



Community Policies **Wildwood Village**

OFFICE HOURS: The management office is open during the following times:

Monday – Friday: 8:30 AM-5:30 PM

Saturday: 10:00 AM - 4:00 PM

Sunday: Closed

EMERGENCIES: Please call 911 if a security-related emergency occurs or if you experience any loss of personal property. For your safety and convenience, our staff is available 24 hours a day in case of emergencies. If emergency maintenance is necessary, please call the office at **(317) 924-5455**. If your call is placed after office hours, our answering service will forward your call to the proper personnel or you will be asked to call the emergency number where the on call personnel will then contact you.

SERVICE REQUEST: Our goal is to provide courteous and efficient service for all maintenance requests. It is our desire to keep **Wildwood Village** in good condition at all times. Please report all maintenance problems to the office as soon as you notice them. Non-emergency maintenance will be performed during regular office hours.

TRASH REMOVAL/DUMPSTERS: Dumpsters are located throughout the community. Please make sure that all trash is placed inside the dumpsters. Large items such as furniture, mattresses, etc., must not be in or beside the dumpsters. Any vehicle blocking the dumpsters will be towed at the owners' expense without notice. Trash bags left outside your apartment door is strictly prohibited and you will be charged \$50 per bag if property personnel have to remove them.

GARBAGE DISPOSALS: For your convenience, every apartment is equipped with a garbage disposal. When using your disposal, please run the cold water and leave it running for a minute or two after you turn the disposal off. This procedure will help eliminate clogged pipes. Also, remember your disposal cannot grind bones, grease or oil, coffee grounds, paper, metal, plastic, cigarette butts, cornhusks, corn silk, or any heavy materials. If, for some reason, the disposal stops running, please try to reset it before calling the office. Turn the disposal off and run cold water for a couple of minutes to cool it down. Then reach under the sink to the bottom of the disposal and find the small button. Push that button in and then try turning the disposal on at the wall switch. If this procedure does not work, please call the office for assistance. If the maintenance staff must remove foreign objects such as bones or bottle caps from the disposal, then you will be charged for the service call.

SMOKE DETECTORS: For your safety, your apartment has been equipped with a smoke detector located by the bedroom(s). In most instances, the smoke detector is battery operated. If you hear the smoke detector beep or chirp, this indicates that the battery needs to be changed. It is the resident's responsibility to notify and **REMEMBER:** for your safety, **do not** remove the smoke detector at any time.

DISHWASHERS: Your apartment is equipped with a dishwasher for your use and convenience. Please use only automatic dishwasher soap in the dishwasher. If your dishwasher will not turn on, try the switch above the sink that controls the power to the dishwasher.

PLUMBING: The property's sanitary system was designed to accommodate normal residential usage. Foreign objects, diapers, paper towels, feminine products, etc. may cause plumbing to become clogged. If you experience clogged plumbing, please call the office for service and we will have our staff correct the problem. Please remember that we will charge you for the service if foreign objects are pulled out when the clog is repaired.

LOCKS and KEYS: Each apartment home is equipped with a deadbolt lock. It is against our policy for you to change this lock or add any other locks to your door. If you request the lock to be changed, our staff will change the lock for you, and you will be charged \$50.00 for this service. When you move in you are given one key per resident (on lease agreement) to each lock. If you need additional keys, they will be provided at a cost of \$2.00 each. To minimize confusion and to improve service, management will only accept requests for lock changes, window lock repairs, or any other lock and latch repairs in writing. This will protect both the resident and management from possible miscommunication. There will be a \$50.00 charge after hours for re-entry of an apartment if maintenance assistance is required.

WINDOWS: Your apartment home comes furnished with window coverings. If you wish to hang your own custom drapes or blinds, you must first obtain written permission from the office. We require all resident-installed window coverings to be either



white or lined in white, to assure uniform exterior appearance on the property. In no instance will we allow signs, banners, decals, antennas, foil, or any other material of any nature to be hung or attached to apartment windows.

PARKING and AUTO CARE: The speed limit for all vehicles is no more than 5 miles per hour. Parking is provided for all residents and their guests on a first-come, first-served basis. There is one reserved parking place for each apartment, except those reserved for use by the handicapped assigned and garage parking. Please remember to park only in designated areas and do not park blocking dumpsters, in the fire zones, on the grass areas, or on the sidewalks. Vehicles that are improperly parked, have expired licenses, have flat tires or are otherwise inoperable or appear to be abandoned will be towed at the owner's expense. Only passenger vehicles are allowed on the property. Commercial vehicles, busses, semi-trucks, campers, boats and trailers are not allowed on the premises or on the public streets adjacent to the property. Repairing vehicles, including oil changes, is not permitted on the property. No car washing is allowed on the premises unless there is a designated area.

WATERBEDS: Waterbeds are allowed in downstairs apartment only as long as we are provided with an up-to-date certification of insurance (see insurance). If your bed causes damage to your apartment or someone else's, you will be responsible for the damage. Additionally, only one waterbed will be permitted in each bedroom.

DAMAGES: Property of the owner that breaks or wears out at **Wildwood Village** will be fixed or replaced by the owner. To the extent allowed by the lease and applicable, each resident is responsible for the cost of repairs or replacement of any item they damage. Additionally, you are responsible for the actions of your guests, family and visitors.

INSURANCE: **Wildwood Village** requires resident(s) to purchase a renter's insurance. You agree to purchase renter's insurance from an insurance company of your choice. In addition, you will provide us with written proof of compliance with this lease requirement, on or prior to the lease commencement date, and any time we request it, such as at lease renewal. You agree to obtain renters insurance with a minimum amount of **\$100,000** covering property damage and liability.

PATIOS, BALCONIES, GROUNDS AND CONDUCT: The sidewalks, steps and stairways shall not be obstructed or used for any purpose other than those of ingress and egress. Residents are not to hang, display or expose to public view any clothing, laundry, mops, brooms or other items inconsistent with the decor and atmosphere of the apartment community. Please keep your patios and balconies clean. Lessee, their family and guests shall maintain order in the building and on the grounds. Musical devices are not to be played so that they disturb other residents. Lessee is responsible for the actions of any guest. Patios and balconies are not for storage purposes such as appliances, tools, sports equipment, etc. Please use only patio furnishings and plants. Barbecuing on patio, balcony or stairwells is not allowed. **City Code states all grills (of any kind) must be a minimum of 10 feet from any building. They are not allowed to be stored outside of the apartment.** Fire pits and any other fire container other than a grill are strictly prohibited.

RENT: Rent is due on the first of each month. After the 1st of the month, a late fee will be assessed based on the terms documented on resident(s) lease agreement. Delinquent rent is payable by cashier's check or money order only. Returned checks by your bank are to be redeemed by cashier's check or money order and there will be a **\$50** fee plus late fees assessed. We do not redeposit checks. Cash and partial rent payments will not be accepted for any reason. Roommates must pay with one check - no split payments. After two (2) returned checks on your account, personal checks will no longer be accepted for any type of payment.

NOISE: No matter how well an apartment is built, loud noise from stereos, TV's, musical instruments, and yelling can carry and disturb your neighbors. Please be considerate of your neighbors and keep noises down. If continual disturbances occur, we may be forced to terminate a resident's right to possession of the unit in accordance with the lease and applicable law.

EXTERMINATION: As an additional service to our residents, regular pest control service is provided to the property. If you have a pest problem, please let the office know and we will schedule the extermination for your apartment on their next regularly scheduled visit. If service is required due to actions by you, your guest(s) or pet(s), we will be required to bill you accordingly.

EXTERIOR LIGHTING: If you should notice an exterior fixture not working, please advise the management office so that we can make necessary repairs.

FREEZE PRECAUTIONS: During the winter, **Wildwood Village** may experience some freezing weather. We strongly recommend that you complete the following steps to help prevent possible freeze damage to your apartment.

1. Keep your heater on and set no lower than 60 degrees.
2. Open all interior doors so heat can circulate throughout your apartment.



3. Open cabinet doors under both bathroom(s) and kitchen sinks to expose pipes to the heat.
4. As always, be careful when walking on exterior steps, sidewalks, and parking lots because moisture may freeze and create icy, slippery areas.
5. Contact the office immediately if you experience any problems with the plumbing or heating in your unit. 24-hour emergency service is available.

PERMISSION TO ENTER: If you need management to furnish a key to anyone other than an occupant or leasee, we must obtain written permission by resident prior to lending out keys.

SWIMMING POOL: The swimming pool(s) is provided for the use and enjoyment by you and all the residents of this community.

- No lifeguard is on duty -- Swim at your own risk!
- Hours of use are 10:00 AM to 8:00 PM
- An adult must accompany children under the age of 16 - All swimmers must wear proper swimming attire
- Persons with open sores or contagious illnesses will not be allowed to use the pool
- A resident must accompany Guests. No more than 2 guests are allowed per resident
- No glass containers are allowed in the pool enclosure
- No running, pushing, or horse-play is allowed in the pool area
- Radios are for personal enjoyment. Please do not play loud music that may disturb others. For your safety, please use only battery operated radios
- All personal items should be removed from the pool area upon leaving. Management is not responsible for loss or theft of such items left behind
- The pool furniture is not to be removed from the pool area or put in the pool
- Pets are not allowed in the pool or the pool enclosure
- Management may close the pool at any time for any reason
- No swimming while or under the influence of drugs or alcohol

PETS: Dogs, cats and other pets are only permitted with written permission of management. Permission will be granted for two pets per apartment, breed restrictions apply, please see attached for breed restrictions. Permission will be granted by the use of a pet addendum to the lease and upon the payment of the non-refundable pet fee. Pets must be kept on a leash at all times when outside of an apartment. It is the resident's responsibility to pick up after their pet. Barking, howling or other noises will not be permitted. Exotic pets, such as snakes, rodents, uncaged birds, reptiles, insects, ferrets and spiders, etc., will not be permitted. Failure to comply with pet policies will result in a loss of pet privileges or eviction. No pet is to be left on the patio or balcony at any time for any reason unattended.

All pets are required to be registered with the office prior to move-in or prior to bringing a pet to the property by providing the office with Licensed Veterinarian records for the pet(s) to include:

- a. Pet(s) Registration
- b. Documentation of the breed(s) and weight(s)
- c. Copy of the vaccination record(s)
- d. Photograph of the pet(s)

BREED RESTRICTIONS: Regardless of the pet allowances, the following breed restrictions apply to each rental property.

Pit Bulls - Pit Bull Terriers, American Pit Bull Terriers, American Staffordshire Terriers, Bull Terriers, Staffordshire Bull Terriers, or Miniature Bull Terriers. Crossbreeds with American Pit Bull Terriers

Rottweilers

Akita - Including Japanese and Akita Inu

Alaskan Malamute

Bernese - Including Mountain Dog, Berner Sennenhund and Bernese Cattle Dog

Boxers

Canary Dogs - Including Perro de Presa Canario

Chow Chow

Dalmatian

Doberman

German Shepherd

Husky - Including American, Eskimo and Greenland.

Karelian Bear Dog



Mastiff
Rhodesian Ridgeback
Russo-European Laika - Including Russian Laika and Karelian Bear Laika
Wolf Hybrids

Any breed of guard dog trained to attack. The foregoing applied to both purebred and mixed breed dogs.

Additionally, any fully grown dog over the **50 lb.** weight limit is not permitted. A non-refundable fee of **\$250** for up to two pets will be required prior to move in.

AGREEMENT TO ABIDE BY THE RULES: The undersigned has read and agrees to abide by the above policies. The undersigned understands that these rules are an addendum to their lease agreement and repeated violations may result in termination of lease.

Resident Signature_____

Date_____

Resident Signature_____

Date_____

Owners Representative_____

Date_____