

Resident Handbook

 idBliss Property Group



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Resident Handbook

Welcome to the Resident Handbook!

Your comprehensive guide to ensuring a comfortable and harmonious living experience. This handbook has been crafted to provide you with essential information and guidelines to help you easily navigate your tenancy.

From understanding your rights and responsibilities as a tenant to practical tips on maintaining your rental space, we've got you covered. Discover valuable insights on lease agreements, rent payment procedures, property maintenance, and much more. Whether you're a seasoned tenant or embarking on your first rental journey, this handbook aims to empower you with the knowledge needed to create a positive and fulfilling home environment.

Let's embark on this exciting journey together!





Dear Resident,

On behalf of idBliss Property Group, we would like to extend a warm welcome to you as our new tenant. We are thrilled to have you as a part of our community, and we hope that your stay with us will be comfortable and enjoyable.

To ensure a smooth transition into your new home, we have prepared a comprehensive Resident Handbook with information that will provide you with the necessary details to get started and settled in seamlessly. We encourage you to take a few moments to go through the contents of the handbook, as it contains valuable information that will assist you in navigating your new environment.

Within the packet, you will find essential information including:

1. Contact details for our property management team, who are here to assist you throughout your tenancy.
2. Important guidelines and policies that will help you understand the expectations and responsibilities as a valued member of our community.
3. Maintenance request procedures, ensuring that any concerns or issues with your new home can be addressed promptly and efficiently.
4. Useful resources and local amenities to help you make the most of your new surroundings.

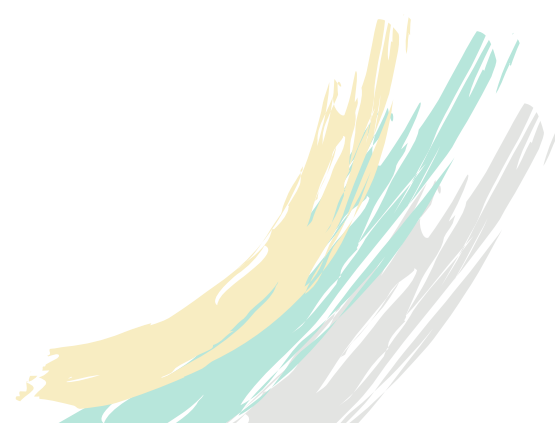
We have included all the necessary information to make your move-in process as smooth as possible. However, we understand that questions may still arise. Should you have any further inquiries or require additional information, please do not hesitate to reach out to your assigned property manager. We are here to assist you and ensure your comfort and satisfaction throughout your tenancy.

Once again, welcome to your new home! We are delighted to have you as part of our community, and we look forward to providing you with exceptional service and support. We hope that your experience with us exceeds your expectations.

Thank you for choosing idBliss Property Group. We are excited to embark on this journey together!

Sincerely,

idBliss Property Group



SECTION 1. INTRODUCTION

The Owners as well as idBliss Property Group have developed the basic guidelines and regulate the do's and don'ts that coordinate the efficient operation of the community. Signature Property Professionals will make periodic inspections of the property, and we will advise you of these inspections throughout the year.

Your Management Team

Property Managers will be assigned during lease signing and will be the primary contact for all management activities pertaining to the property.

Online Virtual Firm

Web Address: <http://www.idblisspropertygroup.com>

Payment Portal: <https://idblisspropertygroup.managebuilding.com>

Office Hours

Monday through Saturday - 8am - 4pm Eastern time

Sunday - Closed

For emergencies please contact assigned property manager.

Contact Information

Phone number: 202--875-4375

Contact Email: info@idblisspropertygroup.com

Please feel free to call or submit an inquiry online regarding service requests or to obtain assistance.

- * No heat in the winter.
- * A plumbing leak or sewage stoppage which might damage personal belongings or apartment property.
- No electricity.
- * Any condition which might cause a fire.

SECTION 2. OCCUPANCY

Payment of Rent

Rent is due and payable on or before the first of each month. There will be a late fee assessed if payment is received 10 days after the due date. There will be a charge placed on any account, as stated in your Lease Agreement, if the rent is returned for Non-sufficient funds.

Rent payments must be paid on the IdBliss Property Group rent portal. If you experience difficulty with the portal, contact your assigned property manager.

- Credit Card payments are accepted with a 2.75% transaction fee ACH Payments
- Payments may also be made via a debit transfer using our ACH account. Please ask the Property Manager for ACH instructions.

Fees

We want to review and clarify our fee structure with you. These fee amounts are written into your lease.

- Late Fee = 5% (this is charged when your rent is received by our office after 5pm on the 5th.) All late fee payments are due in the month they are charged.
- Return Check Fee = \$35 (this is charged for a check returned by your bank for any reason.)

NO CASH WILL BE ACCEPTED IN THE OFFICE AT ANY TIME FOR RENT PAYMENTS.

If you plan on going away for a period of time, rental payments should be made in advance if you will not return prior to the rent due date.

Security Deposit

Your security deposit is not rent, but a deposit to ensure the fulfillment of the Lease conditions as a contingency against damages to the property. The security deposit shall not be applied to your last month's rent.

If you fulfill your Lease Agreement according to its terms, only charges for damages (excluding normal wear and tear) will be deducted from your security deposit. The following are the requirements for the return of your security deposit:

- You must fulfill the terms and conditions of your Lease and not have any outstanding charges on your account
- You must give us thirty (30) days written notice to inform of your plans to vacate or renew your lease
- After you have removed all of your personal belongings, you and the manager may inspect the apartment for any damage charges.
- You must give the Office a valid forwarding address in writing.
- You are not considered officially vacated until all keys are returned to the Office. Rent will continue to be charged until such a time as you have vacated completed.

The security deposit, or any portion thereof, will be returned to you in accordance with state law.

Occupancy

Only those persons named on your Lease and Resident Certification Form are permitted to occupy the leased property.

If you plan to have guests in your property for more than two (2) weeks you must advise the Property Manager by identifying the person(s) and give the make of their car and license number.

Any person(s) staying more than two (2) weeks (unless otherwise notified) will be considered a resident and that person(s) must be added to the lease (provided such an addition does not increase the family composition to over-housing) and be subject to the terms of the Lease.

Property Inspections

Periodic Inspections: Will be made of your property by the Property Manager or other entitled agency representatives. You will be notified in advance of an inspection. These inspections are necessary in order to ensure that the dwelling units are being maintained in good order and safe.

Move-Out: When you leave, please clean your home thoroughly. Upon returning all keys to the office, the Property Manager may accompany you on a move-out inspection of your unit.

Insurance

You are responsible for insuring your own personal property. The resident's policy is especially designed to fit the needs of the property dwellers, providing protection of personal property and for personal liability. Personal Property Coverage is available protecting against loss or damage caused by fire, theft, lightning, wind, hail, smoke, explosion, aircraft damage, vehicle damage, riot, civil commotion, vandalism, malicious mischief, accidental leakage or overflow of the plumbing system, and collapse.

Family Liability Coverage protects against accidental injury within your property premises of someone not a member of your household and against bodily injury or damage to the property of others for which you may be legally liable, including the cost of legal defense. It covers liability arising out of the fire or explosion for damage to the premises. (Liability for personal activities such as golf, hunting, etc., while away from the premises is also included.)

Renters Insurance

Renters' insurance is available at a relatively low cost. This insurance will cover your personal possessions from smoke, fire, theft, and other damage. The building's property insurance policy does not and will not cover your possessions. To be protected, you must obtain this insurance yourself. If you do not understand about renter's insurance, please contact your Property Manager for a further explanation

Cable Television and Phone

Information regarding cable television and telephone service can be obtained by contacting your assigned Property Manager. It should be noted that installation of cable television and telephone is fully optional, and all costs incurred for installation and monthly service charges will be payable by the resident.

Television Antenna

Under no circumstances should you attach any type of permanent antenna inside or outside the building. If you do not wish to make use of the cable television service, you will need to make arrangements for a digital converter box to have television service.

Termination of Lease

I. Your initial lease is for a period of one year unless stated otherwise. If you feel your reason for leaving prior to the end of one year is of an essential nature, contact Management and a decision will be made. Otherwise, all residents will be expected to fulfill their lease obligations.

II. Residents are not allowed to sub-let their units under any circumstances, unless specified otherwise in their lease agreement. Please talk to Management for alternatives in leasing your property prior to lease expiration.

The Security Deposit is used to defray the cost of any repairs to the property judged beyond reasonable wear and tear. Note the clauses in your Lease and the Security Deposit Refund Guidelines. Your Security Deposit will be refunded after you move out, provided your rent is current, your lease has been fulfilled, and your property has suffered no damage.

Moving

Moving of furniture is permitted to and from the building only between the hours of 7:00 a.m. and 10:00 p.m. You will be responsible for any damage to building property resulting from the moving of your personal furniture and belongings.

PRIVATE PARTIES:

Private parties will be confined to the individual's home. When entertaining, residents should invoke proper discretion to ensure that the peace and quiet of their neighbors is not infringed upon. Failure to adhere to this courtesy will result in prompt and vigorous enforcement of remedies by management.

Move-Out

When you leave, please clean your home thoroughly. Upon returning all keys to the office, the Property Manager may accompany you on a move-out inspection of your unit. This inspection will determine whether you will receive a partial or full refund of your Security Deposit.

SECTION 3. GENERAL POLICIES

Lockouts

Only persons whose names appear on the Lease for the premises or other written permission provided to Management by the residents will be permitted entrance to the property in case of a "lock-out". The person must provide reasonable identification when requesting Management to grant them access to the premises. Management shall have no LIABILITY for refusing to permit persons access to the premises for any reason. Resident shall pay a fee to Management for granting the Resident or other person(s) access to the premises.

Keys

Management will retain a key for each lock and residents shall not alter any lock or install a new lock or knocker on any door of the development.

Keys & Locks

DO NOT INSTALL ANY OTHER LOCKS.

No one will be permitted to get a key for your property without proper identification. Not even you.

If you lose your key or get locked out, call the Property Manager. A lock-out fee may be charged.

Children

The following rules shall govern the behavior of children to provide for their safety and proper demeanor:

1. Children are not permitted to play in hallways or any common areas.
2. No children are permitted on the grounds without supervision.

NOTE: Resident will be held financially liable for any damage or vandalism caused by any person(s) visiting their property.

Disturbing Noises

Residents shall not permit any noise or vibration to be transmitted beyond the premises. Residents shall not conduct vocal or musical instrument instruction, play or allow to be played any such musical instrument, radio, television or stereo equipment in such a manner as to cause a disturbance for other residents of the development and shall not do any of the foregoing between the hours of 10:00 p.m. and 8:00 a.m. the following day, if such activities shall disturb or annoy other residents of the development

Water Beds

No waterbed shall be placed on any floor of the development.

Pet Policy

No pets will be permitted with the exception of approved disability assistance animals (unless otherwise agreed upon through the lease agreement).

Vehicles

It is your responsibility to lock your vehicle. Management will not be responsible for any vehicle or its contents.

Rubbish Instruction

Place all trash in durable bags and/or container in the designated area for pickup in accordance to the the rules of HOA or community. Bags, etc., are to be secured and closed in order to prevent debris from causing litter on the premises.

Do not drop or allow your guests to drop any litter (tobacco products included) around property or the community. It is all our responsibility to maintain a community that we can all be proud of.

Community Appearance

Since this community is your home, we ask that you treat it in that way. We are proud of our community and need your pride in the community as well. In this way, it will be an attractive and safe place in which to live and entertain your guests. We ask that you abide by the following policies and maintain an attractive community, a safe environment, and for the protection of the property. Littering is a major cause of property deterioration. To help eliminate this problem we ask that residents not permit their family and guests to throw food scraps and paper wrappers on the ground. We further ask that residents not permit their family and guests to throw paper, cigarette butts, beer or soda cans, etc., at random around the property. Vandalism of any type will not be tolerated. All surfaces and property shall be treated with respect.

Miscellaneous

No equipment may be removed from any part of the property. All equipment must be permanently retained in its original location.

Unless management gives advance written consent in each and every instance, residents may not install chain locks, machinery, freezers, washers, and dryers, or use any illumination other than electric lights. Resident shall not use or permit to be brought into the premises any flammable oils or fluids such as gasoline, kerosene, naphtha, benzene, or other explosives which are deemed hazardous to life, limb, or property.

SECTION 4. SAFETY

Your Safety

Adequate protection of you and your property is of great concern to the Management. Be sure to make use of any locks provided to ensure that "uninvited persons" cannot gain access. Close and lock the door at all times. Be suspicious of unexpected deliveries of flowers and telegrams. These are some of the tricks used by professionals to gain entry into a building or apartment.

Although we install industry-approved lock systems, any device can be overridden by a professional. Each resident should be concerned with the safety of himself and his neighbor. Report "suspicious" persons to the office or call the police.

Office personnel are not permitted to give out residents' apartment numbers or telephone numbers to visitors. Please be sure to give your guests this information.

Management reserves the right to enter apartments without advance notification when there is reasonable cause to believe that an emergency exists or that abandonment has occurred. In the event that the Resident and all adult members of the household are absent from the premises at the time of entry, the Management shall leave a written statement specifying the date, time, and purpose of entry.

Management will provide 24 hours written notice to the resident for the purpose of performing routine inspections and making improvements or repairs not requested by the resident.

Vacation Check List

Before you go on vacation or other extended trips:

1. Stop your mail, newspapers, and other regular deliveries normally left at the front door of your property.
2. Don't pull all the drapes or close all the blinds unless you normally keep them closed.
3. Turn your central heating thermostat down a few degrees to save fuel. Do not turn heat completely off. Apartment must be at 55 degrees or above to alleviate frozen water pipes.
4. In the summer, close all windows. Windows open just a fraction of an inch can let in a lot of water in during rain storm if it blows from the right direction.
5. If you normally keep a light all night, leave it on so things look normal in your property.
6. Make arrangements with Property Manager regarding rent payments if you will be away for an extended period of time.
7. An economical timer connected to a light and/or radio will often deter a potential intruder.
8. Before leaving, cupboards should be checked for unwrapped foodstuffs. Garbage and trash should be emptied.

Fire Prevention

In case of fire -REMAIN CALM.

Fire extinguishers are placed in each property. These are for emergency use only. Please instruct visiting children not to play with the extinguishers; an empty extinguisher is useless

If an extinguisher is used, please contact the Property Manager immediately. There will be a \$50.00 charge for a fire extinguisher that is removed or stolen.

Management also provides smoke detectors in each property for your protection. Please be advised • it is against fire regulations to disconnect smoke detectors.

You can prevent a fire by following a few simple rules:

1. Do not smoke within or on the property.
2. Do not leave fireplace on and unattended or overnight.
3. Do not throw lighted materials in the trash or any place that can catch fire.
4. Do not leave the range unattended when using cooking oils, etc.
5. Do not overload the electric system.
6. Do not keep flammable materials in your property or storage area.
7. Dispose of newspapers, magazines, and grocery bags regularly.
8. Store all matches in tightly-closed metal containers.
9. Be careful of loose clothing, especially sleeves.
10. Keep curtains, towels, potholders, etc., away from the range top.
11. Always keep household equipment clean and in good repair.
12. Replace worn and frayed electrical cords.
13. Please report any fire to the Fire Department and to the office immediately.
14. Always give an accurate and clear address to aid fire units in locating the fire.
15. Fire regulations prohibit the residents from storing any item in the area where the water heater and furnaces are located.

Protection

(What To Do In Case Of Fire In Your Apartment)

1. DO NOT PANIC - KEEP CALM.
2. DO NOT TRY TO PUT THE FIRE OUT BY YOURSELF.
3. LEAVE THE ROOM WHERE THE FIRE HAS STARTED AND CLOSE THE DOOR.
4. CALL THE FIRE DEPARTMENT IMMEDIATELY AND WARN NEARBY OTHER RESIDENTS IF POSSIBLE.
5. AFTER YOU HAVE LEFT THE PROPERTY, DO NOT RETURN UNTIL THE FIRE HAS BEEN PUT OUT AND APPROVAL HAS BEEN GIVEN BY THE FIRE DEPARTMENT.

WHAT TO DO IN CASE OF FIRE OUTSIDE OF YOUR PROPERTY AND YOU ARE TRAPPED.

If you suspect a fire or smell smoke outside a room door, do not open the door. DO NOT PANIC - STAY CALM. Feel the door and doorknob. If it is either warm or hot, you can be sure that there is a fire on the other side. Stand behind the door and brace your foot about two inches from the door. Cautiously open the door and if there is a rush of heat and smoke into the room, close the door quickly.

Next, try to seal the cracks around the door with wet towels, sheets, clothing, drapes, or anything of that nature. If smoke continues coming into the room, go to another room with a window. Close the door and seal this room. If the smoke becomes unbearable, open the window and stay near it. Help will be only minutes away.

SECTION 5. SERVICE

Maintenance on the Property

Residents shall promptly notify the Property Manager of all routine maintenance needs for the premises. Only emergency calls are responded to after hours.; examples of emergency maintenance needs include failure of the furnace (when temperatures are under 60 degrees Fahrenheit), refrigerator, plumbing, water, roof leaks, electric power failure, no water, and blocked sewer. All maintenance needs should be reported to the Property Manager unless we instruct otherwise.

Residents will not leave any personal belongings on or in any common areas. For example, No garbage cans, milk bottles, mats, umbrellas, boots, or other articles shall be placed on stairways, hallways, landings, or any other common area or in visible sight.

All maintenance and/or service calls for your property must be called to the Property Manager or submitted online.

Maintenance personnel must account for all time spent on the job and the only way for time to be counted for is through a maintenance service request.

We sincerely hope that our service request procedure will provide fast, courteous, and efficient service. If you have any questions regarding our service policy, please contact Management.

Pest Control

Professional pest control is provided on a regularly scheduled basis for multi-family units. All other properties (single family and/or townhouse dwelling) are responsible for treating pest issues. It is important to also notify your Property Manager to inform of the issue.

Plumbing Fixtures

(Sinks, toilets, and bathtubs)

To clean fixtures, use soap and water with a sponge or cloth. Rinse with clear water and polish with a dry cloth.

If this method does not clean satisfactorily, a mild cleaning compound may be substituted for soap. But use only a mild cleanser. Avoid harsh, gritty compounds.

In removing foreign deposits, avoid using a knife or razor blade. These may damage the glaze.

If a fitting leaks, call Maintenance as soon as possible. Minerals in some water can discolor and stain surfaces. Spilled medicines, hair rinses, and drain pipe solvents should be washed up immediately.

Use fixtures with care. A blow from a heavy or sharp object may mar or ruin a fixture. For instance, sinks and countertops should never be used for chopping ice or pounding steaks.

After a toilet has been cleaned with cleanser, swab and brush bowl before using. Do not drop refuse, toys, sanitary napkins, cotton, facial tissues, disposable diapers, combs, or toothbrushes into the toilet. These items can cause a stoppage.

Plumbing Leaks

To help prevent frozen pipes during extremely cold weather, open the cabinet doors in the kitchen and bathroom. to expose the pipes to the indoor heat.

Water Supply

If there are any leaking water pipes, dripping faucets or continually running toilets, please report it to Maintenance and we will have it repaired. There will be no charge unless you caused the damage. If necessary, most faucets have shut-off valves under the sink that will stop the flow of water. The knobs get turned clockwise to close off the water supply.

Windows

In very cold weather there may be some condensation at the windows. This is caused by the warm air in the room contacting the colder glass surface.

Management may specify the type of curtains, draperies, or drapery liners used at any window of the Property. If blinds have been provided, then they shall remain at the windows and shall remain the property of Management.

No sign, advertisement, illumination, outside TV or radio antennas, or other projection of any kind shall be erected, hung, or exposed on any window, door, or any other part of the building except as shall be approved by Management in writing.

Screens

If you have self-storing screens, your screens should not be removed for any reason. If you do not have self-storing screens, pull screens will be provided to you.

Light Bulbs

All light fixtures in your property have been supplied with bulbs. Management does not provide replacements.

Heating

Each property is equipped with its own heating system (unless stated otherwise within your lease). Every apartment has its own thermostat. Try to find a desirable setting and leave it there. **Be sure to replace the HVAC filter quarterly. Damage caused by dirty filter will be repaired at the tenants expense.**

Decorations and Hangings

Do not use adhesive materials for hanging or affixing anything to the walls of the premises. If holes are drilled or cut into the walls, residents shall work with the Property Manager to and a painter to spackle, sand, and paint the wall to the original color.

Day- To-Day floor cleaning

Clean daily in moderate and heavy traffic areas such as doorways, halls, etc. Vacuum the entire carpet weekly (if applicable). This prolongs the life of the carpet and delays the need for wet shampooing.

Be sure to keep your vacuum cleaner mechanically fit for best results. Brushes should be kept clean and replaced when worn out. Belts should be replaced from time to time because they stretch and slow the speed of the brushes. Dirt bags should not be allowed to fill more than halfway.

A light vacuuming consists of three individual strokes over a given area of the carpet. A thorough vacuuming takes up to seven strokes.

Quick Attention To Spots

Act quickly when anything is dropped or spilled to remove spots and stains before they dry or set themselves. Have the necessary cleaning equipment always on hand and try to identify what caused the spot or stain and remove it by following directions carefully. There are two cleaning materials you may safely use.

- 1.** Use a teaspoonful of a neutral detergent, (like Tide, Ajax, or Rinso) to a quart of warm water, and one teaspoonful of white vinegar. This is a weak acid and will serve to neutralize any alkaline materials.
- 2.** Use a solvent-type dry cleaning fluid. If you do not know how to remove the spot, contact the Rental Office so that we can advise what to do to remove the stain.

If you cannot identify a spot or stain on your carpet use this cleaning procedure:

1. Remove excess materials, in the case of liquids absorb with a clean, white cloth or facial tissue. If semi-solid, scrape with a knife or use a sponge.
2. Apply the detergent-vinegar solution. Use a clean, white cloth and wipe gently from the edge of the soiled area toward the center. At intervals, blot with a dry, clean cloth to absorb the excess solution.
3. Dry the carpet.
4. Apply the dry-cleaning fluid, wiping gently and working from the edge of a spot or stain toward the center.
5. Contact the rental office if a spot or stain remains on the carpet.

In using the procedure, you will want to exercise judgment as to whether both types of cleaning solutions are necessary, or if any application should be repeated. For example, if the detergent-vinegar water solution seems to remove most of the stain, it would be wise to repeat the application of it.

Last, but not least, is the all-important walk-off mat. An inside door mat is an excellent way to keep dirt off your floors. The soil normally falls off shoes on the first and second steps we take inside.

Floors

Sweep daily with a soft brush, dry mop, or broom to remove, surface dust and soil. When washing is necessary, the floor should be washed with a solution of cleaner and lukewarm water (approximately 1/2 cup of cleaner to 5-6 quarts of water). Avoid strong cleaners. After washing the floor, rinse with clear, cold water to remove the cleaning residue. Allow the floor to dry thoroughly.

Vinyl floors, like other types of resilient floors, should receive regular applications of a protective floor polish to prevent excessive surface soiling.

Rubber heel marks can be removed by rubbing a dry 000 grade steel wool pad containing no soap. Food stains can be removed by rubbing the 000 grade steel wool moistened with cleanser. A small amount of abrasive cleanser such as Ajax, Comet or Bon-Ami, together with the steel wool pad, should be used on very stubborn stains. In all cases, rinse, dry and wax after scrubbing.

Bathroom Fixtures

Bathtubs and showers should be cleaned regularly. If there are no shower doors and no shower curtain has been provided, it is your responsibility to provide and install a shower curtain. The shower curtain **MUST BE PLACED ON THE INSIDE OF THE SHOWER / TUB**. If water damage occurs to an apartment due to misuse of the shower curtain, you will be billed accordingly for the repairs!

Kitchen Cabinets

Wood cabinets should be treated just like any other good wood furniture. Clean with the same cleaners and polishes you use for the rest of your wood furniture.

For laminated plastic cabinets like Formica, and metal cabinets, simply wash with mild soap and water, rinse, and dry.

Kitchen Counter Tops

These tops are made of laminated plastic which resists heat to a certain extent (you cannot take a hot pot or pan directly from the stove and put it down on the countertops).

DO NOT set cooking pans directly from the stove on the countertop.

DO NOT cut anything directly on the countertop, use a cutting board.

DO NOT clean with any abrasive material - mild soap and water will do the job.

SECTION 6. APPLIANCES

Refrigerators

Food Compartment - Wash with warm water and baking soda solution (3 tablespoons to a quart of water) or mild sudsy water. Rinse and dry.

Ice Trays - Clean with mild soap and water, mild detergent, or soda solution described above.

Exterior - Wipe with a damp cloth.

Ranges

General: Be sure to turn off all controls before cleaning. Do not use or spill oven cleaner on metal trim! Never use gritty soaps or abrasive cleaners on any surface. Do not use any sharp instruments (like a knife or razor blade) to clean any surface.

Exterior: Wipe up spills at once with a paper towel. Clean with a damp, sudsy cloth when the surface cools. Then rinse and dry with a cloth.

CAUTION: Don't cover the bottom of the oven or racks with aluminum foil. This prevents heat from circulating properly.

SECTION 7. ENERGY CONSERVATION

Appliance Energy Savers

About 8 percent of all the energy used in the United States goes into running electrical home appliances, so appliance use and selection can make a considerable difference in home utility costs. Buying an energy-efficient appliance may cost a bit more initially but that expense is more than made up by reduced operating costs over the life-time of the appliance.

Do not leave your appliances running when they are not in use. It is a total waste of energy. Remember to turn off your radio, TV, or record player when you leave the room.

Keep appliances in good working order so they will last longer, work more efficiently, and use less energy.

When buying appliances, read labels carefully. Compare energy use information and operating costs or similar models by the same and different manufacturers. The retailer should be able to help you find the wattage of the appliance.

Use appliances wisely; use the one that takes the least amount of energy for the job. For example: toasting bread in the oven uses three times more energy than toasting it in a toaster.

Do not use energy-consuming special features on your appliances if you have an alternative. For example, do not use the "instant-on" features on your TV set. "Instant-on" sets, especially the tube types, use energy even when the screen is dark. Use the "vacation switch" if you have one, to eliminate this waste; plug the set into an outlet that is controlled by a wall switch; or have your TV serviceman install an additional on-off switch on the set itself or in the cord to the wall outlet.

Energy conservation results in lower utility bills which benefit both you and the owner, regardless of who directly pays the utilities. Energy conservation is also consistent with the nation's goals.

The following are some simple steps which you can take to conserve energy.

WATER

1. Use the shower rather than the tub. An average shower uses only five (5) gallons of water, while a tub uses almost ten (10) gallons.

HEATING

1. Be sure that obstacles do not block the heaters.
2. Adjusting shades and drapes can act as insulation. During the winter, keep them open and let the sunshine warm the air and cut the heat systems load. On summer days, close the shades or drapes on the sunny side of your home to cut the incoming heat.
3. Keep the doors to the outside shut when the heat is on.

KITCHEN

1. The range will cook more efficiently if you match the diameter of pots and pans to the heating elements to prevent heat from escaping into the air.
2. A refrigerator operates more economically when filled to capacity but not overloaded.
3. Do not set your refrigerator to run colder than necessary.
4. Oven heat will not circulate efficiently, so do not use the oven to quickly heat your kitchen. It will also damage the appliance.
5. Less heat escapes with covered pots and pans, which allows you to use lower heat settings.
6. Always make sure that your range is turned off after use.
7. Whether cooked in the oven, broiled, or on top of the stove, frozen foods will use less energy if they are removed from the freezer and thawed in the refrigerator compartment first.
8. Small appliances, such as electric skillets, toasters, and crock pots, are an economical way to prepare small meals since they use less electricity than the electric range.

DO NOT IRON THE CARPETS (if applicable)

MANAGEMENT MAY FROM TIME TO TIME ADOPT ADDITIONAL REGULATIONS AND RULES FOR GOVERNING THE ORDERLY AND SAFE OPERATION OF THE DEVELOPMENT AND/OR MODIFY THESE REGULATIONS AND RULES OR SUCH ADDITIONAL RULES AND REGULATIONS.

THE MANAGEMENT OFFICE WILL TRY IT'S BEST TO NOTIFY ALL RESIDENTS OF ANY CHANGES.

SECTION 8. MOVE-IN

1. Stairs and Railings:

- a. Use the handrail when going up or down the stairs to prevent accidents and damage to the railing.
- b. Avoid dragging heavy items up or down the stairs to prevent scratches and dents.

2. Floors:

- a. When moving furniture or heavy objects, use furniture sliders or ask for assistance to prevent scratching or denting the flooring.
- b. Place floor protectors under furniture legs to avoid leaving marks or indentations on the floor.

3. Walls and Drywall:

- a. Take caution while moving large items near the walls to prevent accidental damage to the paint and drywall.
- b. Use protective coverings or padding to avoid marks or scratches on the walls when moving furniture.

4. Doors and Doorframes:

- a. Be careful when moving large items through doorways to prevent damaging the doorframes and doors.
- b. Avoid slamming doors to prevent unnecessary wear and tear.

5. Windows and Window Treatments:

- a. Open and close windows gently to avoid damaging the window tracks or screens.
- b. Be cautious when installing or removing window treatments to prevent causing any damage to the walls or window frames.

6. Appliances:

- a. Follow the provided instructions for installing and using appliances to prevent any damage or malfunction.
- b. Use appliances as intended to avoid unnecessary wear and tear.

7. General Care:

- a. Take care when hanging pictures or decorations to avoid causing damage to the walls.
- b. Avoid using nails or adhesives that may leave marks or holes. Instead, consider using removable hanging strips or hooks.

8. Reporting Issues:

- a. Report any damages or issues noticed during the move-in process to the landlord or property manager promptly.
- b. Document any pre-existing damages before moving in to avoid being held responsible for them.

By following these guidelines, you can ensure a smooth and damage-free move-in process. Thank you for your cooperation in maintaining the condition of the property.