



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

*Buy. Sell. Rent. We do it best.*

## TENANT HANDBOOK

This handbook is provided to help you  
with questions that may arise during your  
tenancy.

# WOODSIDE APARTMENTS

### Contact Information

530 W Pleasant St, Mankato MN 56001  
[connectproperties@connectmankato.com](mailto:connectproperties@connectmankato.com)

(507) 779-7319



# Contact Information

## Woodside Apartments

161 Roosevelt Circle  
Mankato MN, 56001

### Office Hours

Monday: 9-5pm  
Tuesday: 9-5pm  
Wednesday: 9-5pm  
Thursday: 9-5pm  
Friday: 9-5pm  
Saturday: Closed  
Sunday: Closed

## Connect Office

530 W Pleasant Street  
Mankato MN, 56001

### Office Hours

Monday: 9-5pm  
Tuesday: 9-5pm  
Wednesday: 9-5pm  
Thursday: 9-5pm  
Friday: 9-5pm  
Saturday: Closed  
Sunday: Closed

**Connect Property Management: (507) 345 6518**

**Connect Real Estate Group: (507) 779 7319**

**Property Manager (Kellie): (507) 399-9889**

**Property Manager (Christa): (507) 327-6300**

**After Hours Emergency: (507) 399-9889**

**Emergency: 911**

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

[connectproperties@connectmankato.com](mailto:connectproperties@connectmankato.com)

# Section One

# MOVING IN

## ADDRESS

\_\_\_\_\_ Roosevelt Circle Apt. (Your Apt. Number) Mankato, MN 56001

Change your address at the Post Office: [1400 Madison Ave #328, Mankato](#) (In the Madison East Mall) Or at [usps.com](#) (Select "change your address" under "manage your mail").

## UTILITIES

Please call the utility companies and put in your name **AT THE TIME** of move in. Utility service that is the responsibility of Tenant must remain in Tenant's name throughout the full term of the lease. Landlord may immediately terminate the lease and/or evict Tenant for disconnection of essential utilities such as gas, electric, water, etc.

**IF YOU FAIL TO CHANGE THE UTILITIES INTO YOUR NAME, YOU WILL BE CHARGED A \$25 FEE FOR EACH BILL RECEIVED BY THE OFFICE.**

**Tenants are responsible to pay electric, water/sewer, cable, internet, telephone, and gas.**

All questions concerning billing and usage after move in should be directed to service provider.

**Electric:** Xcel Energy..... +1 (800) 895-4999

**Gas:** Greater Minnesota Gas..... +1 (888) 931-3411

**Internet and Cable:** Consolidated Communications..... +1 (844) 423-8822

**ELECTRIC & GAS:** You will be asked to fill out a new move in form that will be faxed to service provider for initial set up your account. **YOU will still need to contact provider to assure service has been transferred to your name.**

- **Management recommends all tenants set their account on the Budget plan.** These plans allow tenants to spread out payments for high usage periods over the course of a year rather than receiving large, unexpected bills within a usage period. You will need to notify service provider of your wish to participate in these programs.

**WATER:** Billing is done by Woodside Apartments. **Invoices for water/sewer unit consumption will be distributed by Connect Property management to your apartment door.** Water meters are read monthly by staff. Each unit is responsible for full payment. You will receive your bill on your door monthly. Please remit payment to Woodside Apartments via payment funds or online portal.

**TRASH:** It is **YOUR RESPONSIBILITY** to dispose of any car parts, TVs, tires, electronics, or anything else that cannot be accepted by the refuse hauler. **ALL TRASH MUST BE PLACED & FIT** into the dumpsters/containers provided.

- The cost of removing any unclaimed garbage that hauler will not take will be billed to the rental unit or the whole complex. Please report to US if someone is inappropriately disposing of non-accepted items.

## PAYMENT OF RENT

**EACH TENANT SIGNED ON THE LEASE IS INDIVIDUALLY AND JOINTLY RESPONSIBLE FOR PAYING THE FULL AMOUNT OF RENT AND ANY OTHER MONEY OWED TO MANAGEMENT. ALL RENT IS DUE FIRST DAY OF EACH MONTH!**

- **Payments NOT RECEIVED by 5pm on the 5<sup>TH</sup> of EACH MONTH will 8% SERVICE CHARGE added to their account.**
- Failure to pay rent will result in management sending any required notices and filing an eviction action in court, which will result in additional charges such as court costs and attorney fees.
- There is a \$30 charge for all RETURNED/NSF checks. ALL future payments must be in CASH or CERTIFIED Funds only.
- **CASH, CHECK, MONEY ORDER, CASHIER'S CHECK, or BILL PAY CHECKS**
  - To ensure checks are processed, please make checks payable to: **Woodside Apartments**
- **CASH payments** must be for exact amount; change will not be issued. Credit will be issued for overpayment of amount on the account.
- **WATER BILL PAYMENTS ARE DUE 2 WEEKS AFTER RECEIPT OF BILL ON YOUR APARTMENT DOOR.**
  - IF NOT RECEIVED BY THE 15<sup>TH</sup> OF THE MONTH A 8% LATE FEE CAN BE ASSESSED
  - AFTER 2 MONTHS OF NON-PAYMENT WATER SERVICE MAY BE SHUT OFF TO UNIT UNTIL PAID
- Payments may be dropped at the designated 24 hour drop box LOCATED IN THE #161 BUILDING, given to office staff during office hours, or dropped at Connect Real Estate Group's Office location.
- PLEASE INCLUDE YOUR UNIT # as well as BUILDING # (ex. 211-2) on the check to ensure we apply your payment to the correct account.,

Acceptance by Landlord of less than the full amount of rent and any other amounts due from Tenant does not waive Landlord's right to file an eviction action for nonpayment of the balance of owed amounts and/or to pursue any other legal rights and remedies.

## MOVE IN INSPECTION

- **Please inspect your unit thoroughly at move in.** Pursuant to Minn. Stat. § 504B.182, Tenant has the option to request an initial inspection of the Apartment with management present. Tenant is responsible for filling out move in walk through documentation. Once your lease ends, **you will be charged for undocumented damages** beyond normal wear & tear.

# FEES

1. **Apartment/Mail Key** – \$40, plus the cost of re-key.
2. **FOB Key** – \$25
3. **Pool Bracelet** - \$50
4. **Garage Remote** - \$80
5. **CRP Reprint/Replacement** - \$5
6. **Failure to clean dog waste** – \$50 for 1<sup>st</sup>, \$100 for 2<sup>nd</sup>
7. **Garbage** – Cost of removal or minimum \$50
8. **Late Rent** – 8% of rent amount not paid
9. **Lockout** – \$50-100
10. **Non-Sufficient Funds Check** – \$30
11. **Unauthorized Pet** – \$800
12. **Authorized Pet** – \$300 one-time fee nonrefundable (1 pet allowed) & \$35/mo. pet rent
13. **Unauthorized Resident** – \$250 per week, per occupant
14. **Gas Inspection & Reconnection**
  - a. Inspection: \$75
  - b. Re-connection \$75
15. **Unnecessary Service Calls** – Cost of visit, minimum of \$50 each
16. **Toilet Plunging/Drain Cleaning Due to Tenant Neglect/Negligence** – \$50 per incident
17. **Light Bulb Replacement** - \$10 per bulb
18. **Tenant Negligence/Misuse** – Cost of repair
19. **Illegal Parking/Towing** – Cost of tow
20. **Littering** - \$50 for 1<sup>st</sup> violation, \$100 for 2<sup>nd</sup> violation
21. **No heat/AC due to filter** – Cost of service call, minimum of \$50
- 22.

# Section Two

# THE TENANCY

## MAINTENANCE/REPAIRS:

It is the Tenants' responsibility to promptly report any maintenance or repair issues.

Management cannot respond to verbal maintenance requests except in emergency situations. **Non-emergency requests (those not posing immediate damage to property or tenants) must be submitted ONLINE or VIA form OUTSIDE OFFICE.**

1. Online: [www.rentwithconnect.com](http://www.rentwithconnect.com) Click on "Maintenance" tab
2. Form: Located outside the office in 161 Building (Building #8 Clubhouse). Fill out FULLY and drop in the drop-box or submit to office staff.

**\*\*EMERGENCY REQUESTS (toilet overflowing, water leaking, other items causing immediate damage) should be reported to management IMMEDIATELY at (507) 399-9889, second to 507-327-6300**

**\*\*GAS LEAKS should be reported to Service Provider Greater Minnesota Gas (888) 931-3411 FIRST, and Management SECOND. If you smell gas, do not remain in the unit!**

**\*\*\*\*\* DRY DRAIN \*\*\*\*\***

A common occurrence that can be mistaken for a natural gas leak in your apartment is called "dry drain". This occurs when the drain in your floor (typically in the laundry room area) dries out and emits an odor (like rotten eggs) which is commonly mistaken as a gas smell or gas leak. At **Woodside as a reminder, you do not have anything that uses natural gas in your apartment except for your furnace.** If the odor is not in the vicinity of your furnace or starts to dissipate in other areas of your apartment away from the drain in the floor, it is a dry drain odor and not a gas leak. Pouring a large glass of water or maybe 2 (not to overfill the drain) dumped down the drain will cure this smell within a few minutes. If you notice an odd smell in your apartment, **please try this water method BEFORE calling the gas company or 911.** It will correct itself in minutes if this is the cause. You are welcome to call our office or submit a maintenance request (meld) if you need a reminder of what to do. If the smell does not go away or you notice the 'gas' smell near your furnace, please call Greater MN Gas for assistance. 888-931-3411

IF YOU HAVE QUESTIONS, please call us at numbers listed above, or email our office.

- BURNT OUT **LIGHTBULBS** (except prong light bulbs & stove bulbs) ARE A TENANT RESPONSIBILITY. If replaced by staff, there will be a \$50 charge added to your account.
- **Keep at least ONE plunger in your unit at all times.** You may be charged for repeated visits by staff to plunge your toilet. You may also be charged for removal of any foreign object from a toilet, sink, or tub drain.
- In an emergency you may need to shut off your electrical power. **Learn the location of your breakers. This is will assist you should you need to reset a tripped breaker as well.**

## LAWN CARE/SNOW REMOVAL

Management will provide lawn care and snow removal for all units. **Tenants are responsible for maintaining the yard free of garbage, debris and waste.** Tenants must cooperate with snow removal procedures, which may mean moving cars to another parking lot/area.

## SMOKE DETECTORS/CARBON MONOXIDE DETECTORS/FIRE EXTINGUISHERS

Each rental unit is equipped with smoke detectors, fire extinguishers, and carbon monoxide detectors. **It is your responsibility to make sure they are functioning.** You should test them regularly. If a detector is inoperative, you must contact management immediately. We will confirm units are working at move in. You will be will be charged for replacements if these items are missing or damaged during your tenancy or at move-out.

- Smoke detector batteries will be changed by management for no charge, or if you wish to change the battery because of beeping you may do so using a standard 9 Volt Battery.
- City inspections will occur in random units on occasion and if they note/fine the building for removal or damage of the detectors, the fine will be added to your account.
- **IT IS ILLEGAL TO DISCONNECT SMOKE DETECTORS/CARBON MONOXIDE DETECTORS. YOU AND YOUR ROOMATES MAY BE CHARGED WITH A MISDEMEANOR FOR DISCONNECTING OR DISABLING THEM, AS WELL AS A \$250 FINE ISSUED TO YOUR UNIT.**
- Do not tamper with or remove the fire extinguisher. In the event it is used in an emergency, please contact management to receive a new one.

## DISORDERLY APARTMENT

At certain times management may choose to inspect your rental unit for upkeep and condition, subject to required notice. If it is determined that your unit is being abused beyond normal wear and tear you will receive a notice for a disorderly unit. It will be your responsibility to clean, repair, and/or replace items as outlined in this notice. This includes pest removal costs. Failure to do so will result in violation of the lease and tenant will incur a fine/eviction.

# VEHICLE PARKING

Tenants should use the off-street parking at all times if available. Management reserves the right to implement parking passes if parking becomes an issue.

- All motorcycles must have a kickstand pad and will be assessed a \$150 fee per incident/damage to parking lot.
- **If parking a trailer, boat, or other large, oversized vehicle. Please be courteous and try to minimize the number of spots used. DO NOT block the sidewalk, aisles, or garages. This may result in having to move your vehicle/trailer or towing at your expense.**

# SMOKING AND CANNABIS

The term "smoke," "smoked," or "smoking" means consumption by combustion or vaporization and inhalation of smoke, aerosol, or vapor from cigars, cigarettes, and other tobacco products or from non-tobacco products (including but not limited to cannabis products as defined by Minnesota law, cannabis flower as defined by Minnesota law, artificially derived cannabinoid as defined by Minnesota law, and hemp-derived consumer products as defined by Minnesota law (collectively "cannabis/hemp products")). "Smoke" or "smoking" includes possession of a lighted tobacco or non-tobacco product and also includes lighted incense. Common prohibited items include but are not limited to lighted tobacco cigars, pipes, cigarettes, other tobacco products, marijuana, e-cigarettes, e-cigars, e-pipes, other vaping devices and other non-tobacco products in active use.

Indoor use: Tenant, Tenant's household members, and Tenant's guests are prohibited from smoking tobacco or non-tobacco products anywhere in Tenant's the unit rented by Tenant, in the building where Tenant's unit is located, or in any of the interior common areas of the property, including garages and outbuildings. Common prohibited items include but are not limited to lighted tobacco cigars, pipes, and cigarettes; lighted marijuana; and e-cigarettes, e-cigars, e-pipes, other vaping devices in active use.

Outdoor use of tobacco products: In consideration of others, Tenant, Tenant's household members or and Tenant's guests may smoke tobacco products outside, so long as the smoke does not interfere with other residents' use or enjoyment of the premises. Dropping cigarette butts or other trash related to smoking on the grounds or sidewalks is not allowed. Tenants may be charged for the expense of cleaning up any accumulation of cigarette butts and trash.

Outdoor use of non-tobacco products: Tenant, Tenant's household members or Tenant's guests are not allowed to smoke cannabis/hemp products, cannabis flower, artificially derived cannabinoid and hemp-derived consumer products all as defined by Minnesota law ANYWHERE in or on the property, premises no matter the distance away from any building or common space area.

The growing of any cannabis plant at any stage is prohibited anywhere at the property. Any cannabis/hemp products that are stored in Tenant's unit must be in a sealed container. Tenants



and guests must comply with state-law age restrictions, and possession or use of any cannabis/hemp products in violation of state law is a lease violation.

Please keep in mind that Landlord cannot address smoking violations in the absence of adequate notification. Landlord assumes no duties or obligations to eradicate smoking from the property except as required by law. Landlord cannot guarantee a smoke-free environment for the Tenant, Tenant's household or Tenant's guests. Tenant acknowledges that Landlord's adoption of a smoke-free policy does not make the Landlord the guarantor of Tenant's health or of the smoke-free condition of the Tenant's unit or the common areas. Landlord specifically disclaims any implied or express warranties that the property will have any higher or improved air-quality standards than any other rental property, will be safer, or will be more habitable. Landlord cannot and does not warrant or promise that the property will be free from secondhand smoke. Landlord urges Tenant to report violations of no-smoking rules by other tenants.

If any action is brought against the Landlord (owner or management agent) by any party based on a tenant's violation of these smoke-free rules, the tenant will be required to pay for the owner's/management agent's attorneys' fees (up to \$2000.00) and costs in defending the action and will be required to reimburse owner/management agent for any fine or damages awarded against owner/management agent.

If Tenant, Tenant's household members, or Tenant's guests violate this smoke-free policy, Landlord may terminate Tenant's lease and/or evict Tenant.

## **FIREARMS**

It is a serious lease violation if a tenant or tenant's guest (1) possesses or stores an illegal firearm, illegal ammunition, or other illegal firearm-related item on any part of the property, (2) possesses or stores a firearm, ammunition, or other firearm-related item on any part of the property when it is illegal for that person to store or possess such gun, ammunition, or item, (3) discharges a firearm on any part of the property, or (4) stores a firearm, ammunition, or other firearm-related item in conditions that violate the law. By way of example and not limitation, loaded firearms may not be left in a location where a person knows, or reasonably should know, that a child is likely to gain access to the firearm. Resident and resident's guests must not carry, display, or brandish a firearm in such a way that causes reasonable fear in other persons on the property. Openly carrying, displaying, brandishing, or using weapons, including firearms, is strictly prohibited within the boundaries of the property. Such acts constitute a material violation of the Lease and grounds for immediate Lease termination and/or eviction.

Firearms and other weapons are not allowed in locations other than Tenant's unit. All firearms, archery equipment, and other weapons in the possession of Tenant must be licensed and carried in accordance with State and local laws. Guests are banned from bringing firearms, archery equipment, and weapons onto the premises.

Allowances are made for Tenant to transport firearms, archery equipment, and other weapons in an appropriate case directly to and from the unit. All firearms, archery equipment, and other weapons must be stored in locked cabinets in the unit and only removed from the unit for offsite use.

## WINDOWS & SCREENS

Screens are difficult to remove correctly and can be easily damaged. If you damage the screens and they need to be replaced, it will be billed to your unit. Please avoid hitting them with objects, furniture, etc. **Tenants are prohibited from removing the screens except for in case of emergency.**

## VACUUMING

If you do not own a vacuum cleaner, please procure one. Regular vacuuming and cleaning of your flooring will greatly deter excessive wear and tear. If you stain your carpet, please let management know, and try to clean. Management recommends having carpets professionally cleaned as necessary and at move-out to avoid cleaning charges for damage beyond normal wear and tear.

## GUESTS

Please limit the number of guests to your home, and immediately ask guests to leave if they become unruly. You are responsible for your guest's actions, including damage or injury to others on the premises. Allowing guests to stay for more than 14 days is a violation of your lease for which you can be evicted.

## HOME-BASED BUSINESSES

Home-based businesses are not allowed without prior written authorization from Management. Management reserves the right to determine, in its sole discretion, whether a home-based business will be permitted. A home-based business is defined as an income-earning activity that is engaged in as more than a hobby and where no offsite space is leased, rented or used as the majority location for the conduct of the business. Residents may not solicit other residents or guests related to any home-based business. Daycare (which is a home-based business) for either children or adults is not permitted. Any business that increases the liability or insurance premium of the owner or management will not be permitted.

## ALTERATIONS TO UNIT

- **DO NOT PAINT OR WALLPAPER, MAKE ANY STRUCTURAL OR FLOORING ALTERATIONS.**
- **DO NOT REMOVE ANY FIXTURES** supplied by management.

## CAMERAS AND RECORDING DEVICES

Residents understand and acknowledge that surveillance cameras may be installed in various common areas of the property. Cameras may be present in the management office or any common areas throughout the property. The cameras are not intended to provide security to Residents, Guests, or others at the property. Any cameras deployed at the property are for the sole benefit and use of Management. Cameras may not be maintained in working conditions and may not be monitored on a continuing or regular basis. Landlord is not responsible for the acts of Tenants or third parties, and Tenants, Guests, and others at the property should not rely on the cameras for any purpose, including for the provision of security. Tampering with the cameras is a material violation of the Lease.

Any communication, including but not limited to calls/texts/emails, made to Landlord or to property staff devices may be monitored and recorded.

In addition, Landlord may, from time-to-time, record Landlord related business activities conducted in a Tenant's unit including completion of work orders, maintenance, extermination, individual meetings, or unit inspections by Landlord, property staff, vendors hired by Landlord, or governmental entities.

Tenant may not install a surveillance camera or other similar device outside of Tenant's unit. Tenant is not to install or attach any personal equipment including cameras, outside antennas, or other equipment on the building or in the common areas, including – but not limited to – exterior walls, railings, posts, and the roof, or in such a manner that may cause damage or alterations to the premises.

## APARTMENT WALL POLICY

- Resident is allowed to hang items with nails only. Resident must not patch their own nail holes prior to move out.
- Sheetrock Anchors are NOT allowed on any walls. If RESIDENT VIOLATES THIS POLICY, there is a \$25 charge PER hole will be assessed at move out.
- TV Mounts- Resident will be charged \$100 PER MOUNT at move out for wall damage.
- Any Additional wire shelving or other shelves mounted by resident MUST BE LEFT ON WALLS AT MOVE OUT, or there will be a charge of \$100 PER SHELF.

## HEAT

Tenants are responsible for keeping the heat on to prevent freezing of the pipes. **Please keep the unit at a minimum of 65 degrees in the winter, especially when gone.** Please ensure windows & patio doors are fully closed & locked to minimize heat loss.

- IF your gas service is disconnected due to NON-PAYMENT, Greater MN Gas will require a gas inspection which is \$75 prior to reconnection. This amount must be PAID PRIOR to GAS INSPECTION to HEIGHTS ON ADAMS. The gas company will also charge you \$75 to re-connect your gas service after inspection. This is payable to the gas company.
- Damages due to frozen pipes can amount to **thousands of dollars** and resident will be responsible for any costs of repairs deemed because of their actions.

- Please alert management IMMEDIATELY if you feel your furnace is NOT functioning properly or your Carbon Monoxide detectors goes off.

## LOCKOUTS

Management will try to accommodate and assist during a lock out. Apartment doors are deadbolts, locked from outside, so an accidental lockout is very unlikely.

- **Tenant will be charged \$50-75 for a lock out assistance.** Payment is due with next month's rent. Repeated lock out assistance requests may result in increased charges.
- If you are unable to gain access to building through electronic doors, tenant may dial their own dial code, and buzz in, or if they do not have their cell phone, dial 9999 and explain situation and management will confirm your identity if needed and assist you in gaining access.

## DISTURBANCES/SECURITY

**Contact 911 for life threatening concerns, such as an intruder, violence, or medical issues.**

Please contact the office during business hours or the after-hours phone line for non-life-threatening concerns, such as noise disturbances.

It is critical that you respect your neighbors' use and enjoyment of their property. Tenants are responsible for the actions of your guests. Tenants, including household members and guests, must refrain from any conduct that conflicts with the rights of other residents to the peaceful enjoyment of the premises. "Quiet hours" are between 10 p.m. and 8 a.m. Noise that is considered disturbing includes, but is not limited to, loud music or television sets, use of power tools, cars, or motorcycles with excessively loud engines and/or exhaust, and shouting.

The City of Mankato has a policy concerning disturbance complaints. Disturbances can be noise, party, animal, or exterior related. Any rental unit receiving two (2) complaints or strikes in a twelve-month period brings rental license under review for revocation or suspension. Connect Property Management reserves the right to enforce a fine and/or take further action against units responsible for excessive disturbance calls.

- **The following fines will be charged for violation of your lease agreement if a strike is issued against the property by the city:**
  - 1<sup>st</sup> strike: **One-half (1/2) month's rent** plus possible eviction
  - 2<sup>nd</sup> strike: **One (1) month's rent** plus possible eviction
  - 3<sup>rd</sup> strike: **Immediate eviction** and responsible for the rent due for the remainder of the lease agreement and/or license suspension period, whichever is greater
- If a Problem-Solving Conference (PSC) is required by the City of Mankato, all tenants MUST attend. A PSC is conducted between Management, tenant(s) and a Mankato Police Commander when a total of two (2) strikes have occurred within a twelve-month period. The goal of the PSC is to develop a plan of action to reasonably ensure that a future

incident will not occur at the premises. The unit may also be placed on the “Zero Tolerance List.” Failure to attend the PSC will result in immediate eviction.

**IF THE CITY REVOKES OR SUSPENDS THE LICENSE FOR THE BUILDING AS THE RESULT OF ANY CONDUCT OR OMISSION BY YOU, YOUR HOUSEHOLD, AND YOUR GUESTS AND/OR YOU ARE EVICTED; YOU WILL STILL BE RESPONSIBLE FOR THE RENT DUE FOR THE REMAINDER OF THE LEASE AGREEMENT AND THE LOSS OF INCOME RESULTING FROM REVOKED OR SUSPENDED RENTAL LICENSE.**

**NOTE! ANY VIOLATION OF CITY CODE AS THE RESULT OF ANY CONDUCT OR OMISSION BY YOU, YOUR HOUSEHOLD MEMBERS, OR YOUR GUESTS WILL BE CONSIDERED A VIOLATION OF YOUR LEASE, AND YOU WILL BE SUBJECT TO TERMINATION OF YOUR LEASE AND/OR EVICTION.**

## **PEST CONTROL**

To keep the building clean and sanitary for all our tenants, Management needs your cooperation. Cleanliness and vigilance are the best preventative actions to control pests. Tenants must properly dispose of all garbage, waste, and excess paper and not accumulate these materials in their units. Tenants should store sugar, flour, grains, or like items in plastic or metal sealed containers. Some pests, like bed bugs, can “hitchhike” on people and their belongings. To avoid this problem, Tenants must exercise caution when bringing cardboard boxes, crates, luggage, laundry, or other similar items into their units. Tenants must inspect all furniture to ensure that the furniture is free of any insects and eggs before bringing furniture into the building. Items that are especially likely to carry bedbugs and other pests include bed frames, mattresses, and stuffed furniture. Abandoned or discarded furniture could easily be infested with bedbugs. For these reasons, Tenants are barred from bringing furniture or other items into their units that have been retrieved from dumpsters or left for “free” on the street.

Resident must also cooperate fully with pest control inspections and treatments. Management and/or the pest control contractor will give reasonable notice of scheduled pest control inspections and treatments and what Residents must do to prepare for inspections and treatments. Tenants who are not prepared for pest control inspections or treatments may be charged a fine or be required to pay the cost of additional treatments, and, after the second violation, may be subject to lease termination and/or eviction.

Tenants must immediately notify Landlord and/or on-site property staff if they see signs of any pests in the unit or common areas of the building. Tenants must also seek Landlord's assistance in discarding items infested with pests so that Tenant does not spread pests. Tenant is required to comply with the written notices describing how to prepare units for treatment and how to maintain the units to ensure that the treatments work. Failure to cooperate with pest management efforts or denial of unit entry to the pest control contractor is considered interference with management and a lease violation. In addition, if additional treatments become necessary because Tenant has not followed the written notices and instructions, Tenant may be charged for those additional treatments and, after the second violation, may be subject to lease termination and/or eviction.

There are some treatments, such as for bed bugs, which may require the disposal of Tenant's furniture or other personal property. Tenants are responsible for all costs related to the disposal of furniture or other personal property. Landlord will not reimburse Tenant for or replace any furniture or other personal property that must be treated or thrown away. Tenants must follow the personal property treatment and disposal recommendations of the pest control contractor. If Tenant's unit becomes infested with pests, upon notice from Landlord, Tenant agrees that they will not use the building's interior common areas, enter other tenants' units, or allow tenants to enter their unit until the infestation is treated and Landlord has provided notice to Tenant that they may again use common areas, enter other tenants' units, and allow other tenants in their unit.

## Section Three

# MOVING OUT

## MOVE OUT

- All keys & remotes issued to you must be returned at move out. There is an automatic deduction of \$150 from deposit if all keys are not returned on or before lease end date for required lock change. Any missing fobs will be \$25 each, missing keys are \$40 each (plus the cost of re-keying unit), and missing remotes are \$80 each.
- **Each tenant must provide a forwarding address and return keys.**
- **You must be out of your unit by NOON according to your lease end date.** Items must be removed and cleaning completed by this time, and a walk through completed with staff. Anything still in the unit or not cleaned will be charged \$50 an hour to remove/clean.
- Tenants must call all utility companies to stop service. Tenant is responsible for return all cable/internet equipment to service provider.
- **We recommend that ALL tenants must be present at final walk through or given written notice to management that they will not be attending and are waiving this right.**
- ANY walk throughs after NOON on the date the lease ends will be subject to a late check out charge.

## MOVE OUT CONDITION

As a rule, we are looking for your unit to be left in a rentable state with NO work necessary to get it in shape for next tenant. **THIS INCLUDES, but is NOT LIMITED TO THE FOLLOWING:**

- Carpets Vacuumed. Management recommends having carpets professionally cleaned prior to move-out to avoid charges for damage beyond normal wear and tear.
- Hard floors Swept & Mopped
- Kitchen appliance cleaned inside, outside, behind and underneath:
  - Refrigerator – defrost if applicable

- Stove – hood, exhaust fan, burners
- Oven – racks, broiler, knobs/burner
- Dishwasher – drain cleaned, and wiped out
- All cabinets empty and wiped inside and outside
- Windows and sills cleaned inside. DO NOT REMOVE windows for cleaning
- Walls, doors, woodwork
- Kitchen and bathroom sinks/toilets/fixtures cleaned – including drains cleaned of hair and draining freely
- Garage – emptied & swept out
- Light fixtures, including bathroom exhaust fans, cleaned with working bulbs
- Apartment Cleaning - \$50 per hour, minimum 1 hour charge
- Blinds – clean and operational
- Heating/Cooling vents and registers cleaned and wiped off
- Washer and Dryer – wiped down inside and out, lint removed
- Smoke detectors – connected and operational
- All trash and debris removed from inside & outside of unit and disposed of properly
- **DO NOT FILL YOUR NAIL HOLES – MGMT WILL DO – If there are large anchors, or excessive holes, management will deduct from your deposit for these repairs.**

## RETURN OF DEPOSIT

Tenants are not permitted to use the security deposit to pay last month's rent. Tenants who violate this rule are subject to penalties as allowed by statute. Minnesota statute specifically prohibits using the security deposits as last month's rent. Tenants using the security deposit to pay the last's month rent will automatically forfeit to Landlord any interest accrued.

Landlord may keep all or part of the Security Deposit for:

- Delinquent rent, utilities, and any other money owed to Landlord under the Lease.
- Damage to property beyond ordinary wear and tear.
- Replacement of any permanently attached fixture (i.e., drapery fixtures, blinds, appliances, lighting, carpeting, trash receptacles, keys, etc., that have been removed from the premises or damaged.)
- Removal of all debris, rubbish and discards, rubbish, or abandoned property.
- Any other expense to place the unit in the same condition in which it was rented to Tenant, normal wear and tear excepted.

Landlord will, via first-class mail, provide a written itemized statement and/or refund within twenty-one (21) days of the end of the notice period. The statement / refund will be mailed to Tenant's forwarding address or last known address if no forwarding address is given. A Security Deposit refund, if any, will be made in a single payment made payable to all signers of the Lease.