

Welcome!

We look forward to a great year with you and wish you the best of luck!

HOUSE RULES: Keep posted in your kitchen cupboard for future reference.

1. Please make all requests and concerns in writing and send them to our address. Upon receiving written requests, you will receive a response within 24 hours. It is not acceptable to make a verbal mention, alone, of a problem/concern.
2. Rent is to be paid in full by the first of each month in one check.
For each day after the first of the month, a \$20 per day late fee will be charged. Please communicate with roommates to be sure only one check be sent and allow at least three-five working days for the check to arrive in the mail.
3. Do not add any **new** nail holes to the walls or *especially* wood trim/doors.
4. Do not use tape to hang anything on the walls, wood trim, or doors.
5. Pets are not allowed, including "pet-sitting". Waterbeds are not allowed.
6. Smoking is strictly prohibited inside the property. If you choose to smoke, please do so outdoors and dispose of cigarette butts in a container. You will receive a warning from management if cigarette butts or bottle caps, in particular, accumulate on the property grounds. (see #9)
7. When setting up garbage pickup, be sure of the day garbage is collected. The city allows you to put out garbage containers the night prior to pickup and the container must be removed from the curb the day of, following pickup. If a container is left curbside at any other time, you will be charged a fine by the city, which is the responsibility of the tenant and to be paid immediately. This applies for recycling containers as well.
8. Never overflow your garbage container or leave items beside your garbage container for pick up. In this event, you will be charged a fine by the city, which must be paid for by the tenants immediately. Check with BFI about dates for large item pickup allowed throughout the year.
9. Keep the property, indoors and outdoors, in a clean and orderly fashion. Unsanitary living conditions will not be tolerated, due to risk of insects and rodents. Also, keep all rubbish picked up around the yard. Should EPM need to do this, you will be charged \$20.
10. The property will be inspected by management throughout the lease year (fall, winter and spring) to be sure the tenants maintain the property. This time will be arranged with the tenants at least 24 hours in advance.
11. The laundry facility is strictly for tenant use only. Empty the lint filter in both the washer and dryer after every use. Also do not overstuff the machines, as the motor may burn out. If maintenance is required as a result of either, the responsibility of the tenant and to be paid immediately for the cost of service and repair will need to be paid immediately.
12. Do not use the basement area around the furnace and hot water heater for storage as it creates a fire hazard. Please note that in older homes cobwebs and dust may accumulate quickly. Please maintain as necessary. Your living space, main floors and upper levels, will remain our utmost priority for superior cleanly standards.
13. If fans are used in windows, the screens must be cleaned regularly, due to dust/dirt buildup. Be careful not to do any damage to storm windows and sills. Any window AC units must be approved and require padding to protect windows/storm windows from damage
14. It is the responsibility of the tenant to defrost the freezer twice a year. This is regular upkeep for the appliance and will help to avoid costly service calls.
15. Only patio furniture is permitted on a porch. Tenant is responsible for any fines from the city for other types of furniture.
16. Lock out fee \$25.00 - 75.00
17. NO PARTIES PERMITTED ON THIS PROPERTY! See your lease for details.

IMPORTANT:

****All drain pipes in bathrooms have been inspected for hair build up prior to move in. BE SURE to use a hair trap for your shower/tub/sinks, since slow drains and clogging occur very quickly from individuals with long hair in particular, without religious use. This is a costly fee if maintenance is required and will be charged to your lease. See item # 43 on the lease. DO NOT USE DRAIN CLEARING PRODUCTS YOU CAN BUY IN A HOME STORE, OFTEN TIMES THESE MAKE THE SITUATION WORSE WHEN YOU ARE NOT AWARE OF WHAT YOU ARE DEALING WITH.**

****As stated in the lease, it is the responsibility of the tenant to obtain his/her own Renter's Insurance. Be smart and always remember to lock all locks on doors, handles and dead bolts, and windows when you are not home!! Leave on exterior lights as well.**

Contact Information:



**EMERALD PROPERTY & MANAGEMENT LLC
6616 BRIGHAM STREET
PORTAGE, MI 49024
(269) 317-2057**

In case of **emergency**, you may need to know the location for shut-off switches to the property.

The following are locations for shut of switches:

- Main Gas-outside
- Main Electric-basement
- Main Water-basement

Telephone Numbers to Know:

****Please set up all utilities, those that apply to your rental lease, in tenant's name as of August 8.**

- City Water (Dept. of Public Utilities).....337-8149
- Consumer Energy
- Gas and Power Company.....1-800- 477-5050
- BFI Waste Systems.....1-800-221-7191

Alternative Contact for Emergency Situations:

- 1. (269) 317-2061
- 2. AA MAINTENACE (269) 760-5201