

# Victory Village, LLC

305 N. Linn Street #9

(p)618-843-0617

Olney, IL 62450

(p)618-320-0845

## Rules & Regulations Handbook / Guidebook

Victory Village, LLC – 2024/2025

Emergency After – Hours Maintenance 618-843-0617 or 618-320-0845

See Section 11, page 4 regarding emergencies

**These rules and regulations are incorporated into the Lease executed between Victory Village, LLC and Tenant. Keep these for future reference.**

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## INTRODUCTION

Thank you for choosing Victory Village as your place to live with your time at Olney Central 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 LEVIED FINES AND FEES 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 financial arrangements and first month's rent must be paid before move in date.

**DAMAGE FEES** and/or maintenance fee does not relieve lessee from the duty or obligation to pay for any necessary repairs or replacement of any damage caused to the unit, common areas, appliances, equipment, or any other damages caused by the lessee and/or any of the lessee's invitees or guests.

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

# POLICIES

## 1. Lease Move-In:

- a. Door Codes will be given out after:
  - i. Approved financial arrangements with Victory Village
  - ii. All paperwork has been completed
  - iii. Parent Responsibility form has been signed
  - iv. **THERE WILL BE NO EXCEPTIONS**
- b. Scholarship & Financial Aid students must adhere to the above regulations
- c. There will be a Move-In Check List on the counter for each tenant when you arrive.
  - i. Move-In Check List should be a detailed listing of any and all existing problems
  - 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 door code 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.
  - v. **ALL LISTS MUST BE RETURNED TO THE PAYMENT DROP SLOT IN APARTMENT 9.**

## 2. Outstanding Balances:

- a. All outstanding balances must be paid within 30 days of receipt of Damage 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.

## 3. 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.
- c. We accept cash, check, and payments through the Innago app. There is a payment drop box located on the exterior door of apartment 9.
- d. Checks can be mailed to Victory Village, LLC 305 N. Linn Street #9 Olney, IL 62450
- e. Make sure your name, mailing address, phone number, and unit number are on all cash and check payments submitted

## 4. Paying Rent:

- a. Make check payable to Victory Village, LLC
- b. Checks can be mailed to Victory Village, LLC 305 N. Linn Street #9 Olney, IL 62450
- c. There is a payment drop box located on the exterior door of apartment 9.

## 5. Late Fees:

- a. Will be charged as per covenant 4 of lease
- b. There is a 5-day grace period. After the 5<sup>th</sup> day (on the 6<sup>th</sup> day) a \$50 late fee will be applied to your account. After the 10<sup>th</sup> day (on the 11<sup>th</sup> day) there is an additional charge of \$10/day.
- c. Late fees are applied to all NSF & returned checks along with a NSF charge
- d. Fines and damage fees need to be paid on or before the specified due date. Any unpaid balance will be charged \$35.00 on a per month basis until paid in full.

## 6. 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.

**7. 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.

**8. Financial Aid & Scholarship Late Fees:**

- a. Late fees will be waived to all Financial Aid and Scholarship tenants up to the
- b. date specified on Financial Aid Form. This form must be provided before move in date.
- c. Three (3) days will be given from the date 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.

**9. 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 Victory Village, LLC 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, damage fees, and balances due from the Damage 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)

**10. Keys and Locks:**

- a. Your door code will be given to each tenant of each unit.
- b. One mailbox key will be supplied per unit. Upon move in, the key will be located above the entry door in each unit, hanging on a hook. If key is lost, a \$50 fee will apply.
- c. Keyed locks are available for bedroom doors to be installed by management only. There is a \$250 deposit required to have a keyed lock installed. THERE ARE NO EXCEPTIONS. If there is no damage to the door, frame, and lock, the deposit will be refunded at the end of the lease.
- d. LOCKOUT FEE. Landlord will unlock doors for \$50. If Tenant is locked out, Tenant should call the Landlord and Tenant must provide proof of residency and a picture ID.
- e. Tenants are not permitted to alter locks, duplicate keys, install new locks, knockers, or other attachments on any door
- f. If you have lost your keys or failure to return key(s) within three (3) days upon lease expiration will result in a \$50 non-refundable charge per key.

**11. Maintenance:**

- a. Any problem can be handled through the Innago app from 8:00 am to 6:30 pm Monday to Friday.
- b. 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.

- c. ONLY IN AN EMERGENCY (Below) – CALL 618-320-0845 or 618-843-0617.
- d. Fire, anywhere. Always call 911 first to report a fire, then call the emergency number provided
- e. Flooding or serious water leakage anywhere
- f. Power Failure, If just your unit.
- g. If power outage or problem covers entire property site, you should call your electric service provider first at 800-755-5000
- h. If emergency number is called and it is not an emergency, you will be charged a minimum of \$50
- i. Management and/or maintenance can enter into each apartment unit for inspections, maintenance, and pest control. Tenants will be notified through the Innago Apps.

**12. Lockouts:**

- a. You can call the emergency number 618-320-0845 or 618-843-0617, but you will be charged a \$50 fee
- b. You can call a locksmith
- c. Do not break in the door or 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.

**13. Parking:**

- a. All tenants must provide year, make, model, and license plate number on the Move In Check List with your lease
- b. Any vehicle that is inoperable or has not moved for more than one week will be towed.
- c. All vehicles must be parked appropriately. There is absolutely no parking in the grass except during baseball games. If your vehicle is parked in the grass you will receive a \$50 parking fine.
- d. You must park your vehicle between the yellow lines provided.
- e. If you guest has an illegal parked vehicle, the tenant is responsible for fine and towing fees.
- f. NO DRIVING THROUGH THE GRASS. Parking in the grass is allowed ONLY during baseball games.
- g. Parking is for tenants, not their guests.
- h. Vehicles parked on the lot provided by Victory Village LLC is parking at your own risk. Victory Village LLC's 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.
- i. No semi-trucks, boats, trailers, or snowmobiles allowed in the parking lots at any time.
- j. 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.
- k. No washing vehicles in the parking lot or on the premises owned by Victory Village, LLC.

**14. Towing of Vehicles:**

- a. All vehicles not complying with the parking rules will be towed 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.

**15. Insurance:**

- a. Lessors' (Victory Village, LLC) insurance provides coverage for Victory Village LLC's property only.

- b. Lessee (Tenant) is encouraged to carry their own renter's insurance to cover their personal property and 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.

#### **16. Trash Disposal:**

- a. A dumpster is 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).

#### **17. 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.

#### **18. Security:**

- a. Surveillance cameras are provided in parking lot, exterior of premises, and laundry room.
- b. **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.

#### **19. Laundry Machines**

- a. Any laundry machines provided are for your convenience. Any abuse of any kind will result in prosecution.
- b. In case of machine malfunction, please notify management through the Innago app.
- c. Anyone found damaging or vandalizing these machines will be evicted and prosecuted for all damages.

**20. Smoke Detectors / Fire Extinguishers:**

- a. The lessor provides smoke detectors. If any malfunction or problem should arise, please contact management through the Innago app.
- b. Management will supply batteries for all smoke detectors we supply.
- 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. There is one fire extinguisher at each building

**21. 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. 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.
- d. DO NOT open windows and/or doors when heating or cooling is on.
- e. No doors are to be left open.

**22. 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. IF Management approves item to be hung, Management will either give tenant approval to hang item themselves, or Management may hang item for tenant. A \$50 fee will apply for Management to hang item.

**23. Outdoor Furniture Provided by Victory Village, LLC:**

- a. Outdoor furniture must not be moved
- b. Any outdoor furniture removed by the tenants without consent of Management will be considered stolen property.
- c. Do not place outdoor furniture inside your apartment for any reason. You will be fined \$30 per piece of furniture plus any damage caused.

**24. Alcohol / Illegal Drugs and / or Any Other Illegal Activity:**

- a. Victory Village, LLC 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.
- b. No underage drinking, partying, loud music, or fights

**25. 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 \$1000

**26. Phone Numbers:**

- a. You must report your cell phone number to Management at time of check in.
- b. If your phone number changes at any time during your lease, you must report your new phone number to Management.
- c. **No landline phone is provided.**

**27. 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

**28. Waterbeds:**

- a. No waterbeds are allowed.

**29. Pets:**

- a. No pets are allowed at any time. NO EXCEPTIONS.

**30. 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. Anyone found guilty will be evicted. Immediate eviction and current balance due is still owed to Victory Village, LLC.
- b. There is a designated grilling area. Ask management 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.

**31. Bicycles, Motorcycles, or Any Type Vehicle:**

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

**32. Railings:**

- a. No climbing on roofs, decks, or railings. THIS CAN RESULT IN IMMEDIATE EVICTION.
- b. No sitting on railing or jumping from railings or decks.

**33. Maximum number of persons:**

- a. Maximum of fifteen (15) persons in an apartment at one time. \$100 fine per additional person

**34. Visitors & Guests:**

- a. Before any visitor stays with tenant, the tenant will provide in writing a letter asking for approval for the visit of said visitor. The written consent of the Landlord is required before the visitor is allowed to stay with the tenant.
- b. Tenant will be responsible for their visitors / guests and their behavior and damage.
- c. 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.

**35. Noise Restrictions:**

- a. Respect your neighbors with appropriate conduct at all times.
- b. Be considerate when someone makes contact with you requesting that you turn down the volume.

**36. 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 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 billed to you and/or your parents. 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.

**37. Changing Apartments During a Lease Term:**

- a. You may only change apartment's with approval from Management at Victory Village, LLC
- 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. Damage report will be done at time of move

**38. Fire Pit/Firewood/Basketball Goal and Court/Volleyball Court and Net/Sun Shade**

- a. Treat all areas with respect
- b. No hanging on basketball goal and/or Volleyball net
- c. Do not cause any damage to any of these areas, fixtures, nets, poles, or furniture. Security cameras are in place. Fines will occur to replace damaged items.
- d. If you start a campfire in the firepit, campfire must be extinguished before returning inside
- e. Campfire is to stay inside of the metal fire ring
- f. Firewood is to only be used inside of the metal ring of the firepit area. No campfires are allowed outside of the metal ring.

## Conduct/Lease Violations

**1. RESULTING 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
- c. Throwing of rocks
- d. Battery (Fighting): Anyone that without legal justification commits battery upon anyone on Victory Village LLC premises shall be immediately evicted. This is not intended in any way 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. Side Rail \$40 each
5. Microwave \$300
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. Countertop \$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. Closet Shelves \$35 each
14. Bathtub repair \$150
15. Shower Head \$40
16. Shower Faucet \$100
17. Toilet \$175
18. Toilet Seat & Ring \$20
19. Lighting Globes \$40
20. Ceiling Fan Globes \$40
21. Light Switch \$15
  - a. Plate Cover \$5
22. Window \$500
23. Front door \$400
  - a. Door Jamb \$250
24. Vanity Faucet \$60
25. Vanity Mirror \$200
26. Vanity Basin \$200
27. Door Knob \$60 each
28. Basketball Goal and/or assembly \$1000
29. Volleyball Net \$200
30. Adirondack Chairs \$50 each
31. Sunshade \$500

## 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.

**Refrigerator:** Clean all of the exterior thoroughly, clean inside, taking out all shelves and drawers and clean.

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

### Living Room:

**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

**Floors:** Sweep and mop

### Bedrooms:

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

**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

**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)

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 cleaner 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.

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.

I have read and understand the Rules and Regulations of this handbook.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_