

# Building Policies

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## **Pet Policy**

A maximum of two pets per unit, up to 35 lbs. each, with a maximum combined weight of no more than 60 lbs. Please check the approved list of dogs which is attached to this packet. Cat Owners are required to install and maintain window screens. All Pet Registration forms are to be submitted as part of the application and must include a \$100 non-refundable Pet Registration Fee.

## **Neighbor Complaint Policy**

Should you need to make a complaint about a neighbor, please speak with a staff member who will handle the situation appropriately.

## **Staff Complaint Policy**

Should you need to make a complaint about building staff and/or management performance, residents can speak with the on-site property executive or the assistant on-site property executive about staff. To speak with someone about the on-site management, please call AKAM directly and ask to speak with the Director of Management.

## **Emergency Access/Safe Key Policy**

The building keeps a security key for each apartment locked for use in case of an emergency or when a resident has misplaced their key. The key must be signed for and returned immediately.

## **Visitor Policy**

Visitors must be announced before going up to a unit. Any guest(s) entering a unit when a resident is not home will be asked to sign a waiver and have their photos taken. All guests are required to provide ID upon request.

## **Noise Policy**

Please see the Building Rules & Regulations. We urge all residents to keep noise levels down and to please always be mindful of your neighbors' right to their quiet enjoyment.

## **Lobby Policy**

Please see the Building Rules & Regulations.

## **Alteration Policy**

Please see the attached Alteration Agreement.

## **Moving In and Moving Out Policy**

Please see the attached Requirements for Deliveries & Moves. Please email [KSclavos@akam.com](mailto:KSclavos@akam.com) for any move-in/move-out requests.

## **Transfer/Sales Policy**

Please see the attached Sales Policy Packet.

## **Lease Agreement Policy**

Please see the attached Lease Policy Packet.