

*Place to Be*

P R O P E R T I E S

# Community Policies

Welcome!

**Rent is due on or before the 1<sup>st</sup> of the Month!**

Payments are processed each day, including weekends and holidays.

**Maintenance Request!**

[maintenance@placetobeapartments.com](mailto:maintenance@placetobeapartments.com)

Please include your name, address, apartment #, and phone # along with a specific description of your issue.

**Resident Referral!**

To show our appreciation for referring us to your friends and family, we offer a GREAT referral program! Ask your leasing agent for more details!

## **Contact Information**

Main Office: 525 S. Carroll Suite 100 Denton, TX  
Phone Number: 940.566.0033  
Hours of Operation: Monday- Friday 8:30 am – 6:00 pm

Director of Operations: Rosanna Guzman  
Phone Number: 940.382.1167  
Email: [rosanna@placetobeapartments.com](mailto:rosanna@placetobeapartments.com)

In Process

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In Process

## **MAINTENANCE**

We offer 24 hour emergency maintenance for items like A/C and heat, flooding or plumbing (when related to the only toilet). Please do not leave non-emergency requests with the answering service after hours. Emergency request during business hours may be called in otherwise all non-emergency maintenance items may be requested by email. When making a maintenance request, please be prepared to provide the following information.

- Your name, phone and email
- Your physical address and unit number
- Where/what you are having a problem with and detailed description

Please allow the maintenance technician access to your unit to complete the necessary repairs.

### **Non-Emergency maintenance requests**

[Maintenance@placetobeapartments.com](mailto:Maintenance@placetobeapartments.com)

## **EMERGENCY MAINTENANCE**

Call our office 940-566-0033 immediately.

If after hours, your call will be directed to the answering service.

## **RENT**

Rent is due on the 1st day of the month regardless of holidays, inclement weather or office hours.

Make your payment ONLINE at [www.ptbproperties.com](http://www.ptbproperties.com)

-Pay with credit card (3% fee)

-Pay with e-check for \$2.00 Flat Fee

-Pay with cash at your neighborhood Kroger, WalMart, Ace Cash Express  
(Cash Pay Fee of \$4 – Account Card required for CashPay)

Stop by our Place to Be office to pick up your Account Card for CashPay

## **LATE FEES**

There will be an initial \$50.00 late charge on the 4<sup>th</sup> (unless otherwise stated in your lease) and \$10.00 per day thereafter until rent is paid in full (unless otherwise stated in your lease). If your rent is late and you do not include your late charges for that month, your next month's rent will apply to any previous balances you have including unpaid rent, late fees and utilities.

## **NSF PAYMENTS**

Insufficient funds payment will not be re-deposited. They must be replaced immediately within 24 hours of notification and payment must be paid with money order only. If you have more than one NSF, you would need to pay by money order only, no more checks. Late fees will be assessed retroactive back to the 4<sup>th</sup> of the month. These fees will not be waived under any circumstances, including bank error. Payment must be paid by money order only for insufficient funds.

### **RENEWAL**

Renewal information is sent at a minimum of **90 days prior to renewal date (and as early as December)**. If you have a co-signer on your original lease, you will need to have the co-signer re-sign for a new lease term. You do have the option of re-qualifying or having a new co-signer.

### **Smoking**

All Place to Be Apartments and Homes **do not allow smoking inside of the unit.** If you smoke outside your apartment, please do not throw cigarette butts on the ground.

### **OCCUPANTS**

We allow one person per bedroom due to parking limitations, with exceptions made for families.

***Place to Be Properties abides by Federal Fair Housing laws and principles.***

### **LAUNDRY FACILITIES**

We ask for your help in maintaining a neat and safe laundry facility. In consideration of your neighbors, please remove clothing from the washers and dryer promptly. Please notify the office immediately if any washer or dryers are not working. There is a number on the front of each machine to identify it easily. We are not responsible for any items left in the washer/dryers or laundry room area. The trash cans located in the laundry facility are for laundry waste only; please do not leave items such as food or other personal items in the trash. Persons identified as putting personal trash into the laundry area trash cans will be subject to a \$25.00 fine. Please notify the office if the laundry facilities are in need of attention.

### **UTILITIES**

Residents that do not have 'all bills included' in their rent are required to provide proof from the City of Denton that they have changed the utilities into their name **prior** to picking up their keys. If you do not have proof of utility change you **may not** pick up your keys until you provided us with a confirmation number. If utilities are not changed over at the time of move in, you will be charged a fee per your lease contract.

**All Bills Paid** – Water, gas and electricity are paid in full. There is no need to have services changed in your name.

**Utility Convenience Package**- If your apartment community has the option for this package then you may pay your utilities through Place to Be. The City of Denton will send us your bill and then we would post it on your month statement. You are completely responsible for the entire utility bill under your apartment address, and name.

Ratio Billed Water- Residents of ratio billed properties do not have to transfer water to their names. They will receive a bill via US Mail. Payment will be made to the same entity who you pay your rent to. Ratio billing is based on the number of occupants in the unit and the square footage.

### **Animals**

Animals include mammals, reptiles, birds, fish and rodents.

### **Pet Friendly Properties**

Ashton Place, Barry Place, Craig Place II, Craig Place I, Kennedy Place, McKenzie Place, Mulberry Place, Remington Place, Shady Place, Sleepy Hollow and Sycamore Place and 903 Fannin Apartments are pet friendly.

In order to have a pet at one of our properties you must pay the appropriate deposit before the pet moves into the unit. Your animal must also be registered with the City of Denton before it will be allowed to move into your unit. There is a weight limit of no more than 35 lbs. for dogs; limit 2 animals per unit, this includes any breed that will exceed the weight limit when full grown. Aggressive breeds, as outlined by the City of Denton, are not allowed. **You are responsible to clean up after your pet if you do not you will be charged \$25.00 per violation.**

If an animal is found at a non-pet friendly property, or at a pet friendly property without the proper documentation and deposits, under any circumstances, there will be a **\$100 fine - NO EXCEPTIONS.** The animal must be removed from the unit immediately once we notify you. If you do not remove the animal we will remove it and take it to the Denton County Animal Shelter.

The \$100 charge is a liquidation amount covering only part of damages, that is, our time, effort, and expense in discovering the animal, notifying you to remove the animal, removing and or kenneling the animal if necessary, or taking legal action to remove the animal. The animal charge does not liquidate all of the resident's liabilities for any property damages caused by the animal and all costs of shampooing, deodorizing, and flea treatment of the carpet.

To discourage animals lingering around the apartment community, we ask that you **do not feed** or offer shelter outside of the apartment. If any food bowls or shelter/bedding is found outside of your apartment it will be discarded immediately and you will be charged a **\$25.00 fine.**

## **Towing**

Towing is enforced at ALL properties 24 hours a day 7 days a week except during **summer** break for University of North Texas. We tow to ensure that all of our residents have a place to park at their community. **EJ's Towing is the authorized towing service for Place to Be Properties.**

### **EJ's Towing**

2008 Metro St.  
Denton, TX 76207  
(940)384-9866

No Parking Areas:

- 1) Handicap spaces
- 2) Dumpster areas
- 3) Designated \*NO PARKING\* areas

If your car has been towed you will need to contact EJ's. You should only contact Place to Be about a towed vehicle if there has been an error on our part.

**THERE WILL BE ONLY ONE STICKER PER BEDROOM ISSUED.**

**Temporary permits will be issued for residents who are using another car temporarily. There will not be given to visitors at any time, no exceptions.**

You must have your car registered with us and receive a parking sticker in order to park in the lot for your community. **Parking stickers are non-transferable and are only good for the car you register with us and the community it is registered at.** You may not park at a community that you do not live at.

Before you have registered a temporary or new car in the office **you may not park in any Place to Be parking lot.** To register a temporary vehicle you must come by the office and fill out a temporary tag before you may park in your parking lot. We encourage you to remind your visitors, including parents, friends and deliveries, not to park in the registered parking areas for **any length of time** as they are subject to towing.

If you fail to make sure we have **ALL** of the correct information for our towing list, or you do not have sticker/temporary tag, **your vehicle is subject to towing.** In the event that you get a new car before the leasing office is open, the vehicle must be parked on the street until a parking permit is obtained.

Due to limited parking we are unable to allow parking for recreational and work vehicles. Some communities are fortunate to have visitor parking spaces. These are identified by "Visitor Parking" signs.

All vehicles must be in operable condition with current tags and inspections or it is subject to towing. If a vehicle is utilizing more than one parking space, it will be towed.

Any vehicle that has an anti-theft alarm or horn that goes off and disturbs other residents for more than three minutes shall be considered illegally parked and may be towed at the owner's expense. Management is authorized to cut or disconnect any power source to said horn or alarm system to avoid having to tow the vehicle.

### **CONDUCT**

If loud music, parties, excessive noise, traffic or any violation of the lease is reported by any other resident you will: 1<sup>st</sup>- Be notified by phone and/or written notice of the nature of the complaint. 2<sup>nd</sup>- Be given a second (written) warning. 3<sup>rd</sup>- **Be subject to eviction.**

Please be considerate of your neighbors. Televisions and music should be kept on low volume during quiet hours, which are after 8:00pm and before 10:00am. If you are a music student and play an instrument, we encourage you to ask your neighbors when there is a convenient time to practice or go to the music hall. NOTE: You can receive a violation during non-quiet hours for disturbance.

Get to know your neighbors. This will allow you to communicate better with them if there is a problem with noise, music, etc. Please be respectful of your neighbors and other residents and try to keep the noise level at a moderate to low volume no matter what time of day it is.

### **NOISE FROM NEIGHBORS**

If you have a noise complaint concerning a neighbor (you can hear the noise clearly outside, or it is occurring at an inappropriate time e.g. late at night or very early in the morning), we recommend the following procedures:

- \***First**, speak to your neighbor yourself. They may not be aware of the disturbance.
- \***Second**, if the problem persists, submit the concern in writing to the management office.
- \***Third**, contact the police then follow-up with the office. These are considered low priority calls with the police, but they will respond.

Please keep in mind that you live in close proximity to others and there will always be some amount of noise no matter how considerate your neighbors are.

### **BREAKING THE LEASE CONTRACT**

There are two ways of legally breaking the lease:

- 1) **Reletting** – Paying the reletting fee (85% of one month's rent) will legally give us the right to try and re-lease your apartment. However, we cannot try to re-lease your apartment until you have paid the reletting fee in a cashier's check or money order. Furthermore, you are still legally responsible for each month's rent until the new lease begins for that unit. All utilities must remain on in your name until the new lease begins.

2) **Transfers** – The resident(s) have the option to find as someone to take over their current lease contract and pay a one time fee of **\$250.00**. Everyone on the lease must come in together for the legal transfer to take place. The new person(s) taking over the lease must qualify and be approved by us before the transfer can take place. Person(s) taking over the lease must accept the condition of the apartment in which the former resident(s) leaves it in. The deposit and last month's rent stay with the lease, you may opt to exchange these funds without including Place to Be. Utilities must be transferred to the new resident(s) and confirmation of this supplied to the office before the transfer date.

If you do not choose one of the above to break the lease, it will result in eviction, charge of the reletting fee, accelerated future rents, and the deposit will become non-refundable.

### **TRASH/LITTER**

All trash must be taken immediately to the dumpster. The first time trash or litter (e.g. cigarette butts, cans, bottles or bags of trash) is found sitting outside of your apartment door you will be given a warning. If found a second time you will be fined \$25. Please do not deposit personal trash on the grounds of the property, on the ground outside of the dumpster, in the laundry room trashcans, or in the trashcans by the mailboxes. If we identify you as the violator of this policy, you will be fined \$25.

### **LOCKS**

We must have access to your unit and bedroom(s) at all times for emergencies. You are not allowed to change your locks or add locks at any time. If you change any locks, **you will be charged \$50.00 for exterior doors and \$25.00 for interior doors**. If you are locked out of your unit, please contact the office immediately. If you lose your keys you may come into the office for replacements. ID is required to pick up keys. You may request for us to change your locks in the office via a written request form. In order for us to process a lock change request all parties on the lease must be present and bring \$50.00 total in the form of a money order(s). You must pay Place to Be **BEFORE WE CAN CHANGE THE LOCKS**.

### **SECURITY**

Everyone is responsible for his or her own security. We do not provide security guards. In case of an emergency, call **911**.

### **AIR FILTERS**

Residents are responsible for keeping the air filter clean and replaced. It is recommended that you check your filter on a monthly basis. As a courtesy, we will attempt to change the filter twice a year.

### **FREEZING WEATHER**

Please take extra precautions during freezing weather. We are not responsible for any resident, guest, or occupant's personal injury or damage to personal property.

During freezing weather you must at all times:

- Keep the unit heated to at least 50 degrees
- Keep cabinet and closet doors open
- Drip hot and cold water faucets

Residents are responsible for taking precautions to avoid freezing pipes and will be responsible for any damages caused by negligence.

### **DAMAGE TO APARTMENT**

The resident(s) will be liable for replacement costs for any broken or damaged property item that was intact at move-in. You will be responsible for charges unless the damage is due to our negligence. (**EXAMPLES** – When we are made aware of a broken window, we will have it replaced and bill the resident (s) for the repair.)

You must not use spray paint outside or inside your apartment, on sidewalks or patios. If any area is found to have paint on it, you must clean/remove the paint or you will be charged for its removal.

### **RENTERS INSURANCE**

We urge you to get renters insurance for losses due to theft, fire, smoke, water damage, etc. **The liability of your personal items is your responsibility not the apartment community's.** For example, if you have a leak and the water ruins your belongings, we *are not* responsible for replacing the item. However, if you have renter's insurance, it could be covered.

### **GRILLING**

Fire laws and insurance requirements prohibit the use of BBQ grills in breezeways, balconies, and patios or within 10 feet of a building. The storage of grilling equipment is not allowed outside of the apartment.

### **SATELLITE DISHES**

Residents who choose to have a satellite dish or receiving antenna must sign a Satellite Dish Amendment in the office. A \$500 security deposit and significant renters insurance will be required for possible damages. If you have a free standing satellite dish, it must not be placed in front of the building or where it is in view from the street. We reserve the right to decide the placement of the satellite dish. You must have it approved in the office in writing. We may remove any unapproved satellite dish and we will not be responsible for charges from the satellite provider.

### **TELEPHONE LINES**

No additional telephone lines will be allowed in any apartments.

### **BICYCLES**

Bicycles must not be stored outside unless it is in a bike rack. If a bike is blocking a walkway or door way, it will be cut and removed. We are not responsible for bikes that have been removed.

### **WINDOW COVERINGS**

All building exteriors must have a uniform look. To obtain this we ask that you do not put foil, stickers, blankets, flags, signs etc. in the windows. The only thing that should be showing is the blind.

### **PATIO/ OUTDOOR FURNITURE**

Residents with patios are responsible for keeping them clean. We welcome the use of patio or outdoor furniture on patios and balcony's however, we prohibit any type of furniture outside doors, in breezeways, and in walkways. **No indoor furniture** is allowed outside regardless of location. If found we will remove it immediately and you will be subject to a \$50 fine.

### **WATER HEATER & HEATER CLOSETS**

For no reason are there to be any items stored in the water heater or heater closets due to fire hazard.

### **PEST CONTROL SERVICES**

Extermination services are provided to each community on a quarterly basis. Residents in houses or duplexes are responsible for their own extermination. All residents must allow the exterminator access to their apartment unless a written doctor's order is received. If the exterminator cannot access your apartment and you have not provided us with a doctor's order you will receive a violation and be charged for re-service.

In the event that you have pest problems in between quarterly treatments, please place a non-emergency maintenance request. All requests received by the end of the day on Wednesday will be addressed on Thursday of that week. Please leave the exterminator a note detailing exactly where you are having issues and what they are. In order to be treated properly, all soft package foods, utensils, dishes, etc. must be removed from any areas of treatment. We will treat for bed bugs at the resident's expense.

### **SMOKE DETECTORS**

We do conduct fire safety inspections on the properties. Please check your fire alarms on a monthly basis. Per section 24 of your lease, you are required to keep all smoke detectors in working condition, including replacing batteries. If we find the unit missing or non-functioning, we will replace or repair it and you will be fined a **minimum of \$100.00 per detection device**. If you find your smoke detector is malfunctioning, please follow the maintenance request procedures so we can repair/replace the unit.

### **UNIVERSITY PLACE Heating/Cooling**

University Place Apartments heating and air conditioning are on a chilled water system. This means that you do not have central heat and air. During the warmer months you will have air conditioning, and the cooler month's heat.

Unfortunately, we cannot control the weather during those months in between. We do our best to make the right decision as to when to change from heat to air and vice versa. You can control the fan for the A/C and heat system via the thermostat. You can also turn your

heat/ac to the "off" position at any time. You are not permitted to install window a/c or heat units.

### **INSPECTIONS**

Random inspections will be made of each apartment and if damages are found we will make the necessary repairs. Any cost incurred will be charged to your account.

### **90-DAY WRITTEN NOTICE TO MOVE-OUT**

Either party may provide written notice of intent to vacate. A verbal move-out notice is not acceptable. Place to Be Properties requires that you give a minimum of a **90-DAY NOTICE IN WRITING. YOU ARE RESPONSIBLE FOR REMEMBERING WHEN YOUR LEASE EXPIRES AND BRINGING IN A WRITTEN NOTICE 90 DAYS PRIOR TO YOUR LEASE EXPIRATION DATE.** If you fail to give notice, **we may extend your lease term and/or give you notice to vacate.**

**Place to Be sends out *multiple* renewal notices and letters at a minimum of 90 days (and as early as December) prior to your lease expiring. If you do not respond to those notices and letters, we will consider you to be moving out when your lease ends and will begin showing your unit to prospective tenants. As soon your apartment is on the market it is available to lease for new residents.**

Once you have given us your **90-day notice** we legally have the right to show your apartment at any time. We do our best to give you prior notice before showing; however, sometimes we have to show prospective residents immediately. Please keep apartment show ready when you are on notice.

### **MOVE OUT AND DEPOSIT RETURNS**

For a total refund (minus carpet cleaning) of your original deposit, the apartment must be left thoroughly clean, free of debris (trash/furniture/etc), undamaged, and all rent and outstanding balances must be paid in full. All residents will be charged the cost for cleaning their carpet at move-out unless a receipt is provided showing that you have had your carpets professionally steam cleaned. We have the carpets cleaned before you move in and you are responsible for leaving the apartment in the same condition as when you moved in. Deposits cannot be applied to last month's rent. Deposits will not be refunded until all residents have vacated the apartment. **IF KEYS ARE NOT TURNED IN BY THE MOVE OUT DATE OF YOUR LEASE, YOU WILL BE CHARGED \$50 FOR CHANGING THE LOCKS AND A HOLDOVER RATE UNTIL THE UNIT IS FOUND VACANT.**

Deposits will be returned to one resident with all names on one check. **You must leave us a forwarding address in writing upon move-out.** If you do not provide us with a forwarding address we will mail your deposit to your last known address. In the event that you do not receive your deposit return to the forwarding address given, you will be responsible for half the amount of the stop payment charge from the bank and we will provide a new check for you.

**CLEANING AND REPAIR CHARGES**

It is your responsibility to clean all items listed below and leave them in satisfactory condition. Carpets will automatically be cleaned by us unless we are provided with a receipt from a *professional* company prior to move out. This does not cover carpet damages only cleaning. If the following items are not cleaned charges will be deducted from your deposit or owed to Place to Be if your deposit is insufficient to cover the charges. The amounts listed below are average prices only. If the owner incurs a higher cost for the cleaning, repairing, or replacing any items, you will be responsible for paying the higher cost.

**\*\*Please note that this is not an all-inclusive list; you can be charged for the cleaning and repairing of items not listed below. These are estimates and are to give you an idea of charges that might be applied to your account. \*\***

**KITCHEN CLEANING**

Refrigerator	\$10.00
Range/Oven	\$10.00
Dishwasher	\$5.00
Sink/Countertop	\$10.00
Cabinets	\$10.00
Floor	\$5.00
Microwave	\$5.00
Washer/Dryer Area	\$15.00

**BATHROOM CLEANING**

Tub/Shower	\$10.00
Sink/Cabinets	\$10.00
Floor	\$5.00
2 <sup>nd</sup> Bath	\$10.00

**EXTERIOR CLEANING**

Patio / Balcony	\$15.00
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**MISCELLANEOUS**

Carpet Cleaning	
1Bdr.	\$45.50
2Bdr.	\$65.00
3Bdr.	\$100.00
Carpet Repairs	\$15.00+
Window Coverings	
(blinds)	\$20.00+
Trash Removal (per bag)	\$10.00
Furniture Removal	\$200.00
Sheetrock Repair	
(Per hole 2 sqft)	\$75.00
Floor Tile Repair	\$25.00+
Touch-up Paint (per hour)	\$27.00
Clean Baseboards &	
Windows	\$20.00
Pet Damage to Carpet/Flooring	\$100.00

**REPLACEMENT CHARGES**

Exterior Door	\$350.00
Interior Door	\$150.00
Refrigerator Shelf	\$25.00
Smoke Detector	\$50.00
Cabinet Doors	\$80.00
Globes	\$10.00
Door Jam	\$100.00
Towel Bars	\$10.00
Light Bulbs (each)	\$1.00
Light Fluorescent	\$4.00
Drip Pans (each)	\$2.50
Windows	\$Vary
Countertop Repair/	
Replace (per foot)	\$30.00
Toilet Lid	\$25.00
Fridge Door Panel	\$150.00
Refrigerator	\$500.00
Range	\$350.00
Dishwasher	\$350.00
Microwave	\$350.00
Washer	\$450-650.00
Dryer	\$350-550.00

## **MOVE-OUT CLEANING INSTRUCTIONS**

We are sorry to lose you as a resident and hope we have the opportunity to work with you again. With regard to your move-out, we ask that you thoroughly read the list above to aid you in cleaning properly. You will need to vacate the apartment and turn in your keys by 5:00pm on the last day of your lease agreement. There will be a minimum charge of \$200 and up if we have to do a trash out on the unit. If you have any questions or we may be of further assistance, please feel free to contact us at (940) 566-0033.

### **KITCHEN**

1. **Refrigerator:** Remove all foods, defrost, clean, wash and disinfect all surfaces (under, behind, top and sides).
2. **Range/Oven:** Clean all surfaces to remove grease and burned-on particles. Thoroughly clean knobs and polish chrome surfaces. Clean underneath burners and sides of range.
3. **Vent-a-hood:** Clean all surfaces to remove grease and burned on particles. Remove, clean and reinstall filter. Do not attempt to clean secondary charcoal filters.
4. **Dishwasher:** Remove debris and wipe inside surfaces. Clean and polish the front panel including knobs.
5. **Sink:** Scrub and clean sink with appropriate cleanser. Clean garbage disposal insert or gasket, sink stopper. Clean and polish faucet.
6. **Cabinets and Drawers:** Remove all personal items, remove all lining material, wash and disinfect all shelves and interior surfaces. Clean and shine countertops and cabinet fronts.
7. **Other Appliances:** If your apartment has been equipped with other appliances such as a microwave oven or washer and dryer, please clean these appliances similarly to those described above.
8. Thoroughly clean light fixture covers, electrical outlet covers and switch plate covers.
9. Clean areas between and underneath appliances; walls, cabinets and the tile.
10. **Floor:** Sweep, clean, and disinfect.

### **BATHROOM**

1. **Bath/Shower:** Thoroughly clean tile, porcelain or fiberglass surfaces. Do not use Ajax or similar abrasives on fiberglass. Polish faucets and chrome.
2. **Toilet:** Remove disinfectant devices from the tank. Clean and disinfect all surfaces and interior.
3. **Sink:** Clean and scour and polish faucet.
4. **Mirror:** Clean with glass cleaner.
5. **Cabinets, Drawers, Medicine Cabinet:** Remove all lining material, wash and disinfect all shelves and interior surfaces. Clean countertop and cabinet fronts.
6. **Floor:** Sweep, clean and disinfect.

## **GENERAL**

1. Clean all light switches, all window and sliding glass door tracks, windows, front door, mini-blinds, all light fixtures and ceiling fans.
2. Sweep patio, sweep cobwebs from around sliding glass door and other areas. Clean patio light fixture. Clean sliding glass door.
3. Vacuum carpet.
4. Remove debris from fireplace and thoroughly clean ashes from fireplace interior surfaces.
5. Make sure all debris is removed from the apartment, including clothes hangers, phone books, trash bags, furniture, etc.
6. Replace all burned out light bulbs.
7. Replace dead or missing smoke detector batteries.
8. Clean all air conditioning vents.
9. Clean all ceiling fans.

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# *Place to Be*

P R O P E R T I E S

## **COMMUNITY POLICY AGREEMENT**

The comfort, up-keep and appearance of this community are a prime concern to Place to Be. If you have any suggestions or complaints please address the office staff by phone, email or in person. The policies we have established apply to all residents and guest without exception. Your cooperation in adhering to these policies is essential to the success of our community as well as your home. Consideration for others will help guarantee a satisfying and enjoyable atmosphere. Our staff takes pride in keeping all areas clean and beautiful. It will help us if you call our attention to anything we have missed.

**\*NOTICE\***

**By signing below you acknowledge having read and understood the community policies packet. By signing this page you agree to abide by the rules and regulations of community. The policies set forth in the Community Policy take precedence over items defined in the lease.**

Complex: \_\_\_\_\_

Address: \_\_\_\_\_

Unit: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Owner's Representative