

Sylvan Square Apartments

RENTAL POLICIES

- Each applicant 18 years of age and over must fill out a Rental Application completely. Please allow approximately 2-3 business days to process the application. There is a \$30 cash fee for each applicant. Each application will be reviewed on the basis of verifiable income, longevity of employment, present and past rental history, and credit information. We reserve the right to deny any application(s) if our reviews uncover negative references.
- **THIS IS A SMOKE-FREE, DRUG-FREE COMMUNITY.** Absolutely no smoking or drugs are allowed anywhere on the premises including apartments, walkways, parking lots, community areas.
- Sylvan Square Apartments supports Fair Housing and does not discriminate against potential residents on the basis of age, race, sex, national origin, religion, marital status, sexual preference, or physical ability.
- Rent is due on or before the first day of the month. If not received by the third of the month, late charges will be strictly enforced.
- **ABSOLUTELY NO PETS** unless otherwise agreed¹.
- Residents are advised that the property is covered by fire insurance only and does not cover resident's possessions. **ALL RESIDENTS ARE REQUIRED TO OBTAIN RENTER'S INSURANCE** to cover personal liabilities and possessions in the minimum amount of \$100,000 naming Sylvan Square Apartments as certificate holder.
- All damage to the premises, or furnishings of premises, caused by the resident or the resident's invitees, will be paid for by the resident. Damage includes, but is not limited to: broken screens and windows, clogged drains and toilets, jammed garbage disposals, and clogged or jammed dishwashers.
- All repairs or maintenance must be phoned in to the property manager as soon as problem is detected.
- Resident and resident's invitees must be in compliance with city and county ordinances as well as state and federal laws and the rules of this community at all times.
- **ABSOLUTELY NO SUBLETTING AND ASSIGNING OR TRANSFER OF RENTS.**
- Multiple renters will be held jointly and severally responsible for all terms and conditions of the rental agreement.
- The resident(s) must give a thirty-day written notice of Intent to Vacate. Until the keys are returned to the property manager, rent will continue to be charged at the daily rate.
- A security deposit is required upon approval of the application. The owner/agent may withhold from the deposit only such amounts as are necessary to remedy defaults such as, but not limited to: damage to the premises, cleaning of the premises, payment of rent, payment of late charges and legal fees. The deposit and/or an itemized letter of Disposition of Deposit will be mailed within 21 days after the keys are returned to the property manager.
- This property participates in the RUBS (Ratio Utility Billing System) program whereby water, trash and sewer services will be paid for by residents based on an allocation method and will be billed by and paid to a third party billing provider.
- Cash is not accepted for payment of monthly rent.
- **The deposit and first month's rent must be paid by money order or cashier's check payable to Cal-Western Property Management (or CWPM)– NO EXCEPTIONS. The first full month's rent is due at time of move-in.**

¹ Refers to a service animal (ex: guide dog for the non-sighted) with verifiable physician's letter and documentation.