



**3801 Mission Trace Boulevard
Tallahassee, Florida 32303
850.562.7441 (telephone)
850.562.7300 (facsimile)**

Welcome, and thank you for choosing to reside with us!

We look forward to serving our valued residents. We strive to provide you excellent service, a welcoming community offering attractive, useful amenities with wonderful neighbors. Enjoy your new home!

1) Move-in

Your new home should be clean and everything in working order as has been specified with your lease. If you find items which are not working properly (appliances, keys, lights), or anything we may have missed, please stop by the office, call or e-mail and we will accommodate you quickly

Please limit your moving time during normal business hours. We discourage anyone from moving after 10PM or before 7AM as it may disturb your neighbors.

2) Guest & Visitors

Consult your lease for rules governing guests & visitors. Only those individuals listed on your lease are allowed to live in your apartment. All new occupants must undergo complete screening (criminal background, credit history, rental history) prior to adding to your lease. And, additional charges or rental increase may apply.

Visitors of any kind staying with you for more than 1-2 days must be reported to the office. You will be held in default of lease should you have others living in your unit.

You are responsible for any/ all individuals entering the property who are coming to visit you. Should any loitering, theft, disturbance or the like occur by someone claiming to be your guest, you will be held responsible for that person.

3) Upper Units

Please always remember that there are residents living beneath you. Jumping children, wrestling, loud walking or stomping, large animals, and the like can all cause significant noise for your neighbor below. We encourage all residents to meet and greet their neighbors to assure that all residents are working together to provide as much peace and security for one another as is possible.

4) Trash Dumpsters & Boxes, Moving Materials, & Bulky Items

Trash dumpsters are located on the South end between buildings B & C, and on the NE end between buildings K & L. During heavy move in seasons, or if a dumpster is full please **DO NOT** over fill, or place anything in front of the dumpster. Trash trucks will not pick up dumpsters if anything is placed in front of dumpsters. All trash bags should be tied. Please instruct children that they must put trash inside dumpsters and not on side or on top or behind.

If you are using cardboard boxes during your move, all boxes must be broken down prior to inserting them into the dumpster. Bulky items (mattress, TV, furniture, etc.) are **NOT**

ALLOWED to be left on the property at any time. It is your responsibility to remove these items completely.

Dumpsters are emptied on Monday (early AM) and on Thursday (early AM).

5) Pool, Fitness Centre, Amenity Keys

Pool, fitness, and laundry keys are available at the office. A rules and regulations agreement for the gym and pool is required prior to issuance of these keys.

6) Tenant Lock-Out

Most apartments are equipped with deadbolt only front door locks to prevent a resident from locking keys inside your unit. However, The Pines does not provide for after hour's service for tenant lock out. Should you forget your keys or be otherwise locked out from your apartment, it is your responsibility to contact a locksmith to regain entry. Any tenant related damage due to forced entry or otherwise will result in \$125.00 penalty fee, plus parts & labor for all repairs necessary.

In addition, your front door is your main point of entry. Children or guests who routinely climb over patios to access patio doors is prohibited. This activity can cause injury and/ or damage to the complex.

7) Disruptive Tenants

The Pines Apartments has a "1 Strike" policy regarding unruly or disruptive tenants. Should our office receive complaints that your unit is responsible for any disruptive behavior you will be given (1) warning only. Following this warning, should we receive any further/ future calls regarding your unit, your lease will be terminated AND YOU WILL FORFEIT YOU ENTIRE SECURITY DEPOSIT. This policy includes yourself, as well as, your guest, visitors, family, roommates, or any other person associated with you should you be present or not. If you are unclear about this policy, please check with the leasing office. This policy incorporates all of the points made clear in this rules and regulations form.

8) Office Hours

The office is open Monday-Friday from 9:30AM until 5:30PM, and on Saturday from 11:30AM until 3:30PM. Office may close unannounced at 5PM on various days. Also, winter hours may be reduced during slower periods of the year and during holiday seasons.

9) Noise Policy

The Pines is a "**Quiet-Community**" please be courteous by lowering car audio when you enter the Glen Pointe subdivision and The Pines. Also, lower home stereos; surround sound systems, TV's, or any loud activity after dark. We also encourage a "**Silent Community**" between the hours of midnight and 5AM.

10) Children

Children should be supervised at all times. Children are not allowed to wander, loiter, or act in any fashion which is disruptive, loud, or unruly. Parents will be held accountable for action of their children who do not adhere to property rules.

The "Tot-Lot" is located across from the pool, and is reserved for children under 6 years of age. Older children should only play in one of the large grassy area near the entrance to the property.

Yelling, screaming, or disruptive play is never allowed. And, children should never play in any area where they may be injured by an automobile.

11) **Pets**

The Pines is a pet-friendly community. Owners are expected to ALWAYS pick up after their pet(s), and dispose of pet waste properly. A fine of \$50 will be imposed upon any individual or family if you are found to not be picking up after your pet. Pets are not permitted in the tot-lot or in the pool area. Pet owners are screened about their pets prior to move in, however, if management receives complaints regarding pets (barking, howling, filthy apartments, strays) pet behavior may cause management to demand removal of pet or face default of lease. DO NOT feed stray or feral cats which may breed disease.

12) **Maintenance**

Any maintenance issue should be directed to the leasing office ONLY. Please stop by, telephone, or e-mail (pin leasing@comcast.net) to report maintenance issues. Our maintenance staff is only available M-F from 9AM-5PM. Please report any problems during this time, so that we can respond to you quickly. Non-emergency maintenance will not be scheduled on weekends.

Please DO NOT wait to report problems. Small problems left unreported cause serious problems to you later, or to your neighbors.

If you are in need of emergency maintenance, please call our **24-Hour Emergency Hotline at 850-294-6738**. Emergency calls are reserved for mechanical failures which must be repaired immediately. If the maintenance director determines otherwise, you may be asked to wait until the following business day for repair.

After hours noise concerns, criminal activity, or similar should always be directed to **local police TPD (850)891-4341 or Leon county sheriff's department (850) 922-3300**.

13) **Air Conditioning/ Heating System**

Residents are responsible for the changing of your A/C filter. Filters are free in the office, and should be replaced every 45-60 days. Usually, 2-3 new filters are left in the utility room of each apartment prior to move-in. If you are unsure as to how to change your filter, please contact the office and maintenance personnel will stop by to demonstrate.

Dirty A/C filters are the #1 cause of breakdown. **Residents will be billed for A/C repairs necessitated due to a dirty filter.**

14) **Pest Control**

Pest control is performed on case by case basis. Over 95% of pest related issues are caused by open food, oil, trash, table scraps, or crumbs left in or around kitchens. German cockroaches are the #1 cause of pest issues in Florida. German roaches nest in plastic grocery bags or behind appliances where food may be trapped.

Please report any pest issues to the office. We will perform pest services once notified. Even witnessing 1-2 cockroaches in your apartment must be reported immediately.

15) **Wireless Internet**

The Pines has (5) unsecured high-speed routers on the property for you to access. They are located in: 1) Office Area, 2) I Building, 3) J Building, 4) K Building, and 5) L Building.

Some apartments receive more or less signal depending upon location and interference, and we are unable to guarantee that you will receive signal in your location. We encourage you to purchase your own "range extender" from CompUSA and place it in your window to maximize your signal. CompUSA offers residents of The Pines discounts on many items.

16) Parking

Parking is unassigned. All guests are asked to parking in **VISITOR** spaces near the pool or office. Parking is tight near the G, H, & I buildings and we ask that tenants with trucks or SUV's **BACK IN ONLY** to make it easier for other to enter and exit.

Parking on grass, sidewalks, between buildings, etc. at any time is prohibited.

Please always drive slowly and observe all signage.

17) Automobiles

Automobiles parked in parking lot which have any of the following will be towed within 24 hours without notice and at owner's expense: 1) No plate 2) Severe damage and/ or broken windows 3) Flat tire(s) 4) Appears immobile 5) Parked in area not designated for parking or in handicapped space without proper identification. In addition, boats, trailers, RV's, or any non-standard vehicle must be approved by office prior to parking in the parking lot.

Driving onto grassy area or driving any automobile in any area other than the parking lot will result in \$50.00 fine plus costs for any damages to lawn, landscape or watering systems.

18) Balconies, Patios, & Entrances

Entrances & entrance areas should be left free from trash, junk and clutter & kept neat and orderly. Excessive junk left will cause mgt. to demand removal and cleaning. Clothes should not be left to dry on balconies or patios. Your entrance, balcony or patio is a part of your apartment, however, it is also visible by other tenants and/ or the public. Tenants are not allowed to be on balconies/ patios when dressed inappropriately (nude, underwear, similar). Also, constant or excessive staring or peering from balconies, patios, windows, etc. at other tenants, children, apartments, pool patrons, or similar will result in termination of lease.

19) Windows, Blinds, Curtains

All windows should be covered only with the mini-blinds which are uniform throughout the property. Any use of any reflective, plastic, or tin-foil type covering is prohibited and will be removed by management at tenant cost.

Curtains, curtain-rods, etc. are allowed and encourage. However, all materials associated with your curtains must be removed when you vacate. And, all holes should be filled.

20) Decorations

Seasonal decorations placed inside/ outside of your apartment are allowed and encouraged. However, we encourage you to place these decorations no earlier than 30 days before a holiday and to remove all décor no later than 30 days following the holiday. Decorations left more than 30 days will be removed by management at tenant cost.

21) Drugs & Drinking

Drug use or any illegal activity will result in immediate default of lease and eviction. Drinking alcohol is limited to inside your private residence, balcony, or patio.

22) Skateboards, Bikes, Etc.

Any skateboarding, roller skating, mini-bikes, dirt-bikes, etc. is not allowed on the property at any time.

23) Bar-B-Ques

Grills, Bar-B-Ques, fryers, smokers, etc. must be kept in your area. They are not allowed to be stored inside units. And, do not grill in any area where a fire may be caused. Monitor all

grilling and do not leave bar-b-ques unattended. Grills are also not allowed to be placed in or around the pool area.

24) Parties

Late night partying is strictly prohibited. If you are having guests and/ or celebration during normal hours, we encourage all residents to speak with their neighbors prior to the event. Let them know what hours you are planning the event, # of guests, etc., and get their approval so that all residents may feel comfortable with goings on. Upper units must remember that there is a family living below and you may be causing noise for them.

Pool parties are limited only to the number of guests (2) allowed on the pool rules.

25) Sublease

Subleasing your apartment and/ or allowing any individuals not on your current lease to reside in your unit must be approved by the leasing office and is subject to additional charges. Any individual(s) found to be living in your unit without proper authorization from management may result in termination of your lease. All individuals living at The Pines must be subjected to criminal, rental, and credit history checks and surrender all personal information to the leasing office prior to approval.

26) “As-Is” Leasing

If you have leased your unit “As-Is”, please initial this area acknowledging you understand and agree that future upgrades are not required during your lease term. Typically, these units have been discounted with the understanding that certain items in the unit may be in below average condition, and you have agreed to accept the unit in it’s current condition in return for your agreed upon discount.

27) Appliances

Appliances in your unit will be repaired or replaced if necessary. However, if your appliance is replaced you may not get a same or similar appliance on the replacement. If in stock, we do replace appliance with similar units. But, do not guarantee this will occur.

28) Move-Out

All residents are hereby notified that shall a resident vacate their unit, residents will be held to all responsibilities given under your lease. In addition, you will be charged for any work performed outside of normal wear and tear. And, you will be charged a minimum of \$350.00 should you leave/ dump any bulk items outside of the dumpster area or anywhere or leave them behind.

Should residents leave with ANY unpaid balance(s) Walden Landing Apartments will immediately file for legal judgement and will forward all information to **(1) FIDELITY CREDIT MANAGMENT** and/ or **(2) ALLIED NATIONAL COLLECTIONS** for electronic collection(s) of any/ all unpaid balance(s). Collections will also be sought for any costs necessary to cover work/ damages/ etc. if the cost should be over and above the amount of your security deposit.

29) Lease Termination/ Default

Should your tenancy result in termination of your lease by management due to violation of your lease and/ or violation of these rules and regulations, or, should you be found in default of lease due to your own actions or the actions of other associated with you/ your tenancy, you shall forfeit all rents, fees, deposits, or any monies associated with your tenancy upon this termination or default. The Pines Apartments holds to a strict “**1 Strike**” policy for non-criminal actions, and an “**Immediate Removal**” policy for actions determined to be criminal, sexual, sexually inappropriate, or violent.

We thank you in advance for your cooperation.

I have read, understand, and agree to fulfill The Pines rules & regulations.

Resident signature_____

Resident signature_____

Resident signature_____

Resident signature_____

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