

MOVE-IN LETTER

Dear Tenant,

Welcome to Sparta505. We hope you will enjoy living here.

1. **Rental Agreement:**

- Rent is due and payable on the first of every month. There is no grace period for the payment of rent (see paragraph 3B for details).
- To terminate your tenancy after the lease, you must give at least 30 days' written notice. Landlord may also terminate the tenancy, or change its terms, with 30 days' written notice.
- Your security deposit is only to be applied, by the Landlord, to costs of cleaning, damages or unpaid rent after you move out. You may not apply any part of the deposit, during your tenancy, toward any part of your rent in the last month of your tenancy. (See paragraph 4B of the lease agreement).

2. **Landlord/Tenant Checklist:** You should walk-through your unit to check the condition of all walls, blinds, flooring, appliances, etc. These are all listed on the checklist form which you should carefully go through, sign, and return. When you move out, we will ask you to check each item against its original condition as indicated on the checklist.

3. **Maintenance/Repair:** **For maintenance request, please go to the Resident Portal from sparta505.com.** Please note that consumables e.g. water filter and light bulbs are your responsibility.

You have a right to expect repairs to be made promptly. However, you will be billed for repairs caused by you or your guests' abuse or negligence. Common problems include the garbage disposal stops working due to metal objects fallen into the sink; or plugged toilet due to foreign objects other than toilet paper being flushed. We asked that you bring any problems and potential safety hazards to our attention promptly. We ask that you maintain your unit in a sanitary manner, and pay special attention to potential water damages by observing a few things:

- Keep bathroom floors dry. Standing water around walls can cause damage to underlayment.
- Report unusual stains (black marks) on the ceiling (usually caused by leaking)

4. **No Smoking: Please observe the "No smoking" policy of Sparta505. Smoking is a breach of the lease agreement and is subject to termination. (see paragraph 14)**

5. **Moving Out:** It's a little early to bring up moving out, but please be aware we have a list of items that should be cleaned before we conduct a move-out inspection. If you decide to move out, please review our Move-out letter on sparta505.com explaining what is required and describing our procedures. A good rule of thumb is to leave the unit the same condition as you moved in except normal wear and tear.

6. **Telephone Number/email Changes:** Please notify us if your phone number/email changes, so we can reach you promptly in case of an emergency.

7. **Safety:** Please take a minute to check where the fire extinguishers are located in the common area.

8. **Trash/Recycling:** There is one trash chute per floor. We recommend using no bigger than 13 gallon trash bags. Do not put recyclable material or cardboard boxes inside the trash chute. There are recycling bins in the trash rooms in the garage. Please "flattened" your

cardboard boxes before putting in the special green color cardboard bin. Double bag leaky bags to prevent leaking onto corridor. Clean up after yourself or you will be charged for the cleanup costs.

9. **Mail/Package Delivery:** In lieu of a USPS mailbox, each unit is assigned a package locker located in the main lobby for your USPS mail. Small to medium size packages will be delivered to the aforementioned package locker. Oversized packages will be delivered to the leasing office.
10. **Losing your Keys:** If you lost your keycard, or RFID card, please call and/or email the leasing office (info@sparta505.com) ASAP. We will disable the keycard or RFID card and issue a new one to you. Lost keycard or RFID card will cost \$50 each plus an administration fee of \$100 each time.
11. **Protect the floor:** Whether you are moving in yourself or hiring a moving company, it is important to remind everyone that deep scratches are difficult to repair in the floor. You will be charged for scratches that we have to repair, since deep scratches are not considered normal wear and tear. A general rule of thumb is that scratches or damages less than 0.5 mm in width and less than 1 inch in length are considered normal wear and tear. After you moved in, it is a good idea to use area rugs to protect areas where furniture may be moving e.g. chairs.
Do not let water sit on the floor. Wipe it off with a towel or paper towel. You will be charged for such water damages.
12. **Drilling**
You can hang things on the wall as long as you patch and paint any holes when you move out. Under no circumstances should you drill on the floor especially if you live on the first floor.
13. **Reservations for private functions**
Our common areas are first come first serve basis. For courtesy and consideration of your fellow residents, we ask that you use these facilities no more than 1 hour at a time. Residents can sign up for one hour slot. You can reserve any common area for a private function (e.g. birthday party, yoga class, group class projects, music instrument practice,...) for a small fee during non-busy hours. Please see leasing staff for details.
14. **Resident Manager**
Your Resident Manager is the go to person for non life threatening emergencies, or issues that requires immediate assistance. Examples include but not limited to losing your keycard, neighbors disturbing the peace, vehicles parked in your assigned space, smoking and other violations of house rules, locking yourself out during business hours, etc. For life threatening emergencies, please call the authorities immediately. For regular day to day leasing, maintenance, and repair issues, go to the Resident portal on our website, sparta505.com, and submit a maintenance request.

Regards
Sparta505 Management