

HAWTHORNE WOODS AND NOTTINGHAM APARTMENTS

RULES & REGULATIONS

(REVISED 12/13)

THANK YOU FOR CHOOSING HAWTHORNE WOODS & NOTTINGHAM APARTMENTS AS YOUR NEW HOME. WE HOPE YOUR TIME HERE WILL BE A LONG AND HAPPY ONE. BELOW ARE THE RULES & REGULATIONS THAT MUST BE FOLLOWED BY EACH RESIDENT.

1. **RENT PAYMENT**

All rent is due on the first day on the month. There is a five (5) day grace period. As of the sixth (6) day of the month, there will be a \$40.00 late charge. Three day notices will be given out on the sixth (6) day of the month unless satisfactory arrangements have been made with management.

2. **NSF/RETURNED CHECKS**

There is a \$20.00 charge for any returned check, plus all late charges listed above through the date the check is redeemed from our office. All returned checks must be paid by cashier's check or money order **ONLY**. WE WILL ONLY ACCEPT CASH PAYMENTS **IN PERSON ONLY!**

3. **MOVE IN/MOVE OUT**

New residents are required to sign a twelve month lease, and then continue on a month to month basis. Move outs require a thirty (30) day notice and must be given on the first (1) of the month. **WE DO NOT PRORATE MOVE OUTS.**

4. **TERMINATION OF LEASE BEFORE EXPIRATION**

If the lease is broken for any reason, you agree to submit a thirty-day notice in writing and pay a lease buy-out fee equal to one and one half months' rent for consideration of our agreement to permit early termination.

5. **LOCKS AND KEYS**

A \$25.00 fee will be charged for apartment lockouts after office hours and on weekends. This fee is payable to the person unlocking your door BEFORE the door is unlocked. Unauthorized locks are not permitted and the resident may not change existing locks. There is a \$25.00 fee to change the existing lock for any reason not related to maintenance and there is a \$10.00 charge for replacement door or mailbox keys.

6. **MAINTENANCE**

All maintenance requests should be called into the office at 242-7662 (Hawthorne) or 243-4403 (Nottingham). Requests will be recorded and kept in our files. After hour non-emergency calls may be left on the voicemail system provided at the office. Emergency maintenance only, (a problem causing damage to the apartment, building, grounds or one that results in a loss of essential services), should be called into 321-2487. A maintenance employee who is on call will respond. If the call is not an emergency, our staff has been instructed not to respond until the next business day. **DO NOT CALL EMPLOYEES AT HOME, KNOCK ON EMPLOYEES DOORS OR STOP THEM IN THE PARKING LOT WITH MAINTENANCE REQUESTS!**

7. **PETS**

Pets are accepted at all of our complexes. Pets must be under 25 lbs. and no more than two per apartment. Residents will be required to fill out a pet addendum and pay a \$300.00 refundable pet deposit. In addition there is also an additional \$20.00 fee per month added to rent. Unauthorized pets will be subject the resident to possible eviction. (See pet addendum for complete pet rules.)

8. **LAUNDRY FACILITIES**

Laundry facilities are provided for the exclusive use of the residents. Please help keep the laundry area clean. Please report any misuse of laundry equipment or broken machines to the office.

9. **PEST CONTROL**

Bed Bugs have become a national epidemic. When you travel or purchase second-hand furniture or clothing please use extra caution. If you think you may have bed bugs this **MUST** be reported to management immediately. Treating an apartment for bed bugs is an expensive process, and will be your responsibility to treat if they are found in your apartment.

10. **DISPOSAL OF TRASH**

Dumpsters are provided for the disposal of household trash only. No furniture or any large items such as washers, dryers, microwaves, construction debris or any other type of household furniture or appliances are to be put in the dumpsters or left beside it. There will be a \$40.00 charge for any item that has to be hauled away by our staff.

11. **GROUNDS**

You are responsible for helping us to keep the grounds clean. Please do not throw any litter down that would have to be picked up by our staff. **THIS INCLUDES CIGARETTE BUTTS!** Please report anyone you see abusing this rule.

12. GUEST AND NON-RESIDENTS

Any person occupying an apartment for more than a two-week period that is not listed on the lease agreement must have prior approval to occupy the unit from management. It is a lease violation to move anyone in without written consent from the office, and could result in eviction.

13. PARKING AND MOTOR VEHICLES

Off street parking is available at all complexes. There are no assigned parking spots. Please drive slowly through the parking lots. Parking on sidewalks, entry areas, grass, and non-designated parking spots is prohibited and vehicles will be towed at the owner's expense. Abandoned, non-functioning or out of date tags will be ticketed and towed at the owner's expense if not removed or repaired.

14. PERSONAL PROPERTY

It is recommended that all tenants obtain renter's insurance to cover all personal property in the apartment. We will not be responsible for loss, theft or damage to personal property.

15. GOOD NEIGHBOR POLICY

Residents must respect the rights of their neighbors to quiet enjoyment of the property. Please keep noise levels to a minimum, especially late in the evening and in the early morning hours. Residents are responsible for the behavior of their guests. Two or more noise complaints could result in eviction.

16. ACTIVITIES IN PARKING AREAS

All children must be supervised by an adult when outside on the property. All residents are urged not to let children ride or play in the parking lot areas or driveways. The parking lot is considered a private street and we will not be responsible for any injury that occurs when playing in these areas or any other area of the property.

17. VANDALISM

Any vandalism or destructive behavior on the property could result in a notice to vacate. This includes buildings, sidewalks, parking lots, laundry rooms, offices, cars, etc.

18. APARTMENT INTERIOR

Your apartment has been supplied with mini-blinds, stove and refrigerator. You are responsible for the proper use and care of all items in your apartment during your tenancy. Any damages to blinds, stove, refrigerator or walls caused by improper use or care will be charged to the resident.

19. SMOKE DETECTORS

The smoke detector in your apartment has been installed for your safety and the safety of your neighbors. Detectors are not to be removed except to be replaced or repaired by our maintenance staff. The tenant agrees to check the smoke detector periodically and notify management of any malfunction or power loss so our staff can make necessary replacement or repairs. Please report anyone violating this rule, for it is only to insure the safety of all.

**THESE RULES AND POLICIES ARE SUBJECT TO CHANGE AND ADDITIONAS
MANAGEMENT DEEMS NECESSARY. THEY ARE LEGALLY BINDING AND
WILL BE ENFORCED.**

**I/WE HAVE READ THE RULES AND REGULATIONS FOR HAWTHORNE
WOODS AND NOTTINGHAM APARTMENTS AND UNDERSTAND THAT FULL
COMPLIANCE IS NECESSARY OR MAY RESULT IN TERMINATION OF MY
LEASE AND SUBSEQUENT EVICTION.**

LESSEE _____ DATE _____

LESSEE _____ DATE _____

LESSEE _____ DATE _____

MANAGEMENT _____ DATE _____