RULES AND REGULATIONS

**1.  MOVE-IN AND MOVE-OUT:**

Move-In: Your apartment will be ready for you by 2pm on the 1st day of your tenancy- usually this will be the 1st day of the month, unless you have made other arrangements with Madge Dillard or Maintenance Department. If you find something that is out of order in your new apartment, you will need to text Maintenance Department at 336-927-5145.

Your keys will be ready for you in your apartment and Maintenance Department or I will make sure that a security gate is open for you. All your gate keys, mailbox keys and apartment keys will in waiting for you in the apartment on the counter. You will need to put the parking sticker on your back window of your car.

Be very careful not to drag things across the vinyl floors- they will tear and it is your expense to repair.

Move-Out:

Please be prepared to move out no later than 12pm on the end of your tenancy which will always be July 30th, **EVEN if you moved into the LOFTS on a month other than July. If you fail to be out by 12pm, you agree to pay $100 per hour for any delay after 12 pm.**

You should leave your apartment clean and trash free. Your keys should be left on the counter and you should text Maintenance Department when you know you exit time.3 36-927-5145 If your apartment requires extra cleaning or repair on our part, the following charges will be added to your account: You must pay the charges upon notification or your co-signer will be billed.

Excessive Hole filling: $5 per hole, Broken Blinds: $40 each, Excessive Cleaning: $30.00 per hour, Vinyl Repair: $125 minimum charge, Kitchen or Bathroom sink stoppers/strainers missing: $5.00 a piece, Broken Screens: $25, Missing Rod in Bathroom: $15.00, Missing Curtain next to w/d: $25, Miscellaneous repair or trash removal: $25 hour, Mattress removal $100 fee. Damage to walls/doors: per the extent but $25.00 minimum.

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**2. MAINTENANCE:**

We are always happy to fix anything that breaks, if it is a non-emergency, please be kind and call or text our Maintenance Supervisor and general protector of the Lofts, at 828-963-2277 during working hours, if possible (or you will be paying

for the maintenance visit).  You will never be billed for maintenance unless you caused the problem; see above charges and miscellaneous charges below for example:

Lost keys or non-returned keys- $100, additional secured gate keys $500, Emergency call/text to Maintenance Department: $50. If it can wait, call/text Maintenance Department: $25.00 hr,Drain clogged with something weird you put in drain: $25 hour (if during daytime hours) and materials. If emergency $50 per hour.

You are responsible for replacing light bulbs during your stay. You may want to try energy efficient bulbs. **You may also want to purchase renter’s insurance**.

**3. APPEARANCES**

We have a really nice, secure place to live. You are expected to be respectful of the property and the neighbors. Your trash goes in the dumpster and please pick up your trash if you drop it outside. There are no stickers or anything else allowed in any window. Only white lined drapes/curtains are allowed in the windows over/or in addition to the mini blinds. Nothing is allowed to hang outside the windows or doors, not even a flag; USA or ASU. I love the USA and ASU, but I want the building to be beautiful and clean for everyone. Finally, there is a $**10 trash pickup fee for each trash bag left in the hallway or next to the dumpster that is not full.**  We really do enforce this rule so be careful.

**4.  LOUD NOISE**

You may call the Boone police if a neighbor is throwing a loud or disturbing party, but they won't be very happy about it.  Ideally you go and knock and the offender's door and ask that they be quieter. The Lofts is not a party destination.  We have a zero tolerance for drugs, parties, or disrespect for your neighbors.   If you need to call the police, do so.  If it can wait till the morning, then email me at msdillard3@yahoo.com and I will investigate and issue a warning, if necessary.

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**5.  PARKING**

Don't allow friends or sleepovers to park in our parking lot.  Moreover, if you cannot find a parking space, you are authorized to call the towing company at Bills Garage 828-264-4623 and report any car without the Lofts sticker.  Please don’t park in spaces NOT assigned to apartments 401-412, these spaces assigned. You must put your parking sticker on your driver's front window.

**6.  ANIMALS**

There are no pets allowed on the property unless you have signed a pet policy with me and **never** in the elevator. (People have pet allergies, and some may be scared of pets.) If you see any, you are obligated to email me with the pet description and any other info you can provide, (your identity will be protected), so that I can deal with the delinquent pet owner. They will be fined $400 and/or subject to immediate eviction.   Pets are allowed to do their business behind the building or in the woods, or at the far Highway 321 end of the parking lot ONLY.  Pets that belong to your friends and relatives are not allowed on the Lofts property. There is a $400 fine and we reserve the right to evict you if you have an unauthorized pet in the Lofts.

**7. UNAUTHORIZED ROOMMATES**.

If TENANT has regular sleepovers (more than 6 nights a month) with other people or a person, TENANT shall be immediately liable for a $500 occupancy fee and is in Breach of these Rules and Regulations and the Lease and may be evicted by Landlord immediately. TENANT shall not give any keys to anyone and shall personally let any guest into the Lofts. TENANT understands this is a gated building and thus sharing keys with non-residents for any reason is forbidden. TENANT agrees to report any potentially unauthorized pets or guests, anonymously to the Lofts management at [msdillard3@yahoo.com](mailto:msdillard3@yaoo.com)

**8. Bedbugs.** There have never been bed bugs reported at the LOFTS, nor are there any bedbugs currently residing in your apartment. By signing these Rules and Regulations, you acknowledge that you are not moving from a living space that has been infested with bedbugs. You are responsible for any bedbug infestation after you take possession of your apartment. You are responsible for any cost of professional treatment and any displacement from your apartment

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said treatment causes. You must notify Maintenance if you have bed bugs and we will arrange professional treatment by a licensed pest control company. You will be charged for said expense.

**9. NO SMOKING IN THE Apartments and on the Grounds.**

**10. SECURITY CAMERA:**The Lofts reserves the right to video tape any or all part of the common area of the Loft property.

**TENANT AGREEMENT AND ACKNOWLEDGEMENT:**

**By signing below, I agree to abide by these Rules and Regulations as a requirement to live at the Lofts and I understand that failure to abide by these Rules and Regulations may result in eviction or charges to me, the Tenant, and/or my Co-Signer. I agree to hold the Lofts, and agents thereof, harmless from any and all claims, liabilities, costs, rents, fines, attorney’s fees and any other monetary damage that may result from my breach of the duties arising under these Rules and Regulations.**

**Signature                                                                        Date**

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