

**BIRNAM WOOD APARTMENTS**  
**RULES & REGULATIONS**

**Applicant Name(s):** \_\_\_\_\_

**New Address:** \_\_\_\_\_ **Monroeville, PA 15146 Rent: \$** \_\_\_\_\_ **/month**

1. **RENT:** is due the 1<sup>st</sup> of each month. Rent checks are to be made payable to: **Birnam Wood Apartments**. Rents are considered late if received after the 5<sup>th</sup> of any month.
2. **RESERVATION FEE:** \$50.00 is required to hold an apartment and will be applied to the Security Deposit once the application is approved. If the application is not approved the fee will be refunded. Application cancellations must be made within 3 days of leaving the Reservation Fee to receive a refund. If you cancel within 3 days but after we have obtained your credit reports(s), you will be charged for the report(s) and refunded any balance, if applicable. (If you leave a Reservation Fee without a completed application, then the application must be returned within 3 days or the apartment will no longer be held.)
3. **SECURITY DEPOSIT:** The balance of approximately \$ \_\_\_\_\_ is due upon move-in or within 7 days of submitting the Reservation Fee, whichever comes first. The Security Deposit is non-refundable in the event you cancel your application after the 7 day period. **All move – in fees, including the first month’s rent, must be paid using a money order or cashier’s check.**
4. **MOVE-IN DATE:** is to be no later than 30 days from the date of this signed application. Failure to move in on this date will result in the cancellation of the reservation and forfeiture of all fees & deposits.
5. **SECURITY DEPOSIT REFUND:** will be made within 30 days after you vacate. The Security Deposit cannot be used as the last month’s rent.
6. **PET POLICY:** No pets are permitted without prior management approval in writing. **Dogs are restricted to select areas and breed restrictions apply.** If approved, the Pet Deposit will be \$200.00 (\$100.00 of which is refundable). Only two pets are permitted in the apartment homes. Monthly pet rent will apply as determined by Management. A photo of your dog is due within 7 days of approval of the application.
7. **RENTERS INSURANCE:** Tenants are required to maintain a renter’s insurance policy with \$100,000 minimum liability. Proof of policy must be provided to the Landlord prior to move in. Lessor is not responsible for damage or theft of tenant’s belongings.
8. **KEYS:** All parties must sign the lease before receiving keys. A fee of \$40.00 will be charged to anyone locking themselves out of the building or apartment and needing assistance from the leasing office after office hours.
9. **LEASE TERMS:** **You are responsible for the full term of your lease.** Residents moving before the lease expires will be responsible for the rent until the expiration date of the lease or until the apartment is re-rented. A lease break fee will be charged for early termination of the lease, based upon the number of months the apartment was occupied.
10. **TRANSFERS:** A fee of \$200.00 will be charged to anyone transferring from one apartment to another, during the first year of the lease.
11. **PARKING:** All vehicles must be currently licensed, inspected, operational and attractive. No vehicle repairs may be performed on the property, such as, oil changes. No campers, boats, trailers, recreational or commercial vehicles may be parked on the property without management approval. Parking spaces are limited to 2 per apartment.
12. **GARBAGE:** All household garbage is to be promptly placed in the property’s compactor. Do not under any circumstances leave garbage in the hallways, outside of your door, on balcony or patio or in any common areas.
13. **UTILITIES:** It is your responsibility to call the electric and gas company (if applicable) at least 3 days prior to your move-in to arrange to have the service put into your name as of your move-in date. **Future residents are required to provide proof of utility transfer, prior to move in.** When vacating, the resident is responsible for contacting the utility companies and having service turned back over to our name.

**Duquesne Light Co.: 1-888-393-7100**  
**Comcast Cable Co.: 412-660-7451**

**Peoples Gas Co.: 1-800-654-6335**  
**Verizon FIOS: 724-421-4534**

<b>Summary:</b>	Security Deposit:	\$ _____	(Due within 7 days or at move-in, whichever comes first.)
	Inspection Fee:	\$ 50.00	
	Move-in Pro-rate Due:	\$ _____	
	First Month’s Rent Due:	\$ _____	(Required at lease signing if move-in is the 16 <sup>th</sup> of the month or after.)
	Short-Term Fee:	\$ _____	
	Pet Fee Due:	\$ _____	<b><u>Lease Dates:</u></b>
	Monthly Pet Fee	\$ _____	From: _____
	Water & Sewer	\$ _____	To: _____
	<b>Less Reservation Fee:</b>	\$ _____	
	<b>BALANCE DUE:</b>	\$ _____	

**APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Welcome Home!*

**MOVE IN PAYMENTS AND SECURITY DEPOSITS MUST BE IN THE FORM OF A MONEY ORDER OR BANK CERTIFIED CHECK**