



OPERATING POLICY

CAMPUS COMMONS
AT
JOHNSTOWN, PENNSYLVANIA

2017/2018 SCHOOL YEAR

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**CAMPUS COMMONS
AT
COLLEGE SQUARE
JOHNSTOWN, PA**

WELCOME

Campus Commons, Inc (the "Landlord") offers off campus student apartments adjacent to the University of Pittsburgh at Johnstown. We welcome you to our community. As with any community, there are policies that must be followed so that all residents can live together cooperatively and thus maintain a positive living-learning environment. This document contains information that you are expected to know and follow and will operate as an addendum to your apartment lease with Campus Commons. Any violation of rules set forth in the Campus Commons Operating Policy will constitute a breach of the terms and conditions of your lease.

1. MOVE-IN PROCEDURE

Contact the rental office to obtain keys and to arrange for a MOVE-IN/MOVE-OUT Inspection Report. The Landlord and Tenant will both inspect the apartment for any defects or damages, making notation of any observed condition. This report will then be utilized again during the Move-Out inspection.

Advise the rental office of your telephone/cell phone number.

2. KEYS

Each resident will give one key. This key must be returned at the end of the lease term. For your safety, **KEYS MAY NOT BE DUPLICATED**. Failure to return the key shall result in a \$100.00 deduction (per key) from your security deposit. Mailbox keys not returned will result in a \$50.00 reduction in security deposit. If you should lose your key, you should contact the rental office or the maintenance personnel for a replacement key and/or to requisition to have the locks re-keyed. A replacement key will cost you \$25.00. Re-keying the apartment and issuance of 4 new keys will cost \$200.00.

3. SMOKE DETECTORS AND FIRE EXTINGUISHER

Your apartment is furnished with smoke detectors and 1 fire extinguisher. Missing or damaged smoke detectors will be replaced at a cost of \$100.00 per detector. The working order of the detector may be tested by pushing the test button. Should the alarm fail to sound, you should replace the battery. Each apartment is also equipped with a fire extinguisher. Used or missing extinguishers will be replaced at a cost of \$200.00.

4. RENTAL PAYMENTS

Rent payments are due, without demand, at the rental office on the due dates set forth in the Lease. Payment may be made by check, cash, money order, debit card or credit card. As of the fall of 2013, Campus Commons will implement payments being made on line and that information will be available when the fall invoicing goes out. If a credit card is used, a 3% credit card service fee shall be added. Checks shall be made payable to "Campus Commons, Inc."

If you are late in paying rent and your Lease provides for monthly rental payments, a late fee of **\$7.00 per day** will be assessed for each day following the due date. If your lease provides for bi-annual payments, the late charge will be **\$25.00 per day** for all rents paid after the due date.

NSF, closed accounts, uncollectible and/or returned checks will result in the imposition of a **\$50.00 service fee** added to the rental and late payment fees.

5. USE AND NUMBER OF OCCUPANTS

The apartment shall be used solely as a private residential dwelling and no other purpose. The maximum number of people shall not exceed the number of bedrooms in the apartment. Overnight guests may not occupy the apartment for more than three (3) consecutive nights or more than 10 cumulative days in any one college semester period. Guest occupancy in excess of these limits will result in the imposition of a Guest Fee in the amount of \$100.00 per day which shall be added to Tenant's rent as Additional Rent under the Lease.

6. TRANSFER OR SUBLETTING

You may not re-let all or part of the apartment or bedroom without the prior written consent of Landlord. If Landlord consents to any full or partial transfer/subletting, the new resident(s) will be required to sign a lease with Landlord and will become jointly responsible with the existing Tenant under the Lease. The original Tenant will not be released of obligations under the Lease. A non-refundable administrative fee of \$200.00 must be paid to Landlord for any Transfer/Subletting request.

7. APARTMENT INSPECTION/ENTRY

Tenant agrees that Landlord, or its agents, may enter the apartment during reasonable hours for the purpose of making inspections and repairs. Landlord entry can also be made at any time during an emergency, including those situations where Landlord believes a state law or lease provision has been broken.

8. CLEANLINESS

All residents must maintain the apartment and building areas in a clean, orderly and sanitary condition at all times. Failure to do so will cause Landlord to intervene and perform the necessary cleaning with the resulting expense added to the Lease as Added Rent.

***TRASH REMOVAL** – there is an on-site trash dumpster for all trash. There will be a \$25.00 charge (per tenant) for every trash bag that is not disposed of properly. No trash is permitted to be stored in apartment or anywhere in the building or surrounding the grounds. Trash and/or trash bags must never be placed in the hallways or stairways.

***DISHWASHERS** – only automatic dishwasher detergents (e.g. Cascade or Calgonite) should be used. **NEVER USE LAUNDRY DETERGENT OR DISWASHING SOAP** as it will cause overflowing.

***REFRIGERATORS** – all Campus Commons refrigerators are self-defrosting. **NEVER TRY REMOVING ANY ICE MANUALLY.** Keep the refrigerator clean by using Lysol Cleaner or something similar. **NEVER** use an abrasive cleanser. During use keep an open box of baking soda in the refrigerator to absorb food odors.

***ROUTINE CLEANING** – a weekly cleaning routine should include the following:

- (i) vacuuming all carpeting
- (ii) kitchen and bath floors and fixtures should be cleaned with a sponge.

Use the following cleaning products:
Tilex or Clorox spray cleaner for shower, sink or toilets. Lysol or Pine-Sol all purpose cleaner for kitchen and bath floors and appliances.

NEVER USE ABRASIVE CLEANSER (e.g. AJAX OR COMET) ANYWHERE AT ANYTIME ON ANYTHING!

If a food/beverage spill occurs on the carpet, immediately wipe up with a cold wet cloth. Contact the rental office if you have difficulty removing the stain.

9. REPAIRS AND MAINTENANCE

All repairs will be made by Landlord. Service requests for Campus Commons apartments may be made during the normal work-day by calling the rental office at (814) 266-1841 or by email to: info@campuscommons101.com

Tenant is not responsible for normal wear and tear of the apartment and its fixtures. Tenant will be responsible however, for repairs necessitated by Tenant's neglect or damage caused during Tenant's term. Examples of repair items which Tenant will be responsible for include: clogged drains and toilets; water overflows; appliance repairs attributable to misuse.

Painting and alterations of the apartments are forbidden without the express written consent of the Landlord.

Shower and bathroom drains can be kept free by pouring 2 gallons of boiling water into the drains every month.

In the event of an emergency requiring an after hour repair, call rental office emergency phone at (814) 937-7849 (Ken Smick) or (814) 242-3317.

10. PROHIBITED ITEMS

In order to reduce the risk of accidents, and to prevent other damage to the apartment and its occupants, the following items are **prohibited**:

***Hot Plates**

***Multiple outlet “octopus” plugs unless they have a self-contained circuit breaker and are U.L. approved.**

***Halogen lamps**

***Candles, incense or any open flames**

***Gasoline or other flammable liquids**

***Waterbeds**

***Space heaters**

***Live Christmas Trees**

***Barbecue grills**

In addition, the following is also **prohibited**:

***Window coverings or window displays (other than those provided by Landlord)**

***Wall papering or painting (all decorating should be temporary in nature so as to not permanently deface or damage any of your apartment finishes)**

***Wall mounted TV stands.**

11. NOISE

One of Tenant’s obligations under the Lease is to respect the “quiet enjoyment” rights of all other tenants within Campus Commons and to behave in a manner that is conducive to sleeping and studying. High volume sounds from home and car stereos, televisions, electrical instruments, and such are not permitted. You will be required to show consideration and courtesy to other residents 24 hours a day, seven days a week. Violation of this policy will result in cancellation of your Lease and prosecution by local police.

12. PARKING AREAS AND PERMITS

All vehicles parked at Campus Commons, must display a current Campus Commons parking permit. Permits will be issued upon vehicle registration and payment of \$50 parking fee at the rental office. Temporary guests **MUST HAVE A VISITOR PASS (\$10 DEPOSIT REQUIRED)**, (i.e. those not exceeding 3 overnight stays) may park only in the area designated for guest parking. Cars parked in violation of this policy will be towed at the car owner’s expense. **ABSOLUTELY NO PARKING IN THE FIRE LANE WILL BE PERMITTED. AUTOMATIC TOWING AND FINES WILL RESULT.**

13. RENTAL OFFICE

Business hours for the rental office may vary throughout the year, but the normal hours of operation are Monday through Thursday 8:00 a.m. to 3:30 p.m. The rental office is located at:

The Richland Professional Bldg.

334 Bloomfield Street, Ste. 101

Johnstown, PA 15904

Telephone: (814) 266-1841

Fax: (814) 266-2611

Emergency: (814) 937-7849 or (814) 242-3317

Security: (814) 244-5998 94 (814) 241-0607

The emergency number should only be used during genuine emergencies such as security issues, power failures, fires, heat loss or water overflows.

A letter slot is available for messages and after-hour rental payments.

14. SMOKING PROHIBITED

At the conclusion of the lease term, the apartment will be inspected for, among other things, smoke odors. If the apartment has smoke odor, tenant will be responsible to pay for the cost of fumigation, wall scrubbing, carpet replacement and repainting entire apartment unit. This expense is estimated to \$5,000.00, and will be treated as “Additional Rent” under your Lease.

15. POSTING

All signs and posters must be approved by Campus Commons before being posted.

16. VISITORS

Residents are responsible for their guests’ compliance with all Campus Commons Operating Policies. Overnight guests will be permitted only with advance written approval of all residents within your apartment unit. **Visitors who stay after 11:00 a.m. will be considered overnight guests within any one apartment shall not exceed the number of bedrooms within that apartment. *(e.g, one guest per tenant)**

17. PUBLIC/PRIVATE PARTIES

All “public” parties (i.e. outdoor and/or “breezeway” keg parties) are prohibited on property owned or operated by Campus Commons.

Private Parties Inside Apartments held by a resident inside the resident's apartment are permitted subject to the following restriction: Occupancy inside the apartment shall not exceed 8 people; no loud noise; apartment residents are fully responsible for any and all damage or clean-up expense regardless of who caused the damage or the need for the clean-up.

NO UNDERAGE DRINKING IS PERMITTED ON THE PROPERTY OWNED OR OPERATED BY CAMPUS COMMONS, INC. Pennsylvania law imposes liability upon individuals that host parties involving underage drinking. If you host a party that tolerates underage drinking, you become fully responsible for all actions and damage caused by the underage drinker.

18. SATELLITE DISHES

You may **not** install any item on the exterior of any Campus Commons building or in the common areas around the buildings (i.e. satellite dishes).

19. LAUNDRY FACILITIES

Laundry facilities are located on the first floor of each apartment building at Campus Commons. Residents that use the laundry facilities will be responsible for its proper use and cleanliness. Improper use of these facilities will have an impact on the vending charges for the laundry machines. Anyone caught misusing the laundry facilities will be barred from further use and entry. The use of the laundry room is considered a privilege and not a right under your Lease. Washer and dryer appliances may not be placed inside the apartment unit.

20. BARBECUE GRILLS

The storage or use of barbecue grills in the apartment, building hallways or sidewalks or any other part of the property owned or operated by Campus Commons, Inc. is prohibited.

21. RENEWAL OF LEASE TERM

If you wish to renew your Lease for another year, you must enter into a Lease Renewal Agreement with Landlord prior to March 15th. Failure to notify the rental office by March 15th could result in your apartment being assigned to new tenants

for the start of a new school year.
22. MOVE-OUT PROCEDURE

Campus Commons would like to thank you for having rented from us. In order to avoid unnecessary deductions or delay in the return of your security deposit, please follow these instructions:

IMPORTANT!

ONE WEEK BEFORE CHECK-OUT – contact the rental office to arrange for a final inspection of the apartment and to provide Landlord with your forwarding address. Notify post office to forward your mail to your forwarding address.

CHECK OUT TIME – if you have not renewed your Lease for another year, you must fully vacate the apartment not later than 12:00 noon on the last day of your lease term. If you fail to vacate by this deadline, and do not have the written consent of Landlord authorizing the holdover, you will automatically be obligated for the following:

*your lease term will be extended by 1 year at a rate equal to 125% of the preceding lease year rate; and

*you will be responsible to pay for the extra housing expenses of any new tenant that is displaced as a result of your failure to move out in compliance with your Lease.

Return all keys/cards at checkout. Place keys/cards in an envelope with your name and apartment unit number when returning them to the rental office.

CLEANING – upon vacating, you are responsible to return possession of the apartment back to Landlord in a ready to rent condition. If Landlord must clean, repair and replace items, there will be a charge to you for the resulting expense. Listed below are general cleaning instructions that should give you an idea of what is expected, as well as a list of average prices for typical items left not clean. This list is not all-inclusive. In addition to the actual cost of cleaning or repairs, Landlord will also add a 25% administrative fee on the cleaning/repair invoice.

(a) KITCHEN CLEANING:

Refrigerator Stove, and dishwasher: clean inside, outside, behind and all racks; clean all knobs, switches and replace drip pans. For stoves, they

are self-cleaning ovens.

Walls: clean remove any food and grease splatters.

Cabinets and Counters: clean interiors and exteriors and remove all film and crumbs.

(b) BATHROOM CLEANING:

Clean all Fixtures: sink, tub, tiles and toilet, leaving them free from mildew and soap film (Tilex and Clorox Spray cleaners work well).

Mirrors: remove spots and markings (use soft cotton cloth).

Shelving/Cabinets: Remove all contact paper or other coverings and clean.

(c) WALL/ROOM CLEANING:

Walls: remove all nails and patch holes, clean all dirt and marks. Touch up paint/painting will be done by our maintenance personnel.

Windows: clean all with glass cleaner, wipe down seals and clean blinds.

Doors: clean dirt and marks, and dust all bi-folds, touch up paint as necessary.

Closets: wipe down all shelves and remove all hangers and debris.

Misc.: clean all a/c/ intake grills, vents and fan blades, sweep all patios and walkways clean of debris.

(d) FLOOR CLEANING:

Carpet: vacuum and professional steam clean using a company approved by the rental office. Please call rental office for a list of vendors. You must present your receipt for steam cleaning when you turn in your keys/cards.

Tile/Floors: remove hair and dirt, all areas need to be mopped.

Baseboards: clean and remove all hair and dust.

Property which remains on the premises or in an apartment after the end of the Lease shall be considered abandoned and at Landlord's option shall become Landlord's property or be removed at the resident's expense of \$25 per item, \$50 per piece of furniture. There is a charge of \$25 per bag for the disposal of garbage left in the apartment at the end of the Lease. By signing the Lease, the Tenant agrees that upon surrender or abandonment, the Landlord shall not be liable or responsible for storage or disposition of the Tenant's personal property.

REMEMBER NEVER USE ABRASIVE CLEANERS ON ANYTHING!!! (i.e. AJAX OR COMET)

23. RETURN OF SECURITY DEPOSIT

Tenant must provide Landlord with their forwarding address in order to have the deposit refunded. The security deposit will be refunded within 30 days after the termination of the Lease or 30 days after tenant has moved out. If there are any deductions from the security deposit, Landlord will provide Tenant a written accounting of the deductions. Since the lease term is only one, no interest shall accrue on the deposit.

THE FOLLOWING EXPENSES WILL BE CHARGED TO TENANT AND/OR DEDUCTED FROM THE SECURITY DEPOSIT IN THE EVENT THE APARTMENT IS NOT VACATED IN AN "APARTMENT READY CONDITION" AT THE EXPIRATION OF THE LEASE:

CLEANING COSTS:

Range	\$100	Mirror	\$ 10
Refrigerator	\$ 75	Sink/Cabinets	\$ 55
Strip & wax floor	\$125	Bathtub/shower	\$150
Steam clean (per room)	\$100	Baseboards	\$100
Carpet vacuum	\$ 50	Toilet (per unit)	\$125
Clean walls (per room)	\$100	Grills/fans (ea.)	\$ 25
Cabinets/Counters (ea.)	\$ 15	Window/sills (ea.)	\$ 30
Blinds (ea.)	\$ 75		
Doors	\$ 75		

REPAIR COSTS:

Nail removal (per wall)	\$ 50	Nail hole repair (ea.)	\$ 25
Wall hole repairs (ea.)	\$ 50	Interior Door repair (ea.)	\$ 85
Door frame repair (ea)	\$125	Window repair (ea)	\$ 95
Window Screen repair	\$ 75	interior door hardware	\$ 80
Cabinet repair (ea.)	\$ 90	Tile repair (ea.)	\$ 70
Light fixture repair (ea)	\$ 80	Garbage Disposal	\$ 70
Repaint room	\$450	Ceiling painting	\$150
Appliance repair	\$150	Touch-up painting (per wall)	\$ 75

REPLACEMENT COSTS

Light fixtures (ea)	\$ 145	Smoke detectors	\$ 100
Fire Extinguisher (ea)	\$ 200	Metal Blinds (ea)	\$ 175
Vent fans (ea)	\$ 100	Carpet	\$4000
Appliance (ea)	\$2000	Exterior Door (ea)	\$2000
Windows/Sashes (ea)	\$ 700	Toilet (ea)	\$ 400
Garbage disposal (ea)	\$ 250	Interior doors (ea)	\$ 250
Drip Pans (ea)	\$ 10	Cabinet door (ea)	\$ 100
Window Screen	\$ 95	Ceiling lights (ea)	\$ 120
Apartment Key	\$ 100	Mailbox key	\$ 50
Parking pass	\$ 20		

(this includes no return of PP)

*CAMPUS COMMONS RESERVES THE RIGHT TO ADJUST PRICING