

Community Rules

Welcome to your new home! We wish to do everything possible to keep the apartments, halls, laundry rooms, storage rooms, and grounds in neat, clean, and safe conditions. To assist in this goal, please support the following rules:

1. The number of persons who shall occupy an apartment is set forth in the rental agreement. **Any person over the age of 18 who stays for more than seven (7) consecutive days is considered an occupant of the apartment and must be approved and be added to the lease.** An application and processing fee must be submitted and the applicant must be approved before they can reside in the apartment. This is for your peace of mind as well as ours since we perform a credit, criminal, and sex offender registry check on all adult occupants and because certain utilities may bill based on the number of occupants.
2. No excessive noise, yelling, romping or playing is allowed at any time. All musical instruments, television sets, radios, stereos, etc. are to be played only between the hours of 8:00 am and 10:00 pm where the noise can be heard in the common hallway but not to the level of “excessive” or “to cause a disruption of peace”. During **quiet hours of 10 pm to 8 am**, please use your television, computers, or other audio devices or appliances only at a low volume so as to not disturb other Tenants. No one should be allowed to roam, loiter or play in the halls, parking lots or laundry rooms at anytime.
3. Tenants are responsible for the conduct of their guests and the adherence to these rules at all times. **Tenants and guests must be orderly**, and disorderly conduct, objectionable language or other disturbance by occupants or visitors shall be cause for eviction.
4. **Take Care of the Grounds!** No trash or other material may be accumulated which will create a hazard, or be in violation of any health, fire or safety ordinance or regulation. If you are seen throwing trash on the grounds, including cigarette butts, you will be charged a **\$20 fee for each occurrence**. Apartments must be kept clean and sanitary. Under no circumstances should trash or trash bags be left in the halls or anywhere other than inside a provided dumpster. Please walk on walkways, not the grass. Bird and other wildlife feeders are not allowed.
5. **Do not dispose of large items** such as mattresses and furniture on the property. Only items small enough to fit in the dumpster will be taken in accordance with our monthly fee to Waste Management. Any Tenant caught disposing of large items on the property will be charged a minimum of \$50 per item for extra hauling charges incurred by the property. A list of **charitable organizations** can be obtained from the office for furniture and mattress pick up if a delivery service will not take your discarded items. **Recycling bins** have been placed near your apartment, and you are strongly encouraged to use them. A list of recycling do’s and don’ts has been provided to you.
6. Instructions for operating all appliances are available from the manager. These conveniences, including garbage disposal and dishwasher, are to be operated only in accordance with factory recommendations, and their routine cleaning and maintenance are the tenant’s responsibility. Do not put large amounts of any item and do not put hard food down the garbage disposal (such as apple cores, lettuce hearts, meat bones or fat, rinds or peels from fruit, seeds). Washer and dryer operating instructions are posted in the laundry room. Please be sure to latch the door when you leave the laundry room. **The laundry rooms are to be used only from 8 a.m. to 10 p.m.**

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7. No alterations or painting or other wall items using anything other than a **standard picture nail** may be performed without prior consent in writing from the landlord or manager. Please use **protective trays under all plants** and use blocks or plastic protectors under metal furniture to prevent rust stains or carpet damage. Do not install adhesive contact paper in drawers; remove shelf papers when you move. Read the covenants in your rental agreement or lease covering these items. Window coverings have been provided for you. **Please leave these coverings visible to the outside**; if you install curtains or other coverings, they need to be installed to the inside of the blinds.
8. Costs of repairs to, or stoppage of, waste pipes, drains, water pipes, plumbing fixtures or overflow caused by **negligent, improper usage, or the introduction of foreign articles or materials into the system will be the responsibility of, and must be paid for**, by the leaseholder(s).
9. **You may NOT use charcoal grills on the patios or balconies.** You must keep all cooking flames at least 10 feet away from buildings and overhangs and properly store your cooking device when not in use. State law prohibits the use or storage of gasoline, explosive cleaning solvents, or other combustibles in an apartment or on your patio/balcony. **Never keep anything on your water heater or in your furnace closet!**
10. Unless approved in writing by the manager, Tenants shall only use the parking lot for parking **operable passenger automobiles** that have been registered with the management office, which shall be parked forward (no angled parking or backing in unless snow or ice is forecasted). Failure to do so will be construed as illegal parking, and such vehicles may be towed away at the occupant's expense. Vehicles must be in running condition, and mechanical repairs are not to be performed on the premises. If vehicles are not in working order, have not been registered with management or have improper tags, we will tow at owner's expense. Unless approved otherwise, **1 vehicle per leaseholder is allowed.**
11. Unless approved in writing by the manager, no personal belongings, including bicycles, play equipment or other items may be placed in halls, stairways, or about the building except in storage areas where allowed. No rugs, towels, and articles of clothing or other such items are to be draped over the rails of balconies. Balconies are outdoor living areas and **only outdoor furniture is allowed on balconies.**
12. **Waterbeds and aquariums over 30 gallons** are permitted in the apartments only with proof of liability insurance covering damage and with written approval from management. Utilities may be adjusted to account for additional water usage.
13. Please notify management of any planned absence, which you expect to extend beyond seven days. **Never turn your heat below 60' during colder months.**
14. In event of emergency or good reason to believe such may exist, landlord reserves the **right to enter the premises** during Tenant's absence without prior permission. See your lease for more details about our entry procedures.
15. **Rent is payable in advance on or before the due date.** Late fees will be charged and collected at the rates stated in your lease. There is a rent drop box located in the front door of the main office at 5945 Woodson, Mission, KS 66202 or remittance may be made through your tenant portal. Holidays and weekends are NOT exceptions to the due date as you can remit rent in the drop box or online 24/7.



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16. Use care of the doors, carpeting, knobs, railings and other **common area fixtures** when moving or hauling goods. There is **no smoking** allowed in any hallway or common area. **Storage units** are furnished gratuitously and available on a first come-first served basis only for certain floor plans. You will be responsible for damage or misuse of the property.
17. If you have a pool in your community, **pool rules are posted** and have been provided to you as an attachment to this document. Violation of these rules can result in fines, loss of pool privileges and even eviction in serious cases or for repeated violations.
18. Management is **not responsible** for fire damage or theft of personal property including jewelry, money, apparel or other items on the premises, including storage areas and carports. Renter's insurance is strongly recommended. Contact your auto insurance agent or the management office for more details.
19. Certain buildings are designated as **Smoke-Free Environments**. **Smoking is NOT allowed within 25 feet of any of these buildings**. Please observe building signage and comply with terms of the Smoke-Free Lease Addendum in your Rental Agreement.

Charges are assessable for special services as follows:

- Lost or extra keys: \$5.00 per key
- After hours lockout assistance: \$50.00 fee payable to tenant account as soon as tech is called
- Changing locks: \$50.00 door, \$25 mailbox

NOTE: Violation of any of these rules is a breach of your Lease and may be cause for eviction. Everyone is expected to follow these rules, and adherence is vital to ensuring everyone enjoys a nice, clean, quiet place to call home.

Thank you in advance for your cooperation and for being a valued member of the community.

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