

# **PASTORE BROTHERS TIC RESIDENT GUIDELINES**

## **THESE REGULATIONS ARE A PART OF YOUR LEASE AGREEMENT**

The following regulations are set forth in order to insure your comfort and to aid us in maintaining the standards of this building. We will strive at all times to render prompt and efficient service and to maintain the property as you would have it. We ask your cooperation in observing these guidelines. An expense incurred by the management as a result of a violation or disregard of these regulations will be assessed against the responsible resident. Promptly notify the management of any needed repairs to any of the equipment or fixtures.

**OFFICE HOURS.** The office, located at 2315 West Grandview, Erie, Pennsylvania 16506, is open from 8:00 a.m. to 4:30 p.m. Monday through Friday. Please conduct all business during these hours. The office phone number is 838-9640. *For emergencies only* call Don at 833-0405.

**OCCUPANCY.** The number of residents is limited to:

- 1 person per studio or efficiency apartment
- 2 persons per one-bedroom apartment
- 4 persons per two-bedroom apartment

**PETS.** Fish aquariums and birds in a cage are the *only* pets permitted. No dogs, cats or other animals shall be permitted on the premises for any reason. (This applies to visitors as well.)

**SMOKE FREE BUILDING.** No smoking by residents or their guests is permitted anywhere in the building.

**ENTRANCE DOORS.** Front and back security doors should be kept closed and remain locked at all times.

**RENTAL PAYMENTS.** Rent is due on or before the 15th day of each month, in advance, and not later than the 20th day of the month. The postmark date will determine the date of payment. Late payments of rent are subject to the charges set forth in your lease.

### **UTILITIES TO CONTACT UPON MOVE-IN AND MOVE-OUT:**

Penelec	1-800-545-7741
Verizon	1-800-942-5000
Erie Cablevision	1-814-453-4553

***Within seven days of move-in, a list of any damages or discrepancies noted in the apartment or townhouse must be sent to the office. This may prevent any misunderstanding upon move-out. The resident will be held responsible for any damages not recorded upon move-in.***

**KEYS/LOCKS/GARAGE DOOR REMOTES.** Two (2) or more door keys will be provided with each townhouse or apartment, and upon vacating, all keys must be returned to the office. The resident will be charged \$25 for any apartment or townhouse keys not returned on the day of move-out. Garage door remote(s) will be provided when applicable, and must be returned to the office upon vacating. The resident will be charged \$50 for each remote not returned.

**If you should lock yourself out, you may call the office or the emergency number listed above if the office is closed. If we are called to open your apartment, the following fees will be charged:**

- During office hours - \$6
- To 10:00 p.m. - \$10
- After 10:00 p.m., weekends, holidays - \$20

**MAINTENANCE.** Please make requests for repairs or maintenance by telephone during office hours. Other personnel are not authorized to take such requests. Be sure to give your name and address with any request for service. Your cooperation will enable the management to provide you with quick and efficient service. No charge is made for repairs or adjustments unless necessitated by negligence or mistreatment by the resident, or unless you fail to first follow the "Items to Check Before Calling for Service" described below. Emergency repairs only should be reported during evenings or weekends to the phone numbers above.

**FURNACE.** During cold winter months furnaces should NEVER be turned off. The furnace should never be set lower than 55 degrees. If you turn the furnace off, pipes may freeze and you will be responsible for any damage and repair costs.

**SMOKE DETECTORS.** It shall be the responsibility of the resident to inspect and test the operation of the automatic smoke

detector upon move-in and at monthly intervals thereafter, and to keep the automatic detector operable at all times. It is also the responsibility of the resident to notify the management if the device is not functioning properly.

**RANGE.** Do not use aluminum foil to line the inside of the oven or on the burner pans.

**DISPOSAL.** Disposal covers should be kept in the drain position when not in use to prevent foreign material from accidentally dropping into the unit. When in use, be sure to keep cold water running into the unit. It is important to maintain a sufficient flow of water to flush shredded waste through the drains, even after you have turned off your disposal. Do not put bottle caps, cigarette butts, glass, pins, foil, bones, string, paper or anything of a fibrous nature in your disposal.

**AIR CONDITIONING.** Do not store or lean anything against air conditioning units to avoid possible damage. Please check outside switch (townhouses only) and breakers before a service request is made.

**PLUMBING.** No rags, paper towels, disposable diapers, sanitary napkins, tampons or any other improper articles shall be thrown into the plumbing fixtures nor shall any harmful cleaning materials be used. The cost of any damage or back-ups resulting to plumbing equipment from misuse shall be borne by the resident. Please report any spigot leaks or any plumbing problems immediately. Management is not responsible for routine plunging of commodes.

**FIRE EXTINGUISHER.** A 5lb. abc fire extinguisher has been provided for your safety. It is to be used only in the case of a fire. Take time to familiarize yourself with its location and usage. The directions are printed on the fire extinguisher. Residents will be responsible for any expenses incurred due to miss-use.

**LIGHT BULBS.** Each townhouse and apartment will have light bulbs and fluorescent bulbs that are in working order at the time of occupancy. Resident is to furnish replacements thereafter and to see that all are in working order upon vacating.

**PEST CONTROL.** Rodent and insect control is the responsibility of the resident.

### **ITEMS TO CHECK BEFORE CALLING FOR SERVICE IF APPLIANCES OR FIXTURES ARE NOT WORKING PROPERLY:**

- (1) Always check circuit breakers first in the event of any appliance, furnace, or hot water tank failure. Always turn off or disconnect any malfunctioning appliance before resetting the breaker.
- (2) Depress the reset button underneath the garbage disposal unit if it does not function.
- (3) If the oven or broiler does not function, check all clocks on ovens with "self-clean" or "time bake" features.
- (4) If light fixtures don't work, check circuit breakers and bulbs.
- (5) If the air conditioner does not function or emits only warm air, turn off the unit, check all circuit breakers (and in Willowood units, check "on" position) then turn the unit on again at the thermostat control.
- (6) If a commode is plugged or not flowing properly, plunge the commode with a standard plunger.

If any of the above items has not been followed and a service call is made, you will be charged for parts and labor.

**PICTURE HANGING.** Use only standard picture hangers (small nails, not adhesive hangers) for hanging pictures, mirrors, etc.

Damage resulting from picture hanging or from plant hooks is not considered normal wear and tear. Resident is responsible for patching holes. Touch-up paint is available at the office.

**APARTMENT LAUNDRY.** Please remove clothing from machines promptly and clean out filters after each use. Do not use tints or dyes in the washing machine. Please report any malfunction of the laundry equipment promptly and attach a note to the machine if it is out of order.

**APARTMENT HALLWAYS.** Children shall not be permitted to loiter, play or run on the stairways or halls. We ask that you help us to keep the halls and stairs as clean and attractive as possible. Keep all shoes and other personal items inside the apartment.

**WATERBEDS.** No waterbeds shall be permitted on the premises unless proof of renter's insurance is provided.

**CLEANING.** The apartment and all appliances must be left clean and in the same condition as upon move-in. The resident will be charged for any cleaning needed after vacating.

**PAINTING.** If painting is required before three years, a pro-rated share of the cost will be charged to the resident. Painting by the resident is prohibited. The office must specifically approve all wallpapering or removal of wallpaper by a resident.

**CHRISTMAS TREES.** Because of the fire hazard caused by live trees; we must insist that only artificial Christmas trees may be used during the holidays.

**CHILDREN.** For safety reasons, roller blading and street hockey is not permitted in the parking lots and streets. All toys must be kept inside the apartment or townhouse when not in use.

**RECREATIONAL VEHICLES/BICYCLES.** Under no circumstances shall a recreational vehicle take up a parking space. If so, it will be towed away at the owner's expense. Motorcycles must be removed from parking lots between November 1 and April 1. Bicycles must be stored inside the apartments or townhouses. Please keep bikes off the grass and sidewalks and out of apartment hallways.

**CARS.** Repairing or parking of inoperable vehicles will not be permitted on the premises. If a vehicle is abandoned or does not have a license plate and current inspection sticker, that vehicle will be towed away at the owner's expense.

**PARKING.** To help us keep your parking areas as clean as possible during our snowy winters, please follow these guidelines: (1) All resident vehicles *must* be registered at the office. (2) During snow, all vehicles must follow instructions on posted signs. Inform your guests of these regulations. (3) If you are going out of town, find a neighbor or friend to move your car for you. Inform the office of your absence.

**GARAGE SALES.** Garage sales, yard sales, and household sales are not permitted.

**TRASH REMOVAL.** Trash must be placed in the dumpster, not on the ground along side the dumpster. All trash bags and cans must be stored inside the apartment or townhouse, not on porches or hallways, etc.

**DECKS/PATIOS.** Decks and patios are not to be used for storage of trash, boxes, or tires, nor for the hanging of clothes. No gas or charcoal grills are permitted on any wooden decks. Anything which enhances and does not detract from the appearance of the building may be used. Please note: *Bird feeders are not permitted anywhere.*

**TV ANTENNAS/DISHES.** Your lease includes only the exclusive use of the interior of your apartment or townhouse and, if applicable, the deck or porch that is part of your unit. No antenna, satellite dish or any other device may be affixed to the outside of any building or placed in any common area. Antennas and dishes may be temporarily affixed to your deck or porch, but any damage caused by the installation must be repaired by you or the cost to repair that damage will be charged to you upon move-out. Antennas or dishes in excess of one meter in diameter are prohibited in any location.

**PLANTING.** Planting flowers, shrubs, trees, etc. is prohibited. Container gardens and window boxes are permitted on patios and decks.

**SECURITY DEPOSIT POLICY.** This describes the policy of Pastore Brothers TIC regarding all security deposits held for apartments which they rent.

1. In accordance with Pennsylvania law, no security deposit earns interest during the first two years of a tenant's lease.
2. Commencing on the second anniversary of the tenant's lease, security deposits earn interest at the rate of three percent (3%) per annum, not compounded, less the one percent (1%) administrative fee permitted by law. The rate may be adjusted depending on the prevailing rate of interest earned in passbook savings accounts in Erie County.
3. As explained in greater detail in the lease, a tenant's security deposit, together with all interest earned on a security deposit held more than two years, less the cost of repairs to the apartment, if any, and charges owed by tenant, will be returned to the tenant at the expiration of the tenant's lease (including any extensions or renewals of that lease).
4. If specifically requested in writing by a tenant, on the third or any subsequent anniversary of the tenant's lease, we will pay to that tenant accrued and unpaid interest on that tenant's security deposit. The amount of interest paid will be calculated in accordance with paragraph 3 of this policy.

**PRIORITY OF LEASE.** In the event of any inconsistency between a Tenant's written lease and any provision of these Guidelines, the Tenant's written lease shall control.