

WELCOME TO YOUR NEW HOME

We are happy to have you as a resident and appreciate your selection of this building as your new home. We will make every effort to maintain the positive relationship necessary for your continued confidence and good will. We are in receipt of your signed rental contract and your security deposit.

RESIDENT MANAGER/CARETAKER

The manager for your building is _____
(Apt. # _____.) Phone number is _____

Please contact your manager when you have a repair need, policy question, or to report concerns in or around the building which may need to be brought to our attention. All managers have answering machines, and you may leave messages if they are not at home.

We generally respond to maintenance requests quickly, but are unable to schedule appointments in most cases. Please expect a repairman to be working in your apartment when you have reported a problem, we will take as little time as possible to complete the repairs.

MOVE-IN INSPECTION

Be sure that this is completed the day you move in. This report is for your protection as a comparison for security deposit return when you leave.

RENTAL AGREEMENT

A copy is attached unless you have already received one. You are legally responsible for it in entirety, so take time to read it. Contact your manager, or our office if you have any questions.

HOUSEHOLD INSURANCE

If you have a waterbed, we need a copy of your certificate of insurance. If you have a pet, we need additional security deposit. **IF YOU DO NOT HAVE HOUSEHOLD INSURANCE FOR YOUR PERSONAL BELONGINGS, YOU ARE ADVISED TO OBTAIN IT. WE ARE NOT LIABLE FOR THEFT OR DAMAGE TO YOUR BELONGINGS.**

SHOWER CURTAINS

You are required to have three curtains on all shower rings, and also a curtain on the window side of your tub. You will be held responsible for any water damage caused by not installing and using shower curtains correctly.

DEFROSTING FREEZERS

NEVER use a knife or sharp object when defrosting your freezer. If you puncture any part of the refrigerator or freezer when defrosting, you will be charged for repairs (if repairable) or a new refrigerator/freezer (if not repairable).

MAIL BOXES

The only name(s) which may be on mailboxes are resident names, as only residents are to be living in the apartments. Please see your caretaker for proper labeling. You will be given a mailbox key which will need to be returned at move-out.

UTILITIES

Depending upon the building in which you live, you are responsible for cooking gas and/or electricity. Confirm this with your manager and set up your account with Minnegasco _____ and/or Northern States Power _____. Telephones are the resident's responsibility, and NOT a basic utility. It is advised that you obtain extended service from the phone company, even though there is a slight extra charge for it. As a renter, you may have phone line problems outside of your apartment, and since the deregulation of the phone company in 1986 this is no longer covered by the phone company. The Landlord is not now, nor were they ever, responsible for phone lines.

ENERGY CONSERVATION

Please report any leaky faucets or running toilets IMMEDIATELY. In winter, be sure all combination windows are closed completely. If your apartment is too warm or too cold, contact your caretaker. Close the front and rear doors tightly when entering and leaving the building. It is grounds for termination to abuse utilities.

SECURITY

Keep security doors closed at all times. Report suspicious people to your manager or the police.

STORAGE AREAS AND GARAGES

If you have a separate storage area, DO NOT put flammable items there. Understand that storage lockers are for resident's use at your own risk. It is advisable to extend your apartment insurance to include items in your storage locker or garage. Personal items found in common areas will be thrown away immediately pursuant to the Minnesota Fire Code Law. We must keep our common areas cleared.

HARDWOOD FLOORS

If you have just rented a unit with hardwood floors, the care of this floor is your responsibility. A new finish gets substantially stronger and harder with age. Although it is safe to walk on a new finish, extra care is necessary with heavy objects that have small feet or wheels such as pianos, refrigerators, dining tables and couches. Set these on coasters, and do not drag them across the floor. Heels may make indentations that are considered excessive wear and tear on the floor.

When the floor has cured, use a vacuum or an untreated mop for cleaning. For heavy duty cleaning, mop it with a solution of two cups vinegar to three gallons water. For kitchen and dining room areas, adding a small amount of Ivory Liquid to the above solution will help degrease the surface. Frequent degreasing is usually not necessary. Care should also be taken to wipe the grit from the bottoms of shoes before walking on hardwood floors to avoid unnecessary wear.