

OPERATING STANDARDS

LEONARD TERRACE APARTMENTS

1315 Leonard, N.E.
Grand Rapids, MI 49505
Office Phone (616) 235-2890
Office Fax (616) 235-2876

OFFICE HOURS

The office will be open Monday through Friday from 8:00 a.m. to 12:00 noon and 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 the Grand Rapids Housing Commission or Leonard Terrace Apartments.

Rent not paid by the 5th of the month will be considered past due and late fees will be assessed in the amount of \$5.00 plus \$1.00 per day until the rent is paid in full.

NOTICE TO VACATE

Before moving from Leonard Terrace Apartments, 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 235-2890. For **EMERGENCY** after-hours repairs, please call our on-site Resident Assistant, Shelley Wisdom, at 559-0048 in Apartment #107 or the Asset Manager, Toni Coristine, at 581-0161.

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.

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.

ENTRANCES AND EXITS

Only residents and/or their guests will be permitted entrance. Propping open and blocking of doors is strictly prohibited.

Moving furniture through the main entrance of the building is strictly prohibited. All furniture must be delivered and moved in through the freight elevator doors located off the east parking lot.

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

Hours for the laundry rooms are 8:00 a.m. to 9:00 p.m. The laundry room is for tenant's laundry only. 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, wiping washers of debris, and cleaning the lint screens 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

No tenant shall alter any lock or install a new lock or door knocker on any door without the written consent of management.

BLINDS

Leonard Terrace Apartments provides blinds in all units. Blinds ARE NOT to be removed. If additional window treatments are desired, written permission must be obtained from Management.

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. Tenants shall not use or permit the use of the dwelling unit for any purpose other than a private dwelling.

AIR CONDITIONING

The Grand Rapids Housing Commission does not provide air conditioning. However, if you purchase your own air conditioner, you may have it installed at your expense by a local contractor.

TRASH AND GARBAGE

Trash rooms are located near the elevator on each floor. Garbage should be tied in plastic bags and deposited down the trash chute. Do not put glass down the chute. Flatten cardboard and place on trash room floor, right side. A dumpster is located in the east parking lot. Trash may be placed in the dumpster.

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 be operable and have valid plates and be registered with the State of Michigan. The parking of motorcycles, boats, trailers, or commercial vehicles is prohibited. Automobile repairs, except for changing of flat tires, are not permitted on the premises. The only exception being if a motorcycle is the resident's only means of transportation. 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 west parking lot.

The area at the front entrance of the building is a **fire lane** and for the use of emergency vehicles only.

BARBEQUE GRILLS

Neither gas nor charcoal grills are allowed to be used on the premises.

ALCOHOLIC BEVERAGES

Tenants may not consume alcoholic beverages in the community room, common areas, corridors, or on the grounds. 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 contacting the office. Residents who use either of these areas are expected to leave them in the same condition they were 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 or Auditorium.

SOLICITATION AND POSTINGS

Solicitation is not permitted in the building. The posting of signs, notices, etc. must be cleared through the Management Office.