

# Apartment Rules & Regulations

These rules and regulations are a binding part of your lease. A violation of any of these rules may be considered a failure to honor your lease obligations, and consequently, you may be considered in default and subject to legal action under the lease and the law.

## General Rules

1. No smoking of any kind in the building. Smoking is allowed outside, and tenants are to dispose of trash in the provided receptacle(s).
  2. Garbage, furniture, or any other articles are not to be left in the hallway or common areas.
  3. Excessive noise is prohibited between the hours of 9PM and 9AM. This includes loud music, musical instruments, and any other noises which may disturb your neighbors. Please be courteous of your fellow tenants; respect their need for quiet and enjoyment of their home.
  4. Tenants must keep the part of the premises they occupy as clean and sanitary as the condition of the premises permit.
  5. Garbage is to be disposed of within provided dumpster. No furniture, tires, etc. should be placed in or by the dumpster.
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## Emergencies

6. Tenant emergencies which occur after 5:00pm should be called into the tenant emergency cell phone number (515)-451-5023. Any maintenance or non-emergencies should leave a message on the office phone (515) 268-2287 and management will respond as soon as possible the next business day.
  7. If you get locked out of your apartment and require entry, we'll be happy to open the door for you at no charge to you during regular business hours as soon as possible. After normal business hours and on weekends, there is a limited lockout service available. Monday through Friday between 5:00pm and 11:00pm, and on weekends/Holidays between 9:00am and 11:00pm. Lockout service is available for a payable in advance fee of \$25.00. Lockout service is not available between 11:30pm and 7:00am.
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## Occupancy

8. You may not alter, modify, or damage your apartment - or change locks and latches on apartment doors. Keys are property of Green Acres Property Management and are not to be duplicated. Painting is permitted with the approval of Green Acres Property Management.
  9. New phone numbers must be reported to Green Acres Property Management.
  10. No subletting your unit without consent of Green Acres Property Management. All sub leasers will be required to go through an application process with Green Acres and be approved by management.
  11. Any change in occupancy is to be reported to Green Acres Property Management. Guests who stay longer than 14 days are to be reported to management.
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## Pets:

12. No pets (birds, cats, dogs, or other animals) without written permission of Green Acres Property Management. All pets must be documented in the lease (or as an addendum) and a pet deposit must be provided. Unauthorized pets in unit will result in forfeiture of security deposit and removal of animal.
  13. Any excessive barking, scratching, & meowing or other noises from pets, which results in complaints from fellow tenants, could result in the removal of your pet from the lease and premises, and loss of half of your pet deposit.
  14. Pick up your pet waste and dispose of it (wrapped) in the outside dumpster, not doing so is unsanitary and discourteous. Regular failure to dispose of your pet's waste could result in the removal of your pet from the lease and premises, and loss of half of your pet deposit.
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15. Pets are to be on leash at all times when not within the apartment. Pets are not to be left unattended when outside of the apartment.

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**Hazards & Safety  
Issues:**

16. No firearms (including air rifles), illegal substances, or hazardous substances will be permitted on the premises. Any illegal activity within the apartment or common areas committed by a resident or their guest(s), including the taking of illegal drugs, will be cause for eviction.
17. Fireplaces in any unit are not to be used by tenant. Fireplaces are sealed and are for decor purposes only.
18. Grills are to be set back at least 10 feet from the building or any overhangs.
19. No window sills, fire escapes, roofs, or ledges are to be used for storage or recreational purposes, or to be blocked or obstructed. Tenants are not allowed access to the roof except in case of emergency or by permission of Green Acres Property Management.
20. No storage of any items or articles is to be permitted within a furnace closet.
21. Uses of extension cords which do not have circuit breakers are prohibited.
22. Do not prop open the security doors. The doors are meant to be locked for all tenants' security.
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**Laundry Facility:**

23. Use of laundry facilities is limited to washing of the usual personal and household articles. No cleaning inflammable materials or dyeing will be permitted.
24. Laundry left unattended for more than 24 hours will be disposed of.
25. As in all common areas, it is the tenants' responsibility to properly dispose of trash (including dryer lint) and keep the common areas as clean of condition as they were when you arrived. Remove dryer lint after the drying cycle is complete.
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**Vehicles and  
Parking:**

26. Unauthorized vehicles will be towed at the vehicle owner's expense. All vehicles are subject to the following rules and regulations in order to avoid towing. We would like to avoid having your vehicle towed from the property, but we need your help. Please comply with the following parking rules:
- Parking in the fire lanes is against city ordinance.
  - No parking in front of the dumpsters.
  - Do not take up two spaces with one car.
  
  - Guests parking is not available
  - Each tenant is assigned one parking space, and must have parking sticker
  - Tenant vehicles must be registered with management; including make, model, color, and license plate number to avoid towing.

To report unauthorized vehicles in the parking lot, please call (515)-451-5023. Do not call the towing company yourself. A list of tenants' cars, with identifying information, will be posted in each building.

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**Amendments**

Management reserves the right at any time to amend these Rules and Regulations as Management shall in its judgment determine to be necessary for the care and cleanliness of the Premises; and for the preservations of good order, comfort, and benefit of tenants in general.