

Maintenance Requests: [propertymanager@campusrealty.org](mailto:propertymanager@campusrealty.org)  
 Office Address: 1109 NW 13<sup>th</sup> Street Fax: 325-336-3900

## RULES AND REGULATIONS

### INTRODUCTION

Welcome to your new home! The rules and regulations were created to acquaint you with your new home and answer questions you might have. It sets a standard of operations for your information and understanding. Please, read and keep handy for future reference. Not all issues are covered by this document, if there is something you can not find an answer to refer to your Lease or call Management. The management of your unit is by Campus Realty Group Inc., and we take pride in working hard to make sure you are happy with your living arrangements, please contact us if we can be of assistance.

Deposit moneys, including damage deposit, security deposits, advance rent deposits, and all others are held at RBC Bank of Gainesville in a non-interest bearing escrow account. Therefore, no interest is paid to you on your deposits. Your amount on deposit is itemized on your Lease Agreement.

### SECTION A—RULES AND REGULATIONS

1. **PETS:** The number of pets and the type of pets is determined at the discretion of management. Permission for a pet must be obtained in writing prior to leasing or bringing pet to premises. A "Pet Agreement" must be signed, describing the pet. An additional non-refundable fee must be posted (\$100-\$500 DEPENDING UPON THE RENTAL UNIT).

No bird breeding is allowed. Birds must be caged.

No large or aggressive breed dogs, puppies, kittens, or exotic animals are allowed.

Dogs and cats must be at least one year old.

Fish tanks are considered pets and must have pet agreement.

PET RULES: (If management discovers an unauthorized pet, tenant can be subject to a Two Hundred and Fifty Dollar fine)

- a. Pets must be on a leash at all times if not in a fenced in area.
- b. Pets are to be curbed. All pet waste is to be cleaned up and disposed of properly.
- c. Pet owners are responsible for damage to residence and/or landscaping.
- d. No keeping of animals temporarily, pet sitting, or visiting.

Further rules in Pet Agreement

2. **PARKING SPACES** are not reserved. No parking on the grass or in any areas other than parking areas. Do not park on drain fields or septic tanks. Vehicles used for storage which do not move frequently are not permitted. Boat and recreational vehicle storage are not permitted without prior approval. No maintenance is to be performed on vehicles at premises. All motorized vehicles have to be parked outside the premises in parking areas. Parking violations could result in your vehicle being towed at your expense.
3. **WATERBEDS:** Permission for a waterbed must be obtained in writing before setup and is available only in certain downstairs apartments with concrete floors. You must obtain waterbed insurance at your expense. WATERBEDS EXCEED UPSTAIRS LOAD LIMITS.
4. **MOTORCYCLES:** Competition or dirt bikes are not allowed. Motorcycles, like gasoline, in accordance with the Florida Fire Laws may not be kept inside the property.
5. **VEHICLES:** ALL VEHICLES parked on the site must be PROPERTY OF A RESIDENT and MUST BE OPERABLE AND LICENSED. AUTO OR MACHINERY REPAIRS ARE NOT ALLOWED. Vehicles which may damage property through oil leaks or kick stands which dig into and ruin asphalt can be prohibited if the resident does not take measures to protect the property. Vehicles which leak fluids that damage parking surfaces must be removed from the property. A \$50.00 per day fee will be applied for those who choose to not remove leaking automobiles/motorcycles after notification.
6. **INSURANCE:** The landlord's property insurance does not cover any resident's belongings. MANAGEMENT STRONGLY ENCOURAGES RESIDENTS TO PURCHASE RENTER'S INSURANCE THROUGH AN INSURANCE AGENT OF YOUR CHOICE.

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7. **BE CONSIDERATE** of others when entertaining. No loud parties or music after 2:00 a.m. If your premises shares a wall, ceiling or floor with another premises, please be considerate of your neighbor.
8. **PICTURE HANGING:** A reasonable amount of small diameter finish nails are allowed. No boring of holes for wall units is permitted. Please do not use tape to hang posters on walls.
9. **TELEPHONE AND CABLE TV** are usually pre-wired. Please use the existing outlets. If the cable/internet is not pre-wired, it is the tenant's responsibility to have the wiring installed by provider of service, which will require prior written permission. Installation of satellite TV also requires prior written permission.
10. **KEYS:** You must return all keys, including those you made and paid for, at the end of your lease.  
**MAILBOX KEYS:** Management does not have a copy of your mailbox key, contact the post office, for a charge of around twenty dollars one will be made for you. All matters concerning the delivery of mail are between the Postal Service and tenants. We cannot accept delivery of your mail.
11. **FIRE LAWS:** NO COOKING OR FIRES ON BALCONIES or porches or within fifteen (15) feet of a building. If you like to BBQ, do it far enough away from the building and have water hose available if needed.
12. **WEIGHTS:** Weight lifting equipment is not to be maintained or used on the premises WITHOUT PRIOR WRITTEN PERMISSION of the landlord.

## **SECTION B—RENTAL PAYMENT PROCEDURE**

Mail your rental payment to: **Campus Realty • 1109 NW 13th Street • Gainesville, FL 32601**

Or you may bring your payment to the office. After hours, on weekends, or on holidays you may use the out side drop box by the front door at the office. Remember you can pay with cash, check or money order, **NO CREDIT/DEBIT CARD PAYMENTS CAN BE ACCEPTED.**

1. Your check should be made payable to Campus Realty, Inc. include your address on memo line if not preprinted on checks.
2. Only ONE CHECK for RENT PAYMENT can be accepted. The Landlord and Tenant Act does not provide for partial payments, which is what occurs when one of two checks is not good. This will be strictly enforced if any roommate bounces a check or due to mathematical error on tenant's part full rent is not paid. We cannot accept personal checks from third parties who are not on the lease or a gaunter.
3. If your parents or other third parties are responsible for the payment of your rent, they will need to sign a guarantee agreement that will be attached to and made a part of your lease agreement.
4. **Rent is due the first of each month and is late on the fourth.** If the rent is late, a late fee will be charged. If the late fee is not paid you will be billed or it will be deducted from your security deposit as unpaid funds.
5. Late rents are expensive. If the rent is not **paid** by the third of the month there is a late fee of \$50.00 plus a \$5.00/day charge for each additional day until rent is paid. We have a drop box by the office front door for rent payments made after hours or weekends and holidays. **DO NOT PUT CASH IN THE DROP BOX!**
6. **DO NOT DEDUCT ANYTHING FROM YOUR RENTAL PAYMENT.** Any refunds, credits, or reimbursements will be made in the form of a check payable to you.
7. **NSF Checks:** There is a **\$35.00 NSF check charge.** After one NSF check, we no longer will accept personal checks from you for rental payments. Only money orders or cashier's checks will be accepted for future payments.

## **SECTION C—SAFETY AND SECURITY**

**THIS IS NOT AN ABSOLUTELY SAFE WORLD. ALWAYS USE COMMON SENSE AND GOOD JUDGEMENT. THE FOLLOWING SUGGESTIONS AND GUIDELINES ARE NO GUARANTEE OF SAFETY AND SECURITY. MANAGEMENT MAKES NO GUARANTEES OF PERSONAL OR PROPERTY SAFETY.**

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**FIRE PREVENTION- Have a fire escape plan.**

- Make sure your smoke detectors are in place and the battery is changed as needed.
- Test the battery regularly by pushing the "test" button. DO NOT REMOVE BATTERIES FROM SMOKE DETECTORS.
- Make sure any fire extinguishers register that they are charged.
- Check all electrical cords – frayed cords can cause fires.
- Don't overload electrical outlets. If a breaker flips, check the outlets to see if they are overloaded. If it is not overloaded, contact management immediately.
- Provide smokers with deep ashtrays so cigarettes don't fall out accidentally. ONLY SMOKE OUTSIDE!
- Kitchen Fire Prevention:
  - Keep your stovetop and oven clean. Grease accumulations can start a fire.
  - Keep flammable items away from stove burners.
  - Heat cooking oil slowly – don't get water or ice near hot oil.
  - DON'T LEAVE COOKING ITEMS UNATTENDED!
  - Put handles out of reach of children.

**FIRE EXTINGUISHERS** – Fire extinguishers are located in every premise. If you are unfamiliar with their operation, consult landlord immediately. Unnecessary use of fire extinguishers is vandalism.

IF A FIRE OCCURS: -Leave the home and call 911 immediately. Then call Campus Realty as soon as possible.

**PERSONAL SAFETY ADVICE**

- Make sure to keep your doors and windows locked at all times.
- Leave your exterior front door light on when you will be arriving home after dark
- If someone you do not know comes to your door, ask the person to step back and show you some identification before opening the door. Maintenance and Repair people from Campus Realty can be confirmed by calling the office.
- Don't let anyone borrow your key.
- It is wise to purchase Renter's Insurance.
- If you see suspicious people on the property, call 911
- Pay attention to your surroundings when entering and exiting premises.
- Have a friend stop by to check on things, turn lights on and off and collect mail if you will be out of town.

**SOLICITING** – Soliciting of any type is not permitted within the Community.

**SECTION D - EMERGENCY PROCEDURES**

**What constitutes of an emergency?**

1. Flooding caused by plumbing backup, broken pipes, air conditioning or leaks from the roof.
2. Damage caused by wind, storm, or fire.
3. A breach of security: burglary, vandalism, or other disturbance.
4. A natural disaster.
5. Tenant smells gas.
6. Heat or Refrigerator not working.

**AC not working is not an emergency but we will repair as quickly as possible.**

**What should the tenant do?** Please contact our afterhours answering service at **(352) 692-3800**, if no response within **fifteen minutes, try again.**

On 1, flooding, contain water from reaching carpets or turn off water if possible and call (352) 692-3800. Identify yourself by name and address, and leave a phone number you can be reached at along with the problem at hand. We will contact the appropriate repair person.

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On 2, for fire, call 911 then contact management. Storm and wind damage: call (352) 692-3800. Identify yourself by name and address, and leave a phone number you can be reached at along with the problem at hand. We will contact the appropriate repair person. Stay away from downed power lines.

On 3, breaches of security, Dial 911. Contact the Gainesville Police Department or the Alachua County Sheriff's Department immediately. The police will handle the incident. Then call (352) 692-3800. Identify yourself by name and address, and leave a phone number you can be reached at along with the problem at hand. We will contact the appropriate repair person.

On 4, a natural disaster (Hurricane, Tornado), call (352) 692-3800. Identify yourself by name and address, and leave a phone number you can be reached at along with the problem at hand. We will contact the appropriate repair person. Stay away from downed power lines.

On 5, tenant smells gas: if during normal office hours call the office, if afterhours call GRU emergency gas service: 352-334-2550 then call (352) 692-3800. Identify yourself by name and address, and leave a phone number you can be reached at along with the problem at hand. We will contact the appropriate repair person. Stay away from downed power lines.

On 6, Heating, or Refrigerator, call (352) 692-3800. Please call, identify yourself by name and address, and leave a phone number you can be reached at along with the problem at hand. We will contact the appropriate repair person. Remember, when a refrigerator goes out, the Landlord is not responsible for any lost food.

What if your home is uninhabitable due to fire, damage or natural disaster?

THE OWNER'S INSURANCE DOES NOT COVER YOUR POSSESSIONS. THE LANDLORD WILL NOT PAY FOR ALTERNATIVE HOUSING. YOU WILL NOT BE CHARGED RENT FOR THE PERIOD THAT THE PROPERTY IS UNINHABITABLE. We strongly recommend that you obtain RENTER'S INSURANCE.

**IMPORTANT NOTE:** Do not feel hesitant about calling the police. If you ever question a suspicious car or person, CALL THE POLICE! There are many free fire safety and Crime Prevention books available from the local Law Enforcement Agencies. **POLICE (352) 334-2400 - SHERIFF (352) 336-2500.**

## **SECTION E - MAINTENANCE**

1. **REFRIGERATOR:** Most shelves are removable. When cleaning, wash both inside and outside with mild soap and water. Do not use abrasive powder or cleaner. If your refrigerator is not frost-free, to defrost, turn temperature control to OFF. Remove food. Place pans of hot water in freezer. Scrape off loosened frost with PLASTIC SCRAPER. Very important: NEVER USE AN ICE PICK, KNIFE OR METAL WHEN DEFROSTING. Do not use salt or salt solutions of any kind. Make sure draining water does not spill on to floor.
2. **STOVETOP & OVEN:** Be careful not to lay items on top of the stovetop. All pot and pan handles should be pointed to the center of the stovetop so that they are not easily bumped causing spills. Do not cover the top of the broiler pan with foil or broil without the bottom part of broiler pan. When cleaning the oven, the oven racks may be removed. Follow label directions on oven cleaner. Clean your stove immediately after all spills; don't wait until grime is "baked on". The most frequent cause of extinguishing pilot lights in stoves is due to spillage and grease overflows. **Clean your stovetop and oven and especially before requesting a service call.**
3. **CARPET CARE:** Carpet should be vacuumed at least once a week.  
**CARPET CLEANING TECHNIQUES:**
  - A. Scrape, blot, or absorb the excess immediately, using a spoon or the back of a knife for semi-solids or greasy substances and absorbent cloth or paper towels for liquids.
  - B. Avoid excessive wetting and rubbing of the carpet and never put furniture on wet carpet.
  - C. Carpet must be kept dry. Carpet has a rubber backing. If thoroughly wet, it will rot and smell. Call management for assistance if needed.
4. **DRAINS:** DO NOT PUT THE FOLLOWING IN THE TOILET OR DRAINS: bones, dental floss, hard seed pits, paper, paper towels, Q-tips, metal, cat litter, Condoms, Sanitary Napkins, or Tampons. Normal plumbing systems cannot accept these items. This is not an all inclusive list!

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5. **AIR CONDITIONER:** Don't be a thermostat juggler! Move your thermostat switch to "cool", your fan switch to "automatic", and set your thermostat indicator for the desired temperature. Thermostat jiggling may cause damage to the equipment and also is more expensive when the electricity bill comes in. Don't turn off the air conditioner for short periods. The catch up load is more load than maintaining the temperature. It is recommended that you keep your air conditioner at 80 degrees when you are gone all day or night. **AIR CONDITIONER FILTERS SHOULD BE CHANGED OR CLEANED ONCE A MONTH.**
6. **SERVICE- WORK REQUESTS:** Work orders are handled in a timely fashion in the order they are received with the exception of emergencies.

Do not expect twenty-four hour or weekend service unless there is an emergency. The emergencies are defined earlier in the Rules and Regulations, and management expects you to call if it is an emergency.

The initial condition of the property is a part of your original agreement to accept a unit as part of the rental bargain. After you have moved into your home, use the work order system to request repairs in your dwelling.

- a. Work requests are made either in person, in writing at the office, by email [propertymanager@campusrealty.org](mailto:propertymanager@campusrealty.org), or by fax (352) 336-3910.
- b. Usually, the repairman will call for an appointment.
- c. If you do not keep your appointment time, the cost of the trip by the repairman will be charged to you.

## **SECTION F - RESPONSIBILITIES UNDER YOUR LEASE**

- All communications between the tenants, guarantor and management must be between the parties involved or their attorney who is willing to signify in writing to management that he is their legal representative.
- We cannot discuss any aspect of a lease with anyone except those named above. Specifically, we can not discuss the lease with divorced or separated partners, girlfriends or boyfriends, employers, grandparents, attorneys who will not state their professional positions in writing or any other persons not on the lease.
- Management reserves the right to require that all residents on the lease be present in discussions concerning the lease.
- Management will not rent a residential property to any corporation, trust, partnership or persons who do not themselves occupy the premises in a habitual fashion.
- It is important that you understand that you are renting the home in the condition in which it was shown to you. If anything is to be improved, i.e. fresh paint, new carpeting etc., it must be agreed to **IN WRITING** by management before the beginning of the lease.
- You take the property in the professionally cleaned condition which it is rented to you and you are to return it in a professionally cleaned condition when you vacate.
- Make arrangements for any improvements at the time of your lease signing. No work is to be done on the rental that was not agreed upon in advance of the lease and agreed to by the management in **WRITING**.

### **II. YOUR LEASE AND DEPOSIT:**

1. Move in Condition: Your home is given to you in professionally cleaned condition and good repair. You must notify management in writing immediately if it is not. You must submit your move in report to management within 15 days of occupancy; this is the report that protects your security deposit, turn it in! We also recommend tenants take pictures of the premises before moving any belongings in.
2. Move out Condition. Move out instructions will be given to you before the last month of the lease. When you vacate, management will note the condition of the rental as you left it on a move out report and document with photos.
3. **THE LAST DAY OF OCCUPANCY** is (1) the date you turn in all keys in person at NOON to management during normal office hours, if your move out date falls on a weekend or holiday you will be given instructions to turn in your key, (2) give you're forwarding address according to the Landlord/Tenant Act. PLEASE NOTE THAT YOU ARE CHARGED DOUBLE YOUR RENT FOR ANY HOLD-OVER DAYS.
4. Your Security Deposit Refund: This is the single most frequent reason for misunderstandings between management and the resident. Within thirty (30) days of your lease ending date you will receive a statement about deductions, if any, from deposits and why. A check for the full amount of the deposit if no deductions were made will be mail within fifteen (15) days. If you

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disagree with deductions, please reply by written statement, by certified mail, within fifteen (15) days so it may be reviewed. A written objection is required. We do work hard to make sure we are being fair.

\*You will receive your notice by certified letter. The law requires us to use certified mail to establish the time period.

\*You will not be allowed to pick up your statement or refund.

\*Security deposits are refunded by the amount being equally split between tenants or a check is written to all tenants jointly.

5. RE-LEASING is permitted by signing a new lease. In order for your lease to continue your rental agreement must be current. **NO ONE WHO IS NOT A SIGNED PARTY TO THE LEASE CAN OCCUPY THE PROPERTY OR PAY RENT.**
6. If a roommate vacates the property before the lease has expired the remaining roommate(s) will continue to be fully responsible for the lease. If a replacement roommate takes a vacated roommate's place the replacement tenant must be approved by management and all parties involved. Arrangements must be made with management for the credit to the proper tenants of deposits and last month's rent.
7. Breaking your lease: If you are leaving, come in and discuss the procedures and consequences with your Property Manager. Otherwise, we are obliged to ask the court to terminate the lease for us. Our responsibility to the owner requires us to seek a judgment on those who do not fulfill their lease terms

### III. TENANT OBLIGATIONS UNDER YOUR LEASE:

The tenant(s) has at least the following obligations:

1. **CENTRAL AIR/HEAT SYSTEM:** Use and operate in a reasonable manner the heating and air conditioning systems.
  - a. Your air conditioner and central heat and air system is an expensive mechanical device. It is entrusted to you for your care and, its use in "reasonable manner" means **changing your A/C filter at least every month.**
  - b. The cost of air conditioning filters is the tenant's responsibility. They are the "disposable or cleanable type". Frequent changing of filters saves you money by keeping your heat and A/C energy charges low. Do not put a wet filter in use.
  - c. Any service call due to a dirty A/C filter or any malfunction of the system due to neglect of the changing of filters is the responsibility of the tenant and the tenant shall pay for all repairs.
  - d. **MOST IMPORTANT:** Air conditioners, like automobiles, become defective when not used. An air conditioner must be started and run during the winter once a month for twenty minutes.
  - e. **Make sure your pilot light is ignited when you have your gas turned on if you have gas heat or hot water.**
2. **PLUMBING:** It is the responsibility of the tenant to keep all plumbing fixtures in the dwelling unit clean and sanitary and in repair. If you have a plumbing stoppage in your home after 30 days of occupancy, it is your responsibility. If the problem is due to roots in the line, it is the landlord's responsibility. Either way call management as our plumbers tend to be cheaper due to volume of use of the company.
3. **LIGHT BULBS:** Light bulbs are a tenant responsibility.
4. **KEEP THAT PART OF THE PREMISES** which you occupy and use, including porches and windows, clean, sanitary, and free of garbage and unsightly objects.
5. **GARBAGE REMOVAL:** At some properties, management has provided for a dumpster. At most properties, the tenant contracts directly with WASTE MANAGEMENT through GRU for garbage collection. The service starts and ends with your GRU service. The collection cost is paid on your GRU bill. The Landlord and Tenant Act states that the "tenant must remove from the dwelling unit all garbage in a clean and sanitary manner". This means that you provide and care for your own garbage cans. It is your responsibility to pick up your own garbage if it spills. If you have curbside pickup of garbage, you must move your garbage to the curb on the "pick up day", and carry your trash can back to the dwelling that same day. Leaving garbage outside attracts bugs and rodents, if you develop a pest problem and there is a sanitation problem at the premises you will be held responsible.
6. **COMPLY WITH ALL OBLIGATIONS** imposed upon tenants by applicable provisions of building, housing and health codes.
7. **THE TENANT DOES NOT HAVE THE RIGHT TO:** PAINT, CHANGE, ALTER, DESTROY, DEFACE, DAMAGE, IMPAIR OR REMOVE any part of the premises or property therein belonging to the landlord, nor permit any person to do so without prior written consent of the landlord.

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8. **LOCKS AND KEYS** may not be altered by the tenant. If for any reason you feel your home has a defective lock or is inadequate in its security, please report this to the office. If you place a lock on a bedroom door a copy **MUST** be provided to management. It is **FORBIDDEN BY THE LANDLORD-TENANT LAW FOR THE RESIDENT TO CHANGE LOCKS OR ALTER PROPERTY HE DOES NOT OWN.**
9. **TENANT SHALL GIVE ACCESS** to the rental unit for purposes of showing to a prospective new tenant, repairing, and to maintain equipment. Tenant may not deny the landlord access during reasonable hours.
10. **RESIDENTS DO NOT HAVE THE RIGHT TO ORDER REPAIRS** or improvements to the property. Without prior approval by the Landlord, Tenants cannot submit bills to management for payment or reimbursement.
11. **LIGHTING PILOT LIGHTS** are a tenant responsibility unless the equipment is defective. Use a certified gas company. We recommend GRU if it is on their service or if it is LP gas, a certified LP gas provider.

#### **IV. LANDLORD OBLIGATIONS UNDER YOUR LEASE:**

This section is a condensation of landlord requirements under the Florida Landlord Tenant Act.

1. **RIGHT OF ACCESS**: Management will not abuse the right of access. However, we do reserve the right to make whatever repairs and improvements we deem necessary during the course of the lease. Management also reserves the right of inspection and to show the unit to prospective tenants and buyers upon reasonable notice. Work will be done during regular office hours.
2. **MAINTENANCE**: The landlord shall maintain:
  - a. Roofs in good repair
  - b. Floors in good repair
  - c. Steps in safe repair
  - d. Porches in safe repair
  - e. All structural components in good repair
  - f. Major appliances covered by lease in good repair
3. **SCREENS AND GLASS**: Once provided, screens and glass are the responsibility of the tenant. If property has air conditioning, screen repair is at the discretion of the owner.
4. **LOCK AND KEY**: The landlord shall provide functioning exterior locks at all times. Anytime you have any problem with your exterior lock, call management immediately.
5. **EXTERMINATION**: The tenant is responsible for extermination on single family homes and duplexes. Extermination must be done at least once every three months with proof being provided upon move out.
6. **EXTERIOR MAINTENANCE**: Yard and lawn maintenance is provided for condos. Single family homes, multifamily homes and duplex tenants must make provisions to maintain their own lawns. If lawn service is provided it will be listed in your lease.
7. **INTERIOR MAINTENANCE**: After initial rendering of the property into acceptable condition, no interior cosmetic maintenance is provided. Mechanical equipment whose failure is not due to abuse or misuse is Landlord's responsibility.
8. **GARBAGE REMOVAL**: SEE SECTION F, III #5.
9. **HEAT**: Management will provide functioning heat. The resident pays for the energy.
10. **HOT WATER**: Management will provide a functioning hot water heater. The resident pays for the energy.

**Please contact your property manager if you have any questions that you cannot find an answer to in this document or your lease agreement.**