

# ANCHOR M APARTMENTS

2001 NORTH WALNUT  
ELLENSBURG, WA 98926

## COMMUNITY RULES & REGULATIONS

The Management at ANCHOR M APARTMENTS would like to extend a warm and friendly welcome to you. We are proud to have you as a neighbor. Our Community is more than just a place to live; it's your home!

It is our intention to operate and maintain the property as an outstanding residential development in the area. Your cooperation in observing and enforcing these rules and regulations will greatly assist us in this goal.

### OFFICE HOURS

Office hours will be posted on the office door.

Contact Numbers are as follows:

Manager's Office:	925-3031
Police Department:	962-7280
Fire Department:	962-7279
Emergencies:	911

Maintenance is provided throughout the week. However, if an emergency arises after hours or on weekends, please notify management immediately.

Resident must immediately report to the management any accident or damage to water pipes, toilet, plumbing fixtures, electrical wires, etc. ANY DELAY OR NEGLECT WILL BE AT THE RESIDENT'S EXPENSE. Charges will be as follows:

Labor:	\$75.00 per hour or any part thereof (\$25.00 minimum) for maintenance staff of Anchor M Apartments Actual cost of person(s) contracted by Anchor M Apartments for repairs
Materials:	Cost of materials plus 10% overhead expense

**Resident(s) shall be billed for above charges and payment is due upon receipt of bill.**

## LEASE AGREEMENT

Please read your lease completely and make inquiries about anything you don't understand. Be sure to keep a copy for your records. For information on lease renewals, please contact your management.

Resident agrees to allow Landlord, or Landlord's agent, access to interior of premises for at least two (2) inspections per year. Said inspection(s) shall be scheduled by 48 hour written notice with due consideration and convenience of Resident(s).

Management reserves the right to charge any Resident(s) for damages to property as a result of negligence, carelessness or misuse by Resident(s) or their guests.

**MOVE IN:** Move-ins are to be arranged in advance with management. NO ONE WILL BE ALLOWED TO MOVE-IN UNTIL ALL DOCUMENTS ARE COMPLETE, UTILITY RECEIPT IS RECEIVED, AND ALL MONIES DUE ARE PAID. THERE WILL BE NO EXCEPTIONS.

**OCCUPANCY:** It is necessary to register and identify ALL persons who live in your apartment. Only those persons named on your lease are permitted to occupy the apartment. Any guest(s) whose visit exceed(s) seven (7) consecutive days must also be registered. Transfers between apartments during your lease term is prohibited.

_____	_____	_____
Landlord	Resident	Resident

**PARKING AND AUTOMOBILES:** Parking on the premises is restricted. Only head-in parking is permitted. Backing into spaces may cause damage to buildings and/or landscaping. Washing of vehicles on the premises is prohibited. Repair work on vehicles is not to be performed on the premises. No vehicle leaking fluids shall be allowed to remain on the premises. All vehicles must be currently registered and licensed and in operable condition. Management shall have the right to remove any vehicle from the premises that is disabled, has expired registration or license, is parked illegally, or is leaking fluids. Said removal will be immediate and without further notice. **Any vehicle towed from the premises is done at the sole expense and risk of the owner of the vehicle.**

**KEYS & LOCKS:** All keys are to be returned to the office when you vacate the apartment. Residents are not permitted to alter any lock, install a new lock or knocker, or install any other attachment without WRITTEN consent of the Landlord. If for any reason the locks on your residence have to be changed, this must be done by management only. There will be a minimum charge of \$35.00 for change of door locks, and a \$25.00 charge for mailbox lock change. There will be a \$10.00 charge for replacement of lost apartment and mailbox keys. For your safety, NO ONE will be admitted to your apartment when you are away other than scheduled maintenance or repair personnel. PRIOR WRITTEN permission must be given to management before delivery people or guests will be granted admittance to your apartment.

**ACCESS TO UNITS:** When leaving your apartment, please be sure to take your key(s) with you. Lockouts, which occur after normal business hours or on weekends, will incur a \$30.00 charge per lockout, due when services are rendered. Repeated occurrences will increase this fee at the rate of \$5.00 per occurrence. Any locksmith requirements for such assistance are at the expense of resident.

**CHILDREN:** Children are not allowed to play in the property's common areas; parking lots, sidewalks, planters, etc. **CHILDREN SHALL BE SUPERVISED AT ALL TIMES WHEN PLAYING OUTSIDE.**

**PETS:** Pets are allowed on the premises provided these rules and regulations are followed with respect to animals.

**SERVICE ANIMALS:** Service animals are allowed by the Landlord.

**DAMAGE BY ANIMALS:** Resident is responsible and liable for any and all damage to the residential unit and the premises in general caused by his/her animal. In the event Resident's animal urinates/defecates on any carpet inside a residential unit, the carpet will be removed and replaced at the end of Resident's tenancy, and Resident will be responsible and liable for the cost of such replacement.

**DESIGNATED ANIMAL AREA:** There is a designated area for animals located at the EAST end of the apartment complex. All animals are required to relieve themselves in this designated area and must always be accompanied by a person. **ANIMALS MAY NOT BE LEFT ALONE IN THE DESIGNATED ANIMAL AREA FOR ANY LENGTH OF TIME.** Owners/caretakers of the animals are required to clean up after their animals and deposit their waste in the appropriate trash receptacles.

**SMOKING AND DESIGNATED SMOKING AREA:** Resident, members of Resident's household, guests and invitees shall not smoke anywhere in the unit rented by Resident. If there is evidence of smoking in a Resident's unit, all costs associated with cleaning and sanitizing the unit upon termination of the tenancy shall be the responsibility of the Resident. Smoking is permitted **ONLY IN THE DESIGNATED SMOKING AREAS LOCATED AT THE EAST END OF THE APARTMENT COMPLEX.** Smoking in any other location on the premises is strictly prohibited and will be grounds for termination of your tenancy. All smokers are required to pick up after themselves and shall not leave trash, cigarette butts, etc. in the smoking area. All trash shall be placed in the appropriate trash receptacle.

**ALTERATIONS:** Vertical and/or Mini-blinds have been furnished for your convenience. No non-conforming curtains shall be installed. Any change must be pre-approved by management. **NOTHING MAY BE PLACED IN OR ON WINDOWS,** i.e. signs, decals, aluminum foil, cardboard, etc. No painting, staining or papering shall be done without the prior written consent of management. Pictures and other wall hangings should be carefully installed with small pin hooks only. Any damage resulting from the hanging of such items will be charged to the resident. Absolutely NO molly bolts, adhesive hooks, adhesive decorations, ceiling swag hooks, etc. will be allowed.

**RESTRICTIONS:** Tools, tires, boxes, barbecues, bikes, trash, etc. shall not be left on sidewalks, parking areas or other common areas.

**TRASH & REFUSE:** Dumpsters are conveniently located on the property. Place all trash & refuse IN the container, NOT on top of it or around it. All trash & refuse must be in tied bags prior to placing it in the container. Large items and boxes should be broken down. Items such as furniture shall not be placed in the dumpster, or the enclosure, and must be disposed of by the residents at their own expense. Residents who have large amounts of trash or numerous cigarette butts accumulating around their apartment will be held responsible to remove them. If it becomes necessary for management to remove trash or cigarette butts, residents will be charged a minimum of \$25 and

---

Landlord                      Resident                      Resident

according to the rate specified on page 1 of the Community Rules and Regulations for time expended by management over one hour.

**RENTAL INSURANCE:** All personal property placed on or in the premises shall be at the risk of the resident or the owner of the personal property. Management will not be responsible for any loss or damage to such personal property from any cause whatsoever. **All residents shall carry Rental Insurance.**

**MAINTENANCE:** Please make requests for repairs by contacting management. We urge you to make all requests in writing. Your request for repairs should include your Name, Address, Phone Number and the nature of your request. If staff or repair personnel arrive at an apartment in response to a maintenance request and no one is there, they will enter and proceed with repairs.

**GUESTS, VISITORS OR INVITEES:** Residents are held entirely responsible for the conduct and activities of all visitors, guests or invitees, including damages and enforcement of Rules & Regulations. Please inform your visitors, guests or invitees regarding appropriate behavior prior to their arrival on the premises.

**DISTURBANCES:** Conduct that is boisterous, obscene, noticeably drunken, or generally disturbing to other residents or the quiet enjoyment of the premises is strictly prohibited and will not be tolerated. Loud playing of music, televisions or radios is prohibited. Noise from an apartment, which is noticeably audible outside, is considered excessive. No resident shall make, or permit to be made by visitors, guests or invitees, any disturbing noises. Loitering or gathering in the parking lots or other common areas, which results in disturbances, yelling or excessive noise is strictly prohibited. **Alcoholic beverages are not allowed in the common areas or parking lot.** If it becomes necessary for Management to request compliance with this section, a record is placed in your file. If a second incident occurs, you will be given a Warning Notice, and all parties to the Lease Agreement will be notified that any additional occurrence will result in Termination of Tenancy. If you plan to party, party somewhere else; don't endanger your residency.

**MOVE-OUT:** Move-outs should be arranged with management. It is recommended that a final inspection of your apartment be conducted with a management representative prior to your final departure.

**CLEANING:** You are responsible to leave your apartment in clean condition. If it is necessary for cleaning personnel to clean excessively dirty vinyl floors, carpet, windows, appliances, fixtures, cabinets, doors, shelves, light fixtures, etc, there will be additional charges assessed at the rates set forth on Page 1 of this document.

**PAINTING:** Painting costs are assessed for above normal wear and tear. What is considered normal wear and tear varies depending on the length of time an apartment is occupied, i.e. the longer the occupancy, the more wear and tear is expected. From experience, every six (6) months of occupancy results in the need for approximately one (1) hour of normal corrective painting. This equates to approximately \$75.00 per hour in time and material charges. Therefore, the allowance for normal wear and tear on painting is \$75.00 for every six (6) months of occupancy. This painting allowance does not include repair of wall(s) or wall finishes.

**ANY BREACH OF THESE RULES & REGULATIONS, WILL RESULT IN RESIDENT(S) BEING WARNED (EITHER VERBALLY OR IN WRITTEN FORM), SERVED WITH A NOTICE TO PERFORM COVENANTS OR QUIT, OR SERVED WITH A NOTICE OF TERMINATION OF TENANCY. THIS DOES NOT APPLY TO THOSE BREACHES, WHICH CARRY AUTOMATIC FINES.**

BY SIGNATURE BELOW, RESIDENT(S) ACKNOWLEDGE(S) HAVING READ AND UNDERSTOOD THE FOREGOING, AND RECEIPT OF A COPY OF THESE RULES & REGULATIONS. FURTHERMORE, RESIDENT(S) AGREE(S) TO ABIDE BY SAID RULES & REGULATIONS, AGREE(S) TO PAY ALL COSTS INVOLVED IN THE ENFORCEMENT OF THESE RULES & REGULATIONS OR OF THE TERMS AND CONDITIONS OF THE LEASE AGREEMENT, INCLUDING BUT NOT LIMITED TO, REASONABLE ATTORNEY FEES. UPON THIRTY (30) DAYS WRITTEN NOTICE TO RESIDENTS, THESE RULES & REGULATIONS ARE SUBJECT TO CHANGE, AS NECESSARY FOR THE COMMON SAFETY, PUBLIC HEALTH AND EFFICIENT OPERATION OF THE PROPERTY.

\_\_\_\_\_  
RESIDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RESIDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Landlord                  Resident                  Resident