

## PROCEDURES & REGULATIONS FOR RESIDENTS

WELCOME to your new home! To make your living more comfortable we've outlined some of the information, practices and rules which are intended to maintain a desirable residence for all.

1. **RENT PAYMENTS:** It is imperative that residents follow the rent payment procedure. All rents are due the 1<sup>st</sup> of the Month and paid by the 3<sup>rd</sup> unless other specific arrangements have been made. A \$25 late fee will be assessed, if the rent is not paid by the 3<sup>rd</sup> of any month of the lease term.
2. **WINDOWS:** Keep windows closed when away. Wisconsin weather is unpredictable and weather damage to blinds and woodwork is your responsibility.
3. **TRASH** pickup is weekly. We ask that you separate recyclable items from the regular trash. The supplied trash containers remain with the property. On non-garbage days, trash containers should be kept in the garage.
4. **APPLIANCES:** Please make every effort to keep your range free of grease and food particles. It is expected that your range, microwave, refrigerator, and dishwasher will be as clean when you move out as it was when you moved in.
5. **CABINETS:** You are encouraged to line kitchen cabinets and drawers along with bathroom vanities with a non-adhesive shelf liner to prevent damage to cabinetry. No adhesive contact paper is allowed. Additionally, the lazy susan (lower corner kitchen cabinet) should only contain lightweight items to prevent cracking or damage to the shelves.
6. **LIGHT BULBS** are to be replaced by you.
7. **CARBON MONOXIDE (CO) DETECTORS** should remain operable at all times as they are required by law on each level for your safety. They must remain on the property during your lease as well as after your lease expires.
8. **GARBAGE DISPOSAL** is to be used for soft garbage only – no bones, coffee grounds, seeds, grease, or shells. These items should be disposed in the trash.
9. **WATER SOFTENER:** Always keep salt in the water softener. Pellets should be put in above water line—you use less salt that way. We will start you out with your first bag of salt.
10. **DOORS and WOODWORK** should not have any installation that causes nail and screw holes. The doors are hollow core and will not retain any installation besides marring the appearance. This should be treated the same as fine furniture. A pin hole caused by a fine nail on the plaster can be repaired. If you have any questions or problems, please call us.
11. **FURNACE** filters should be changed every few months to reduce fuel consumption and air-borne dust.
12. **NO DISTURBING NOISES:** Social & friendly gatherings are welcomed providing such gatherings do not become boisterous, obscene or objectionable to other residents. Tenants are responsible for the conduct of their guests in accordance with these Rules and Regulations. Also, stereos, radios and televisions are not to be played so loudly that they are objectionable to other residents.
13. **EXTERIOR MAINTENANCE:** The exterior doors should not have any installation that causes nail and screw holes. In addition, the exterior doors and door frames should not be painted. Premises must be kept free of litter, pet feces, snow removed in front of garage door, stoop & sidewalk, and landscape mowed, trimmed and watered as needed.
14. **ABSOLUTELY NO** pets without advance permission of the owner.

RESIDENT: \_\_\_\_\_

OWNER: \_\_\_\_\_

DATE: \_\_\_\_\_