



Welcome, and thank you for choosing to rent here at Sievan Place! In order to make your stay here more comfortable we have developed this letter that provides you with information regarding our development:

1. Address

Our official address is: Jacume 55, Fracc. Guaycura, Tijuana, BC Mexico 22216. If you need proof of address please contact the leasing office.

2. Parking

We only allow one car per unit in our gated parking area.

3. Manager & Maintenance

You can schedule unit concerns or maintenance issues with our manager directly during his office hours. Any issues other than emergencies have to be taken care of within these hours (not after hours).

4. Internet

We have several mesh units in the building that spread our complimentary Internet service throughout the building. The password to access the Internet is **Rocket1234**. It's important to note that if there are Internet issues after 5:30PM they can not be resolved until the next day. We strongly consider contracting your own Internet service if it's of great importance to you.

5. Free Electricity

Every unit has its own meter. We allocate 100 kva's of free electricity every month to all tenants. Any consumption above this amount is billed directly to the tenant.

6. Toilet Paper

Please do not flush toilet paper down the toilets. Sewage lines in Mexico are much more narrow than in the US and an overabundance of flushed toilet paper will result in a clog. If the manager is called upon to unclog a toilet we charge based on the amount of time it takes him to fix the issue.

7. Noise Levels

We enforce a strict 10PM quiet time and ask that all guests keep noise levels down after that time. Continual abuse of this rule will result in an eviction.

8. Smoking

We have a very strict no cigarette smoking inside the building policy for the well being of the building and the safety of all tenants. Violation of this rule will result in an immediate eviction with no exceptions.

9. Cleaning Fees

All units require a mandatory \$50 Dollar cleaning fee that is deducted from the security deposit at move out.

9. Unit & Building Keys

All tenants are provided with keys to the unit and building. Lost keys will incur a replacement fee.

10. Move Out Procedure

We ask that all tenants provide the leasing office or manager with a minimum 2 day lead time before moving out. All tenants must move out by 11AM on their respective move out days. Security deposit refunds will be provided to the tenant no later than one business day after the tenant moves out.

11. Laundromat

The fee to use our Laundromat is \$15 per unit. The fee is paid along with your rent payment. Please keep in mind that the Laundromat hours are from 9am to 9pm everyday.

12. Parking Area

There are no assigned parking stalls. Vehicles parked in our development must be operational. We do not allow any kind of car mechanic servicing to be performed on the property.