



GARBAGE DISPOSAL AGREEMENT

The food waste disposal appliance (commonly referred to as a garbage disposal) is located underneath your kitchen sink. This appliance is meant to be used for the pulverization of certain food waste items in preparation of their disposal down a common sink drain. In order for the food waste disposal to operate efficiently and correctly, it will be necessary for all users to follow these guidelines during its use:

1. Turn **COLD WATER** on to full flow.
2. Feed the disposal small amounts at a time, pushing the food waste through the rubber splashguard.
3. Flip the disposal switch to "ON". Allow the disposal to run until the shredding sound ceases. The switch is usually on the back wall or near the sink. Keep all hands and fingers away from the drain during the pulverization cycle.
4. Flip the disposal switch to "OFF". However, allow the **COLD WATER** to run at full flow at least a minute longer to clear the line of all pulverized food waste (failure to "flush" the line will result in the eventual build up of pulverized food waste and the inevitable clogging of your drain). Shut water off.

Under no circumstances should you discard the following items in your disposal: Bones, uncooked rice, banana, lemon or orange peels, corn husks, cabbage, onion skins, celery, plastic, egg shells, potato peels, grease, metal, or glass. Failure to comply will result in the eventual failure of your disposal, the clogging of your drain lines, and an expensive replacement. You will be held responsible for the replacement if any of these items are found in the disposal, trap, or drain.

The safety overload on the motor will engage if the disposal is overloaded and overheats. If this should occur, please wait a few minutes to allow the device to cool off and then press the reset button located on the base of the disposal underneath the sink (usually a red button). If the disposal still will not run properly, please contact our maintenance department.

I UNDERSTAND AND AGREE TO THESE TERMS.

_____ Date

_____ Date

_____ Date

_____ Date

_____ Date

_____ Date

Community Representative



Sidewalk and Lawn Addendum

I understand that under no circumstances am I, my occupants or my guest authorized to drive on, or park any vehicles on the sidewalk or lawn at any time for any reason.

Upon doing so, there will be a One Hundred (\$100.00) dollar fine charged to my account, plus any additional fees for any damage done to the landscape or sidewalk.

I have read and understand the sidewalk and lawn addendum.

_____ Date

_____ Date

_____ Date

_____ Date

_____ Date

_____ Date

Community Representative



Pool Rules & Regulations

The services and facilities of a swimming pool may be furnished by the community as a convenience to the residents and any temporary interruption, modification, or discontinuance in the character of the particular service furnished, shall not be cause for damages, for termination of this lease, or for reduction or rebate of the stipulated rent.

The pool and its facilities will be opened at reasonable hours, and it is expressly understood that the use of the pool by the residents and/or his guests is at the residents and guests own risk. Guests of any residents may only use the pool and the pool area when accompanied by the resident. The number of guests permitted may change according to needs of the community to service residents first.

No pets, glass bottles or alcoholic beverages are to be permitted in the pool area. A supervising adult must accompany all children. No life guards are on duty at any time so you swim at your own risk. Any and all rules posted in the pool area must be obeyed at all times or pool privileges may be revoked.

Specific pool rules and regulations are provided in your move in packet for you to review.

_____ Date

_____ Date

_____ Date

_____ Date

_____ Date

_____ Date

Community Agent _____ Date



DISHWASHER AGREEMENT

If your apartment is equipped with a dishwasher, it will be located near your kitchen sink in the place of a cabinet. This modern appliance is a useful tool for assisting in the cleanup of your dishes during kitchen duties. The following guidelines should help you get acclimated with the operation of this appliance:

1. **Never use regular dish soap detergent commonly found in squeeze-type bottles.** If you place regular dish soap in your dishwasher it could damage your machine. It will most likely spill out of your machine onto your floor. It will also take several wash cycles to remove regular dish soap. Always use a detergent that is approved for dishwasher use. These brands will usually be labeled as **AUTOMATIC DISHWASHER DETERGENT**. There are several brands to choose from such as *Cascade* and *SunLight*. To avoid any confusion and get the best performance from your machine please use a powder-based automatic dishwasher detergent. Also, be sure that you place the detergent in the indicated dispenser cup, not the area where the rinsing agent is to be placed.
2. **Place only dishwasher safe items in the dishwasher.** Most items will say if they are dishwasher safe. If you are in doubt, play it safe and wash the item by hand instead. The high temperatures reached by a dishwasher can melt non-safe items very easily, destroying other items and permanently damaging your dishwasher.
3. **Empty all food scraps into the trash or food waste disposal (if appropriate) from your dishes before placing them into the dishwasher.** Your dishwasher does not have a food waste disposal built in. If you place food scraps in your machine, it will plug its drains and damage the machine.
4. **Never block the wash tower (located in the bottom center of your dishwasher).** This mechanism sometimes spins and needs to be able to freely move without obstruction.
5. **Don't overload your dishwasher.** When there are large amounts of dishes to be done split them up into manageable loads. Attempting to pack the washer can damage the machine.

If you are in doubt of how to operate your dishwasher please contact the leasing office and we will arrange to have a representative instruct you how to properly operate your machine. Improper use can potentially result in damage to the machine, which you will be held responsible for.

I UNDERSTAND AND AGREE TO THESE TERMS.

Date

Date

Date

Date

Date

Date

Community Representative

GETTING TO KNOW YOUR NEW HOME

- **DUMPSTERS**
We have conveniently placed dumpsters throughout the community. All trash must be set inside the dumpsters and not placed near or around. All trash must be properly bagged and the Dumpster lids are to remain closed to keep animals out. Some of our communities have a trash compactor placed in a specific area where trash is to be disposed; please check with your management office for details regarding its operation and location.
- **LAUNDRY ROOMS**
Laundry facilities are conveniently located throughout the community. If your laundry facility is equipped with locking doors, please keep all doors closed & locked at all times to prevent unauthorized use. Please make yourself acquainted with the posted rules and hours of operation. These are also available at the management office.
- **THERMOSTAT**
If your home is equipped with central air conditioning or forced air heating, your thermostat will control these appliances. Always keep the fan set in the "AUTO" position and adjust the temperature to your liking. In summer months, it is recommended that window blinds be adjusted to allow some light in, however, the majority of light should be reflected outwards from your apartment for optimal cooling efficiency.
- **CARE TIPS FOR YOUR BATHTUB**
Your bathtub and shower stall may have been resurfaced with an acrylic urethane coating. To prevent chipping, peeling, and the wearing of this surface please DO NOT use abrasive cleaners (Ajax, baking soda, steel wool, etc) to clean this area. Instead, use a soft cloth, sponge, spray, or gel cleaner. Also, no suction cup mats may be used on the tub surface. If you have any water leaks, please notify maintenance immediately.
- **CARPET CARE**
Your carpeting has been cleaned or replaced for your occupancy. It is your responsibility to maintain and clean the carpet during your stay. In the event of accidental spills, DO NOT rub the stains. Instead, gently blot this area with a cotton cloth or towel to draw the liquid out instead of rubbing it into the fibers. Vacuuming on a regular basis will prolong the life of your carpeting.
- **MAILBOXES**
Mailboxes are located in various areas throughout the community, which include common hall foyers as well as freestanding podiums outside (please check with your management office regarding which type applies to your community). Mailboxes may be marked with a mailbox number and occasionally your name. If it appears that your mailbox number has come off, please contact management for a replacement label. However, under most circumstances, the United States Post Office is responsible for the care and maintenance of your mailbox, in which case you will need to contact your local post office for help. The keys that are issued to you at time of move-in are your responsibility. If they are misplaced, you will need to contact your local post office for replacement, however some communities can orchestrate their replacement for you. Please check with your management office for details.
- **INTERCOMS**
If your building is equipped with intercoms, please make sure your apartment number or name is clearly labeled on the correct intercom button. Please provide all visitors with your full address so they do not disturb other residents to gain access to the building. Management is prohibited from identifying a resident's address except by authorized authorities. However, if management is provided with an address only, management is permitted to direct persons to their desired location.
- **BUILDING DOORS**
The entry doors to the buildings shall remain closed at all times. Please do not prop the doors open for any reason; this causes a misalignment of the doors with the doorframe and they may not close properly.
- **HALLWAYS**
The common hallways are cleaned regularly. Per fire code, you are prohibited from storing things outside of your apartment in the common hallway, including shoes, boots, boxes, garbage, furniture, and other items. All trash must be placed outside in the dumpsters or compactor immediately.

If you have any general questions or concerns regarding your new home, please do not hesitate to contact your management or leasing office. We are continually striving to improve the quality of life in your community!

_____	_____
Date	Date
_____	_____
Date	Date
_____	_____
Date	Date



Good Neighbor Policy

We would like to welcome you to your new apartment home. We sincerely hope that your living experience here will be both pleasant and comfortable. To assist in this effort, we offer the following Good Neighbor Policy as a guideline of your rights and obligations as a resident and our responsibilities as your host. Enjoy your new home!

BEACON MANAGEMENT ENDEAVORS TO:

Keep the exterior and common areas of the buildings neat, clean and in good repair so that you will be proud to live here.

Provide one-day service on reported repair problems, whenever possible, and keep appointments on all pre-scheduled repairs.

Give notification of changes in rent or rules, generally 30 days or more.

Publish and enforce reasonable and understandable house rules for the protection of the rights of the individual residents and to insure the apartment community is enjoyable for all.

Answer completely and honestly all questions about the apartment or the apartment community.

Explain the use and maintenance of unfamiliar appliances – disposal, dishwasher, etc.

RESIDENT AGREES TO:

Have consideration for your neighbors by keeping your apartment, patio, or balcony and storage area clean and in good repair.

Immediately notify the manager of any problems whether it is an emergency situation or common maintenance issue.

Pay rent promptly and give a minimum notification of 60 days if you intend to move out.

Understand and follow the house rules and educate family and guests to live by them so they will not inconvenience neighbors. Inability to follow the house rules is possible grounds for a request to leave.

Ask management any questions regarding the condition of the apartment or the apartment community.

Follow manufacturer's instructions on apartment lease and all appliances and call the manager when repair is needed. Repair costs due to improper maintenance are the resident's responsibility.

~ DECORATING ~

Make suggestions on the installation of heavy hangings – light fixtures, mirrors, wall units, etc. (pictures may be hung by a thin nail.) No sticky-back hangers.

Ask the Manager's advice on hanging heavy objects and follow recommendations made.

Encourage gardening – both house plants and plants on the patio/balcony as long as they are affixed so they cannot be accidentally knocked over.

Green thumbs will maintain their own plants and be sure a friend or neighbor looks after them when they are on vacation.

BEACON MANAGEMENT ENDEAVORS TO: RESIDENT AGREES TO:

~ LOCKS & SAFETY ~

Assist in maintaining safety and per the rental agreement, enter an apartment only in an emergency or with prior notification.

Will not change, add, or replace locks without prior written consent of the manager and will be sure to lock apartment when not at home.

~ LAUNDRY ~

Provide laundry facilities for your convenience and request that they be used only during the hours posted.

Use the facilities as the instructions indicate and leave the laundry room clean for the next person.

If a machine is out of order, notify the office or laundry vendor.

~ PARKING ~

Maintain the off-street parking for the safety and convenience of residents.

Park only in marked spaces, not blocking other residents' access to their spaces.

Will not wash or dismantle the automobile at the apartment community.

~ MAIL & DELIVERIES ~

Keep mail box area clean and, on specific request from resident, accept and hold packages in the office for pick up later.

Promptly pick up mail and let the managers know if you want them to accept a package or delivery.

Also, on specific request, let the telephone installer or repair men into the resident's apartment when (s)he is away.

Be sure to notify the manager when expecting a repairman or delivery and who it will be. If you do not plan to be home, be sure the manager knows who to allow into your apartment.

~ RECREATIONAL FACILITIES ~

Maintain recreational facilities in useable, clean condition for the enjoyment of all residents.

Adhere to specific house rules that regulate the use of the facilities in insure the maximum enjoyment of all residents.

Resident Signature

Date