

OPERATING STANDARDS

ADAMS PARK APARTMENTS

1440 Fuller Avenue, SE
Grand Rapids, MI 49507
Office Phone (616) 235-2865
Office Fax (616) 235-2938

OFFICE HOURS

The office will be open Monday through Friday from 8:00 a.m. to 5:00 p.m. and closed for lunch between 12:00 noon and 1:00 p.m. and closed for legal holidays.

There may be an occasion when the office is closed at other times due to meetings, depositing rent payments, etc. At these times, we will note our absence on the door with an estimated return time.

RENT

All rent is due and payable on or before the first of the month. Rent is payable by check or money order only. No cash will be accepted. Payments must be made payable to Adams Park Apartments or GRHC (Grand Rapids Housing Commission).

Rent not paid by the 5th of the month will be considered past due and a late fee will be assessed in the amount of \$25.00 until the rent is paid in full.

Per the Grand Rapids Housing Commission Rent Collection Policy, you are chronically delinquent if you are late four times in a twelve-month period. Your continued failure to pay rent on time shall be used in a court of law as cause for your eviction.

NOTICE TO VACATE

Before moving from Adams Park, you must complete a Vacate Notice. This notice is available at the office and must be completed and received 30 days before you move out. You will be charged rent until all keys are turned into the office.

WORK ORDERS

Any malfunction of the heat, appliances, plumbing, electrical fixtures, etc. must be reported to the office in person or by calling 235-2865. For **EMERGENCY** after-hours repairs, please call 235-2663 and leave a message.

PROPERTY DAMAGE

Repair of any damage to the premises such as doors, appliances, carpeting, etc. will be charged to the tenant's account. This does not apply to normal wear and tear.

ENTRANCES AND EXITS

Residents may enter through the front main entrance, the south entrance, and the southeast entrance using their key card. The doors located at the northwest front, the

northeast front and southwest rear of the building are for **exiting only**. You are not to let visitors into the building through these doors. At all times, visitors should enter through the front main entrance. During business hours, visitors must sign in, show I.D., and ring the desired tenant's apartment. If the visitor is not your guest, you are not to let them in.

DELIVERIES AND ENTRY

Tenants desiring entry to their apartments while they are away for deliveries or other reasons must leave written permission with the office. The office will NOT be responsible for accepting deliveries of medication.

LAUNDRY ROOM

The laundry room is for tenant's laundry only. Laundry room hours are 8:00 a.m. to 8:00 p.m. All tenants are requested to use not more than two (2) washers and two (2) dryers at one time. Please help keep the laundry room clean by picking up trash and cleaning the lint traps in the dryers.

DOOR MATS

Door mats must be kept inside the tenant's apartment. Door mats left in the hallway are a tripping hazard. Personal belongings and/or food will not be left outside apartments in the common hallway.

LOCKS/KEYS

No tenant shall alter any lock or install a new lock or door knocker on any door without the written consent of management. Replacement/additional keys must be approved by the Management office and need to be made by our maintenance staff at an additional cost. Keys are for resident use only and should not be given to guests or others to use to gain entry to any Housing Commission buildings, apartments, or dwelling units.

PETS

No pets of any kind are permitted in the units at any time without written consent of Management. Visitors are not allowed to bring pets into the building for any reason.

USE OF APARTMENT

Tenants shall not sublet nor transfer possession of the apartment, nor give accommodations to boarders or lodgers without consent of management. Visitors are limited to 14 days per year. **CHILDREN ARE NOT ALLOWED TO LIVE AT ADAMS PARK. THIS BUILDING IS FOR ELDERLY OR DISABLED ADULTS ONLY.** Tenants shall not use or permit the use of the dwelling unit for any purpose other than a private dwelling. Guests are not allowed to use your keys or your address to receive mail.

TRASH AND GARBAGE

Trash rooms are on the east side of the west corridor. Trash and garbage is to be separated in the following manner: Garbage should be tied in small plastic bags and deposited down the trash chute. Boxes and small appliances should be placed in the gray

tubs in the trash room. Any loose trash or broken bottles found in the tubs or down the chute is subject to a fine.

NOISE

Your neighbors are entitled to the peaceful enjoyment of their accommodations. No resident will make, or allow their guests to make any disturbing noises in or around the building. Care should be taken when playing musical instruments, radios, stereos, computers, computer games, VCRs, DVDs, or your television to not disturb or annoy other occupants of the building.

PARKING AND AUTOMOBILE REPAIRS

Tenants are permitted one (1) motor vehicle per adult household member. Motor vehicles must: 1) have valid plates and be registered with the State of Michigan, 2) be operable and 3) display a parking permit which is available from the office. The parking of motorcycles, boats, trailers, or commercial vehicles is prohibited. The only exception being if a motorcycle is the resident's only means of transportation. Automobile repairs, except for changing of flat tires, are not permitted on the premises. Washing of vehicles is prohibited on the premises. Parking or driving of any vehicles on landscaped surfaces is prohibited. Non-residents should park in the rear parking lot.

The area at the front entrance is a **fire lane** and for the use of emergency vehicles only. Car washing and repairs are not permitted in either parking lot.

BARBEQUE GRILLS

Neither gas nor charcoal grills are allowed next to the building or on the grounds, except in the area around the gazebo. No grills are to be used under the gazebo.

ALCOHOLIC BEVERAGES

Tenants may not consume alcoholic beverages in the community room, common areas, corridors, or on the grounds or gazebo. Tenants are limited to their use of alcohol to within the apartments only.

SATELLITE DISHES

Satellite Dishes must be installed within the guidelines of the Grand Rapids Housing Commission Satellite Dish Policy.

COMMUNITY ROOM

Residents may reserve the Community Room for private use by application and a \$25.00 refundable deposit. Residents who use the Community Room are expected to leave it in the same condition it was found in. When the other residents or Housing Commission staff has reserved the room, please be respectful and leave the room. The consumption of alcoholic beverages is not permitted in the Community Room.

SOLICITATION AND POSTINGS

Solicitation is not permitted in the building. All postings or signs must be cleared through Resident Services or the Management Office.