



# **House Rules Handbook**

## **General House Rules**

**Living in an apartment community requires strict adherence to specific rules so that each resident can enjoy their quiet rights and privileges.**

**Move-In and Move-Out Inspections:** An inspection of your apartment (the “Premises”) will be conducted by you and a representative of the Landlord before you move in. At that time, you will have the opportunity to look at the Premises with the Landlord and make sure the Premises are in good condition and repair. You will be asked to sign an Apartment Condition Checklist noting any existing damages or problems as of your move in date. This is your assurance that you will not be held responsible for any pre-existing damage. Major problems noted will be taken care of by the Landlord in a timely manner.

When you move out, you are expected to clean and restore the Premises to the condition existing at the commencement of your lease as evidenced by the Move-In portion of the Apartment Condition Checklist which you signed, normal wear and tear excepted. Soilage is not normal wear and tear. Upon check-in, the Landlord will provide you with a check-in letter to guide you through check-in and provide awareness of check-out list items when that time arrives.

It is your obligation to remove all of your personal property at the end of the lease term or earlier termination of your Apartment Lease Agreement. Should you fail or neglect for any reason to remove all of your personal property or the personal property of others left in the Premises, the 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 to you, 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 date of your submission of signed Lease. Only Tenants that have submitted a signed lease and Security Deposit will be considered for contracted tenancy by Landlord. Only after Landlord confirms availability and approves Tenant for tenancy is the Security Deposit cashed/deposited into Landlord banking institution. When you move out, the Security Deposit will be refunded to you subject to the terms of your Apartment Lease Agreement and the following provisions:

- A written notice to vacate must be delivered to the Landlord to the extent required by your Apartment Lease Agreement and/or by state law. 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.

**Some examples of damages chargeable to the resident include:**

- Grease or foreign objects in drains or toilets.
- Holes or marks on walls, cupboards, or doors.
- Burn marks, stains or holes on floor/carpeting.
- Broken window or screen.
- Hauling of rubbish/garbage.
- Broken or misplaced light fixtures and receptacles.
- Locks (if you request to have them changed.)
- Use of any sharp instrument on appliances.
- Batteries Missing in Smoke alarms.
- Moving Furniture: Please consult with your property manager on the best way to move your furniture to minimize disruption of other residents and avoid damages to the common areas or your apartment home.
- The entire Premises, including all appliances, fixtures, floor coverings, and private spaces, must be clean and cleared of all items. Space need to be cleared of all furniture. Leaving anything behind will result in loss of deposit.
- All keys are returned to the Landlord.
- A forwarding address is left with the Landlord.

**Keys & Locks:** You will be issued a set of all necessary keys. Lost keys will be replaced at a charge to the resident of \$25.00 per key. If lock is needed to be replaced due to lost key it is a \$50 charge. No duplicate keys are to be made for any of our apartment buildings or apartments. You 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. Guests and visitors are not permitted to use the resident's keys while visiting or at any other time.

**Mail:** A mailbox and a 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. At no time shall a resident allow a non-resident to receive mail at one of our properties. If this situation occurs it will be perceived as the non-tenant establishing residency which is a violation of the lease agreement.

**Utilities:** You are responsible for all utility charges (electricity, phone, cable/satellite TV) as specified in your Apartment Lease Agreement. Payments must be made directly to the appropriate utility company. Non-payment of utility bills, which may cause service to be disconnected, is considered to be a violation of your Apartment Lease Agreement.

**Energy Conservation:** We anticipate all residents to keep our operational costs to a reasonable level by conserving utilities. When rooms are not in use please turn lights off. Do not use the oven or burners on your stove for heat. This is not only expensive, but unsafe as it may lead to a fire in your apartment home.

**Modifications To The Apartment Homes:** Under most circumstances, we will **not** allow you to paint, wallpaper, install carpets, contact paper or otherwise modify your apartment home. Please see your Landlord for details.

**Rent Payments:** Your rent is due **on or before the first day** of each month. If the first day of the month falls on a Sunday or holiday you will have until the next day to make your deposit without any penalties or loss of discount. Please make all checks or money orders payable to Bridge View Apartments or David Holladay. All payments shall be deposited at East Idaho Credit Union as detailed in the Apartment Lease Agreement. Please have the bank print two receipts. Print your name and apartment number on one and drop it in David's mail box at 23 East Main Street. A charge, as specified in your Apartment Lease Agreement, will be assessed on all NSF checks returned, and on all late rent payments as detailed in your lease agreement.

**Renter's Insurance and Liability:** It is recommended that you should protect yourself and your property by carrying 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.

**Smoke Detectors:** Your apartment has been equipped with one or more smoke detectors. Smoke detectors are required by law and may not be deactivated by you for any reason whatsoever. It is your responsibility to frequently test and inspect the smoke detector(s) in the Premises. You must replace all smoke-detector batteries when necessary. You must immediately report any smoke detector malfunction or failure to the Landlord.

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

- Remain calm. Don't panic.
- Go to the nearest phone and dial 911. Ask for the fire department and provide them with complete information (e.g., name, address, etc.).
- Notify the Landlord immediately.

**Prevention is the best form of fire protection. Please:**

- Smoking is NEVER allowed in or on the Premises.
- Warn children of the hazards of matches, cigarettes, etc.
- Replace old or frayed electrical cords and plugs.
- 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 the stovetop, or on the range hood.

(This is the most common cause of fire).

- Do not place furniture or other items against baseboard heaters.
- Test all smoke detectors regularly.

**Security Hints:**

- Keep your doors and windows locked.
- Don't hide an extra key outside the Premises.
- Be careful who you loan keys to.
- 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.

**Candles:** There are no open flame candles allowed in your apartment or in the common areas of the building. Common areas are defined as: hallways, laundry room, community rooms, stairways and within 5 feet of any of the exterior doors.

**Waterbeds:** Water beds are not permitted.

**Pets and Animals :** Unless authorized by the Landlord in writing, absolutely no dogs, cats, birds, hamsters, fish or other pets or animals of any kind are allowed within the complex or within the Premises. Friends and relatives are not allowed to bring their pets and animals to visit.

**Guests and Visitors:** You are welcome to have visitors stay with you temporarily. A temporary stay or visit is one which does not exceed a period of seven (7) days and does not happen on a recurring basis. Exceptions to this requirement can be made by obtaining the prior written approval of the Landlord. Occupancy by persons, other than as identified in your Apartment Lease Agreement, 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.

**Aides/Supportive Services:** Residents that are utilizing supportive services, including live-in aides, are responsible for the actions of these service providers while they are on our property. Supportive service personnel must abide by our rules and regulations while on the property. Violations to the rules and regulations by a service provider may lead to the eviction for the household members on the lease. Live in aides are required to sign a “Live in Aide Agreement” as well as the “House rules and regulations.”

**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. This requires that you, as Tenant, think of other people when you play the radio, stereo, television, entertain guests, and engage in other activities. We encourage that good relations exist among residents and that you do nothing in or about the complex which will interfere with the rights, comfort, or convenience of other residents.

**Quiet Hours:** You should not make noise that can be heard outside the Premises from 10:00 p.m. until 8:00 a.m.

**Noise:** No one should be subject to excessively loud noise at any time. If your neighbor is making excessive noise, please speak to your neighbor first. If noise continues, notify the Landlord. Loud and boisterous conduct anywhere within the complex that will disturb the comfort of others is strictly prohibited.

**Threatening 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.

**Service Requests:** Maintenance problems are often less expensive to correct when they are dealt with promptly. We urge you to notify the Landlord as soon as possible when you have any maintenance that needs to be done in the Premises by going to our website at [Bridgeviewapt.com](http://Bridgeviewapt.com) then select tenant login (password is “Bridgeview”) as soon as they happen. Reporting maintenance early can reduce the possibility of the problem getting worse or causing other damage.

**Emergency Repairs:** If you have a maintenance emergency (e.g., no heat, burst pipes, no power, etc.), please call the Landlord at any time at (801)828-8423. If the Landlord is unavailable, call (208)356-5667. If your maintenance issue is not an emergency, please confine your requests for maintenance to office hours so as to not unnecessarily disturb the Landlord.

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 necessitated by your conduct, or that of your guests or invitees, you will be charged for all labor and materials necessary to make such repairs, and you will be expected to pay for those charges within 20 days unless other arrangements have been made with the Landlord.

**Housekeeping:** Residents must comply with the housekeeping standards. Periodic inspections of the units will be performed to assure acceptable housekeeping.

## **HOUSEKEEPING STANDARDS INCLUDE:**

Clean in, under on top of stove and refrigerator

Sweep and wash all floors

Wash dishes on a daily basis

Clean bathroom (scrub sink, tub, toilet, and floor)

Dust and vacuum on a weekly basis

Dust down cob webs

Wash windows

Clean cupboards and closets

Wipe down tables and counters

Remove garbage frequently, but no less than twice a week

Clean and organize storage closets

Eliminate piled up clothes. Keep folded and neat

Eliminate clutter

**Exterminating:** Please call the Landlord immediately if you notice any pests. There will be no charge for this service unless the pests are present as a result of your conduct. If your neighbors have pests, the Landlord may wish to exterminate your apartment unit as a preventative measure. As a part of the ongoing maintenance management, residents will be given ample notice for exterminations. Extermination is only effective if ALL the apartment units are exterminated at the same time. If an unavoidable situation arises, the resident may contact the manager and may request permission to cancel one time within twenty-four hours of initial notice, for good reason. If the resident requests to cancel a second time and is still not prepared they will be in violation of the lease agreement. If on the third appointment, tenant is not prepared, resident faces eviction for material non-compliance of the lease.

**Garbage Removal:** Garbage must be removed no less than twice a week. All Garbage must be put into heavy plastic bags and tied securely and placed in the proper receptacle which is located at the right front of the building. Residents are reminded to be very careful in moving the trash from your apartment home to the trash receptacles. Clean up any leakage and assure that the trash receptacles are covered to avoid attracting rodents or animals. **Please be sure to brake down all boxes and lay them flat inside the trash receptacle.** Trash is picked up ever Tuesday and Friday Morning of each week. All trash needs to be inside receptacle in order for it to be picked up. If

you set things to the side of the trash bin it will not be picked up and could cost you a fine.

**Snow Removal:** When it snows tenants will need to park in the overflow parking over night so that the plows can clear the parking in front of our building. we will try and send out a text when this is needed. when the city plows the roads and your car gets plowed in it's your responsibility to clear the snow on both sides and the back of your car to the curb (please keep sidewalks clear).

**Parking and Vehicles:** You can park in front of our building and on the other side of the street. We ask you to not park in front of the tax business across the street or in front of Long health care down the street from us. If parking area is full please use the overflow parking.

The city of St. Anthony has designated the parking lot just north of Falls Drug across the street on Bridge street, to the east of the building across from the church building and behind Ace Hardware as overflow parking for our building.

You will need to display a permit to park there. A free permit can be picked up at the City of St. Anthony offices located on the NE corner of 4th N and Bridge Streets. New Tenants must show a copy of their current lease to get the permit.

Things to know about parking:

- If you have more then one vehicle only one is allowed in front of building. All additional vehicles need to be parked in the overflow parking area.
- All vehicles must be operable and 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 the parking area.
- Motorcycles, motorized scooters, minibikes, and the like are permitted to be parked and used on roadways only, unless approved by the Landlord.

**Exterior Property:** You are liable for damages, if you or any of your family, visitors, or guests mutilate, deface, or otherwise cause damage to the outside of the building or sidewalk area. The front area of the building should be kept clear of personal property. 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 the 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.

You should not allow anything whatsoever to fall from the windows 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 or placed on window ledge.

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 on 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 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.

**Laundries:** Coin-operated laundry facilities will be available to tenants. The Landlord is not responsible for any loss or damage caused by 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 and pictures on Landlord provided finishing nails. You may not use glue, tape, putty, or any other “sticky” substance to hang decorations as such substances will severely damage the walls when removed. Painting, wallpapering, and the use of contact paper and similar substances is not permitted at any time without the prior written approval of the Landlord.

**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 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. No one wants this to happen to you. 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 items which, if not corrected, may cause you to be evicted:

- You fail to maintain the Premises in a decent, safe, and sanitary condition.
- You allow a situation to exist which could be considered a threat or dangerous to the health or safety of the complex, its tenants, or others.
- You or any of your family, visitors, or guests disturb the peace.
- You or any of your family, visitors, or guests cause damage to the Premises or to other property within the complex.
- 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 any unlawful conduct of any kind.
- You fail to pay, or pay late, rent and/or other charges.
- You violate or breach any provision of your Apartment Lease Agreement.
- You allow unauthorized persons to stay at the Premises.

- You or any of your family, visitors, or guests harass other tenants or the Landlord.

**Illegal Firearms:** NO ILLEGAL FIREARMS OF ANY KIND: No type of illegal firearms are allowed to be in the possession of tenant or any guests of tenants in the unit or on the premises unless carried by Law Enforcement officer who is removing the illegal firearm off the premises.

**Illegal Drugs:** ABSOLUTELY NO ILLEGAL DRUG USE ON THE PROPERTY BY THE RESIDENT, FAMILY MEMBER OF A RESIDENT OR GUEST OF A RESIDENT. The first offense will be considered a violation of the lease agreement and is subject to immediate termination of the lease.

**Smoking:** SMOKING IS PROHIBITED. Tenants can only smoke outside and have to be at least 25 feet away from any of the exterior doors/windows.

**Alcohol use:** ALCOHOL USE IS PROHIBITED IN COMMON AREAS OF THE APARTMENTS PROPERTY. Common areas are defined as: hallways, laundry rooms, community rooms, within 5 feet of any of the exterior doors. Eviction can occur if a resident's abuse or pattern of abuse threatens the health, safety or right to peaceful enjoyment of the premises by other residents.

**Amendment to Apartment Handbook:** The Landlord reserves the right to change or amend any provision of this Apartment Handbook at any time, with any such change or amendment taking immediate effect. Notice of any such change or amendment shall be provided to all tenants.

Any questions or suggestions for or about these House Rules please contact David by phone or text at (801) 828-8423.