

## HOUSE RULES/HOUSEKEEPING STANDARDS

- **SMOKING IS NOT PERMITTED** inside any area of the building or courtyards. If you or a guest must smoke, please do it outside the building and at least 50 feet away from any door or open window.
- If you will be gone for an extended period (such as more than two weeks), please let the
  office manager know. While we cannot watch your home, we need to be aware of your
  absence.
- Everyone is entitled to the quiet enjoyment and peaceful harmony of their home. We will not tolerate the behavior of renters **OR** their guests who violate this right in the neighborhood.
- There will be a property inspection 30 days after move-in and again 90 days after that. Our unit is your home. We need to work together to make sure that conditions/housekeeping of your home will be something we all can be proud of. Your home will also be inspected on a quarterly basis each year to make sure all the mechanicals are in good working order.
- Clean your cooking range, range hood, and filter, inside and out, as often as necessary.
- Clean your refrigerator at least once a month. NEVER USE A KNIFE OR SHARP TOOL WHEN CLEANING YOUR APPLIANCE.
- Clean and sanitize the kitchen sink, bathroom sink, tub and toilet, and remove hard waterstains. Do not use abrasive cleaners or scratch pads on fiberglass or marlite tub surrounds or showers. This would also be true of the quartz tops on all vanities in the bathrooms and kitchen cabinets. Toxic liquids should never be put down the drain and should be disposed of carefully and properly.
- When flushing the stool and the water does not go down but raises to the top of the bowl, DO NOT try flushing the toilet again. Use a plunger first then try flushing it again. DO NOT put feminine hygiene products or diapers down the toilet. If a sewer back up or drainage back up occurs because of any item being put down the drain improperly, the plumber's bill will be sent to you for payment.
- If you have questions about how items may be hung on the walls or how the blinds in the windows work, please contact the management agent for tips on how to do these things properly.
- Carpets should be vacuumed at a minimum of once weekly to keep new carpet from matting and pilling. Spills on the carpet should be cleaned up immediately. Arny permanent stains will result in carpet replacement of like kind at the tenant's expense.
- Sweep and mop all floors. DO NOT CEMENT, STAPLE, OR NAIL RUGS TO THE FLOOR. Please keep your shower floors as dry as possible. A DRY FLOOR IS A SAFE FLOOR.

- In order to help prevent cockroach infestation, remove all boxes, paper, and other rubbish DAILY to the proper container provided by the management that will be located in the hallway by the laundry room. If a cockroach infestation occurs because of a tenant's actions, all extermination expenses will be the responsibility of the tenant.
- St. John's has made a garbage disposal available in each apartment. Please use these responsibly. Use plenty of water when running the disposer. Do Not Use Hot Water. Do not jam the disposer completely full before running it. Push small amounts of garbage in while the water is running, and the switch is on. Do not put bones in the disposer.
- St. John's Place will have a small laundromat for the use of the tenants only. There will be no charge for the use of the machines; however, it is management's expectations that the machines will be used and cared for properly. The vents of the dryers must be cleaned after each use. Washing machines should be left open after washing is complete. Equipment available in the laundry is for the use of the tenants but must be returned to the laundry room when the tenant has finished with them. All trash must be picked up and disposed of properly after each use of the room.
- Cars must be parked in spaces specifically assigned for parking on the property. Cars may not be parked anywhere on the grass or lawns, even temporarily.
- The West and East courtyards have been named for use by the tenants. Eventually they will be restored and become a beautiful outdoor area for relaxation and socialization. When using them, please keep them free of trash and debris.

## You will be held responsible for all repairs of damages to your apartment caused by the installation and servicing or disconnecting and removing of personal equipment or furnishings.

If you have questions about the above information, or want any other information about these HOUSEKEEPING STANDARDS, please contact Victoria Community Coalition, Inc., (D.B.A.) St. John's Place. Phone Number:

I HAVE READ AND UNDERSTAND THE <u>HOUSEKEEPING STANDARDS</u> STATED ABOVE.

SIGNED		
	Tenant	
SIGNED		DATE
	Tenant	
WITNESS		DATE
	St. John's Representative	