

# Sawyer SRO, LLC

## House Rules & Regulations

**Room Use** The Resident will maintain the room in a decent, safe and sanitary condition at all times in accordance with all health, safety and building code requirements and the City of Chicago Landlord Tenant Ordinance, as applicable.

Rooms are to be occupied by one person only. No pets or flammable liquids are allowed.

Nails, screws or adhesive products are not permitted on any wood surface.

The building has limited storage available and it not guaranteed. Please contact the property manager to determine if storage is available.

**Rent** Rent is paid on a weekly basis and in advance. It is due no later than Friday at 5:00 pm for the week beginning Saturday.

A late fee of \$5.00 will be assessed if rent is not paid on time and is limited to a total of \$10.00 per month.

Any personal check that is returned for non-payment will be subject to a non-sufficient funds fee of \$25.00 applied by the owner/agent's financial institution. The rent payment, the fee and any applicable late fees are due immediately upon notice. Failure to pay immediately will be treated as non-payment of rent. If, at any time during the tenancy two (2) checks are not honored for payment, rent payments will be accepted only in the form of cashier's check, bank check or money order or cash.

Rent is not prorated at the termination of tenancy.

**Management** The property manager is available Monday – Friday 9:00 – 5:00 pm. Management and residents will mutually maintain a businesslike attitude at all times.

The owner/agent and property staff strives to maintain a pleasant, safe and comfortable environment for residents. In consideration of this, all residents and their guests will refrain from any conduct that would conflict with the rights of other residents to the peaceful enjoyment of the premises.

If an applicant/resident or guest demonstrates unprofessional behavior in the presence of the owner/agent and/or property staff or other residents/applicants, the person will be required to leave the management office and/or building.

If the resident, a resident's guest or a resident's family exhibits threatening behavior, appears to be intoxicated or under the influence of alcohol or drugs or attempts to



intimidate the staff, the person(s) will be required to leave the management office and/or building and the situation will be discussed with the resident.

The owner/agent is not responsible for damage or loss of any personal property belonging to the resident.

**Grievances & Concerns**

The owner/agent and/or property staff works to ensure that this community is a pleasant place for all to live. Excellence in maintenance and management is a top priority. If residents have a concern about this community, the apartment or a suggestion on how needs can be better met, please contact the property staff.

Questions or concerns about the property staff can be reported to the appropriate regional manager or the property management company, Full Circle Management.

**Common Areas** Personal gas or coal barbecue grills will not be permitted.

Items may not be placed outside of your unit.

**Laundry Room** Use of the laundry room is restricted to residents. The owner/agent and or property Manager is not liable for any lost or damaged clothing.

Laundry equipment must be used according to its design and instructions. The property staff can assist the resident in understanding how to operate any laundry equipment upon request.

Please contact the property staff as quickly as possible if there are concerns about the laundry room or with any of the laundry equipment.

Laundry must be removed immediately from machines when a cycle is complete. Abandoned laundry will be removed and taken to the management office. Abandoned laundry will be disposed of if it is not claimed within 24 hours.

No dyeing or starching is permitted in the machines.

Residents may not use the laundry room or laundry equipment as part of a home-based business.

Under no circumstances will a resident use the property laundry room to complete tasks required to eradicate bed bugs.



**Exterminating /  
Bed Bugs**

The owner/agent will provide periodic extermination services at no charge to the resident. This is considered part of regular maintenance of the unit. The resident will not attempt to perform extermination tasks. Residents will receive notice before extermination occurs.

Due to an increased concern about bed bugs, if any resident suspects the presence of bed bugs, the resident should attempt to contain the bed bugs in a Ziploc or other sealed bag (property staff will provide a sealable bag upon request) or in a jar that contains ethanol alcohol. This should be kept in the freezer until the property management office opens during normal business hours. The resident should contact the property staff and maintenance will come to the unit to investigate. Do not bring suspected bed bugs to the maintenance office or to the management office.

If the presence of bed bugs is confirmed, the property staff will explain the requirements to eradicate the bed bugs and will work with the resident to schedule eradication.

As long as residents notify the property staff in a timely manner and as long as residents fully and properly participate in all eradication procedures, cost of treatment is the responsibility of the owner/agent. However, cost to replace any items that must be discarded and cost to clean personal items will be the responsibility of the resident.

Failure to notify the owner/agent and failure to fully and properly participate in the eradication process is grounds for immediate termination of tenancy. If the resident fails to notify the owner/agent and/or property staff of an infestation or if the resident fails to fully and properly participate in the eradication process, the resident will be charged for all costs associated with infestation of the unit and other areas. These charges will be considered damage in accordance with HUD notice.

If a licensed exterminator determines that repeated infestations are caused by the resident, resident's guest or service providers hired by the resident, cost of eradication for bed bugs present as a result of the resident's, resident's guests' or resident's service provider's actions will be considered damage and will be charged to the resident. This includes damage to other units and to common areas.

As part of the process to prepare a unit for a new family, the unit will be inspected and will be certified as bed-bug free before a new family moves in. Within five (5) days of move-in, any new resident agrees to participate in a unit inspection. Participation may include use of detection products used to detect bed bugs or other infestations. If the presence of bed bugs is discovered, a professional extermination company will be hired to investigate the source and to begin the eradication process.

Residents agree to fully and properly participate in all eradication procedures including properly preparing the unit based on guidance provided by the owner/agent and/or property staff.



Residents are discouraged from bringing used furniture in to the unit. However, if a resident chooses to bring used furniture in to the unit, the resident must be aware of the risk of bed bug infestation.

### **Damages**

Residents shall not damage or disturb any part of appliances, fixtures, cabinetry, the ceiling, walls, doors or floor in an apartment in anyway, including, but not limited to:

- Installing hooks, nails, and/or other hardware into the ceiling or doors;
- Drilling into the ceiling, cabinets, walls, or doors;
- Hanging light fixtures or other objects from the ceiling without written approval from the owner/agent and/or property staff;
- Allowing water to accumulate on the floor; or
- Painting, repairing, or making improvements with respect to the ceiling, walls, cabinetry, doors or floor.
- Creating an environment or participating in or allowing activity that results in the infestation by bed bugs, fleas or other parasites or rodents

Residents shall immediately report any sagging, warping, leaking, cracking, staining, holes, or water accumulation related to the ceiling, walls, doors or floor to property staff. Any damage the resident causes to the ceiling, walls, doors or floor, including, but not limited to, damages caused by the resident's violation of this rule, shall not constitute ordinary wear and tear.

The resident shall be responsible for reimbursing the owner/agent for the cost of repairing damage to the ceiling, walls, doors or floor and for any damages that result as a consequence of the resident's action.

At unit inspection and at move-out, residents may be charged for damages that exceed normal wear and tear to the unit. These charges are due within thirty (30) days.

If the damage charges are assessed at move-out, the resident will be responsible for paying for such damages within thirty (30) days.

### **Hazardous/ Infectious Waste**

#### **Disposal**

Hazardous waste, gasoline and any combustible items are not to be stored or disposed of within the unit or building. All hazardous waste must be disposed of in accordance with city code.

Infectious waste from the use of medical supplies must be handled properly.

Needles and sharps must be packaged in a fashion that would minimize opportunity for contact injury. Needles and syringes must be discarded properly after use. Needles



should never be bent, broken or manipulated. These items must be placed in a medical grade sharps container.

**Maintenance** It is the responsibility of each resident to promptly report any maintenance problem. Charges for damages resulting from unreported maintenance problems will be assessed.

Routine maintenance requests are made by contacting the property staff during normal business hours. Emergency maintenance service is available twenty-four (24) hours a day via the property's management office.

Should the resident not be home during the time of the repair, maintenance will leave notice stating, maintenance entered the unit, completed repair and or leave information regarding the repair and the name of the maintenance person entering the unit.

After hours number(s) are provided by the owner/agent and/or property staff. Examples of maintenance emergencies include but are not limited to:

- Flooding
- No heat (in the winter)
- No electricity
- Water coming into the unit
- No running water
- Exterior door, window or lock broken and unable to secure unit
- Inoperable toilet
- Inoperable refrigerator

Should a maintenance emergency occur during regular office hours, contact the property staff at the management office via email or phone or report the emergency in person.

In the event of a health, fire, or safety emergency, call 911 or your local emergency response agency immediately.

The owner/agent's staff is not permitted to perform repairs on any resident's personal property or to perform any type of personal work for residents.

Plumbing - Trying to flush or pour certain items is known to cause problems with plumbing. These items include but are not limited to grease, large food items, personal hygiene items, toys and diapers. The resident will not attempt to flush or pour these items through the drainage system.

Residents are allowed to attempt to plunge clogged drains, however use of "DRAIN-O" and similar caustic substances should be avoided as they can damage pipes and/or cause personal injury. The owner/agent and/or property staff is not liable for injury caused by use of such products.



The resident must contact maintenance if a sink or toilet is overflowing.

Residents may not dispose of paint or other chemicals using property sinks, toilets or drains.

**Overflowing toilets, baths or sinks constitute a “maintenance emergency” and the resident agrees to contact the property staff as quickly as possible even if the event occurs after normal office hours.**

The resident will be billed for repair of damages caused by improper use of toilets or sinks. These charges must be paid within thirty (30) days.

### **Garbage**

The owner/agent and/or property staff will not allow any accumulated trash or other material that will create a hazard or that will be in violation of any health, fire or safety ordinance. No trash or garbage accumulation is allowed in the unit. No discarded trash, garbage, and/or household or personal item(s) is allowed in storage areas, laundry facilities, common areas, or anywhere on the property and must be placed in dumpsters provided by the building.

Dumpsters are provided for the purpose of trash and garbage disposal. Dumpsters are reserved for personal use by residents only.

Residents are required to use the appropriate containers provided. Resident shall sort and separate such items into categories as provided by law.

All trash and garbage must be placed in a plastic bag, tied/sealed, and properly placed **inside** the dumpster. Trash and garbage are not to be placed on top or beside the dumpster(s). Residents are responsible for the proper disposal of trash/garbage.

Each resident agrees, at his/her sole cost and expense, to comply with all present and future laws, orders, and regulations of all state, federal, municipal, and local governments, departments, commissions, and boards regarding the collection, sorting, separation, and recycling of waste products, garbage, refuse, and trash.

It is the responsibility of the resident to remove from the property, and properly dispose of, all unwanted household items or personal property. The placing of discarded furniture or other personal property in or around the dumpster(s), and/or any common areas, or within the property boundaries is strictly prohibited. Residents may contact the property staff for information about removing such items. Cost of such removal is the responsibility of the resident.

The owner/agent and/or property staff reserves the right, where permitted by law, to refuse to collect or accept from the resident any waste products, garbage, refuse, or trash which is not allowed to be placed in the dumpsters by the dumpster contractor and to



require resident to arrange for such collection, at the resident's sole cost and expense, using a contractor satisfactory to the owner/agent and/or property staff.

The dumpster lids or doors must be kept closed at all times to discourage unwanted entry by birds, animals or people.

The placing or dumping of any highly flammable material in the waste container(s), which will or may cause a fire in the dumpster, is strictly prohibited.

Grease, paint, acids, and other problem materials may not be disposed of in the dumpster

## **Health &**

### **Safety**

The health and safety of all residents, guests and staff is of the utmost importance.

Please notify the property manager of any conditions that you believe to be unsafe.

No additional locking device may be attached to any door or window.

You hereby agree that in the event of a health or safety related situation sensed by management by either sight, sound or smell, and you do not acknowledge a knock at the door, management will enter the unit to assess and correct the issue.

### **Guests**

Guests are permitted on a limited basis. An excessive number of guests or noise disturbances will not be permitted.

Management reserves the right to refuse entry to any guest or request the guest to leave the premises.

If you are expecting guests, you must meet them in the front of the building. Yelling or car honking is not permitted.

### **Bathrooms**

The cleanliness of the bathrooms is the responsibility of each resident. You agree to clean the bathroom from your usage before leaving the bathroom.

Foreign objects are not permitted to be disposed in the toilets, including but not limited to feminine products, condoms, paper towels, napkins, etc.

When showering, please make sure the shower door is fully closed.

### **Energy**

The building attempts to employ good energy efficiency practices and you agree to cooperate in our efforts.

Please make sure to turn off all lights, radios, televisions, fans etc. before leaving the unit.



You agree that in the event management senses any of the above listed and you do not acknowledge management at the door, management will enter the unit to assess and correct the issue.

**Telephone** The property manager’s phone is for business use only. A message will be taken by the property manager in the event of an emergency, not as a convenience. All units are equipped with telephone jacks and service may be established by the resident.

**Fair Housing** The Fair Housing Act prohibits discrimination in housing and housing related transactions based on race, color, religion, sex, national origin, disability, and familial status. In addition, the state of Illinois has added Fair Housing protections based on ancestry, age, marital status, order of protection status, sexual orientation, Gender and unfavorable discharge from military service.

**Resident Certification**

I have read and received a copy of the House Rules. I understand that these rules are condition of my tenancy and that any violation of these rules may be grounds for termination of tenancy.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Management Representative for Sawyer SRO, LLC

\_\_\_\_\_  
Date

