

## **SHIRES HOUSING RULES**

### **SHIRES HOUSING does NOT ALLOW the following:**

- Candles
- Dishwashers
- Washers and Dryers (except in apartments equipped with proper hook-ups)
- Holiday or seasonal outdoor lights
- Space Heaters of any kind

In addition, the following common-sense rules are in effect:

- Windows and doors must be shut from November 15th through April 15th.
- All air conditioning units must be removed from the windows by November 1st.
- Seasonal items must be removed from all common areas, sidewalks and patios by November 1st.

Any items left outside or in common areas after this date will be considered abandoned personal property and disposed of without further notice. **NO WARNINGS WILL BE GIVEN.**

- You must at all times keep your apartment and appliances clean, safe and in sanitary condition. Failure to do so is a breach of your lease.
- Please do not allow trash to accumulate inside of the apartment. Cockroaches are disease-carrying bugs and Shires Housing will not tolerate their presence.
- Please do not put grease in the drains. Grease should be put into a container and thrown away when it hardens. Grease can clog up sewer lines and cause them to back up into the apartments.

### **For Your Safety:**

- Please do not put feminine hygiene products, spent razor blades, microfiber cleaning cloths, paper towels, etc. down the toilet.
- Please do not use screws to hang pictures; use picture hooks with small nails or push pins. Damage done to the walls will be repaired at the resident's expense.
- Do not throw trash out the windows.
- Do not put any object (such as a mirror with screws) on any door within your apartment. The doors are hollow and any object attached to the door will cause damage which you will be required to pay for.
- Do not overfill closets as this will make it difficult to operate the doors and may damage the closing mechanisms.
- Use a cutting board when cutting items on the counter top.
- No plug-in air fresheners, please!
- No antennas, air conditioners or clotheslines are to be screwed to the windows or building.
- No satellite "dishes"
- Due to fire regulations, sidewalks, porches, patios and common hallways must not be obstructed or used for any purpose other than entrance or exit from your apartment or the building.

- Baby carriages, bicycles, tricycles, toys, shoes, trash and other personal items cannot be left in the hallways, walkways, entrances, exits or common areas of the building.
- You may redecorate your apartment only with the written permission from the Executive Director or Property Manager of Shires Housing.
- When cooking food on the stove or in the oven, it should be watched carefully so it will not cause smoke or a fire.
- Electrical extension cords are not permitted.
- Water beds are not allowed. A water bed holds a tremendous amount of water; a leak could cause a great deal of damage to the apartment.
- There are no washer and dryer hook-ups in many of our apartments. Therefore, washing machines (portable or built-in), dishwashers (portable or built-in), and clothes dryers are not permitted, except where hook-ups are in place.
- If your community has a common laundromat or your apartment is equipped with a washer/dryer, the washers and dryers are for resident use only. They are not available for use by the general public or by your friends and relatives.
- If you have a problem with a washer or dryer, please call us (442-8139). If you are using one of our laundromats, please do your part to keep the appliances working by not overloading the machines, checking/cleaning out all pockets before washing. Please keep the laundromat clean and the dryer lint screens emptied.
- Shires Housing is not responsible for damaged, lost or stolen laundry.
- Telephones and cable tv must be installed where wiring is built into the walls, in the kitchen, living room or master bedroom. Make all arrangements directly with the telephone and cable company business offices.
- Do not use doorways or stairs for storage.
- Do not hang rugs, clothing or bedding out of the windows.