

Dear Student Resident,

We are pleased that you have decided to apply for an apartment rental at Rustic Village. This is a great community that is loved by all who stay here! However, in the past, we have had some issues within the student population that have resulted in lease violations, cancellations and legal action. In order to ensure that your stay goes smoothly and to avoid any legal proceedings, we want to take this time to inform you of some of the past issues that we have had with our students.

Please read and understand all of these rules and regulations *before* the decision is made to sign a lease at Rustic Village. Also, be sure to initial next to the paragraphs that have lines. These are policies and rules that are particularly important to follow.

x We allow only 2 students to occupy any size apartment. This is the most frequent violation that results in lease cancellation. **Occupancy by more than the 2 students will result in a 50% rent increase and legal action (see lease agreement for details).** In the past, we have found that students who chose to add additional, unauthorized occupants did so because they could not afford the apartment. Before signing the lease, be sure that your portion of the rent can be paid in full, without the need to add additional, unauthorized occupants. Also, student residents living at Rustic Village during the summer term are prohibited from storing other individual's personal belongings due to housing complications.

x Mail and packages may only be sent to the apartment for those residents that are registered at the address. Do not allow *anyone* to use your address for any purpose. When mail is received for a person not listed as an occupant, it legally implies that this is the address for this person. This will serve as proof of the unauthorized occupancy.

□ Because our property has a variety of people that live here, it is important to us that we maintain a certain level of expectations among all of our residents. We have instituted a Student Policy that will help you enjoy your stay here at Rustic Village, while also insuring that you and our other student residents will be able to fulfill your lease obligations without incident. Here are some simple ways to be mindful of your neighbors:

- Minimize noise disturbances when having friends over during the evening hours.
- Avoid heavy walking and running in the apartment, especially in the evening.
- Be mindful of the volume level when watching TV, listening to music, playing video games, or talking on the phone, especially late at night.
- When smoking outside your apartment, you must be 20 feet from the building, unless it is a non-smoking building, in which case you must be 50 feet away from the building. We have these rules in place to ensure that smoke does not drift into the open windows of the apartments.

x With our past student populations we have noticed a trend in the lack of understanding in maintaining a clean and sanitary home. As a result, each month on the second (2nd) and fourth (4th) Tuesday, our maintenance staff will be conducting a quick inspection on the apartments. In these inspections, we will be looking at the housekeeping aspects of maintaining your new apartment home, fire safety, and some inspections will also include Global Extermination to insure that the apartments are staying insect free. In order to maintain a healthy living

environment for you and your neighbors, we have provided a list of good practices to follow:

*** Violations for unclean/unsanitary living conditions will result in lease cancellations.**

- **Grease**—Clean the kitchen floor, oven, stove/range, stove wall and all appliances on a daily basis to cut down on grease and cooking residue buildup. Never put foil on the burner rings or stove wall. **Buildup of grease on the stovetop creates a fire hazard and can cause insect infestations.**

- **Fire Safety**—for your safety and the safety of your neighbors:

x Rustic Village will charge each resident on the lease \$100, if in the event evidence is found that any building system (including smoke alarms, carbon monoxide detectors, locks, etc) were tampered with, disabled, or removed from its original location. Residents will also be reported to the Fire Marshall and face serious fines from them as well.

-Never leave food cooking unattended.

-Never leave candles burning while not at home.

-When smoke from cooking sets off the alarm, there is a “hush” button that can be pressed to silence the alarm temporarily.

Helpful Hint: Cooking food on a lower temperature will produce less smoke.

- **Bathroom**—To keep the bathroom clean and free from mold, which is caused by excessive moisture, there are simple steps to follow. Be sure to keep the bathroom door open when not in use and run the fan while showering to prevent the formation of mold because of the moisture. Use shower curtains **at all times**. Keep the bathroom dry—never leave standing water on the bathroom floor, as it will cause damage to the floor, vanity, and could leak into the apartment below.
- **Toilet**—Only toilet paper should be flushed down the toilet. If the toilet does not flush after the 1st time, it is clogged and it should not be flushed again. If your toilet overflows and causes damage, you will be held financially liable. Be sure that you purchase a plunger and know how to use it.

- Renter’s insurance is required for all residents. Our insurance does not cover the personal property of the tenant nor does it cover damage done in the event that a fire originates from your apartment. For your protection, we require purchasing a renter’s insurance policy. See the attached document for more information.

x Do NOT purchase or accept used furniture, as it may be infested with insects, especially bed bugs. You will be held financially responsible for any insect issues that are created due to your own neglect or wrongdoing.

x Any insect problems MUST never be treated by the tenant. It is crucial that if you believe you have bed bugs, that you contact our maintenance staff immediately. We know how to quickly and safely treat the problem. **DO NOT SELF-TREAT FOR BED BUGS.** The products that are available for purchase do not actually kill bed bugs, but only forces them to move to a new

location. In the case of apartments, that means your neighbor. This only makes the treatment to eradicate bed bugs more difficult and more costly for the person responsible.

x Rent is due on the first day of the month. We suggest setting up an auto payment for the rent on the 1st of every month to avoid late fees. Be accurate when entering your information into the online RentPayment system. Input errors on your part will result in your payment being returned by the bank. This will result in bank charges and late fees being added to your account that will *not* be reversed for any reason. You must plan payments accordingly when you are on vacation/out of town to avoid late fees. If you are unsure of how to set up your account, our Resident Relations Office would be happy to help you.

x Roommate Changes—Rustic Village has forms available for this procedure in the Resident Relations Office. Any roommate changes must be processed and approved by Management and each co-signer. Fees and restrictions apply.

x Repeat lease violations for any of the above rules will result in lease cancellation proceedings and/or legal action. You will be held liable for payment of the remainder of the lease agreement as well as the associated legal costs.

Please be sure that you can follow these rules before you sign a lease at Rustic Village. We want to make sure the you are able to have a successful stay here!

When we receive this signed document, the leasing process can be started.

Student Signature_____Date_____

If Applicable:

Cosigner Signature_____Date_____

**COMPLETED DOCUMENT CAN BE DROPPED OFF OR EMAILED TO OUR
OFFICE, OR FAXED TO (585)272-7073.**

Received By:_____Date:_____

Roommate? (Circle One) Yes or No Name:_____

Apartment Assigned:_____Date:_____