

Our expectation for this property is for tenants to maintain clean, sanitary and safe living conditions. Failure to comply with these expectations may result in a notice of lease termination.

Security Deposit: \$300.00

**YOU MAY NOT CHANGE
YOUR LOCKS**

Prior to move-in we MUST receive proof that electric has been transferred into your name through Prairie Land Electric

**YOUR LEASE IS EFFECTIVE FOR 1 YEAR;
RE-CERTIFICATION PROCESS IS
COMPLETED YEARLY.**

**RENT IS BASED ON ADJUSTED
INCOME; VERIFIED DURING THE
YEARLY CERTIFICATION PROCESS**

**MEDICAL EXPENSES:
IF YOU HAVE OVER THE COUNTER
MEDICAL EXPENSES PRESCRIBED
BY YOUR PHYSICIAN; KEEP ALL
RECEIPTS FOR YOUR
RE-CERTIFICATION**

*Our goal is to provide a
comfortable and safe
environment for you to call home.
In an effort to provide this; there
are rules and guidelines you
MUST follow. Review the inside
of this pamphlet for*

THINGS TO KNOW!

Listed below are reasons that may result in termination. (but not limited to those listed)

TERMINATION OR NON-RENEWAL OF LEASE:

- * Unauthorized guests staying the apartment without prior approval
- * Unsanitary conditions in your apartment
- * Reoccurring pest infestation
- * Unauthorized pets
- * Non-compliance with pet guidelines
- * Felony conviction
- * Drug use or distribution
- * Non-payment of rent and/or consistent late payments
- * Violent behavior or need for police
- * Destruction of property
- * Disturbance of neighbors
- * Intentionally falsifying information

EVICITION/TERMINATION PROCESS:

1. Verbal warning
2. Written warning
3. 14/30 given (14 days to rectify issue or 30 days to move out)

3 DAY MOVE OUT NOTICE:

1. Non-payment of rent
2. Drug use and/or distribution
3. Felony charge
4. Reoccurring pest infestation

VACATE: A 30 day written notice is required for tenant termination of lease. Tenants are responsible to leave apartment clean and Ready-To-Occupy condition. Damage or failure to leave the apartment in this condition will result in the forfeit of your security deposit. Items left in the apartment is left at tenant's risk and will be disposed of according to applicable state laws regarding abandoned property.

Cloud Village



is a LOW INCOME
Rural Development



project designed for
Elderly (62+),
Handicapped or
Disabled individuals

WELCOME TO

CLOUD VILLAGE APARTMENTS

**700 Cloud Street
Concordia, Ks 66901
Manager: (785) 262-7510
cloudvillageapartments@gmail.com**

**This is a NON-SMOKING
facility inside the apartment
buildings.**

This pamphlet is a quick reference for those residing at Cloud Village Apartments. If you ever have any questions, feel free to reach out to the manager.

THINGS TO KNOW:

14/30: 14 days to rectify situation OR - 30 days to vacate property

RENT: Rent is due on the 1st of every month. If not paid by the 10th, there will be a late fee charged. **Three or more consecutive late rent payments and/or non-payment can result in a 3 day notice to pay rent in FULL plus late fee or vacate the property.**

COMPLAINTS: Complaints of any kind need to be presented in writing to management. Forms are found on the wall outside the office door. **Verbal complaints will NOT be addressed.**

WORK ORDERS: We encourage you to notify us of any item that needs repair in your apartment. A work order **MUST** be completed. They can be found on the wall outside the office door in the Community Building. No alterations are allowed in the apartment without prior approval from management. Alterations and/or damage made or caused by tenant will not be addressed as a maintenance issue, if a work order had not first been submitted or inspected by management/maintenance prior to alteration.

PARKING: Parking will be assigned at move in. Guest parking will also be designated. NO parking or driving in the vacant lot or on sidewalks or grass areas.

GUESTS: Guests throughout the daytime visiting your apartment are not a problem unless they are a disturbance to other tenants. However, you are NOT allowed to have guests residing in your apartment that are not listed on the lease. Unauthorized guests staying in your apartment can result in a 14/30 termination notice. If you are planning to have guests stay overnight, please inform management.

SMOKING: Smoking is NOT allowed inside of the apartments. Please make sure to dispose of cigarette butts properly. Make sure yourself and/or guests are not disposing of butts on the grounds. **Violations of smoking in your apartment can result in a 14/30 termination notice.**

DRUGS: Drugs are strictly prohibited on the property. If you are found to have drugs on the property this will result in a 3 day notice to vacate.

PEST CONTROL: Local pest control company sprays apartments every other month on the 2nd Tuesday (Apt 1-16 ODD months: Apt 17-32 EVEN months) They will spray even if you are not home, but will lock your door when leaving.

BED BUGS: This is NOT a part of the Schendel spray. Quarterly, a company called "Bug Hounds", brings dogs trained to smell the scent of bed bugs. If you are found to have bed bugs it will be your responsibility to pay for the treatment. **A recurring infestation of bed bugs may result in a 3 day termination notice.**

CABLE: No satellite dishes are allowed on the property. Cloud Village has a reduced bulk cable package with Cunningham Cable. Tenants may opt to receive this package and reimburse Cloud Village along with their rent payment monthly.

INTERNET: No internet is provided. Tenants are responsible for internet services themselves.

TRASH: TENANT USE ONLY dumpsters are located at the west end of the main parking lot. Trash **MUST** be in sealed bags. No trash cans are to be kept outside your apartment.

COMMUNITY ROOM: Tenants are free to use the Community Room at their discretion. We ask that it be left clean after use. Do not take items from the Community Building for personal use. Items (EXCEPT CLOTHING) for sale or give away may be left in the community room with a note. After 1 week, if items remain, you must remove them or they will be discarded.

LAUNDRY: Coin operated machines are located in the Community Building. The machines are for TENANT USE ONLY! You are not required to schedule laundry times, however; there is a dry erase board on the wall in the laundry room that you **MUST** check prior to use.

PATIOS: Tenants are free to decorate the areas adjacent to their patios ($\frac{1}{2}$ way between apartments) as long as they can maintain the area. Staff is not responsible to maintain this area for tenants. If you are unable to maintain area and it becomes unsightly, the area will be sprayed.

SMOKE DETECTORS: Smoke detectors are provided in your apartment. You are not to damage or take down your smoke detector. These detectors are hard wired with a battery back-up; therefore, they will work under all conditions. If you need the battery changed in your detector, please write a work order.

WATER SOFTENERS: A water softener is placed in one apartment per building that feeds all 4 apartments in that building. Cloud Village pays for the salt and maintains these softeners. Maintenance will regularly check these. Softeners are placed in the apartment that has the main water shut off.

PETS: One pet per household is allowed with a deposit of **1/2 of the Basic Rental fee**. The pet must be less than 35lbs. Proof of registration and vaccinations are required. **ALL** pet debris must be picked up immediately from property. Pets **MUST** be leashed when outside of apartment. Any behavior of an aggressive or vicious pet will not be allowed to be kept on property. Guests are NOT allowed to bring pets on to the property. **Non-compliance with these rules may result in 14/30 termination notice.**

STORMS: The basement of the Community Room may be used in the event of severe weather (although this is not our designated storm shelter). The designated shelter is the FEMA shelter at the elementary school to the south of our property. You must enter through the south doors of the school building. During any severe weather this shelter will be open to the public. You may also take shelter in your bathtub, which is the center most location of your building.

SNOW-LAWN CARE: Independent companies are hired to take care of snow removal and lawn care throughout the facility. All decorations/items must be kept in the areas adjacent to your patio to avoid interference with the lawn mowing and/or snow removal process. Damage to any item outside these areas will not be the responsibility of the facility or hired company.

SNOW REMOVAL: Snow will be removed within 2 hours after snowfall has ceased. If it is still snowing or the wind is blowing the snow will not be removed until it has quit. **Please be patient.** Ice melt will be applied to all sidewalks and patio areas. Ice melt is NOT applied to parking lots, therefore DO NOT walk across parking lot during icy conditions (use sidewalks) PARKING LOT will be cleared after more than 6" of snowfall. Snow will not be cleared from between vehicles. If you wish for your parking area to be cleared your vehicle must be out of the stall. **In order to get all areas of the parking lots cleaned, the best option is to move all vehicles from the Main (center) parking lot into the south lot. Once they have cleared the center lot, then all vehicles should be moved to center lot and the will then clear South lot. I will not call each time to remind tenants to do this. This is tenant's responsibility.**

INSPECTIONS: Periodic inspections will be done of your apartment. This is to promote cleanliness and document repair needs. Unsanitary living conditions will be addressed, and a follow-up inspection will be performed. **"Hoarding or unsanitary/hazardous housekeeping" can be cause for a 14/30 termination notice.**

INSURANCE: Renter's insurance is not required but is strongly recommended. Cloud Village's property insurance will not cover your personal property loss.

VACATE: A 30 day written notice is required for tenant termination of lease. Tenants are responsible to leave apartment clean and in ready-to-occupy condition. Damage or failure to leave the apartment in this condition will result in the forfeit of your security deposit. Any items left in the apartment after the tenant vacates, and turns in keys, is left at tenant's risk and will be disposed of according to applicable state laws regarding abandoned property.