, an initial late fee of \$50 will be assessed. There will be an additional \$10 per day fee each day thereafter.
- F. If the bank for any reason returns a check, the check will not redeposit. A charge of \$35 will be incurred in addition to any late fees that apply. Non-sufficient fund checks can only be cleared with a certified check, cashier's check or money order. After two non-sufficient fund checks, all future payments must be made using certified check, cashier's check or money order.

### **3. Guests**

No persons other than the residents and occupants identified and registered on your lease agreement may occupy your apartment without permission of management. Any special situations such as temporary custody should be discussed with management. You are responsible for your guests' actions and activities. Guests are subject to the same policies that apply to residents at University Village Lofts.

### **4. Utilities**

Upon move-in, you are responsible for the payment of the electric utilities in your apartment. You will need to make arrangements to have the service put in your name. Please refer to your lease contract, section 7, for more detail.

### **5. Maintenance**

- A. Please call the office with all maintenance requests.
- B. After hours maintenance requests can be called in to (940) 247-0228. Please be aware that emergency maintenance is available for the following
  - 1. No air conditioning in temperatures above 85 'F (medical exceptions apply)
  - 2. No heat in temperatures below 60'F (medical exceptions apply)
  - 3. Flooding that may cause significant damage
  - 4. No electricity
  - 5. A plugged toilet if no alternate toilet in apartment
- C. Any malfunctions of window latches, door locks, keyless bolting devices, peepholes, or smoke detectors should be promptly reported.
- D. Locks may be changed by management only at resident's expense of \$25.

### **6. Appliances and Fixtures**

The cost of any repair or service on appliances or fixtures due to misuse by a resident or guest will be charged back to the resident.

### **7. Insurance**

We strongly recommend that you obtain renter's insurance to protect against all hazards described in your lease.

### **8. Pest Control Tips**

- A. Sweep and mop your kitchen regularly. Clean up all liquid spills immediately.
- B. Use the garbage disposal whenever possible. Do not put wet garbage in the trash.
- C. If you have a pet, store food in well-sealed containers and be sure to clean water and food bowls daily.
- D. Vacuum the carpets frequently to remove crumbs, food particles, dust, dander and insect eggs.

**9. Minor Persons**

- A. Persons under the age of 16 should not be left in an apartment unless supervised by an adult.
- B. Parking lots, fire escapes, hallways, or stairwells are not to be used as playgrounds.

**10. Balconies**

- A. No bicycles or motorcycles are allowed to stand in or on balconies, passageways and courtyard areas.
- B. No laundry, clothing, rugs, or mops are to be hung on the exterior of any building.
- C. No items are permitted in the outside walkways, breezeways or balconies.

**11. Vehicles/Parking**

- A. Please do not exceed 10 MPH when driving through the parking lot.
- B. Please see the office if your vehicle cannot easily accommodate in a standard parking space.
- C. Automatic repair work is prohibited on the premises.
- D. Vehicles must meet all state inspection requirements to remain on the premises. Any motor vehicle that is parked in a fire lane, handicapped space, blocking a trash receptacle, double parked, abandoned or inoperable will be towed away at the owner's expense. You are responsible for notifying occupants and guests of our towing policy. Management will not be responsible for any damage to the vehicle.
- E. If you find that your vehicle has been towed, please contact Melton's Wrecker Service at (940)766-2232. Charges start at \$125.
- F. We may give a warning as a courtesy but it is not required to give vehicle owner notice. Please consider these community policies your notice.
- G. Motorcycles should be parked in parking lots only. They must have a current tag. No dirt bikes are allowed on the premises.

**12. Fire Hazards**

- A. No flammable objects or substances are to be stored in your apartment or on balconies.
- B. You are responsible for testing your smoke alarm on a regular basis.

**13. Disturbances/Objectionable Noises**

- A. Stereos, radios, televisions, etc. should be kept at a minimum level so your neighbors are not disturbed.
- B. No resident, occupant, guest, or visitor should cause any disturbing noise on the premises.
- C. After hours, any excessive noise can be reported to the police.
- D. Residents should contact the management office with all disturbance/noise complaints.
- E. If a resident receives a noise complaint, the 1<sup>st</sup> will be a warning, the 2<sup>nd</sup> a noise investigation will be given out, and written complaints will be filed, and 3<sup>rd</sup> can result in a 24-hour eviction notice.

**14. Alterations to Apartment**

- A. Any modifications or changes to the apartment is prohibited
- B. Do not alter any lock, door or window in your leased apartment without the prior consent of management.
- C. Management must approve any color or decorative changes before their installation.
- D. Use only the telephone and cable outlets already installed in your apartment. Any additional outlets are prohibited without written permission from the management office.

**15. Common Area Conduct**

All common areas including but not limited to, parking lots, stairwells, hallways, breezeways, and courtyard areas are for the use and enjoyment of all residents of the complex. Any resident, occupant, guest or visitor conducting himself in any unreasonable or offensive manner will be subject to being removed from the common area and such conduct will be considered a breach of lease. You may be given a 30 day notice to vacate your apartment for displaying any of the conduct that is prohibited in the lease. If you do not vacate once we have notified you, we will file an eviction.

**16. Illegal Drug Activities**

Any known or suspected illegal or criminal drug activities observed at or within your residence will be reported immediately to the proper authorities. We do not tolerate the possession, use or distribution of illegal drugs or drug paraphernalia and we cooperate fully with the local authorities in order to prohibit their use and to assist in the arrest and conviction of those persons who are guilty of such illegal or criminal activity. You will be given a notice to vacate for being involved in any of the above activities. We will file an eviction if you do not vacate after being asked to do so.

**17. Waterbeds**

Waterbeds are not acceptable in any apartments. Anyone not complying with this regulation faces possible eviction and will be held responsible for any damages done by the waterbed.

**18. Pets**

- A. Pets are not permitted on the property unless a pet agreement has been signed and an additional \$400-\$900 deposit, depending on the floor plan and number of pets, has been paid. Part of the deposit \$200-\$300, is non-refundable per pet for shampooing and flea treating the carpet. These deposits and fees are nontransferable to another apartment.
- B. Dogs, unless a service animal, are not currently allowed under our pet policy.
- C. There is a \$15/month pet rent.
- D. Only two pets allowed in an apartment
- E. Pets must be at least one year old and have a current license and immunization
- F. Vicious or exotic pets are not allowed in your apartment or on the property.

- G. Pets must be walked daily only in designated areas and owners MUST clean up after their pets.
- H. Unauthorized pets will be fined \$100 plus \$10 each additional day until a pet deposit is paid. NO EXCEPTIONS.

**19. Window Coverings**

No shades, awnings, or window foil guards are to be used in or about the building. All windows must show white from the outside.

**20. Deliveries**

- A. Deliveries or services requiring entrance into the residents apartment by anyone other than management/maintenance staff will be allowed only with written permission from the resident.
- B. Management shall not be responsible for articles or parcels left at your door or in the office by delivery service.
- C. If resident is not home at the time of delivery, packages will be left with management and locked in a secure location. Residents may sign out.
- D. Management will not accept packages for guests or visitors. If your name is not on the lease, we will not sign for your packages.

**21. Posting of signs**

- A. Posting of signs or advertisements are strictly prohibited.
- B. Soliciting is prohibited.

**22. Transfer during lease term**

- A. You must come to management office and the manager must approve the transfer
- B. There is a transfer fee of \$300 for a 12 month lease, and \$400 for a 6 month lease. This must be paid in full before new move in.
- C. The vacated apartment must be left in the condition described on your move out cleaning instructions. It will be inspected.
- D. Unless it is an emergency, we require that you fulfill your lease agreement and give a 30 day written notice before transfer.
- E. All deposits are nontransferable.

**23. Additional Occupants**

- A. All occupants of the apartment over the age of 18, must be a party to the lease and have gone through the application process to be approved by management prior to occupancy.
- B. If it is determined that there is an illegal occupant residing in the apartment there will be an initial charge of \$300 and a daily charge of \$50/day, until either the occupant has vacated or

has been approved by management via the formal application process, which includes providing the necessary documentation and fees.

- C. If resident wishes to add an additional occupant to the existing lease at any time during residency, there will be a \$150 administrative fee, plus the application fee.
- D. The current rental rate is based on one person per bedroom. If this is exceeded, there will be a monthly charge of \$35 per additional person for the remainder of the lease term.

#### **24. Notification**

- A. Notify management of any damaged incurred in the apartment.
- B. Immediately call 911 or the police to report an emergency, suspicious persons, strange vehicles, disturbances or unusual activity on the property.
- C. Notify management if you observe an exterior hallway light that is not working or dim.

#### **25. Resident Liability**

While the forgoing policies contain minimum provisions regarding supervisions of persons under the age of 16, residents are advised to exercise their own independent judgment with respect to the unsupervised use of the facilities on the property by minors. Neither management nor the owner, by establishing the minimum requirements contained in these policies, in any manner representing, guaranteeing or ensuring the safety of any persons using the facilities of the complex with or without permission.

Management is not liable for any injuries. Residents and guests waive any claims or rights to sue management, its agents, or employees for any injury that may result directly or indirectly from the use of any facilities on the property.

#### **26. Inspections**

Management has the right to inspect any apartment for any reason at anytime.