

RULES AND REGULATIONS

1. If you have a gas forced furnace, you are required to purchase and change your filter every 2-months.
2. **Please change the batteries in your smoke detectors and Carbon monoxide detectors at least every 6-months. At no time is the tenant to remove the carbon monoxide detectors or smoke detectors and is not to leave them without batteries. If tenant finds a detector is not working, they are to notify management for replacement.**
3. If your furnace stops working in the cold months or at anytime any the plumbing will not turn off and is leaking badly, this would be considered an afterhours emergency. Please page: 970-690-6537 or 970-825-3457. If you do not receive a call back within 15 minutes, please follow the directions on the emergency list provided to you at the time you moved in.
(I have attached a copy of the emergency list for both Colorado and Wyoming tenants)
Emergencies consist of: Large water leak that can't be stopped. Hot water heater "blowing". No heat in the winter months. A/C issues are NOT an emergency.
4. Tenants are responsible for mowing, trimming, weed/fertilizing and watering their yards enough to maintain a healthy appearance. Mowing should be at least 1 x per week. Trimming at least 2 x per month. Fertilizing and weed control should be done as needed. Watering at least 2 x per week for at least 20 minutes per area. Tenants are responsible for maintaining weeds in the lawn, rocks, sidewalks and driveways.
5. Snow is to be shoveled within 24 hours of the snow stopping. Snow should be removed from one end of the property to the other and the front walk. Tenants will be held responsible if the City issues a ticket for non-compliance.
6. All pets in units (if allowed) must stay current on their rabies shot and their licenses. This information must be updated with the office.
7. Tenants are responsible for cleaning and **professionally** shampooing their units when their lease term is up. I have attached a cleaning list to assist you.
8. A tenant must give a 45-notice in writing if they intend to vacate their lease at the time it is going to expire.
9. Management reserves the right to offer renewals on any and all leases. Management reserves the right to inspect the properties prior to offering renewals.
10. Tenants are to follow all county, city and state regulations regarding the unit.
11. Garbage disposals are only to catch missed food items. Please remember to scrape your dishes into the trash prior to placing them in the sink. Do NOT put grease, rice or egg shells down the drain.
12. A tenant will be held responsible for payment of any service calls performed due to tenant's misuse of property or appliances.
13. Battery and light bulb replacement inside and out are the responsibility of the tenant. Please never use higher than a 60-watt bulb in any fixture.

14. Tenants are to remove all hoses from exterior faucets prior to ANY cold weather and must keep them disconnected except when in use until after the “freezing” months have passed. If damage occurs due to hoses not being disconnected, tenant will be held responsible for the cost of the repair.

15. Do not flush anything but toilet paper down the toilets. If there is a back-up and the plumber finds items in the sewer line, you could be held for the cost of the service/repair.

16. Tenant is to keep downspout extensions down, attached and facing away from the house at all times. Tenant is to also notify management if at any time water is collecting up against the property.

17. A/C is never to be set lower than 68 at night time and never lower than 72 during the day to help system from freezing.

18. Exhaust fans in the bathroom (s) must be kept cleaned. You are responsible for removing the cover and wiping out the fan and the cover. If moisture builds up on the walls/ceilings due to the fan not being kept clean and free of debris/dust, you could be held liable for the cost to paint the bathroom (s).

19. If you as a tenant request a service contractor to look at any other concern other than what was discussed and without management’s knowledge, you will be responsible for that cost of time and possible repair. **ALWAYS** schedule and discuss repair concerns with management first.

20. Office hours are Monday through Friday, 8:30am to 4:30pm. The office is closed on all holidays.

21. Facilities Unlimited urges you to secure rental insurance. Facilities unlimited, employees or property owners are not responsible for tenant’s personal property at any time. If you have a dog, you are **required** to have renter’s insurance.

22. Facilities Unlimited is not responsible if you are locked out to give you a key. If you become locked out during office hours, you are welcome to come by the office to pick up a spare key. If it is after hours, you will need to call a locksmith and pay for it.

23. Tenants are responsible for pest control including but not limited to mice and wasp. Please keep an eye out for wasp and spray the next as needed. Please check online on how to do this safely. We live in a state with lots of mice. Please visit our Facebook page for natural ways to keep them at bay or check online how to keep them out of the house.

24. **MULTIPLEX TENANTS:** Facilities is not responsible for any disagreements between tenants unless it’s a lease violation. I ask that you work with your neighbors regarding any concerns and/or disagreements. Always try to be considerate to your neighbors.