

## Policies Reminder

**This *Policies Reminder* is a supplement to your Lease and repeats for clarity and emphasizes some of its more important concepts. You, as Resident, have agreed that you understand and will abide by all Rules, Regulations, and Policies. Please read your Lease carefully and become familiar with its provisions.**

### ***Noise and Nuisance***

You agree to be a quiet and considerate neighbor. Always be aware that you are not living alone, but with neighbors who are in close proximity and who have a right to an appropriate amount of peace and quiet. Don't allow your party to spill over into the hallways or parking lot where the noise may disturb a large number of Residents. Please limit the number of guests, whether or not you know them, to no more than three times the number of people who live in the apartment. Excessively large parties tend to get out of control, cause damage, and create too much noise for adjacent residents.

If you live in an apartment you may not use a subwoofer for your TV or music system. Bass notes are impossible to isolate. It may be fun for you, but it's not fun for the people living around you. If you must have deep bass and loud music, use a good pair of earphones. Similarly, you may not play or practice any loud or amplified musical instruments, such as an electric guitar, drum set, trumpet, etc., because they produce too much volume for an apartment building.

Everyone has a different schedule, study routine, and tolerance for noise. So be considerate of your neighbor and hopefully they will return the favor.

### ***Carpeting***

To minimize noise and to protect hardwood floors, you're required to carpet (including padding) approximately 75% of the floor area of each room (other than the bathrooms and kitchen). If the required carpeting isn't installed, abnormal wear of the hardwood floors will occur and you will automatically incur an additional charge of \$250 for each room that was not properly carpeted. Tile floors do not require carpeting.

As a practical matter, you should install your carpet and padding *before* you move your furniture into your apartment. Once furniture is in place, it's much harder to put the carpet down. Proper carpet sizing for your apartment can be determined using the floor plans and room dimensions that are on our website. When in doubt, contact us.

### ***Cleanliness and Neatness***

You agree to keep your kitchen fixtures and appliances, as well as your bathrooms, tubs, and showers as clean as their condition and age permits. You also agree to keep the interior of the Property in a clean and safe condition and to remove all garbage, trash, and other waste regularly. In addition to being unsightly, poor cleanliness can attract rodents and other pests. Since you have neighbors, your lack of sanitation can also affect adjacent Residences and Properties.

You agree to keep all exterior areas of the Property neat and clean. No personal items, trash, used furniture, or anything of that nature, may be kept on the grounds of the Property or on any of the exterior porches, decks, patios, or hallways. Only use outdoor type furniture on any outside area of your Residence.

### ***Maintenance and Repairs***

You agree to immediately notify us about any needed repairs, dangerous conditions, or malfunctions of any appliance, plumbing fixture, or structural element of the Residence or the Property. If you don't notify us, then you may be responsible for subsequent damages caused by these problems. For example, if the toilet starts to leak and you don't report the leak, then the continuing leak may cause the bathroom floor to rot. If you had promptly reported the original leak, it could have been simply and inexpensively repaired. However, by not reporting the leak immediately, you allowed, by your negligence, substantial and expensive damage to occur for which you may be held responsible.

You're responsible for normal and routine maintenance such as unclogging toilets and drains, replacing fuses, light bulbs, resetting circuit breakers, and rebooting your wireless router (if provided). If you have trouble with any of these maintenance items, please call us for assistance; we're here to help. Although you're responsible for the cost of damages caused by you or your guests, call us as soon as possible to schedule repairs. You will enjoy the stay in your Residence more if everything is nice, neat, and in good working order.

### ***Rent & Other Charges***

You agree to pay the rent and other costs as stated on the *Summary of Lease Terms* page of your Lease Agreement and you agree to pay the first month's rent and your *Refurbishing Fee* before the start of your lease date. If you share a bedroom with a roommate, there is an additional monthly charge of \$100 for each extra person. For example, if you want to have five people in a four-bedroom apartment, add \$100 to the base rent. If an undeclared additional tenant is discovered during the Lease Term it will be assumed that they've lived there for the entire Lease Term and your group will be held jointly responsible for all back rent and other fees associated with the additional tenant.

### ***Refurbishing Fee***

You agree to pay as additional rent, a *Refurbishing Fee*, as stated on the *Summary of Lease Terms* page and described more fully in Section 5, *Condition of Property*. This is a one time, per person Fee, it is not refundable, and each Resident must pay it to the Landlord by separate check before moving into the Property.

The Refurbishing fee covers the costs associated with repairing the property after your occupation. It includes minor move-out cleaning, minor patching and drywall repair, painting, basic floor refinishing, replacing light bulbs, HVAC filters, and other common minor repairs due to your use of the Property. It does not cover major or excessive damage (broken doors, large holes in the walls, deep scratches on the floors, broken blinds or damaged ceiling fans, late rent charges, etc.). The *Refurbishing Fee* is paid as additional rent, is not part of your Security Deposit, and does not change your obligations under Section 4, *Security Deposit*. Your Security Deposit will not be charged for any costs already covered by the *Refurbishing Fee*. In other words, you will not be charged twice for the same repairs.

### ***Lock Outs***

All Residences are supplied with two entry door keys (or an access code to a keypad combination lock) and two bedroom door keys. You should keep the extra keys in a safe place so that you will never be locked out. However, if by chance, you are locked out, give us a call during reasonable hours we will open your door for you. The lockout fee is \$35 during normal operating hours, Monday through Friday, roughly 9:00am-5:00pm, and \$70 anytime outside of these hours. The lockout charges will automatically deducted from your Security Deposit.

If you're unable to reach us, call a locksmith or sleep on the sofa or with a friend. Do not break into your apartment or room. The cost to repair the damage caused by a break-in will far exceed the cost of a locksmith.

### ***Heat and Air Conditioning***

You agree to maintain the heat in your Residence at no less than 50° F. to prevent damage to pipes and plumbing. The heat source in your Property is its primary heat source, and is the only heat source allowed unless you obtain our prior written approval to use alternative sources. Alternative sources of heat, such as space heaters, do not keep pipes from freezing and are not cost efficient ways to heat an apartment or house.

To prevent moisture problems, you agree to run the air-conditioning during hot and humid weather at 75° F., or less. Failure to run the AC can lead to humid conditions that can lead to mold and mildew growth. If you're responsible for excessive mold and mildew growth, you'll be charged for its cleanup.

### ***Bicycles and Motor Scooters***

Store bicycles on the bike racks, if provided; never store them in the hallways or chain them to any railings. Bicycles found anywhere other than in the designated bike racks will be moved. Abandoned bikes will be donated to Good Will. All motor vehicles, including motor scooters and motorcycles, may only be parked in the parking areas, never in hallways, decks, or porches.

### ***Utilities***

In general, you're responsible for all utilities; check with us regarding your specific property. Because your residence will have to be repaired after you leave, you're required to leave the utilities connected for five days after the end of your lease, even if you vacate the property before that date. Your cost to leave the utilities on for those few days will be minimal and much less than the charges to reconnect the utilities if they're turned off prematurely.

***Thank you for your cooperation and thank you for living with Charlottesville Apartments.***