

ADDITIONAL INFORMATION

Complaints:

Please keep in mind that in any apartment living situation it is impossible to eliminate all noise. If something your neighbor does bothers you, let them know. They may not realize that the noise is carried into your apartment.

If you are unable to work out a complaint with your neighbor, let us know. Any problems you encounter must also be put in writing and mailed to Shires Housing. We will respond to verbal complaints in an emergency.

Maintenance personnel do not handle resident problems and complaints. PLEASE use the emergency maintenance system only for emergency maintenance problems! In the case of a maintenance emergency, Shires Housing reserves the right to enter an apartment to make needed repairs.

Damages:

You are responsible for any damage caused by negligent or intentional actions of yourself, members of your household and your guests. You shall be held liable for any damages to your apartment, the buildings, grounds or furnishings. Damage liability includes damages to other apartments due to overflow from drains caused by negligence of residents or guests.

You are responsible for the cost of repairing broken windows and torn screens, unless it is caused by someone other than a household member or guest and you report it to the police as a case of vandalism at the time of the incident.

You will be charged for repairing damage caused by your children.

Fire Prevention:

Your apartment is equipped with a fire extinguisher. Please do not remove inspection tags. If you have questions about its use, please call Shires Housing and we will make arrangements for a maintenance person to explain its operation to you.

Smoke and CO Detectors:

Your apartment comes equipped with several smoke and/or carbon monoxide detectors. The detectors will sound an alarm if they sense smoke and/or carbon monoxide. If there is a fire or your alarms are sounding, immediately vacate the building and call the fire department. Do not try to take any belongings with you.

If smoke from cooking has set the detector off, you can reset it by waving a magazine or newspaper back and forth rapidly under it or by blowing fresh air at it with a hair dryer. Do not at any time disconnect your smoke/carbon monoxide detectors, remove the batteries or shut off the electric breaker for the detector.

Personal Property/Renters' Insurance:

Shires Housing does not assume responsibility for loss or damage to any personal property from any cause. We recommend that you look into renter's personal property insurance.

Unit Transfers:

Unit transfers are NOT ALLOWED. The only exception to this is if your family size and composition changes, it may be necessary to move your household to a larger or smaller unit when one becomes available.

Abandoned Personal Property:

Any personal property left in a common area, parking area, on the lawn or in your apartment after you have moved out, will be considered abandoned personal property and disposed of by Shires Housing without notice to you.