

ST. EDMUND'S PROPERTIES

RESIDENT HANDBOOK

Your new home is ready and waiting for you. Our staff has spent many hours preparing for your arrival. We hope to make the move to your new home in our community a pleasant experience. We have prepared this handbook for your review, outlining the rules and regulations of the St. Edmund's Properties.

Please be advised that compliance with the rules and regulations in this handbook is a condition of your lease and continued occupancy. **Failure to abide by the rules and regulations in this handbook is grounds for termination of your lease agreement and eviction.** These rules and regulations may be amended from time to time with reasonable prior notice to Residents.

Our on-site management office will handle any questions or problems concerning your apartment. We do not discriminate against any person because of sex, race, color, religion, ancestry, national origin or disability. We will make reasonable accommodations to our policies and procedures, where warranted, in order to provide Residents with equal opportunity to housing. Please feel free to call the office if you need assistance in any area regarding your apartment.

WELCOME TO ST. EDMUND'S PROPERTIES!!!!

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MOVE-IN PROCEDURES

The management office for control purposes must schedule all move-ins. During your lease signing, forms will be completed to have electricity and gas put in to your name when applicable.

You will have to make your own arrangements with the telephone company for phone installation. Please be present or have someone else present when the phone company comes to your apartment to do the installation. The management office will not give the phone company access to your unit.

A staff member will accompany you to your unit prior to moving your belongings in; you will perform a move-in inspection. Any problem areas will be noted on the move-in inspection form, which is signed by you and the staff member. This form stays in your file until you vacate. Any differences in condition between move-in and move-out (with the exception of "normal wear and tear") will be your direct responsibility. This procedure may take a few extra minutes of your time, but it is for your protection.

All moving will be through the back entrance of the building; no move-in's will be permitted through the front entrance. *Permission slips are required for moving, the management office will provide you with the required form. There will be no moving during the following hours:

Monday – Friday: 6:00 a.m. – 9:00 a.m.
Monday – Friday: 3:00 p.m. - 3:45 p.m. **
Monday – Saturday: 6:30 p.m. - 9:00 a.m.
Saturday: 6:00 a.m. - 9:00 a.m.
There will be no moving on Sunday.

One set of keys will be provided to each adult resident whose name appears on your unit lease. Duplicate apartment and mailbox keys can be made at a hardware store. Do not give keys to non-residents. Common Area Medeco Keys cannot be duplicated. Medeco keys are issued at no charge to adult residents. Replacement Medeco keys will be given at a charge of \$75.00 each, regardless of reason for replacement, with no exceptions.

* All deliveries of furniture, supplies and goods also must be through the back entrance of the building.

** These hours are blocked during the school year only.

MANAGEMENT OFFICE

The Management Office is located in the lobby of the 6253 S. Michigan Avenue building. In order to provide you with professional management and maintenance service, our on-site manager is available to discuss any problems or concerns regarding your apartment or if you have any concerns regarding building condition during normal working hours.

OFFICE HOURS: Monday thru Friday
8:30 a.m. to 5:00 p.m.

OFFICE TELEPHONE: (773) 493-2411 (24 Hours)*

MANAGER:

SATURDAYS: 10:00 a.m. to 2:00 p.m.

* Work orders and emergency requests should be reported to this number.

RENTAL PAYMENTS

Your rent is due ON or BEFORE the FIRST of every month. Please bring your rental payment to the on-site office or place it in the drop box provided. It must be in the form of a check, money order or cashier's check - **NO CASH IS ACCEPTED**. It is important that you have your name, address and apartment number clearly written on the check or money order so that it can be posted to your account. The check or money order should be made out to:

ST. EDMUND'S MEADOWS **

For your convenience, we have installed a mail slot outside the office entry; rent can be dropped in this slot during non-office hours. If your lease starts after the first day of the month, you will pay a pro-rated rent. However, every month after that rent is due on the first day of each month. If you will be away for any reason, you should mail a check from where you are, or pay in advance before you leave. For your convenience our mailing address is:

St. Edmund's Village Apartments
Attention: Management Office
6253 S. Michigan Ave
Chicago, Illinois 60637

DELINQUENT RENT

Rent is due in advance on the first of the month, rent is considered delinquent at 5:00 p.m. on the **FIFTH** day of the month. Any rent not paid by 5:00 p.m. on the **FIFTH** will incur a \$10 late fee. If you experience unforeseen circumstances, we suggest you contact the manager immediately for discussion.

Please note that repeated failure to pay rent on time (by the first of the month), is grounds for (i) termination of the lease and initiation of the eviction process, and (ii) refusal, by management to renew your lease.

NSF CHECKS

If a check is returned to us stamped "Non-sufficient Funds" ("NSF") or for any other reason, there is a \$25.00 charge for processing. You are expected to make the check good within 48 hours with a money order or cashier's check. Failure to make the check good within 48 hours may result in the initiation of eviction proceedings. If this happens all future payments are required to be made by cashiers check or money order. No third party checks from individuals will be accepted.

SECURITY DEPOSITS

You will be required to pay a security deposit upon signing your lease. This Security Deposit will earn interest, which will be paid in the form of a credit to your rental account. You will be notified of this amount annually.

Security Deposits are never used for rent. Security deposits provide cash security that the Resident will live up to the conditions of the lease, and pay for any damage to the apartment. If, all rules and regulations are adhered to, it is possible to receive the full amount of the security deposit back within 30-45 days after vacating.

MAILBOXES

All mailboxes are located within the lobby of each building. Mailboxes are locked and must have unit numbers on them in order to receive mail. Only those persons listed on the lease may receive mail at this building. Management will remove names added to the mailbox promptly. Management will provide the unit number plates for a uniform appearance to the boxes.

MAINTENANCE REQUEST

We employ a full-time maintenance staff. They will handle all routine and preventative maintenance for your apartment. The maintenance personnel report to and take direction from only the on-site office staff. If you experience a problem, please call the office during working hours a, service request will be issued. When requesting a work order, you will be asked if you consent to maintenance entering the unit if the resident/lease holder is not present. Ordinarily, these service requests will be taken care of within 24-48 hours, unless a special part has to be ordered. A copy of the service request will be left in your apartment after completion of the job. Your signature is required on all maintenance requests. If you are not at home when service is provided, please stop in the office to complete this process.

It is our policy that no maintenance person be allowed to perform routine work unless it has been cleared by you or the office. **Please do not stop staff in the halls or on the grounds and request service – call or come to the office in person.** We do not expect you to tip our personnel for maintenance work they perform. At no time should maintenance staff be employed to do work in your unit as a favor or for money.

Periodically, we must enter every apartment to perform routine preventive maintenances i.e., checking smoke detectors, radiators, appliances, etc. We will notify you in advance, whenever possible, that these inspections will take place. Annual HUD/Real Estate Assessment Center (REAC) inspections require entry to 100% of all units. Advance notice of these inspections will be given. However, units to be inspected are identified only on the day of inspection and only after the inspector has arrived at the property. Therefore, advance notice of those units to be inspected cannot be given.

LOCKOUTS

Management will provide entry to apartments on the following basis:

- No minors (under 18 year's old) will be admitted to a unit.
- Only persons whose names are listed on the lease in the office will be admitted to a unit.
- There is no charge for lockout service during office hours. However, Management reserves the right to assess a lockout fee for those residents who abuse the privilege.
- If you are locked out after hours, please call the office number (773) 493-2411 and give the answering service clear, concise information as to your whereabouts, unit locked out of, name, etc., so that it can be relayed to the appropriate staff person. The cost for after hour lockouts is **\$25.00** each time that we open the door. (***Paid in cash or money order to the staff person providing you with access***)

EMERGENCY MAINTENANCE

We may enter the unit without prior notice to the Resident in the event of an emergency. Examples of emergencies are listed below.

You also should contact us if you have a problem in your unit that requires immediate attention. You should utilize good judgment and claim "EMERGENCY" only when there really is one. Legitimate emergencies include the following:

- Continual flow of water
- No power (after checking circuit breakers)
- Dangerous health situation (someone locked in an apartment, who may have fallen or injured self).
- No heat (cold winter weather only).
- Any life or property-threatening situation.
- Window replacement
- Break-ins

- Fire
- Gas leak
- Death
- Fire Alarm System Activated

In the event of an emergency, please call the office at (773-493-2411) and let the phone ring several times. We have a 24-hour answering service, which will answer when the office is closed. They are authorized to relay messages to the appropriate person after ascertaining what the problem is and who is reporting it.

Please leave your name, address, apartment number and phone number when calling. Sometimes it is possible that a staff member will return your call immediately, for more information before coming to your apartment. However, in the case of a “NO HEAT” call, the staff member may only need to go to the boiler room. Our maintenance staff carries beepers and can easily be reached when needed.

We ask for your full cooperation in handling any emergencies. None of us appreciates having our daily routines interrupted, but unforeseen events do occur. We will do our best to get things under control as quickly as possible. Please cooperate with our staff if they give you direction or ask for your assistance. Remember, they are accustomed to handling emergencies and can assess the situation best.

MAINTENANCE - PUBLIC AREAS/GROUNDS

Our staff is responsible for maintaining the stairwells, vestibules and grounds. However, we must insist that you take an interest in these areas, as well and do your part in keeping them clean and presentable. If a light in your hallway or stairwell goes out, please call the office and let us know. We will dispatch someone to replace it as soon as possible. We expect all residents to pick up after themselves, their family members and guests.

DAMAGE TO YOUR APARTMENT/PUBLIC AREAS

You are, of course, responsible for the condition of your apartment. Damage to the apartment that exceeds normal wear and tear or requires more than normal maintenance and which has been caused by you; members of your household or your guests will be repaired by management. However, as Resident, you must pay the bill for such special maintenance or repair service. Charges for such special maintenance or repair service will be considered as additional rent and failure to pay these charges within 30 days after notification shall be grounds for termination of your lease. If the charge is much more than you can pay at once, contact the office immediately. You may be allowed to set up a payment plan. However, under any payment plan allowed, failure to pay as agreed shall be grounds for termination of your Lease.

Damage to hallways, stairwells, elevators, landscaped areas, laundry rooms and other common areas by you, members of your household or your guests, is again, your responsibility as Resident. As in the case of damage to an apartment, management will repair the damage and present the bill for the cost of repairs to the Resident. As noted above, failure to pay such charges within 30 days, or as agreed, shall be grounds for termination of the lease.

REFUSE DISPOSAL

The building is equipped with dumpsters outside the rear of the building. All garbage must be wrapped in paper or plastic and dropped into the chute. If you have large boxes, they should be placed alongside the dumpster and neatly stacked inside one another. Do not place garbage inside these boxes, as it will attract unwanted creatures. If you have something large to dispose of (like a sofa or chair), please contact the office and they will instruct you as to the procedures for disposal.

Please make sure the dumpster lids are closed at all times. They are quite heavy and may not be easily handled by a child. It is your responsibility to make sure all family and guests understand that garbage must go directly from your apartment to the dumpsters. Residents, of St. Edmund's Meadows are encouraged to participate in the blue bag, recycling program. Items to be recycled include paper, plastic, metal and glass. Details can be obtained through the office. If garbage is left outside the apartment and is removed by janitorial staff, the resident will be charged a minimum of \$50.00 per item.

It is important that your garbage be taken out regularly (at least several times each week) and not allowed to accumulate in the apartment. Anyone violating these rules repeatedly will have their lease terminated.

We retain a professional exterminator who services our buildings on a cyclical basis. If you notice a problem, please contact the office and you will be put on the service request list for a special visit. The management office will inform you when to expect service. If you will not be home, please let the office know in advance so that a staff member may let the serviceman in your unit. Unless it is determined that the resident is responsible for attracting pests, there is no charge for this service.

SMOKE & HEAT DETECTORS

For your safety each unit at St. Edmund's Meadows is equipped with a smoke detector. This detector will sound an alarm, if heat or smoke is detected. All hallways are equipped with a smoke detector and fire hoses. In the event of a fire in your hallway and the smoke detector sounds, please call 911 immediately. Tampering with smoke detectors or hoses is strictly forbidden.

FIRE PREVENTION

Most fires are caused by carelessness. When neglect or disregard of safe practice is evident, you **WILL** be asked to move. This need never happen if you take a few simple precautions.

Never Smoke in Bed - Poisonous fumes from a burning mattress can cause death even Before flames break out.

Watch Your Cigarettes - Keep ashtrays around and use them. Never discard a burning cigarette on the ground or in the waste.

Cooking – Please open window for fresh air instead of front door so fire alarm will not activate. Also never use your cooktop burners or oven for heat.

Limit Smoking to Units – Smoking is prohibited in hallways, stairwells, elevators, laundries and all common areas of the property.

Never Leave Children or Grandchildren (Under age 13) – or other young guests unattended in your unit. Keep matches, cigarette lighters and candles out of the reach of children.

BUILDING ACCESS

Each apartment has an intercom system that is connected to the lobby door and provides excellent protection, if utilized properly. When someone buzzes your apartment, please identify him or her before pushing the release button. If you are not certain of the caller, **DO NOT BUZZ HIM or HER IN**. When you enter or leave the building, do not hold the door open for someone attempting to enter. Chances are they do not belong in the building and you are jeopardizing yourself and your neighbors by admitting them. Do not hesitate to refuse them entry. If you ever observe suspicious persons loitering in or around the building, please report them to the police. We do not expect you to approach them - Always make sure that common area doors and gates are pulled shut and have locked behind you!

COMPLIANCE

STATUS REPORTING

Regularly scheduled re-certifications will occur every year prior to lease renewal time. Management will request the resident to report all income, assets, and other required information regarding the resident's household. Additionally, residents are responsible for reporting telephone numbers, vacations, job changes, birth of a child, loss increase of income by a leaseholder/family member, move-out/move-in, and all pertinent information to the office within 10 calendar days.

COMMUNITY POLICIES

Your apartment has been provided with dead bolts for the entry door. We do not allow any additional locks to be installed on your doors without prior written approval from Management. We do not allow Residents to change the locks or keys on the doors without prior written approval from the office. None of our apartment entry doors have glass in them.

WEAPONS

The use and/or possession of **ANY** type of gun are strictly prohibited on landlord's property. Also prohibited are B.B. guns, bows and arrows, sling slots or any other weaponry.

SOLICITORS

Door-to-door solicitors do not belong in any building. Residents are requested to notify the office immediately if a solicitor has gained entry to a building. They are considered trespassers and are in violation of the law.

DELIVERIES

The office will not accept any deliveries. You must make your own arrangements for furniture and package deliveries.

TELEPHONE NUMBERS

After you move in, it is important that you provide the office with your telephone number, even if it is unlisted. The office will not give this number out to anyone. In addition, please provide the office with a work or daytime phone number, if you are employed.

EMERGENCY CARDS

We will ask you to fill out a short emergency card at move-in time. This card can be invaluable in a personal emergency. This copy is retained in the office. Please update this information as changes occur.

COMPLAINTS

Any complaints must be submitted in writing to the managing agent or the office. Each complaint will be handled in confidence, and followed up by the property manager should it become necessary.

UTILITIES

You are responsible for the electrical service under the terms of your lease agreement. Upon move out, you are responsible for contacting the electric company and transferring service into the property's name. You will be responsible for bills until this is done.

Residents must take all diligent steps to ensure conservation of those utilities provided by the property. Failure to use all possible conservation methods to prevent over usage may be grounds for eviction.

CHILDREN

Playing: Minor children must have adult supervision at ALL times. Parent and legal guardians are responsible for their children and their children's guests.

VANDALISM

Any child or adult caught in the act of vandalism on St. Edmund's property will be subject to criminal prosecution. Any damage caused by any Resident or guest of the resident will be the direct responsibility of the resident and the resident will be so charged.

GUESTS

A guest means any person not listed on the Lease Agreement who temporarily visits the Unit or premises with consent of a household member. You are responsible for your guests when they are within any part of St. Edmund's Properties. When guests visit you, please respect the other Resident's rights to privacy, to be without subjection to undue noise.

Overnight guests may stay in your apartment in reasonable numbers. A specific guest may stay with you for no longer than three (3) successive overnights. If you are expecting someone to be with you slightly longer, please contact the office.

Guests may not stay with you for a second three (3) night period by moving out for a couple of days and then moving back. Nor can a Resident have a succession of different guests staying overnight on a frequent or continuous basis. Failure to comply with these rules is grounds for termination of a Resident's lease.

APARTMENT USAGE

The resident agrees that the apartment may only be used as a dwelling unit. The dwelling unit may not house or be used to operate a business. This includes babysitting on a regular basis.

NOISE LEVELS

This is a family community and as such we must insist that any music, loud noise, or heavy traffic be limited. No excessive noise will be tolerated. Please respect the privacy of others; especially before 8 a.m. and after 10 p.m. Failure to comply will result in one warning. Any further violation of this rule will result in a lease termination.

ALCOHOLIC BEVERAGES

No alcoholic beverages may be consumed in any public area of the building, or on sidewalks of the building. Conduct of residents and guests who have indulged in alcoholic beverages must be acceptable when in public areas of the building. Violation will result in termination of the Resident's lease.

ILLEGAL DRUGS AND NARCOTICS

Illegal drugs and narcotics are not permitted within the development or in any apartment. This prohibition includes (but is not limited to) possession, use, manufacturing and trafficking in illegal drugs and narcotics. Breach of this regulation will result in termination of the lease; Residents are responsible for the involvement and activity of themselves, their guests or their household Residents with regard to illegal drugs and narcotics. Breach of this regulation by the guests or household members is deemed a breach by the Resident and will result in termination of the lease. This management has a "zero tolerance" stand on all illegal activities.

ILLEGAL ACTIVITIES

Illegal activities and crimes are prohibited within the development. Residents are responsible for the breach of this regulation by their guests and by their household members. This management has a "zero tolerance" stand on all illegal activities.

The resident agrees not to engage personally in, nor to allow any member of his/her family or any guest to engage in, any **unlawful activities** in the dwelling unit, in the common areas or on the property. **Unlawful activities** committed by the lease holder, and or authorized residents off the property as reported by local, state or federal police agencies are deemed a breach by the Resident and will result in termination of the lease. Such activities include, but are not limited to:

- a. Acts of violence that damage or destroy the dwelling unit or disturb or injure other residents or anyone else in the dwelling unit, in the common areas, on or off the property's grounds;
- b. Threats of violence;

- c. Unlawful discharge of firearms or unlawful use of other weapons;
- d. Drug-related criminal activity, including the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use any controlled substance (as defined in Section 102 of the Controlled Substances Act, 21 U.S.C.802).

The resident agrees that **a single violation** of these provisions shall be deemed a serious violation and a material noncompliance with the lease and justifiable cause for termination of tenancy/eviction. Unless otherwise provided by law, **proof of violation** shall NOT require criminal conviction but shall be by a preponderance of the evidence. Further, we may notify the police forbidding the return of any guest that causes a problem while on this property.

Residents are **responsible for reporting** actual use of drugs or other illegal drug activity or any other criminal activities by anyone anywhere on St. Edmund's property including any unit to the office and the proper authorities. Upon receipt of this information, management will document the report and also notify proper authorities.

COMMON AREAS

GRILLS

St. Edmund's Meadows and Properties (Scattered Sites) has designated areas for grills. No cooking grills will be allowed at any time, anywhere on the property. This is for everyone's safety, comfort, convenience and protection from fire and carelessness. Cooking may only be done in the kitchen, in or on the stove, or within an appropriate appliance.

STAIRWELLS/VESTIBULES

All public areas must be kept free at all times of any toys, shoes, umbrellas, foot mats or any loose objects. Bicycles are not to be stored in the hallways or in public areas. They must be kept inside your apartment. No clotheslines are to be installed in or around the building. Rugs, laundry, linen, etc., must not be aired or hung in public areas.

PERSONAL ITEMS

Personal items such as **toys, bicycles, shoes, lawn chairs**, etc. are not to be left in the common areas/hallways or rear porches. They will be removed and stored or disposed of and a fine will be assessed to obtain possession of the articles.

LOITERING

Loitering by Residents or their guests in public areas of the property is prohibited.

PARKING

Several off-street parking areas have been established for residents. There are three (4) lots surrounding the building and space is provided on a first-come-first-serve rental basis only. The office will explain the procedure if you are interested in a space. All authorized parking Residents must display a sticker, which is issued by the Office, in their car window. Failure to display a sticker will result in the car being towed at the owner's expense. There is no guest parking. Visitors/Guests must park on the street.

ANY RESIDENT OR GUEST WHO PARKS IN AN UNAUTHORIZED SPACE WILL ALSO SO HAVE THIER CAR TOWED AT THEIR OWN EXPENSE.

Boats, campers, motor homes, trailers, snowmobiles, or any other recreational vehicle may not be parked or stored on the landlord's property unless management has given written approval. Additionally, no driving or parking of motorized vehicles on sidewalks, curbs or grass will be allowed (either for use or parking). Use of this vehicle for pleasure riding on landlord's property will not be permitted.

VEHICLE MAINTENANCE

Major overhauling of vehicles will not be allowed on the property. Any vehicle repair, which cannot be accomplished within two hours, is considered to be major overhauling. Vehicles may **NEVER** be jacked up and unattended.

APARTMENT CARE

ALTERATIONS

Any permanent alterations/installations such as wall-to-wall carpeting, room dividers, electrical receptacles, water conditioners, etc., must have prior written approval from the managing agent. Permit may be obtained from the office and should be completed and returned to the office for submission for the managing agent

WINDOWS

No foil, newspaper, sheets, blankets, etc., may be hung on windows. Window dressings are provided at move-in, it is your responsibility to maintain these window dressings. Should management identify damaged or improperly hung dressings you will be contacted to correct this condition. You will be charged for replacement of any window dressings.

REPAIRS

Residents must not pour Drano, liquid plumber, or other chemicals in any of the drains. If the drain cannot be cleared with hot water and a plunger, please contact the office to request service.

FLOOR CARE

The apartments have vinyl floor or carpet covering. We expect that you will take proper care of all flooring so that it will last many years. Vinyl floors require weekly cleaning with a slightly damp mop. Carpeting should be cleaned once each year. If you need advice, please call the management office. The tile in the bathroom and kitchen can be washed with a wet mop/sponge using a mild cleaning detergent.

APPLIANCES

Individual portable dishwashers are not allowed in the apartments. No washers or dryers are permitted. All appliances have been provided. Should you choose to purchase a stove or refrigerator, contact management for removal of the old items. At no time should you attempt to disconnect the stove.

NO PETS

No animals except fish are allowed. The "no pet" policy will be strictly enforced. Exceptions to this policy, including for reasonable accommodations, require the written consent of the management office.

CHILDREN

This is a family community and we do have children in many of the units. However, children must be properly supervised at all times or the lease will be terminated. At original occupancy and lease renewal time, it will be the responsibility of the parent to provide the management office with written verification of child care for any child under 13 years of age, if there is no full-time adult supervision in the home. Residents and their guests may not play in stairwells, elevators, vestibules, and laundry rooms and landscaped areas, or loiter in or around the building.

DECORATING

All apartments are painted off - white throughout. If you desire to do any decorating, it must be cleared through the management office and put in writing. Upon vacating, the unit must be returned to us in its original condition.

- Walls may be painted in light pastel colors - no dark tones.
- Hooks for swag lamps and plants are allowed.
- Pictures should be hung with a slanting type nail, no adhesive hangers should be used.
- No tacked down carpet will be allowed.
- No electric wiring, radio or television antenna may be used on either the interior or exterior of the apartment or building.
- No signs may be displayed in any window.
- Live holiday trees are prohibited in high-rise apartment buildings by the City of Chicago Fire Code. Violation of this rule will result in termination of lease.

WATERBEDS

Waterbeds are not allowed.

LIGHT BULBS

Light bulbs will be furnished during initial occupancy, but will not be replaced by management when burned out. Residents will be responsible for replacing their own light bulbs in their apartments. Please make sure you use the same wattage (size/type) or less.

NO FLAMMABLES

The storage of gasoline, kerosene, or other inflammable or explosive materials is prohibited.

GREASE DISPOSAL

Pouring of grease into the sinks or toilets is forbidden. All grease shall be disposed of with garbage, in proper receptacles.

INSURANCE

WE DO NOT INSURE YOUR PERSONAL PROPERTY. IT IS IMPORTANT THAT YOU CONTACT YOUR INSURANCE AGENT FOR INFORMATION REGARDING A RENTER'S OR HOME OWNER'S POLICY. THE POLICY SHOULD COVER THINGS, SUCH AS FIRE, THEFT AND WATER DAMAGE.

MOVE-OUT PROCEDURES

While we hope to keep you as a resident for a long time, it is nonetheless important for you to understand our move-out procedure. If you intend to leave, notice must be given to management in writing at least 30 days prior to move-out. Termination should occur only on the last day of the month and at the lease end date, unless approval is given in writing by the management office.

A staff member will conduct a move-out inspection with you. Unacceptable conditions in the unit will be discussed. If left uncorrected, charges will be assessed against your security deposit, if this amount is over and above the amount of security you will still be responsible for payment. The unit is not considered officially vacant until all keys have been turned into the management office and a forwarding address has been left on file. If you fail to turn in the keys, you will be charged accordingly.

RESIDENT HANDBOOK RECEIPT

The resident agrees that he, she, his, or her family and guests will observe all rules and regulations contained in the Resident Handbook and acknowledge receipt of the Resident Handbook by signature below OF ALL HOUSEHOLD MEMBERS 18 YEARS OR OLDER.

St. Edmund's Properties

Resident Date

Resident Date

Resident Date

Resident Date

Management Agent /Witness Date