

Sexual Harassment

Sexual harassment is anything that is sexual in nature, unwanted, and creates an environment of intimidation, hostility, and offensiveness. Tenants will not engage in sexual harassment behavior of any kind to include the following:

- Sexual kidding, teasing, or joking
- Sexual flirtation, advances, or propositions
- Repeated verbal sexual abuse
- Graphic or degrading comments about an individual or the individual's appearance
- Spreading rumors about a person's sex life
- Graphically discussing sexual activities
- Using words or slang that demeans or sexually stereotypes men or women
- Display of sexual suggestive objects or pictures
- Requests for sexual activity
- Physical contact – grabbing, hugging, kissing, blocking another person's path, or brushing against someone
- Staring at others in a way that makes them uncomfortable
- Exposing oneself
- Making obscene gestures

Conflict Resolution

- Respect the right to disagree
- Express your real concerns
- Share common goals and interests
- Open yourself to different points of view
- Listen carefully to all proposals
- Understand the key issues involved
- Think about probable consequences
- Imagine several viable alternative situations
- Offer some reasonable compromises
- Negotiate mutually fair cooperative agreements

I have read and understand this handbook: _____

1301 12th Street Rental Handbook



Disclaimer – Renter will assume all responsibility for their personal items and/or personal injury and will not hold Alba Properties, Vol. or it's employees responsible for Renter's personal items that are lost, stolen, or broken or any injury he/she may have obtained while on the premises.

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Conduct & Conflict Resolution

Conduct. Renters are always expected to conduct themselves in a respectful and courteous manner towards others.

Conflict resolution. In the interest of household harmony, the Parties each agree to make reasonable efforts to maintain a peaceful environment within the House work together to resolve any differences. If Property Manager must become involved Renter(s) may be evicted if a satisfactory agreement cannot be made.

Rental Agreement Modifications

This Room Rental Agreement constitutes the entire agreement between the Parties and cannot be changed unless both agree in writing to do so. There are not any understandings or representations that contradict any terms in this document.

Keys/Door Codes

Renter will be given a key or code to access his/her room. Renter must immediately notify Property Manager in the event his/her key becomes lost, stolen, or broken. There will be a \$10.00 charge for the first key replacement and \$20.00 for the next. Damaged locks will be changed by Property Manager and a new key given to Renter. Renters will not change their own locks.

Maintenance

All building issues are to be reported to the Property Manager and will be repaired by Property Maintenance. Renters will not make repairs

Household Rules (Cont.)

- **Dress Code:** Tenants will respect other tenants and be fully dressed when outside of their rooms. Renter will keep his/her door closed when undressing or dressing
- **Entertaining:** Renter may have only 2 guests at a time and will be respectful of other Renters. Any altercation between a renter and a guest will lead to the guest being banned from the premises and renter possibly receiving a fine or eviction
- **Overnight Guests:** Renters are permitted 1 overnight guest. Renter will be required to pay an additional \$50 per week for overnight guests who have been on the property for 3 days. Guest will need to complete the application process and be added to the Renters' lease for an additional \$200 per month
- **Pets:** Pets are not permitted in the building at any time
- **Sharing of Personal Items:** Renter will purchase his/her own personal items and will not share with others in the house
- **Gambling:** No gambling is allowed on the premises
- **Borrowing/Lending:** Renters are not permitted to borrow or lend money to other tenants or their guests
- **Alteration of Building:** Renter will not alter the rental property in any way without prior approval of the Property Manager. Examples are:
 - 1) Renter will not create holes in the wall or put tape on the wall and damage the paint
 - 2) Renter will not have cable installed
 - 3) Renter will not paint the walls or furniture

Probationary Period & Terminations

- **Probationary Period:** There is a 60-day probationary period. The Landlord has the right to evict Renters who willfully and habitually violates household rules.
- **Rent** is due the 1st of each month. A \$50 late fee is assessed on the 4th day + \$5 a day until rent is paid; payable at the time rent is paid.
- **Fines:** Violations of the household rules will result in fines up to eviction. Fines begin at \$10.00 and are dependent upon the severity of the violation and will increase with each violation. Renter may be fined up to 3 times for the same violation before resulting in eviction. Fines are payable with the next monthly rent cycle.
- **Smoking: ABSOLUTELY NO SMOKING IN BUILDING.** Renter must completely exit the building and close the door before smoking. Renter will be given a written warning if caught in violation the first time. Renter will be evicted the second time he or she is caught smoking inside the building and security deposit will not be reimbursed. An ash tray is provided on the balcony for renters to use. Renter must properly discard the ashes when the ash tray is full. Do not throw cigarette butts on the ground or off the balcony. **Renter may receive a \$300 fine for violation and may result in Eviction**
- **Contraband:** Drugs, drug paraphernalia, firearms, ammunition, explosive devices, and knives of any kind are not permitted at any time in or on the property. **Violation of this rule is grounds for immediate eviction**
- **Termination of Rental Agreement:** Violation of the household rules can result in immediate Termination of the Rental Agreement. Upon termination of the Rental Agreement, removal of all personal items, and return of all property keys, Renter will no longer be permitted on the premises and will be considered trespassing

Household Rules

- **Bedroom Assignment:** Each Renter will have an assigned room. Renters will not share rooms
- **Inspections:** Property Manager will perform at least 2 unannounced monthly inspections; however, the number of inspections can be increased at the landlord's discretion and will be conducted throughout the building to include the Renter's room
- **Furnishings:** No waterbeds allowed. No outside furnishings allowed unless approved by Property Manager prior to moving items in. No furnishings that have been discarded as trash is allowed due to the possibility of water bugs, bed bugs, lice, etc. ...
- **Personal Space:** Renter must keep their room and laundry clean and sanitized. Trash from Renter's room must be transferred to the outside dumpster and not discarded in the kitchen trashcan. Boxes must be broken down before being thrown out.
- **Medications:** Renter will always store any doctor prescribed medications in a locked cabinet or box.
- **Kitchen Use:** Renter will be responsible for cooking his/her own meals and cleaning up behind him/herself. Anything the Renter purchases for the kitchen will only be used by him/her. It is the responsibility of all renters to take out the trash and keep trash can clean and sanitized. Renter must remove any unused food from the refrigerator every week.
- **Sitting/Common Area Use:** Renter may use the sitting/common areas (living room, dining room) at his/her leisure but must clean up behind himself/herself. Sitting/Common Area is not for personal use such as getting dressed, sleeping, etc... Renter will be fully dressed when in the common areas

Household Rules (Cont.)

- **Cleaning duties:**
 - Renter must keep his/her room clean and sanitized. Do not sweep trash into the hallway. Empty bedroom trash can and remove dishes after use
 - Renter must clean and sanitize bathroom after use
 - Renter must clean and sanitize kitchen immediately after use. It is the responsibility of all renters to remove the kitchen trash and take the green trash can to the curb for trash pickup on every Tuesday
 - Renter must purchase his/her own cleaning supplies for the bedroom assigned to him/her
- **Entertaining:** Renter may have only 2 guests at a time and will be respectful of other Renters. Any altercation between a renter and a guest will lead to the guest being banned from the premises and renter possibly receiving a fine or eviction
- **Bathroom:** Renter and Guests will not put foreign objects, to include feminine products, down sink drains or flush down the toilet. Females must properly dispose of their feminine products and will not leave them in the bathroom
- **Appliances & Electronics (Stove, Refrigerator, Televisions, Radios, etc.):** Renter may use the kitchen appliances provided but must clean up behind himself/herself. Renter must obtain approval before bringing in personal appliances and electronics to their room. Items will be inventoried by Property Manager and maintained on file. No old appliances or electronics will be allowed. No DJ equipment allowed.
- **Telephone/Internet Use:** Wi-Fi may be obtained through WOW! Internet Services at the Renter's expense. Renter will not have a cable company or anyone else install cable without the prior approval of the Property Manager
- **Study/Quiet Hours:** No loud music, television, banging or other loud noises after 10:00 p.m. or before 08:00 a.m.