

**BRIGHTSIDE MANOR**  
**POLICIES AND PROCEDURES**

**1 - Please keep the areas in front of and to the rear of your apartment clean and free of trash, garbage cans, bags, etc. Leave garbage bags inside your apartment until you are able to take them to the dumpster. Be sure to put all trash and garbage in dumpsters, not next to them.**

**2. Help keep our building area clean and attractive. Please don't throw cigarettes, junk mail, or trash on the grounds, in the bushes, or in the parking lot. If you have a pet, remember to clean up after it.**

**3. Unsightly window coverings are not allowed. This would include sheets, towels, or anything that can be seen from outside of the apartment. Use a blackout shade mounted in front of the miniblinds if you require complete darkness.**

**4. Please respect other tenants' rights to quiet. Music, yelling, barking dogs, etc. should not be heard by those outside of your apartment.**

**5. You must refrain from using the premises in any fashion inconsistent with quiet neighborhood standards, including keeping anything unsightly, hazardous or noisy.**

**6. Handle maintenance problems by calling the office (767-3935) and leaving a detailed message.**

**7. All pets must be approved by the office prior to your bringing them into your apartment. A pet addendum must be signed and the necessary pet fee must be paid before you bring your pet home. If you obtain a pet that has not been approved by the office, you will be in violation of your lease and a \$300.00 fee will be charged. Please clean up after your pet on the grounds.**

**8. Our parking lots are not to be used as storage areas for inoperable vehicles. Inoperable vehicles will be towed away at owner's expense.**

**9. Rent is due no later than 5 p.m. on the 5th of the month, or late fees will be charged. Fees will be charged for any checks returned by the bank for any reason. If more than one NSF check is received all future rent must be paid by cash or money order.**

**10. Remember, you must give a 30-day written notice of moving, even if your lease will be up by the time you move. No one moving can be allowed to stay in his/her apartment later than noon on the last day of the month. All cleaning must be completed by that time. There is a \$75 fee for anyone remaining after noon.**

**11. Failure to conform to any of these policies could be grounds for eviction or could alter our decision to renew your lease with us at renewal time.**

**12. We hope your stay here is a happy one. The MCK Properties staff will certainly try to make it so. We ask for the same consideration from you.**