

WELCOME LETTER

We would like to take this opportunity to officially welcome all of our new tenants and incoming students. We know it's hectic for you as you get moved in and ready for class. As things settle down, we look forward to getting to know you and serving your needs throughout the coming year. At this time we would also like to point out a few items that will help to ensure your housing arrangements are the best that they can be.

GARBAGE

Garbage must be put in the proper container under the terms of your particular garbage company. They **WILL NOT PICK UP TRASH OR BAGS THAT ARE LEFT NEXT TO THE CONTAINER**. City Zoning states the container can go to the curb no sooner than 8:00 PM the night before your regularly scheduled pick up. You must then remove the container no later than 8:00 PM the night of your regularly scheduled pick up and place it behind the house. **IF YOU DO NOT REMOVE THE CONTAINER** and place it behind the house the same day of pick up, **THE CITY OF KALAMAZOO WILL** take a picture of the container, move it behind the house, and **FINE YOU AT LEAST \$50.00**. Once a month, the city allows you to place large amounts of trash on the curb for removal by city workers. Please contact the city to determine which day of the month is "big trash day" for your unit. Please make sure you have the right day and time if you chose to use this service. If you place trash on the curb on the wrong day, the City of Kalamazoo will take a picture of the garbage, remove it for you and fine you. It is a ridiculous fine, and it can be avoided with a little forethought. We also need your help keeping your yard area clean. As per your lease, it is your responsibility to make sure the yard and/or parking area is picked up. It takes only a minute to pick up a fast food wrapper or soda bottle. If your yard area is sufficiently messy, the City of Kalamazoo will take a picture of the mess, pick it up for you and fine you. If we notice that your yard is full of trash we will send one of our maintenance crew over to pick up before the city does. We also charge you for this service based on our time spent and dump fees. It is much cheaper for you to occasionally pick up your own yard.

PARTIES

We all enjoy having friends visit our houses, but some people take this to an extreme that can have disastrous results. **"OPEN DOOR" PARTIES THAT ALLOW ANYONE IN**, especially when alcohol is served, **COULD RESULT IN POLICE FINES, JAIL TIME AND/OR EVICTION**. We obviously require that you follow all state and federal laws regarding this subject. If we discover that a large party has occurred, from a police report or other means, we will give you one warning before addressing the issue with your guarantors and possibly commencing an eviction. We are very strict about this because every year we have people who do not take it seriously. If you are evicted, you will be held liable for the balance of the rent through the remaining lease period as well as damages. It is a bad situation that hurts all of us. Please party responsibly. Just as a warning Public Safety is ruthless with MIP's (Minor in Possession) and noise violations that can cost \$100s of dollars for just a stereo that can be heard at the sidewalk.

RENTAL PAYMENTS

Rent can be mailed to us at:
The Lo Company, LLC
1011 West Maple Street, Suite 101
Kalamazoo, MI 49008.

RENT PAYMENTS (other than payments sent directly by parents) **MUST BE PAID IN ONE CHECK OR MONEY ORDER ONLY**. We are sorry but we cannot accept cash or credit cards. Rent is due on the first of every month. There is a three-day grace period, and after the third of every month, there is a late fee assessed. If you are having trouble paying rent, please let us know as soon as possible. Communication is very important.

EXTERIOR FURNITURE

City housing code requires that furniture that is placed on the porch or deck must be made of metal, wicker or plastic only. Interior furniture such as upholstered sofas and loveseats cannot be outside. They are relentless about this and will not allow any exceptions. These fines imposed by the City of Kalamazoo vary as to the amount of debris, but a \$70-\$400 fine is not unusual.

If you have any questions regarding this letter, please feel free to call our office. With your help we hope to make this a great year for everyone.

PET POLICY

Per your lease, pets of any kind are strictly prohibited in any rental unit without prior written consent of the landlord. If you are found to have a pet residing in your unit that you do not have written permission for, we will:

- 1) Charge you \$200.00 for each unauthorized pet being housed;
- 2) Proceed with an immediate eviction under the terms of the lease;
- 3) Require that the pet be removed from the premises immediately.

We are extremely serious about this matter and appreciate your cooperation in order to avoid any legal action.