



207 EAST LAKE STREET * SUITE 300 * MINNEAPOLIS, MN 55408 * PHONES 612-825-4433 * 612-825-7773 * FAX 612-825-1169
WWW.SABRIPROPERTIES.COM

APPLICATION PROCESS CHECK LIST FOR APARTMENT NUMBER # _____ (BR/ BT)

- Completed application -Signed by all adults living in the unit.
- Collect Identification cards and Social Security Cards from all persons living in unit (minors are not required to have an ID however a picture would be advisable for safety)
- Collect Application fee: **\$50 per adult** living in unit
- Run credit, criminal history report for all adults

If Background check is approved:

- Take full deposit \$_____
- Have all of the adults living in unit sign the Lease Agreement
- Give Tenants copies of pages 8-14 of the application for their records
- If tenant has Section 8, fill out the Move-In Packet (**must be done immediately so Section 8 can begin process and set up apartment inspection**)



Housing Application Form

Office Use Only

ADDRESS: RANA VILLAGE: 2900 Pleasant Ave. S. APARTMENT # _____

LEASE DATES: FROM _____ TO _____ MOVE IN DATE: _____

MONTHLY RENT \$ _____ DEPOSIT DATE: _____ DEPOSIT AMT \$ _____

APPLICATION FEE \$ 50.00 per adult (Fee is non-refundable and required)

Make checks payable to Sabri Properties

This application for apartment occupancy hereby constitutes a binding rental agreement for the above listed rental unit for the date specified, subject to Sabri Properties Management's verification of the information provided to its satisfaction and applicants having acceptable criminal, credit, income and employment, & rental information and history. PLEASE NOTE: One application and application processing fee are required per each adult. The application processing fee is non-refundable. The pre-lease deposit of \$ _____ will be held until the rental application is approved by Sabri Properties at which time the pre-lease deposit of \$ _____ will be applied as a security deposit to the apartment lease. No apartment may be held off the market without the pre-lease (security) deposit and application fee.

NAME _____ DATE OF BIRTH _____

SOCIAL SECURITY # _____ DL# _____

HOME PHONE _____ CELL PHONE _____

CURRENT ADDRESS: _____

CURRENT RENT \$ _____ LANDLORD NAME/PHONE # _____

ARE YOU RECEIVING OR ARE YOU ELIGIBLE FOR, Section 8? YES NO

PRESENT EMPLOYER NAME/PHONE _____

PRESENT EMPLOYER ADDRESS _____

Date Moving In: _____ Initials: _____

ADDITIONAL OCCUPANTS:

NAME	RELATIONSHIP	DATE OF BIRTH	SOCIAL SECURITY#

Have you ever been evicted or asked to move out?	Have you ever refused to pay rent?	Have you ever been convicted of a crime?	Do you have any special accessibility needs?	Have you ever had bedbugs?
YES	YES	YES	YES	YES
NO	NO	NO	NO	NO

I understand if any information provided on my application for occupancy is false, any agreements made on the strength of this application, may, at the option of the Sabri Properties Management be terminated at any time. If this application is denied for any reason, the pre-lease deposit shall be returned within seven (7) days without any liability on the part of the Sabri Properties Management Company.

Applicant Signature: _____ Date: _____



SABRI PROPERTIES
NOTICE TO APPLICANTS

Each applicant must provide a valid local, state, or federal government issued photo identification at the time of application for verification purposes. Each member of any given household will need to disclose and document all social security numbers and dates of birth.

Any children under 18 years of age shall be listed on the application form and their parent or guardian shall provide the necessary information of date of birth and social security number on the application form.

Pets are not permitted on the premises.

The household number of occupants per apartment must not exceed the following guidelines:

1 Bedroom	2 Occupants
2 Bedroom	4 Occupants
3 Bedroom	6 Occupants
4 Bedroom	8 Occupants

NON-REFUNDABLE APPLICATION FEE: We charge a \$50 non-refundable application fee for each adult household member. No application will be processed without first having collected the non-refundable application fees. A rental application consists of a credit report, rental history report, and criminal history report and must be processed on all prospective tenants.

Apartment Lease: In non-section 8 tenancies, If the applicant is approved, tenant must sign a lease for the apartment within 3 business days. If the applicant does not sign a lease for the apartment within 3 business days, Sabri Properties will no longer hold the apartment, even if a pre-lease deposit has been paid.

In section 8 tenancies, applicant must sign a lease within 3 business days of approval by the Minneapolis Public Housing Authority (MPHA). If the applicant is denied by Minneapolis Public Housing Authority for any reason not related to the unit inspection, or the applicant does not sign a lease, the pre-lease deposit in the amount of \$_____ will not be refunded to you.

If, at any time prior to signing the lease, the applicant was given access to the property for whatever reason and the applicant or someone authorized by applicant, enters the property and causes damage to the property, the landlord may apply the pre-lease deposit towards the cost of the damage.

NOTE: If the landlord and applicant enter into a lease, the pre-lease deposit will be applied towards applicant's security deposit. The amount of the security deposit required the landlord is \$_____.

Once the tenant has moved into the premises, all lease rules and policies will apply.



Applicant Terms: Upon notification of approval, the deposit will be retained. If, for any reason, I choose not to move in after my application is accepted, I understand I will forfeit the deposit in full to reimburse Sabri Properties Management for any loss of rent, administrative costs, advertising, and other costs due to my failure to move in.

The building I am applying for is designated smoke-free (CIRCLE ONE) YES NO

I agree, acknowledge, and understand that this building has been designated a smoke-free living environment. I understand that I, and any member of my household, cannot smoke tobacco products in my apartment or on building property. I also understand that I am responsible for any guest or visitor, and will make sure they follow the smoke-free living environment rules.

Initial acknowledgement if **Yes** is circled: _____

The building I am applying for is designated pet-free (CIRCLE ONE) YES NO

I agree, acknowledge, and understand that this building has been designated a pet free. I understand that I, and any member of my household, cannot have pets (cats or dogs) in my apartment or on building property

Initial acknowledgement if **Yes** is circled: _____

By Initialing: _____ I understand I have 72 hours to submit all requested, required, and necessary paperwork to complete my application for rental. I understand if it is not submitted within 72 hours, the apartment I am applying for (*listed on page 1*) will no longer be held.

I declare that the statements above are true and correct. This application will be processed by Rental History Reports located at 701 5th St S, Hopkins, MN 55343. Rental History Reports is hereby authorized to obtain a criminal and consumer report from a consumer credit reporting agency.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____



I hereby consent to allow Sabri Properties to obtain and verify my credit, criminal and related information for the purpose of determining whether or not I qualify to reside in their apartment building. I have read, understand and agree to the terms and conditions thereof from which my application will be processed.

Dated: _____

Print Name

Signature

Dated: _____

Print Name

Signature

Dated: _____

Print Name

Signature

* The three business days starts tolling the day after the applicant paid the pre-lease deposit. The third business day ends at 5:00 p.m.



CRIMINAL RECORD SCREENING POLICY UNACCEPTABLE OFFENSES/CRIMES	
<p>* A Dismissal under a Misdemeanor, Gross Misdemeanor, or Felony is acceptable. All Petty Misdemeanors will be overlooked. * Any Open or Pending case(s) on a screening background report = denial</p>	
Offenses against Property <i>(ex: stealing, theft, arson, burglary, larceny, shoplifting, destruction of property)</i> - Misd/Gross Misd: any within last 5 years - Felony: ANY	Offenses involving gambling <i>(ex: illegal lotteries, bookmaking, gaming)</i> - Felony: any within last 3 years
Offenses against Animals <i>(ex: cruelty against animals)</i> - Gross Misd: any within last 5 years - Felony: any within last 10 years	Offenses involving firearms or weapons <i>(ex: possession of a firearm, reckless use of a weapon)</i> - Misd/Gross Misd: any within last 5 years - Felony: ANY
Offenses against Persons <i>(ex: homicide, manslaughter, kidnapping, robbery, attempted murder, assault)</i> - Misd/Gross Misd: any within last 5 years - Felony: ANY	Offenses involving organized crime or conspiracy <i>(ex: conspiracy, money laundering)</i> - Felony: any within last 10 years
Offenses involving Fraud <i>(ex: fraud, deception, corruption, forgery, passing bad checks)</i> - Misd/Gross Misd: any within last 5 years - Felony: any within last 5 years	Offenses involving Illegal Drugs <i>(ex: possession or use of drugs or drug related paraphernalia, possession with intent to sell, sale of illegal drugs, drug trafficking)</i> - Misd/Gross Misd: any within last 5 years - Felony: ANY
Offenses involving computers or telecommunications <i>(ex: wiretapping, crimes against computers)</i> - Felony: any within last 5 years	Offenses involving alcohol <i>(ex: public drunkenness, driving under the influence, driving while impaired)</i> - Felony: any within last 5 years
Offenses involving Family Relations <i>(ex: neglect of children, spousal abuse, domestic violence, child abuse, abduction)</i> - Misd/Gross Misd: any within last 5 years - Felony: ANY	Offenses involving sex or sex crimes <i>(ex: sexual assault, rape, seduction, molestation, indecent exposure, prostitution)</i> - Misd/Gross Misd: any within last 5 years - Felony: ANY
Offenses against Government or Government Officials <i>(ex: escape and rescues, obstructing justice, resisting arrest, insurrection)</i> - Felony: any within last 5 years	Other 'Victimless' offenses <i>(ex: destruction of document, false impersonation, reckless driving)</i> - Felony: any within last 5 years
Offenses against public peace or order <i>(ex: disturbing the peace, disorderly conduct, harassment)</i> - Misd/Gross Misd: any within last 3 years - Felony: any within last 3 years	<p><i>All offenses/crimes listed above are based from the Sentencing Date. Sentencing Date – means the event that follows the verdict. A sentence is the penalty ordered by the court. The primary goals of sentencing are punishment, deterrence, incapacitation, probation, imprisonment, and rehabilitation. If at the Sentencing Hearing a release date is not given/provided, the date used will default to the conviction date of the crime.</i></p>

CREDIT RECORD SCREENING POLICY UNACCEPTABLE CREDIT MARKS	
Credit: Some credit history is required. If NO credit history is present on screening background, additional rental conditions must be met in order to consider application for rental.	
Bankruptcy: Unacceptable if filed within 12 months of move in date.	
Collection Accounts/Judgments: unless proof of payment can be provided, the total combined delinquent debt cannot exceed \$1000. <i>Medical accounts are excluded from review.</i> Child Support, Student Loans, Tax Liens, and Judgments may be excluded from review. Applicants with mortgage related debt (<i>foreclosure</i>) will also be excluded from review under certain rental conditions.	
Combined Collection, Charge Off & Delinquent Accounts that are Past Due: exceeding \$1000.	
Repossession: Unacceptable if filed within 12 months of move in date.	
Prior Unlawful Detainers or Evictions: can reapply once the Unlawful Detainer or Eviction is expunged from record.	
INCOME QUALIFICATION	
The combined household is required to provide gross income requirements which must be equal to or greater than 2.5 times the total monthly payment. <i>(The total monthly payment may consist of: rent, storage, garage, pet rent, etc.)</i>	
RENTAL/ADDRESS HISTORY QUALIFICATION	
The combined household is required to provide one (1) year of verifiable address or positive rental history. Address omissions or errors are grounds for denial.	
DENSITY/OCCUPANCY LIMITS	
<i>Bigos Management allows two (2) occupants per bedroom with a maximum of six (6) occupants per unit.</i>	
Efficiencies/Studios – 2 People	2 Bedrooms – 4 People
1 Bedrooms – 2 People	3 Bedrooms – 6 People

I have read and understand the tenant screening and occupancy standards outlined above. I authorize any applicable agencies to release criminal, credit, income and employment, & rental information to agents of Bigos Management, Inc. I also understand that the application may be rejected if I am uncooperative or argumentative with any agent of Bigos Management, Inc.

First Name _____ M.I. _____ Last Name _____

Applicant Signature _____ Date _____



Bed Bug Addendum

The goal of this Addendum is to protect the quality of the rented unit’s environment from the effects of bedbugs by providing sufficient information and instructions. It is also the goal of this Addendum to clearly set forth the responsibilities of each of the parties to the rental agreement.

- Resident acknowledges that they have received and read the pamphlet “Don’t Let the Bed Bugs Bite” which outlines how to detect bed bugs, how they spread, how to prevent bed bugs, pest management, preparation for pest management and responsibilities of resident, landlord and the pest management professional.
- Resident acknowledges the Owner/Agent has inspected the unit and is not aware of any bed bug infestation.
- Resident agrees that all furnishings and personal properties that will be moved into the premises will be free of bed bugs.

Resident hereby agrees to prevent and control possible infestation by adhering to the below list of responsibilities:

1. Check for hitch-hiking bed bugs. If you stay in a hotel or another home, inspect your clothing, luggage, shoes and personal belongings for signs of bed bugs before re-entering your apartment.
Check backpacks, shoes and clothing after using public transportation or visiting theaters. After guests visit make sure to inspect beds, bedding and upholstered furniture for signs of bed bug infestation.
2. Resident shall report any problems immediately to Owner/Agent. Even a few bed bugs can rapidly multiply to create a major infestation that spread to other units.
3. Resident shall cooperate with pest control efforts. If your unit or a neighbor’s unit is infested, a pest management professional may be called in to eradicate the problem. Your unit must be properly prepared for treatment. Resident must comply with recommendations and requests from the pest management specialist prior to professional treatment including but not limited to:
 - Placing all bedding, drapes, curtains and small rugs in bags for transport to laundry or dry cleaners.
 - Heavily infested mattresses are not salvageable and must be sealed in plastic and disposed of properly.
 - Empty dressers, night stands and closets. Remove all items from floors; bag all clothing, shoes, boxes, toys, etc. Bag and tightly seal washable and non-washable items separately. Used bags must be disposed of properly.
 - Vacuum all floors, including inside closets. Vacuum all furniture including inside drawers and nightstands. Vacuum mattresses and box springs. Carefully remove vacuum bags sealing them tightly in plastic and discarding of properly.
 - Wash all machine-washable bedding, drapes and clothing etc. on the hottest water temperature and dry on the highest heat setting. Take other items to the dry cleaner making sure to inform the dry cleaner that the items are infested with bed bugs. Discard any items that cannot be decontaminated.
 - Move furniture toward the center of the room so that technicians can easily treat carpet edges where bed bugs congregate, as well as walls and furniture surfaces. Be sure to leave easy access to closets.
4. Resident agrees to reimburse the Owner/Agent for expenses including but not limited to attorney fees and pest management fees that Owner/Agent may incur as a result of infestation of bed bugs in the apartment.
5. Resident agrees to hold the Owner/Agent harmless from any actions, claims, losses, damages and expenses that may incur as a result of a bed bug infestation.
6. It is acknowledged that the Owner/Agent shall not be liable for any loss of personal property to the resident as a result of an infestation of bed bugs. Resident agrees to have personal property insurance to cover such losses.

By signing below, the undersigned Resident(s) agree and acknowledge having read and understood this addendum.

Applicant Signature: _____ Date: _____

Owner/Agent Signature

Date

Consult a pest management professional before disposing of furniture.

- After washing store all clothing in tightly closed plastic bags until all insects have been eliminated. Normally after two or more treatments.

Important

Place bed bug infested clothing in washer or dryer directly from sealed bag to prevent an infestation of the laundry facility. Wash and/or dry on the high heat setting.

Tenant's Responsibility

- The faster you act, the better the results will be. When you spot bed bugs, immediately call your landlord.
- If your landlord doesn't take action, contact your local housing code authority.
- Don't try to solve the problem yourself.
- Keep your home clean and clutter-free.
- Carefully follow the pest management professional's recommendations.

Landlord's Responsibility

- When notified about bed bugs, landlords should immediately make efforts to correct the problem. Avoiding or ignoring the issue will only lead to a more severe infestation.
- To determine the extent of the infestation and better control the problem, landlords should enable the pest manager to inspect every room and apartment.
- Landlords should utilize an experienced professional pest manager or a certified staff.

Pest Management

Professional's Responsibility

- Pest management professionals must make every effort to detect bed bugs throughout each room and all apartments in a building.
- Pest management professionals must make sure to destroy bed bugs at all stages of development (including eggs). This may require them to return at least twice to apply insecticides and check whether the first treatment worked.
- Pest management professionals must use insecticides according to label use directions. Effective alternatives to pesticide treatment may be available such as by using heat or steam treatments.

CAUTION

Total release foggers (bug bombs) are not effective against bed bugs and may harm your health or your family's health. Before you chose to use over the counter pesticides, consult with a qualified pest management professional. Always read and follow the label-use directions before using such product(s).

For more information visit:
www.michigan.gov/bedbugs

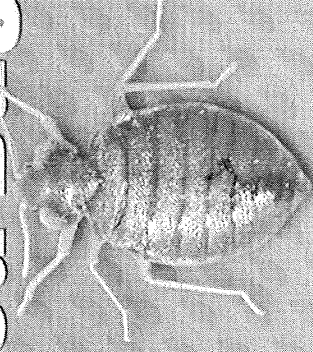
or

www.epa.gov/bedbugs

Don't let

Bed BUGS

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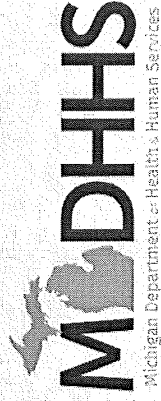


Guidelines to help you solve bed bug problems

WARNING!

Bed bugs are back with a vengeance! Any house, apartment or building can be a haven for bed bugs.

Produced by the
Michigan Bed Bug Working Group



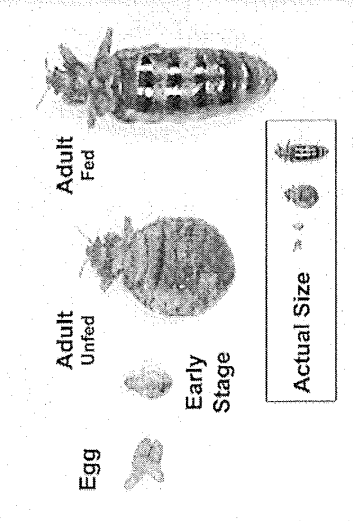
MDHHS is an Equal Opportunity Employer, Services and Programs Provider.

All photos courtesy of Stephen Doggett, © The Department of Medical Entomology, ICP&R, Australia.

Bed bugs

Bed bugs are small brownish insects. They're about 4 mm long (1/8 in.) and visible to the naked eye. They're active at night and can usually be seen along the seams of mattresses. They feed on human blood.

Bed Bug Life Stages



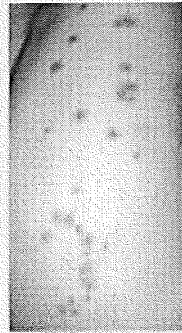
Bed bug infestations may cause irritating, itchy bite reactions, and anxiety. Over the past few years, bed bugs have been spreading in large cities worldwide.

How to detect them

Itchy skin and insect bites are clues that you may have bed bugs in your home. You'll usually see

three or four bites in a straight line or grouped together. Exposed areas

of your arms, legs and back are more susceptible to bites. Also look for small black stains "blood spots" on your sheets, pillows, or mattress seams. Bed bugs may also be hiding in cracks and crevices in your furniture.



How they spread

Bed bugs are usually brought into your home in suitcases and handbags and on clothing and furniture, especially previously used mattresses and other items.

They can also travel between apartments in a building. There's no need to be embarrassed if these bugs end up moving in with you. Bed bugs are not necessarily associated with dirty environments, but they flourish in clutter.

How To Prevent Them

Vacuum your home regularly. If you do have bed bugs, make sure you close the vacuum bag tightly and dispose of it outside your home.

Avoid picking up used mattresses or second-hand upholstered furniture because it's hard to see whether they harbor bed bugs.

Other used furniture must be carefully inspected and cleaned before you bring it home. Scrub furniture with soapy water or a household cleaning product to remove any possible bed bugs or their eggs.

Second-hand clothing should be placed in a sealed, plastic bag and emptied directly into the washing machine. Wash in hot water and dry on hot setting to kill bed bugs and their eggs.

When visiting hotels inspect the room for signs of bed bugs prior to unpacking luggage.



Important

Avoid bringing home discarded furniture, it may be infested with bed bugs. Also inspect any used item for bed bugs before bringing it into your home.

Pest Management

To ensure successful treatment, your cooperation and that of your landlord and the pest management professional are key.

The important thing is to act fast. As soon as you see these bugs, call your landlord, who will then contact a qualified, licensed pest management professional.

Preparing your home for the pest management professional

This step is extremely important. Closely follow the pest management professional's guidelines. Below are a few tips to keep in mind.

- Remove clutter as it provides hiding places for bed bugs.
- Place all bedding (sheets, mattress covers, bedspreads) in a sealed, plastic bag. Wash and/or dry bedding on high heat setting.
- Vacuum and dispose of the vacuum bag (outside the home). If a bagless vacuum is used, deposit all contents of the container into a plastic bag, seal and dispose of outside. Rinse collection container outside before re-attaching to vacuum.
- Empty dresser drawers and closets and place contents in a sealed, plastic bag. Wash and/or dry clothes on high heat setting.
- Don't bring home new furniture until bed bugs are eliminated.



Dear Tenant,

Welcome to your new apartment! In this page you will find some very important information to help with any questions or concerns that you might have. Please review it carefully and sign the last page and return to Sabri Properties at your earliest convenience (we will return to you a signed copy).

- **Please make sure to change utilities to your name as soon as possible, otherwise the utility companies will shut off utilities without any notice. Here is the contact information you would need: For Electricity call Xcel Energy at 1 800-481-4700, and for Gas call Centerpoint Energy at 1 800-245-2377**
- Rent is due on or before the 5th of the month. On the 6th of month it is considered late, therefore please add \$25 to your late payment. Please write your address and apartment number in the memo line at the bottom of you check. Rent can be submitted at the following locations:

**Karmel Plaza Information Desk- From 1st -7th of the Month, from 12pm-8pm
2910 Pillsbury Ave S
3rd Floor Information Desk
Minneapolis, MN 55408**

**Sabri Properties Office-Monday-Friday 9am-4pm
207 E Lake St
Suite 300
Minneapolis, MN 55408**

- **If you are in need of Maintenance:**

911 Emergency

In an event of fire, or any visible danger please leave the property immediately and call 911.

Emergency Maintenance:

Gas smell, Smoke smell, Water leaks – water gushing from fixture/ceiling or anything else. No Heat – no heat at all, No hot water, No running water, Locked out of your apartment (might incur a fee).

All emergencies should be reported immediately 612-825-4433 or after 5pm to security at 612-217-3763

Non-Emergency Maintenance

Slow drains, Beeping smoke detector (due to low battery), No A/C- no A/C at all, clogged toilet*.

All non-emergency calls will be attended to within 24-72 hours and should be reported to 612-825-4433 by leaving a message on via our website at sabriproperties.com under Maintenance Request.

*** Overflowing due to improper usage of toilet, i.e. stuffing too much paper etc., could lead to significant damage to the unit and the sewer system. This will result in charges to residents.**

Applicant Signature: _____ Date: _____



SABRI PROPERTIES
Village House Rules

1. **Tenant shall provide names (of children and adults) and pictures (of adults) to the office before move in.**
2. **Tenant shall not allow vandalism, damage or theft to the Premises. Tenant will pay for any damage caused to apartment while living there. Tenants shall be responsible for any damage caused by their guest.**
3. **Tenant shall not allow waste of the Utilities or Services provided by Landlord.**
4. **Tenant shall make no alterations or additions.**
5. **Tenant shall remove no fixtures.**
6. Tenant shall not paint the Premises without Landlord's written consent. Tenant shall keep the premises clean and tidy.
7. Tenant shall not unreasonably disturb the peace and quiet of others.
8. Tenant shall not interfere with the management of the property and shall not allow Tenant's guests to do so.
9. Tenant shall use the Premises only as a private residence.
10. **Tenant shall not use the Premises in any way that is unlawful, illegal, or dangerous.**
11. **Tenant shall inform any visitors that they must sign-in and provide picture ID after 8pm to our front desk security guard.**
12. **Tenant shall only use the front lobby for no more than a 10-minute wait period, over 10 minutes will constitute as loitering.**
13. **Tenant shall not congregate in the yard or fountain area, this is not a wait or play area, it is for decoration only.**
14. **Tenant shall not allow anyone to follow them into the building via the front door or the parking door.**
15. **Tenant shall not use the Premises in any way that would cause a cancellation, restriction or increase in premium in Landlord's insurance.**
16. **Tenant shall not use or store in or near the Premises any inflammable or explosive substances in an unsafe manner.**
17. **Tenant shall notify Landlord in writing of any repairs to be made.**
18. Tenant shall recycle or dispose of trash in the outside containers provided for those purposes.
19. **Tenant shall not allow children to run or loiter in common hallways, community rooms or garage areas and will wait for children to get picked up and dropped off after school.**
20. Tenant shall ensure common laundry room is kept clean at all times.
21. Tenant shall register vehicle information with the office if a parking stall is being rented.
22. **Tenant shall not drive any vehicle 6'8" in height or over into the garage and shall use the Grand Ave. door only as an exit.**
23. Tenant shall wait for exit garage door to close all of the way to avoid any unauthorized people from coming in.
24. Tenant shall keep unit clean and in a sanitary condition as to prevent pest infestation.
25. Tenant shall not have a Satellite dish provider, only cable such as Comcast.
26. Tenant shall abide by the maintenance and repair rules:
 - A. Not obstruct the driveways, sidewalks, courts, entry ways, stairs and/or halls, which shall be used for the purposes of ingress and egress only;
 - B. Keep all windows, glass, window coverings, doors, locks and hardware in good, clean order and repair;
 - C. Not obstruct or cover the windows or doors;
 - D. Not leave windows or doors in an open position during any inclement weather;
 - E. Not hang any laundry, clothing, sheets, etc. from any window, rail, porch or balcony nor air or dry any of same within any yard area or space;
 - F. Not cause or permit any locks or hooks to be placed upon any door or window without the prior written consent of Landlord;
 - G. Keep all air conditioning filters clean and free from dirt and replace filter once per month;
 - H. Be solely responsible for repair of the air conditioning unit;
 - I. Keep all lavatories, sinks, toilets, and all other water and plumbing apparatus in good order and repair and shall use same only for the purposes for which they were constructed. Tenant shall not allow any sweepings, rubbish, sand, rags, ashes or other substances to be thrown or deposited therein. Any damage to any such apparatus and the cost of clearing stopped plumbing resulting from misuse shall be borne by Tenant;

- J. Tenant's family and guests shall at all times maintain order in the Premises and at all places on the Premises, and shall not make or permit any loud or improper noises, or otherwise disturb other residents;
- K. Keep all radios, television sets, stereos, phonographs, etc., turned down to a level of sound that does not annoy or interfere with other residents;
- L. Deposit all trash, garbage, rubbish or refuse in the locations provided therefore and shall not allow any trash, garbage, rubbish or refuse to be deposited or permitted to stand on the exterior of any building or within the common elements; All garbage is to be tightly wrapped, tied and placed into the garbage chute. Any garbage or debris too large to fit into garbage chute shall be transported by tenant directly to the dumpster.
- M. Abide by and be bound by any and all rules and regulations affecting the Premises or the common area appurtenant thereto which may be adopted or promulgated by the Resident's Association or similar organization having control over them.
- N. Tenant shall not keep on the Premises any item of a dangerous, flammable or explosive character that might unreasonably increase the danger of fire or explosion on the Premises or that might be considered hazardous or extra hazardous by any responsible insurance company.
- O. Tenant shall be responsible for arranging for and paying for all utility services required on the Premises. Landlord shall only be responsible for common area electricity, water and ordinary garbage pick-up. Average water usage per person is 2.5 units per month as determined by the City of Minneapolis. In the event that overall water usage for the building is excessive then each tenant will be assessed the excessive amount as additional Rent. Additional Rent of \$25.00 per month will be charged if washer is installed in unit. Tenant understands that air conditioning is a privilege not a right. Landlord is not required by MN state law to provide air conditioning in the unit.
- P. Tenant shall not have water beds or other water-filled furniture on the Premises.
- Q. Tenant shall not have animals or pets on the Premises.
- R. Tenant shall not add or change locks. At Tenant's request, Landlord will change the locks or have the lock cylinders re-keyed at Tenant's expense. If the locks do not meet current municipal codes or regulations, Landlord shall change the locks at Landlord's expense.
- S. Tenant shall have no motor home, camper, trailer, boat, recreational vehicle, unlicensed vehicle, inoperable vehicle, vehicle on blocks, or commercial truck on the Premises or on the common area or cartilage of the Premises, except in a garage.
- T. Tenant shall not have any window coverings such as: Bed sheets, blankets, cardboard, newspapers, towels, flags and aluminum foil are not to be displayed in any window. Cleaning of all windows (interior and exterior) associated with the rental unit is the responsibility of the Tenant.
- U. Tenant shall not use the balcony area for the storage of items such as bicycles, empty boxes and sports equipment. It is the responsibility of the Tenant to keep the balcony area clean and free of unsightly clutter. No Tenant shall hang laundry or mats from any balcony. At no time shall any Tenant, family members, or guests throw anything off any balcony. Gas barbeques are not permitted on any balcony area.**
- V. Tenant shall not place any doormat in common hallway at entrance to rental unit.

****Please see your Lease for detailed descriptions of what is allowed and what isn't.**

Failure of Tenant to maintain above promises will result in a monetary assessment and/or unlawful detainer action by Landlord against Tenant**



We at Sabri Properties try our best to keep our buildings looking beautiful, safe and clean and ask that you help us do so.

Please be sure to *read* all items on this Tenant Guide carefully. Failure to comply with any of the following will result in fines or termination of your lease.

Tenants and Guests:

No overnight guests are allowed without approval from Sabri Properties.

We will fine \$200.00, per month, for each additional person staying in your apartment who are not on your lease. Please inform your guests that they must check-in and out at front desk. They must provide photo ID, otherwise you will be assessed a fee for unauthorized guests.

Tenant is responsible for ALL guest activity. Please do not permit your guests to disturb the residents or cause property damage. This will result in an immediate termination of your lease.

Rent:

All rent is due by the 5th of the month. Any rent received after this date will be assessed a late fee.

Utilities:

Tenant is responsible for arranging and paying their electric and gas bills for their apartment (Xcel 612-481-4700 and Centerpoint 612-372-4727)

Safety:

This building is monitored by cameras and security personnel.

Do NOT let a stranger into the building, make sure the door locks behind you,

Do NOT keep door propped open.

No dangerous, flammable, or explosive devises are allowed in the premises at ANY time.

No gas barbeques are permitted.

Do not smoke in your apartment or balcony.

Do not use the furnace room as storage room, this is hazardous and can cause a fire.

Report any illegal activity to security 612-217-3763 or office 612-825-4433.

Common Area:

Absolutely no loitering in the common hallways, yard, fountain area, play area or the garage.

Do NOT use the reception area for longer that one hour or it will be constituted as loitering.

Children CANNOT be left unattended anywhere in or outside of the building, NO EXEPTIONS!

Please wait with your children before and after school.

Your Apartment:

As stated in lease, we have the right to enter your apartment at any time. This includes showing your apartment to potential tenants once notice is given to vacate.

Maintenance:

Keep your apartment and common area clean at all times. If you see trash, pick it up.

Front doormats are not allowed in the common hallway.

Water beds are not allowed.

Animals and Pets are not allowed.

Do not obstruct or cover the windows or doors, or air vents
Do not use the balcony or furnace room as a storage space or to hang items from.
Any problems in your unit must be reported to the office immediately 612-825-4433.
Inform the office immediately of any pest infestations.
Replace air conditioner filters once a month.
Any repairs made to your apartment will be at the tenant's expense if tenant is at fault.
Do NOT make any changes to your apartment without Sabri Properties permission, this includes painting.
Do NOT change the locks in your apartment.
Please change the alarm batteries and light bulbs when needed.
We will no longer fix dishwashers. You may have someone come out to fix them at your expense, or we will remove dishwasher completely from your apartment.
Repairs to Furnace/Air conditioner units are solely at tenants' expense.

Garbage

Place trash down garbage chute, you will be fined for any trash left in hallway or on the floor.
Do not drag trash bags on the floor or we will send you a cleaning fine.
The parking garage is not a storage or garbage facility. Do not leave trash, tires, furniture or any items in the garage at any time or you will be fined!

Laundry:

The apartment building has a coin operated laundry room located on the main level. Individual apartments do not have laundry hook-ups.

Inspections:

As indicated in your lease. We are allowed to randomly inspect your apartment. Especially if we suspect any illegal activity or hazardous/unclean conditions, we will simply carry out an inspection upon short notice. We will notify you by knocking on your door or via a letter.
If we find pest such as bed bugs, mice, or cockroaches the tenant will be responsible for half of the cost of service.

Parking:

Contract underground parking is available for a monthly fee per space.
All vehicle information must be provided to office if you have contract parking.
Parking tag must ALWAYS be displayed on the mirror, otherwise we will tow your vehicle at owners' expense.
Only park in your designated contract space or your car will be towed.
Do not park in the 15-minute parking EVER. Your car will be towed immediately at owners' expense.
Parking entrance is from Pleasant Ave S and exit is at Grand Ave S ONLY. NO entrance from Grand Ave S.
Wait for garage door to close all of the way behind you, do not allow another vehicle to follow you in. EVER!
No vehicle repairs or work can be done on any vehicle in the garage, or you will be fined.

Move In/Out

Please notify the security of your move in/out times for approval. Can only be Mon-Fri, not on Weekends. Do not hold the elevators or you will be fined. Move out by 27 of month at 10am.



Tenant Acknowledgement Statement

This is to acknowledge that I have received and reviewed the copy of Village Rules and Tenant Guide. I understand that the booklet provides general guidelines and summary information about some of policies and procedures, but it is not intended to be all inclusive of policies. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the contents of this booklet as well as the contents of the tenant lease. I further understand that the company reserves the right to modify, supplement, rescind, or revise any policy or procedure from time to time, with or without notice, as it deems necessary or appropriate.

Tenant Name

Unit Number

Tenant Signature

____/____/____
Date