



Property Addendums and Rules:

Rent:

- Rent is due on the 1st you have a grace period until the 4th. There is an initial \$30 charge on the 5th for late fees and an additional \$5 each day until it is paid.
- You can pay with a personal check, money order, cashier's check, or online. When paying online we recommend using the e-check option as there is no fee.
- Once you have initiated an online payment there is nothing we can do to stop it. Should the payment bounce you will be subject to a \$25 NSF fee.

Maintenance Requests:

- You can place work orders by calling or stopping by the office, or on your online portal. You can list multiple items per work order. We do our best to handle work orders as fast and efficiently as possible, so it is often hard for us to schedule times for maintenance to come by. It is on a first come first serve basis. If maintenance is unable to enter your unit due to the security deadbolt or a furry friend, we will have to move on to the next unit and place you at the bottom of the list to come back to. Please be diligent.
- For after hours emergencies you can call the office and it will forward you to our on-call maintenance. If it is not an emergency as outlined in your TAA lease contract you will need to place a normal work order or leave a voicemail for staff.

Fire Prevention:

- Absolutely NO grills on property. The fire marshal will not allow it.
- Absolutely NO smoking inside the units. Smoking of any kind can cause damage inside the unit and it affects your neighbors. All smoking must be done outside.
- Do not remove smoke detectors. If they are beeping or batteries need to be changed, please put in a work order and we will do it ASAP. If maintenance/management becomes aware that you have taken down your smoke detector you will be fined \$50 as it prevents a safety hazard for everyone.

Cleanliness:

- To help prevent damages to units and unwanted pest we require that you maintain a certain level of cleanliness per your lease contract. Please note that we are allowed to enter your unit to make sure these standards are upheld. Should an issue arise the office will contact you via written communication and give you a timeframe for cleaning up. In the event the issue is not resolved you will be subject to any applicable lease violations/pest control fees.
- Tenants will be responsible for changing AC filters; however, the office will provide them. Filters are to be changed every other month. The office will contact you and let you know when it is time to come and get a filter. If you fail to comply within a reasonable amount of time you will be subject to fees.

Sewage/Disposal

- Please do not flush foreign products such as paper towels, feminine products, etc. down the drain. Also be mindful of what you put down the sink.
- It is recommended to place ice in your disposal to help sharpen the blade.

Pets:

- Please pick up after your pets. We have waste stations around property. It is a \$50 charge every time you do not pick up after your pet. This includes your guests' pet.
- If you or a guest have a pet over you are responsible for any applicable pet fees. Even if they don't stay the night. If management or maintenance is made aware that you or a guest have an unauthorized pet you will be subject to fees and lease violations.

Move-out & Damages:

- Once we approach your move-out day we will give you a sheet with general information on it. Good things to know now are that you will be liable for any damages not listed on the inventory condition form. Most common examples of this include damaged blinds and neglected work-orders. If there is a leak or problem in your apartment that will continue to affect the unit over time, you assume liability when you do not let maintenance or staff know.

Pest Control:

- Pest control comes by every other Wednesday. Periodically we will do unit inspections with pest control to ensure the units are up to standards and that we are able to take the necessary actions to prevent unnecessary pest control issues.
- In the event you have issues with pests contact the office immediately so we can get your unit serviced.
- Any issues involving Fleas or Bed Bugs are not included in our contract with pest control. They are additional charges for us and will be charged back to you.

Parking:

- At the moment parking is first come first serve. Please be courteous and respectful of your neighbors.
- Do not double park as you will be towed.

Signature

Date