**Rules and Instructions for Renters:**

**Deposits:** You must contact the City Electric Department and set up your service before you move in. This will cover your electric, water, sewer and garbage charge. If you have gas appliances, then you will need to contact ??? Gas company (tel. ???) to put down a deposit and have gas turned on.

**Pet Rule:** No pets mean no pets. You cannot have visiting pets either at any time. You will lose your deposit if you have visiting pets just like ownership of a pet.

**AC filter:** We will provide AC filters for your unit and show you how to change them. They should be changed each month when you pay your rent. This reduces your electric bill and extends the life of the unit. If you do not change them regularly, you will lose your entire deposit.

**Garbage/Recycling:** Garbage is picked up twice a week. You need to put garbage in bags for them to pick it up. Loose garbage thrown in the can will NOT be picked up. Also, you must take the cans to the street the night before pick up and City Ordinance requires that you remove the cans the day of the pickup. The city will fine you if you leave them out longer. Recycling only comes one day a week, so make sure to figure this out.

**Lights:** When you move in all lights should be working. After that if something burns out it is your responsibility to replace it. This is because you are in control of how long you leave on the lights.

**Toilet:** If your toilet is stopped up, you are responsible to get it cleared out. We will send someone to do this but will charge you a fee just like a plumber will. If it turns out that something is broken that is causing the problem, which was not your fault, we will not charge you.

**Guest:** You are responsible for your guest and any damage they do to the property. All tenants are equally responsible regardless of whose guest caused the damage.

**Smoke Alarms:** We provide several smoke alarms for the unit. They should be working when you start to rent the unit. We will also replace the battery in any if it goes out during the term of the lease, however, you must let us know it has gone out. You will know this because it will start to give off a high pitched beep every few seconds when the battery starts to get low.

**Cleaning:** The units will be in move-in, very clean condition when you move into the unit. You are required to leave it clean including interiors of ovens and refrigerators as well as entire bathrooms. Additional charges will be made to your deposit if this is not done.

**Hanging Pictures:** You are welcome to hang pictures, BUT we will need to remove nails, fill holes, and paint upon their departure.

**Parking:** Tenants should use the parking provided or***legal***City of Oxford on street parking for you or your friends. Yards, yellow areas, etc. are off limits. If people stay overnight or especially long term then their car should be left elsewhere.

**Number of Tenants:** All units can only be rented to no more than 3 unrelated persons unless 2 or more are related by blood, adoption, marriage or foster care. If more than the allowed number are found to be residing in the units, all Tenants agree to indemnify Landlord for any fines imposed by a breach of the city ordinances including occupancy.

**Exterior:** The exterior of units should be kept clean at all times.

**Inspections:** The Landlord has the right to do periodic inspection of units and periodic maintenance/painting, etc. during holidays and down times. We will attempt to give you notice before any such inspection.