JACKSON PROPERTIES
Premier Student Housing

University Center Apartments
Living Off-Campus Guidelines

ving in off-campus housing requires each tenant to assume responsibility for the actions of his/her housemates and their guests. Below is a list of rules and regulations that will be enforced by your landlord and city police.

- Rent should be paid according to your contract. Late fees are $40 for the first day late and $2 for each additional day starting the day after rent is due. Rent can be mailed to P.O. Box 4008 Tallahassee, FL 32315. Letters postmarked by your rent due date are considered on time. Rent can also be hand delivered to our office at 1341 Jackson Bluff Road Tallahassee, Fl 32304 during regular business hours and/or paid online by visiting the Resident Portal on our website. Business hours will change depending on the season.
- **ANIMALS ARE NOT ALLOWED IN THE PROPERTY AT ANY TIME. ANY ANIMAL(S) OBSERVED IN THE PROPERTY WILL RESULT IN IMMEDIATE LOSS OF YOUR HOUSE DEPOSIT AND/OR A $500 VIOLATION FEE, WHICHEVER IS GREATER, AS WELL AS, COST OF ANY PEST CONTROL OR ADDITIONAL CLEANING DONE. PET SITTING AND VISITS FROM YOUR FRIENDS/FAMILY WILL ALSO BE CONSIDERED A VIOLATION. NO ANIMALS AT ANY TIME.**
- Loud parties and litter is subject to the citation program with the City of Tallahassee. Music which can be heard outside the unit is too loud and a $100 fine will be assessed after an initial warning. Further violations will result in the police being called and a $250 fine assessed, in addition to, the costs of any citation issued by the police.
- **DO NOT TOUCH OR HANG ITEMS FROM THE SPRINKLER HEADS!** Each room has a fire sprinkler system for your safety. If you set off the sprinkler as a result of your actions, you will be responsible for all damages to the apartment, as well as, the resident's property. A $250 fine will also be assessed.
- Car repairs conducted on the property and/or inoperable or unlicensed vehicles (beyond 48 hours) parked on the property are in violation of the contract and will result in a fine of $50 per vehicle, per day until removed or towed at owner's option.
- Residents are not allowed to change and/or alter any locks in the property. A fine of $75 per lock will be imposed.
- Smoking is not allowed inside the apartment.
- **BBQ Grills are not allowed on the property.** They are a fire hazard and against city code. Grills are provided for our residents in the green space. First warning will result in a $75 fine. To ensure the safety of our residents, any repeat offenses will result in the grill being confiscated.
- Any calls made to the emergency line that are not considered a true emergency will be fined $50.
- Bicycles are not allowed on stairs or balcony. Bicycle parking is provided near the parking lot.
- Do not place trash on the balcony. If trash is removed by Jackson Properties, residents will be charged $25 per bag. No items should be placed/stored on balcony at any time.
- Painting of the walls is not permitted. A minimum of $250 per wall will be charged.
- Resident is responsible for all window screens, mini blinds, and toilet lids repair and replacement during the term of the lease.
- If you have signed an individual lease, you are to respect your assigned roommates. If you are a disturbance to other roommates, you will receive a 30-day notice to remove your belongings and yourself from the premises. You will still be financially responsible for the entire term of your contract.
- If you have signed for an apartment with a study, this room is to be used as a study, game room, storage, and the like. YOU ARE NOT TO FURNISH IT AS A GUEST ROOM! If the room contains bedroom furniture, or it is set up as a bedroom at any time, the residents will begin to pay rent on that extra bedroom.
- For every door left off the hinges upon move-out, residents will be charged $25 per door.
- No poster tape is to be used on doors, walls, ceiling, etc. You will be charged if any is left on doors, walls or ceilings.
- We provide fire extinguishers in all units. You are responsible to make sure you have one and if one is not found at the end of your lease you will be charged $95. Annual inspections are done to ensure they are up to code. If you use your extinguisher it is your responsibility to let us know so that we can replace it.
- Landlord does not get involved in roommate issues/disagreements/fights, etc, even in roommate matching situations.
- It is my responsibility to purchase renter's insurance. I understand my personal property is not covered by Jackson Properties at any time.

My signature documents that I have read, understand, and agree to follow the above rules. I agree to allow this document to be added as an addendum to the contract signed with Jackson Properties, Inc.

_____	_____	_____
Resident Name	Apartment Number	Date

Jackson Properties, Inc.
P.O. Box 4008 Tallahassee, FL 32315
Phone (850) 576-3036 FAX (850) 222-6317