

APARTMENT HANDBOOK

MOVE-IN AND MOVE-OUT INSPECTIONS

At time of Move-in Tenant will perform an inspection of apartment. At that time Tenant shall complete and sign an **Apartment Condition Checklist** noting any existing damages or problems as of move in date. This is Tenant's assurance that Tenant will not be held responsible for any pre-existing damage. Major problems noted will be addressed by the Landlord in a timely manner. Upon move out, Tenant is expected to clean and restore Premises to the condition existing at the commencement of lease as evidenced by the Move-In portion of the Apartment Condition Checklist, normal wear and tear excepted. Soilage, stains and scratches are not normal wear and tear.

It is Tenant's obligation to remove personal property at the end of the lease term or earlier termination of your Apartment Lease Agreement. Failure or neglect, for any reason, to remove all personal property or personal property of others left in the Premises, shall result in forfeiture of the deserted property. Landlord shall have no responsibility to store or protect that property and may sell or dispose of it as the Landlord shall determine, without notice or payment unless any landlord-tenant act prohibits such disposition or requires the Landlord to comply with any specific procedure.

SECURITY DEPOSIT

The Security Deposit is due at the date of your submission of signed Lease. Only Tenants who have submitted a signed lease and Security Deposit will be considered for contracted tenancy. Only after Landlord confirms availability and approves Tenant for tenancy is the Security Deposit cashed/deposited into Landlord banking institution. Thereafter, a signed copy of the Lease is sent to Tenant. Upon move out, Security Deposit will be subject to terms of your Apartment Lease Agreement and the following provisions:

- A written notice to vacate must be delivered to Management. Full payment for all outstanding charges, including rent in full, must accompany the notice.
- There is no damage to the Premises beyond ordinary wear and tear.
- The entire Premises, including all appliances, fixtures, floor coverings, and private spaces, must be clean. (A more detailed list of all requirements will be provided to you when the Landlord receives your notice to vacate).
- All keys are returned to the Landlord.
- A Self Addressed Stamped Envelope (SASE) with Tenant's forwarding address is left with Landlord

KEYS

You will be issued a set of all necessary keys. Lost keys will be replaced at a charge of \$25.00 per key. Keys duplicated by Tenant will not be accepted by Landlord and will be subject to the \$25 charge per key.

Tenant may not alter any lock or install any new lock on any door without the prior written consent of the Landlord. For safety purposes, keys to all locks installed by you, if any, must be on file with the Landlord at all times.

MAIL

A mailbox and mailbox key will be provided to you at check-in. Please use your full name, address, apartment number, and zip code as your mailing address. This full address should also be used as a return address on your mail. There is a letter drop located near the mailboxes for your convenience.

UTILITIES

Campus Park pays for all Utilities except electricity. WAHOO! Tenant will be required to show proof of hookup with Rocky Mountain Power before gaining occupancy. Non-payment of utility bills, which may cause service to be disconnected will be considered to be a violation of your Apartment Lease Agreement.

RENT PAYMENTS

Your rent is due on or before the first day of each month. Please make all checks or money orders payable to Squaw Peak Properties, LLC. All payments shall be delivered to the Landlord as detailed in the Apartment Lease Agreement. A charge, as specified in your Apartment Lease Agreement, will be assessed on all NSF checks and payments returned, and on all late rent payments.

RENTER'S INSURANCE AND LIABILITY

It is recommended that Tenants obtain apartment resident's insurance which includes liability coverage. Generally speaking, such policies indemnify renters against loss of personal property by theft, fire, or natural disaster, as well as personal liability.

IN CASE OF FIRE

If you have occasion to use a fire extinguisher, report incident to the Landlord immediately. The following general guidelines should be adhered to in case of a fire emergency.

- Use nearest phone and dial 911. Ask for the fire department and provide complete information (e.g., name, address, etc.).
- Notify the Landlord immediately. Prevention is the best form of fire protection.
- Remember to turn off irons, heating pads, electric blankets, stove burners, curling irons, etc.
- Take care in the use and disposal of cleaning materials.
- Do not allow grease build up in your ovens, on stovetop, or range hood. (Grease fires are the most common household fire).
- Do not place furniture or other items against any type of heater.
- Test all smoke detectors regularly.

SECURITY HINTS

- Don't hide an extra key outside the Premises.
- Don't loan keys.
- Do not allow anyone to enter your apartment unless you have verified that he or she is authorized to enter.
- Develop a close relationship with your neighbors so that you can look out for each other.
- Notify the Landlord of any unlawful entries, thefts, illegal (or potentially illegal) conduct, and other suspicious situations.

GUEST AND VISITORS

You are welcome to have visitors temporarily. A temporary stay does not exceed a period of 3) days and does not happen on a recurring basis. Exceptions to this requirement can be made by obtaining prior written approval of the Landlord. Occupancy by persons other than those identified in your Apartment Lease Agreement, or for longer periods is grounds for termination and eviction. You are responsible for the conduct of your guests and visitors at all times, and conduct by such persons which disturbs the quiet use and enjoyment of the complex by other tenants or violates the terms of your Apartment Lease Agreement can be grounds for eviction. Visitors must use a visitor parking pass obtained from Landlord.

DISTURBANCES

You have the right to expect that your neighbors will not disturb your quiet and orderly home, and they have the right to expect the same from you. The Premises have been built with the best possible sound proofing but even with such provisions for quiet, all construction materials still require that you, as Tenant, think of other people when you play the radio, stereo, television, entertain guests, and engage in other activities. We encourage good relations among Tenants and expect that you do nothing in or about the complex which will interfere with the rights, comfort, or convenience of other residents. Loud music and /or bass vibrations or loud sounds of any kind are prohibited so as to allow for comfortable accommodation of all tenants. Complaints from neighbors will be followed with one, and only one, warning before the offender's deposit is forfeited and eviction notice follows at the full discretion of Landlord.

ACTIONS

Use of or threat to use a deadly weapon, assault, threat to do bodily harm, or any arson-related offense will be grounds for

immediate eviction and involvement of local law enforcement. A display of firearms in or around your apartment or the complex is strictly prohibited.

MAINTENANCE REQUESTS - EMERGENCIES

Maintenance issues are often less serious when they are dealt with promptly. We urge you to notify the Landlord as soon as possible when you have any maintenance items, especially anything involving water leaks, or possible damage to people or premises. Maintenance requests can be made by e-mail. **If you have a maintenance emergency** (e.g., no heat, burst pipes, etc.), please call management at any time. **If General Management is not available then call On Site management. Calling at NON OFFICE HOURS COULD BE CONSIDERED A NUISANCE.** If your maintenance issue is not an emergency, please confine your requests to daytime hours. In general, the upkeep of the Premises is your responsibility, while repairs to the apartment building are the responsibility of the Landlord. If repairs are due to normal wear and tear, there will be no charge to you. However, if repairs are needed as a result of your conduct, or that of your guests or invitees, you will be charged for all labor and materials necessary and you will be expected to pay for those charges within 20 days unless other arrangements have been made with the Landlord.

EXTERMINATING

Please call immediately if you notice any pests (bugs, spiders, ants etc). There will be no charge for extermination service unless the pests are present as a result of your conduct. If your neighbors have pests, the Landlord may need to also exterminate your apartment unit as a preventative measure.

GARBAGE REMOVAL

For your convenience, trash receptacles are located on Premises. Place all trash in plastic bags or other secure containers and place inside the designated trash receptacles. Cardboard boxes must be broken down and left outside trash receptacles but inside the trash receptacle enclosure.

SNOW REMOVAL

During the winter months, snow will be plowed in the parking lot. All Tenants who own motor vehicles must cooperate with this effort, and are expected to move their vehicles when snow removal equipment arrives as requested by Landlord/management.

PARKING AND VEHICLES

Ample parking is provided for each apartment and is available to Tenants with Campus Park Parking stickers. Overnight visitors/guests must acquire a temporary parking pass so as to avoid towing. You may park only in designated parking areas, as other areas are reserved to provide adequate fire lanes, handicapped convenience, or to facilitate trash removal. Vehicles parked in restricted areas may be towed at owner's expense. Some additional parking lot regulations are as follows:

- All vehicles must display valid Campus Park Sticker.
- All vehicles must be operable and be properly licensed or shall be removed at the owner's expense.
- Washing vehicles is not permitted within the complex. Mechanical work, oil changes, and all other repair work is strictly prohibited.
- Trailers, campers, boats, and other recreational vehicles may not be stored in parking lot without the prior written approval.
- Motorcycles, motorized scooters, minibikes, must be parked in designated areas only.
- Bicycles are not to be ridden on the sidewalks or lawn and must be parked in bike rack(s) when not in use.
- For safety reasons, bicycles, big wheels, and the like are not to be ridden in the parking lot, except when going to or from the Premises to an area outside the complex.

EXTERIOR PROPERTY

Plants and landscaped areas are a vital and valuable part of the complex. You are liable for damages, if you or any of your family, visitors, or guests mutilate, deface, or otherwise cause damage to the landscaping. The landscaping of all buildings

should be kept clear of personal property other than bicycles. No signs, advertisements, notices, or other lettering may be exhibited, inscribed, painted, or affixed by you on any part of the outside or inside of your apartment or the apartment building. No awnings or other projections may be attached to or protrude beyond the outside walls of any buildings unless placed there by Landlord. No radio or television aerials or wires, and no satellite dishes, may be erected in or about or attached to any part of the Premises or the apartment building absent the Landlord's prior written consent. Tenant shall not allow anything whatsoever to fall from the windows, doors, or balconies of your apartment, nor should you sweep or throw from your apartment any dirt or other substance into corridors, halls, ventilators, or elsewhere in the apartment building. No clothing, rugs, or other items may be hung on or over patio fences or balcony railings. No swing sets or clotheslines may be erected or installed. Wading pools or temporary pools may be utilized only when they are promptly drained and stored after each use. No wading pool or temporary pool may be left unattended for any period of time. Expenses incurred by the Landlord as a result of mistreatment of the Premises or common areas through neglect or willful abuse by you or any of your family, visitors, or guests will be payable by you upon Landlord's demand.

COMMON AREAS

A parent or a responsible adult must supervise children in common areas of the complex. Supervision requires that the parent or responsible adult be physically and mentally present at ALL times. Parents shall be responsible for safety of children and any willful damage to common areas caused by their children or other family members, visitors, or guests. Parents are responsible for the conduct of their children, their guests' children, and their children's friends. Please do not allow children to leave bicycles, tricycles, skates, skateboards, or toys in hallways or on sidewalks, stairways, or other common areas.

LAUNDRY

Coin-operated laundry facilities will be available to Tenants. The Landlord is not responsible for any loss or damage or theft caused by or within use of any such facility. The Landlord reserves the right to prohibit the use of any laundry facilities to any person who fails to comply with normal precautions and/or posted policies.

DECORATIONS

Decorating walls in the Premises may be accomplished through the use of wall hangings, artwork and pictures etc. Instructions on hanging pictures and wall hangings in the Premises will be provided at check-in. In general Tenant may not use glue, tape, putty, or any other "sticky" substance to hang decorations as such substances will severely damage the walls when removed. The one exception to the general rule is 3M's Sticky Hook system which allows hooks to be removed without damage to walls, paint etc and may be reused by adding additional adhesive.

Painting, wallpapering, and the use of contact paper and similar substances are not permitted at any time without the prior written approval of the Landlord. Screws in walls are provided for wall hanging. Any puncture to walls in any way will be charged at a minimum of \$25 per hole.

PERIODIC INSPECTIONS

Periodic inspection of your apartment is necessary to ensure an adequate preventative maintenance program, as well as decent, safe, and sanitary housing in general. Inspection of the complex and each apartment may also be necessary by insurance agents, appraisers, loan officers, or potential buyers in the general course of business. You have authorized the entry into the Premises, with reasonable notice if possible, for the purpose of inspection and maintenance by signing your Apartment Lease Agreement. Please refer to your Apartment Lease Agreement for specific provisions pertaining to such inspections and access.

EVICTIONS

Eviction is a serious matter. Therefore, careful consideration will be given to any problems which may cause you to lose your tenancy. However, final solutions for your problems must come from you. The following are some examples of circumstances which, if not corrected, may cause you to be evicted:

- Fail to maintain the Premises in a decent, safe, and sanitary condition.
- Allowing a situation to exist which could be considered a danger to the health or safety of the complex, its tenants, or others.
- Disturbance of the peace by you or any of your family, visitors, or guests
- Damage to the Premises or to other property within the complex caused by you or any of your family, visitors, or guests.
- You or any of your family, visitors, or guests display public drunkenness, use illegal drugs, or engage in other activities injurious to the reputation of the complex, including unlawful conduct of any kind.
- Failure to pay rent and/or other charges.

- Violation or breach of any provision of your Apartment Lease Agreement.
- Allowing any unauthorized persons to stay in your apartment.
- You or any of your family, visitors, or guests harass other tenants, the Landlord or his representatives.