

Prairie Creek Apartments LLC  
27511 Felton Road  
Centralia, IL. 62801

618-407-5957 Lease/Payments  
618-322-1102 Maintenance

Catering to the housing needs of students attending  
Kaskaskia College

Property Located at 9805-9843 Shattuc Road  
Centralia, IL. 62801

Walking Distance from Kaskaskia College

Student Housing prices for school year 2017-2018.

# **Checklist of Items Needed before a Spot is Held**

**NO EXCEPTIONS**

Completed Lease Application

Completed Guarantee that has been Notarized

Completed Apartment Lease

First and Last Months rent paid

Deposit Paid

Copy of Student's Drivers License

**\*\*\*All of the above requirements have to be meet  
before you will have a spot held at Prairie Creek  
Apartments \*\*\***

# Prairie Creek Apartments

## RENTAL APPLICATION

Please Print Legibly

**PERSONAL INFORMATION:**

MAJOR: \_\_\_\_\_

Name: \_\_\_\_\_ Local Phone #: ( ) \_\_\_\_\_

Cell Phone#: ( ) \_\_\_\_\_ E-mail address: \_\_\_\_\_

Current Address: \_\_\_\_\_ City, St., Zip: \_\_\_\_\_

How long have you lived here? \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Soc. Sec. No.: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_

Photo ID required ( Please Attach either Driver's License or State ID)

Parent(s) Names: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Current Landlord/Owner's Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Landlord's Address \_\_\_\_\_ City, St., Zip: \_\_\_\_\_

**YOUR CURRENT EMPLOYMENT HISTORY:** (We realize most students will not be employed here upon enrollment)

Current Employer: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

**GUARANTOR'S INCOME:** (Parent/Legal Guardian) **A Lease Guarantee form must be completed by guarantor.**

Guarantor's Place of Employment \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone# \_\_\_\_\_

**ADDITIONAL INFORMATION:**

Bank name: \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Personal Reference: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Have you ever been evicted? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, When? \_\_\_\_\_ Where? \_\_\_\_\_

Have you ever been ever been convicted of a crime (anything other than a minor traffic violation)?

No \_\_\_\_\_ Yes \_\_\_\_\_ If Yes, What? \_\_\_\_\_ When? \_\_\_\_\_

By signing this application you are giving Prairie Creek Apartments permission to do a criminal history check. This does not disqualify you from renting with us. Decisions are at Prairie Creek Apartments' discretion. I certify that the facts in this application are true and correct to the best of my knowledge. I authorize investigation of all statements contained herein and the references listed above to give you, Prairie Creek Apartments, any and all information concerning my previous history/present information and any other pertinent information that they may have, personal or otherwise. I understand that obtaining residency by false statements or representation may be cause for eviction.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**LEASE GUARANTEE**

The undersigned, as Guarantor, in consideration of Owner/Leaser entering into a lease with:

**Lessee:** \_\_\_\_\_ **Located at:** \_\_\_\_\_  
**(Name of tenant)** **Centralia IL 62801**

Guarantor specifically agrees that this guarantee is and shall be an open and continuing guarantee and all obligations and liabilities to which it applies or may apply shall be conclusively presumed to have been created in reliance hereon and shall continue in full force and effect, notwithstanding any change in rentals or other obligations under the lease, renewals, modifications, additions, extensions, or replacements thereto or extensions of time to perform any of the obligations there under. Guarantor specifically agrees that this is an absolute guarantee of all of the duties and obligations of lessee and that guarantor is liable immediately upon default of the lessee without any duty upon owner/leaser to attempt collection from lessee before initiating collection efforts against guarantor for any and all such defaults. If there are one or more guarantors, liability of each Guarantor shall be joint and several. **Acceptable Lease Guarantee(s) is a parent or legal guardian. Prairie Creek Apartments Management must approve anyone other than a parent or legal guardian. Prairie Creek Apartments Management reserves the right to deny a Lease Guarantor they deem unacceptable.**

**GUARANTOR (S):**

1.) \_\_\_\_\_ Date: \_\_\_\_\_  
**(Printed Name)** **(Signature)**

Relationship to lessee: \_\_\_\_\_ SSN# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Address: \_\_\_\_\_ Drivers License # \_\_\_\_\_  
City, State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

2.) \_\_\_\_\_ Date: \_\_\_\_\_  
**(Printed Name)** **(Signature)**

Relationship to lessee: \_\_\_\_\_ SSN# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Address: \_\_\_\_\_ Drivers License # \_\_\_\_\_  
City, State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

**Notary Public:**

**Subscribed & sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.**

\_\_\_\_\_ **Seal:**

**Notary Public**

**\*THIS FORM NEEDS TO BE SIGNED BY GUARANTOR(S) IN THE PRESENCE OF A NOTARY PUBLIC.\***

Notaries can be found at banks, courthouses, law offices, insurance offices, etc.

**\*\*\*THIS FORM MUST BE NOTARIZED TO BE ACCEPTED\*\*\***

# Prairie Creek Apartments

27511 Felton Road  
Centralia, IL. 62801

## APARTMENT LEASE

Term Options: Please choose one

Term	Room Type	Term Beginning	Term Ending	Monthly Rent	Total Rent	Sec Deposit	Rent and Deposit to move in
10	Single	7/14/2017	5/14/2018	420	4200	300	1140
10	Double	7/14/2017	5/14/2018	360	3600	300	1020

\_\_\_\_ Initial here if you are planning on paying your rent by Scholarship, Pell, or Financial Aid.

If the electric bill averages over \$30 per person per apartment we will collect the overage twice a year.

**\*\*\*If you leave the apartments or are removed from the apartments the remaining balance due on the lease will become due immediately.\*\*\***

Please note if you know of someone who you would like to live with: \_\_\_\_\_

Please Note if you will be participating in any sports: \_\_\_\_\_

Please note any special request: \_\_\_\_\_

LESSEE: \_\_\_\_\_

LESSEE ADDRESS: \_\_\_\_\_ Shattuc Road  
Centralia IL 62801

MONTHLY RENTS DUE ON/BEFORE THE: 15th of each month

Vehicle Make: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_ Vehicle Year: \_\_\_\_\_

Vehicle Color: \_\_\_\_\_ Vehicle Vin: \_\_\_\_\_

**\*\*Late Fees will be \$10.00 for the first day late then \$2.00 each additional day late\*\***

PRINT NAME

DATE SIGNED

DATE OF BIRTH

LESSOR

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OWNER/AGENT OF Prairie  
Creek Apartments

In consideration of the mutual agreements and covenants set forth below and on the reverse side here of (the same being fully included as part of the Lessee) Leaser hereby leases to Lessees(s) and Lessee(s) hereby leases from Leaser for use solely for residential purposes, the apartment designated above, together with the fixtures and all accessories belonging thereto, for the above term. Lessee's duties and obligations to owner/Leaser include joint and several liability with all other persons entering into leases with owner/Leaser for the residential unit described herein during the term of the present lease or any subsequent lease entered into by lessee with owner/Leaser.

SIGNATURE

DATE SIGNED

LESSEE: \_\_\_\_\_

**THE HANDBOOK ENTITLED RULES & REGULATIONS IS INCORPORATED HEREIN AND MADE A PART OF THIS LEASE. READ YOUR LEASE CAREFULLY BEFORE SIGNING.**

## AGREEMENTS AND CONVENANTS

**1. Use of Leased Premises:** Apartment shall be occupied solely for residential purposes by lessee, who shall consist of the person(s) listed above, unless otherwise agreed in writing. Guests of Lessee may occupy the apartment in reasonable numbers for no more than one week each during each year of the lease term hereof. Neither Lessee nor any of these persons shall perform nor permit any practice that may damage the reputation of or be disturbing to other Lessees, be illegal, or increase the rate of insurance on the building. Leaser may deem it necessary to choose bedrooms for tenants that have not come in as a full group. To that, some bedrooms will be unavailable until full rent for that unit is obtained.

**2. Rents:** Lessee(s) shall pay Leaser, in advance, the monthly rent set for above, each in the month occurring during the term of this lease, without set-off deduction or counterclaim whatsoever. Lessee(s) shall pay the first and last installment of rent as printed above, concurrently with the receipt of the keys to and possession of the premises, or on the first day of the term lease, whichever is earlier. Rents to be paid at Leaser's address indicated above or such other place as Leaser designates. All concurrent rents due on the same day as lease beginning date each month thereafter, unless otherwise specified. All leases are joint and several.

**3. Late Fee:** The time of each and every payment of rent installments are of the essence of this lease. Late payment of rent or payment by dishonored check shall result in a delinquency charge in the sum of \$10.00 on the first day late and an additional \$2.00 for each and every day thereafter until said rent is on a current basis and received. Rents paid with a dishonored check shall result in the same late charges plus an additional \$20.00 charge for each dishonored check. If a check is returned for any reason, all concurrent payments must be made with cash, money order, or bank draft from that point on. Late fees accrue until date payment is received.

**4. Deposits & Fees:** Lessee(s) have deposited with Leaser a security deposit in the amount set forth above for the performance by Lessee(s) under this lease. Leaser shall have the right but not the obligation, to apply these security deposit in whole or in part as payment of such amounts as are reasonably necessary or remedy Lessee's defaults in the payment of rent or in the performance of the covenants or agreements contained herein. Leaser's right to possession of the apartment for non-payment of rent or any other reason shall not be affected by the fact that Leaser holds security. Lessee's liability is not limited to the amount of the security deposit. Leaser shall give Lessee written notice of the application of the security deposit or any part thereof within thirty- (30) days of said application. Upon receipt of said notice, Lessee(s) shall at once pay to Leaser, an amount sufficient to restore the security deposit in full. Upon termination of this lease, full payment of all amounts due and performance of Lessee's covenants and agreements (including surrender of the apartment in accordance with this lease), the security deposit or any portion thereof remaining, unapplied, shall be returned to Lessee(s) within thirty (30) days of said termination without interest except as provided by law. In the event of sale, lease, or other transfer of the building, Leaser may transfer or assign said security deposit to Lease Guarantor, lessee or assignee. Provided said guarantor, Lessee, or assignee by written undertaking addressed to Leaser, assumes all Leaser's obligations hereunder. Lessee agrees to look to such grantee, lessee, or assignee solely for the return of said security deposit. The provisions hereof shall apply to each and every sale, lease or other transfer of the building. Security deposit shall not be deemed or construed as advance payment of rent for any month of the lease term.

**5. Keys/Permits:** Lessee acknowledge that upon termination of this lease or the vacation of the premises by Lessee, Lessee shall return all keys to the premises to Leaser to the office and that if Lessee shall fail to do so within 3 business days, Leaser may deduct the sum of \$25.00 per key for the cost of replacing such and/or resetting door locks. Parking permits are not transferable from year to year. It is the tenants' responsibility to provide the Leaser with vehicle information.

**6. Parking:** Leaser reserves the right to control the method, manner and time of parking in parking spaces in and around the premises; to designate what portions of the premises may be used by Lessee for parking; and to tow away and store, at Lessees' expense, any vehicle parked by Lessee in spaces not so authorized by Leaser. Leaser will deem towing necessary for the following conditions; parking permits not registered with Leaser, no parking permit, parking in entryways, handicapped, no parking and parking permits registered with Leaser from an alternate Leaser's complex. Parking spaces are limited to the number set forth above. There are no parking spaces provided for guests in the assigned parking area.

**7. Utilities:** Lessee shall be responsible for the connection of, the furnishing of, and the payment of phone and internet through the entire term of lease unless otherwise agreed upon. Leaser will furnish all necessary furnace filters

**8. Condition of Premises; Redelivery to Leaser:** Lessee has examined and knows condition of said premises, and has received the same in good order and repair, and will keep said premises as such. Lessee assumes the responsibility of providing the Leaser with a check-in sheet within 3 days of receiving keys for premises or lease beginning date, whichever comes earlier. In the event that any repair and/or replacement is necessitated by negligence or willful act of Lessee, his guests or invitees, Lessee shall on demand pay Leaser for the costs thereof. Lessee agrees to take reasonable and necessary precautions against freezing of water pipes and agrees that no rags, rubbish, or other articles will be allowed to enter the disposal or waste pipes and will pay for all damages/expenses occurring from such neglect. The Lessee shall be responsible for and maintain the electricity and water for the duration of the lease. Lessee agrees to pay a minimum fee of \$30.00 for each item serviced by Leaser. Upon termination of this lease in any way, Lessee will immediately yield up premises to Leaser in as good of Condition as when the same were entered upon by Lessee and shall then return all keys and permits. Lessee agrees to remove all personal belongings in or on premises and agrees that any item left will become the sole property of the Leaser and/or disposed of. Upon proper expiration of this lease, Lessee will return entire apartment including appliances, fixtures, walls, flooring, cabinets, doors, windows and any other property belonging to Leaser in a clean and orderly condition in accordance with Leaser's standards for new occupancy. Under no circumstance is Lessee allowed to partially or fully paint the premises. If painting is deemed necessary by Leaser, it will be done by Leaser at Lessee's expense. In the event that upon termination the premises are not in said condition of cleanliness and repair, Lessee agrees that Leaser shall perform all work required to restore the premises, such work to be done at Lessee's expense. Lessee is responsible for charges for cleaning and/or carpet cleaning charges. Costs incurred by such services will be deducted from the security deposit, if such deposit is not sufficient, then such costs shall be billed to Lessee and Lessee shall pay said sum within thirty (30) days upon receipt of the statement thereof. **In the event Lessee's actions whether by negligence, accident or by intent on the part of Lessee result in damage to Leaser's property of any kind or nature, Lessee shall be held liable to Leaser for said damages.**

**9. Use, Sublet, and Assignment:** No use, re-renting, subletting or other reassignment by Lessee is allowed without specific written permission by Leaser. Any Lessee whom sublets any portion of the lease will forfeit their full security deposit amount and will pay any damages and/or rents due, in full, upon time of sublease. Any Lessee whom allows premises to be occupied in whole or part by any other person for any length of time, not approved in writing by Leaser, will be automatically evicted without due process of law, and charged the remainder of the rents due on the lease, payable immediately upon demand. In addition, Lessee will be charged the per person rate for that unit, for each unauthorized person. Additional charges to begin from lease beginning date through the time of eviction. In such cases, security deposits will be forfeited.

**10. Access & Repair:** Lessee will allow Leaser or Leaser's agent free access to the premises at all reasonable Hours to inspect, make repairs, or alterations as Leaser may deem fit for the benefit of or related to any part of the building, and to exhibit the premises for rent. Lessee will allow Leaser to have placed upon the premises notice of "For Sale" and "For Rent" and will not interfere with same. At any time of day Leaser shall have access to said premises if any type of activity is suspected or reported to Leaser or Leaser's agent including: illegal drugs or illegal activity disturbing the comfort of others, or appearance of impropriety of lease and handbook rules/regulations.

**11. Limitation of Liability:** Leaser shall not be liable for any damage to Lessee's property occurring from fire, calamity, plumbing, electrical, failure of appliances, gas or caused by water, snow, ice, arising from the acts or neglects of other cotenants or occupants of the building, or any owners or occupants or adjacent or contiguous property, or caused by failure of wiring, lighting, heating, or cooling apparatus or damaged by theft or break-in. Lessee takes responsibility to cover personal belongings and property with renters' insurance policy and will not pursue Leaser for claims of any such loss or damage.

**12. Holding Over:** If Lessee retains possession of the premises or any part thereof, after the termination of this lease by lapse of time or otherwise, the Leaser may at option, within thirty-(30) days after the termination of the term, serve written notice upon Lessee that such holding over constitutes either (a) renewal of this lease for one year at double the rent specified on this lease for such period, or (b) creation of a month-to-month tenancy, upon the terms of this lease, **except** at double the monthly rent specified above. If Lessee holds over less than one month, rent amount will be the same as one full month's rent as stated above.

**13. Right to Re-let:** If the Lessee abandons or vacates said premises, the same may be re-let by Leaser, for such rent and upon such terms as Lesser may see fit. If a sufficient sum shall not thus be realized, after paying the expenses of such re-letting and collecting to satisfy the rent hereby reserved, Lessee agrees to satisfy and pay all deficiencies upon demand.

**14. Default by Lessee:** If default is made in payment of the above rent, or any part thereof, or in any of the covenants contained herein to be kept by the Lessee, Leaser may at any time thereafter,

at his election, declare said term ended and re-enter the premises or any part thereof with or without notice or process of law, and remove Lessee or any persons occupying the same, without prejudice to any remedies which might otherwise be used for arrears of rent. Leaser shall have at all times, the right for payment for balance of **Total Rent** due and shall have a valid and first lien upon all personal property which Lessee now owns, or may hereafter acquire or have an interest in, which is by law, subject to such distraint, as security for payment of the rent herein reserved. In the event lease default of any kind, Lessee will pay to Leaser all Rents due as set forth in **Total Rent**.

**15. No Rent Deduction or Set Off:** Lessee's covenant to pay rent is and shall be, independent of each and every other covenant of this lease. Lessee agrees that any claim by Lessee against Leaser shall not be deducted from rent nor set off against any claim for rent in any action.

**16. Rent After Notice or Suit:** It is further agreed, by the parties hereto, that after the service of notice or commencement of a suit or after final judgment for possession of the premises, Leaser may receive and collect the balance of **Total Rent** due and the payment of said rent shall not waive or affect said notice, suit or judgment.

**17. Payment of Costs:** Lessee will pay and discharge all reasonable costs, attorney's fees and expenses that may incur from Leaser enforcing the covenants and agreements of this lease. In the event of collection, Leaser shall additionally be entitled to recovery of any fees paid for by the costs of collection, including but not limited to collection agency fees or contingencies as permitted by law, and lessees stipulate and agree that the costs of collection can range from 35% to 50% of the amount placed in collection which the lessee agrees to be a reasonable amount for such collection.

**18. Fire & Casualty:** In case the premises should be rendered untenable during the term of this lease by fire or other casualty, Leaser at his option may terminate the lease or repair the premises within sixty-(60) days thereafter. If Leaser elects to repair, this lease shall remain in effect provided such repairs are completed within said time. If Leaser shall not have the premises repaired within said time, then at the end of such time, the terms hereby created shall terminate. If this lease is terminated due to fire or casualty here in specified, rent shall be apportioned and paid to the day of such fire or other casualty.

**19. Subordination:** This lease is subordinate to all mortgages which may now or hereafter affect the real property of which premises form a part.

**20. Plurals; Successors:** The words "LEASOR" and "LESSEE" wherever herein occurring and used shall be construed to mean "LEASORS" and "LESSEES" in case more than one person constitutes either party to this lease. All covenants and agreements contained herein shall be binding upon, and injure to, their respective successors, heirs, executors, administrators, and assigns and be exercised by his or their attorney or agent. If the premises are rented by more than one Lessee, it is understood by and between all parties, that performance under this lease including, but not limited to, payment of rent shall be the joint and several responsibility of each Lessee residing in the unit designated. Any breach or abandonment of this lease shall not terminate the lease nor shall it relieve the remaining Lessee(s) from fulfilling the terms of this lease. Leaser shall not be liable to Lessee(s) in the event there is a conflict, regardless of the nature thereof, between any Lessees. Leaser shall have the right to substitute the premises for similar premises, in the event of a conflict. Leaser shall have no liability to Lessee(s) due to theft, damage, or injury to person or property caused by another Lessee or such Lessee's invitees, licensed agents or employees.

**21. No Pets!** If any pet, of any kind is found in or on the premises for **ANY** period of time, without specific written permission from Leaser, security deposit for entire premises will be forfeited and any/all damages caused by the pet(s) will be billed to the Lessees, payable upon demand. Security deposit will have to be replenished, in full, within 10 days.

**22. Rules & Regulations:** Lessee hereby agrees that the handbook containing rules and regulations, relating to the use and occupancy of the premises by Lessee(s) and by this reference, is made part, as though fully set forth herein, are reasonable and that new, revised, or different rules and regulations shall become additional terms of this lease. Copy of handbook delivered to Lessee and Lessee hereby expressly acknowledges the receipt thereof.

**23. Guarantee/Guarantor:** Lessee acknowledges the requirement set forth by Leaser of obtaining a signed and notarized lease guarantee for each Lessee, properly completely by the parent, guardian or other legal representative. In lieu of a lease guarantee, **Leaser will require a mandatory, additional refundable deposit of \$750.00, for damages, charges, fees, fines, and/or rents dependent upon Leaser's requirements to fulfill the lease, due on or before term beginning date of lease.**



**24. Fines/Charges:** All fines, as outlined in the handbook, are payable upon receipt. Late charges, as outlined in paragraph 3 and all other charges are due in the month incurred.

**25. Application:** The application for this lease and all representations and premises contained therein are hereby made a part of this lease. Lessee warrants that the information given by Lessee in the application is true and correct. If such information is false, Leaser may, at Leaser's option, terminate the lease by giving Lessee not less than 30 days prior written notice, which shall be Leasers' sole remedy.

# **Prairie Creek Apartments LLC.**

9805-9843 Shattuc Road

Centralia IL 62801

618-407-5957 Lease/Payments

618-322-1102 Maintenance

Prairiecreekapartments@gmail.com

Emergency After-Hours Maintenance  
See section 13, page 6 Regarding Emergencies

## **RULES & REGULATIONS HANDBOOK**

**PLEASE READ CAREFULLY!!!**

**This handbook contains general rules, regulations,  
and important information.**

*These Rules and Regulations are incorporated into the Lease executed between  
Prairie Creek Apartments and the Tenant*

Please keep for future reference.

**Introduction**  
**Policies**  
**Conduct/Lease Violations**  
**Charge List**  
**Move Out Procedures**  
**General Maintenance Instructions**

## **Introduction**

Thank you for choosing Prairie Creek Apartments as your place to live while attending Kaskaskia College. We will do our best to make your stay as pleasant as possible. The following is important that you understand before signing a lease with us.

**ALL LEASES ARE JOINT & SEVERAL**; this means that all persons on a signed lease are responsible for utilities, damages, etc. in the apartment.

**SIGNED LEASE:** A signed lease is legal and binding; this means you are responsible for the term of the lease. If you cannot fulfill your lease obligations you have two options available:

- (1) The remaining students on the lease agree, by signing a new lease with us, to pay your portion of the rent; you forfeit your deposit.
- (2) You find someone else to take over your lease (sublesor\*); you forfeit your deposit.

\*A sublesor is someone who has not already made contact with Prairie Creek Apartments; or Prairie Creek Apartments has not made contact with the sublesor; and they meet all the requirements to lease an apartment with Prairie Creek Apartments. Prairie Creek Apartments Management reserves the right to deny a sublesor.

**APARTMENTS ARE FIRST COME, FIRST SERVE.**

**LEASE GUARANTEE** form must be completed, notarized and returned to Prairie Creek Apartments within 30 days from lease signing. The lease guarantor must be a parent or legal guardian. If you are unable to obtain a parent or legal guardian to be your Lease Guarantee, management, at its discretion may or may not approve someone of your choosing. If you can not provide an acceptable Lease Guarantee before term beginning date Leaser will require a **mandatory \$750** refundable deposit for damages, charges, fees, fines and/or rents dependent upon Leasers' requirements to fulfill the lease due on or before term beginning date.

**RENTAL APPLICATION** needs to be completely filled out at the time of lease signing.

**PHOTO ID** is required of all tenants. (Acceptable ID is Driver's License or State ID)

We are looking forward to a great year with you!  
Please let us know if you have any questions!

# Prairie Creek Apartments Management

## POLICIES

### 1. Lease Move-In:

- A. Keys will only be given out after:
  - 1. The Security Deposit, first and last months rents have been paid.
  - 2. All paperwork is completed.
  - 3. All Lease Guarantees have been signed and notarized, or \$750 "NO Lease Guarantee Deposit".
  - 4. **THERE WILL BE NO EXCEPTIONS.**
- B. Scholarship & Financial Aid students must adhere to the above regulations, also.
- C. Keys & Permits will be given out on lease starting dates **ONLY**.
- D. You will need to pick up your Move-In Check List when you receive your keys.
  - 1. Move-In Check Lists must be filled out and returned to our office within three (3) days of move-in date.
    - a. Move-In Check Lists is a record of what might be wrong with your apartment when you move-in.
    - b. Move-In Check Lists should be a detailed listing of any and all existing problems.
    - c. Move-In Check Lists record problems so that you will not be charged for damages that existed before you took up occupancy.
    - d. Any Move-In Check List turned in after the three (3) day time limit will be put into your file, but may not be accounted for at the end of your lease.

### 2. Placement of Tenants:

- A. Any tenant who does not have a full group will agree to:
  - 1. Actively assist in finding roommates by:
    - a. Placing ads
    - b. Making contact with anyone supplied by Prairie Creek Apartments
- B. Any tenant still needing roommate(s) 30-days before lease beginning date will have roommate(s) placed with them.
- C. Any tenant who signs a lease after May 31<sup>st</sup> may be subject to being placed in an apartment with three other students (you would be the 4<sup>th</sup>). If four students are placed in an apartment, the largest bedroom is reserved for two students to occupy. Prairie Creek Apartments does not reserve bedrooms in any other situation; this must be done without Prairie Creek Apartments involvement.
- D. Prairie Creek Apartments may also move tenants already in an assigned unit into a partially rented apartment if roommates have not been located 30 days before lease beginning date.
- E. Any objection to placement of either roommate(s) or unit assignment will result in:
  - 1. Prairie Creek Apartments charging tenant the full amount of the rents due of the entire unit that is occupied by said tenant(s).
  - 2. Tenant also will be responsible for the full amount of the security deposit at that time.
  - 3. At this point, no further attempt will be made to find roommate(s) for tenant(s).

### 3. Security Deposits:

- A. Security deposits are **NOT** rent money.
- B. Security deposits and any credit on account are used towards any cleaning, painting, damage charges, repairs or replacement costs, any unpaid fees or fines.
- C. Only after all charges are paid does any of the remainder of the security deposit absolve any unpaid rents.
- D. Any deposit refund will be returned within 30 days of lease ending date provided:
  - 1. Your final utility bills are paid
  - 2. We have all bills in from our contractors
    - a. This is so that we may provide you with an accurate billing of any charges.
- E. If we are waiting on a contractor to do repairs, we will send you an estimated billing within 30 days of lease ending date.
- F. Security deposits will be forfeited in your unit for pets having been found in your unit.
- G. Security deposits will be forfeited if you sublease your apartment.
- H. Security deposits will be forfeited if you do not follow through on your lease for any reason.
- I. If your security deposit has been forfeited, any cleaning/damage charges must be paid within 30 days.
- J. All outstanding balances must be paid within 30 days of receipt of Security Deposit Report, any balances not paid within 30 days will be turned over to our attorney, or our collection agency and accrue 2% interest monthly plus court costs and attorney fees.
- K. We will withhold the entire amount of the total security deposit from a unit until all balances have been paid in full. Leases are joint and several, which holds **ALL** parties responsible for charges.
- L. Security deposit checks will be returned to the address on the Lease Guarantee Form. It is your responsibility to notify our office if there has been a change of address; if you fail to notify us of a change of address, and we reissue a check, you will be charged the stop payment fee from the bank. If you have not received your security deposit report/refund within 45 days from your **lease ending date**, notify our office.

#### 4. Rents:

- A. Rents are due each month according to your lease agreement.
- B. Rents must be paid on time to avoid late fees. (See Section 6: Late Fees).
- C. If your parents pay your rent, you must make sure they know your due date to avoid late fees.
- D. We accept cash, checks or money orders only.
- E. Make sure your apartment address, unit number and phone number are on **all** checks submitted.

#### 5. Paying Rent:

- A. Checks should be made payable to: Prairie Creek Apartments LLC.
- B. Checks may be mailed or dropped in the payment drop box located in the laundry room.
- C. Make sure your apartment address, unit number and phone number are on **all** checks submitted.

#### 6. Late Fees:

- A. Will be charged as per section 3 of the lease. Fees are \$10 on the first day after due date and \$2 per day thereafter until paid in full.
- B. Late fees are charged to the tenant(s) whom pays late.
- C. Any unpaid charges will be deducted from the security deposit at the end of the lease term.
- D. Late fees are applied to all NSF & returned checks along with a NSF charge.

#### 7. Returned Check Charges:

- A. All checks returned from the bank for *any reason* will be charged \$20.00.
- B. Checks can be returned for **insufficient funds, NSF, or having the wrong amount** written on checks.
- C. You will have five (5) days to correct a NSF check before it is turned over to the Illinois State's Attorney's office.
- D. **ALL** NSF checks must be paid by cash, money order or bank draft. No personal checks will be accepted to replace a check that has been returned by the bank.

#### 8. Past Due Notices:

- A. Any tenant 5 days past due on their rent will be issued a Five Day Notice to vacate.
- B. If the full amount due to Prairie Creek Apartments is not paid, we will file in court a Notice to Evict.
- C. Any other amounts delinquent more than 10 days, which may include, but is not limited to, late fees, utility charges, NSF charges, incorrect check amount and charges, fines, maintenance fees, damages, key charges, permit charges and balances due from Security Deposit Report will be turned over for collection.
- D. Legal fees, collection fees accrued in order to collect monies due will be the responsibility of the lessee (tenant).

#### 9. Keys and Locks:

- A. An apartment key will be supplied to each tenant in the unit.
- B. One mailbox key is given per apartment.
- C. If you have temporarily misplaced a key, you may come to our office to borrow one for 1 (one) week. If you have not returned the borrowed key within 1 (one) week, you will be charged the non-refundable fee of \$25.
- D. Tenants are not permitted to alter locks, duplicate keys, install new locks, knockers, or other attachments on any door, or give your key to anyone not on the lease for your assigned apartment without prior written consent from Management.
- E. If you have lost your keys or failure to return key(s) within 3 days upon lease expiration will result in a \$25 non-refundable charge per key.

#### 10. Contact Information

- A. The following are contact numbers:
  - Prairie Creek Apartments: 618-407-5957 or 618-322-1102**
  - Electricity: Clinton County Electric Co-Op 24 Hrs a Day 618-526-7282 or 1-800-526-7282
  - Phone/Internet: Frontier Communications 1-800-921-8101
- B. Tenants must make their own arrangements for services that require someone to be present at the apartment.
- C. Prairie Creek Apartments is not involved in and/or does not regulate the deposits and /or hookup fees charged by any of the utility companies our tenants may use.
- D. Prairie Creek Apartments does not facilitate utility bill paying amongst roommates.

#### 11. Maintenance:

- A. Any problem can be handled by emailing [Prairiecreekapartments@gmail.com](mailto:Prairiecreekapartments@gmail.com). Please leave your room number, problem, and a contact number.
- B. Non-emergencies after hours can be left on our voice mailbox and will be handled the next business day.
- C. After contacting us to let us know the problem, we will handle the problem as soon as possible. In order to handle problems as efficiently as possible, we will not be able to call and let you know when maintenance will be there unless previously arranged with the office.
- D. **ONLY IN AN EMERGENCY (Below) – ONLY AFTER HOURS** - call 618-407-5957 or 618-322-1102
- E. The following are deemed as emergencies:
  - a. Fire, anywhere. Always call 911 first to report a fire, then call the emergency numbers provided.
  - b. Flooding or serious water leakage anywhere.
  - c. Power failure. If the problem covers the **entire property site**, you should call your electric service provider first; otherwise call Maintenance at 618-407-5957 or 618-322-1102
- F. YOU will be charged a minimum of \$30 for any after hour's calls that are non-emergencies.

## 12. Lockouts

- A. If you find yourself locked out during our office hours, you can contact our office immediately.
- B. If it is after business hours:
  - 1. You can call the emergency maintenance number 618-407-5957 or 618-322-1102
  - 2. Depending on the circumstances, the maintenance manager may be able to come let you in. You will be charged a \$30 fee.
  - 3. You can call a locksmith.
- C. Do not break in the door or remove screens to climb in the window to gain access to your unit. You will be charged for any damages you create attempting to gain access to your apartment.

## 13. Parking:

- A. All units will be allowed the number of parking spots allotted on your lease.
- B. ALL tenants using parking spaces MUST have a parking permit displayed on the inside lower passenger-side at all times. Permits are issued upon move-in, to tenants having vehicles (with proper information recorded and all required rent/deposit payments made).
- C. Any vehicle that is inoperable or has not moved for more than one (1) week, will be towed, with or without a permit.
- D. Any vehicle without proper registration will be towed.
- E. Parking is limited; please adhere to parking rules so that all tenants have a place to park. All cars must be parked appropriately, if not, you will receive a \$30.00 parking ticket. You must park your vehicle between the yellow lines provided.
- F. There are some areas marked by diagonal yellow lines, these are NO PARKING areas and /or are areas marked for Handicap parking.
- G. PARKING PERMITS CANNOT BE TRANSFERRED.
- H. Parking is for tenants, not their guests!
- I. Vehicles parked on our lots are parked at your own risk. Prairie Creek Apartments LLC'S insurance does not and will not cover any vehicle damage while parked on our premises. If your vehicle is involved in an accident with another vehicle parked on our property, it is the responsibility of the vehicle owners insurance to pay for the damages.
- J. No semi-trucks, boats, trailers, or snowmobiles allowed in the parking lots at any time.
- M. Absolutely no pulling individuals behind vehicles on skateboards or any other object, in snow or any other means. This is dangerous and all parties involved will be fined.

## 14. Visitor Parking:

- A. Visitors will only be permitted to park in our apartment lots with a visitor pass.
- B. Visitor passes are only valid if completely visible!
- C. Visitors MUST move their vehicles when asked by a tenant or manager.

## 15. Towing of Vehicles:

- A. All vehicles not complying with the above rules will be towed 24 hrs a day at the vehicle owner's expense.
- B. Towing takes place 24 hours a day, 7 days a week.
- C. Driveways and entries are not to be blocked at any time or your vehicle will be towed.
- D. Parking is allowed in designated areas only!
- E. If your vehicle or your guest's vehicle is towed, please contact:

### **Towing Company TBD**

DO NOT contact our office if you or your guest have been towed. Towed vehicles are the responsibility of the owner. There will be no exceptions made. Towing fees are paid to the towing company. Towing is a necessary service to provide tenants accessible parking. **Prairie Creek Apartments does not profit monetarily from towing.**

## 16. Insurance:

- A. Leasers' (Prairie Creek Apartments) insurance provides coverage for the building against fire, wind, water, liability and contents provided by leaser ONLY!
- B. Leasers' insurance does NOT cover personal property of lessee (tenant).
- C. Tenants may contact their parents' insurance carrier to see if their policy would cover the tenants' personal property and belongings. Tenant's can purchase renter's insurance from an insurance company.
- D. Leasers' insurance does not cover any vehicles parked on our property or accidents that occur on our property.

## 17. Trash Disposal:

- A. Leaser (Prairie Creek Apartments) provides tenants with dumpsters, which are located on the premises.
- B. At NO TIME is there to be trash or litter of any kind on the decks, landings stairways, parking lots, grass areas, entryways, exits, or outside of unit doors. Each tenant is responsible for keeping the premises clean. Anyone not in compliance with this will be charged a fee of not less than \$30.00 for our cleaning/maintenance personnel having to pick up any trash in or around your prospective area.
- C. Trash is an unsightly problem. If there is a trash mess found outside several apartments, the entire side of that building will be fined unless the offending apartment takes responsibility for the trash.
- D. Bags of trash will not be left in front of the apartment door, dropped and/or placed at the bottom of the stairs to be picked up later or put in the trash cans at the bottom of the stairwell or in the laundry rooms. You will be fined \$30 per bag of trash left outside your apartment and not properly disposed of.
- E. The trash that is taken to the dumpster shall be put in the dumpster. If the dumpster

is full, please set closed bag to the rear of the dumpster area on the concrete.

F. Trash fines will increase with every fine issued to the same apartment.

**18. Trash Removal and Cleanup:**

A. Any person found to be throwing food or nonfood items that deface property, damage property and could cause bodily injury to any person, will be charged for clean up costs and will be evicted.

B. If a guest of a tenant is found to be the culprit the tenant and/or apartment will be held responsible. The person found to be causing havoc will be removed from the property and charged with criminal trespassing and criminal damage to property.

C. The entrance to your front door, patios & concrete decks are to be swept up weekly, along with the clean up of your apartment's interior. Do not leave trash bags sitting outside your apartment-place in dumpster.

**19. Security:**

A. Surveillance cameras have been installed and are monitored for all activities on the premises.

B. All other units and houses have deadbolts and/or adequate locks.

C. Tenants are provided with a sliding glass door security rod for each unit to secure the sliding glass door in addition to the lock.

D. **ANY PERSON** found tampering with or causing damage to the surveillance cameras will be fined up to \$2,000.00, plus costs for the damage and labor to replace the damaged property. Eviction and prosecution may follow, for damaging personal property.

**20. Vending/Laundry Machines:**

A. Any vending and/or laundry machines provided are for your convenience. Any abuse of any kind will result in prosecution.

B. In case of machine malfunction, please place an "out of order" sign on the machine and contact our office to report the problem so that we may contact the proper company for repair.

C. ANYONE found damaging or vandalizing these machines will be evicted and prosecuted for all damages.

D. If you lose money in any machine at one of our locations you may call to request a refund from that machine.

**21. Smoke Detectors/Fire Extinguishers:**

A. The leaser provides smoke detectors. If any malfunction or problem should arise, please notify our office at once.

B. Prairie Creek Apartments will supply batteries for all smoke detectors in the unit.

C. Under no circumstances is the lessee to disconnect any smoke detector. Taking down the smoke detectors is illegal. If your apartment is found to have a smoke detector taken down or covered up, we will fine your apartment \$50.00.

D. There is a fire alarm system. Tampering with the system **will** result in a fine of not less than \$2,000.00 and prosecution.

E. All units should have fire extinguishers in the kitchen. Please contact our office if the unit doesn't have one. If fire extinguishers are used for anything other than their intended use, tenants will be responsible for the recharging/replacement of the extinguisher and any damage or cleaning inappropriate use might cause.

**22. Doors/Windows:**

A. No signs are allowed on entry doors or hanging from windows.

B. Tenant may not make permanent changes to doors or windows, such as screws.

C. Windows may be covered with curtains, if the curtain rods are hung by the trim and not the drywall. Curtain rods must remain in the apartment at the end of the lease.

D. Anyone found tampering with the security doors and/or windows will be prosecuted for unlawful entry and charged with attempted burglary.

**23. Pictures:**

A. Lightweight pictures and like items are allowed to be hung within the unit using small paneling nails.

B. Anything of any weight **MUST** be approved through our office and hung by our maintenance for a fee of \$30.

**24. Removal of the Furniture Provided:**

A. We will remove any unwanted furniture from your unit. You must fill out a furniture removal request at our office.

B. Any furniture removed by the tenants without consent of Prairie Creek Apartments will be considered stolen property.

C. Do not place unwanted furniture outside your apartment. Leave it inside your unit until maintenance can remove it. You will immediately be charged if furniture is destroyed or stolen because you left it outside your unit.

**25. Activity deemed not permissible**

A. Any tenant found to violate the terms of the lease, Paragraph 1.

B. Use or possession of any substance that mimics the effects of a controlled substance.

C. Any activity that may damage the reputation of Prairie Creek Apartments LLC.

**B. Prairie Creek Apartments may terminate the lease upon finding any illegal drug(s), drug paraphernalia, or any other activity that is deemed not permissible. The remainder of the rents will become immediately due at the time of lease default and the security deposit will be forfeited.**

**26. Tampering with Utility Boxes and/or Air Conditioner Units:**

A. Any person found to be tampering with utility boxes and/or A/C units will be fined \$75.00.

B. The EPA will impose a fine up to \$10,000 to any person who intentionally breaks a Freon line to an A/C unit.

C. There is a \$5,000 reward offered by the EPA for any person with information leading to a conviction of a person who breaks this law.

**27. Rent Reassignments:**

- A. Your apartment may choose to reappportion the rent any way that is agreeable to all tenants involved.
- B. This reappportionment must be done outside of Prairie Creek Apartments' involvement. Prairie Creek Apartments can only charge the amount of rent that is listed on the lease.

**28. Phone Numbers:**

- A. You must report your local telephone number to our office as soon as you have one. If you do not have a local phone number, you need to provide us with you cell phone numbers.

**29. Smoking and Alcohol:**

- A. Because most students attending Kaskaskia College are under the age of 21 we will not allow alcohol of any kind on the property.  
Upon **First Violation** the tenant will lose your security deposit, rents will become due immediately, and your security deposit will need to be replenished.  
Upon **Second Violation** the tenant will be immediately evicted from the Apartment Complex and will lose visiting rights.
- B. Smoking is not permitted anywhere on the property of Prairie Creek Apartments.

**30. Waterbeds:**

- A. No waterbeds are allowed!

**31. Pets:**

- A. **No** pets of any kind are allowed on our premises AT ANY TIME for ANY length of time.
- B. If any pet is found on the premises, the lessee shall be evicted from the premises and held responsible for any damages caused by the pet and all rent will become immediately due.
- C. Security deposits will be forfeited in the event that a pet is on the premises.

**32. Grills:**

- A. **NO** gas or charcoal grills are allowed at any apartment complex, inside or outside, the buildings at any . time.
- B. Any grill found will be disposed of immediately!!! A fine will be imposed accordingly.

**33. Bicycles, Motorcycles, or Any Type Vehicle:**

- A. **NO** bicycles, motorcycles, or vehicles of any kind are allowed in the unit/house at any time.
- B. Any bicycle/vehicle found within any unit/house will be cause for a fine and/or immediate eviction.
- C. Bicycles left in or on the property when lease has ended will be disposed of. No exceptions.

**34. Railings/Balconies:**

- A. No climbing on roofs, balconies, decks or railings.
- B. No sitting on balcony railings or jumping from balcony railings or decks.

**35. Maximum # of persons:**

- A. Maximum of five (5) persons on decks at any one time.
- B. Maximum of eight (8) persons in an apartment at one time.
- C. Small gatherings should be inside your apartment/house. Not on the stairs, outside, parking lots, hallways nor on the balcony or decks.
- D. Apartments will be fined for breaking any of the above-mentioned offenses.

**36. Visitors & Guests:**

- A. Visitors/Guests are only allowed to stay a maximum of 1 week during the term of the lease and Prairie Creek Apartments need to be aware when guest are staying.
- B. You will be held responsible for your visitors/guests and their behavior.
- C. ANY damages they create will be your responsibility.
- D. Your apartment will be billed for any disorderly conduct on behalf of your visitors/guests.

**37. Noise Restrictions:**

- A. Respect your neighbors with appropriate conduct at all times.
- B. No televisions, stereos, radios, or other activity should be so loud at anytime that would disturb your neighbors or disrupt someone from sleeping.
- C. Be considerate when someone makes contact with you requesting that you turn down the volume.
- D. Fines will be issued for noise violators.

**38. Lease Expiration/Returning Keys:**

- A. Upon expiration of your lease, the unit **MUST** be cleaned (according to the move-out procedures on page 13), vacated and all keys returned to our office when your lease ends. You have three (3) business days to return all keys to our office, however you must vacate the apartment on the lease ending date.
- B. Keys must be turned in to our office. DO NOT transfer keys to the next tenant. DO NOT leave them in the unit or with someone else living within the unit/complex.
- C. We highly recommend not returning your keys through the mail. If there is no alternative to mailing them, you must send them in a padded, secure envelope. Keys can easily cut through the envelope if not packaged properly. The tenant will be responsible for keys that are lost in the mail.
- D. Tenants have three (3) days to turn in ALL keys after the lease ending date, then they will be charged \$25.00for each unreturned item. This amount WILL BE deducted from the Security Deposit Report if the items are returned after the three (3) day period and no adjustments will later be made.



E. ALL items must be removed from the unit. Anything left in a unit after lease expiration, will be disposed of. There will be NO EXCEPTIONS to this rule.

F. If you wish to be present during the check out of your unit, you must contact our office **at least** two weeks prior to your lease ending date to make arrangements.

**39. Changing Apartments During a Lease Term**

A. You may only change apartments with Management's approval.

B. If you wish to move from your apartment, you must first contact our office. Our office reserves the right to deny any and all moves. You must then find someone to take your place in your current apartment. Your roommates must sign a release stating that you are not responsible for any possible damages in your current apartment (or a security deposit report will be done), you must relinquish, to our office, your key to that apartment, and someone from our office must also sign the release agreeing to the move.

C. The transfer cannot be made until the new roommate has all monies and paperwork turned into our office.

D. Permission to move will not be given without someone to take your place.

E. These guidelines are in conjunction with Section II of this handbook.

**40. Coach Placed Tenants**

A. Coaches have the right to request their athletes in a particular apartment with the approval of Prairie Creek Apartments Management.

B. If any coach deems it necessary to move an athlete, he/she can only move those players he/she has placed. Coaches must give a written explanation to Prairie Creek Apartments of why these athletes must be moved and our office must give approval before the move is made.

C. All leases will stay in place according to the original address, as not to break the lease.

D. Roommates of said athletes must sign a release stating that the moved athlete is not responsible for any possible damages to their current apartment.

E. The moving tenant(s) must relinquish to our office, the keys to their current apartment.

F. Prairie Creek Apartments must also sign the release agreement to the move.

G. We reserve the right to deny any request.

**41. Information Sharing:**

We reserve the right to share any information (payment history, behavior, etc.) with Kaskaskia College.

**42. Inspectors for Prairie Creek Apartments:**

Apartments will be inspected on a periodic basis. This can either be done by Apartment Owners or Kaskaskia College Employees.

## Conduct/Lease Violations

Leaser (Prairie Creek Apartments) reserves the right to take any and all appropriate actions in accordance with the lease agreement. This should be used as a general guideline and all lease agreements will be enforced. If any tenant or guest of a tenant breaks any of the rules and/or regulations the Leaser has the right to evict the unit as a whole or any portion there of, as the Leaser deems necessary. However, Leaser may choose to impose a fine to the unit or tenant instead of invoking the right to evict. Fines will be issued according to the offense, number of offenses to the unit/tenant, degree of the offense and manner of the unit's/tenant's attitude toward the fine.

### **I. RESULTING IN IMMEDIATE EVICTION: Remainder of the lease will become immediately due**

Climbing on balconies, roofs, and railings.

Possession or use of any illegal drugs or drug paraphernalia

Arrest & conviction of possession or sale of illegal drugs or drug paraphernalia.

Use or possession of any substance that mimics the effects of a controlled substance.

Possession of any firearm, weapons, bombs, bomb-making materials, or related materials.

Battery (Fighting): *Anyone that without legal justification commits battery upon anyone on our premises shall be immediately evicted. This is not in anyway intended to prevent anyone from legally defending themselves when someone is attempting/committing bodily harm to them.*

Tampering with or causing damage to any security device.

Police action taken against any unit/person

### **II. MAJOR VIOLATION:**

#### **Resulting in a fine assessed to the unit and/or tenant.**

Possession or use of alcohol.

First Violation the tenant will lose your security deposit, rents will become due immediately, and your security deposit will need to be replenished.

Second Violation the tenant will be immediately evicted from the Apartment Complex and tenant will not be allowed back onto the property.

Knowingly breaking glass anywhere on the premises.

Knowingly damaging property.

Failure to comply with direction given by site manager, security officer, or any Prairie Creek Apartments Agent. (disrespect towards management will not be tolerated and you will be fined accordingly.)

Gathering of people outside/inside or around your apartment that results in noise problems, trash, or disruption of any sorts.

### **III. MINOR VIOLATION:**

#### **Resulting in a fine assessed to the unit and/or tenant.**

Any conduct that disturbs/interrupts the sleep of other residents.

Any conduct that in itself would alarm and disturb a reasonable person.

If you feel police action is necessary, please call the police department:

**Clinton County Police at (618) 594-4555 or 911**

## CHARGE LIST

This list is a basic guideline of the charges that will incur should a tenant damage or break any of the following during their lease term.

<b>General</b>			<b>Living Room</b>		
Cleaning	\$ 30	Hour	Couch	\$ 500	
Steam Cleaning	\$ 130	Apartment	Tears	\$ 40	Tear
Full Paint	\$ 100	Room	Cig Burns	\$ 30	Burn
Carpet	Carpet Price Plus Labor		Loveseat	\$ 400	
			Tears	\$ 40	Tear
<b>Kitchen</b>			Cig Burns	\$ 30	Burn
Oven	\$ 450		Ceiling Fan	\$ 100	
Dents	\$ 20	Each	Sliding Door	\$ 450	
Repair of Door	\$ 50		Sliding Door Screen	\$ 100	
Hood	\$ 40		Coffee Table	\$ 125	Each
Side Rail	\$ 40	Each	Repairable Damage	\$ 30	
Filter	\$ 20		End Table	\$ 75	Each
Drip Pans	\$ 20	Each	Repairable Damage	\$ 30	
Refrigerator	\$ 500		Vertical Blinds	\$ 95	
Dents	\$ 30	Each	Panels	\$ 5	Each
Repair of Door	\$ 40		<b>Bathroom</b>		
Shelving(Crisper)	\$ 20		Tub Repair	\$ 80	
Drawers	\$ 20	Each	Shower head	\$ 25	
Door Parts	\$ 20	Each	Shower Faucet	\$ 75	
			Toilet	\$ 100	
Kitchen Sink Damage	\$ 200		Toilet Seat and Ring	\$ 20	
Sink Handle	\$ 50		Towel Bar	\$ 20	
Drain Stoppers	\$ 10	Each	<b>Lighting</b>		
Kitchen Table	\$ 175		Light Bulbs	\$ 1	Each
Repairable Damage	\$ 50		Vanity Light Bulbs	\$ 3	Each
Kitchen Chairs	\$ 45	Each	Appliance Bulb	\$ 3	Each
Repairable Damage	\$ 20		Lighting Globes	\$ 45	Each
Counter Top	\$ 500	Minimum	Ceiling Fan Globes	\$ 25	Each
Cabinets	\$ 250	Each	Light Switch	\$ 10	Each
Cabinet Drawers	\$ 50	Each	Light Switch Plate Covers	\$ 5	Each
Cabinet Doors	\$ 60	Each	<b>Misc.</b>		
Pantry Shelves	\$ 45	Each	Window	\$ 325	Each
Kitchen Closet Drawer	\$ 45	Each	Sash Only	\$ 150	Each
Garbage Disposal	\$ 100	Each	Screen	\$ 30	Each
<b>Bedroom</b>			Front Door	\$ 300	
Dresser	\$ 135	Each	Door Jamb	\$ 150	
Closet Shelves	\$ 40	Each	Door Knob	\$ 50	
Mattress	\$ 200	Each	Interior Door	\$ 175	Each
Box Springs	\$ 150	Each	Door Jamb	\$ 125	Each
Bed Frame	\$ 40	Each	Door Knob	\$ 35	Each
Vanity Facet	\$ 80				
Vanity Mirror	\$ 150				
Vanity Basin	\$ 150				
Blinds	\$ 60	Each			
Blinds and Wall Brackets	\$ 125	Each			

These prices are subject to change without notice. This list includes most charges, but not all.

## REQUIRED MOVE-OUT PROCEDURES

This list gives tenants an idea of what we expect at move-out.

### KITCHEN:

**Light fixtures:** Clean as needed, replace bulbs if needed, put back up. (we replace fluorescent bulbs).

**Windows:** Clean glass and white part surrounding it, clean or replace mini blinds

**Cabinets & Drawers:** Clean insides of them and exterior.

**Counters:** Wipe them off and scrub where needed.

**Sink:** Wipe out and scrub area where needed especially around faucet.

**Dishwasher:** Removed all food or other pieces from strainer in back, scrub any stains, especially clean the white interior lining and the front.

**Oven:** Clean interior with oven cleaner, clean oven racks as best as possible, clean out bottom drawer. Clean surface and surface lifts up, clean under there, also replace the drip pans if needed (Wal-mart). Pull stove out and clean underneath (sweep & mop) and sides of cabinets, also the hood (above the stove). Replace hood filter if very greasy or missing (Appliance store), and replace appliance bulb if out (Wal-mart).

**Refrigerator:** Clean all of the exterior thoroughly, clean inside, taking out all shelves and drawers in the lower part and cleaning, lift up tray in freezer and clean underneath, pull out fridge and clean underneath (sweep & mop) When finished, SHUT OFF OR UNPLUG FRIDGE AND PROP DOORS OPEN.

**Vent:** (in kitchen, covering furnace filter) Take off hinges, clean and put back.

**Tables & Chairs:** Wipe the surfaces of them and especially the table legs & chair legs.

**Floors:** Sweep & mop and scrub where necessary.

**Misc.:** Wipe down doors, wire shelving in closets, baseboards, vents, faceplates & outlet covers.

### LIVING ROOM:

**Ceiling Fan:** Dust blades and rest of fan and wipe the glass fixtures around the bulbs, replace bulbs if necessary.

**Tables:** Clean end tables & coffee table.

**Couches:** Vacuum under cushions and rest of couch as needed.

**Sliding Glass Door:** Clean glass inside and out, vacuum and clean out the metal track the door is on, wipe down the wood surrounding the glass, wipe down vertical blinds.

**Windows:** Clean glass and white part surrounding it, clean or replace mini blinds

**Floor:** Vacuum edges & entire room, steam clean (*you may choose to have it steam cleaned professionally and give us a copy of the bill, or we will have the entire apartment done professionally for \$95 if needed*)

**Misc.:** Wipe down doors, wire shelving in closets, baseboards, vents, faceplates & outlet covers.

### BEDROOMS:

**Windows:** Clean glass and white part surrounding it, clean or replace mini blinds

**Chest of Drawers:** Dust exterior and wipe inside of drawers

**Vanities:** Clean mirror, clean sink- especially scrubbing around facet & stopper, clean underneath and front

**Light fixtures:** Clean as needed, replace bulbs if needed, put back up.

**Floor:** Vacuum edges & entire room, steam clean

**Misc.:** Wipe down doors, wire shelving in closets, baseboards, vents, faceplates & outlet covers.

### BATHROOM:

**Tub:** Scrub entire bathtub removing all soap scum and dirt until gone, wipe down all other areas. Remove shower curtain.

**Toilet:** Scrub bowl, clean the entire exterior

**Vanity:** Clean mirror, scrub sink area, clean underneath and front

**Light Fixture:** Take down and & clean, clean the rim around the part that doesn't come down. Replace regular and vanity bulbs if necessary.

**Floor:** Sweep & Mop and scrub as needed.

**Misc.:** Wipe down towel & toilet paper bars, baseboards, doors, faceplates & outlet covers.

### FURNACE ROOM:

**Surfaces:** Wipe off all surfaces & doors

**Floor:** Sweep & Mop

## ADDITIONAL INFORMATION:

- Remove **all** belongings, trash, etc. (\$30 fee per bag of items removed)
- It is **very important** to return all of your keys as soon as your lease ends. If we do not receive your keys within 3 days of the lease end date, you will be charged \$25 per key.
- Remember to replace all light bulbs that are out and mini blinds that are broken or extremely dirty.
- Remember to prop open refrigerator/freezer doors and turn power off upon leaving.
- Under no circumstances are tenants allowed to paint the premises.

## GENERAL MAINTENANCE INSTRUCTIONS

### **Care of Your Apartment:**

Management requires you to maintain a safe, sanitary, damage-free apartment. When decorating, use small nails do not use adhesive tape hangers, large nail holes or make excessive holes in the walls. Mirror tile, contact paper, etc., with adhesive backing ARE NOT PERMITTED to be applied to walls, ceilings, floor surfaces or cabinets. Interior painting can only be done by Maintenance/Management. Under no circumstances are tenants allowed to paint their apartment. Do not make any alterations in the apartment without prior written consent from Management.

### **Countertop Care:**

Hot pans should not be placed directly on countertops. Use hot pads under pans. Always use a cutting board when cutting anything with a knife.

### **Refrigerator:**

Wipe out with cleaning products when spills occur and on an occasional basis to prevent odor buildup. Check temperature setting dials if unit is not cold enough or is too cold. Allow 24 hours to regulate when new setting is used or if unit has been off. Do not overfill freezer area. All refrigerators are to be completely cleaned out, unplugged and the doors left open upon vacating unit/complex. Use a bleach based cleaner upon move-out cleaning, this will prevent the refrigerator from growing mold and mildew as easily. **When the refrigerator bulbs burns out replace with appliance bulb only.** A regular bulb can explode at anytime leaving glass in food.

### **Stove/Oven:**

Wipe out chrome drip pans after each use of the burners. Keep oven spills wiped up and clean oven every few months (or more often with regular use). Be sure to follow oven cleaner directions when cleaning ovens. DO NOT use abrasive cleaners or scouring powders in oven. Clean exhaust hoods above stoves from time to time. If removable filters are provided, these can be cleaned or replaced.

### **Light Bulbs:**

If the outside lights are out, please contact our office. Tenants replace any light bulbs inside the apartment with the exception of fluorescent bulbs (Prairie Creek Apartments replaces those).

### **Bathroom:**

Nothing but waste and toilet paper should be put into the toilet. Less expensive toilet paper dissolves quicker. Tampon and tampon casings that claim to be flushable should NOT be flushed. Do not put paper towels, napkins, sanitary napkins or wet wipes down the stool. In case of slow flushing or a clog, please buy and use a plunger. Maintenance fee of \$30.00 for a service call to unclog stool. Keep toilet lid closed when not in use, to avoid dropping things into it. If toilet will not quit running, lift tank lid and be sure flapper in tank has shut down; if not, put it down or try lightly jiggling the handle to allow it to fall. **Always call maintenance at once if the stool tank continues to run. This could result in a high water bill and additional charges to your unit.**

### **Cleaners:**

Soft Scrub or 409 cleanser may be used on painted walls to remove scuffmarks or fingerprints. Do NOT use scouring pads or anything that will remove/scratch the paint.

### **Carpets:**

Wipe up carpets spills immediately with a clean cloth soaked in cold water. A mild soap, such as Dawn, may be used, then rinsed again with cold water. When bleach or cleaners with bleach in them are kept in the house, be sure they do not drip onto carpets, as they will remove the color from the carpet fibers.

### **Furnace/Water Heater:**

Keep furnace/water heater area clean and free from dust buildup. Do not use your furnace/hot water heater closet for storage. If items are found, they will be removed and you could be charged. NEVER store combustibles in this area. Check furnace filter every month to see if it needs replaced. In the event your filter needs replaced, call our office. This helps to keep the unit running properly.

### **Sinks:**

Never pour grease down sink drains or allow food to be flushed down sinks. When draining dishwasher out of the sink, leave the drain plug somewhat in place to prevent food particles from going down the drain and plugging the drain.

### **Miscellaneous:**

DO NOT allow food or trash to sit out. This attracts bugs and mice. Keeping bug spray and using it under the sink and around the windowsills can help.