

# RESIDENT HANDBOOK

## THE FOXWOOD APARTMENTS

3338 Alamo Drive  
Cincinnati, Ohio, 45209

888-292-4297

Welcome to your new apartment. It is our sincere wish that your residency will be a pleasure for you. Every effort will be made to insure timely and efficient maintenance and service. We invite your comments at all times.

### **Phone Numbers**

Office 888-292-4297

Please call Cinergy, 421-9500, to have the electric meter put in your name.

Cincinnati Bell Telephone - Installation- 565-5551.

Please give new telephone number to manager.

Warner Cable Company - 469-1112

The Post Office requests names on mail boxes for proper delivery service.

Please deposit trash in outdoor dumpster.

Coin-operated laundry facility is on ground level.

Please put your apartment number on rent checks.

**Office Hours:** 10:00AM - 5:00PM weekdays

10:00AM - 2:00PM Saturday    Closed on Sundays

If this is not convenient, call the office for an appointment .

**Service Requests:** Please call for service during office hours. (241-4681)

**Emergency Calls:** For emergency call anytime. An emergency is: a plumbing leak or malfunction, an electrical failure, or any major catastrophe. (241-4681)

**For a civil disturbance :** Call the police, 765-1212, and report the disturbance to the office the next morning.

**A lock-out does not constitute an emergency.** There is a service charge for a lock-out after office hours or call a locksmith. Service charge after 5:00 PM - \$50.

Service charge after 11:00 PM - \$75.

**Parking lot for residents only.** There is one parking place per apartment. Be sure the license number of your car is registered with the office. If new license plates are issued or you have a new car, notify the office, during office hours, before using the parking lot. Register new license number or new car directly with the manager, not a recording.

**Cars with license numbers not on our official office roster will be towed.**

**Visitors and guests may not use the parking lot.**

## RESIDENT POLICIES

Every apartment community needs order and regularity to allow the residents to fully enjoy their home. These policies have been established to assure the contentment of each resident and are part of your lease agreement. These policies may be modified in the future, but only as required and any changes will be communicated to you in writing. Thank you for selecting this apartment and enjoy your new home.

The Lessor and Lessee agree:

1. No dogs, cats, or other pets allowed in the apartment at any time. No exceptions. Evidence of harboring an animal in your apartment is grounds for eviction.
2. Premises shall not be occupied by a greater number of persons than named in the lease agreement.
3. With the following key policy: lost key \$10.00 for an apartment or mail box key. There is a service charge for a lock-out after office hours. The service charge after 5p.m. is \$50.00. The service charge after 1p.m. is \$75.00. (See policy 16). There is also a charge to have lock changed.
4. To pay for all damages to the property and premises caused by misuse or neglect by himself, his family, and guests. **Please do not use sharp objects to remove ice from freezer section of refrigerator.** Owner shall bill resident for repairs. Resident may pay the bill within ten days, and if not, the sum shall become additional rent payable on demand. That tenant will pay promptly for repairs of all glass, tile, mirrors, bulbs, curtain rods, bathroom and kitchen fixtures and equipment, whether or not accidentally broken. Tenants will be held financially liable for any marring, defacing, or damaging of the property or equipment including the interior of all apartments. Bills for the cost of repair for such marring, defacing, or damaging must be paid promptly. The toilets, wash basins, sinks, etc., and other apparatus shall not be used for any other purpose than that for which it was constructed; no sweepings, rubbish or other foreign substances shall be thrown therein.
5. Not to commit or permit any act which will unreasonably interfere with the rights, comforts, or convenience of other residents. Resident also agrees to keep the volume of any radio, TV, or musical instrument sufficiently reduced at all times so as not to disturb other residents in the building. Children are not permitted to play in halls or driveways. **Any noise violations after office hours, that requires a visit from the manager, are subject to the same service call charges as in lock-outs #3.**
6. To keep his/her residence clean. Resident also agrees not to contribute to the disfigurement of trees or shrubs or be the cause of unsanitary conditions in the community. No trash, bottles, or papers shall be left in any common areas.
7. That owner is not responsible for any loss or damage to personal property belonging to resident due to fire, water, theft, or negligence. (Resident is encouraged to protect personal property with Renters own insurance.)
8. No washing machines, freezers or refrigerators, may be installed in the apartments. No article, air conditioner, TV antenna or other property or device shall be suspended outside the building or placed on the window sills without the owner's written consent.
9. No re-painting of premises shall be done by resident or his agent.
10. At no time shall any washing, rugs, clothing, bottles, mops, or any other unsightly articles be hung out the windows, or on the balconies.
11. No vehicles shall be permitted on landscaped areas. When bikes are not in use, they are to be stored in the apartment or basement, not in the hallways.
12. One parking space is provided for each apartment. It is the responsibility of resident to provide owner with current car license number. Cars with License numbers that are not on official office roster will be towed at car owners expense from resident parking area. Contact Resident Manager during regular office hours with any vehicle or license change. After hours, please leave phone number on recorder for call back. Register new license number on car with manager -

not a recording. Relatives and guests are not permitted to park in lot. Any automobile placed in the lot together with the contents of such automobile, shall be at the sole risk of resident it being understood and agreed that the landlord shall not be held in any way responsible to the tenant for loss of or damage to the tenant's car, or to any personal property left therein, by fire, theft, collision or otherwise howsoever. The parking or storage of boats or trailers, trucks or cars in need of repair in the parking lot is prohibited. Repairing or washing automobiles on premises is prohibited. Automobiles may not be parked in fire lane or in driveways or approaches to driveways. **CARS IN FIRELANES OR BLOCKING DRIVEWAYS WILL BE TOWED AT OWNERS EXPENSE**

13. Parking lot speed limit is 5 MPH.
14. Motorcycles permitted on approval. See manager for parking area.
15. All disabled cars, after one written 24 hour warning, will be towed from the parking lot at the car owner's expense.
16. A key to extra chain lock must be provided for manager. All additional locks must remain permanently affixed. No additional locks shall be affixed to any door except by consent of manager. No re-keying of any lock permitted. (See policy 3).
17. The halls, stairways or landings of the building shall not be used for any purpose other than ingress to or egress from the apartment.
18. No unusual odors shall be produced or permitted in or about the premises.
19. Water beds permitted with proper insurance for damages.
20. An acceptable window treatment, such as drapes or shades, must be installed in premises within 30 days after commencement date of lease. Sheets and other temporary articles not acceptable. Loud prints and bright colors must have white linings.
21. No resident shall use or permit to be used the premises for any unlawful or immoral purpose, nor any violation of the Board of Health, City Ordinance, or State Law.
22. All trash and garbage shall be wrapped and deposited in the container provided. No trash or cans shall be placed on balconies, patios, or public halls. All residents are responsible for their guests or visitors.
23. To let owner inspect his/her apartment at least six times during a term of one year. Resident agrees to allow entry for maintenance and emergencies. Resident agrees to permit extermination and inspection of smoke alarms every two months. To permit entrance to premises for the purpose of showing same, after resident gives written notice to vacate.
24. To a \$20.00 charge for (NSF) or stopped payment checks not honored by the bank. Checks that are returned due to insufficient funds or stopped payment will be assessed \$20.00 dollars each time they are processed by the bank. This is addition to late charge (see lease). (It is against the law, code section OHIO REVISED CODE-2913.11 for anyone passing a bad check.) WE WILL PROSECUTE. After the limit of two bad checks only certified or cashiers checks will be accepted.
25. LAUNDRY ROOMS - Coin operated washers are provided. Please remove clothing from machine promptly. Do not overload, too much soap will create an overage of suds in washing machines. Do not overload dryers as the pilot light will be extinguished for a safety factor and must be reignited in order to dry clothes. Do not use tints or dyes. Remove lint in each machine before and after each use. Laundry facilities should not be used from 12:00 midnight to 7:00 a.m.
26. LIGHT BULBS - Light bulbs shall be supplied to each apartment at the time resident takes possession. Thereafter the resident shall be responsible for the replacement and installation of all bulbs.
27. SMOKE ALARMS - A smoke alarm in good working condition shall be supplied and installed in each apartment at the time the resident takes possession. There-after, it is the resident's responsibility to maintain the good working

order of the smoke alarm by replacing the battery when necessary. **IT IS AGAINST THE LAW TO DISARM OR REMOVE THE SMOKE ALARM.**

28. STORAGE ROOMS - Storage space is provided for each resident. While every effort is made to safeguard property, Management assumes no responsibility for loss of or damage to articles stored. Do not store gasoline, paint or other inflammable materials. All articles must be stored inside bin.
29. Electric meters, heating, and hot water shall not be tampered with by residents.
30. Residents may not make holes in the walls of the building or apartment without the owner's prior permission. All pictures, mirrors or hangings should be hung with small picture nails. No tape hangers, please.
31. Any violation of the covenants of this lease and/or its rules and regulations will be cause for eviction.
32. The owner reserves the right to make other such rules and regulations from time to time as may be deemed useful for the safety, care and cleanliness of the premises and for securing the comfort and convenience of all residents and these become binding upon notice of same resident.
33. Owner agrees that if and as long as residents pay the rent on time and observe all of the agreements and provisions hereof: Residents shall quietly enjoy said premises.
34. Owner shall provide timely and responsible maintenance and services.

#### **POOL RULES**

1. The pool hours will be from 10 a.m. to 10 p.m. Pool is opened on Memorial Day weekend and closes on Labor Day.
2. Swim at your own risk... there will be no life guard at the pool.
3. No running or boisterous conduct.
4. No food permitted at pool side. Beverages are permitted in plastic or metal containers (no glass). Help keep pool area clean.
5. Each resident may have 2 guests per week. **Resident must accompany guests.**
6. No swimming alone.
7. No tampering with filtering system.
8. No littering the pool area with newspapers, cigarettes, cigars, etc.
9. Animals are not allowed in building and not allowed in pool.
10. Failure to comply with swimming pool rules is ground for eviction. Swimming after pool hours will result in eviction.