

Tenant Utility Guide Sheet

Following Utilities are called prior to move in date to start service in tenants name on move in date of _____.

Service Address

Electric: _____

Username: _____

Password: _____

Water and Sewer: _____

Username: _____

Password: _____

Natural Gas: _____

Username: _____

Password: _____

Internet: _____

Username: _____

Password: _____

Trash Removal: _____

Username: _____

Password: _____



Pet Policies and Information

Pet Policy for Non- Pet Friendly Rentals

If you are in a rental that is not designated for pets, tenants must not have or acquire a pet while residing in a non-pet friendly rental. If a pet is discovered before or after a tenant moves into a rental that doesn't allow pets, then the tenant forfeits the right to their security deposit at the time of move out, and Weidley Properties holds the right to serve an immediate eviction notice.

Service Animal Policy for All Rentals

Weidley Properties does not discriminate against any service, support, or guide animals for people with mental or physical disabilities. Weidley Properties does have the right to reject service, support, and guide animals for reasonable circumstances such as unavailable housing, or if the animal has a history of violent or threatening behavior regardless of their status. In order for a service, support, or guide animal to be accepted at a non-pet friendly units, applicants and tenants must provide Weidley Properties with the proper medical or state documentations, licenses and registration forms prior to the animal living at the residence. If a tenant does not file or properly register their service, support or guide animal with office personnel, then the landlord holds the right to charge a fine to the tenant and ask the animal to leave the premises until all documentation is completed. Tenant must still follow and abide by all city, township, and state laws regarding animals, and are fully responsible for the animals care and well being on the premises. Please refer to animal guidelines listed below in this policy packet. Service, support, and guide animals are exempt from pet fees and deposits if all documentation is provided to the landlord. However, in the event of a tenant moving out with a service, support or guide animal. Weidley Property Management does have the right to make deductions from Tenant's security deposit for any necessary repairs, cleaning, and damage reimbursements caused by the animal. Please reach out to Weidley Properties' staff regarding paperwork and further details.

Pet Policy for Pet Friendly Rentals

In rentals that are designated Pet friendly, the following rules and regulations apply. All pets must be approved by management before the animal is purchased or acquired. The Landlord holds the right to accept or deny any pets that are submitted for approval if they are outside the policy guidelines. Tenants are solely responsible for their pets well-being, clean up, and are responsible for the state the rental unit is left upon move out. Landlord holds the right to charge



the tenant(s) for any and all damages caused by the animal. Weidley Properties does not require at this time but highly recommends for all Pet Owners to acquire a Pet Insurance Policy to cover their animal on the premises. Before acquiring a pet or when moving into a Weidley Property unit a Pet Application/ Registration Form must be completed and submitted to management prior to the purchase or acquisition of the animal. Rental units are only permitted to 1 animal per unit, unless management has approved otherwise. Please see policies below for more details and guidelines for Pets.

Pet Fee

Upon approval for a Pet in a rental unit, an additional \$30 per month fee will be added to the tenants rent total. All fees are due the same time as rent is for the unit. This fee is in addition to the Non-refundable Pet Fee. If a new tenant is moving in, all fees are due at the time of move in, if an existing tenant is acquiring a pet all fees are due upon Landlord approval for the pet to be in the rental unit.

Rent + Pet Fee= Monthly Total Owed.

Non-Refundable Pet Fee

A non-refundable pet fee of \$250 is required prior to the animal arrival or at the time the lease is signed. Tenant liability for damages caused by her/his pet is not limited to the amount of the pet deposit, and the Tenant will be required to reimburse the project for the real cost of any and all damage caused by her/his pet.

Pet Guidelines

Tenants are permitted one pet per unit, and that one pet must be one of the animals on the following list.

1. Dogs

- Rottweilers, Pit Bulls, Dobermans, Chows, Alaskan Malamutes, Huskies, Great Danes, St. Bernards, Akitas, Wolf Hybrids, or any mixtures of the aforementioned are not permitted.
- All Dogs must be housebroken, spayed or neutered, and up to date with all shots. All of the aforementioned items must be completed prior to the animal moving into the unit.



2. Cats

- A cat must be spayed or neutered, up to date with all shots, and litter box trained. All of the aforementioned items must be completed prior to the animal moving into the unit.

3. Other Animals

- Birds - Maximum of 1 Bird per unit, and it must be caged at all times.
- Fish/ Turtles- No more or larger than a 25 Gallon aquarium that must be properly maintained.

No Other Types of Pets are Permitted on the Premises. If a tenant is discovered with a pet outside of the list provided, Weidley Properties has the right to serve an eviction notice for violation of the pet policy.

Rules and Regulations-Dogs and Cats

1. Dogs and cats shall be kept within the pet owner's unit. When outside of the tenant's apartment, the pet shall be kept on a leash and under the control of the Tenant AT ALL TIMES. Under no circumstances shall a cat or dog be permitted to freely roam or to be held onto by just a collar in any common areas.
2. Cat litter shall NOT be disposed of by flushing down toilets. Charges for unclogging toilets or clean-up of common areas because of pet waste shall be billed to and paid by the pet owner. The owner of any pet that uses a litter box must change the litter once a week and remove solid waste from the litter box every day. Pet owners are responsible for picking up waste immediately and disposing of it in a sealed trash bag in the garbage.
3. A fee of \$50.00 per occurrence shall be charged to the Tenant who fails to remove pet waste in the proper manner.
4. A cat shall not be left unattended in any unit for longer than 24 hours without someone checking on it. A dog shall not be left unattended in any unit for longer than 8 hours. Any pet left unattended for longer than the specified times or whose health is jeopardized by the Tenant's neglect, mistreatment, or inability to care for the animal shall be reported to the appropriate authority. Such circumstances shall be deemed an emergency for the purposes of Management's right to enter the unit to allow such authority to remove the animal from the premises. The Management Agent accepts no responsibility for any pet so removed.



D. Rules and Regulations-Fish

1. The aquarium shall not exceed twenty (25) gallons and shall be placed on a Management approved stand in a safe location within the unit.
2. Aquarium shall be maintained properly and kept odor free.
3. The aquarium owner is responsible for all water damage to walls, carpets, flooring, or the ceiling of the unit below caused by breakage or spillage of or from the aquarium. The aquarium owner shall be billed for repair costs as required.

Pet Rules and Regulations-General

1. In the event that Weidley Properties' staff is on the property performing inspections or maintenance inside or outside the unit, all pets must be crated, on lease, or have a tenant/owner present. If not, our staff will not enter the unit or property premises, and you may be charged a fee for them to return.
2. Pet owners shall provide adequate care, nutrition, exercise, and medical attention for the pet. Pet owners must comply with all governmental laws and regulations pertaining to her/his pet.
2. Pet owner is financially responsible for any flea or other insect infestation that affects her/his unit or adjacent units as a result of her/his pet.
3. Pet owners agree to be responsible for immediately cleaning up any dirt tracked through the common lobby area, halls, or elevators by her/his pet.
4. Pet owners shall keep their pet under control at all times. Any pet that physically threatens and/or harms a resident, guest, staff member, or other authorized person shall be considered dangerous and shall be immediately and permanently removed from the premises by the pet owner, Management, or other personnel authorized by Management.
5. Pet owner agrees to control the noise of her/his pet such that it does not constitute a nuisance to other tenants. Failure to control pet noise may result in removal of the pet or eviction of the Tenant.
6. In the event of a Tenant's sudden illness, the pet owner agrees that management shall have discretion with respect to the provision of care for the pet consistent with Federal guidelines and



at the expense of the pet owner unless advance written instructions with respect to such care are provided by the Tenant to the Management Office, i.e. Pet Sponsor.

7. Unwillingness on the part of named Pet Sponsor, per item #6 of this section, to assume custody of the pet shall relieve the Management of any requirement to adhere to any written instructions with respect to the care or disposal of a pet and shall be considered an authorization for Management to exercise discretion in such regard consistent with Federal guidelines.

8. Pet owners acknowledge that other Tenants may have chemical sensitivities or allergies related to pets or are easily frightened by such animals. The tenant therefore agrees to exercise common sense and common courtesy with respect to other Tenants' rights to peaceful and quiet enjoyment of the premises.

9. Pets are allowed to visit but cannot stay overnight. Visiting pets must follow the general pet rules

(F) as well as those rules applying to the type of pet (A-E). Tenants must be responsible for visiting pets at all times.

10. Only Tenants on the Lease are allowed to acquire a pet. If two (2) Tenants are on one (1) Lease, only one (1) pet is allowed per unit. Attendants are not considered Tenants on the Lease and cannot have pets.

PET ACQUIRED THROUGH a REASONABLE ACCOMMODATION REQUEST: although pets that are acquired through a reasonable accommodation request are not subjected to the Owner's Pet regulations, they are still subjected to City, Township, County or State ordinances and laws.

Therefore, the tenant is required by law to be in compliance with such ordinances and laws. If the tenant fails to abide by the law they may be subject to a municipal as well as eviction action. This includes but is not limited to the licensing and vaccination of pets, the proper disposal of waste, the "leash law", dangerous or nuisance animals and the proper care of the pet. The owner has an obligation to, AND WILL notify the proper authorities if the tenant is in violation of the law.

NOTIFICATION POLICY



In the event that a pet owner violates these pet rules and regulations, Management shall provide written notice of such violations as follows:

Nuisance Violation

1. A nuisance violation is considered an infraction of a rule that does not endanger the life, health, or safety of any person or property and must be reported to the Management Office both verbally and in writing.
2. The pet owner will receive a written warning from Management citing the violation and the actions necessary to correct the situation.
3. Management will be available to discuss the violation with the pet owner.
4. The pet owner will have ten (10) working days to correct the violation; implement plans to correct the situation (such as registering her/his pet into behavior class), and must respond, in writing, to Management regarding the steps taken. The written response must be received in the Management Office no later than 8:30am the eleventh (11th) working day from the date of the notice.
5. Failure to respond to the nuisance warning will constitute another violation.
6. If the pet owner makes a timely request, the Management Company shall agree to a meeting no later than 15 days from the effective date of the notice of pet rule violation. As a result of the meeting, the Management Company may give the pet owner additional time to correct the violation.

Dangerous Behavior Violation

1. A dangerous behavior violation is an infraction that physically harms or threatens the safety or health of any individual, the apartment unit, or the entire project.
2. If a situation is determined to be a dangerous behavior violation, the pet owner will receive a notice stating the violation and requiring the pet owner to immediately remove the pet from the unit. Within 24 hours of the notice, the pet owner MUST respond to Management stating what actions were taken. If the pet is not removed from the premises within 24 hours, Management shall have the right to have the pet removed.

Notice for Pet Removal



If the pet owner and Management (or designated representative) is unable to resolve the pet rule violation or if the Agent determines that the pet owner has failed to correct the violation within the allotted time, Management (or designated representative) may serve notice requiring the pet owner to remove the pet.

Insect Control Policy

Tenants are responsible for all everyday pest control measures, including but not limited to prevention, exterminating and all trapping means. These pests include but are not limited to household ants, spiders, ticks, fleas, bed bugs, centipedes, mice, garden snakes, etc. If the rental presents an infestation of a pest and management determines that it was brought on by habits of the tenants, then the tenant is responsible for the cost to fumigate the property as well as the exterminator fees. If an infestation occurs in the rental property by no fault of the tenant then the Landlord agrees to cover the fees for all exterminator and fumigation means.

Cleaning Policy

Weidley Properties ask tenants to review and ensure the following guidelines for cleaning the rental properties are upheld. It is the responsibility of each Tenant to maintain her/his apartment in a clean, safe and sanitary manner. Those residents incapable of performing cleaning and maintenance functions on their own must obtain other assistance. There must always be a clear path through the apartment to all fire exits including windows.

Carpeting: Burn holes or other damage to your carpet will be charged to the Tenant. Please advise the office as soon as possible if any such incident should occur so that it may be corrected.

Carpet Cleaning: It is the tenant's responsibility to keep the carpeting clean. Therefore, management recommends that the tenant have the carpeting professionally cleaned during their tenancy to avoid additional charges. An excessively dirty carpet is not considered normal wear and tear, and is therefore subjected to an additional cleaning or replacement cost at move out.

The tenant must get the professionally cleaned when the tenant plans to move out. A receipt for cleaning must be presented by the last day of occupancy or the tenant will be charged for the carpet cleaning which will be completed by Management Staff or a professional cleaning company. If the carpet is unable to be cleaned or needs to be replaced due to resident abuse and neglect, the cost of the replacement will be the tenant's responsibility.

Ceilings and Floors: Tenants and their guests shall not damage or disturb any part of the ceiling or floor in their apartment in any way, including but not limited to: installing hooks, nails,



or other hardware in the ceiling; drilling in the ceiling; hanging plants, mobiles, light fixtures, or other objects from the ceiling; allowing water to accumulate on the floor; and/or painting, repairing, or making improvements with respect to the ceiling or floor. Tenants shall immediately report any sagging, warping, leaking, cracking, staining, holes, or water accumulation related to the ceiling or floor to the Property Manager. Any damage the resident causes to the ceiling or floor, including but not limited to, damage caused by Tenant's violation of the paragraph above, shall not constitute ordinary wear and tear. The Tenant shall be responsible for reimbursing the owner for the cost of repairing damage to the ceiling or floor and for any damages that result as the consequence of the Tenant's action.

Garbage/ Recycling: Tenants shall not allow garbage, newspapers, or other refuse to remain in the apartment, to litter the halls, or the outside of the building. All garbage must be wrapped, tied, and deposited in the designated trash bins and placed out for the disposal service. Tenants are required to follow all local and state ordinances pertaining to recycling.

Garbage Disposal: FOR RENTALS WITH A GARBAGE DISPOSALS. Cold water must be running into the garbage disposal when in operation. The Tenant is responsible for any damage incurred from improper use or the disposal will be removed. Do not put bones, glass, utensils, aquarium stone, rice, or cat litter down the disposal. Please be aware that any type of food that takes a long time to decompose, such as potatoes, are not good for the garbage disposal system.

Unit Inspections – Periodically unit inspections are performed by management and if applicable, physical inspections are performed by Section 8. Management will perform unit inspections on a Quarterly basis to determine whether the appliances and equipment in the unit are functioning properly and to assess whether a component needs to be repaired or replaced. This is also done to determine any damage to the unit caused by the tenant's abuse and negligence and, if so, make the necessary repairs, and bill the tenant for the cost of the repairs. If our staff is unable to complete their inspections due to cleanliness of the unit or unaccessible areas they need to check, then Tenants will be charged a re-inspection fee for our staff to return. Section 8 or its authorized contractors has the right to inspect the units and the entire property to ensure that the property is being physically well maintained. These inspections assure Section 8 that owners are fulfilling their obligations under the regulatory agreements and/or subsidy contracts and that tenants are provided with decent, safe, and sanitary housing.

Note:



(814) 327-1682 | www.weidleyproperties.com | rentals@weidleyproperties.com

Management reserves the right to inspect any unit, at any time, after serving the proper notice if we suspect that the members of the household are in non-compliance with lease requirements regarding (but not limited to) unsanitary or unsafe living conditions, unreported household composition or criminal activity.

Lock Out Policy

There will be one apartment key issued at move-in. If the key is lost or stolen, there will be a replacement charge to the tenant. In the event that a tenant gets locked out of their apartment please see the following options below:

If during business hours please contact our office and one of our staff members will assist you. If you are locked out after hours, please call a Locksmith in the area. Tenants are responsible for all fees charged by the locksmith.

Maintenance Information

If you have items in your apartment that need repair, call the office at 814-327-1682 Monday through Friday between 8:00am and 4:00pm. PLEASE DO NOT WAIT IF THERE IS AN EMERGENCY REPAIR, SUCH AS BROKEN WATER PIPE. IF YOUR RENTAL IS ON FIRE PLEASE DIAL 9-1-1. If your call is not an emergency please leave a voicemail and your call will be returned during normal business hours.

We provide EMERGENCY SERVICE during the hours of 4:00pm to 8:00am Monday-Thursday and between 4:00 pm Friday – 8:00 am Monday. An emergency is something that needs to be taken care of immediately and absolutely cannot wait until business hours such as a busted pipe, water leak, no heat in extremely cold temperatures etc. Weidley Properties has the right to deem certain items a non-emergency and wait until the next business day to address the issues. If on-call staff is called out to the site at your request and it is not an emergency you will be charged for the actual staff time.

False Reporting



If a tenant calls the Management Office for an issue that proves to be unfounded more than twice, each additional unfounded maintenance call will result in a **\$50 appearance fee**. This fee will be charged as an additional fee to their next month's rent. The landlord reserves the right to determine what constitutes "unfounded".

General Policies

- **Advertisements:** Tenant shall not allow any sign, advertisement, or notice to be placed inside or outside the building without the written approval of Management. There will be NO rummage or furniture sales. No signs, stickers or notes will be posted on the apartment entry door or windows.
- **Alcohol Consumption:** Alcohol consumption is only allowed in the apartment or on your personal patio/porch area. Consumption of alcohol in any public area is not permitted.
- **ANTENNAS/SATELLITE DISHES:** Tenants may not install any antennas. ABSOLUTELY no satellite dishes of any kind are permitted on the property. This includes, but not limited to, dishes mounted on poles, unless the Landlord has given the tenants permission.
- **BANNED INDIVIDUALS FROM THE PROPERTY:** Weidley Property Management reserves the right to ban any individual from the property and/or entering the building. Tenants are strictly forbidden to allow these individuals onto the property or into the building. Tenants who allow banned individuals onto the property, into the building or into their units may be subject to eviction action as allowed by State Law.
- **BOUNCED CHECKS:** Checks that are written by a Tenant to Weidley Property Management and then returned for insufficient funds will be charged a \$50 NSF fee and will no longer be an accepted form of payment. The tenant will need to pay by certified check, credit/debit card, or money order for the next 6 months. At that time the form of payment accepted will be reviewed.
- **CRIMINAL ACTIVITY: Criminal and drug activity, committed by any member of the household, whether on or off the property, in the past 5 years, as defined by the**



lease and the following schedule is prohibited. Criminal and sex offender background checks will be run during the annual recertification process and any offenders will be subjected to termination of assistance, tenancy or both as allowed by state and local laws.

1) Any misdemeanor crime against personal property or crime against a person.

2) Any violent criminal activity.

3) Any drug related activity or possession of drug related paraphernalia

4) Possession of an unregistered firearm, possession of an illegal weapon, or reckless use of a weapon.

5) Any prostitution activity.

6) Other criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents, the owner or any employee, contractor, subcontractor of the landlord who is involved in housing operations.

7) Any sex related crime or placement on a sex offender registry.

8) Any tenants placed on the Lifetime Sex Offender Registration Program will be terminated and will never be eligible to live in any of the properties managed by Weidley Property Management.

*Note: If an appeal meeting was granted and approved ONLY the item that was granted in the appeal will be taken into consideration. Any other item(s) will be considered in the termination or rejection process.

- **DELIVERIES/SOLICITATION:** Neither the Management staff nor the Property Manager will accept any deliveries to the office. No solicitation of any kind is permitted in the office.



- **DISTURBANCES:** The Tenant agrees not to make or permit noises, loud voices, acts, or odors that will disturb the rights or comfort of neighbors. The Tenant agrees to keep the volume of any radio, CD player, stereo, television, or musical instrument at a level that will not disturb the neighbors. Tenants agree not to let their guests, visitors, or children disturb their neighbors as well. In Multifamily buildings Quiet Hours begin at 8pm and end at 8 am, please refer to the Quiet Hours Policy for more details.
- **DRUG FREE ZONE: Weidley Property Management has deemed all of their facilities “DRUG FREE ZONES”. Any use, manufacturing, sale or distribution of ANY controlled substance that is not prescribed by a medical professional will NOT BE TOLERATED and will be cause for IMMEDIATE termination of assistance (as allowed by Section 8 regulations) as well as grounds for eviction action.**
- **ENTRANCES:** No outside doors are to be propped open under any circumstances to allow Tenants, visitors, aides, and etc. entry without use of a key.
- **FIREWORKS:** Village, city, or county ordinances strictly forbid the use or storage of fireworks on the premises. This includes, but is not limited to, sparklers, roman candles, bottle rockets, smoke bombs, firecrackers, or any similar devices.
- **GASOLINE POWERED EQUIPMENT:** Gasoline, kerosene, solvents, and other flammable liquids are not to be stored within the building or apartments, hallways, or in storage areas. Storage of gasoline-powered equipment is illegal within a multi-family facility.
- **GUESTS/VISITORS:** Tenant shall be responsible for guests/visitors at all times. Guests/visitors are not allowed to loiter or play in the halls, stairways, elevators, lawns, or other areas used by the public and other tenants. Anyone who stays longer than 14 days in a 12-month period, will be considered a tenant and in violation of the lease provisions regarding household composition. **WEIDLEY PROPERTY MANAGEMENT RESERVES THE RIGHT TO BAR FROM THE PROPERTY ANY GUEST OR FAMILY MEMBER WHO HAS BROKEN ANY OF THE LEASE PROVISIONS OR THE RULES AND REGULATIONS.** Tenants who permit persons banned from the building to be on



project property are permitting trespassing. Permitting trespassing will be deemed “other good cause” under the terms of the lease and may be used as the basis for terminating the Lease Agreement.

- **HOLIDAY DECORATIONS:** Live trees, decorations or greenery (wreaths) are a fire hazard and will not be allowed anywhere inside or on the outside of the building. Tenants may put up lights or other holiday decorations in the public areas with permission from Weidley Property Management.
- **INSURANCE:** The Tenant is encouraged to obtain her/his own personal renter’s insurance. Owner is not responsible for theft, or for damages to personal property from any source. KEEP YOUR APARTMENT LOCKED AT ALL TIMES.
- **LAUNDRY ROOM:** WASHERS AND DRYERS ARE FOR THE USE OF TENANTS AND LIVE-IN ATTENDANTS ONLY!!! THE WASHING AND DRYING OF LAUNDRY OF OUTSIDERS IS PROHIBITED. Each Tenant is responsible for leaving the Laundry Room in a neat and orderly fashion and for following all instructions for washer and dryer use. This includes leaving the inside of the machine clean. Lint should be removed from the dryers with each use for efficiency and fire safety. Lint should be placed in garbage containers. If the containers are full, dispose of them at your apartment. No one is to allow their laundry to remain in the washers or dryer for 30 minutes without being removed to a basket or the folding table to allow someone else to use the washer and/or dryer. If the machine is not functioning properly, call the office. Management will not be liable for any loss, damage, or injury to persons or property from whatever cause as a result of Tenant’s use of the laundry units and/or equipment provided by the Owner therein.
- **LIGHTS:** The Tenant is responsible for the replacement cost and replacement of light bulbs and Maintenance is responsible for the installation when the Tenant is physically unable to do so. Tenants may purchase light bulbs from any retail store or from Weidley Property Management.



- **LOITERING:** Loitering will not be permitted on the lawns, sidewalks, entries, halls, stairways, or parking areas.
- **OBSTRUCTIONS:** The sidewalks, entries, halls, and stairways will not be blocked or used for any purpose other than entering or exiting the respective units. No recreational equipment or any personal items will be permitted to be placed or kept in the hallways or stairways.
- **OFFICE HOURS:** Weidley Property Management office hours are 8:00am to 4:00pm, Monday through Friday.
- **OUTDOOR PLAY EQUIPMENT:** For the safety of all tenants and visitors there will be no riding of bikes (any kind), skateboards, riding toys (Big Wheels, etc.) or similar equipment in the parking lot. Bikes, toys, pools, or playthings of any description CANNOT be left on the sidewalks, on the grass, in the lobby, or the main entrances area. The above equipment is to be stored either in the apartment or storage area belonging to the Tenants.
- **PARKING:** Space for parking is limited at some locations. Each unit has at least one parking spot solely for their unit. Please be courteous of other residents. Any remaining spots will be marked as visitor (or other) parking. Any vehicle parked in the parking lot needs to have current license plates and registration up to date. No repair work is to be done in the parking lot with the exception of repairing flat tires and jumpstarting a battery. Parking of boats, RV's(recreational vehicles, campers, trailers or other recreational equipment) is not permitted. Tenants park at their own risk and the Landlord is not responsible for any damages that may occur to vehicles on or off company property.
- **SMOKE DETECTOR:** Smoke detectors will be checked twice a year during the regular semi-annual apartment inspections. It is a violation of city ordinance and these rules to disable the smoke detector in any manner or to cover the detector with any material.
- **SMOKING:** You are reminded smoking is strictly prohibited in your residence. Any and all smoking forms including but not limited to; Vaping, cigarettes, cigars, and legal/illegal



drugs. You must dispose of butts, ashes, etc., properly and comply with posted “No Smoking,” signs. Violation of this policy may result with the tenants’ immediate eviction.

- **USE OF PREMISES:** Tenant shall occupy and use the premises as a private residence and for no other purpose. Tenants shall not carry on any trade, profession, business, school course of instruction, or entertainment on the premises without written permission. This includes but is not limited to keeping roomers, lodgers, or boarders (Air BnB), operating a daycare center, consulting or examining clients or patients; selling, reselling, or trading goods; grooming or training animals, providing meals, teaching an instrument, vocal music, dramatics, or dancing; and performing or speaking for audiences. This does not include working from home as a full or part time job, please speak with management for more information.
- **UTILITIES/CABLE:** Tenant is responsible for contacting utility/cable companies to transfer services into their names. Requests for Installation of additional phone extensions or cable outlets must be submitted to Weidley Property Management. Disconnection of your electricity may result in eviction. Please see “Tenant Responsibility section for more information.
- **WATERBEDS:** Waterbeds are not permitted.
- **WINDOWS:** Tenant shall not cover or obstruct any window or door or install other drapes, blinds, or sheers without written approval of the Management. All window coverings shall have white or off-white fire resistant backs.

Key Agreements

There will be one apartment key issued at move-in. If the key is lost or stolen, there will be a replacement charge to the tenant in the amount of \$10. By accepting this key you, the Tenant, accept responsibility for any and all copies as well as returning the key once you move out. Weidley Property Management is not responsible for any lost copies that leads to a break in. If a copy is given to someone that later can not be trusted, the tenant is responsible for paying the cost to replace the lock and new keys. If this occurrence happens more than once, it could lead



to tenants being evicted. If keys are not returned at Move Out Inspection, security deposit will be held until they are returned.

Rent Payment Policy

The amount of rent for the leased premises is set to be paid on a monthly basis. The rental amount for partial months shall be pro rated based upon the daily rental amount.

Tenant agrees to pay the monthly rent in advance on or before the 5th day of each month through the Resident Center by Buildium portal. Rent is posted to the Tenant's Resident Portal Account on the 1st of the month and due by the 5th of each month. If a tenant decides to pay with check or cash there will be a \$25 recording fee per transaction.

Landlord is not required to demand Tenant to pay the rent. Per the signed lease agreement Tenants agree to pay rent by the Resident center portal, in person at our Rent Drop box located at 2901 Maple Ave. Altoona, PA 16601, or by first class mail postage prepaid at the following address: 1002 Logan Blvd. Ste. 114 #336 Altoona, PA 16602. **If Tenant mails the rent to Landlord, the date of payment will be the date the letter is postmarked and the recording fee must be included in the total paid.**

Late Fee/ Eviction Notice Policy

If a Tenant fails to submit payment for their account balance by the 5th of the month, a charge of \$25 will be applied to their balance owed on the 6th. If the account balance is still not paid in full by 11:59pm on the 14th of the month, an additional \$25 fee is applied on the 15th. In addition to the late fee on the 15th of the month, an electronic notice will be sent to the Tenants informing them of Payment Due, and a Warning that a 10 Day Eviction Notice will be posted on their residence on the morning of the 17th if failure to pay their account balance in full by 11:59pm on the 16th is not posted.

Once a 10 Day Eviction notice is posted on the Tenant's Residence, an additional \$100 Eviction posting fee is added to their account balance, as well. The tenant has until the end of the 10 days' notice to pay their account balance in full, or a Judgement will be filed with the magistrate. There are no extended grace periods for any partial payments made during the 10



Day Eviction Notice time frame. In order to release the eviction notice from the residence, a Tenant must pay the entire balance owed. If the balance is not paid in full, then Weidley Properties will file the case with the Local Magistrate for the remaining amount owed.

Weidley Properties does still accept Partial Payments for monies owed. However, payments must be made in the allotted time frame of the 1st-15th. Late fees will not be waived during this time frame, and Eviction Notice Postings and Fees will not be withheld if a partial payment is made on the account.

Early Release Lease Termination Policy

In the event that a Tenant needs to be released from their lease agreement early for any reason, a notice must be provided to Weidley Properties within the 60 Day Clause. If no notice is given plus lease is broken early, Tenants may be charged with the fullest extent for breach of contract.

In the case where a tenant provides Weidley Properties with proper notice and time to fill the unit the follow option is provided to them to break their contract lease agreement early. **(*Please note though this is an option it is not guaranteed to be provided to every Tenant that request to break the term of their lease contract early. Weidley Properties holds the right to look at each situation case by case and management will make the final decision if early release option is available)** Please see criteria below:

- Early Termination Notice is given as soon as possible, preferably within 60 days to tenant needing to break contract.
- If request is approved by management, the following fees will be applied to the Tenant's account:
 - A Tenant's Lease Rent Charges will continue to be applied to tenants balance owed until the unit is filled by another person. At the time another lease is set up to take over the unit, rent will no longer be charged.
 - Once unit is filled or current tenant moves out a fee of an extra month's rent will be applied to their account to cover all administrative fees.



- Depending on the unit and terms of release of lease from management additional fees may be applied.
- Tenant provides the date of their move out as soon as possible to allow Weidley Properties to properly market and fill the unit.
- All balances must be up to date and continue to be that way until the unit is filled by another lease.
- Upon moving out unit all move out policies must be followed including turning in keys and a thorough cleaning of the unit, following the guidelines set in the checklist below.

For more information or questions on this policy please contact our office.

Move Out Policies

In the event that the tenant decides to move out of his/her rental, Weidley Properties Management has the following policies and checklist that we ask to be followed. Management asks that the tenant notifies the office at least 60 days before they plan to move out of the unit.

If the tenant does not provide a 60 day notice the deposit may either not be returned to tenant in the event it is used as an early release fee or will not be returned to them any earlier than the 60 days. Please note that the Landlord has the right to charge the tenant for the 60-day time period or entire lease time period for failure to submit notice and/or breaking their lease early.

Any repainting, repairs, cleaning, trash removal, and any other expenses associated with returning the condition of your home to your move-in condition can be deducted from your security deposit. Your security deposit will be returned to you by mail to the forwarding address you provide within 30 days after your Move-Out Inspection has been completed, provided that you have completed the terms of your lease agreement, do not have any unpaid outstanding charges of any kind, and there is no damage to the property.

We only expect you to return your rental in the same condition as when you moved in. If you have any questions, please call 814-327-1682.



Please see below the following instructions for moving out of the rental. If you are unable to meet these requirements prior to moving, it may lead to deductions in your security deposit.

Weidley Properties holds the right to make the necessary deductions to complete the following list prior to a new tenant moving in. Please note this list is a general guide some items may not be listed or apply to all tenants.

Weidley Properties General Move Out Checklist & Cleaning List used for Move Out Inspections:

1. ___ All floors swept and cleaned
2. ___ All walls & ceilings dusted down & all dirt, smudges, & grease washed off
3. ___ Wash down all baseboards, woodwork, and windowsills.
4. ___ Clean all light fixtures.
5. ___ Thoroughly clean all bathroom(s) and fixtures (toilets, bathtubs, showers, sinks, & cabinets).
6. ___ Thoroughly clean kitchen including cabinets, sink, fixtures and appliances (inside fridge & stove).
7. ___ Keep all utilities on until the day after your move-out inspection is complete.
8. ___ Clean behind & between stove and refrigerator area.
9. ___ Clean storage area and basement (if applicable).
10. ___ Sweep and wash hallway floors and dust hallway walls.
11. ___ Vacuum & clean carpets.
12. ___ Clean closets & shelves and wipe rods down.
13. ___ Clean all windows, storm windows, screens and return them to their proper place.
14. ___ Remove all items from the attic, crawlspace, basement, yard, shed, etc.
15. ___ Lawn, driveway, garage etc to be free of all trash, rubbish, and lose personal property
16. ___ Lawn trimmed and cut properly, including removal of leaves (if responsible for lawn care)
17. ___ All trash and garbage to be removed from property. Do Not Pile up garbage at the curb or leave in unit.



18. ___ Do Not remove curtain rods and brackets.

19. ___ All keys are to be returned as instructed by the office.

20. ___ LIGHT BULBS - ALL light fixtures are to have working light bulbs in ALL bulb sockets.

21. ___ Smoke alarm(s) will be in working order with a good battery.

