



HOUSE RULES

1. EMERGENCY PHONE NUMBERS

Fire/Ambulance/Police 911
Manager's Office 843-4040

If it should be necessary to call for Fire, Rescue, or Police assistance, please advise the Property Manager immediately after this is done.

2. RENTAL PAYMENTS

All rent is due and payable on the 1st of each month, and late after 5:00 P.M. on the 5th of the month. A \$20 late fee will be charged on the 6th, as well as \$5 per day until the balance is paid in full. Please make checks or money orders payable to Fox Run, and mail or leave at Manager's office: 4500 Overland Drive, Lawrence, KS 66049. Please write your apartment number on the check or money order. Cash cannot be accepted on the premises. NSF checks returned from the bank will be deemed non-payment of rent. After one NSF check you must pay with certified check, cashier's check, or money order. A charge of \$25 for the NSF check will be due, in addition to the late fees specified above.

3. OCCUPANCY

Your apartment is rented to persons listed on the application only. The maximum number of persons shall be limited to the following in all apartments:

- 1 Bedroom: 2 persons
- 2 Bedroom: 4 persons
- 3 Bedroom: 6 persons

An exception will be made if a person should join a family after the lease inception date, either by marriage, birth, or custody order. The lease will continue with the extra person being permitted occupancy in the apartment for 6 months or until the lease ending date, whichever is sooner. At that time the lease will not be renewed with the extra person in the apartment.

4. TWO MONTH WRITTEN NOTICE

A two-month written notice must be given prior to the 1st day of the month, two months prior to the intended vacate date. This notice is required even if the Tenant intends to vacate at the termination of the lease. For example, if a Tenant's lease will expire on July 31st, the Tenant must give notice on or before May 31st. This notice should state a definite moving date. Blank vacate notice forms are available at the Manager's office.

5. KEYS AND LOCKS

One key will be issued at the time of occupancy for each unit. Additional keys may be made at any hardware store. Alterations or replacements of locks or installation of bolts, knockers, or other attachments to the interior or exterior of any door requires the prior written consent of Management.

6. LOCK OUT

Authorized personnel will admit Tenants who have been locked out at the following charge, which may be waived at the Management's option:

9:00 A.M. – 5:00 P.M.	\$10.00
All other hours	\$35.00

It is the Tenant's option to call a locksmith.

7. PACKAGE ACCEPTANCE

Tenant hereby authorizes Management to act as the Tenant's agent in accepting packages delivered to the Manager's office by UPS, the U.S. Post Office, Fed Ex, or other delivery services. Tenant agrees that any package delivered to the Manager's office, addressed to the Tenant shall be at the sole risk of the Tenant. Tenant releases Management from any and all liability due to DAMAGED, LOST, or STOLEN deliveries.

8. INSURANCE

To protect your property and to protect you against possible liability claims it is highly recommended that you carry renter's insurance. Many companies provide this type of insurance and can explain what their policies cover. Tenants with waterbeds must carry insurance and provide the office with a copy of the policy.

9. ENTRANCE

Management reserves the right to enter your dwelling to check or repair the equipment and, in an emergency, to protect the property. In the event that you are to be away for any length of time, you are requested to notify us, leaving a phone number where you can be reached in case of an emergency.

10. CHILDREN

Children are not permitted to play in halls, stairways, parking areas, or anywhere in or around the buildings where they may endanger themselves or unnecessarily disturb residents. Organized games or sports are prohibited on the lawns, sidewalks, etc. Children of working parents must be adequately supervised by someone designated by the parents, and be provided with means of access to their apartment at all times. It is of the utmost importance that children be so supervised that they will not present a disciplinary problem for the Management.

11. WALLS

Management prefers the use of needles, stickpins, or small brad nails when hanging pictures. Glue type hangers are not acceptable. No one is allowed to paint an apartment without written permission from the landlord. Wallpaper and contact paper are not allowed.

12. LIGHT BULBS

Each apartment will be equipped at the time of occupancy with light bulbs. After move in, and at move out, Tenant is expected to replace burned out bulbs.

13. TRASH REMOVAL

Please keep the premises clean by using the trash containers provided. It is imperative that all trash be wrapped or tied securely and placed in the dumpster. Trash must not be left in the halls at any time. The dumpsters are for household trash only. Used oil, car tires, batteries and furniture are not to be left in the dumpsters. Any Tenant disposing of these items will be charged for their disposal.

14. DISPOSALS AND DRAINS

It is recommended that the cover be kept in the drain position when not in use to prevent foreign material from accidentally dropping into the waste disposal unit. In using your disposal, be sure you have the cold water turned on. It is important to maintain a sufficient flow of water to flush shredded waste through the drains even after the disposal has been turned off. Do not put bottle caps, glass, pins, foil, rags, string, or paper in the disposal. Any damage or costs for repairing the disposal because of negligence will be charged to the Tenant. When a drain becomes plugged, and you cannot take care of the problem yourself, please call the office as only approved companies are allowed to work on the drains. If it is determined that foreign material or improper disposal in the drains by the Tenant caused the problem you will be charged for the service call.

15. ATTACHMENTS

Awnings, thermometers, satellite dishes, or other equipment on the exterior of the buildings will not be permitted.

16. CLEANING

Showers: Use liquid detergent only and a soft sponge or cloth with warm water for cleaning. Remove persistent stains, tar, or paint by using turpentine, acetone, paint thinner, or a household glass cleaner. Never use wire brushes, metal scrapers, or any abrasive cleaning pads, as these will permanently damage the surface. Dull areas can be restored with extra fine, automobile type body cleaning compounds. Carpets: Carpet stains are the responsibility of the Tenant. Should a spill or stain occur, prompt attention will make cleaning easier. Laundry: Occasionally the city water supply has minerals (rust) in it. This is especially bad when the water mains are flushed. When this occurs, use caution when washing clothes. If stains in clothes do occur, several rust removal chemicals are available to aid in cleaning the stains.

17. SOLICITORS

Door to door soliciting is not permitted without written consent of the Management, in which case the solicitor will carry a card of authorization signed by the Management. Residents are requested to notify the Management when solicitors appear in the buildings.

18. DAMAGE TO PROPERTY

The Management reserves the right to charge a resident for damage to the property as a result of negligence, carelessness, or misuse by resident or resident's guests.

19. DISTURBANCE, NOISES, ETC.

No Tenant may make or permit any disturbing noises by himself, his family, or guests. No Tenant shall play or operate any musical instrument, or allow them to be played or operated, between the hours of 10:00 P.M. and 8:00 A.M. Loud playing of radio, television, or other musical instruments is discouraged at any hour. Any boisterous conduct or other actions as deemed by Management, which will disturb the peace and quiet of the premises is absolutely prohibited. Consumption of alcoholic beverages by Tenants or guests outside of the Tenants apartment, except on the patio or balcony, are strictly prohibited. Violation of this will be cause for immediate eviction.

20. PATIOS/DECKS

Management reserves the right to require a resident to remove certain items from the patio or deck which are deemed to be dangerous, detract from the appearance of the building, or are unlawful. Nothing may be attached to the patio or deck without the prior written permission of Management. The following are examples of unacceptable items on a patio or deck: clothing hung from railings, shades, wood burning grills, charcoal grills, flammable liquids, children's toys, swings, satellite dishes, or anything else that is attached to the deck, railing, or building. Propane grills with proper grease attachments are allowed on the patios or balconies, with permission by Management. Tenants are responsible for any damage or stains caused on the patio or balcony.

21. ELECTRICAL CORDS

No electrical cords are to be run from the apartment, deck, or garages for any purpose.

22. GARAGES

Garages are provided for the storage of vehicles. Garages can and do occasionally have water in them. Items stored should always be placed off the garage floor. Storage of items in a garage is at Tenant's risk, and suitable insurance is highly recommended.

23. PARKING

Parking space for private, licensed passenger vehicles of Tenants is provided. Vehicles must be headed into curb and parked within marked lines. "No Parking" areas must be observed. Trucks, trailers, or busses may be parked only with the written permission of the Management. Any unregistered, abandoned, disabled, or illegally parked vehicles will be towed away at the owner's expense. Cars are not to be washed nor repair work done on cars while in the parking lot or garage. Bicycles are to be kept in the Tenants unit, garage, or at bike racks provided around the complex.

24. BLINDS

The blinds furnished must be used for a uniform appearance of the complex.

25. LAWN AREA

In order to maintain an attractive, consistent appearance within the community, we request your cooperation in keeping the grounds free of litter, toys, bikes, grills, etc.

26. PETS

Absolutely no live animals or birds of any description will be permitted under any circumstances unless specifically allowed in your lease. Guests are not allowed to bring their pets on the premises.

27. SWIMMING POOL / JACUZZI

The hours are posted on the gate. No children are allowed in the pool without adult supervision. A resident must accompany guests. No alcoholic beverages will be allowed in the pool areas or clubhouse.

28. ENTRANCES AND HALLWAYS

In compliance with the Fire Code of the City, children's toys, bicycles, wagons, or carts are not to be left at entrances or in the hallways at any time. Management allows doormats; however, they must be well maintained. Signs of any type are not to be placed on apartment doors. Newspaper deliveries, ect., should be taken in promptly to minimize the possibility of accident to others.

29. MAINTENANCE

Please make requests for routine repairs or maintenance between 9:00 A.M. and 5:00 P.M. daily. For after hour emergencies, please call 843-4040 and the on-call management will address your concern as soon as possible. Please call before any attempt to clean unusual stains or repair anything yourself. It is also important that you do not try to access the equipment in the mechanical room. There is no charge for repairs or adjustments unless necessitated by negligence, mistreatment, or failed attempts at repair by a Tenant or his guests.

30. CLUBHOUSE

Alcoholic beverages will not be allowed in the clubhouse or party room. Hours of use and additional rules are listed in the clubhouse rental contract. A deposit may be required and you are responsible for a any damage done by you or your guests or cleaning that is needed and not completed by 8:00 A.M. the next morning or 2 hours after your allowed ending time if prior to 10:00 P.M.

We cannot hope to cover everything in this handout about which questions may arise, so feel free to contact the Property Manager for additional information. Thank you... we hope you enjoy your

new home at  *Apartments!*