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[www.cityviewpropertyfargo.com](http://www.cityviewpropertyfargo.com)

# Urban View Apartments

## Resident Policies

## **WELCOME!**

City View Property Management's purpose is to provide our residents with a qualified professional property management team. This team will ensure that our residents of today and tomorrow shall receive equal and uncompromising access to quality rental living.

City View Property Management will ensure that your home will be nothing short of the best.

It is also the goal of City View Property Management and its onsite Resident Managers to represent themselves to the residents in a friendly, professional manner by being very attentive to all concerns of residents and to react quickly in a hospitable, courteous manner.

## **RULES & REGULATIONS**

The following policies, guidelines are intended to acquaint you with various aspects of apartment living. Because many potential situations arise; we, the management, wish to outline the following regulations and suggestions in an effort to avoid any discomfort in your daily living.

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## **I. RESIDENT SERVICES**

### **A. Management Office Hours & Phone Number**

City View Property Management is responsible for handling all existing resident concerns, including requests for repairs or maintenance, notices to vacate, lease renewals, etc.

City View Property Management Office phone number is 701-356-9500 and is open Monday – Friday from 8:00 am to 5:00 pm. After hours and weekends you will have access to the Resident Managers. Their numbers are listed in the front lobby.

City View Property Management Office is closed on the following major holidays: New Year's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving and Christmas Day. However you can contact your Resident Managers in cases of emergency.

### **B. Maintenance Services**

Should you experience a problem with your apartment, you can call the City View Property Management office at 701-356-9500 or put in a maintenance request via our website [www.cityviewpropertyfargo.com](http://www.cityviewpropertyfargo.com).

If your maintenance request is of non-emergency nature, please contact us during regular business hours. If non-life threatening emergency and after hours you may contact your resident manager.

Emergencies which endanger life or property must first be reported to the appropriate emergency service such as Police, Fire Department or Paramedics and then call the office. Do not delay assistance by calling the office first.

Before calling about a maintenance issue, please take a moment to determine as clearly as you can what the problem might be. If the problem involves an electrical device, always check the circuit breaker located in the fuse box in your laundry room.

When you call, be prepared to give your name, building number, apartment number, phone number and if we have permission to enter your unit even if you are not present as well as an explanation of the problem. Non-emergency repairs are completed during regular business hours. Upon request, we can arrange for our maintenance team to be at your apartment during a specific window of time. All repairs or adjustments will be handled as quickly as possible after the reports are made pending the severity. When replacement, repair or service of equipment is necessary due to abuse on the part of the resident, the bill(s) will be paid by the Resident.

Use the following as a guideline for emergency service calls:

- Fire (call fire department first)
- Water leaks that cannot be contained
- Loss of heat when outside temperature drops below 50 degrees F/10 degrees C
- Loss of A/C when outside temperature is above 90 degrees F/32 degrees C
- Backed up toilet in a one-bathroom apartment (unless the toilet is over flowing, at which time turn the knob on the wall behind the toilet to shut off the water and contact your Resident Manager.
- Person stuck in the elevator
- No hot water
- Broken garage door or entry door
- Inoperable refrigerator

## **II. BUILDING SECURITY & SAFETY**

### **A. SECURITY**

Please remember that your building is only as secure as you, the residents, make it. Please follow these simple suggestions to keep your building as safe and secure as possible.

- Report any questionable incidents or people to the City View Property Management Office, Resident Manager or the Fargo Police Department as soon as possible. For emergencies, call 911. The Fargo Police Department non-emergency number is 701-235-4493.
- Do not let strangers into the building. Politely ask anyone entering the building to use their own key or to call the apartment they are visiting to gain entrance. If you have children, please stress the importance of this to them.
- If you notice strangers loitering or soliciting in the buildings, call the CVPM office immediately or contact your Resident Manager.
- Never prop open the outside building doors or security doors. Please close the door if you notice one open.
- Garage doors are to remain closed when not in immediate use. This provide security to not only you but other tenants garages. Garages found to be left open for extended periods of time will be subject to a \$25.00 fine.

## **B. SECURITY DISCLAIMER**

City View Property Management does not provide, guarantee or warrant security. We cannot guarantee that the dwelling or apartment community is safe from criminal activities by other Residents or other parties. Each resident must be responsible for his or her own personal security and that of his or her household, children, and property.

If you observe any suspicious activity or potentially unsafe conditions, please notify the office or your resident manager. If you observe illegal activity or immediate dangerous or unsafe conditions, call 911. Remember, please call the police first if trouble occurs or potential crime is suspected.

## **C. BUILDING SAFETY**

- Hallways must be kept free of all shoes, bikes, rugs, etc. This is a fire regulation.
- Notify the office or your Resident Manager if you plan to be away from your apartment for an extended period of time.
- Discontinue newspaper service and have the post office hold your mail. The phone number for the local branch is 701-241-6144 (Prairiewood Station).

Our policy is not to let anyone into your apartment unless you have previously given such permission to the office.

## **D. GENERAL FIRE SAFETY**

If it is necessary to call the Fire Department, be sure you give the building number and apartment number so the fire department can respond quickly. If you call the fire department, please notify City View Property Management as well. The number for CVPM is 701-356-9500. The fire department has access to all buildings.

You are personally responsible for any damage to your apartment resulting from fire caused by your own negligence including occupancy and housekeeping habits that pose fire safety risks, annual inspections will be scheduled. We suggest that you take the following precautions:

- Do not keep flammables, explosives or other non-household combustible items in your apartment.
- Dispose of newspapers and other refuse regularly.
- Do not place matches or lighters where children can reach them.
- Clean grease from the cooking range, oven, exhaust fans and vents regularly.
- Never empty ashtrays into waste baskets.

- Do not use worn electrical cords.
- Do not overload electrical outlets.
- Your apartment contains smoke detectors. Do not tamper with any smoke detector or other fire safety equipment. If you discover any problem, defect, malfunction or failure of the smoke detectors, contact CVPM or your resident manager.
- Never leave candles burning or any burning object unattended.
- Do not block hallways and entrance areas.
- Storage of excessive amounts of personal property or furnishings can pose a fire hazard to you and other residents. It will also impede the circulation of heat and ventilation in your apartment. You must remove, store off-site, or in a garage any amounts of personal property deemed by management to be excessive.

## E. BUILDING FIRE ALARMS

If the fire alarm sounds in your building, remain calm and walk to the front door of your apartment. Feel the door and doorknob with the back of your hand.

If the door or doorknob is **HOT** to the touch, unlock the door, **BUT DO NOT OPEN IT**, call 911 to report what apartment number you are in. Go to the farthest window from your entry door. Wave a sheet or towel to attract attention and wait for fire department instructions. Your apartment will provide a safe refuge if the hallway door remains tightly closed to prevent smoke from entering.

If the door and doorknob are **NOT HOT** to the touch, place your foot against the bottom of the door and open carefully. If there is smoke in the hallway, follow the same procedure as if the door was hot. If the hallway is clear, leave the building using the stairway. **DO NOT USE THE ELEVATORS**. Call 911 and report the fire alarm.

## F. FIRE IN YOUR APARTMENT

If there is a fire in your apartment and it cannot be contained, leave your apartment. Close the door behind you. Leave the building by stairway. **DO NO USE THE ELEVATOR**. Call 911 and report the fire to the fire dispatcher. Go outside and wait for the fire department's arrival.

For small fires, such as wastebasket fire or pan on the stove, fire extinguishers are provided in the building hallways on each floor.

It is important that the fire department be called by telephone (911) when a fire alarm sounds. The fire alarm system may not automatically notify the fire department.

If you must evacuate the building for any reason, do so by the stairways and exit the building. **DO NOT USE THE ELEVATORS.**

### III. GENERAL RESIDENT RULES & POLICIES

#### A. MOVING IN

On your first day of occupancy in your new apartment at Urban View, it is important that you complete the Check In Sheet along with the property manager. On this sheet we will note any visible problems in the apartment, whether or not they can be fixed.

This is your record of any wear and tear already existing in your apartment when you move in. Be sure to check each smoke detector in your apartment and note whether each detector works or not. Following check in with the property manager or resident manager, if you should notice any other issues that may not have been addressed at the time of check, you should contact our office for further inspection.

When moving in, do not hoist anything up over the balconies, always use the entry doors and elevators.

Please be advised that you may **NOT** drive on the grass or sidewalks while moving in or out of your apartment or at any other time. Any damage caused by a Resident or visitor shall be charged to the Resident.

#### B. RENT PAYMENT

Rent is due on or before the first (1<sup>st</sup>) day of the month. You may pay by check, money order, or cashier's check. Cash is acceptable only if brought directly to the City View Property Management Office so that we may issue you a receipt. **(DO NOT PUT CASH IN THE RENT BOX)**. Please make checks payable to CVPM.

Rent may be dropped in the rent box located in the hallway just inside the security door on the south end of each building. It may also be dropped off or mailed to City View Property Management at 4151 38<sup>th</sup> St. SW, Fargo, ND 58104. If after hours, there is a box located outside the front door. Resident Managers do not accept rent payments.

A late charge of \$40 will be charged if you do not pay your rent by the 2<sup>nd</sup> day of the month. An additional \$40 will be charge it rent is not paid by the 10<sup>th</sup> of the month and then another additional \$40 if not paid by the 15<sup>th</sup> of the month. Failure to pay rent or other charges due under the lease agreement on a timely basis is a lease violation. The late fees do not constitute a waiver or forgiveness of any noncompliance with the lease. Repeated late payments of rent may be grounds for eviction or for CVPM not to renew your lease. All monies paid to CVPM will be first applied to fines and late fees and then rent. Therefore, if there is an outstanding dollar amount still owed for rent, you will continue to accrue late charges until full payment is made.

## **C. MOVING OUT**

Notice to Vacate: This means that once you give notice, you are responsible for two additional months of rent. For example, if CVPM receives your notice to vacate on March 31<sup>st</sup>, you will be responsible for April and May rent.

If your lease expires and is not renewed and no timely notice to vacate has been received, your tenancy will automatically convert to a month-to-month tenancy and additional charges will apply. A month-to-month tenancy requires a one month (30 day notice) on or before the last day of the month.

In order for a notice to vacate to be effective, written notice must be given to and received by the office on or before the first day of the given month. Late notices to vacate will not be accepted under any circumstances.

When moving out of your apartment, please use the front door of your apartment, elevators and entrances, do not throw anything down from your balcony.

## **D. Cleaning and Restoring Your Apartment Prior to Move Out**

Prior to your move out date, you will receive move out instructions and a cleaning checklist which will assist you in your cleaning efforts. Please review the cleaning checklist thoroughly before you begin cleaning your apartment. If you have any questions or would like guidance in cleaning your apartment, feel free to contact our office or your resident manager. Upon move out, you are responsible to have your carpets professionally cleaned. CVPM will schedule the carpet cleaning and the charge will be taken out of your security deposit.

## **E. Checking Out of Your Apartment**

CVPM requires you to participate in a walk-through of your apartment with a member of our management team on or just prior to your move out date. You may do this by making an appointment with the management office or your resident manager. During the walk-through, you may discuss the condition of your apartment and the return of your security deposit. The balance of your security deposit, if any, will be mailed to your forwarding address within 30 days of the end of your lease.

When you move out, you are responsible for ending electricity, cable and internet service as well as notifying the post office of your new address.

## **F. Roommate Changes**

Residents may add or vacate a roommate anytime during their lease term as long as our guidelines are followed. If a roommate is vacating the lease, their name will stay on the current lease until the expiration of the lease or the remaining resident(s) agree to release the vacating Resident. If a roommate is being added to the lease, the individual being added must apply and qualify like all residents at CVPM in addition to paying the application fee. Please see the management office for details on adding or vacating a roommate from your lease.

CVPM does not allow more than 4 individuals over the age of 18 to reside in a two or three bedroom apartment. Only 2 individuals over the age of 18 will be allowed to reside in a one bedroom apartment. If it is determined that there are individuals residing in apartments that have not been approved by CVPM, this is cause for immediate eviction.

## **G. Transferring Apartments**

Residents may transfer to another apartment at the end of their lease without a transfer fee. If you wish to transfer to another apartment before the end of your lease, a transfer fee will be assessed. All Resident transfers must be approved by the City View Property Manager. Please contact our office for details on transferring apartments.

## **H. Breaking Your Lease**

City View Property Management offers one option for Residents who wish to break their lease before the term date of their lease.

- You must first put in your notice to vacate by stating the date that the apartment will be available to rent.
- It is the Residents responsibility to try to find a suitable Resident for their apartment, however CVPM will also help in finding a suitable Resident. You may advertise your apartment as you see fit, however any incentives you may offer are your responsibility and not that of CVPM. You may not offer reduced rent or incentives that you are not prepared to cover.
- If a suitable Resident is found, the current Resident is responsible for a \$300.00 re-rental fee and all incentives that were given would need to be paid back in full to CVPM.

We cannot guarantee that your apartment will re-rent. If your apartment does not get re-rented by the time you wish to be out, you will still be responsible for your entire lease until the apartment gets re-rented.

## **I. Smoking**

CVPM is a smoke free environment. There is no smoking allowed in any apartment or common area. Smoking is only allowed outside (25ft from doorways) or on your balcony or patio with the door completely closed. If you choose to smoke, you must dispose of your cigarette butts in a fire proof receptacle. If you or a guest violates this policy, you will be fined accordingly for each offense and will be responsible for any damages that occur.

## **J. Rental & Auto Insurance**

City View Property Management requires that you obtain proper rental insurance to cover all of your personal property as well as for liability reasons. A common misconception is that the property owner's building insurance covers your personal property including but not limited to, loss caused by burglary, vandalism, fire, smoke or water. The owner of the property is not responsible for any deductible amounts on your insurance policy no matter what the cause of the occurrence or loss. When obtaining renters insurance, please be sure to tell your agent to name CVPM as the additional insured. **If you have a reasonable accommodation for a service/companion animal you must provide proof that your renters insurance policy includes this animal.**

## **K. Apartment Inspections**

Residents apartments are physically inspected annually upon a 30 day notification. These inspections help management identify, maintenance, repair, and housekeeping issues. It will be your responsibility to correct any cleaning or housekeeping issues identified during such inspection. Failure to make these changes may be cause for eviction. An inspection is a good time for you to point out any maintenance issues in your apartment. If there are maintenance issues that have been caused by you, your family and/or your guests, you will be responsible for the cost of repair for such damages.

## **L. Utilities**

We ask that you agree to not waste, or cause to be wasted, any utilities provided by CVPM. For example: leaving the windows open in the winter or permitting water in sinks, tubs or toilets to run excessively constitutes as waste.

**For questions regarding your electricity, please contact Cass County Electric.**

### **M. Cable Television/Satellite Dishes**

Wiring for cable television is provided inside your apartment. Do not drill holes in walls to run cable to additional rooms, there are outlets already wired in every room. City View Property will supply you with the vendors that you may use within our apartments. Satellite dishes are already located on every building, no Resident should install any type of satellite device on their balcony.

### **N. Littering/Graffiti and Rubbish Removal**

CVPM is committed to keeping the grounds (including the parking lots) and common areas clean, graffiti and litter-free. Please deposit trash, including cigarette butts, in appropriate containers. Littering is offensive to your neighbors and is a violation of your lease.

Rubbish should be deposited in the dumpsters provided. You must break down and flatten cardboard boxes before placing them in the dumpsters. If you have large objects such as furniture to discard, check with the management office as to how to dispose of them. You will be charged a fee for disposal of large items.

Please keep the dumpster areas tidy and hazard free. Small children should avoid disposing of rubbish.

### **O. Keys/Garage Door Openers**

Upon move in, you will be issued keys for your apartment, security door and mailbox as well as 2 keys and 2 remotes for your garage door.

There will be charges for non-returned, lost or damaged items. If there are no keys returned for the apartment or mailbox, there will be a charge for rekeying. You will be charged for a new lock as well as replacement keys.

**Please see attached fee schedule for these charges.**

## **P. Lockouts**

If you get locked out of your apartment, CVPM will give you two free passes, however, we cannot let you in without proper identification. Going forward, if you need to be let into your apartment between the hours of 10:00 pm and 8:00 am, you will be charged a lockout fee.

**Please see attached fee schedule for these charges.**

## **Q. Packages**

CVPM requests that Residents pick up their packages from the front lobby as soon as possible. CVPM assumes no responsibility for packages or deliveries left for Residents.

## **R. Garages/Parking Lots**

All vehicles must be registered with CVPM at the time of lease signing. We will need make/model, color, year and license plate number. Upon move in you will receive one parking tag/apartment. **See Parking Tag Guidelines.** Unregistered, inoperable and vehicles without current license tags may not be stored or parked in the parking lots and may be towed without notice at owner's expense. Two stall garages are provided for all Residents, we encourage you to use them as much as possible.

- Car Maintenance – Car maintenance is prohibited unless proper measures are taken to protect the garage floors. Example: oil changes, proper protective covering or absorbent materials.
- Vehicles other than cars – Boats, trailers, RV's, commercial vehicles, etc., may not be parked in the outdoor lots. You may park a motorcycle and/or bicycle in your garage as long as the doors will close properly. Bicycles may not be stored on common railings, signs, trees or in entries. Bicycles found in violation may be confiscated and stored at owners expense.
- Speed Limits – The speed limit for the outside lots is 5 miles per hour. For your safety and the safety of others, please do not drive in excess of these limits. Fine for going in excess of this speed is \$10.00 per violation.

## **S. Snow Removal**

Postings will be placed on the North and South entry doors ahead of time informing residents when we will be doing full lot snow removal. Residents are responsible for removing snow from in front of their own garage doors.

## **T. Common Areas**

You, your family and guests are prohibited from playing, running, yelling and riding bikes in the halls and parking lots.

## **U. Disturbances and Excess Traffic**

In order to minimize noise please keep your apartment door closed and avoid congregating in the hallways. You are responsible for yourself, your children and guests in making sure they do not do anything which will annoy, harass, embarrass, or inconvenience any other occupants in the same or adjoining premises.

We expect that periodically you will have guests and visitors for social and family purposes, however, if the number of guests and visitors is excessive in terms of total number or tends to disturb fellow Residents, CVPM might ask you to restrict or limit the number of visitors. Excessive traffic from visitors or visits at unusual hours is a disturbance and a violation of these policies.

## **V. Guests and Unauthorized Residents**

You are responsible for the conduct of your family and guests. Only adults identified on your lease and who applied are permitted to live in your apartment or occupy it on a regular basis. No person may regularly stay at your apartment (ie, more than two weeks in any calendar year) without the advance written consent of management.

Guests must be accompanied by the host adult resident when using any of the facilities. CVPM exercises the right to limit or prohibit guests. Excessive numbers of guests, or visits by guests, that may constitute a disturbance. See "Disturbances and Excess Traffic" section above for further detail.

## **W. Patio and Balcony Use**

Balconies may not be used for storage or airing laundry. Bicycles, toys and other such objects may not be stored on your balcony. We will not allow antennas, satellite dishes, or any other type of receivers to be mounted on decks, balconies or roofs, along with fencing or lattice of any kind.

Due to city fire code, there are no charcoal grills allowed on the property. This includes balconies, patios, parking lots or garages. Residents are allowed to use gas grills only, keeping them away from siding. Damage caused to siding will result in repair fees.

## **X. Fines**

Fines may be assessed for rule violations based on the severity and the number of offenses. If the rules are consistently violated, your lease may be terminated or not renewed.

## **Y. Business Use**

You are specifically prohibited from using your apartment dwelling as a business. This includes having any type of business office operating out of your apartment, where you have clients coming to your office. The operation of a daycare, whether licensed or not, is not permitted in your apartment.

## **Z. Christmas Trees/Lights**

Live Christmas Trees are prohibited, the use of a live wreath is acceptable. You are allowed to decorate your patio or balcony with Christmas lights as long as they do not disturb your neighbors or cause damage to railings. Please do not use nails or screws of any kind to hang or attach lights or wreaths.

## **AA. Elevators and Hallways**

The elevators are centrally located in each building. Please report any maintenance issues with the elevator to our office or your resident manager.

## **BB. Garage Sales**

Because of the high exposure to liability risks, management prohibits the holding of any garage sales or rummage sales from your rental unit or garage.

# **IV. CARE OF YOUR APARTMENT**

## **A. Housekeeping Requirements**

You must maintain your apartment in clean and sanitary condition. Periodic inspections will take place with proper notice to the Resident.

## **B. Decorating and Alterations**

Your apartment has been thoroughly cleaned prior to your occupancy and all repairs have been taken care of. Any alterations of the apartment (ex: painting) needs to have prior approval from management. When hanging pictures or other wall decorations we ask that you use minimal amount of nails or decorating pins. Please do not use screws. Please do not remove any permanent shelving or lighting fixtures that have been put into the apartment. If any damages are incurred by the hanging of decorations or other fixtures, the Resident may be held liable for the cost to repair.

## **C. Window Coverings**

Curtains or drapes are appropriate window coverings; however do not put nails into woodwork around the windows. CVPM provides vertical blinds for all the windows in your apartment and must not be removed at any time.

## **D. Pest Control**

Under no circumstances should you treat your own apartment for pest control, call the office for assistance. A preventative maintenance program is in place to control insects, bugs and other pests in the building common areas. Cleanliness is the best preventative measure to control pests. Dispose of all garbage and waste. Do not leave food, dirty dishes, or soft drink bottles/cans lying around. Do not bring cardboard boxes, crates, or other materials that may have been accessible to pests into your apartment. Do not put tin foil on range tops hoods, countertops or walls. Doing this inhibits airflow and may lead to pest control issues. Storage of food items, rice, grains, or like materials should only be in sealed plastic or metal containers. If CVPM or the exterminator identifies any material in the apartment as a source of a pest problem, you will be required to treat or eliminate such items and may be charged for the treatment resulting therefrom.

## **E. Heating/Air Conditioners**

The heating is controlled by a thermostat in each unit. The thermostat must be turned to heat for the unit to turn on. If it doesn't turn on check the breaker. If problem is not the breaker, call the office. Each apartment has its own air-conditioning units, with the 3 bedroom units having 2. It is advised that you find a comfortable setting on the thermostat and leave it at that setting for optimum operation of the heating unit. You must remember not to leave windows or patio doors open while you have the heat on. Use good judgment as to the proper and comfortable settings. If you are going to be out of town, please turn your thermostat to 65 degrees.

## **F. Bath Tubs, Shower Stalls, Sinks and Toilets**

Use a non-abrasive cleanser to clean the fiberglass bath tubs and shower stalls. Abrasives will damage the finish and you may be charged for any damages. Leaky faucets/pipes and running toilets must be reported immediately to CVPM for repair. Do not flush personal sanitary items including napkins, tampons or disposable diapers down the toilet. It will create a problem with the drains and clog your toilet. You can help avoid serious drain problems in the following ways. First, you can help protect the environment by never pouring insecticides, house hold paint, gasoline, acid, kerosene, or any other toxic chemicals down the drains. Not only are they hard on the drains and pipes, but they make the job of treating sewers more difficult, which can cause increased operating costs. Second, you can keep your drains in good working condition by keeping the following in mind:

- Rags and paper towels will clog pipe if thrown in the toilet. Throw them in the trash.
- Excessive hair clogs drains and pipes. Keep your plumbing system clean by using a hair trap.
- Large lumps of toilet paper and tampons will dissolve too slowly and clog your drains and toilets.

## **G. Garbage Disposal**

Use discretion when using your garbage disposal. They are not made to handle bones of any kind, fruit pits, stringy vegetables such as celery, banana peelings, shrimp shells, rice pasta, eggs shells or any other hard objects. Kitchen grease should be collected in a container and put in the dumpster.

Keep plenty of cold water running while the disposal is on and for a few moments after the disposal has been shut off. The motor will burn out if water is not used. Small wedges of lemon (without seeds) or ice may be used to clean the disposal. You will be charged for repair costs incurred due to misuse.

If your garbage disposal is not working, push the reset button located on the bottom of your disposal(under the sink) before calling the office.

## **H. Carpet Care**

Every apartment is steam cleaned professionally before new occupancy. During your residency, you remain responsible for carpet cleaning and you may be required to have it cleaned yearly upon inspection. Upon move out, CVPM will schedule your carpet cleaning and the charge for this cleaning will come out of your security deposit.

## **I. Windows**

The windows must be washed on both sides by completely removing the window from the frame. To remove the window, gently lift the window up and out, bottom first. If you run into problems taking the window panes out, please call the office and maintenance will come and help when they are available.

## **J. Refrigerator Care**

Wash the interior and exterior of your fridge with warm water. Avoid getting water on the light bulbs, controls or other electrical components. Report any problems to the office.

## **K. Range and Oven**

Your glass top stove/oven comes with a booklet and cleaning instructions, please do not use abrasives on the glass top surface, use only solutions recommended for glass top surfaces. The oven has a self-cleaning setting, however once you have ran the cycle, you will need to wipe out the interior to remove any debris.

## **L. Dishwasher**

Do not overload your dishwasher. If the dishwasher is overloaded, it will not properly clean the dishes. If you notice a leak coming from your dishwasher, no water getting to your dishwasher, or it is not draining call the office immediately. For optimal cleaning be sure to use Jet Dry in your dishwasher.

## **M. Kitchen Exhaust Vents/Fans**

For fire safety and to minimize food odors, this area of the kitchen requires regular cleaning. You can do this by washing the exhaust vent with warm water and de-greaser. If your vent has a filter, this should be cleaned and changed regularly.

## **N. Lights and Light Bulb Replacement**

All lights and appliances are full working order when you take occupancy of your apartment. Light bulb replacement is your responsibility. Please check the light bulb fixture for the maximum wattage light bulb you can use on the fixture. Some fixtures can only take a maximum of 60 watt bulbs; others can take up to 100 watts. You will be charged for all missing or burned out bulbs when you vacate your apartment.

## O. Water Beds

Waterbeds are prohibited due to the possibility of water damage caused by leaking or bursting.

## P. Pets

CVPM is a pet free community. This applies to dogs, cats, birds, any animal that lives in a cage and other small animals. If a resident violates this policy, a fine will be assessed and there will be an immediate black light inspection of the premises at the cost of the resident. This rule also applies to visiting guests. However, if you do have a service or companion animal, that has completed, necessary documentation, the assigned area for animal waste is located on the north side of the garages. Your companion/service animal must remain on a leash at all times when making your way to this area. All feces must be picked up and disposed of properly. Failure to do so will result in clean up fees.

**Please see attached fee schedule for these charges.**

## Q . Parking Tag Guidelines

- One parking tag per apartment unit will be disbursed, as each unit is provided a double stall garage.
- If Tenant loses parking tag a \$40 replacement fee will be assessed.
- All tenant registration of vehicles must be recorded with CVPM.
- If 4 individual tenants reside in a 3 bdrm unit an additional parking tag will be available for purchase, once all vehicle identification has been returned to the office **with proof of registration cards.** Additional price of \$25 will be required for tag. **This is only available for 3 bdrm units.**
- Between the hours of 10 a.m. to 4 p.m. vehicles **will be allowed** to park for one hour in the lots without a tag before being ticketed or towed.
- Reminder – overflow parking for guests is available along the streets. If you choose to borrow your tag to your guest for a short duration (day or less) you may. However, if they lose it you will be responsible for replacement fee.
- Parking tags must be displayed on the mirror in order to avoid towing.

## V. LOCAL PHONE NUMBERS

### Emergency

Emergency Response	911
Fargo Animal Control	701-235-4493
Poison Control	800-222-1222
Fire Department	701-241-1540
Police Department	701-461-7878

### Hospitals

Sanford Health	701-234-2000
Essentia	701-364-8000

### Government Services

City of Fargo Human Resources	701-241-1310
Driver's License (Fargo)	701-239-8940
Fargo Library	701-241-1472
Valley Senior Services	701-293-1440
Parks & Recreation	701-499-6060
Post Office (Prairiewood)	701-241-6144

### Utilities, Newspapers and Transportation

Fargo Forum	701-235-7311
MAT Bus	701-235-4464
Cass County Electric	701-356-4400
CableOne	701-280-0521
702 Communications	218-284-4638