

BAINBROOK APARTMENTS

COMMUNITY POLICIES, GUIDELINES AND ADVISORIES

Effective May 1, 2016

GENERAL:

1. These policies may be modified from time to time and new community policies or amendments to these rules may be adopted by the Owner by giving 30 days prior written notice to resident(s). These policies and any changes or amendments have a legitimate purpose and are not intended to be arbitrary, punitive, or work as a substantial modification to resident rights.
2. Unless local law provides otherwise, violations of these policies shall constitute a breach of your lease.
3. If there is a conflict between these policies and your lease, the lease will govern.

A. YOUR COMMUNITY:

Everyone wants a pleasant place to call home, and it's important to be mindful and courteous to your neighbors as well as respectful of the property. We are proud of the improvements made at Bainbrook and we want you to be proud of it too.

1. YOU are responsible for the behavior of ALL your occupants and guests.
2. Destruction, vandalism, or misuse of the property or its amenities is prohibited.
3. Keep the area in front of your unit free of clutter or obstructions. Do not impede the walkways or stairs.
4. No trash may be placed outside your unit. Please take it to the dumpster immediately.
5. Littering of ANY kind is not permitted. Pick up after yourself.
6. Kindly dispose of cigarette butts appropriately and empty your ashtrays regularly.
7. Keep loud voices, music and noises to a minimum, as not to disturb others.
8. Public disturbances, rowdiness, loitering, or public intoxication is not permitted.
9. The use of illegal drugs is expressly prohibited.

B. LAUNDRY:

1. The Laundry Room is an amenity to all residents. Please be considerate and keep it in a good, clean condition.
2. Treat the machines with care.
3. Do not put any plastic items in the dryer.
4. Always clean the lint screen before every use.
5. Refrain from overloading the washers and dryers
6. Owners / Management are not responsible for loss or damage to personal items or clothing.
7. Notify Owners immediately if a machine is in need of service or repair.
8. Residents are not permitted to use electrical outlets for personal use. Machines must remain plugged in.

C. PARKING:

1. Parking is on a first come, first serve basis and is not individually assigned.
2. Please do not park in front of the dumpster or on the grass.
3. Vehicles must be in proper working condition.
4. Unauthorized or non-operational vehicles may be towed at the owner's expense, without notice.
5. Owners / Managers are not responsible for damages to vehicles.

D. OUTSIDE WATER FAUCETS:

1. The use of the outside water faucets is a privilege, not a right. Misuse or abuse of the faucets and water outside is prohibited.
2. Make certain the valve is completely shut off when finished.
3. Do your part to ensure water is not wasted. Do not let water run freely. Use a sprayer attachment.
4. Should you find a faucet capped off, DO NOT USE IT!
Owners / Management have placed it there for a reason. Resident is not permitted to remove it at will.

BAINBROOK APARTMENTS

E. PETS:

Domestic pets are welcome at Bainbrook, but they must be good residents!

1. The City of Howe requires dogs to be kept on a leash outdoors. Do not risk getting a citation!
We agree - Keep your dog on a leash.
2. When your pet does it's duty, kindly do yours. Pick up animal waste and dispose of properly. The grass is a space shared by all, including children.
3. Fines may be imposed if you are caught leaving animal waste behind.
4. Loud, aggressive or nuisance pets will be asked to leave immediately.
5. Fish aquariums larger than 10 gallons are permitted with proof of renters insurance.
6. Pets in your household are subject to a \$100 pet fee (non-refundable) and a \$100 pet deposit (refundable) as well as \$10/month pet rent. Fees cover all pets in your household.
7. You are allowed no more than 2 cats or dogs (subject to pet deposit and rent) and no more than 2 birds / small reptiles / or pocket pets -- hamsters, gerbils, etc. (not subject to pet deposit and rent)
8. Your lease includes a clause regarding unauthorized animals. You will be fined \$100, and \$5 per day afterwards until the animal is removed from the property or added to your lease, via the Animal Addendum. Pet rent and fees will apply.
9. Animals larger than 75 lbs. are not permitted on the property.
10. Ensure your cat or dog has a current Rabies vaccine. This is a public health issue and to the benefit of other residents and their pets.
11. Owners / Management reserve the right to meet and "interview" your pet at our discretion.
12. Owners / Management are not responsible for damage to person or property caused by an animal at Bainbrook. This applies to stray animals as well.

F. SAFETY INSIDE YOUR UNIT:

1. Use good judgment. You are responsible for your personal safety.
2. Keep doors and windows locked.
3. Use the privacy lock and peep hole on your front entry door.
4. Report suspicious or criminal activity to the police first! Call 911 for emergencies.

G. CARE INSIDE YOUR UNIT:

1. Never use harsh chemicals or abrasive products to clean your appliances or countertops.
2. Do not chop food or place hot cookware directly on the countertop.
3. Never put cooking grease or oils down the drain. It will damage and block the pipes. You may be held responsible for damages. Allow it to cool then place in the trash instead.
4. Vacuum carpets and clean hard floors regularly.
5. Cleanliness is encouraged. Pick up clutter. Store food properly. Take out your trash regularly. This reduces unpleasant smells and pests / insects.
6. Do not flush anything other than toilet paper in the toilet. Wet wipes, paper towels, diapers and sanitary products can clog toilets.
7. Do not block the air conditioner intakes. The restricted airflow makes your A/C work harder and may cause damage to the air conditioner. (These are located in the living room in 2 bedroom units and in the bedroom of the 1 bedroom units)
8. Familiarize yourself with the water shut off valves for your bathroom/kitchen sinks, water heater, and toilets.

H. MAINTENANCE REQUESTS:

1. Repair and maintenance requests should be made by submitting a repair request through your resident portal.
2. Notify Owners / Management immediately if you observe or suspect a water leak.
3. Please do what you can to remedy the situation while we make arrangements to get your problem fixed. Failure to do so may incur additional repair fees.

BAINBROOK APARTMENTS

4. Owners / Management and maintenance agents may enter your unit at any time to examine the apartment and/or make the repair. However, we will make every effort to schedule at a time convenient for you, so that you may present for the repair.

I. GUEST POLICY:

1. Guests are allowed to stay for no more than 3 consecutive days without needing prior notification or approval. Reference your lease for details.
2. Any person 18 and over who resides in your unit for more than 3 consecutive days (and more than 6 days per month) will need to apply and qualify for addition to your lease, unless special arrangements are made beforehand.
3. It is resident's responsibility to notify Owners / Management if there is a guest who will be staying longer than 3 consecutive days.
4. Having an unauthorized guest is considered a breach of your lease agreement. They will be asked to leave the premises within 7 days. Failure to comply may result in lawful eviction.

J. PAYING RENT:

1. Rent payments are due on the FIRST day of each month. On the SECOND day of the month, it is considered late and late fees start to accrue. Late penalties are imposed after the THIRD day. Please reference you lease for details.
2. Payments must be made online, using your resident portal.

K. SMOKING:

1. Residents are not permitted to tamper with or remove smoke detectors. They must be kept in working order.
2. Residents are responsible for changing the batteries in their smoke detectors.
3. Smoking is not permitted inside your unit. You will be subject to additional cleaning fees for damages.

L. INSURANCE:

1. Unless specifically noted, renters insurance is not required by your lease, but is highly recommended. Policies are relatively inexpensive and cover damage to your possessions should an unfortunate event occur.
2. Owners / Management are not responsible for personal possessions of residents, occupants, or guests.

M. KEYS AND LOCKS:

1. It is the resident's responsibility to make copies of apartment keys, if needed.
2. Under no circumstances are residents permitted to change the locks on their units or mailboxes.
3. Should the resident request a lock change for their unit, a \$50 trip fee may apply. Payment must be rendered at the time of service. Personal checks will not be accepted.
4. Owners / Management does not provide lockout service at any time. Should you find yourself locked out of your unit, we recommend contacting a locksmith. You are responsible for any fees for this service.