

WHITEBRIDGE APARTMENTS

RULES & REGULATIONS

OFFICE NUMBER 252-756-9181

1. PETS

All pets must be approved. All tenants with a pet must pay a pet fee and sign a pet contract. No visiting pets. Please do not leave food outside for any animal, as we do not want stray animals roaming the area. We will remove all food containers left outside immediately. The City of Greenville has a leash law. You are required by the CITY to have your pets on leashes AT ALL TIMES. You are to curb your pets by the fences at the signs, NOT IN THE SHRUBBERY! Pet owners are responsible for properly disposing of their pets' waste, not leaving it for others to step in. There is a \$50 fine for not cleaning up after your pet. Failure to comply with pet policy may result in lease termination.

2. APARTMENT APPEARANCE

- **Cigarette Butts** -- If you or any of your friends smoke please discard the butts in a small container with sand and throwaway. Please don't throw them on the ground. If you are spotted throwing cigarette butts or any other trash on the ground, we will charge you a fine of \$50.00.
- **Garbage** -- All garbage is to be placed ONLY in the dumpsters, not in front of them or on porches/decks/patios. Do not discard unwanted furniture in the dumpsters; it should be disposed of at the CITY DUMP. If we find that you have left bags or furniture by the dumpster, we will charge you a fine of \$50.00. All coals from grills should be placed in the dumpster once cool, not in the shrubbery or in the pine straw.
- **Front porches/patios/decks** -- Please keep these free from unsightly items. No grills should be lit on a deck, balcony, or under any covered areas. No inside furniture should be stored there, and no items should be hung from the railings. NO CLOTHES LINES!!!
- **Vehicles** -- Each apartment will receive one parking sticker to be placed below your rear view mirror on the inside of the windshield. If a vehicle is parked in the area immediately in front of each building that does not have a Whitebridge Parking sticker, it will be towed and the expense of the towing and storage will be the responsibility of the owner of the vehicle. It is the responsibility of tenants, to inform their visitors of the parking regulations. All vehicles without stickers should be parked in the back parking lot area. Any unlicensed or disabled vehicles will be towed at the owner's expense if not removed within 72 hours of notice placed on vehicle. All motorcycles, motorized vehicles, etc should be parked ONLY in the parking lot, NOT on sidewalks! ONE VEHICLE PER SPACE! Please ask guests to park at the ends of the parking lot or in overflow. **NO CAR REPAIRS IN PARKING LOT!!! CAR WASHING IS NOT ALLOWED!**
- **Outside lights** -- ONLY white or clear 60 watt bulbs (or less) are to be used. Higher wattage will melt fixtures and be replaced at tenant's expense.
- **Mold/mildew** -- The growth of mold in the apartment is the result of living habits of the tenant. All damages caused by the mildew are the responsibility of the tenant. Landlord is not liable to pay for any damages to personal property; your renter's insurance should cover your belongings. The most important thing you can do is control the amount of moisture in your apartment. Simple actions would be to running the vent in your bathroom during and after showers, avoiding extreme temperatures in your apartment by using your ceiling fans, and wiping up ant moisture that forms in your windows.

3. REPAIRS/MAINTENANCE

General repairs -- Please call the office at **252-756-9181** or email us at **manager@whitebridgeapt.com** with any maintenance requests you may have. We'll get our maintenance man to take care of you as soon as possible. If you prefer, maintenance request forms are on our Website, and you can email us your maintenance needs. After hours calls should be left on our answering system. If you have an emergency, the answering system can direct you.

- **Sewer stoppages** -- If the plumbing is mechanically faulty, it is the landlord's responsibility. If the tenants stop it up, it is theirs. If the toilet begins to overflow, please turn the water valve off at the back of the toilet IMMEDIATELY! We will be happy to have our maintenance man come by, but we will charge you. PLEASE ONLY FLUSH TOILET TISSUE TO PREVENT BLOCKAGES! If your toilet runs constantly or drips, PLEASE CALL THE OFFICE IMMEDIATELY!
- **Broken windows/screens** -- If you or your guests, movers, etc break a window or screen, you are financially responsible. Please call us so that we can have it repaired as soon as possible.
- **A/C & Central heat filters** -- Tenants are responsible for changing their filters. We recommend that you change them monthly to keep your bills down. Clean filters will reduce your electric bill significantly.

TENANT INITIALS

- **Lockouts** -- If you are locked out because of misplaced keys, come by the office; we'll be happy to assist you. If it is after hours or on the weekend, you'll need to call a locksmith at your own expense. We recommend Sam's Lock and Key. Their number is 757-0075.
- **Frozen pipes** -- During cold weather, the heat must be left on at all times and cabinet doors may be left open to help warm air circulate around the pipes.
Frozen pipes are the responsibility of the tenant. If you have a severe leak or your pipes burst, please TURN OFF the water valves located under the sinks or behind the toilet. Remember, "LEFTY LOOSEY, RIGHTY TIGHTY!"
- **Pest control** -- Doc's Pest Control comes every Wednesday morning. They provide our pest control service, this includes fleas, roaches, ants, spiders, crickets and mice. Please call and let us know what your pest concern may be by Tuesday afternoon before 5. If you have a pet, you will need to have them out of the apartment, as the chemicals stays wet for an hour.
- **Outages** -- We want to provide you with a well-lit neighborhood, but we need your help to do so. If you notice that any street lights or any of the floodlights between the buildings are out please contact our office so that we can get them working again.

4. MISCELLANEOUS RULES

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- **Disturbances** -- Please call the office with any disturbance complaints. We will not reveal the identity of the person lodging the complaint. We generally operate under a "two strikes, you're out" policy. However, this depends on the severity of the complaint. Should you ever feel you need to call the police, please do so, but also inform us of the problem. We cannot help you solve the problem if you do not make us aware of the situation. NO LOITERING AROUND THE STEPS OR PARKING LOTS.
- **Roommates**-- Roommates must be a party to the Lease. If your roommate is not on the lease, your lease will be considered to be in default and you will be subject to eviction.
- **Traffic** -- The speed limit at Whitebridge is 10 mph. Please keep the safety of our children and pets in mind. You are not permitted to block traffic in any way; this includes remote control vehicles, skateboard or bike ramps, and moving vans.
- **Satellite Dishes --As of July 2014, NO Satellite dishes will be allowed.**
- **Checks** -- With any returned checks, there will be a non-sufficient funds charge of \$25.00.
- **Quite time** -- It is our goal to provide a safe, pleasant and clean environment for all tenants. We have instituted a zero tolerance level policy on noise. **Quite time for our tenants and neighbors are from 10pm until 6am.** If you feel you have to have music, TV, parties and/or guest that generate noise that leaves your apartment; you will be subject to immediate ejection.
- **Grilling**—Grills must be pulled atleast 15 to 20 feet from the building when in use. Under NO circumstances are grills to be used on the balconies, deck or patios. We ask that you use caution when storing your grill. The grill should not be stored until they are COLD to touch. You are responsible for ANY damages caused by the grill. No hot coals should be placed in the dumpster, until they are cold to touch. Do not discard of coals in the landscaping.

These Rules And Regulations are incorporated into the lease executed or renewed this day between Landlord and Tenant.

TENANT#1 _____ DATE: _____

TENANT#2 _____ DATE: _____

BUILDING _____ UNIT _____

LANDLORD/MANGER: _____ DATE: _____