

## OWNERS RULES OR POLICIES

### RULES:

- 1) **NO CASH** and **NO MULTIPLE CHECKS** will be accepted in our office for rent or other sums due.
- 2) **NO SMOKING ALLOWED IN THE UNITS**
- 3) All returned checks must be picked up **immediately** and paid for with a cashier's check or money order for the rent amount and an additional money order for \$50.00 for the return check fee. You will also be charged late fees from the date the rent was due in addition to the other charges.
- 4) After two (2) Insufficient Funds (NSF) checks, we will no longer accept checks for payment of rent for your address.
- 5) Proof of utility & gas connection is required before you move in, provided the unit has both.
- 6) No foil is to be put on windows.
- 7) Your Move in Inventory and Condition Form must be turned in, in 48 hours. Please check all appliances, fixtures, and general condition of unit when moving in. We would like to take care of all maintenance problems at one time. Please make sure all items are noted. Anything that needs to be repaired please fill out a maintenance request form (provided at time of move in).
- 8) All trash must be put in proper trash container or in a plastic bag with a tie. Trash may not be placed on porch, balcony, or landings for even a short period of time.
- 9) Resident is responsible for changing A/C filter once per month. **Unnecessary service calls for heater or A/C repair will be billed back to resident.**
- 10) No vehicles, trailers, or motorcycles may be parked on grass areas; they will be towed automatically, without notice. Parking is strictly limited. If spaces are assigned, you must park only in those spaces. Extra vehicles and guests must park on street or along curb. No auto repair or vehicle washing may take place in parking areas or on the grass.
- 11) Residents issued parking tags for some properties will be responsible for displaying the tags at all times and must pay \$10 for replacements if tags are lost, stolen, or not returned upon move out.
- 12) You are responsible for keeping the grounds area clean and cleared of trash and debris. **If we must contract litter removal, you will be charged for the service.**
- 13) If a roommate change occurs during the term of the lease, you must notify our office immediately. There will be a \$50.00 paperwork fee to add or delete residents from the lease and **must be paid for and completed within three (3) business days once being approved.** All residents must sign a change of roommate form.
- 14) On all single-family residences and duplex units, the resident shall arrange and pay for pest control services, regardless of the notation on the TAA or other lease contract. Regardless of who pays for pest control, if bedbugs are found in the unit, the resident will be responsible for the cost of treatment.
- 15) If we perform a contractual lien for nonpayment of rent or if we must remove an unauthorized pet from your residence, you will be charged \$100.00. No exceptions!
- 16) Enclosed garages may be used for storage of operable vehicles only. You may not store any fuel, flammable materials, or anything which may pose a fire hazard or other risk to health or safety of other residents. We may enter and remove any items deemed hazardous at any time. The owner will not

provide a smoke or fire detector for the garage area. No alterations may be made to garage interior, including hooks, nails, and screws. **Residents will be responsible for any damages.**

- 17) All residents in single family homes and duplexes are responsible for watering the lawn, shrubs, and trees in the yard, as well as the ground around the foundation.
- 18) If we provide lawn care and the residents have pets, the lawns will not be mowed in the back yard if pets are present at the time of mowing. Residents will be responsible for mowing the back yard if our lawn care service cannot gain access to the yard. **Any charges for excess growth will be charged back to the resident.**

#### MAINTENANCE:

We would like to take care of all maintenance requests in a timely manner. Under most circumstances, the owner will pay for maintenance. **However, if the repairs are caused by negligence or misuse on the part of the resident or their guests, or are the result of vandalism or theft, the cost will be charged back to the resident, and we will expect prompt reimbursement.**

The following list may help you in **checking for routine problems**, which may occur:

- 1) For power failures of any type, or if appliances or A/C systems are not functioning, check your breaker panel. It is usually located in one of the closets. Many times a breaker will be tripped and simply has to be reset. Flip the switch first to OFF, then to ON to reset.
- 2) If your garbage disposal does not work, first check the breaker. Next, **press the reset button located on the bottom of the disposal.** Many times this will solve the problem. **Do not put bones, grease, egg shells, and bottle caps or can tabs, excessive amounts of food, vegetable peelings, or wood or metal objects in the disposal.** These items will ruin the blades and/or clog the entire sink and dishwasher. If too much food or a foreign object jams your disposal, you will be charged for the repairs.
- 3) **DO NOT FLUSH ANYTHING DOWN THE TOILET OTHER THAN TOILET PAPER!** These items will block plumbing lines and cause backups. **ALL plumbing stoppages are the responsibility of the resident, except when caused by roots in the sewer main.**
- 4) You must report any type of water leak, dripping faucet, or running toilet immediately, as these will increase the water bill substantially and could damage the property. **Damages or water costs due to unreported leaks may be charged back to you.** Whenever possible, turn off the water supply line until repairs can be made.
- 5) If you have a non-frost free refrigerator (one that has a plastic freezer door or metal freezer compartment inside the refrigerator), you must defrost frequently. **Do not** use an ice pick or other sharp object to chip away the ice. This could puncture Freon lines and ruin the appliance. It is best to open the door and allow ice to melt.
- 6) **ALL glass breakage** is the responsibility of the resident, unless caused by a foundation shift.
- 7) **All screens are the responsibility of the resident. Please account for these upon move in, because screens are not provided on all properties.**
- 8) During winter months, thermostats must be set on **at least 50 degrees.** This will reduce the chances of pipes freezing, bursting, and causing severe damage.

- 9) Check smoke alarm operation upon move in and report any malfunction immediately. **Resident is responsible for changing battery in battery operated models after move in. Removing or tampering with a smoke alarm device is a Class A misdemeanor punishable under state law.**
- 10) Residents are responsible for batteries in digital thermostats.

**REQUESTING MAINTENANCE AND REPAIRS:**

- 1) Maintenance requests must be submitted to our office in **writing**. We have forms at the office or you may submit one by email at [maintenance@finderskeepersbcs.com](mailto:maintenance@finderskeepersbcs.com) or our website at [www.finderskeepersbcs.com](http://www.finderskeepersbcs.com) and we will turn them in upon receipt.
- 2) Only emergency maintenance will be handled over the phone, after hours or on the weekends. If any emergency is called in we still require you to submit a request in writing on the next business day for our records. Emergencies are loss of utilities, flooding, fire, or a nonfunctional locking device. Air conditioner problems are **not** an emergency and will be handled the next business day.
- 3) If locked out of your residence, call the office during business hours or after hour's phone at (979) 436-7570, if after normal business hours. **You will be charged \$75.00 for any afterhours lockout call, payable at the time of service. If a lock change is required at any point in time, the charge is \$75.00.**

**PET POLICY:**

**All pets** must be approved by our office. An animal addendum must be signed and the deposit and fee paid before the pet is allowed on the property. We DO NOT allow puppies or kittens under one (1) year of age. No Exceptions. In the event you have an unauthorized pet in your dwelling, **you will be charged an initial fee of \$100.00 and \$10.00 for everyday thereafter until the pet is removed.** If we must remove an unauthorized pet from your dwelling, **you will be charged and additional \$100.00.**

We strongly recommend that you obtain renter's insurance to protect your belongings and liability. We also recommend that you add Lines-keeper service, an interior wire maintenance plan, when you apply for your phone service. Management is not responsible for the connection, line affiliation, or operation of phone jacks within the residence.

**ACKNOWLEDGMENT OF UNDERSTANDING ABOVE RULES AND POLICIES:**

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Signature of all resident(s)

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Date signed