

POLICIES AND PROCEDURES

Parking:

Each apartment unit is entitled to one (1) secured parking space under the building at a charge of \$150.00 per month (unless otherwise provided for in the Lease) which will include one remote garage door opener. Exterior parking spaces, when available, shall be at a charge of \$100.00 per month.

Storage Bins:

Each apartment unit is entitled to one (1) secure storage bin (in garage) at a charge of \$45.00 per month (unless otherwise provided for in the Lease.)

Move-In:

All move-ins must be scheduled with Management at least 5 business days in advance. The charge for a move-in will be \$400.00 and a representative of the Landlord will be present during the move in to assist the Tenant with Moving Van parking and elevator use as needed.

Utilities:

Tenant is responsible for payment of all Electric service to their individual apartment. These homes are all electric, meaning that your electric bill will pay for heating, cooling, cooking and hot water. Landlord provides and pays for all water, sewer and trash pickup at the building. The Landlord will provide for HVAC filter replacement as needed. Tenant is responsible for replacement of normal light bulbs, but should contact the Landlord for replacement of any enclosed light fixtures. Contact Dominion Electric at 1-888-667-3000 for to set up your account. Tenant will arrange for any telephone, internet or data service (Verizon 703-876-7000) and provide Landlord with adequate notice so access can be provided to mechanical rooms.

Security Deposit:

At the signing the Lease, the Tenant shall pay to Landlord, REPUBLIC-YORK PARTNERSHIP, a security deposit in the amount of \$750.00.

Trash:

Landlord will provide trash cans and recycle bins outside of the staircase on the north side of the building. Trash will be picked up approximately twice a week, but Tenant can deposit trash and recycle material anytime at their convenience.

Pets: No pets of any kind are permitted (except service or support animals).

Keys and Fobs:

Each Tenant shall be issued an electronic FOB for access into the building, garage and the individual apartment. Replacement FOB's will be available to Tenant at \$100/each. Lost or broken garage door openers will also cost \$100 to replace.

Smoking: 905 Jackson is a smoke-free building (including electronic cigarettes).

Heavy Items: Waterbeds or any unusually heavy personal property is prohibited.

Emergencies:

Report any smoke, fire, medical or police emergency by dialing 911. To report any broken appliance, heating, air conditioning, plumbing or electrical problem email management at *mgmt@905jackson.com* or call 571-414-0965. In the event of a plumbing problem where water is escaping please immediately shut off the main water valve in the utility closet of your apartment and call management as soon as possible.

Payments and Maintenance Requests:

Management utilizes an on-line payment and communication system. Prior to your move-in you will receive an email with instruction on how to access your Tenant Portal.

MOVE IN PROCEEDURES

1. **Notice:** Landlord needs at least 5 working days' notice of your preferred move-in date. We will respond right away to confirm that this date is available. Move-ins are permitted Monday – Friday from 9:00 AM – 5:00 PM.
2. **Trucks:** Please let us know what size delivery truck/van you are expecting.
3. **Rent/Keys:** Please be prepared to pay the first month's rent before your move in. On the first day of occupancy we will issue your door and mailbox keys and one garage door opener. The door key is also the building entrance key.
4. **Utilities:** The electric bill should be in your name as of the move in date. Please call Dominion Virginia Power at 1-888-667-3000.
5. **Cable/Internet:** The building is pre-wired for Verizon Fios service. Call Verizon at 1-888-667-3000 to arrange for service.
6. **Elevator:** You will have the exclusive use of the elevator during your move-in. The maximum time limit is 4 hours. Please keep in mind that this policy applies to each unit and not each tenant. For apartments with multiple tenants, please insure that the entire move is done at the same time.
7. **Trash:** You may deposit your moving trash at the receptacles on the north side of the building. Recyclable cardboard boxes must be broken down, bundled and left near the

recycle bins. Arrangements with Landlord must be made for removal of any large objects.

MOVE OUT PROCEDURES

1. **Notice:** Provide 5 working days' notice of your preferred move-out date. Move-outs are permitted Monday – Friday from 9:00 AM – 5:00 PM.
2. **Trucks:** Provide information on what size delivery truck/van you are expecting.
3. **Rent/Keys:** You will turn in all keys, fobs, and garage door openers on the day of your move-out inspection. An after-hours drop box is located in the garage.
4. **Utilities:** Make sure you notify Dominion Power to terminate the service as of your move-out date.
5. **Elevator:** The padding will be installed during your move-out. Is it expected that all occupants will move out at the same time. You may reserve exclusive use of the elevator for up to four hours at a charge of \$350.00. Landlord will provide a staff member to supervise (elevator key, garage door operation, etc.).
6. **Trash:** Please do not leave any bulk items near the trash area during move-out. The disposal company will not take any items that are not inside the receptacles. Notify management if you will have large bulk items so the disposal company can provide a tenant paid charge.
7. **Mail:** Leave a change-of-address form at the Post Office.
8. **Clean:** The Apartment shall be left in clean conditions free of any personal property in accordance with the terms of the Lease.

Seen and Agreed to by Tenant:

Tenant Date

Tenant Date

Tenant Date

CONTACT INFORMATION
mgmt@905jackson.com
571-414-0965