

**Las Casitas/Stafford Garden/Triplex**  
**House Rules**

- **OFFICE HOURS** are Monday-Friday 10 am - 3 pm. Closed national holidays.
- **EMERGENCY** In the event of a fire, medical or safety emergency call 911.
- **MAINTENANCE** In case of an emergency call Maintenance at 805-602-7447.
- **RENT** Rent is to be paid on or by the first of each month. After the 3<sup>rd</sup> of each month there is a \$25 late fee and \$10 per day on each day it's late. Payment may be made by check or money order only.
- **LOCKS AND KEYS** Keep track of your keys. If you lock yourself out of your unit and the office is closed call a locksmith. Security Blanket 805-544-5397. **Do not kick in the door or break in a window.** If you loose a key permanently, you may be charged for re-keying plus a minimum charge of \$50.
- **LEASE MODIFICATIONS** Any lease modification, including adding or removing tenants, changing dates will require a \$100 fee.
- **CONTACT** The management must have an updated list of phone numbers, email addresses, and vehicle license numbers at all times.
- **NOISE** In consideration of others, residents and their guests are not allowed to make any disturbing noise at any time before 9:00am or after 10:00pm. Tenants shall comply with all statutes, ordinances, regulations, and requirements of all municipal, state and federal authorities regarding the use of the premises.
  - Noise. Chapter 9.12 of the City Municipal Code prohibits unreasonable noise, loud parties, yelling, loud stereos, etc. This ordinance shall be followed at all times.
- **PARKING** Parking lots are for resident parking only. Vehicles shall be parked only in authorized parking spaces. Vehicles will be towed away if not registered with the office or visiting, if parked in unauthorized areas including all painted red-curbed areas. V.C. Sec. 4-220-3MC and V.C. Sec. 22658 C.V.C. **All visitors must park off the property because of limited parking.** Do not park near the garage dumpsters. If your vehicle is blocking the Dumpster, you will be charged for the extra expense of a special trash pick-up.
- **STORAGE** No combustible materials (gasoline etc.) can be stored in or around the premises. Mopeds or any gas-powered engines transportation must be parked in the parking lot.
- **REPAIRS** No motorized vehicle repairs are allowed inside the apartments or on the patios. No major auto repair work is to be done on the premises. No vehicle washing is allowed on the premises,
- **PLUMBING** Any drain or toilet become clogged during the term of the lease is the Residents responsibility. We strongly suggest that you are careful about what you allow to go down the drain or toilet. Never place items such as coking grease, feminine products, paper towels, napkins, bones or utensils in disposals, drains or toilets. Doing so will result in costs to you if such items are found during repairs.
- **SCREENS** Any broken window or screen, not reported on the check in sheet, becomes the Residents responsibility to repair or replace, or be charged.
- **ALCOHOL** No open containers of alcoholic beverages are permitted outside any apartment or in any common areas such as the pool, laundry rooms or courtyard. Minors in possession or under the influence of alcohol outside of the apartment may be evicted for violating the law. **NO KEGS ARE ALLOWED ON THE PROPERTY AT ANYTIME-FAILURE TO COMPLY WILL RESULT IN AN AUTOMATIC \$100 FINE.**
- **COMMUNITY AMENITIES** Tenants are provided with a swimming pool, laundry facilities and courtyard. These facilities are to be used wholly at the risk of the person using them. Rules and regulations are posted at each facility. You should review the rules before using the facility. Children under the age of 16 shall not use the pool without an adult in attendance. **The pool is reserved exclusively for the use of residents or the complex and their guests (residents must be present with their guests).**
- **GUESTS** Tenants are responsible for the behavior of their visitors and guests. Any violations to the rules will be a violation by the Resident.
- **HOUSEKEEPING** Bicycles are to be kept in the patio or secured to a bike rack. Do not secure them to hand rails, signs or trees. Your patio or balcony reflects on your housekeeping and has a direct impact on the overall appearance of our community. Please do not place clothes, linens, mops, trash, recycling, appliances, interior furniture or other items for storage on your patio or balcony. If you fail to remove such items after a warning is issued, maintenance will remove these items and you will be charged a removal fee.
- **Charter Modem and Digital Cable Box-** under no circumstances should the Modem or Box be removed from the apartment. If Charter tells you to take it back to Charter, tell them **NO**. If you upgrade your service bring the original equipment back to the Office. Do not under any circumstances give the Boxes to the installer. You will be charged \$100 for missing modem and/or \$250 for a missing TV Box.
- **MAINTENANCE** Tenant agrees to inspect and test the smoke detector monthly, and to replace the batteries as needed, and to notify the Manager promptly in writing of any defects or malfunctions, not to remove or render the smoke detector inoperable in any way. Tenants are responsible to replace burnt out light bulbs.

*We trust these guidelines will answer some of your questions. Please feel free to contact us should you have any further questions.*

*The Management*