

House Rules

(Including Move-In and Move-Out information)
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AMBER PROPERTIES COMPANY
AMBER APARTMENTS
380 N. CROOKS RD.
Clawson, MI 48017-3005

Office: (248) 280-1700
FAX: (248) 280 1635
E-mail: amber@amberoffice.com
www.amberapt.com

House rules are necessary for safety, to minimize inter-tenant friction, and to protect the property. These **HOUSE RULES** are obligatory, and are part of your **RENTAL AGREEMENT** with Amber Properties Company. You are living in a multiple dwelling, not a detached single home. Please be considerate of your neighbors. The most common complaints are about late and noisy parties; also, excessively loud stereo equipment. Management may request return of the apartment if noise complaints are received.

INTERIORS:

- No tape, adhesive picture hangers, or stickers on walls. A few small nails (never more than 8) do less damage. Nails in paneling grooves leave minimal damage.
- No repainting, wallpaper, adhesive contact paper, alterations, or hardware by occupant.
- Do not damage oak or vinyl floors with nails, tacks, strips, or furniture legs.
- Don't damage oak floors with excessive mopping or spillage.
- You are responsible for damage caused by leaking aquariums, waterbeds, flower pots, open windows, etc.
- Do not waste water, gas, electricity, or heat. *Open windows during heating season not allowed.* Report running toilets, and dripping/leaky faucets promptly.
- Tenants are responsible for all damages caused by their neglect or carelessness. This includes but is not limited to clogged toilets due to improper disposal of diapers, tampons, sanitary napkins and grease, or other objects. Tenants are also responsible for fire damage caused by carelessness or negligence, whether or not you elected to obtain renters insurance.
- Tenants are responsible for keeping the apartment interiors at a reasonable level of cleanliness and order.
- Please be a good neighbor and comply with all local ordinances, state and federal law.
- Do not chip ice from freezer or you'll puncture the evaporator.
- Place rugs on oak floors in walking areas, to reduce noise to apartment below. No fastened-down or wall-to-wall carpets.
- Place carpet squares under furniture legs to protect floors.
- Keep your TV or stereo speakers on carpet pads, shelf or platform; not directly on the floor. Be considerate of your neighbors.
- Ceiling hooks are permitted except on textured ceilings, or if ceiling contains electric heating coils. Because of resilient channel construction, this may be difficult. Ask.
- Resident will be charged for wallpaper removal, colored walls, missing rods, shelves, breakage, etc. or damage to any vertical blinds. If your apartment has vertical blinds, ask about their correct operation. Do not force open or closed.

PARKING AND AUTO:

- Park snugly within the yellow lines. Do not park rambly. *No unlicensed, unused or out-of-service autos.* Visitors to use street parking if possible.
- Keep a shovel in your auto. Snow plows sometimes form a ridge behind your car.
- Don't dump litter or ashtrays in lot. Do not spill anti-freeze, motor oil, or other fluids. Dispose of wastes properly.
- Car washing allowed, using a bucket. Hoses not allowed.
- Carport parking by assignment only.
- Motorcycles and boats not allowed, other than by special permission, only if a permit has been issued.

ABANDONMENT:

- If it has been determined that you are no longer living in the apartment, you may be considered to have abandoned the dwelling. The contents may then be removed and the lock changed as allowed by law.
- Any possessions left in an apartment, storage space, hallway, utility room or patio/porch after vacating, or which is of unknown ownership, will be treated as abandoned property. Resident will be charged for removal of abandoned property.

PLEASE DO:

- Let Management know your current telephone number, home and business. Management must know name, address and phone numbers of parent, or other person to notify in case of accident, illness, prolonged absence, or other emergency. We do not disclose unlisted numbers.

DON'TS:

- DO NOT let your apartment door stand open (noise control).
- DO NOT prop open entry doors, or laundry room doors. Keep out mice, raccoons, snoopers and vagrants.
- DO NOT keep junk or trash on patios/porches/balconies or in hallways. Trash must be discarded promptly only in the refuse dumpsters provided.
- DO NOT overload outdoor wooden or concrete decks and balconies. A maximum of six persons is allowed at any time.
- DO NOT keep gasoline/empty cans anywhere on premises.
- DO NOT leave lighted candles burning when away from your apartment.

- DO NOT smoke in hallways, laundry rooms, basements or other common areas.
- DO NOT disable smoke detectors or fail to report if defective.
- DO NOT tamper with building heat/hot water controls or gas/electricity/water/telephone/cable TV utilities.
- DO NOT unplug heating thermostat system transformers from wall outlets.
- DO NOT bring supermarket carts to apartments.
- DO NOT allow hallways or lobbies to be a hangout for truants. Tell the police and Management.
- DO NOT change locks or keys. Do not install security alarm systems or chains which lock with a key. Do not re-program garage door openers. Management **must have** access to all apartments for emergencies and to respond to repair requests from tenants; also to show apartments to prospective renters once tenant has given notice of move-out. Management will make best efforts to give advance notice to resident. Other than the above, Management agrees not to conduct or allow or permit access to tenant's unit for municipal inspectors nor for other inspection reasons, except with tenant's permission.
- DO NOT jam stones or bricks in building entry door hinges to keep open; this damages hinges/doors, and tenant will be charged.
- DO NOT drive on grass during move-in, move-out, or at any other time.
- DO NOT keep propane tanks or propane barbecue grills anywhere on the premises
- DO NOT use untreated live Christmas trees; *treated or artificial trees only are allowed by law.*
- DO NOT "fill" or "patch" nail holes at move-out.
- DO NOT operate a home business which involves client/customer traffic to or from your apartment.

MORE INFORMATION:

- Management makes its best effort to maintain the buildings and appliances in sound functional condition. Management reserves the right to alter, amend, change or delete any specification pertaining to the buildings or individual apartments; and to make necessary repairs replacements, alterations, etc., as required subject to weather and availability of materials and manpower, *without prior appointment.*
- Management disclaims responsibility or liability for losses and inconvenience of residents resulting from frozen pipes, stopped drains, leaks, interrupted utilities, defective appliances, etc.
- There shall be no allowance to residents in the way of the diminution of rent or assumption of liability for inconvenience or reduction in services resulting from loss of heat, water, roof or other building or utility failures.
- In event significant damage occurs to an apartment, either management or resident may terminate the rental agreement.
- Management disclaims responsibility for the acts of other tenants or their visitors. *Purchase of Renter's Insurance for theft and casualty is strongly encouraged.*
- For fire safety, do not allow draperies, paper or other flammables on or near indoor gas space heaters or fireplaces or near the outdoor heater vents. Never place fireplace ashes in a combustible container.
- Storage is permitted only in your assigned storage locker/cage, never in a storage locker/cage assigned to others.
- Amber Apartment dwellers may keep birds and fish and pursue quiet hobbies. No exotic animals such as snakes, iguanas, etc. Also, no pit bulls, part-wolf or other aggressive dogs. A dog or cat is allowed **ONLY** at some locations, by pet permit **ONLY**; they are otherwise prohibited.
- Management has provided at least one cable t.v. outlet and one telephone jack in each apartment for your convenience. Any activation of these services is to be made by you with the cable t.v. and/or telephone company, at your cost. No additional wiring, antenna, or satellite dish is permitted by you or the cable/satellite t.v. and/or telephone and/or internet service companies without Management's prior approval.
- As an accommodation, Management may accept parcels but disclaims responsibility or liability for such parcels.
- Management will not replace burned out light bulbs or fluorescent tubes. They are available at no charge for tenants if picked up at the Rental Office.

- Management will help tenants gain access to their apartments in "lock-out" situations. However, Management reserves the right to charge a \$25 fee for after-hours lock-outs. There is an additional \$25 charge per lock for lock changes.
- At the request of tenants, Management may give a key to delivery/repair persons, but we cannot accompany them.
- Coin operated laundry machines are provided for your convenience. It is expected that the washers and dryers will be cleaned by the users after every use. Clogged dryer lint traps reduce performance, so keep the filter and the trap clean. No dyes may be used in the washing machines. Hanging laundry out-to-dry outdoors is not permitted.
- Having your own washers and dryers is not permitted except by permit **ONLY**, only in those units with available washer/dryer hookups. *You must replace the gas dryer service cap and vent cover, or you will be charged \$10 / \$15, respectively.*
- Management undertakes to prepare the rental property prior to move-in to the high standards of Amber Properties Company. Management has three working days -- on the tenant's time -- to "finish" the apartment. If more than three days are required rent will be adjusted, pro rata, for the excess days.
- If you must move in before "finishing" is completed, Management will make best efforts to finish work as your furniture and belongings allow.
- If the former occupant does not vacate on time, your tenancy begins when the premises are vacated. If you occupy the premises before the scheduled date, your rent will be prorated for the days of early occupancy. The departing tenant is refunded the same number of days rent.
- Per state law, resident may complete a move-in check list within 7 days of occupancy to record gross damage to the premises which existed prior to move-in. Forms for such documentation are provided by Management. *The move-in Apartment Condition Check List is NOT a Maintenance Request.* For service you must submit Maintenance Requests.

MOVE-OUT:

- Provide a minimum of 30 days written notice of your intended move-out date, even if your lease is expiring. **All** move-out dates must be **ONLY** *month-end* (the last day of the calendar month), or *mid-month* (the 15th day of the calendar month).
- You must pay in full for your last calendar month or half calendar month, regardless of your actual move-out date.
- Avoid these charges, which are liquidated damages for the costs and administrative efforts we incur:
 - If you break your lease but give a calendar month notice, you will be charged an amount which is the equivalent of 60 days additional rent.
 - If you break your lease and also lack a full calendar month notice, you will be charged an amount which is the equivalent of 75 days additional rent.
 - If you do not break your lease, but only give 16 to 29 days move-out notice, you will be charged 15 days additional rent.
 - If you do not break your lease, but give less than 16 days move-out notice, you will be charged 30 days additional rent.
- To protect your credit rating your last rent payment must be on time and in full. Include any additional rent due resulting from the above charges. You may not apply security deposit as rent.
- You must move out at the scheduled time, so as not to delay the incoming resident. Late move-outs are subject to civil law suit by the party injured by the delay.
- If you hold-over, for any reason, even for a single day, you are obligated to pay a full months rent.
- Security deposit will be retained only for unpaid rent or for damages which are beyond fair wear and tear. Security deposit deductions, if any, are detailed on the Move-out Settlement.
- Management will refund to you rent payments for days the premises are occupied by a new resident. Return the keys as soon as you can, so the apartment may be re-rented as soon as possible. Any such refund would not apply to liquidated damage charges for breaking your lease.
- *Failure to return all door and mailbox keys will result in a \$25 lock change charge per lock. Lost key charge is \$5 each. Lost garage door opener charge is \$40 each.*
- As required by law, to receive your security deposit refund you must provide Management with your forwarding address within four days of moving. The security deposit refund will be sent to you by mail within 30 days.
- *Management may show your apartment to prospective tenants when it has been listed for re-rental.*