



Welcome to Rabbit Ridge! I hope that your stay at Rabbit Ridge is enjoyable. We are so pleased that you have chosen to live at Rabbit Ridge and hope that your stay with us is a pleasant one.

Please understand that August is a very busy month for us. We will be cleaning, painting and doing repairs well into this month. We appreciate your patience during this very busy time.

A few guidelines...

Please, always remember to respect your neighbors. Loud music and partying are not acceptable. Quiet rules are enforced 24-hours a day, 7 days a week in buildings 1, 2, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14.

Please leave the protective mattress covers on your bedding. Failure to do so may result in damage to the mattress. You will be held financially responsible for the damages and the cost of new coverings. We encourage you to wrap the mattress with any additional protective covering before putting on your regular bedding. Additionally, please do not tamper with the placement of the bed.

--And last, please practice good safety by locking your doors and knowing where your keys are at all times.

Please review all the materials in this envelope.

You must complete and return the following enclosed paperwork within the next 5 days.

(Please drop this paperwork off at the office, across the road from the main entrance to Rabbit Ridge. If after-hours, please, put in drop box, located on the door to the right of the office door.)

1. Apartment condition checklist
 - Please write a brief explanation in the space provided on the form regarding any major flaws. If you see no issues, then you do not need to complete and return this form.
2. Parking permit sticker form
 - Please fully complete and return the form.
 - Failure to complete and return this form, or display the permit on your vehicle may result in towing at your own expense.

2-bdrm & 4-bdrm tenants:

It is imperative that you do not change bedrooms with your roommates. This can be addressed in September by contacting the office, but until then, please move into the bedroom you have been assigned. All billing and damage reports are based off of your assigned room number.

If you have any questions or issues, you may email me at:
mwade@rabbitridgeproperties.com or I can be reached at 828-293-2526.

Have a great year and good luck with your studies!

Thanks! – Michael Wade, Owner



To: All Tenants
Re: Parking Permit Stickers
From: Michael Wade

Enclosed is your parking permit.

Please place it on in the back or front window of your vehicle, whichever is least tinted. It is imperative that you install this sticker or you could be towed from the parking lot at your own expense.

Further, please complete the section below and return it to the office within the next 5 days. The completed form should be brought to the office or slipped thru the office mail slot, as accessed via the door to the right of the office door.

PARKING PERMIT # _____ APT#_____

NAME _____

LICENSE PLATE # _____ STATE _____

CAR MAKE & MODEL _____

COLOR _____

Waiver Form

I, [REDACTED] agree to hold Michael G. Wade
(Tenant)

and Rabbit Ridge Properties, LLC harmless of any damage or injury that may arise from the use of the fitness center equipment. I agree that I (tenant) am personally responsible and accept all risk for any damage or injury associated with the use of the fitness equipment.

I agree not to allow any guest, visitor or family member to use the fitness equipment and that any violation of this rule could result in my eviction.

Tenant: [REDACTED]

Signature: [REDACTED]

Date: [REDACTED]

APARTMENT CONDITION CHECK LIST

NAME/PRINT _____
APARTMENT # _____

CHECK IN CONDITION

LIVING ROOM

SMOKE DETECTORS _____

DOOR _____

LOCKS _____

WALLS _____

CEILING _____

CARPET _____

COUCH _____

TABLES _____

WINDOWS _____

BLINDS _____

SCREENS _____

CEILING FAN _____

CABLE CONNECTIONS _____

PHONE JACKS _____

KITCHEN

SMOKE DETECTOR _____

TILE _____

TABLE _____

CHAIRS _____

MICROWAVE _____

WALLS _____

CEILING _____

FLOOR _____

CABINETS _____

COUNTERS _____

RANGE _____

REFRIGERATOR _____

VENT HOOD _____

DISHWASHER _____

DISPOSAL _____

LIGHT FIXTURES _____

WINDOWS _____

BLINDS _____

SCREENS _____

BEDROOM

SMOKE DETECTOR _____

DOOR _____

LOCK _____

CARPET _____

BED _____

DRAWERS _____

WINDOWS _____

BLINDS _____

SCREENS _____

CABLE CONNECTION _____

PHONE JACKS _____

BATHROOM

DOOR _____

LIGHT FIXTURES _____

SINK _____

COMMODE _____

TILE _____

CARPET _____

CLOSET _____

TUB WALLS _____

SHOWER _____

TOWEL RACKS _____

CHECK OUT CONDITION

RETURN TO THE OFFICE WITHIN 5 BUSINESS DAYS

The following statements are useful guidelines for operating the appliances in your apartment. Following these guidelines will reduce costly damage, repairs or replacement of the appliances.

**If an issue occurs with any of your appliances, please contact immediately
Rabbit Ridge Properties repair at: After Hours 828-226-7299 or Office Hours 828-293-2526.**

Refrigerator/Freezer Use

- Do not overcrowd the refrigerator or block cold air vents. Doing so causes the refrigerator to run longer and use more energy.
- The freezer compartment should be kept at 0 degrees or lower.
- A freezer operates most efficiently when it is at least 2/3 full.
- Leave spaces between packages, so cold air can circulate freely.
- Do not wash the ice container or bins in your dishwasher.

Oven Use

- The oven function will not work if the time of day clock is not set.
- Remove all excess spillovers in the oven before starting the self cleaning cycle, using hot soapy water and a cloth. Do NOT use oven cleaning products in the oven if you are using the self-cleaning cycle.
- Use care when opening the oven door after self-cleaning cycle. Stand to the side of the oven when opening the door to allow hot air or steam to escape.
- Do not force the oven door open. This can damage the automatic door locking system.
- Should an oven fire occur, close the oven door and turn off the oven. If the fire continues, use a fire extinguisher. Do NOT put water or flour on the fire.

Stove Top Use

- Do no immerse or soak removable surface heating elements.
- Make sure drip pans are in place.
- Keep the drip pans clean and free of grease by washing in hot soapy water.
- Do not use aluminum foil to line any part of the appliance.
- Never leave the stove unattended when on.
- Do not use two elements to heat one large pan.
- Do not use a wok if it is equipped with a metal ring on the bottom.
- Do not cook foods directly on the cooktop surface without a pan.
- Do not use commercial oven cleaners on the exterior surfaces.
- Never clean a HOT surface.

Microwave Use

- Do not heat whole eggs or sealed containers in microwave.
- If materials inside the oven should ignite, keep oven door closed, turn oven off, and disconnect the power cord, or shut off power.
- Do not put any metal objects in the microwave. This includes: metal foil, twist-ties, meat thermometers, skewers, metallic glaze or trim on dishware. Additionally, please do not use metal scouring pads for cleaning.
- Do not put the following items into the microwave for drying or otherwise: flowers, fruit, herbs, wood, gourds, paper, paper bags and newspaper.
- Regularly clean with soft cloth or sponge with soap and water. Do not use soap-filled scouring pads, metal scouring pads, abrasive cleaners, ammonia or oven cleaner. The turntable may be washed in the dishwasher.

Laundry Center Use

- Do not wash or dry items that have been previously cleaned in, soaked in, or spotted with gasoline, cleaning solvents, aerosols, kerosene, cooking oils, waxes, etc. Do not store any of these items near the dryer. Nor, do not add any of these items to a wash or dry cycle.
- Clean the dryer lint screen before EACH load. Do not operate the dryer if the lint screen is blocked, damaged or missing.
- Do not overload the washer. If overloaded, stop machine and the reduce load. (When control is set at the highest fill level, dry load level should not be higher than top row of circular holes in wash tub.) DO NOT put a comforter of any kind in the washer.

- If thumping noise occurs in washer, stop washer and redistribute load.
- Do not open the washing machine when it is running.

Dishwasher Use

- Disposal must be empty before operating dishwasher. Do NOT use the dishwasher if the disposal is in use, broken or clogged. Failure to do so will lead to flooding and extensive damage.
- Use only detergents label for dishwashing machine use. Do not over-fill the detergent dispenser.
- Do not block the spray arm tower with dishes. Leave the center of the machine empty and clear of dishes.
- Scrape away large pieces of food, bones, pits, toothpicks, burnt food, etc. before loading dishes.

Disposal Use

- Be sure the disposer is empty before using the dishwasher.
- Use water while disposal is on. Allow the water to continue running for a few seconds after the disposal has been turned off.
- Leave the stopper in the drain when not in use to prevent utensils and foreign objects from falling into the disposer.
- Do not put any of the following items in the disposer: cans, bottles, bottle caps, glass, china, leather, stones or gravel, cloth, paper, rubber, string, feathers, clam-shrimp-oyster shells, rice, pasta, corn cobs, potatoes/skins, bones or any other item such as auto parts. ☺
- Cut up melon rinds, fruit skins and fibrous husks like lima bean pods before putting them in the disposer.
- Do NOT overfill the disposer. Use the disposer in small increments.
- If an odor develops, run an orange or lemon rind through the disposer. A dozen ice cubes sprinkled with a little household scouring powder will also work.

Heating/Cooling Unit Use

- If you turn the air conditioner off, wait at least 3 minutes before turning it back on. This prevents the air conditioner from blowing a fuse or tripping a circuit breaker.
- Do not use the air conditioner if the outside temperature is below 65 degrees. The inside evaporator coil will freeze up and the air conditioner will not operate properly.

Toilet Use

- Do not flush any foreign materials down the toilet, such as: tampons, paper towels, condoms, cloth, or large items.

Smoke Detectors

- If a detector ‘chirps’ due to low battery, please call 828-226-7299 immediately for battery replacement. Do NOT remove any smoke detectors, under any conditions.

Rabbit Ridge Properties Policy & Procedures Manual (2018-19)

Parking

- Tenants are to display their registered permit at all times in the back window of vehicle. Failure to display your permit may result in towing at your expense.
- Tenants may park in any spot, as long as it is an “available parking spot”. An “available parking spot” can be identified by the two white lines indicating the spot, and/or a number identifying a spot.
- Parking in any spot other than one that has lines or a number will result in a \$10 fine for the 1st occurrence, \$25 for the 2nd occurrence, and \$75 tire boot for the 3rd occurrence. All fines past this will be \$75.
- Doing any of the following will result in a fine:
 - Parking in non-marked spots (no lines or number)
 - Double-parking
 - Parking on landscaping
 - Blocking a traffic lane
 - Parking in a no-parking-zone (striped area)
- Visitors may park in any “available parking spot”. If a visitor parks anywhere other than a marked spot, they will be subject to towing at their expense.
- Only one vehicle per bed leased is allowed. (one vehicle per tenant in a studio, two or four bedroom and rental house is allowed)
- No other type of vehicle or item may be stored in a parking space without prior written consent of Landlord.
- Tenants may not wash, repair, or paint in the parking spaces or in any other common area on the premises.

Grills

- Grills of any kind (gas, charcoal, electric, etc.) are not allowed anywhere on the premises of Rabbit Ridge.
- Any grill on the premises, other than those owned by Rabbit Ridge, will be removed from the property without return or compensation to the owner.

Fitness Room

- The Fitness Room is for the use of tenants only.
- Tenants are not to allow any guest, visitor or family member to use the fitness equipment.
- Violation of this rule will result in eviction.
- Non-tenants caught using the equipment will be prosecuted.

Smoking

- Smoking of any kind is forbidden inside the apartments of Rabbit Ridge Properties. Smoking inside an apartment will result in eviction.
- Remnants of any smoking materials will be referred to “cigarette butts”.
- Smoking is allowed outside the apartments; however, cigarette butts must be disposed of properly. Outside every apartment there are flower pots filled with crushed stone. These are to be used for the disposal of cigarette butts. YOU are responsible for cleaning out these receptacles.
- Cigarette butts are not to be left anywhere throughout the property, doing so will result in a \$25 fine. This includes the parking lot, picnic tables, stairwells, shared outdoor spaces, landscaping, gutters, rooftops, etc.
- Cigarette Pots are furnished by Rabbit Ridge. Please DO NOT remove them.

Smoke Alarms

- Tampering/dismantling/removal of smoke detectors will result in a \$50 fine.
- If a detector ‘chirps’ due to low battery, please call 828-226-7299 immediately for battery replacement. Do NOT remove any smoke detectors, under any conditions.

Firearms & Explosives

- Firearms and explosives are not allowed anywhere on the premises of Rabbit Ridge.
- Violation of this rule will result in eviction.

Drugs

- Drug use or possession by tenant or visitor anywhere on the premises will result in eviction.

Appliance Use

- The appliances (washer/dryer, etc.) are for the use of tenants only.
- Tenants are not to allow any guest, visitor or family member to use the appliances.
- Violation of this rule will result in a \$25 fine.
- Misuse of an appliance will result in tenant’s responsibility to pay repair or replacement costs.

Landlord Right of Entry

- The Tenant's right of possession of the premises is not exclusive. The Landlord retains 24 hour per day possessory rights in the premises and the Landlord may enter the premises without notice. The Landlord will attempt to enter and inspect the premises during normal business hours and upon reasonable advance notice to Tenant, but the Landlord is not required to give notice or to limit the time of day or night for entry. By way of illustration but not limitation, the Landlord may enter in order to protect the property or to insure against nuisance or illegal activity (whether suspected or actual), in an emergency, or for any other reason. The Tenant's consent is not required for the Landlord's entry. Landlord may remove summarily any person who is not a Tenant from the premises for any reason. Landlord is permitted to make all alterations, repairs and maintenance that in Landlord's judgment is necessary to perform. If tenant delays or does not allow work to be performed, a charge for the billable time of the service professional may be the responsibility of the tenant. If the work performed requires that Tenant temporarily vacate the unit, then Tenant shall vacate for this temporary period upon being served a notice by Landlord. Tenant agrees that in such event Tenant will be solely compensated by a corresponding reduction in rent for those many days that Tenant was temporarily displaced. If the work to be performed requires the cooperation of Tenant to perform certain tasks, then those tasks shall be performed upon serving 24 hours written notice by Landlord.

Trash

- Trash is to be disposed of in the dumpster located in the middle parking lot.
- Do not leave bags of trash outside your door or in any other area outside your apartment, other than the dumpster as it will result in a \$25 fine.
- Do not leave trash in the parking lot or next to your car. There is a \$25 fine if anyone is caught leaving trash in the parking lot or by their car.

Pets

- No cat, dog, bird, or other pet or animal of any kind may be anywhere on the premises of Rabbit Ridge; inside the apartments, or outside on the property.
- No fish tanks will be allowed without the Landlord's written consent.
- If an animal is found in someone's apartment, the result will be eviction in addition to a \$250 fine.
- There is a \$100 reward to anyone who reports that a pet is someone's apartment. Your report will be kept anonymous. Reward will be paid only if the pet issue is confirmed by management and the result is eviction.

Keys

- Please keep track of your keys and as a safety rule, always lock your doors. This is particularly important if you have roommates.
- If you lose your keys, (apartment or mailbox,) there will be a \$10 charge per key.
- Failure to return your keys upon the completion of your lease will result in a \$25 fee per key.

Internet

- Do not conduct illegal file sharing or collecting actions.
- You are not permitted to plug in any equipment which violates any potential FCC regulations.
- Violation of these rules is subject to the fines and prosecution by the FCC and the service provider.

Subletting/Assignments

- Failure to have an approval by Rabbit Ridge for a sublet or assignment will result in a fine of \$300 for unauthorized tenancy.

Noise and Disruptive Conduct

- Tenant or their guests shall not disturb, annoy, endanger or inconvenience other tenants of the building, neighbors, Landlord or his agents or workmen.
- Tenant or their guests shall not violate any law nor commit or permit waste or nuisance in or about the premises of Rabbit Ridge Properties.
- Lounging or unnecessary loitering on the front steps, public balconies or the common hallways that interferes with the convenience of other residents is prohibited.
- Drinking games of any kind (beer pong, quarters, etc.) are not allowed anywhere on the premises of Rabbit Ridge or in the apartments. Violation of this rule will result in a \$100 fine.
- The fine for the 1st occurrence of disruptive noise or conduct will range from a warning up to a \$25 fine.
- The 2nd occurrence of disruptive noise or conduct will result in a \$50 fine.
- The 3rd occurrence of disruptive noise or conduct will result in eviction.
- Noise in Bldgs 1, 2, 5, 6, 7, 8, 9, 10, 11 & 12 will not be tolerated at any time, as stipulated in the lease. Quiet rules for Bldgs 1, 2, 5, 6, 7, 8, 9, 10, 11 & 12 are in effect 24 hours a day/7 days a week. The result for disruptive noise caused in Bldgs 1, 2, 5, 6, 7, 8, 9, 10, 11 & 12 is \$100 to **eviction**.

Rabbit Ridge Properties
Schedule of Fees & Fines

Trash	
Leaving trash outside of apartment	\$ 25.00
Trash left in parking lot	\$ 25.00
Parking	
1st Occurrence	\$ 10.00
2nd Occurrence	\$ 25.00
3rd Occurrence	Boot
Boot removal	\$ 75.00
Unruly Conduct/Noise Disturbance	
1st Occurrence	varies from warning to \$25
2nd Occurrence	\$ 25.00
3rd Occurrence	Eviction
Any occurrence in building 1, 2, 5, 6, 7, 8, 9, 10, 11, 12, 13, or 14	\$100 to Eviction
Smoking on premises	
Smoking inside apartment	Eviction
Cigarette butts left on ground outside apartment	\$ 25.00
Pets	
Pets inside apartment (No pet should be on the premises)	Eviction and \$250
Loss of Keys	
Per key	\$ 10.00
Non-return of keys (per key)	\$ 25.00
Appliances	
Appliance misuse - tenant's fault (this is a minimum charge; may cost more depending on damage)	\$10
Removal of smoke alarm or batteries	\$50
Subletting/Assigning	
Sublet fee	\$75
Assignment	\$150
Unauthorized sublet or assignment	\$300 and Eviction
Rent Issues	
Late rent	5% of monthly rent cost
Bounced check	\$35