



## GENERAL INFORMATION AGREEMENT

Updated 05/04/18

### ACCESS

BECKEL FAMILY INVESTMENT PROPERTIES staff will have access to the apartment at all reasonable time for the purpose of performing routine repairs, maintenance, or improvements inspections.

If tenant decides to expire the lease then access to the apartment in the last (2) months of the lease at reasonable hours will be needed in order to show the apartment to prospective tenants.

BECKEL FAMILY INVESTMENT PROPERTIES manager will give a minimum of 24 hours notice of entry specifying the date, time and purpose.

### BATHROOMS

Each tenant is required to regularly clean the entire bathroom including floors, walls, and ceiling, shower enclosures etc. Tenant must wipe down excessive moisture to prevent mildew. Tenant shall not disconnect any vents or fans.

### CABLE SERVICE

BECKEL FAMILY INVESTMENT PROPERTIES provides cable wiring to all apartments however you must go to the local cable provider to get the service and equipment.

### CAMERAS

BECKEL FAMILY INVESTMENT PROPERTIES has the right to install camera systems in the common areas for safety and security of our tenants.

### CITATIONS/COMPLAINTS

Formal complaints from the property manager will be limited to three incidences. Excessive incidences will result in a citation by BECKEL FAMILY INVESTMENT PROPERTIES and engage in the process for eviction.

### COMMON AREAS AND APPEARANCE

We plan on investing in your community and home and hope you feel proud of where you live. By working together you can have attractive and comfortable place to live and to entertain your guests. We ask that all tenants abide by the following policies to maintain an attractive community:

- ❖ Sidewalks, entrances, vestibules, stairwells, and hallways shall not be obstructed, or used for any purpose other than entering and exiting the building.
- ❖ Tenants may not use common areas for any storage of any type.
- ❖ Tenants are not permitted to display clothes lines or clothes racks on balconies or porches.
- ❖ There shall be no large signs displayed in the windows or soliciting permitted.
- ❖ Tenants are not permitted to grant permission for any persons/agency to post signs billboards or advertisement on the property.
- ❖ The outside grounds shall be kept in good order and trash will be properly contained and disposed.
- ❖ Tenants are not permitted to hang laundry, towels, rugs, etc. over porches, balconies or exterior railings
- ❖ Tenant is advised not to use the garage or common space as storage of personal items. Tenants storing personal items in these areas do so at their own risk. BECKEL FAMILY INVESTMENT



PROPERTIES AND ALL LEGAL ENTITIES shall be held harmless in the event of humidity, dampness, change in temperature, fireflood, or theft cause loss or damage to these items.

## **DOORS/WINDOWS/SCREENS**

Tenants will be responsible for the cost of repairing or replacing any doors, windows and or screens that are damaged during the term of the lease. Do not remove any screens, you will be charged for missing or damaged screens or screen doors. Screen replacement costs can be \$100.00 – 150.00 per screen.

## **EXTENDED VACANCY**

If you plan on not being at home for an extended time period to let us know so we are aware in case of any emergencies.

## **FIRE PRECAUTIONS**

- ❖ Tenants will not use/or store charcoal, wood, electric or gas grills and fireplaces on the balconies or porches of apartments. **Tenant will be responsible for any heat or fire damage resulting from such activity.**
- ❖ Clean grease and spilled food from the range and oven immediately.
- ❖ Immediately replace worn or frayed electrical cords and do not overload outlets.
- ❖ No grills are permitted within 25 feet of the apartment or landscaping. **Tenant will be responsible for any heat or fire damage resulting from such activity.**
- ❖ Please report any fires to the Fire Department (911) and the property manager.
- ❖ **Tenant is responsible for checking your fire alarms yearly and replacing batteries when needed.**
- ❖ We will provide an ABC charged fire extinguisher with each apartment for emergency use. Tenant is responsible to notify the property manager of an extinguisher that needs service. If the extinguisher is missing, damaged or discharged for not emergency reasons the tenant will be charged to service.
- ❖ **Tenants/Guests are not permitted to use fire escapes as regular access to the premises. Fire escapes are for emergency exit only. No personal items shall be on the fire escape.**

## **APPLIANCES AND FURNISHED APARTMENTS**

The furniture/Appliance in the furnished apartments is the property of BECKEL FAMILY INVESTMENT PROPERTIES and has been inventoried. Under NO circumstances should the furniture/appliance be removed from the apartment or placed outside. Any damage to the furniture/appliance during your lease period will be the responsibility of tenant. If damage occurs notify the property manager immediately.

## **GUESTS**

Large social gatherings (15+ people) shall be communicated to BECKEL FAMILY INVESTMENT PROPERTIES property manager and to the other tenants in the building. Tenants are fully responsible for the conduct and actions of their guests in the apartment and/or in the common areas. In order to be fair to all residences, social gatherings on Friday and Saturday evenings will end at 11 PM and Sunday through Thursday must end at 10 PM. You are responsible to provide the identity of any guest who damages the property. Overcrowding is not permitted and is prohibited by the Hollidaysburg Fire Code Regulations and tenant will be responsible for fines on the apartment in violation. Stereos, Radios, and Televisions shall be kept at a reasonable level so that other residents are not disrupted. Please refer to the citations/complaints section for disciplinary actions.

**Open/Consumption of alcohol and disorderly conduct in common areas, stairways, common halls and/or garages are prohibited and will not be tolerated. The result of such action will lead to a formal citation and engage the process of eviction.**





Tenant, or tenant guests, may not partake in any drug related criminal activity, on the property, that threatens the health, safety, or right of peaceful enjoyment of the apartment buildings other tenants. Tenant agrees that BECKEL FAMILY INVESTMENT PROPERTIES can terminate the lease agreement for such drug related activity.

### **INTERNET SERVICE**

Tenant is responsible for contacting the cable company for all Internet equipment needed to enable Internet connection.

### **KEYS**

At the time of move in/contract transfer each resident will be asked to sign for his/her keys. Each will be given a Building entry key, Mail key and an Apartment key. Keys are not to be duplicated except by a BECKEL FAMILY INVESTMENT PROPERTIES representative. In event you lose your key, please call the property manager for a key. If the request is outside of regular business hours of 9 am to 5 pm EST, M-F the tenant will be charged a fee of \$35. If the property manager is not reachable, please contact property owner. All key replacements are \$15.00. If keys are not returned within 48 hours after the end of your lease period the tenant will be responsible for the lock change cost of a minimum of \$50.00. If the property manager is notified by phone of an extenuating circumstance the time will be extended. Tenants agree to keep common entry doors secure at all times

### **KITCHEN APPLIANCES**

Tenant will keep the apartment in a clean, sanitary condition. By signing this agreement acknowledges the apartment is safe and clean, and in good condition. Tenant agrees that the appliances and equipment are in good working order, except for noted items on the Move-in inspection checklist. The tenant agrees that BECKEL FAMILY INVESTMENT PROPERTIES has made no promises to decorate, alter, repair, or improve the apartment, except as listed on the inspection.

### **DISHWASHER**

Excessive food particles left on dishes will clog the dishwasher, always scrap and rinse dishes before loading into dishwasher. Water should circulate freely around all dishes. Use only automatic dishwasher specific detergent in the dishwasher, never use soap or laundry detergent they will block the clog the outlets with suds, overflow and damage the appliance. Any malfunctioning appliance shall be reported immediately. Run the garbage disposal before running the dishwasher and clear all food from the drain so you do not back up the dishwasher.

### **GARBAGE DISPOSAL**

Do not over load the garbage disposal. Cold water shall be running at all times when running the disposal. The safety overload device on the motor will shut off the disposal if over loaded. To reset the safety switch, wait 5 minutes and push the red button on the motor (under sink) if it will not reset, wait until the motor cools and repeat reset procedure. If problem still exists, call the property manager. Only organic items shall be placed in the disposal, no metal, clothes, plastic, shells, bones, paper, glass, peels, or cornhusks.

### **RANGE**

Clean top of range with all purpose glass cleaner. This will eliminate grease build up. Never use a sharp object on the oven, only use oven cleaner. If the Range or Oven malfunctions contact the property manager.

### **REFRIGERATOR**

Clean inside the refrigerator every six months with a hot soapy rag to keep it fresh and clean. A box of baking soda will eliminate any strong odors.



## **WASHER AND DRYER**

Use the specific laundry detergent as specified on the machine. Do not use regular detergent in a HE machine. The suds will cause the motor to over heat do to excessive pumping. Biggest problem with dryers are usually not clean lint trap or a clogged vent pipe. This can cause a fire; please always make sure excessive lint does not build up in vent. Call the property manager if there is any leaks or mechanical issues.

## **HEATING/AIR UNITS**

Tenant will pay for any service call that is requested and equipment is functioning normally. Tenant will be responsible for the replacement of batteries for the on wall thermostat. If this is determined to be the issue for the heat not functioning properly the tenant will be responsible for the cost of the service call.

## **LEASE AGREEMENT**

Please make sure you read your lease agreement and any amendments that have been added to your lease. Take your time and read this general information so you're well informed about the expectations of BECKEL FAMILY INVESTMENT PROPERTIES and our expectations of our tenants. Feel free to contact the property manager if you have any questions.

## **LEASE RENEWAL/EARLY TERMINATION**

Each year BECKEL FAMILY INVESTMENT PROPERTIES will notify current residents 45 days before the renew date to renew their existing apartment lease for the next year. **It is agreed by BECKEL FAMILY INVESTMENT PROPERTIES and tenant that unless (30) days written notice of intention not to renew has been given by BECKEL FAMILY INVESTMENT PROPERTIES or tenant the lease will be terminated.** If you would like a different property within our available selection, please inform the property manager. If the property is unavailable we can place your name on a waiting list and when the property becomes available you will be notified. The lease may be terminated early by tenant giving (30) days written notice together with payment of MOVE OUT FEE which is equal to one month of rent plus forfeit of the security deposit. Written notice must include date the lease is to end (must be last day of month) accompanied by fee, and must be received by BECKEL FAMILY INVESTMENT PROPERTY's manager at least (30) days prior to indicated lease end date. This can be avoided if tenant can fill the apartment with a "qualified" (by BECKEL FAMILY INVESTMENT PROPERTIES) tenant for a new lease term equal to the old lease term.

## **LIABILITY**

Tenant does hereby relieve BECKEL FAMILY INVESTMENT PROPERTIES and staff from all liability by reason of any injury or damage to any person or property, in or on the premises, by theft, or burglary, water, rain, snow, ice, sleet, fire, explosion, frost, storms and accidents, or by breakage, stoppage or leakage of water, gas heating, and sewer pipes, electric wiring or current, or plumbing, nor for any negligence of any other person or company that may cause damage of any character. BECKEL FAMILY INVESTMENT PROPERTIES AND ALL LEGAL ENTITIES carries no insurance, which in any way covers any loss tenant, may suffer. Tenant will arrange insurance policy to cover such injury or damages.

## **LIGHT BULBS**

For new tenants, at the time of your move in, your apartment will be equipped with working light bulbs in the existing fixtures. During your lease, you are responsible for replacing all burned out bulbs. If you need any assistance with special bulbs like oven and refrigerator please notify the property manager. Please do not attempt to fix anything that you are not comfortable with since you are responsible for any damage.

## **LOCK CHANGE**

Only the property manager is authorized to change locks. Locksmiths are not permitted to do work for residents on the property. Lock change requests can be made Monday through Friday between 9:00 am and 3 pm. A **minimum** charge of \$50.00 will be assessed for the tenant for a lock change.

## **LOCKOUTS**

If you get locked out of your apartment during regular office hours M-F 9:00 am - 5:00 pm EST, please contact the property manager. You must be on the lease and provide a current ID. No relatives or friends will be able to get a key. If the request is beyond the regular hours aforementioned above a \$35 dollar charge will be assessed for the Property Managers time to the tenant (ID of lease tenant required). BECKEL FAMILY INVESTMENT PROPERTIES is not responsible for any costs or delays you experience due to a lockout. We will still need to charge the tenant if you request the after hours lock out service and you gain access while waiting. No keys will be furnished after business hours, weekends and Holidays. A purchased key can be provided the next business day.

## **LOCKS**

Tenants or guests are not permitted to change, add or remove any lock on any door of your apartment.

## **MAIL**

The U.S. Postal Service delivers the mail for each apartment. Please provide BECKEL FAMILY INVESTMENT PROPERTIES and the post office with a list of residents that will be receiving mail in your mailbox. Change of address forms will be handled through the Post Office or [www.USPS.com](http://www.USPS.com) Post Office Address: 525 Allegheny St Hollidaysburg, PA (814) 695-0021 BECKEL FAMILY INVESTMENT PROPERTIES recommends that all packages from UPS and FED EX must be signed for at delivery to your address due to security reasons. The Tenant is responsible for any package delivered. BECKEL FAMILY INVESTMENT PROPERTIES has no responsibility for missing packages.

## **MAINTENANCE SERVICE**

You may request maintenance service via "Tenant Portal System", by email or by calling the Property Manager. Please write a detailed message of the issue, including the apartment number and when we can access the apartment to fix the issue. For emergencies, call the Property Manager 24 hours a day. Examples of emergency situation that require immediate attention: No heat in the winter, a plumbing Leak, sewer stoppage (not clogged toilet, tenant responsible), no electricity, gas odor, fire or smoke, no hot water... Misuse of the emergency call for the property manager will result in a \$35.00 charge. By calling for the Property Manager for a maintenance issue you authorize our staff to enter your apartment at a reasonable hour to respond to your request. We will respond to maintenance issues as soon as we possibly can.

## **MOVE-IN INSPECTION CHECKLIST**

For new tenants, at the time you move in you will receive a Move-in Checklist/Inspection Report. This list helps protect your security deposit. For existing tenants, your checklist is on file from your move-in and will be filed in our office. Please inspect your apartment thoroughly for any damage and report on the checklist, sign and return to the Property Manager within 48 hours of move in. A move-out inspection will be conducted after you vacate the apartment at the expiration of your lease. The Move-out and Move-In inspection will be compared to assess damages and/or cleaning charges.



## **MOVE-OUT**

At the expiration of the term as noted on the lease agreement, or any renewal thereof, tenant to quit, surrender, and yield up said apartment in good order and repair, as when received, reasonable wear and tear and accidents by fire or flood excepted without notice so to do. The notice to quit by any Act of Assembly, now in force or which may hereafter be enacted is hereby expressly waived. That is case of removal or attempted removal of the tenant or his goods, for the dismissed apartment, during the continuance of the term of the lease, without written consent of BECKEL FAMILY INVESTMENT PROPERTIES, then and in that case the whole unpaid rent for the balance of the term will be taken of the entire term where payable in advance. All personal property in the apartment will be liable to distress, and if removed therefrom, may, for thirty (30) days after such removal, be detained and sold for rent in arrears, and any removal of the goods upon the apartment without the written consent of BECKEL FAMILY INVESTMENT PROPERTIES will be conclusive evidence of a fraudulent and clandestine removal. Tenant does hereby expressly wave all laws now existing, or which may be hereafter passed, exempting personal property: rights and credits from levy and sale, and wages of labor from attachment, upon any warrant of distress, judgment and attachment execution, which may be issued or obtained for a violation of this agreement, or any of the covenants thereof. Also waiving hereby any notice of distress and any appraisement required by law regulating BECKEL FAMILY INVESTMENT PROPERTIES warrants: also waiving stay of execution on such judgments.

## **NOISE**

As stated in the Guest section televisions and Stereo's shall be kept at a reasonable level so that other residents are not disrupted. All equipment (TV, Stereo, Base speakers, Radio vacuums etc...) shall be turn down or off at 10 pm to a decibel level that does not penetrate the walls or floors of other tenants. Formal complaints from the property manger will be limited to three incidences. Excessive incidences will result in a citation by BECKEL FAMILY INVESTMENT PROPERTIES and engage in the process for eviction.

## **OFFICE HOURS**

BECKEL FAMILY INVESTMENT PROPERTIES manager will be accessible from 9 to 5 Monday through Friday. Excluding Holidays except for emergencies.

## **PAINTING AND WALLCOVERING**

In order to keep the property in good condition and establish a place we can both be proud. We will be periodically be painting around the building and completing other construction. Please be aware of any area that is being painted and under construction. Keep small children away from the areas and avoid the area when possible. You will be notified in advance of this work and what preparations you will need to accommodate the painters or workers. Use small nails on the walls for pictures any major damage to walls will be noted and repaired on move-out.

Tenant will not apply wall covering on painted surface

## **PARKING**

Parking for the apartment has been provided in the rear of the apartments. The parking is available to residents only. All cars of the tenants will be registered via the tenant information sheet. No vehicles will be allowed to be on jacks or supports for over a 3-hour period. The garage is for storage of car only; no car repairs are permitted in the garage. Bare Wheels; flat tires, invalid registrations or outdated inspection stickers will be removed at the owner's expense with in 24 hours after one written citation from BECKEL FAMILY INVESTMENT PROPERTIES. **BECKEL FAMILY INVESTMENT PROPERTIES is not responsible for any damages that might occur to any vehicle while parked on our property.**



## **PETS**

**NO PETS PERMITTED.** BECKEL FAMILY INVESTMENT PROPERTIES does not allow animals or pets in or around the apartment at any time including "visiting pets". This policy is without exception. Residents of any apartment where animals have been documented/seen will pay the fines and extermination fees for the apartment or the entire building as recommended by the exterminator to rid the building of any actual or potential infestation. **I hereby agree to having no pets and/or visiting pets in the apartment. I understand and agree that failure to comply with this policy will result in eviction plus a charge of \$250 fine plus extermination fee.**

## **POWER OUTAGES**

When possible, BECKEL FAMILY INVESTMENT PROPERTIES will notify you of a power interruption that are part of planned maintenance work we need to perform. Our notice will inform you to pull out all electronics to avoid a power surge. However we cannot predict power outages in the power supply. If power outages occur, investigate to see if it's isolated to the building or the neighborhood. If it's only the building, notify the Property Manager. If it the neighborhood outage, contact the electric company. You should keep flashlights and an emergency kit in your apartment to be prepared of a power outage. Do not use candles in the building during an outage. You should keep your refrigerator and freezer doors closed as much as possible to prevent food spoilage.

## **RENTERS INSURANCE**

**BECKEL FAMILY INVESTMENT PROPERTIES is not responsible for personal property.** We require all tenants to purchase Renters Insurance to protect personal belongings from fire, theft, or other casualties. Consult your personal insurance agent for further details regarding renters insurance. The cost is relatively low in general for renters insurance. Proof of insurance can be requested at any time before or after the lease by BECKEL FAMILY INVESTMENT PROPERTIES.

## **RETURNED CHECK POLICY**

If a check issued to BECKEL FAMILY INVESTMENT PROPERTIES AND ALL LEGAL ENTITIES is returned from the bank for any reason, the following will be followed:

- ❖ \$40.00 Return Check Fee will be charged to your account
- ❖ \$3.00 late fee per day will be charged to your account from the day BECKEL FAMILY INVESTMENT PROPERTIES is notified of the non-sufficient check until the new payment is received to cover original plus return check fee
- ❖ BECKEL FAMILY INVESTMENT PROPERTIES AND ALL LEGAL ENTITIES has the option to refuse personal checks and requiring cash, money order, credit card, or cashiers check for future payments

## **SATELLITE DISHES**

Tenants agree that satellite dishes of any kind are prohibited in or out of the premises.

## **NO SMOKING**

There is no smoking permitted in the apartment or building of any kind. No Cigarettes, Cigars, Marijuana, Vaping or any smoking of any kind by you or your guests. Smoking must be at least 20 feet or more from the building and all butts must be extinguished and disposed of in a proper container. Any violation of this policy will be terms for citation

## **SUBLET/SHORT TERM RENTAL/WEB POSTING/AIRBNB**

### **NO SUBLETTING PERMITTED OR ANY FORM OF AIRBNB RENTALS**

At no time are Tenants allowed to post/rent a Beckel Property on any Web site/contract for short term or long-term rent or payment. Violation will be cause for a fine fee of \$250 for the incident and possible eviction.





## TRASH

Please help us keep your environment as clean as we can. Each tenant is responsible for helping keep the property clean and manageable. All trash will be placed in dumpster in the rear of the building and contained. Large boxes shall be broken down to allow more room for organic type of refuse. Any trash that is not disposed of properly will result in a removal fee assessed to the resident's apartment.

## WALLS

Holes in the walls are expensive to repair. Nails and screws can hit pipes and electrical lines behind the dry wall and cause major damage or injury. BECKEL FAMILY INVESTMENT PROPERTIES will repair at the tenants expense any holes and other resulting damages that are discovered during your lease. Improper repair will be properly fixed and charged to the tenant. Please take care of the walls and use a product that does not affect the paint, drywall or plaster.

**BY SIGNING BELOW, YOU HAVE READ AND REVIEWED ALL (8) PAGES AND YOU AGREE TO BE BOUND BY THE TERMS AND CONDITIONS OF THIS GENERAL INFORMATION AGREEMENT DOCUMENT**

TENENT SIGNATURE\_\_\_\_\_

TENENT SIGNATURE\_\_\_\_\_

LANDLORD SIGNATURE\_\_\_\_\_

THIS LEASE HAS BEEN PRE-APPROVED BY THE OFFICE OF THE ATTORNEY GENERAL OF PENNSYLVANIA

In the Opinion of the Office of the Attorney General, a pre-approved consumer contract meets the Test of Readability under 73 P.S. Section 2205 of the Plain Language Consumer Contract Act. Pre-approval of a consumer contract by the Office of the Attorney General only means that simple, understandable and easily readable language is used. It is not an approval of the contents or legality of the contract.

