



**Please read through the following pages to learn about policies and benefits of living in our community.**

## RENT

### **When is rent due?**

Rent is due on or before the first of every month, regardless of weekends or holidays.

Rent is considered late if it is not paid in full as of the 2nd of every month.

### **What forms of rent payment do you accept?**

We accept personal checks and money orders at this time.

We are investigating electronic fund transfers and hope to have this feature in the near future.

### **Are there rent late fees?**

Yes.

The late fee is 5% of your monthly rent amount assessed on the 2<sup>nd</sup> of each month.



## PETS

### **Are pets permitted in the apartments?**

Pets are permitted only after they are approved by the Leasing Office, the proper paperwork completed, and all fees are paid.

Dogs and cats are permitted in our units.

Exotic and farm animals are not permitted.

This includes reptiles (turtles, lizards, snakes, dragons, frogs, etc), rabbits, chickens, ducks, and horses.

Check with the leasing agents for any other animals.

### **Are there any breed restrictions?**

Yes.

Pure bred and any dog containing a mix of the following: Rotweiler, Doberman Pinscher, American Pit Bull Terrier, French Mastiff, Staffordshire Terrier (American or Bull), Bull Terrier, and Bullmastiff.

### **What age must the cat or dog be?**

Over one year of age.

For younger than 1, please see a Leasing Agent.

### **Must the cat or dog be spayed or neutered?**

Yes.

Proof from vet is required.

### **What is the maximum number of dogs or cats permitted?**

Two per apartment or townhome.

For more than 2, please see a Leasing Agent.

### **Is there a pet deposit or monthly fee?**

Yes to both.

There is a refundable pet fee per pet as well as a monthly fee per pet.

# RENTERS INSURANCE

## **Do I have to have renters insurance for apartment?**

YES! Renters Insurance is REQUIRED for every apartment. Renters insurance covers your personal belongings and can include liability coverage as well as protect you if someone gets injured at your apartment/home.

## **What does renters insurance cover?**

Your personal belongings and personal injury of your guests.

## **Where is the closest fire department?**

The local fire department is located 1 ½ mile from property.

## **How much is renters insurance?**

The cost is relatively low and one of the wisest purchases an apartment resident can make.

## POOL POLICIES

### **When is the pool open?**

Memorial Day to Labor Day.

Daily Hours are 10 am to 9 pm.

### **Is there a cost to use the pool?**

No, it is an amenity we share with all residents

### **What age can my child come to the pool unattended?**

Children 14 years and older may come to the pool without an adult.

They may not be attendants for younger children.

Please see the Leasing Office if you have questions.

### **Can I bring Food, Beverages or Alcohol?**

Alcohol and glass containers are prohibited.

You are welcome to bring snacks as long as all trash is discarded promptly.

### **Can I bring my pet with me to the pool?**

No.

### **Can I wear shorts, t-shirts, socks or shoes in the pool?**

No.

See the Property Manager for exceptions.

### **What kind of toys can I bring?**

Water wings or arm floats, noodles and beach balls.

Rafts, floats, donuts, inner-tubes, canoes, kayaks, loungers, kickboards or chairs are prohibited.

See a Leasing Agent if you have questions or special circumstances.

# FITNESS CENTER

## **When is the Fitness Center open?**

It is available 24 hours a day.

## **How do I get enter?**

You will need an access card which is programmed in the office.

It will briefly release the lock and track each person's entry and exit.

There is a \$5 fee per card which is refundable at move-out time if the card is returned.

## **What if I lose my Fitness card?**

See the Leasing Office for a replacement.

There will be a fee.

## **Can my children use the fitness center?**

Children are prohibited from using the equipment or accompanying their parents until the age of 16.

## **Can I bring food or drink to the Fitness Area?**

Bottles of liquid (non-alcoholic) are allowed, however, we do prohibit food in this area.

## RESIDENT BUSINESS CENTER

### **What equipment does the business center have?**

We have a photocopier and a fax machine available for use at no charge.

There is also a large workspace if needed.

# TERMINATING YOUR LEASE/MOVING OUT

## **What are the steps if I need to terminate my lease?**

Please call the office as soon as you think you may need to end your lease and move-out.

You must tell us and sign a special form in the office at least 2 full calendar months before you intend to move-out.

The best way financially to handle this is to tell us at the end of a month knowing that you will be required to pay for 2 more months of rent.

Remember that if you have lived here for less than one year, you will need to pay a fee to terminate the lease.

## **What should I do when I'm moving out?**

1. Remember to call the utility companies to suspend service in your name.

The electric will go back in Newport Common's name.

2. Remember to schedule to have your carpet shampooed by an outside company and give the office a copy of the receipt.

The Leasing Office will schedule to have this work completed for you and charge your account, if you wish.

3. We will provide you with other instructions about the condition of your unit when you sign your termination notice.

## OTHER IMPORTANT INFORMATION

### **Do we have to be especially quiet during certain hours?**

Yes, we ask that between the hours of 10:00 pm to 8:00 am that residents do not do anything which may interfere with or disturb any other resident of the community.

This includes sounds from anything musical, voices, physical activity, the running of appliances, vacuuming, outdoor activities, or anything else that may create noise.

### **When moving, can I park my moving truck close to my unit?**

You may get as close to your residence to pack or unpack, as long as all vehicles remain on the asphalt roadways.

At no times can any of our grassy areas be driven on.

### **Can I decorate by painting or wallpapering?**

Please contact the Leasing office.

We do allow minor painting and wallpapering.

You must execute a Lease Addendum in order to do any alterations with the understanding that you must return all walls to the same condition as they were when you moved in.

### **May I change locks?**

No.

You may not change your locks on your unit.

If you need to have the locks changed, call the Leasing Office and they will schedule for this work to be done.

### **Can I wash or do maintenance on my car in the parking lot.**

Unfortunately, we do not allow car washing or maintenance to be performed on vehicles in our lot.



# COMMUNITY CENTER RENTAL

Our Community Clubhouse is a great place for

- Birthday Parties
- Baby Showers
- Bridal Showers
- Classes
- Meetings
- Anniversary Parties

**The Clubhouse is available by reservation only between the hours of:**

Monday to Friday        5:00 pm to 9:00 pm  
Saturdays                3:00 pm to 12:00 am  
Sundays                  8:00 am to 12:00 am

Maximum occupancy, including children: 50 people  
*Residents Only.*

The Clubhouse and Restroom must be cleaned completely after each use.

All chairs, tables, counter tops, stove, etc. must be cleaned. Floors must be vacuumed or mopped.

Trash must be removed, including the trash receptacles in the bathroom.

Place trash in the closest available dumpster.

If any furniture is moved, it must be returned to the original position.

All perishable foods must be removed.

Renters will provide their own cleaning materials and equipment.

Any cleaning or repair expenses shall be invoiced to resident or sponsoring resident.

Rental Fee: \$40.00

The rental fee must be paid in a separate check no later than two (2) weeks prior to the date of the rental.

If payment has not been made by the scheduled time, the reservation will be cancelled.