



## **BUILDING RULES & REGULATIONS**

### **KEEP YOUR HOME SAFE, CLEAN & IN GOOD CONDITION!**

- **SECURITY – Keep your home SAFE**
  - DO NOT PROP OPEN DOORS
  - DO NOT LET STRANGERS INTO THE PROPERTY
  - Guests should be received or buzzed in by the resident who they are visiting
  - Let the door shut if you are uncertain if the person following you is a resident of the building.
  
- **Do not litter on the property – it is your home, take care of it**
  
- **NO SMOKING INSIDE THE BUILDING COMMON AREAS – it is unlawful**
  - Dispose of cigarette butts in designated receptacles, NOT on exterior grounds
  
- **Trash, Garbage, Litter**
  - Dispose of garbage in trash receptacles
  - Garbage needs to be put IN the garbage dumpster
  - Extra garbage charges for garbage placed outside the dumpster may be pro-rated by unit and charged back to residents
  - **RECYCLE! Please use the recycling containers!**
  
- **If Pet's are allowed in your building, the pet owner MUST pick up and dispose of their waste**
  - If your pet has an accident in the building, clean it up and call the office so we can have it professionally cleaned
  
- **Quiet Hours are from 10pm – 8am, BUT ALWAYS BE RESPECTFUL of your neighbors and monitor the noise in your own home**
  
- **Report any Pest concerns, immediately**
  
- **Taking furniture from the street or trash areas and bringing it into the building is PROHIBITED due to pest infestation problems and health concerns**
  
- **Report LEAKING, DRIPPING, OR RUNNING water faucets or toilets immediately – from any where on or around the building**



## **BUILDING RULES & REGULATIONS – Continued**

- **Report maintenance or repairs in your home or around the property immediately, please don't wait until the weekend!**
  - Maintenance Hours: Monday – Friday 8am-4pm
    - 952-930-6814 or
    - Go to [www.girardmanagement.com](http://www.girardmanagement.com) and Submit a “Work Order” from the “No Worries, We’ll Fix It” tab
- **Only residents on a lease may live in your home, as background checks are reviewed to maintain the safety of the building.**
- **Occupancy rules, as follows:**
  - Studio or Efficiency = No more than 2 persons
  - 1 Bedroom Unit = No more than 2 persons
  - 2 Bedroom Unit = No more than 4 persons
  - 3 Bedroom Unit = No more than 5 persons
- **Snow Emergency Phone Numbers**
  - Minneapolis Dial 311
  - St. Paul 651-292-6600
- **Parking / Towing**
  - Park only in your designated garage or stall, unless it is “open parking” to all
  - Only if the resident is designated and pays for a specific garage or parking stall, may that resident tow a vehicle from their garage or parking stall.
  - Otherwise, please call the office if you think a vehicle should be towed.
- **Bicycles are allowed only in bike racks or designated areas specified by management.**
  - Bicycles left in areas other than designated areas will be disposed of when identified.
- **Lease Referral Concessions are available if you recommend the building to family or friends who qualify, and if they sign a 12-month lease.**
- **For leasing or other building questions, please call the office at 612-377-2972.**
  - Office Hours M-Th 9-5 and F 9-3:30
  - 2845 Harriet Avenue South, Ste. 102 Minneapolis, MN 55408

**THANK YOU FOR YOUR RESPECT & CONSIDERATION!**