

OPERATING STANDARDS

CAMPAU COMMONS APARTMENTS

821 S. Division, SW
Grand Rapids, MI 49507
Office Phone (616) 235-2879
Office Fax (616) 301-1029

OFFICE HOURS

The office will be open Monday through Friday from 8:00 a.m. to 5:00 p.m. and closed for lunch between 12:00 noon and 1:00 p.m. and for legal holidays.

There may be an occasion when the office is closed at other times due to meetings, depositing rent payments, etc. At these times, we will note our absence on the door with an estimated return time.

RENT

All rent is due and payable on or before the first of the month. Rent is payable by check or money order only. No cash will be accepted. Payments must be made payable to the Grand Rapids Housing Commission or G.R.H.C.

Rent not paid by the 5th of the month will be considered past due and late fees will be assessed in the amount of \$5.00 plus \$1.00 per day until the rent is paid in full.

Per the Grand Rapids Housing Commission Rent Collection Policy, you are chronically delinquent if you are late four times in a twelve-month period. Your continued failure to pay rent on time shall be used in a court of law as cause for your eviction.

UTILITIES

Tenants are required to pay both gas and electric. At lease-up, tenants will sign a form giving permission to both utility companies to notify Management regarding utility shutoffs. Eviction proceedings will be initiated against the tenant when it appears utility shutoff is imminent or has occurred.

MOVING

Moving in and out of the building and cottages must be done between the hours of 8:00 a.m. and 8:00 p.m. Moves must be coordinated and scheduled with Management. Vehicles shall only park in designated parking areas while moving takes place.

NOTICE TO VACATE

Before moving from Campau Commons Apartments, you must complete a Vacate Notice. This notice is available at the office and must be completed and received 30 days before you move out. You will be charged rent until all keys are turned into the office.

SMOKE DETECTORS

Unplugging, removing batteries or altering in any manner a smoke detector is grounds for eviction.

WORK ORDERS

Any malfunction of the heat, appliances, plumbing, electrical fixtures, etc. must be reported to the office in person or by calling 235-2879. For **EMERGENCY** after-hours repairs, please call the property manager, Cindy Marrell, at 581-4658 and leave a voice message.

AIR CONDITIONING

Repair of air conditioners due to misuse or abuse by residents or guests may be charged to the tenant. Personal air conditioners must be approved by Management prior to installation. No boards, paneling, etc. will be permitted in our windows. All installations must be done by an electrician.

PROPERTY DAMAGE

Repair of any damage to the premises such as doors, appliances, carpeting, etc. will be charged to the tenant's account. This does not apply to normal wear and tear. Tenants will be charged for additional expenses incurred by Management if they fail to call for repair on a leaky/running toilet and/or faucet.

SECURITY SYSTEMS

All first floor and basement doors and windows are equipped with security system monitoring. Tenants will be provided information at move-in on the proper use of this equipment. Repeated false alarms due to carelessness, misuse, or neglect may be charged to the tenant.

SMOKE-FREE PROPERTY

To insure the quality of air and the safety of residents, the Grand Rapids Housing Commission has declared that Campau Commons Apartments is a smoke-free property. Smoking is not permitted in any area of the premises including apartments and grounds. All tenants, employees and guests must abide by the rules and regulations as described in the Grand Rapids Housing Commission Smoke-Free Policy.

RENTERS' INSURANCE

Tenants are encouraged to obtain insurance on their personal belongings.

ENTRANCES AND EXITS

Only tenants and/or their guests will be permitted entrance. Propping open and blocking of doors is strictly prohibited. This is relevant to storage areas as well as individual rental units.

SNOW REMOVAL

Tenant is responsible for removing snow from sidewalks and steps leading from both the front and back doors of their unit out to the City sidewalk.

LAUNDRY FACILITIES

Hook-ups for tenant-owned washers and dryers are provided in each apartment or duplex. Only one washer and dryer will be allowed in a unit. An appliance tray specifically designed to contain water leakage is required under all washers. Written permission from Management must be received prior to installation of a washer and/or dryer. An appliance rental option through a private company may be available. Please contact the office for information.

MECHANICAL CLOSET

The apartments all have a mechanical closet located in the hallway. These closets are for the apartment's mechanical equipment only. They are not to be used for storage. The mechanicals for the duplexes are located in a separate area of the basement and should not be used for storage.

BASEMENTS

Basements must be maintained according to the lease standards for housekeeping. Basement sleeping quarters in violation of the City of Grand Rapids Housing Codes are PROHIBITED.

STORAGE UNITS

Residents of the multi-family buildings will be assigned a secure storage area located in the center of their building. These must be maintained according to the lease standards for housekeeping. Food products and other items known to attract pests or rodents are prohibited.

DOOR MATS

Door mats must be kept inside the tenant's apartment.

PORCHES

Porches are to be used for durable and safe outdoor furniture only. This excludes furniture intended for indoor use, barbeque grills, or anything deemed not safe or secure by Management. Personal belongings, including bicycles and/or trash will not be left outside the apartments or duplexes. Tenants will not hang anything from or attach anything to the porch structure. Tenants will not shake rugs, mops, etc. from the porch, nor do anything on his/her porch that might cause discomfort to those living next door. Tossing of food scraps and cigarette butts is strictly prohibited.

BARBEQUE GRILLS

Neither gas nor charcoal grills are allowed to be used on the premises.

TRASH AND GARBAGE

Personal trash containers must be kept inside the apartment or duplex. Tenants will bag their trash and deposit it into the dumpster closest to their unit. Children should be tall enough and properly instructed so that all trash is put INTO the dumpster. Dumpster lids are to be put back in place, i.e. closed when done. Trash found on the ground or inappropriately disposed of is subject to a fine. Tenants are responsible to keep clean the front and back of their unit, including the grounds, and maintain it free of clutter. Large items should also be placed into the dumpster in a manner so that they fit entirely into the container. Contact the office for further direction when this is not possible.

RECYCLING

Individual families residing in duplexes may recycle, but must do so in accordance with standards similar to the City of Grand Rapids recycling program. Recycling containers must be brought in promptly and not left out more than twenty-four (24) hours.

HOUSEKEEPING

Tenants must keep house in a clean and sanitary condition at all times. Receiving four (4) housekeeping citations within a year will result in a Notice of Eviction.

SCREENS

Screens must be kept on windows and screen doors at all times according to the City of Grand Rapids Housing Code.

LOCKS

No tenant shall alter any lock or install a new lock or door knocker on any door without the written consent of Management.

BLINDS

Campau Commons Apartments provides blinds in all units. Blinds ARE NOT to be removed. If additional window treatments are desired, written permission must be obtained from Management.

MODIFICATIONS

You cannot change the configuration of your apartment. This includes installing ceiling fans, wallpaper, permanent stickers, etc. Carpet installation is prohibited unless approved as an exception by Management. Fabric wall coverings are PROHIBITED.

SATELLITE DISHES

“Dishes” of any kind, satellite or otherwise, are strictly prohibited. Units are supplied with cable hookups in the living room and bedroom(s).

PETS

No pets of any kind are permitted in the units at any time without written consent of Management. Visitors are not allowed to bring pets into the building for any reason.

Tenants who have approved pets, per the Pet and Service Animal Policy, must take their pets to the far west end of the property for the pets to relieve themselves. Residents must clean up pet waste and properly dispose of it.

USE OF APARTMENT

Tenants shall not sublet nor transfer possession of the apartment, nor give accommodations to boarders or lodgers without consent of Management. Visitors are limited to 14 days per year. Tenants shall not use or permit the use of the dwelling unit for any purpose other than a private dwelling.

NOISE

Your neighbors are entitled to the peaceful enjoyment of their accommodations. No resident will make, or allow their guests to make any disturbing noises in or around the building. Care should be taken when playing musical instruments, radios, stereos, computers, computer games, VCRs, DVDs, or your television to not disturb or annoy other occupants of the building. Families living in second floor apartment should take care that running children do not disturb the occupant below. Congregating around a car stereo in the parking areas is prohibited.

ALCOHOLIC BEVERAGES

Tenants may not consume alcoholic beverages in the community room, common areas, or on the grounds. Tenants are limited to their use of alcohol to within the apartments only.

LOITERING

Loitering by tenants or guests is prohibited by Management and will be enforced by the Grand Rapids Police Department.

HARBORING

Any tenant harboring a person(s) running from the police will receive an eviction notice.

PARKING AND AUTOMOBILE REPAIRS

Motor vehicles must: 1) have valid plates and be registered with the State of Michigan, 2) be operable and 3) display a parking permit which is available from the office. The parking of motorcycles, boats, trailers, or commercial vehicles is prohibited. Automobile repairs, except for changing of flat tires or other very minor adjustments, are not permitted on the premises. Washing of automobiles is prohibited on premises. Parking or driving of any vehicle or trailer on landscaped surfaces or in front of dumpsters is prohibited. Guests may not park in spaces specifically reserved for residents.

Cars in violation of the above will be ticketed and may be towed from the property at the vehicle owner's expense.

SOLICITATION AND POSTINGS

Solicitation is not permitted on the premises. The posting of signs, notices, etc. must be cleared through Resident Services or the Management Office and are only allowed on boards inside the office building.

COMMUNITY ROOM

Residents of Campau Commons Apartments may reserve the Community Room for private use by completing an application obtained at the office. The application should be submitted at least two weeks in advance. Residents will need to be in compliance per their Lease Agreement to reserve the room. The required deposit will be returned if the room is left in the same condition in which it was found. The consumption of alcoholic beverages is not permitted in the Community Room.