



**Orchard Court Apartments**  
**969 Wood Rd, Kenosha, WI 53144**  
**(262) 553-9009 Fax (262) 553-9394**

## **Orchard Court Policies**

1. No one except those listed on the lease can live in the apartment without the landlords consent, except as in the lease agreement. **FAILURE TO COMPLY CAN CAUSE TERMINATION OF TENANCY**
2. Rent is due on the **FIRST** of each month. Payments received after the fifth day of the month are subject to a \$25.00 late fee and an additional \$5.00 per day thereafter. Rent payments should be made out to Orchard Court Apartments in either a check or money order (**NO CASH**).
3. **CONDITIONS FOR THE RETURN OF THE SECURITY DEPOSIT**
  - a. Full and prompt payment of all rent due under the lease.
  - b. Full compliance with all terms of the lease.
  - c. A thirty (30) day notice in writing must be given on the first of the month one month prior to vacating the apartment and terminating the lease.
  - d. The return of all keys and a forwarding address given to the landlord.
  - e. Apartment must be cleaned according to the clean out sheet provided by the landlord.
  - f. Apartment must be left in its original condition.
  - g. Security deposit will not be used for payment of rent.
  - h. **SECURITY DEPOSIT WILL BE FORFEITED IF A PET IS KEPT WITHOUT WRITTEN PERMISSION.** You must have a signed Pet Agreement to have a pet. A separate Pet Deposit is required.
4. **APARTMENT INTERIOR**
  - a. Painting of the apartment is prohibited.
  - b. Waterbeds are not allowed.
  - c. Private washing machines, dryers and dishwashers are not allowed in the apartment.
5. No pets are allowed except those specifically listed on the pet agreement and a pet damage deposit is posted.
6. Children must be supervised at all times. Children may not play in the breezeways, on decks or front or sides of the building. Children should play in grass areas east of buildings.
7. Televisions, stereos, radios must be kept low enough so as not to disturb other tenants. **QUIET HOURS** are from 10:00 p.m. to 8:00 a.m.
8. Gas and charcoal grills may not be used within 10 feet of vertical structures. Gas and charcoal grills may not be used under balconies or overhanging portions. The grills may be stored next to your apartment when not in use. As per National Fire Code, cooking fires should constantly be attended. No other items should be kept outside of your apartment.
9. If locked out please contact the manager. Tenant is responsible for damage if entry is forced.
10. Please practice water conservation. If a water leak occurs or (any dripping faucets or running toilets), please place a container underneath it and notify the office immediately. If the tenant does not notify the office immediately the tenant will be held responsible for damages.
11. Business Hours are as follows: Monday - Friday 9:00 am to 5:00 pm; Saturday - 10:00 am to 3:00 pm; Closed on Sunday Business will be conducted only during these hours with the exception of emergencies. Rents may be paid during office hours. Use the mail slot in office door after hours.

12. Parking Lot

- a. Tenant's car description and license number must be registered with landlord. Vehicle must have a parking permit. There is a \$25.00 charge per month for each extra vehicle (Effective 1/1/08). Parking permits must be returned upon move-out. If tenant changes vehicles the old parking permit must be returned to the office and a new one will be issued. Permits are \$5.00 if not returned.
- b. The parking lot is for tenants only. Visitors must park in visitor area and display a temporary parking permit in the vehicle. Violators will be towed at their expense.
- c. Disabled or unlicensed vehicles are prohibited from the parking lot and will be towed at owner's expense.

13. Tenant must comply with the state of Wisconsin recycling laws. Recycled materials are to be placed in the proper dumpsters.

14. Tenants should have dwellers insurance to protect their personal belongings if they are damaged, lost or stolen. Lessor or his representatives will not be held responsible.

15. Tenant agrees to maintain NORMAL POWER USAGE described as turning off or minimizing usage of TV's, COMPUTERS, AIR CONDITIONERS AND LIGHTING when the apartment is not occupied for periods of 6 hours or more. It does not mean turning off the heat during temperatures that are below freezing. If the usage exceeds kilowatts allowed per quarter as described below, tenant WILL BE LIABLE FOR EXCESS USAGE. The usage will be measured by Emcon Wireless KWH meter as installed in sequence to the circuit breaker to your unit.

- Jan, Feb, Mar.: Unit square footage x 1.7 kilowatts per ft.
- April, May, June: Unit square footage x 1.5 kilowatts per ft.
- July, Aug, Sept.: Unit square footage x 1.8 kilowatts per ft.
- Oct, Nov, Dec.: Unit square footage x 1.7 kilowatts per ft.

Tenant X \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Agent X \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_