

JAMESPOINT MANAGEMENT PROPERTIES

RESIDENT HANDBOOK AND COMMUNITY POLICIES

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RESIDENT CHECK LIST

We are looking forward to having you as a resident(s) at Jamespoint Management’s Apartment Communities. The information listed below will assist you with your move.

APARTMENT ADDRESS:

Property Name: _____

Address: _____
_____, Texas _____

YOUR MANAGEMENT OFFICE TELEPHONE NUMBER IS: _____

Your move-in date will be: _____

Pro-rated rent due on the day of move-in: _____

If you don’t pay the first months rent on or before the “Apartment Lease Contract” begins, all future rent will be automatically accelerated without notice and immediately due. Late charges will also be assessed.

Move-ins will only be permitted during office hours. *No exceptions.*
Monday-Friday 8:30 am / 5:00 pm (Unless otherwise noted)
Saturday by Appointment Only

USEFUL PHONE NUMBERS

TELEPHONE – For phone service, please contact Verizon directly at www.verizon.com or (800) 483-4000.

CABLE – All apartment units come with the Expanded Basic Cable TV packages through Suddenlink. Apartment residents desiring more enhanced services or premium channels should contact Suddenlink directly. Residents of fourplexes must establish cable TV service themselves if desired. Order online at www.suddenlink.com or call (888) 822-5151.

COLLEGE STATION UTILITIES- Connection requests may be made by calling (979) 764-3535 or (800) 849-6623, or online at www.cstx.gov. **You are required to bring in your service # or receipt verifying connection at the time of move-in.**

EMERGENCY TELEPHONE NUMBERS -

Police Department	911
Fire Department	911
Ambulance	911

NON-EMERGENCY TELEPHONE NUMBERS-

Leasing Office	(979) 693-8850
Emergency Maintenance	(979) 693-8850
College Station Police Department	(979) 764-3600

WELCOME

Welcome to our community! We are pleased that you have chosen to make your home with us, and we are excited about having you as a member of our community family. We are committed to quality customer service and available at your convenience to address any concerns you may have. Suggestions to help make our community more enjoyable are greatly appreciated and accepted. Please be assured, the comfort and convenience of all residents is our primary concern.

The following rules and regulations are a binding part of your lease agreement. Please understand that violations of these rules causes increased operating expenses, including but not limited to management and labor costs, supplies and materials costs, utilities costs, administrative costs and cleaning costs. Please also understand that a violation of these rules constitutes a default of your lease agreement and may result in actions including financial reimbursement and/or penalties and even eviction. By abiding by these rules and regulations, we expect that all residents will better enjoy living at our properties.

GOOD NEIGHBOR POLICY

All policies in this handbook apply to residents, occupants and their guests. Please consider your neighbors and help us maintain a quiet, clean community. This is your home.

COMMUNITY STANDARDS OF OCCUPANCY

The maximum number of occupants allowed in each size apartment under a conventional lease agreement are two persons per bedroom. The term “occupant” refers to all adults and children in an apartment. Some properties may have more restrictive guidelines. Please inquire at your specific property for the property’s guidelines.

The maximum number of occupants allowed in each bedroom under an individual lease agreement is one person per bedroom.

All occupants with legal capacity to enter into a contract are required to execute the lease contract as a resident.

If the number of occupants in your apartment changes for any reason, please contact the Management Office immediately.

EMERGENCY AND SECURITY GUIDELINES

Maintenance requests will be completed in a timely manner. Submit the request in writing to document your request and assure the request is understood. Non-emergency requests will be completed between 8:30 AM and 5:30 PM, Monday through Friday, excluding holidays. Maintenance requests will be handled after office hours if they are emergencies. We define **EMERGENCIES** as situations which:

Present a danger to people...

- Fire
- Lack of electricity
- Broken or non-working doors, locks, windows
- Lack of heat (when outside temperature is below 50 degrees)
- Lack of air conditioning (when outside temperature is above 80 degrees)
- Lack of water
- Commode not functioning (when only one in an apartment)

Present a danger to property...

- Flooding
- Broken pipes

Emergency maintenance requests can be reported to the management office phone number 24/7. If it is after office hours, the on-call maintenance employee will respond as quickly as possible. **Please be sure and give a full detailed description of the problem, your name, apartment number and phone number where you can be reached. Residents must be at the apartment to allow entry for maintenance, except in the case of an emergency whereby imminent or ongoing damages are occurring.**

INSURANCE

As stated in your “Apartment Lease Contract” and in the “Security Guidelines for Residents,” your apartment community can provide no guarantee of personal safety and security. **Insurance coverage maintained by the apartments does not protect Residents from loss of their personal belongings and property by fire, water damage, theft, etc.** For this reason, we strongly recommend that you:

- Obtain adequate renter’s insurance coverage for your personal belongings. If you are a student you may be covered under your parent’s homeowner’s insurance policy even though you are living “off the premises”. Be sure to check if any limits are imposed by the policy.
- Practice the tips outlined in the “Security Guidelines for Residents” section of your lease contract.

FIRE

Fires pose a more serious problem in apartment communities than in a single-family dwelling due to the potential number of units that may be affected. Though damage is usually confined to property damage, the loss of personal items can be quite an emotional experience. Fires are often started through carelessness with cooking, matches, cigarettes and fireplaces. Many fires can be avoided by using caution and common sense.

Be prepared and plan ahead for everyone’s safety. Develop an escape plan and practice it.

- **FIRE DEPARTMENT NOTIFICATION (DIAL 911)**

PREVENTION

Prevention is your best insurance against fire. We recommend that you take these simple safety precautions in your own apartment to prevent fires from starting:

- Let cooking grease cool and pour into a metal can. Never pour hot grease into a plastic container.
- Do not let children cook on the stove unsupervised.
- Keep lighters and matches out of the reach of children.
- Avoid cooking while intoxicated, taking medication or sleepy.
- Use an empty metal container for disposal of ashtrays and ashes from fireplaces/barbeque grills. Never dispose of ashes in the garbage can, or in paper or plastic bags. Never set ashes next to the outside of the building.
- Do not remove, disable or take batteries out of your smoke detector(s). Test smoke detector(s) monthly to make sure they are working. If they malfunction, call the office immediately. **Residents are responsible for replacing batteries.** When the batteries need to be replaced, the smoke detector will periodically beep.
- Do not store gas-operated tools or vehicles (motorcycles) inside the apartment or under stairwells, breezeways, patios and balconies.
- Barbecue grills are not allowed on balconies or patios. It is prohibited by The City of College Station. **Some of our properties ban all barbecue grills. Please check with your specific property.**

<p>Fire laws and insurance requirements prohibit the use of BBQ grills in breezeways, balconies, and patios or within 10 feet of a building. Lighter fluid and flames are potentially hazardous to items such as boxes, furniture and the building.</p>
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MAKE SURE SMOKE DETECTORS WORK PROPERLY

If a fire occurs, smoke detectors alert you immediately so you can exit the building safely.

If you notice that a smoke detector(s) in your own unit has low batteries as indicated by a periodic beep, change the batteries. **Residents are responsible for replacing batteries. Do not disable your smoke detector. Disabling a smoke detector or removing working batteries is a violation of Texas law.**

WHAT TO DO IF FIRE STRIKES

Do not rush out of your apartment into the hallway. First, feel the door. If it is hot, use another way out. If the door is cool, proceed to the nearest exit. If your planned escape route becomes smoky, get down on your hands and knees and crawl. Smoke rises, so the cleanest air is near the floor. If you cannot escape your apartment, stuff wet towels, sheets and clothes around the door and vents to keep smoke out. Call the fire department (911) and tell them where you are. If no smoke is coming into the room you are in, open a window slightly. Stay low and wave a bright cloth, towel or sheet out a window to signal your location.

Remember, by accepting your responsibility to keep your apartment safe from fire, you are not only protecting yourself, but your neighbors as well. With only minimal planning and awareness, you can make the difference between safety and disaster for everyone.

FREEZING WEATHER

- Drip all faucets in your apartment. Drip both the HOT and COLD water.
- Open your closet and cabinet doors to expose plumbing fixtures so that these spaces will be heated.

If you are going to be away from your apartment home for an extended period of time during cold weather months, leave the thermostat set at a minimum of 50 degrees with basin cabinet doors open. These precautions are essential in avoiding substantial damage to your and your neighbors' apartment home and personal belongings from broken pipes. If you have negligently failed to take these precautions, you may be liable for damages to your and your neighbor's apartment home.

STORMS (*Violent or Electrical Thunderstorms*)

Rapidly changing weather patterns, including violent electrical and/or thunderstorms, can occur at any time.

The following actions will help prevent damage to the property caused by high wind and heavy rain:

- Secure all outside furniture and plants
- Make sure all windows and doors are closed
- Turn off and unplug computers, television sets and other electronics.

LIGHTING

Lighting at our community is an important part of our management program. If you notice exterior lights that are out, please notify the office during business hours, so we may take care of your request.

NOISE FROM NEIGHBORS

Parties must be confined to the inside of your apartment home and conducted with respect for the privacy of other residents. Please play music for your own personal enjoyment and keep in mind that your neighbor may not appreciate your style or selection. Keep volume levels down so that it does not annoy your neighbors. Litter due to parties left in the common areas near your apartment will result in cleaning fees. **Please remember that you, as the Resident, are responsible for the actions of your guests.**

We do recommend the following procedure if you have a problem:

- First, speak to your neighbors. They may not be aware the noise is disturbing you.
- Second, if the problem does persist, contact the police.

SECURITY GUIDELINES

Please read the suggestions that are provided to you in your lease contract. Immediately report the following to management in writing, dated and signed:

- Any needed repairs to locks, latches, doors, windows, smoke detectors and alarm systems;
- Any malfunction of other safety devices outside your apartment home such as broken gates, burned out exterior lighting, blocked passages, broken railings, access gates, and etc.

Each resident, occupant and guest has the responsibility to protect him or herself and to maintain insurance to protect his or her belongings. **Residents should contact an insurance agent to arrange appropriate insurance on their property.**

PERSONAL SECURITY AWARENESS

No security system, patrol, electronic security, etc. is fail-safe. Even the best system can't prevent crime. We disclaim any expressed or implied warranty of security. The best safety measures are the ones you perform yourself.

Your phone number or apartment number will not be given to anyone, except as stated in your lease contract.

HOLIDAY CHECKLIST

1. **Make arrangements to pay January rent.** You can leave a check at the office to be held until January 1st, you may mail in your rent, or you may pay online at www.jamespoint.com with credit or debit card or direct payment from your bank account. If you mail your rent, allow adequate time (at least 10 days) for it to reach us by the 3rd of the month (January). Remember one (1) check only!
2. Put your heater on automatic and **set it to a minimum of 50 degrees** to prevent frozen water pipes, resulting in damage to your belongings and responsibility for damages suffered to the building and by your neighbors. This is not an option. This is a requirement per your lease. Be sure to leave cabinet doors open under all sinks as well.
3. You may want to use an automatic timer on your lamps.
4. Stop all deliveries of newspapers to your front door.
5. Don't leave notes or a message on your answering machine indicating that you are away.
6. If friends will be checking your apartment, make sure you come into the office and put them on your guest list so that we may issue them a key. **Phone calls will not be accepted. You do this in person. Residents should also leave contact numbers with the office in case there is an emergency.**
7. Take any valuables with you (TV, stereo, computer, jewelry, etc.).
8. Make sure all of your windows and doors are locked.
9. Lastly, wear your seat belt and drive carefully! We want everyone to have a safe and happy holiday!

COMMUNITY POLICIES

RENT PAYMENT

The following is a summary of our rent payment policies:

- All rent is due on the 1st of the month and **is late** if paid **after the 3rd** day of the month.
- If your rent is received in the office after the 3rd day of the month, you will be charged an initial late charge of **\$35.00** plus **\$10.00** per day late fee. If your payment is mailed, it must be received by the 3rd in order to avoid late fees.
- **A returned check fee of \$35.00, plus applicable late charges will be assessed on all checks and electronic payments returned by a bank for any reason. Checks will not be deposited again. Returned checks must be cleared by money order or cashiers check within 48 hours of notification.**
- After we receive 2 returned checks or electronic payments for your apartment, we will no longer accept checks or electronic payments for your rent for this apartment or any other charges owed. You must pay in cashier's check or money order from that point until the end of your lease.
- We accept only one check or electronic payment per lease contract.
- If rental payments are made after hours, drop your check, money order or cashier's check in the night drop slot.
- **Cash cannot be accepted for any payment at any time for the protection of you and the staff.**
- Credit & Debit cards (Visa, Mastercard and Discover) as well as electronic bank payments are accepted online at www.jamespoint.com for your convenience. You can use our online payment options to avoid late fees or to take advantage of card sponsored awards programs such as airline mileage. In order to provide credit/debit card payments, there is an additional convenience fee to cover the handling cost. There is no charge for electronic payments from a bank account. Credit/debit cards and bank accounts must be from a domestic (US) bank.

CHILDREN

Our community policies do not allow parents or guardians to leave children under the age of 12 without adult supervision. We are obligated to report unattended children to child protective agencies.

Parents can be held personally responsible for theft or property damage caused by their children.

Children under the age of 12 are not permitted in the following areas unless accompanied by a parent or guardian over the age of 18:

- Laundry rooms
- Club rooms
- Pool area
- Spa and/or Hot tub area
- On or near access gates
- Tennis court, Sand Volleyball court or Basketball court areas
- Fitness Centers
- Computer lab

DECORATING

The staff at your apartment community works diligently to maintain your community's attractive appearance including common areas, grounds, clubhouse, laundry room and recreational facilities. These areas are for your convenience and pleasure, but to assure maximum ambiance throughout the community, we ask that you assist us in the following:

- All window coverings must show a white backing. This includes both drapes and blinds. Aluminum foil, tinting, cardboard and signs may not be placed over windows where they can be seen from the exterior. Holiday decorations are allowed but must be removed within one week of the holiday.
- No structural changes or additions may be made to the exterior of the building, including patios and balconies.
- Since the appearance of patios, balconies and the exterior of your apartment home affects the appearance of our community, patios, balconies and the exterior area of your apartment home may not be used to store boxes, trash, clothing, dead plants, machinery, gasoline or electric powered motors, broken furniture, interior furniture, hammocks, clothes lines, bedding, etc. If management has to remove any articles, the residents will be charged for the time and expense.

- No alternations may be made to your front door or entrance to your apartment home. Front door mats are encouraged, but we reserve the right to remove mats that are not designed for outside use, such as carpet remnants.
- Inside your apartment home, you have the freedom to decorate by hanging pictures, etc. **Stickers, double-sided adhesive foam or tape are not allowed on walls, windows, cabinets, or exterior or interior doors.** Residents must obtain written permission from the property manager to perform any repairs, paint or make any changes in the interior and exterior. If you fail to do so, you will be charged. Charges will be made for the removal of shelf paper, wallpaper, borders, tub or shower decals, shelf brackets, hooks, towel holders and using paint sealers to cover dark, fluorescent or unusual shades of paint.
- Installation of telephone or cable lines on the outside of the building will not be permitted. Phone lines are pre-wired in each apartment. Written permission must be obtained from the apartment manager before additional lines can be installed. Residents are responsible for their phone jack. **The community recommends that you have line saver - because we do not repair lines.** Jamespoint Management and its apartment communities are not responsible for reverting lines converted to two lines. Verizon will not provide us with information or cooperate with us in any way to avoid this situation.
- The apartment manager must approve waterbeds. Waterbeds must have an insurance policy with a copy held in the management office. Residents are responsible for any damages caused by their waterbeds. **If approved, waterbeds are allowed on the first floor only.**

KEYS AND LOCKS

The care and maintenance of your keys and locks is very critical.

No one can obtain a key to your apartment without your prior written permission. Verbal notification is not acceptable. This includes family, friends, and delivery and repair services. (Of course, management will retain a key.) All requests for security device changes or repairs must be made in writing!

Policies regarding keys and locks include:

- If you lose your apartment keys or wish to have your lock rekeyed, we will do so for a charge of **\$55.00 per lock**, which will include one (1) key per person that is listed as a resident on the lease contract.
- You may not change or add locks to your apartment. All lock changes and additions must be done and approved by management.
- After office hours, a charge of **\$35.00 in cash will be assessed** for management being required to open your door if you have locked yourself out. Residents must provide photo identification before a staff member can allow you access to the apartment.
- Your apartment is provided with a latch or thumbscrew latch on each window and a Texas Security Door Lock Plate or keyless dead bolt on every exterior door. If your apartment has a sliding glass door, it is equipped with a pin lock and a handle latch or a security bar (or both).
- We strongly recommend that you keep all windows and doors locked at all times. Immediately report any broken or missing locks.
- If you must borrow a key from the office, our staff will require picture identification before releasing a key.
- You will be required to sign a Key Sign-Out Log when you borrow the key, and leave your current driver's license until the key is returned.

TRASH

Trash must be placed in the dumpsters. It is not to be set outside your door(s), your patio, or placed in common areas at any time. **If the staff must remove trash, it will result in a minimum charge of \$25.00. Cigarette butts or trash thrown on grounds will result in a \$25.00 pick-up fee.**

QUARTERLY WALKS

Each quarter, company policy requires the staff to walk each apartment home to check the general condition of the apartment home. These inspections will take place during regular office hours. We will be noting minor repairs such as dripping faucets, sheetrock repair, non-working smoke detectors, etc. Service requests will be written and repairs will be started as soon as possible. Thank you for your cooperation.

GUESTS

A guest may not stay in your apartment for more than 5 consecutive days. Residents are responsible for the actions of their guests and for notifying them of all the policies of the apartment home community. Where applicable, **guests must park in designated visitor parking areas only.**

PARKING

Boats, RVs, trailers, jet skis, etc. are prohibited from being parked on the premises unless written approval is obtained from the property manager. Management may regulate the manner, time and place of any vehicle on the community property. Motorcycles must be parked in the parking lot. They will be removed by a towing company if found anywhere other than a proper parking space in the parking lot.

PARKING ADDENDUM

We would like to avoid having your or your guest's vehicle towed from the property, but we need your help. Please comply with the following parking rules:

1. Parking or driving on the lawns or sidewalks is prohibited & will result in fines and charges for damages to sprinkler systems, landscaping, etc.
2. Parking in the fire lanes is against city ordinance – towing will be enforced.
3. No parking in front of the dumpsters – towing will be enforced.
4. Do not take up two spaces with one car – towing will be enforced.
5. Handicap parking is allowed with permit only – towing will be enforced.
6. Visitors can park in "Visitor Parking" only – towing will be enforced.
7. In the event parking stickers are required at your property (please verify with your management office), all residents must have the appropriate parking sticker displayed in **the lower front windshield on the passenger side** (Jamespoint Management & its apartment properties are not responsible for damage to window tint).
8. You must present proof of ownership (i.e. title, insurance form, etc.) to receive your parking sticker.
9. Parking stickers must be displayed in the vehicle it is registered to.
10. There is a \$20.00 fee to replace a lost parking sticker.
11. If a new vehicle is brought on the property, the old sticker must be returned to the office and new sticker issued.
12. Upon move out, parking stickers must be returned to the office. A \$20.00 charge will be assessed for each parking sticker not returned.

A-1 24 Hour Wrecker Service has been instructed to tow anyone who violates the parking rules. Please be considerate of your neighbors and your community by following these rules. Not only will A-1 be of service to Jamespoint Management & its properties, they also offer other services for you as a resident. Below are some of the services they provide:

Storage facility can be opened 24 hours with 1-hour notice.

A-1 24 Hour Wrecker Service (979) 822-6043

Resident is responsible to inform any guests that they will be required to follow all parking rules while on property.

Should a resident or their guests fail to comply with the parking rules their vehicles will be subject to towing at the owner's expense.

CAR WASHING AND/OR REPAIRS

Washing or making repairs to your automobile, motorcycle, etc. on the community property is prohibited. Using the complex's water for anything other than normal household matters will result in a minimum charge of \$10. Vehicles with flat tires, on blocks, or those which are inoperable, including expired inspection or tags, are not allowed and will be removed at the owner's expense.

PET POLICIES

Pets are prohibited completely from some properties (please check with your management office). At other properties, pets may be allowed, but with the following limitations:

Pets are prohibited for any reason without manager's approval and an Animal Addendum to your lease signed by all residents of the lease contract. **Non-approved pets, including those belonging to neighbors, friends, or relatives, may not visit for any amount of time. This will be strictly enforced! If a pet is found in your apartment without a pet deposit and accompanying animal addendum in your file, a \$100 illegal pet fee plus \$10 per diem for each day the pet is in your apartment will be charged. Pets are not permitted in furnished apartments or apartments that have new carpet. Please check with your property management office before buying or bringing a pet home.**

Should you desire to have a pet at any time during your residency, several guidelines must be followed.

- Only one pet is allowed per apartment home.
- Before the pet is allowed to be in the apartment home, the pet deposit must be paid, all residents must sign a completed & approved TAA Animal Addendum at one time, and the manager must see & approve the pet.
- Only dogs, cats, birds, hamsters, gerbils & fish are permitted. No other animals are allowed.
- No pet is to be tied, chained, or otherwise attached to, among other things, stairways, mailboxes, trees or entrances to any property.
- When pets are outside your enclosed yard area or outside the apartment, they are to be constrained to a leash at all times. Pets are not allowed to roam freely over the property. Animal Control will be contacted to remove any pet roaming freely on the property.

DOGS – Must be house broken. No puppies allowed. Only small dogs at least 12 months old that will not exceed 25 lbs & a height of 15 inches when fully grown are allowed. They must be kept on a leash at all times when outside the apartment. Dogs must be walked in designated areas and feces must be picked up from the grounds immediately! Dogs cannot disturb other residents at any time. If the dog's barking is disturbing your neighbors, you will be required to remove the animal from the property. **Please be considerate of other residents.**

CATS - Must be litter box trained & follow the same policy as dogs. Residents are required to bag litter before disposing of it in the dumpster. Do not flush litter down the commode. It will clog the toilet & flood your apartment.

FISH – Aquariums may not exceed 30 gallons.

PET DEPOSIT: A \$300.00 ADDITIONAL SECURITY DEPOSIT + \$200.00 NON-REFUNDABLE PET FEE IS REQUIRED FOR CATS & DOGS.

BIRDS, HAMSTERS, GERBILS & FISH REQUIRE A \$100.00 ADDITIONAL SECURITY DEPOSIT. The additional security deposit is not refundable before all residents surrender the premises, even if the animal has been removed.

Residents are responsible for all damages caused to the apartment and property by their pet. Damages caused by pet urine and feces to the carpet and flooring or by the pet chewing on the carpet, woodwork and other items in and outside of the apartment can far exceed the amount of the additional Security Deposit. Pet stained carpet will be fully replaced and the full replacement cost charged to the resident.

If you have a pet at anytime in your apartment, you are required to have a professional exterminator de-flea your apartment at move-out and provide proof to your apartment manager. If you do not have this done, you will be charged at the rate specified under the Move-Out Charges section of this handbook.

Violation of the pet rules can result in various administrative actions including and up to complete liquidation of all deposits, termination of the pet contract, and/or termination of apartment possession rights (Subsequent re-letting by owner shall not release resident(s) from liability for future rental.).

MANAGEMENT HAS THE RIGHT TO REMOVE ANY PET ACCORDING TO THE TAA LEASE CONTRACT, REFER TO PARAGRAPH # 27 IN LEASE.

TIPS ON VERTICAL BLINDS

To minimize the risk of damaging the vertical blind mechanism, follow these simple steps of operation when opening and closing the blinds.

1. Always make sure the vertical slats are in the fully opened position before pulling slats to the side. If they are even slightly closed, it will cause them to drag or bend in the headrail.
2. Never manually slide the slats back. This will strip or shear the slides in the headrail. Always use the pull cord and chain controls for operation.

STEPS ON USING THE GARBAGE DISPOSAL

1. Run water through disposal and keep water running.
2. Turn on disposal
3. Put food into garbage disposal:
 - a. Avoid hard objects such as chicken bones, steak bones, etc.
 - b. Avoid putting large pieces of food into disposal. Remember it has to fit into a very small hole about the size of a nickel at the base of the unit.
 - c. Avoid putting potato peelings, carrot peelings, carrot tops, parsley, etc. into the disposal. These items stick to the side of the disposal causing it to become clogged.
4. Allow disposal to run 10 seconds after food clears.
5. Turn off disposal.
6. Continue running water for 15 seconds more. This allows food to flush through.
7. Turn off water

TIPS ON USING THE GARBAGE DISPOSAL

1. Hot water running through the garbage disposal works well with greasy foods.
2. Cold water running through the disposal works well with lettuce.
3. Ice running through the disposal helps clean the disposal.
4. Lemons put into the disposal will help the disposal to smell better.
5. Run the garbage disposal a few minutes before running the dishwasher since the dishwasher drains through the garbage disposal.

All maintenance requests for repair of garbage disposals will be a minimum of \$25.00 if caused by the resident's negligence.

CARE AND CLEANING - DRYER (where applicable)

Interior--The drum is rust-resistant and requires no special care.

Exterior-- Wipe off any spills or washing compounds. Wipe or dust with a damp cloth. Do not strike the surface with sharp objects. Dryer control panel and finishes may be damaged by some laundry pretreatment soil and stain remover products if such products are sprayed on or have direct contact with the dryer. Apply these pretreatment products away from the dryer. The fabric may then be washed and dried normally. Damages caused to the dryer from pretreatment products will result in damage charges.

Lint Filter-- Before every dryer use, clean the lint filter. This helps your dryer operate efficiently. Moisten your fingers and reach into the filter opening. Run your fingers across the filter. Lint must be removed from in and around dryer to avoid fire hazard.

CARE AND CLEANING - WASHER (where applicable)

Leave the lid open after washing to allow moisture to evaporate. The wash basket is practically carefree. If you want to clean the basket use a clean soft cloth dampened with liquid detergent, then rinse. (Do not use harsh or gritty cleaners.)

To rinse:

1. Choose the largest load size.
2. Turn the Cycle knob to any rinse setting.
3. Start washer.

Exterior—Immediately wipe off any spills. Wipe with damp cloth. Do not hit surface with sharp objects.

FURNITURE

1. Furniture is leased in a package and will not be fully or partially removed.
2. Leased furniture is for interior use only and may not be used for exterior use at any time. Residents will be charged a minimum of \$25 to remove furniture from the exterior to the interior as well as assessed for any damages caused to the furniture from exterior exposure.

PACKAGE DELIVERY

It is our pleasure to accept your packages from UPS or overnight express services under the following conditions:

- We will not be responsible for C.O.D. deliveries, packages delivered in a damaged condition or perishable items.
- Packages will only be released during regular office hours.
- Occasionally the number of packages may become too great for storage in our office. During these times the office may refuse packages.
- Packages will only be released to whom they are addressed and our staff will require picture identification before releasing packages to residents or occupants.
- You will be required to sign a Package Log when you pick up your package.

MOVING

Your apartment community's move-out policies and procedures are outlined in your Apartment Lease Contract.

Listed below is a summary of the requirements for a maximum return of your deposit, including and not limited to:

- Fulfill the complete term of your current lease contract.
- Fill out the official vacate form and deliver to the manager's office at least sixty days (60) prior to the end of your lease contract unless otherwise stated in special provisions. Using our form will provide you with written documentation verifying your notice to vacate. It also provides us with your forwarding address, in writing, for the prompt refund and/or accounting of your security deposit. Your Move-Out Procedures will outline potential charges for cleaning or damages.
- Pay all rent and charges due through the scheduled day of your move-out.
- Remove all personal belongings from the apartment and follow the Move-Out Cleaning Instructions provided when you completed your vacate form.
- Return all door, mailbox, storage room and pool keys, gate openers and parking stickers to the office the day of move-out. You will be charged for items not returned the day the apartment is surrendered. **No items can be mailed. We strongly recommend that a member of our office staff accompany you for a walk through inspection of your apartment to determine its condition.** Final security deposit refunds cannot be determined at the walk through. Your security deposit is subject to deductions as authorized in the "Lease Contract" and Community Policies. Deductions and charges in excess of the security deposit will be billed to all residents and guarantors on the lease and payment due within 30 days. **All deductions, repairs and charges are subject to correction, modification or disapproval by the manager.**
- Security deposit refunds will be made by one check jointly payable to all residents listed on the current lease contract.
- The check and itemization will be mailed to the address appearing on the vacate form.

MOVE-OUT CLEANING INSTRUCTIONS

Move-out cleaning instructions were provided at the time the lease was signed and when the intent to vacate form was signed. Please follow the instructions provided. Charges are listed on pages 14 - 17 and are also listed with move out procedures provided when the intent to vacate notice is signed. If you misplace your copy, we will be happy to provide you with another. Move-out cleaning charges will be deducted if you fail to adequately clean.

MOVE-OUT PROCEDURES

IN ORDER TO ENSURE THE FULL RETURN OF YOUR SECURITY DEPOSIT, WE ASK THAT THE FOLLOWING ITEMS BE COMPLETED.

- 1. Last month's rent must be paid in cashier's check or money order. There are no exceptions.**
2. All charges incurred previously (i.e., lock out charges, late rent charges, broken windows, garbage disposals, etc.) not previously paid, will be deducted from your deposit upon move-out.
3. The address given on the Vacate Report is where the deposit check will be sent. If the address needs to be changed, the roommate who signed the form must be the one to change it. No one else can change the address and this must be done in person in the office. One security deposit check refund is issued with all names on it.
No exceptions.
4. Kitchen must be clean. Wipe down counter tops. Remove all items from cabinets and drawers including shelf paper. Clean sink. Sweep and mop floors. Remove paper towel holders & hooks that have been put up by you.
5. Refrigerator must be clean inside and out. Freezer must be completely defrosted and both free of water.
6. Clean oven thoroughly including stove top, drip pans, inside the oven, stove drawer, and the vent-a-hood. Also, clean under the drip pans.
7. Bathrooms must be thoroughly cleaned. Clean the tubs, shower walls, toilets, floors & mirrors. Wipe down the counter tops. Remove all items from the cabinets, and remove all shelf paper.
8. Make sure that all shelf paper and trash is out of the apartment. Remove all sticky hooks, stickers, decals, and double side tape. All glue left behind from these items must be cleaned off.
9. Small nail holes do not need to be filled. HOWEVER, any holes from large nails, screws, or bolts must be repaired. Improper repair will result in a charge. **TOOTHPASTE IS NOT PROPER NAIL HOLE FILLER!**
10. Patio, balcony, laundry, and storage areas should be clean, swept and free of trash.
11. All furniture must be free of damage and clean, including under seat cushions
12. All light fixtures, inside and out, must be in place and free of damage & all burned out bulbs replaced.
13. All screens must be in place and without damage.
14. The ceiling fans, mini blinds and a/c return vent must be cleaned and free of all dust.
15. **All carpet must be vacuumed and shampooed – see charges.**
16. Sweep all baseboards.
17. **ALL KEYS, GATE OPENERS AND PARKING STICKERS must be turned in to the office at the time of the official walk through with management. NOTHING CAN BE MAILED OR TURNED IN LATER. NO EXCEPTIONS.**
18. The microwave & tray must be clean.
19. If the unit is equipped with a w/d, the units must be cleaned and the lint filters clean.
20. Fireplaces: all wood and ashes must be removed. The grates must be clean.
21. Outside storage rooms must be clean and all items removed.

When everything is out of your apartment, **come to the office with all keys, gate openers and parking stickers.** Arrange for the apartment to be inspected with resident(s) on the current lease by a member of the management staff. Forwarding address cards are available at the management office for your convenience. Following these guidelines ensures a large refund of your deposit and a speedy move-out. We hope you enjoyed living at our community. If we can assist you in the future, please let us know.

MOVE-OUT CHARGES

This is a general guideline of common charges. This list is not all inclusive and all charges are subject to change without notice. Other damages will be charged on an individual basis.

PARKING ON GRASS OR SIDEWALKS: \$30.00 and up

PICTURES OF DAMAGE CAUSED BY RESIDENT \$15.00 and up

NON-RETURNED ITEMS:

Keys: apartment, mail, pool, laundry and storage	\$10.00 each
Parking Stickers	\$20.00 each
Gate Openers	\$50.00 each

CLEANING:

General cleaning of unit :	eff. & 1br	2br	3br	4br
light	\$55	\$ 65	\$ 90	\$110
medium	\$85	\$100	\$125	\$155
heavy	\$100	\$125	\$165	\$205

Shampoo Carpet*	eff. & 1br	2br	3br	4br
	\$65	\$85	\$115	\$150

*Additional charges may apply for stain removal

General clean-up of kitchen	\$20.00
Stove/oven or refrigerator	\$20.00 each
Microwave	\$ 5.00 minimum
General clean-up of bathroom	\$20.00
Clean toilet, shower, basin or tub	\$10.00 each
Ceiling fans	\$ 5.00 each
Mini blinds and verticals	\$10.00 & up
Clean Windows	\$ 5.00 each
A/C return vent	\$10.00
Vacuum, per room	\$ 5.00
Mop floors, per floor	\$15.00
Clean & strip wax floor – Kitchen	\$30.00
Bath	\$20.00
Clean cabinets/drawers	\$15.00
Trash out, per bag	\$10.00
Clean light fixtures	\$ 3.00 each
Clean furniture	\$30.00 minimum
Washer/Dryer	\$30.00 minimum
Storage rooms	\$20.00 minimum
Fireplace	\$30.00
Sweep baseboards	\$ 5.00

NON-REMOVED ITEMS:

Sticky tabs/double sided tape/stickers, decals	\$ 5.00 each
Shelf and drawer paper	\$ 5.00 each
Long mirrors	\$10.00 each

REPLACEMENT ITEMS:

Light bulbs	\$ 2.00 each
Bath Vanity bulbs	\$ 4.00 each
Fluorescent bulbs	\$ 15.00 each
Window screens - small	\$ 20.00 each
Window screens - medium	\$ 30.00 each
Solar screens - small	\$ 45.00 each
Solar screens – large	\$ 80.00 each
Patio screen	\$ 75.00 each
Glass - window pane small	\$ 45.00 each
Glass - window pane large	\$ 75.00 each
Glass – patio door pane	\$150.00 each
Interior doors	\$ 80.00 each
Exterior doors	\$125.00 each
Door jam	Repair \$ 75.00 each Replace \$125.00 each
Replace door hardware - interior	\$ 30.00 each
Replace door hardware – exterior	\$100.00 each

Replace patio door pin latch		\$ 4.00 each	
Replace "Charlie Bar"		\$ 45.00 each	
Replace interior lock security device		\$ 45.00 each	
Drawers –	Repair	\$ Cost	Replace \$ 50.00 each
Countertop/Drainboard -	Repair/refinish(min. \$30)	\$ Cost	Replace \$ Cost
Light fixtures - Kitchen		\$ 40.00 each	
Dining		\$ 90.00	
Bath		\$ 70.00	
Other		\$ 20.00 each	
Replace light globe		\$ 6.00 each	
Replace wall outlet/switch		\$ 25.00 each	
Replace outlet/switch cover		\$ 2.00 each	
Replace ceiling fan		\$ 85.00 each	
Replace smoke detectors		\$ 20.00 each	
Replace intruder alarm pad or control panel		\$100.00 each	
Replace intruder alarm unit		\$400.00 each	
Replace toilet seat		\$ 15.00 each	
Replace toilet lids (cracked or broken)		\$ 25.00 each	
Replace faucets – Kitchen		\$ 95.00 each	
Bath		\$ 90.00 each	
Replace towel racks		\$ 20.00 each	
Replace shower head		\$ 35.00 each	
Replace sink – Kitchen		\$ 100.00 each	
Bath		\$ 85.00 each	
Replace sink and tub stoppers		\$ 10.00 each	
Replace Medicine cabinet		\$ Cost	
Replace Exhaust Fan		\$ Cost	
Replace bathroom mirrors		\$ 50.00	
Replace shower rod		\$ 15.00 each	
Replace toilet paper holder		\$ 6.00 each	
Replace Soap Dish		\$ 50.00 each	
Replace oven rack		\$ 20.00 each	
Replace drip pans	small	\$ 5.00 each	large - \$10.00
Replace burner element		\$ 20.00 each	
Replace stove/oven control knob		\$ 5.00 each	
Replace dishwasher rack		\$ 70.00 each	
Replace disposal		\$ 80.00 each	
Replace mini blinds - short		\$ 40.00 each	
Replace mini blinds - long		\$ 60.00 each	
Replace vertical blinds - patio		\$ 100.00 each	
Replace refrigerator drawer/shelf		\$ 40.00 each	
Replace refrigerator door handle		\$ 50.00	
Replace freezer door		\$ 90.00	
Replace ice trays		\$ 2.00 each	
Replace furniture, refrigerator, dishwasher, range/oven		\$ Cost	
Replace Mailbox (\$95 minimum)		\$ Cost	
Replace Mailbox locks		\$ 30.00 each	
Items not included		\$ Cost	

SHEET ROCK REPAIR:

Sheetrock repair and paint	\$35 per sq. ft. (\$50 minimum)
Small nail holes	NO CHARGE
Large nail holes, screw holes, or bolt holes	\$ 5.00 each

PAINTING:

Complete (ceilings extra)	Studio	1br	2br	3br	4br
	\$140.00	\$195.00	\$265.00	\$300.00	\$420.00
Single Bedroom (ceiling extra)		\$ 100.00			
Ceilings		\$ 20.00	per room		
Touch up, per wall		\$ 10.00			
Repaint wall painted a different color by resident		\$ 40.00	each		
Paint interior/exterior doors		\$ 30.00	each		

GENERAL REPAIRS:

Install Peephole		\$ 15.00			
Electrical (\$15 minimum)		\$ Cost			
Dishwasher (\$30 minimum)		\$ Cost			
Intruder Alarm (\$15 minimum)		\$ Cost			
Disposal clean out		\$ 25.00			
Re-key apartment		\$ 55.00			
Mailbox (\$15 minimum)		\$ Cost			
Repair wall porcelain tile		\$ Cost			
Repair porcelain chip		\$ 20.00	each		
Carpet - repair/replace		\$ 16.00	per sq yd (min chg \$50)		
treat pet odor		\$ 100.00	minimum		
de-flea	<u>eff & 1br</u>	<u>2br</u>	<u>3br</u>	<u>4br</u>	
	\$65	\$85	\$115	\$150	

Lock repair		\$ 15.00	each		
Faucets		\$ 30.00	each		
Clear toilet stoppage		\$ 40.00			
General plumbing (minimum \$30)		\$ Cost			
Range, refrigerator, washer, dryer, dishwasher repair/refinish		\$ Cost	(minimum \$30)		
Refrigerator freezer puncture		\$465.00	plus tax		
Mow yard		\$ 50.00			

MAINTENANCE LABOR CHARGES:

Staff per man hour		\$ 20.00	per hour		
Outside Contractor		\$ Cost			

PET DAMAGE:

Charges for pet damages apply to unauthorized pets, as well as authorized pets.

Pet odors may not be immediately evident, all units that have been occupied by a pet will be inspected again 3 to 5 days subsequent move-out.

RECREATIONAL FACILITIES

Management has direct authority over how, when and by whom these facilities are used. Your cooperation is greatly appreciated. We hope you understand these policies are to help insure the safety and enjoyment of all residents.

Pool (Where applicable)

The pool(s) are provided for the enjoyment of all residents. Please help us keep your pool(s) clean and safe by remembering the following policies:

- Lifeguards are not provided. Swim at your own risk. For your safety, do not swim alone. Management is not responsible for accidents, injuries, or lost, stolen, damaged or misplaced items.
- Pool hours are **10 am to 10 pm Sunday through Thursday; 10 am to 11pm Friday and Saturday.**
- A parent or guardian must accompany children under the age of 12 at all times.
- **Pets are not allowed anywhere in the pool area – This is a City Health Ordinance.**
- Use plastic or paper containers only. **Glass is not permitted!**
- Only proper swimwear is allowed. Cutoffs are not allowed.

- All guests must be accompanied at all times by the resident. No more than two (2) guests are allowed at one time. To reduce crowding, please keep pool guests to a minimum.
- Keep gates closed at all times.
- Respect others by keeping noise to a minimum, covering pool furniture with a towel when using suntan oils, leaving pool furniture in pool areas, disposing of trash properly.

In case of emergency, dial 911.

Spa and/or Hot Tub (Where applicable)

The hot tubs are provided for the enjoyment of all residents. Please help us keep your hot tub clean and safe by remembering the following policies:

- Attendants are not provided. Use the hot tub at your own risk. Management is not responsible for accidents, injuries or lost, stolen, damaged or misplaced items.
- Hot tub hours are **10 am to 10 pm Sunday through Thursday; 10 am to 11 pm Friday and Saturday.**
- Use of the hot tub should **not exceed 15 minutes.** The heat becomes a health hazard.
- A parent or guardian must accompany children under the age of 12 at all times.
- Pets are not allowed in the spa area.
- Use plastic or paper containers only. **Glass is not permitted!**
- Only proper swimwear is allowed. Cutoffs are not allowed.
- Please allow for a 10 minutes cool down period after strenuous exercise prior to using the spa and/or hot tub.
- No food or drink is allowed in the hot tub.

In case of emergency, dial 911.

Tennis Court (Where Applicable)

The tennis court is provided for the enjoyment of all residents. Help us keep the tennis court clean and safe by remembering the following policies:

- Attendants are not provided. Use the tennis court at your own risk. Management is not responsible for accidents, injuries or lost, stolen, damaged or misplaced items.
- Tennis court hours are **10 am to 10 pm Sunday through Thursday; 10 am to 11pm Friday and Saturday.**
- Children are only allowed on the court while accompanied by a parent or guardian.
- **Motorcycles, bicycles, tricycles, skateboards, skates, etc. are not permitted on the court surface.**
- Do not sit or lean on net.
- No food or drink is allowed.

In case of emergency, dial 911.

Basketball Court (Where Applicable)

The basketball court is provided for the enjoyment of all residents. Help us keep the basketball court clean and safe by remembering the following policies: Attendants are not provided. Management is not responsible for accidents, injuries or lost, stolen, damaged or misplaced items.

- Basketball court hours are **10am to 10pm Sunday through Thursday; 10am to 11pm Friday and Saturday.**
- Do not hang from the basketball goal or net.
- No food or drink is allowed.
- **Motorcycles, bicycles, tricycles, skateboards, skates, etc. are not permitted on the court surface.**

In case of emergency, dial 911.

Fitness Room (Where Applicable)

The fitness room is provided for the enjoyment of all residents. Help us keep the fitness room clean and safe by remembering the following policies:

- Attendants are not provided. Use the fitness room at your own risk. Management is not responsible for accidents, injuries or lost, stolen, damaged or misplaced items.
- Fitness room is open during specified hours. See staff for details.
- Pets are not allowed.
- No wet clothing allowed in fitness room.
- For the safety and enjoyment of yourself and others, please observe the following:
- Keep body clear of weights and other moving parts when using fitness equipment.

- Do not make repairs on fitness equipment. Please report needed repairs immediately to the management.
- Do not use, adjust or operate fitness equipment beyond your physical limitations.
- Children under the age of 12 are **not** permitted in the fitness room.
- Please report vandalism and unauthorized users.
- Do not remove fitness equipment from the fitness room.
- Do not leave personal items in the fitness room.
- Respect others by keeping noise to a minimum and by disposing of trash properly.
- Do not work out alone.
- Please wipe down the fitness equipment with a clean towel once you are done.

In case of emergency, dial 911.

Clubroom (Where applicable)

Our Clubroom has been provided for the use and enjoyment of all residents. To ensure that all residents benefit in an equitable manner, and that our facility is maintained in top condition, use of the pavilion may be permitted only under the following conditions:

1. Only residents of this community may reserve the Clubroom, and scheduling will be conducted on a first come, first serve basis.
2. Reservations for the Clubroom must be accompanied by a deposit check in the amount of \$400.00. The reservation is not assured until the check is received and the use agreement has been signed. There is also a \$75.00 usage fee that must be received before the date the Clubroom will be used.
3. If the Clubroom is **NOT** used when reserved, cancellation notice must be received 24 hrs prior to the scheduled reservation time. If notice of cancellation is **NOT** received at least 24 hrs in advance, a charge of \$75.00 will be deducted from the deposit.
4. The resident reserving the Clubroom is wholly responsible for any and all damages to the Clubroom and associated facilities. This responsibility is **NOT** limited to the amount of the deposit.
5. Parties in the Clubroom must be over by 12 am. Specifically, all guests must be gone, and all of the area must be cleaned by this time.
6. Reservations of the Clubroom do not include the pool area, as these are common areas for use of all the residents.
7. Resident will be responsible for any damage due to their negligence.
8. The resident reserving the Clubroom is responsible for the cleaning of the area. This must include the following:
 - (A) Pick-up and remove all trash and debris. Dispose properly in the Dumpsters.
 - (B) Clean all tables, countertops, sinks, and bathrooms.
 - (C) Sweep all floors, mop if needed.
9. The reserving resident is responsible for keeping resident's guests in the Clubroom to ensure that they **DO NOT** wander throughout the apartment community.
10. Parking for guests is in guest parking only, which is designated around the property. Remind guests to park according to general regulations i.e., do not block cars, emergency curbs. Improperly parked cars will be towed at owner's expense.
11. In case of after hours emergencies, please call our 24-hour answering service at (979) 693-8850.
12. **No alcoholic beverages or smoking allowed in clubroom.**
13. **No wet clothing permitted in clubroom.**

*Resident must provide Driver's License in order to check out any and all billiard equipment from the leasing office. This is available on a first come, first serve basis and is accessible from opening of the office to midnight.

Laundry (Where applicable)

Laundry room(s) are provided for the convenience of all residents. Please report any problems or needed repair to the office.

- Attendants are not provided. Use the laundry room at your own risk. Management is not responsible for accidents, injuries, or lost, stolen, damaged or misplaced items.
- A parent or guardian must accompany children under the age of 12.
- Please help us keep the laundry room clean by properly disposing of all trash.

In case of emergency, dial 911.

Computer Lab (Where applicable)

- For Resident Use Only.
- Documents are to be saved on resident's own disk and not on the hard drive.
- Documents saved on hard drive will be deleted.
- Complimentary copy and local fax services are available for residents. Long distance fax service is available for an additional charge.
- Residents will be held responsible for any damage to equipment during his/her computer time, this includes adding or deleting any programs. **Both adding or deleting programs is strictly prohibited!**
- **No food or drink allowed in computer center.**
- The business center is available for use after hours. See management for more information.
- All equipment in this room is **electronically monitored**. Removed set equipment will engage alarm system.
- Screen savers are not to be tampered with at any time.
- No obscene information or material is allowed on the computers at any time or for any reason.
- Resident must provide paper.
- Changing from one computer to another with the same floppy disk could spread a virus, therefore, neither Jamespoint Management nor the property is responsible for any virus infections.
- **Violation of any or all of the above stated rules will be cause for termination of computer lab use and not limited to eviction.**

BUSINESS USE

No business may be operated out of any residence leased by Jamespoint Management. This includes day care, driveway or yard sales, etc.

ROOMMATES

Conventional Lease - Joint Liability

Roommate conflicts can arise and result in one moving out leaving the remaining roommate(s) responsible for the entire rent. Roommates are jointly and severally liable for the rent. **Joint liability means that everyone who signs the lease is responsible for the entire rent for the term of the lease.** If a resident leaves before the lease term expires, the remaining residents are responsible for the entire rent. This means if one roommate drops out of school, gets married, or leaves for any other reason, the remaining residents are responsible for the total rent, and it is their responsibility to negotiate a settlement with the former roommate for reimbursement of his/her share of the rent. This responsibility includes the right to seek recovery of the former roommate's share by taking the roommate to Small Claims Court. Therefore, it is imperative to communicate with one another and arrive at a satisfactory solution to all parties rather than let a roommate conflict lead to financial problems and alienation of relationships.

If you plan to move out, let your roommate(s) know. Help find a suitable replacement or negotiate a financial settlement with your roommate(s). Remember the apartment management cannot be a mediator should a roommate conflict arise. Assistance is available on campus. Also, please understand, we do not know the agreements and/or arrangements existing between roommates for handling their lease obligations and have no choice but to sue all parties on the lease for delinquent rent or other obligations under the contract.

Re-letting an apartment must be approved in writing by management. Please discuss with your manager. There will be a charge for this service. A re-letting fee is not a cancellation fee or buyout fee. It does not release you from continued liability for future or past-due rent; charges for cleaning, repairing, repainting, unreturned keys or other sums due. See your lease contract.

ROOMMATE CONTRACT

The Department of Student Life recommends that a Roommate Contract be completed anytime a new lease is signed or a lease is renewed. This document is designed to provide its users the opportunity to establish some guidelines being as forthright and honest with their opinions as possible.

This agreement made on _____ is a contract between _____,
_____, _____, _____ co-tenants at
_____ apt. # _____, College Station, Texas.

I understand that I am entering into a legally binding agreement with my roommates. I also understand that we as a group and I as an individual are responsible to our landlord, the utility companies, and each other.

TERM OR PERIOD OF AGREEMENT

This agreement is to begin on _____ for a term lasting from _____ to _____ . I fully understand and accept the rules and responsibilities of this agreement.

SECURITY DEPOSIT

This security deposit for the dwelling is \$ _____ total. My share amounts to \$ _____. I understand that this amount will be returned to me, less the amount deducted by the landlord for unpaid rent, and/or damages or unclean deductions. I accept responsibility for damages which, I, my pet, or a friend of mine causes, and I will reimburse my roommates(s) for their security deposit withheld for those damages.

RENT

The total rent according to the terms of our lease agreement with our landlord for the dwelling is \$ _____ per month. I agree to pay 1/ ____ of the monthly rent. This amounts to \$ _____. The total amount my roommates(s) and I are liable for over the period of the lease is \$ _____, of which my share is \$ _____. I understand that we as a group and I as an individual are responsible to our landlord for the total rent for the term of the agreement.

UTILITIES

I agree to pay 1/ ____ of the deposits and/ or hook-up charges for all utilities.

I agree to pay 1/ ____ of the monthly utility bills. (Including any cable services)

I agree to pay 1/ ____ of the monthly telephone service charge, plus all long distance calls which I make and the taxes on those calls.

I agree to pay as follows for any additional utilities:

MOVING OUT

If, for whatever reason, I move out of the dwelling, I realize it is primarily my responsibility to find a replacement. I agree to look for a replacement roommate, which is acceptable to my present roommate(s). If one of my roommates moves out, I will also attempt to find a replacement roommate. I understand the need to be reasonable in accepting a replacement roommate.

If I move out of the dwelling and a replacement roommate has not been found, I realize that I am still legally responsible to my roommate(s) for paying my share of the rent and bills.

I understand that I, as an individual, can be held responsible to my landlord and/or the utility companies for the entire rent and/or utility bills, if my roommate(s) fail to fulfill their part of this agreement.

I agree to the following arrangements regarding:

FOOD/SHOPPING: _____

CLEANLINESS/CLEANING RESPONSIBILITIES:

PRIVACY:

SHARING OF PERSONAL ITEMS:

NOISE/STUDY TIMES:

SMOKING, DRINKING, DRUGS:

PARTIES/ENTERTAINING:

OVERNIGHT GUEST(S):

PETS:

ADDITIONAL REMARKS (security, furniture, appliances):

As part of this agreement, I realize that I, as well as each of my roommates, have equal rights to the use of space and facilities in the dwelling with the exception of the areas we have designated as each one's private space. This agreement is intended to promote harmony between roommates by clarifying the expectations and responsibilities of roommates to each other.

All obligations under this contract are to be performed in College Station, Brazos County, Texas.

To be effective, it is not necessary to witness or notarize this agreement. Each roommate should sign below and receive an original copy.

The parties have executed this agreement on (date) _____, 20_____.

Resident's signature & date

Resident's signature & date

Resident's signature & date

Resident's signature & date

**This form is provided by Off Campus Student Services at Texas A&M University for the mutual benefit of roommates.*

The University assumes absolutely no responsibility for situations arising from the use of this form.

Off Campus Student Services

Offices of the Dean of Student Life

Texas A&M University

College Station, TX 77843-1257

(979) 845-1741 / **Fax:** (979) 862-1309

E-mail: agoss@tamu.edu / **website:** <http://stulife.tamu.edu>

An office in the Department of Student Life

**ACKNOWLEDGEMENT FOR RECEIPT OF RESIDENT HANDBOOK AND
COMMUNITY POLICIES REVISED 01-08-2008**

Move-in date: _____ **Apartment Number:** _____ **Phone Number:** _____

Listed below are all residents(s) that appear on the "Apartment Lease Contract".

I acknowledge receipt of a "Jamespoint Management Properties Residents Handbook and Community Policies" which becomes an addendum to the "Apartment Lease Contract". The policies set forth in this handbook are additions to the rules and policies outlined in the "Apartment Lease Contract" and are binding on all resident(s), occupants and guests.

Resident Signature _____ **Date:** _____

Resident Signature _____ **Date:** _____

Resident Signature _____ **Date:** _____

Resident Signature _____ **Date:** _____