

# WAREHOUSE AT NORTHGATE

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## Community Policies

*Pursuant to page.2 section 18 of your lease contract, the following policies are considered part of the Lease Contract you have signed. Failure to abide by these policies will cause you to be in default of your lease and in some cases can be grounds for eviction.*

- **Rent is due on the 1st of every month.** Late fees are assessed pursuant to the lease agreement beginning on the 6th day of the month. Early payment discounts are given when rent is received by every person on the lease before the 1st day of the month by check or money order ONLY. On-line payments do not receive early payment discounts. Any rent paid by you will be applied first to any unpaid fee or rent amount that may be outstanding on your account. Please note that this can lead to the current month's payment being late and causing discounts to be forfeited and late fees being applied. Rent can be mailed, dropped in the drop box, given to a member of the office staff, or paid on-line at [www.warehouseapartments.com](http://www.warehouseapartments.com). Rent mailed and received after the 5th will incur the late fees – envelope post-marked dates are not considered. If making payments on-line, please ensure you will still have the opportunity to provide other means of payment before the 6th in the event the on-line system is down. There are NO exceptions to the early payment discount or late fee policies.
- **Do not leave trash outside your apartment door, in the hallways, or at any building entrance.** Residents are responsible for disposing of their own trash. Receptacles are located near the entrance gate, behind the building and the parking lot. You are responsible for opening the trash area, raising the lid to the receptacle and placing your trash inside the receptacle. A fine of \$50 (per item) will be incurred if trash is found outside your apartment door or anywhere other than inside the above referenced trash receptacles. Please note that the trash cans located throughout the building are for unwanted mail and or random items of trash only – not for bags of household trash.
- **Do not hold the elevator door open or prop it open with objects.** Doing this will cause the elevator to shut down. In the event that the elevator shuts down, residents will be required to use the stairs until the following business day when a technician can be called.
- **All parking spaces in our parking lot are reserved.** Unless you are parking in a space specifically reserved for you, do not park in The Warehouse parking lot. Additional parking can be purchased through the Warehouse for the Northgate Garage. All residents, whether parking on site or in the garage, must have a Warehouse parking decal permanently affixed on the bottom corner of the passenger side front window of their vehicle. **Our towing service is authorized to tow, without any prior notice to you, any and all vehicles parked in another resident's space and/or all vehicles without a Warehouse decal permanently affixed as noted above.** You will be responsible for any towing fees. Visitors may park in allocated spots on the street or in the Northgate Garage – they should never park on site.
- **Do not remove your parking decal sticker from your window.** If you have a temporary vehicle and you park in the parking lot, you **must** obtain a temporary parking permit from the manager (*during business hours only*) in order to avoid being towed. This temporary permit must be affixed to the rear view mirror inside your vehicle. If it is after hours and you have a temporary vehicle without a temporary permit – do not park in the lot – find alternate parking until a temporary permit can be obtained. Any vehicle without a sticker or temporary permit is subject to being towed without prior notice at the vehicle owner's expense – no exceptions.

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- **Do not open the front door for people you do not know.** The locked front door has been provided to allow for limited access to the building. In order for the system to work as designed, it is imperative that you use it as it is intended and be diligent in opening and/or unlocking the door only for people you know personally or people you are expecting. Please note that the staff of the Warehouse is not required to open the front door for your guests nor do we disclose resident's apartment numbers to guests. Thus, you need to ensure that your guests (including delivery persons) know which apartment you are in so they can reach you from the keypad at the front door.
- **It is your responsibility to keep your apartment door locked at all times.**
- **Do not throw, hang or suspend anything from your apartment windows.**
- **Do not nail, drill or otherwise damage the brick walls within the apartment unit or apartment complex.** You will be responsible for any repairs made to the brick walls. You may use the wooden strips provided to hang items on the wall. Residents may not paint or alter the apartment in any way without written permission from management.
- **Smoking in any interior, common area of the building is strictly prohibited.** If found smoking in any interior, common area of the building, the offender will be charged \$50 for the 1st offense, \$100 for the 2nd offense and eviction proceedings will be initiated for the 3rd offense. Likewise, if a guest is found smoking in any interior, common area of the building, the resident he/she is visiting will be held responsible as outlined above. Residents may smoke inside their own apartment only. Please note that additional cleaning/damage fees will be incurred.
- **Do not use double-sided tape or "gum" type adhesives on the walls or doors.** These adhesives will tear the drywall and cause much more damage than a regular nail hole. You may use nails or tacks to hang items from the walls. Please note, however, that excessive nail holes will be charged to the resident's security deposit.
- **Residents must accompany their pool guests at all times.** Do not let anyone into the pool area who is not your guest. The pool is carded entry only (from inside the lounge area). You are responsible for observing all pool rules posted.
- **The restroom inside the lounge area is provided for your convenience.** Please note, however, that if you come into the lounge from the pool area, the floor may be slippery. Enter the building with caution and at your own risk. Advise guests of the same. Do not sit/lounge inside the office or lounge area in wet swimsuits.
- **Solicitation is not allowed on our property.** Contact management if you observe or are confronted by a solicitor.
- **Report suspicious activity.** Whether within or outside of the building, any suspicious activities should be reported to the police and then to management immediately.
- **In the event of an emergency:**
  - Call 911 if the emergency provides a physical threat to any person or property.

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- Call 911 if you are unsure whether the emergency provides a physical threat to any person or property.
- Call management at (979) 846-4400 to report all emergencies – (if calling 911 is necessary, contact management immediately **after** calling 911)
- **Report any malfunctions.** It is your responsibility to report any and all malfunctions that may sometimes occur in your apartment to management immediately. It is the policy of The Warehouse to have any non-emergency maintenance issues taken care of immediately to within 48 hours of the report and any emergency maintenance issues taken care of immediately to within 24 hours. Please note, however, that there are circumstances that may occur from time to time that will prevent some issues from being taken care of immediately. Your patience and understanding will be greatly appreciated.
- **Feel free to use the barbecue pit in the pool area.** The barbecue pit is for your use and enjoyment. It will be the responsibility of each person to clean up after each use.
- **Call College Station Utilities at (979) 764-3535.** College Station Utilities will bill the residents directly for electricity. You must contact them before your lease start date to ensure they will begin billing you beginning ON or before your lease start date. There is a \$50 fine payable to The Warehouse at Northgate for residents who do not switch over the electricity as of the start date of their lease.
- **Pets are not allowed in the building at any time.** This includes pets of guests who may be here only for a small amount of time. Please see page 1, section 6 of your lease for fines and charges associated with pets.
- **Keep noises at a minimum.** While every provision has been made to reduce noise transfer from apartment to apartment, noise can still travel readily through the doors and hallways. Please be courteous and respectful to your neighbors at all times. Any resident experiencing excessive noises from within the building should contact either College Station Police at (979) 764-3600 (especially if after hours) or management immediately at (979) 846-4400.
- **Package Policy.** As a service to our residents, it is our general policy to sign for packages/letters of residents who are not home at the time of delivery. While we do our best to reach the resident immediately, occasionally we are unable to do so. If you are expecting a package/letter and have not received it by the expected date, please call or come by the office to determine whether or not we have received it. We do not accept responsibility or liability for any lost, unwanted or damaged package or letter signed for by any one of our representatives. You must notify the office *in writing* if you do not wish for us to sign for your packages on your behalf.
- **It is your responsibility to replace light bulbs.** Upon move-in, all light bulbs will be in working order. Any light bulb that goes out during your lease term is your responsibility to replace. The Warehouse has extra bulbs that can be purchased in the office. At your request, we will provide the labor to change the bulb for you at no charge.
- **It is your responsibility to replace smoke detector batteries.** Upon move-in, all smoke detectors will be in working order. Any battery that goes out during your lease term is your responsibility to replace. You will know the battery needs to be replaced by a constant chirping

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noise the smoke detector will make. **Removing or disabling the smoke detector is strictly prohibited and is a direct violation of your lease!!** 9-volt batteries can be purchased in the office. At your request, we will provide the labor to replace the battery for you at no charge.

- **Air filters are replaced every other month.** Once every two months we will be entering your apartment to change your air filter. If you wish to change the filter yourself, you will need to provide a written request to the office. If you choose to replace the filter yourself and repair is subsequently needed to your air conditioner due to a dirty filter, you will be responsible for all fees associated with the repair.
- **It is your responsibility to provide the office with any changes to your contact and/or vehicle information.** We make every effort to keep in touch with each of our residents regarding items such as news and information, resident functions, changes to policies, etc. Our primary forms of disseminating information are either by e-mail and/or by posting notices within the building. Please be sure to check your e-mail often and read any and all postings you may see within the building.
- **Pest Control service is provided.** Regular treatment occurs quarterly; however, if you are experiencing insect/vermin problems within your apartment, please contact the office so arrangements can be made for immediate treatment.

## Important Contact Information:

Police/Fire Emergency:	911
Warehouse Office:	(979) 846-4400 or <a href="mailto:manager@warehouseapartments.com">manager@warehouseapartments.com</a>
Warehouse Fax:	(979) 846-4404
Warehouse After Hours Emergency:	(979) 846-4400 (dial "o" to be connected to the answering service)
Police – Non Emergency:	(979) 764-3600
Fire – Non Emergency:	(979) 764-3700
College Station Utilities:	(979) 764-3535
Suddenlink (cable)	(979) 846-2229
Verizon Telephone	(800) 483-4000
Managed Network Solutions (internet):	(979) 393-9888