

## **OPERATING STANDARDS**

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### **SHELDON APARTMENTS**

1010 Sheldon, SE  
Grand Rapids, MI 49507  
Office Phone (616) 235-2860  
Office Fax (616) 243-1185

### **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 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. Payments must be made payable to Grand Rapids Housing Commission or G.R.H.C.

Rent not paid by the fifth of the month will be considered past due, and late fees in the amount of \$5.00, plus \$1 per day until rent is paid in full will be assessed.

### **MOVING**

Moving in and out of the building and cottages must be done between the hours of 8:00 a.m. and 8:00 p.m. Moves must be coordinated and scheduled with management. Vehicles shall only park in designated parking areas while moving takes place.

### **NOTICE TO VACATE**

Before moving from Sheldon 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 235-2881. For **EMERGENCY** after-hours repairs, please call the Property Manager, Cindy Marrell, at 581-4658.

### **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.

### **SMOKE-FREE PROPERTY**

To insure the quality of air and the safety of residents, the Grand Rapids Housing Commission has declared that Sheldon Apartments is a smoke-free property. All tenants, employees and guests must abide by the rules and regulations as described in the Grand Rapids Housing Commission Smoke-Free Policy.

## **ENTRANCES AND EXITS**

Adhering to fire safety regulations:

- The two doors leading to the parking area are for the purpose of ingress and egress.
- The wheel chair accessible door off of Sheldon is for ingress and egress and receipt of mail.
- The large double doors up the stairs off of Sheldon are for emergency egress only.

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

## **DELIVERIES AND ENTRY**

Tenants desiring entry to their apartment 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 the tenants' laundry only. Hours for the operation of the laundry room will remain unrestricted as long as the peaceful enjoyment of tenants in the building is not disturbed. All tenants are requested to use no more than two (2) washers and /or two (2) dryers at one time. We also ask that washers are wiped free from debris and the lint screens on the dryers are cleaned off.

## **DOOR MATS**

Door mats must be kept inside tenants' apartments. Door mats left in the hallway are a tripping hazard. This applies to tenants in the main building only. Tenants residing in the cottages may have door mats outside their doors. Personal belongings and/or food will not be left outside the apartments or cottages.

## **PORCHES**

Porches are to be used for outdoor furniture only. This excludes furniture intended for indoor use, or anything deemed not safe or secure by management. Tossing of food scraps and cigarette butts is strictly prohibited.

## **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**

Sheldon 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.

## **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. Tenants who have approved pets, per the Pet and Service Animal Policy, must take their pets along the fence on the south edge of the parking lot for the pets to relieve themselves.

## **USE OF APARTMENT**

Tenants shall not sublet or 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**

Air conditioners are installed in the cottages and a sleeve for tenants to install air conditioning in the apartments in the Main Building is pre-installed. There will be a surcharge of \$13.00 per month for the additional utility usage for the months of June, July, and August.

## **TRASH AND GARBAGE**

Tenants in cottages will bag their trash and deposit it into the dumpster located in the middle of the parking area. Tenants in the Main Building will bag their trash and deposit it in the trash room located on the south end of the hallway near the steps.

## **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. Automobile repairs, except for changing of flat tires or other very minor adjustments, are not permitted on the premises. Washing of automobiles is prohibited on premises. Parking or driving of any vehicle or trailer on landscaped surfaces is prohibited.

## **MECHANICAL CLOSET**

The cottages all have a mechanical closet located in the hallway to the bathroom. These closets are for the apartment's mechanical equipment only. They are not to be used for the storage.

## **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.

## **BARBEQUE GRILLS**

Due to fire and safety concerns, grills MAY NOT be used under the porch overhang or next to the exterior walls of the building and/or cottages. Grills may only be used on the sidewalk areas abutting the parking lot. Grills are not to be stored on porches or near the building until the fire has been extinguished and the grills are cold.

**SOLICITATION AND POSTINGS**

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

**SATELLITE DISHES**

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

**COMMUNITY ROOM**

Residents of Sheldon Apartments may reserve the Community Room for private use by contacting the office. Residents who use the room are expected to leave it in the same condition it was found in. When 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.