



**Dear Resident:**

***Welcome to your new home!***

UWRENTALS/Shalinahomes is excited and looking forward to serving your property related needs. We sincerely hope that you find your new home comfortable and enjoyable. This letter is to explain what you can expect from the management and what we will be looking for from you. We want to provide you with some information to help your move go smoothly and make you feel more at home. Please take a few minutes to read over this important move-in letter.

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## **Property Management (or Landlord) Contact Information**

- **Email:** [shalinahomes@yahoo.com](mailto:shalinahomes@yahoo.com)
- **Website:** [uwrentals.com](http://uwrentals.com); [uwrentalhomes.com](http://uwrentalhomes.com)
- **Phone Number:**  
Sharifah: (206) 229.2505  
Brian: (206) 430.2311  
Oswaldo: (206) 353-4745

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## **Move-in Day**

As we discussed, your lease start date and move-in date is between 5:00 PM to 6:00 PM on September 1, 2020. Management will be on site between 5:00 PM to 6:30 PM. After you have moved in, you must do a Move-In Repair Checklist and email to us as soon as possible so we can address any damages or maintenance concerns within your residence. The Move-In Repair Checklist must be emailed to [Shalinahomes@yahoo.com](mailto:Shalinahomes@yahoo.com). We want the opportunity to take care of any issues you find. We pride in taking care of our tenants and supporting our Tenant Community.

## **Move-in Checklist**

You must complete a Move-In Repair Checklist so you can notify Shalina Homes of any damages or maintenance concerns within your residence so they can be addressed. This list will also be used to assess damages and charges when you vacate the property.

- After seeing your checklist, any repairs and maintenance work of your residence will be completed by a schedule given to you by your manager after assessing the work.
- When you move in you will have until October 30<sup>th</sup> to complete a Move-In Checklist. This list will be used to assess damages and charges when you vacate the property.
- After October 30<sup>th</sup>, management is no longer responsible for “present damages” within the residence and you may be charged for such items when you vacate.
- Any normal/standard repairs after this date will require a maintenance request that can be found on the website in the Tenant section.

- Please bear in mind that Covid-19 has slowed the availability of many items. Shalina Homes is working hard to assure tenants of timely maintenance. Your patience is appreciated in these matters. Thank you.

## Rent Payments

You should have already paid your first month's rent and move-in fee. Your next payment will be due **as per your rental contract on the following month. PLEASE MAIL YOUR RENT CHECK TO SHALINAHOMES 3861 - 45<sup>TH</sup> AVENUE NORTHEAST, SEATTLE, WA 98105.**

- If you have any questions about paying rent, you can Email [shalinahomes@yahoo.com](mailto:shalinahomes@yahoo.com) or /text/call Shahirah 1-206-822-8331.
- **Payments are due on the 1st of the month.** Anything received after the 3<sup>rd</sup> (third) of the month is considered late and may incur penalties.

## Utilities

You're responsible for the utilities. Make sure you call the utilities company **BY MOVE-IN DATE** and open an account in your name. Make sure to keep track of it. Here are the providers in the area should you have any problems:

- |                   |                                 |                       |
|-------------------|---------------------------------|-----------------------|
| ▪ Electricity:    | <b>Seattle Public Utilities</b> | <b>(206) 684-3000</b> |
| ▪ Gas:            | <b>Puget Sound Energy</b>       | <b>1-888-225-5773</b> |
| ▪ Cable/Internet: | <b>Comcast/Xfinity</b>          | <b>(855)463-7196</b>  |
| ▪ Oil             | <b>Sound Oil</b>                | <b>(206) 725-6300</b> |

## Renters/Vehicle Insurance

**Acquiring Rental Insurance is not required by Shalina Homes. It is, however, a decision you should consider.** Renters insurance can help you repair or replace property if you have a loss due to many types of damage or theft. It can also provide **coverage** for an accident at your residence. Note that the landlord's property insurance does not cover your belongings should you lose them from certain incidences of water, fire, theft, or any other specific damage. Do not get caught at a disadvantage without having considered this option.

Vehicle insurance also deserves consideration. Management carries no liability for your car, motorcycle, canoe, or snowmobile, even if it is parked at a tenant location or leased parking spot.

## Locks and Keys

**You will receive your keys during business hours on your move-in day.**

- We expect that all sets of keys be returned at the end of the lease.
- There is a \$150.00 fee if keys are lost or stolen since we'll need to re-key the property for your safety and the safety of the other residents.

## Changes In Your Contact Information

- **Please notify us immediately** if your email, cell, home and/or work phone number changes so we can reach you in case of an emergency. Please periodically update your contact information.

## Safety Inspections

- To keep the residence safe and in accordance with local, state and/or federal regulations, we may conduct a quarterly, semi-annual or annual inspection of the building systems including the fire alarms and/or carbon monoxide detectors in your unit.



- We will notify you of this inspection and any other relevant inspections by a written 24-hour Notice of Entry.

## Maintenance

- **Do not engage** in any “Do-It-Yourself” repairs. The management/maintenance team must be notified in all instances of repairs, painting, excavating, or remodeling.
- If there’s a non-emergency maintenance issue go to the UWRENTALS website and **fill out and turn in a maintenance request**. We will schedule a repair and notify you when it will be fixed.
- For an emergent/evolving repair, please text, email [shalinahomes@yahoo.com](mailto:shalinahomes@yahoo.com) or call Shahirah (206) 822-8331 as soon as you notice it.
- **For emergencies i.e. fire, flood, gas, injury, disaster, and other crises, please CALL 911 IMMEDIATELY!! Then contact Management.**

## Trash/Garbage/Refuse

- Trash/garbage/refuse is listed in property owners’ name; however, Tenant is responsible for the charges to the residence. See item #12 in your lease.
- Garbage/trash/refuse and recycling are picked up from **a designated area on or near the property, usually on the curb or in the alley (see Manager)**. **Be sure to take the garbage out the day before collection/pick-up date.** Please be sure to place all garbage into plastic bags and into the trash cans, so that rats and other pests can’t get in.
- The city is strict on recycling and trash left on the street or if the garbage can lids do not close completely. Please be aware that you may get fined if you do not comply. **No exceptions.** Please also be sure **NOT to put trash into the recycling bin.**
- Refer to the flyer “Where Does It Go” on uwrentals.com. **Look on the Seattle City website for further information for refuse/recycling/reuse information.**
- Recycling Days: **Every other Monday** Garbage Days: **Every Wednesday**

## Altering the Residence (painting, mounting on walls, etc.)

Shalinahomes **does grant** Tenant permission to paint the interior walls of the above-listed property with the following requirements:

- In order to paint the **interior walls only**, Tenant must submit written request and be granted Landlord’s permission. There is a \$400.00 penalty for painting without permission for each occasion.
- Before painting commences, Tenant must obtain approval for all colors and paint finishes in writing from Landlord.
- Colors allowed are: Sherwin Williams Silverpointe SW7653; Sherwin Williams Silver Strand SW 7057; Sherwin Williams Extra White SW 7006; and Sherwin Williams Alabaster SW 7008.
- All painting materials and supplies must be purchased by Tenant.
- All surfaces not being painted must be properly covered and/or protected during the painting process. Tenant will be responsible for all damages to the property caused by paint and/or painting supplies.

**Hanging pictures or mounting items are not allowed** if you use nails, tacks, screws, or anything that penetrate or make holes in the walls/surfaces. Tenants must use damage-free removable adhesive strips. The best recommended one is by Command or Scotch Brand.

## Parking

**You have been notified of your specific and valid parking areas.** Please check your lease if you are not sure. **Use street or public parking at your own risk.** You are personally liable for any losses or incidents. Management is not responsible for anything lost or left in the vehicles. Management is not responsible for any damage to vehicles parked on the property. **If you have paid or have assigned parking, make sure you have signed a Parking Lease/Authorization. You will find this and parking rules on our website: uwrentals.com.**

## Sublet Policy/Procedure

**A sublet or sublease agreement is allowed only by the express permission of the Landlord.**

The request must be submitted in writing. It is a lease agreement between a tenant and a sub-tenant, where the original tenant effectively becomes a middleman in between the landlord and the sub-tenant and assumes both landlord duties to the sub-tenant and tenant duties to the landlord. That means that if a new subtenant defaults/**does** not pay rent, the original tenant that **subleased** the property is liable to the landlord for the overdue rent amount and any late fees.

## Noise Factor

Covid-19 has changed how we live. Closed proximities have increased noise factors for many. We respect the privacy for each tenant; however, we also respect that each tenant has the right to comfortable living and not be disturbed by tenants in adjoining units. We advise all tenants to keep their noise level where it will not disturb other tenants. All tenants must adhere to this issue as per their lease. Seattle City also has noise codes in place that are important to all residential individuals. Violations in these regards may affect your tenancy. Check our website for more information on what is illegal in terms of noise from residents and what action you can take.

## Insurance

**Acquiring Rental Insurance is not required by Shalina Homes. It is, however, a decision you should consider.** Renters insurance can help you repair or replace property if you have a loss due to many types of damage or theft. It can also provide **coverage** for an accident at your residence. Note that the landlord's property insurance does not cover your belongings should you lose them from water, fire, theft, or any other kind of damage. Don't get caught at a disadvantage without having considered this option.

## Basic Safety

Read the flyer on "Safety Matters" on and off campus. Do not share codes. Keep windows and doors locked. Do not share your keys. Whenever possible travel with someone. Inform friends/family of your plans. Be familiar of your surroundings. Report suspicious incidents.

## Condition of the Property

We work extremely hard to make sure you have a welcoming, warm, and safe home. Before any tenant moves in, we repair anything that may have been broken during the prior tenant's residency. We also engage a proficient cleaning service before you move in. It's important to us to provide a fresh start for you. We do expect that the property, at the end of the lease, is left in the same condition as when you move in.



## Residency Rules and Regulations

**Please review and become familiar with our rules and regulations contained in your lease.** They are also posted on the UWRENTALS.COM website for your convenience and are downloadable. It is wise to also post them in a general area of the residence. These items involve your safety, security, and community well-being. Failure to adhere to these rules may affect your lease and Tenancy. We appreciate your cooperation.

**We hope you will be happy in your new home! If you need anything at all, please do not hesitate to reach out to us.**

Sincerely,

**Shalina Homes**