

Resident Handbook

Rules & Regulations updated 11-29-11

A Guide to Our Policies & Procedures



Gerrard Corporation

2, 3, & 4 bedroom apartments



LEASING OFFICE

Sarah Sharar – Hours by appt only Mon-Thur 9-5 & Friday 10-12pm

420 5th Ave. South, Suite A

La Crosse, WI 54601

608-782-4488 EXT. 313

www.gerrardcompanies.com

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(This form must be signed by all incoming tenants)

Purpose & Introduction

Welcome to Gerrard Corporation's Resident Communities. We are happy you have chosen to live within our communities throughout the campus area. In order to help continue to be a place where residents live happily and successfully, we provide you this handbook of our policies, rules and regulations. This handbook is intended for you to read before you sign a lease with our company.

This handbook is an extension to the lease, therefore an agreement form must be signed by all incoming tenants that you have read and understand our policies and procedures. Our company rents to you an APARTMENT not a BEDROOM therefore all of you share the responsibility to your rental unit. Please take the time to read this handbook and understand what Gerrard Corporation's policies are.

We do look forward to providing you a quality apartment with all the perks of home and welcome the opportunity to serve you as your new landlord.

Appliances

In case your appliances don't operate properly, first check the breaker box to see if you may have tripped a breaker then check the electrical cord to ensure that it's firmly plugged into the wall. If these appear to be in order and they're not functioning please report to maintenance at 608-782-4488 ex. 314.

Cleaning: Keep your top burner pans of the range clean with glass/tile cleaner to eliminate grease build up. When they become spotted with grease or food, use a scouring pad to remove all burned on residue. We recommend wrapping the drip pans in aluminum foil to ensure cleanliness. When it becomes necessary to clean the oven, use a good oven cleaner and use according to directions. **Each unit is provided new drip pans on stove prior to move-in. It's the tenants responsibility to replace them at move out.** The refrigerator can be kept clean with a glass or tile cleaner. The inside can be kept smelling fresh with baking soda and water after cleaning.

DO NOT overload your dishwasher and load it correctly. If your dishes aren't getting clean this is the primary reason why. Your dishwasher may leave a white film on your glassware because of the city hard water. Unfortunately there isn't anything we can do to prevent this from happening. We recommend washing all glassware by hand.

Barbeque Grills

The State of Wisconsin and the City of La Crosse adopted a fire code, NFPA-1- The Fire Prevention Code. It states in it that charcoal burners and propane canisters CANNOT be stored or used on balconies or patio. Gerrard Corporation does allow the use of grills however residents are not permitted to store their grill or propane on their balcony. When in use, grills must be at least 10 feet away from any building during use to prevent fire hazards. The La Crosse Fire Department conducts regular scheduled inspections of all apartments. At their discretion a citation for violation of the code may be issued.

Bike Permits (enforced year round) – Issued with keys

All tenants will receive a bike permit with their welcome packet and is free of charge. All bikes should be secured on a bike rack or inside your apartment. It may not be kept outside on your balcony or patio. This is a fire hazard. All bikes on our property must also have a permit on it. If without a permit maintenance will remove it from the bike rack and keep it stored for thirty days. If unclaimed within that time frame it will be donated to a local charity. Replacement or new cost for a sticker is \$5.00.

In the last couple of years there have been numerous cases of stolen bikes in and around campus. We recommend purchasing a hi-quality lock or store your bike in your unit. If you do believe it has been stolen report to the police and your insurance company. If you have a Gerrard bike permit it may be easier for police to track it down if they find it.

Breaking a Lease or Sublease Agreement: Not recommended!

If you break your lease/sublease you're in violation of your contract. Should the Tenant(s) elect to break this agreement and move out early, the tenant automatically forfeits their security deposit(s). The Tenant will be responsible for all utilities and rent payments until a suitable tenant is found or the lease expires.

There are ONLY three reasons for legally breaking a lease without financial repercussions. A formal, written verification must be provided in all three examples. They are:

1. A military reservist is recalled into military duty
2. A person's medical condition that requires they relocated to full-care residency.
3. A work permit or VISA requires that the resident return to their country of origin (not within the U.S.)

Your best option would be to find a qualified friend to step into your lease. (Please refer to Subleasing in this handbook. This person must go through management and go through the same approval process that you did).

Candle Burning

Although we DO NOT prohibit the use of candles, we strongly recommend that you don't use candles in your rental unit. Should you choose to use candles in your rental unit, you may accrue charges for eliminating excessive smoke damage or odors upon vacating. We also ask that residents be careful with candle wax as the wax can be very damaging to flooring, especially carpeting. (Please be aware that smoke from candles – especially cheap ones – can cause thousands of dollars of damage. If you choose to burn candles, the cost of any required painting of your unit will be passed on to you.)

Christmas Trees

You are allowed to have a tree in your rental unit however it must be artificial and NOT stored on your balcony or patio.

Community Appearance & Cleaning

- Gerrard Corporation provides weekly cleaning of our common areas and parking lots for our tenants so that you can be proud of the community you live in and keep it looking its best. We ask that you respect our property just the same. Please throw out all trash in receptacles and dispose of any cigarette butts in appropriate ashtrays.
- Sidewalk, entrances, balconies, stairways, corridors, and halls must not be obstructed or encumbered for any other purpose other than entering and leaving your unit.
- All common areas will be clear of furniture and personal property including trash.
- Personal lawn furniture may be used on the patio or balcony however no couches or interior furniture of any kind.
- No clothing, rugs, or other items shall be hung on or over patio fences or balcony railings.
- As stated in your lease, you're expected to keep your rental unit in clean and good repair during your tenancy. It is your responsibility as a tenant to have your unit presentable and clean at times. We're not

the “clean police” however if we feel housekeeping duties are less than desirable you may be asked by management to remedy the situation.

Damages

We provide you a move-in inspection form when keys are issued. This form is to report the condition of your apartment and to report any damages. It must be returned within 7 days of the lease term. This form is for your protection at move out. If not returned during this timeframe we assume damage occurred during your tenancy. Forms returned after this timeframe are considered void. Tenants will be charged market rate for labor and supplies due to tenant damage, waste or neglect.

Electrical

If your lights go out, check the circuit breaker or fuse box first (located primarily in hallway for State & Main tenants). In order to properly reset a breaker you must turn the breaker that has been tripped to the “on” position. Only reset breaker once. In the event it continues to trip, check everything plugged into that circuit. If there is a problem please contact maintenance. You may be charged for a service call if the problem is caused by overloading the circuits.

Excessive Noise/Disturbances

City Ordinance: Quiet Hours are from 10 p.m. through 9 a.m.

When people live in close quarters, noise can sometimes be a problem. We ask each of you to be respectful of your neighbors and keep noise levels to a minimum. If noise from another apartment is louder than desired, we ask that you contact your neighbor and ask them politely to “turn their music/TV/conversation down a bit.” Usually people don’t realize how the sound carries to others. The bass from sound systems carry far and wide. Please be conscious of this.

If after repeated requests and your neighbor chooses not to cooperate, your next step is to contact the police. They’ll investigate and may issue a noise violation if deemed appropriate. Management does NOT have any authority to perform these types of services. Once a ticket is issued by police then management can enforce in lease provisions. As a LAST resort, if the noise problem persists, or you are concerned about a possible emergency or dangerous situation, please contact the office during business hours and we will try to assist you.

Please be aware that YOU are responsible for the noise of visiting guests. We will NOT tolerate any under age drinking, drug use, disruptive behavior, or any damage whatsoever to our property. The Property Manager will terminate the tenant(s) lease with all Tenant(s) still liable for rents and utilities throughout the term of the lease. The Tenant(s) would also forfeit their entire security deposit if eviction is necessary.

Flooring

The care and maintenance of the flooring in your unit is your responsibility. The carpet should be vacuumed frequently and tiles cleaned regularly. If any damage was done beyond normal wear and tear, materials and labor charges will be taken out of the security deposit at move out. It is the landlord’s responsibility at the end of the lease term to have the carpets shampooed however if carpeting has deteriorated due to tenant damage, waste or neglect (it’s damaged beyond normal wear and tear) the cleaning or replacement charges will be charged to you at market rates + labor.

Guests/Visitors

Per your lease, ONLY persons listed on the lease can occupy the unit. You are welcome overnight guests however once a person who is not on the lease remains in your unit for more than 14 days in a 45-day period they are considered a part of your household. Extended stays need to be approved by management. If a violation is found it will result in immediate eviction. When having Guest/Visitors you must tell them to park on the street.

Harassment by Tenants

Any type of verbal or physical abuse to any Gerrard Corporation employee as well as other tenants will absolutely NOT be tolerated and is grounds for an *immediate eviction*. Threats, cursing, and name-calling is considered abuse. Tenants should never approach the manager, owner or other tenant at their residence. If management deems a tenant to be a danger to themselves or other tenants, appropriate action will be taken to remove said tenant from the property immediately. If you have an issue with another tenant, the problem should be addressed in writing to our office so that it may be documented and put in your file.

Keys & Locks

We supply all the keys to your unit at one time which is typically the first day of your lease term. A key agreement is provided in your move in packet which should be returned within 7 days of lease term. If all keys are not returned on move out day, a charge to change the locks will be deducted from the entire security deposit not the individual person who didn't return them.

Residents are not permitted to alter any lock or install NEW locks or other attachment on the doors. When leaving your unit please remember to take along your key.

Lockouts: During office hours call to make arrangements to pick up a key to "borrow" and bring back the same day or call a roommate. **After hours: you must call American Lock & Key at 608-782-7777.** There is a service charge payable at the time of service.

Lost Keys: For security purposes we must change your lock and replace all keys. The tenant is required for cost of replacement of any lock and all keys. Charges are below.

Flat Rate Charges for keys: Entry Keys: \$300 Bedroom Keys: \$50 each Mailbox: \$25 each

Leases

All are leases are for one year beginning June thru May. We do not have any short-term leases and all tenants sign one lease. Tenants are responsible for rent for the entire lease term and rent is not pro-rated. You may find a sublessor if you won't be residing in your apartment for more 3 months or longer (see subleasing policy) with restrictions.

Lease Renewals

It is our hope that you will renew your lease contract with Gerrard Corporation. A lease renewal is included with each rental units move in packet. Another form may be provided to you by contacting our office. This form must be returned prior to September 30, 2011 if you plan on renewing your lease. We understand it may be too early to make this decision however we rent apartment months in advance for next school year. We do begin leasing and

advertising apartments October 1st. If we don't receive your lease renewal we assume we can start showing your apartment with proper notice given.

*If you would like to stay for another year but your roommate situation is going to be different you may sign the lease renewal to keep your apartment until you find new roommates. **Keep in mind by signing a lease renewal you're legally committing to staying in your apartment for another year however you have many months to find roommates of your choice.** There are lots of incoming students looking for housing. Once you do find new roommate(s), contact our office to sign a new lease. There is no administrative fee.*

If all of you are renewing sign the lease renewal and that's it. We will carry over your security deposit for the following year. The lease renewal would begin 5/25/2012 – 5/24/2013.

Lightbulbs

It is your responsibility to change your own light bulbs. If it's difficult for you to reach the socket or take off any light fixtures please purchase desired bulb and contact maintenance and he will help you replace them.

Maintenance – General Repairs

As per your lease agreement, you're responsible for minor maintenance issues that arise in your rental unit that you can fix on your own. Maintenance Requests can be made by calling 608-782-4488 ext. 314 Monday – Friday 10 a.m. - 5 p.m.

The maintenance technician will receive your request via voicemail and will make every effort to finish work requests in a timely fashion. Please note requests are also handled in order of priority. Sometimes repairs require the additional skills of a certified professional or parts may have to be ordered. In these instances, repairs will be completed as soon as possible.

PLEASE...Don't wait for a late night or weekend time to contact us regarding your maintenance needs. If you have a problem during the week, call us we don't bite!! If you wait until Friday afternoon or the weekend you may be subject to weekend overtime charges or you will have to wait until Monday to have your issues resolved.

Maintenance – Emergencies Only!

Your safety and security is important to us! For emergency situations that occur during after hours we have engaged in the assistance of an answering service by calling **1-888-783-6271**. They will contact one of the management team members who will then contact you. Management will then determine the next course of action. If it is NOT an EMERGENCY, please hold your call/request until regular business hours. Please be considerate of our management team while they are at home and wait to call when the office is open.

What is considered an emergency?

- *Fire*
- *Gas Leak*
- *Electrical Short*
- *Power Failure (unless correction is the responsibility of the utility company)*
- *Downed Power Line*
- *Wind or Storm Damage*
- *Sewer backing up*
- *No Water or Hot Water*

- *MAJOR water leak*
- *No Heat (in weather below 40 degrees)*
- *No Air Conditioning (in weather above 85 degrees)*
- *Non-Operational Refrigerator*

If you misuse plumbing or appliances, you will be charged for the repair/replacement. Here are some helpful numbers to resolve your emergency. Please review the following:

Xcel Energy	1-800-895-4999
Charter Communications:	1-800-924-3503
CenturyTel	1-800-201-4099
City of La Crosse Police Department – Non Emergency	1-608-785-5962
City of La Crosse – Water Utility	1-608-789-7536

Please remember that according to the lease agreement it’s the responsibility of our residents to inform maintenance of any issues. Repair or replacement costs due to damages not being reported will be your responsibility. You may also be responsible for excessive sewer and water charges due to your negligence in informing maintenance, i.e. toilets continuously running, or bath tubs and sinks constantly dripping.

Management Office

Tenants are best served by “appointment only” We do not have management on-site however our management office is conveniently located in La Crosse at 420 5th Avenue So. Give us a call at 608-782-4488.

Office Hours: Monday – Thursdays: 9 a.m. – 5 p.m. & Fridays: 9 a.m. – 12 p.m.

Address: 420 5th Ave. So., Suite A
La Crosse, WI 54601

Fax: 608-782-4478

Website: www.gerrardcompanies.com

Painting - Interior

Residents are NOT permitted to paint the walls in their unit.

Pet Policy

WE HAVE A NO PET POLICY! YOU MAY NOT BABYSIT PETS NOR HAVE PETS VISIT THE PROPERTY

If you feel a resident within your building has broken this rule please contact management right away and appropriate action will be taken. Resident(s) disregarding this policy will be in a lease violation and their security deposit may be forfeited. The cost for duct cleaning is \$300.

Parking & Permits – Enforced September 6th!

PARKING STICKERS: Most of our complexes around campus have a parking sticker policy. All Gerrard tenants are required to visibly display their permit on the driver's side rear bumper or it's considered trespassing and will be towed. This policy is to allow our residents to have the most ample amount of space possible to park their vehicle. It's the residents' responsibility to notify their family and friends of this policy and let them know to park on the street at all times.

- Each rental unit is issued parking permits per number of bedrooms not per tenant.
- Initial permits are FREE. A replacement sticker is \$15.00. You must pick one up during office hours or not park in the lot. We are not here on weekends so you must make arrangements during our normal business hours to pick up a new sticker or park on the street for the weekend.
- **The sticker must be displayed on driver's side rear bumper at all times.**
- Stickers are only allowed on the complex tenant's vehicles. They cannot be used on the vehicles of friends.
- The sticker does not guaranty a parking spot, but it will allow the resident the most ample opportunity for a spot. Parking is first come/first serve. Vehicles with parking stickers must also park within the designated parking areas. Do not block fire lanes, handicap spots, alleys or dumpsters.
- All parking stickers expire May 15th and is only valid during a signed lease at that apartment complex.
- Any deviations from the above-mentioned items subject the vehicle to being towed at the owner's expense.
- All cars are towed to Craig's Towing located at 1224 Island Street. 608-784-1638
- NO moving may take place between the hours of 10 pm – 8 am under any circumstance and moving trucks are out of the lot at that time.

PARKING LOT: The parking lot is monitored randomly by a local contracted security company. La Crosse has many recreational area and parks for your leisure activities. Do not use our private parking lot for these activities. IF YOU LEAVE THE AREA FOR ANY TIME, MAKE SURE YOU HAVE MADE ARRANGEMENTS FOR SOMEONE TO MOVE YOUR CAR. THERE WILL BE OCCASIONS WHEN THE PARKING LOT MUST BE CLEARED, ESPECIALLY FOR SNOW PLOWING. ON SUCH OCCASIONS, ALL VEHICLES MUST BE REMOVED OR THEY WILL BE TOWED AT THE OWNER'S EXPENSE.

Please do not leave your car unlocked. Also, please don't leave valuables in your vehicles. Gerrard is not responsible for theft or damage to vehicles. You should call the police and file and report and call your insurance provider.

Motorbikes, motor scooters, motorcycles are not to be parked in building entrances, halls, apartments or on the sidewalks. One permit will be issued to you therefore you may have a choice of putting it on your vehicle or your motorbike not both.

All vehicles parked in the lot must be operational. You may NOT store boats, RV's, trailers, moving trucks, non-operational vehicles, etc. on our property.

Please do NOT back into stalls to park. When you start your vehicle up, the fumes often enter into another resident's apartment via the windows.

Pest Control

Please call maintenance if you have a specific problem. We ask your cooperation in not leaving any food open or dirty dishes lying around. This attracts insects and mice not to mention it "STINKS". Garbage should never be left

outside your balcony/patio or hallways. It should be placed in a provided dumpster when leaving your unit. Failure to maintain clean and sanitary conditions, the landlord will charge you for the cost for removal of any garbage and any extermination that is required.

Plumbing

Tenants will be charged for damage and a service charge to repair plumbing caused by tenant's misuse. **Nothing but toilet paper can be flushed down toilets.** Anything else causes major problems. The following items will result in chargeable damage if flushed or put down sink, tubs, and toilets. Feminine hygiene products (all kinds), personal wipes, condoms, diapers, chicken bones – yes, chicken bones and other food items, we've pretty much have seen it all. Our rentals have smaller toilet pipes than a normal home therefore use your own discretion.

Water Leaks: Turn the water valve off and notify maintenance. In the even a pipe freezes and burst during the winter, the water supply should be turned off and the office notified immediately. **Never turn off your heat in our rental units in the winter.** The tenant will be charged for damage to broken pipes if it's a result in failure to maintain a reasonable degree of heat.

Rent Payments

We rent an apartment to you not a bedroom therefore **It is our policy is to collect one payment for rent each month.** We do this electronically. No more checks for you to write! Each rental unit will complete an ACH form (automatic clearing house form) at their lease signing by just providing a voided check from this checking/savings account.

Automatic rent payments are deducted the 1st of each month and will remain in effect for the entire lease term. If the 1st falls on a weekend or holiday then it will be taken out the next business day. In the event that changes arise in the payment amount, the frequency of payment, or account number, it's your responsibility to give us proper notice to make changes to your account (at least 4 days prior to rent being taken out).

NSF/LATE FEES: We apply a charge \$50 to your account for any rent that is late fee and \$25 for insufficient fund/bank fees totalling (\$75). You will be notified by our office if they're insufficient funds in the account. We do require authorization from tenant(s) to run rent through a second time. If your bank made an error you may be entitled for compensation of your late fees and NSF charges from your bank institution.

Pro-rated rent: Gerrard Corporation does NOT pro-rate any rent. We collect a full-months rent every month.

Resident Insurance

We strongly recommend that you contact your insurance agent to obtain renter's insurance. They can provide you will all the details and cost to obtain insurance to cover your personal belongs, as well as personal liability. Our insurance doesn't cover your personal belongings or your liability.

Safety & Security

Adequate protection of you and your personal belongs are of great concern to us. Be sure to make use of any locks provided to ensure that "uninvited" persons cannot gain entry. Close and lock your doors at all times. The patio or balcony is a favorite means of unlawful entry. Our contracted security company randomly patrols the common

area, parking lot and stairwells to provide that extra sense of security. We have security cameras in place at 1135 Main Street, 101 N. West Ave, and 630 N. 9th Street.

Security Deposit

A security deposit cannot and will not be used for the last month's rent. Gerrard Corporation collects one security deposit payment per rental unit and must be paid in full at the lease signing by check or money order. We don't carry cash on-site to make change.

The security deposit is NOT for rent but a deposit to ensure you fulfill the conditions of your lease and for any damages beyond normal wear and tear. It is held in a security deposit trust account and may not be used for your last rent payment or for lost keys, unpaid gas/electric, etc.....

The security deposit will be refunded 21 days after the lease term ends and everyone has vacated the rental unit. The security deposit will be refunded in a form of a check and payment will be mailed to the original person who paid the entire security deposit.

Smoke Detectors & Carbon Monoxide Alarms

Smoke detectors and carbon monoxide alarms (apts with gas furnace) are installed in every apartment. These are maintained annually. Upon move-in you must return your smoke detector requirement form with 7 days of your lease. Failure to do so may hold you liable for damage in case of a fire. Please test your smoke detector once a month. State fire code requires that smoke detectors be kept in working condition at all times. Residents are strictly prohibited from removing the batteries from any smoke detector and it's considered a lease violation if they are tampered with. If your smoke detector is "chirping" please contact maintenance and we will replace the batteries for you.

Please familiarize yourself with the fire exits located in your building and also where proper fire equipment is located. Tampering with any fire equipment in and around buildings is forbidden. A carbon monoxide alarm is a device that will detect the presence of carbon monoxide (CO) and create a noise which gives people in the area a chance to safely leave the building. CO alarms by themselves are not smoke detectors and vice versa. However, there are combination smoke/CO alarms. CO alarms are usually plugged into a wall electrical outlet or wired directly into the buildings electrical system.

Smoking

Smoking is STRICTLY PROHIBITED in any Gerrard Corporation rental units or indoor space (this includes hallways and entryways). You may smoke outside of the building on your patio or balcony. You are responsible for properly disposing of your cigarettes. No cigarettes are permitted to be thrown on the ground, including your patio or balcony. You may be charged a nominal fee for cigarette cleanup.

Pot or illegal drugs will NOT be tolerated anywhere on our property and will be fully prosecuted according to Wisconsin Law. **Don't try it. We know the smell, as do your neighbors.**

If you feel a resident within your building is smoking please contact management. If we determine that the resident is smoking inside the building, the provisions of the lease will be enforced.

Subleasing

Gerrard Corporation does allow subleasing at our campus rentals only *however* we do have restrictions associated with doing so.

1. You may only sublease ONCE per person/per rental unit for no less than 3 months– NO exceptions.
2. It's the tenant's responsibility finding a sublesor. All advertisements on craigslist, marketplace, etc.... must be approved by management first.
3. Cost for subleasing is \$100 admin fee and must be paid in full. *Compared to breaking your lease and forfeiting your entire security deposit this fee is minor.*
4. Once management is notified they will be required to complete a rental application and everyone will be required to sign the sublease agreement. All signatures must be on the same form before this agreement is official.
5. The new sublesor may not move in until tenant has vacated and the bedroom has been inspected by management.

Snow Plowing Policy –

Management takes care of all snow plowing and lawn care by our own maintenance staff or a contracted service.

In order for the parking lot to be cleared effectively signs are posted on the building when to remove your car from the lot after 1" or more of accumulation.

If you plan on being out of town or aren't available to move your car during the posted times you need to make arrangements with a friend/family/roommate to move your car for you. **We have a no tolerance policy. If you're car is left in the lot during posted time – it's towed.** Once plowed, you may return your vehicle to the lot. It's very expensive to get your car out of the impound so we recommend not ignoring our notices.

We have no control when the city plows the street throughout the day.

Storage Rooms – The Ave & Grove Tenants

Located in these buildings is one assigned storage room per unit. These are the list of items that are prohibited in them: LP gas cylinders for grills, dangerous or harmful chemicals, flammable or explosive items, firearms and ammunition, appliances, food, animals.

Trash Removal

All tenants are responsible for placing their garbage in dumpster provided. No trash is permitted around dumpsters for any reason. Dumpster lids must be kept closed to be in accordance with city ordinance. Trash of any kind will not be stored anywhere on the premises. This includes your balcony, porch, or outside your door. Gerrard Corporation reserves the right to charge tenants if management removes it for you. Charge is \$50.00 per bag and will be billed to the entire unit.

Some items that CAN NOT be placed in or around the dumpsters are: Bicycles, Cardboard boxes not broken down, Tires, Furniture of any kind, appliances, car parts, fans or heating units, ladders, mattresses, oversized items of any kind, computers or electronic equipment, microwaves.

If you observe any “strange” or late-night-hours dumping by what is probably a NON resident, please take their license number and contact the office. They cost us money! Let’s each do our part to keep our community clean!

Utilities

Gerrard Corporation will put utility services into the new tenant(s) name(s) prior to your move in. This includes Gas/Electric and Water. Tenants are responsible for all utilities for the entire lease term. Charter Communications and Centurylink are the two internet providers in the area. Tenants may choose who they want for services and can begin services as they wish.

We do NOT allow any Satellite Dishes on our properties.

Charter Communications: Eric 608-785-4124 or toll free 1-888-232-3891

Century Link: (608) 796-5000

Vacations – Holiday Break – Spring Break

It is advisable to notify our office if you’re going to be traveling out of the country or gone for an extended period. Please notify our office where you can be reached in case of an emergency and length of time you’ll be gone.

It is also advised not to leave your car in our parking lot for an extended period of time in case it snows or it will be towed and DO NOT turn off your thermostat in the winter. It must be set a temperature so the pipes don’t freeze.

Windows

In the case where the Property Owner doesn’t supply draperies or blinds the Tenant agrees to provide them within 7 days of occupancy. Blankets, flags, or sheets are not acceptable. If your unit has been supplied with vertical or horizontal blinds we discourage the addition of any added window coverings. If blinds are provided on windows, it is Tenant’s responsible to use them cautiously. All windows/blinds are to be cleaned by the Tenant prior to move-out. Any repair to windows from curtain rods will be charged to the unit at move out.

All occupants must clean all windows and clean all blinds furnished in apartment at move out. Tenants agree to not place plastic on the windows in the apartment or house without consent of landlord.

It is very common for you to experience some water condensation on your windows during the cold season. To prevent mold and damage to woodwork and trim, please wipe away any moisture accumulation from windows and run your fan all the time especially in the bathroom. Please DO NOT place your bed directly underneath your window or mattress directly on the floor.

Walls:

DO NOT put any nails in the walls. All occupants will be charged for any nail holes and cost of labor to repair them during final inspection of apartment. If it wasn’t noted on the initial move in form it will be assumed it was done during your tenancy and will be deducted from the entire security deposit.

Tenants may not hang flat screen televisions. It must be on a TV stand of some kind or dresser. Tenants will be charged for any drywall damage and for repairing holes

Gerrard Corporation Rules & Regulations Resident Handbook Agreement Form 2012-2013

Being approved as a new resident(s) with Gerrard Corporation, and assigned to address

_____, La Crosse, WI I (we) have reviewed the Rules & Regulations
Resident Handbook and agree to abide by the rules, policies and procedures clarified in the Handbook and agree
that this document becomes a part of the lease.

Signed: _____

Date ___ - ___ 20_____

Signed: _____

Date ___ - ___ 20_____

Signed: _____

Date ___ - ___ 20_____

Signed: _____

Date ___ - ___ 20_____

Signed: _____

Date ___ - ___ 20_____

Witnessed by Management:

Signed: _____

Date ___ - ___ 20_____