

## CAMPUS COLONIAL LLC - LEASE AGREEMENT 2023 - 2024

CAMPUS COLONIAL LLC, P.O. Box 745, Carbondale, IL 62903-745 --- PHONE: 618-559-5245

[campuscolonial@gmail.com](mailto:campuscolonial@gmail.com) [WWW.CAMPUSCOLONIAL.COM](http://WWW.CAMPUSCOLONIAL.COM) [Facebook: Campus Colonial Housing](https://www.facebook.com/CampusColonialHousing)

### CCLLC and E-Cubed LLC Common Sense Guidelines (AKA The RULES)

#### GETTING SETTLED:

**Check-In:** All mates on the lease must be current on rent and show proof of utilities in your names before keys are given to the first person to arrive! First arriver will also need to allow time to complete the Move-In- Walk-Thru form.

**Keys and Locks** One key for each tenant is provided at the time of move-in. A spare house key is also provided so that you can avoid locksmith fees in the event of a lockout. All lost keys or damaged locks will require a lock change at the resident's expense. No locks are to be installed or altered on any exterior doors. However, if you want to increase your bedroom privacy, we allow that as long as you provide and install the lock and keep a clearly labeled key in a safe place or with a friend for emergency access. When you request or require maintenance, our policy is to secure all locks upon leaving, regardless of how it was found upon entry.

**Insurance** We do not carry insurance coverage for your personal property. Your lease urges that each tenant obtain his or her own individual renter's insurance for personal effects of value.

**Smoke and/or CO Detectors** You are responsible to keep the batteries fresh in your smoke detectors.. If your smoke alarm goes off repeatedly, change the batteries. Detaching a detector from its mount, removing the batteries or flipping off the breaker on wired alarms is a violation of the Carbondale Housing Ordinance. Call us if it keeps beeping once you change the batteries. Candles can cause smoke damage – use sparingly please.

**Walls, Bars, and TV Mounts** Absolutely no one is permitted to install heavy items to the walls, such as television wall systems and their mounting hardware without written agreement. . No painting is allowed on any walls, ceiling, doors or trim. Bars and beverage dispensing machines cause floor damage and are therefore NOT allowed.

**Parking** Park and drive in designated areas only, never on grass. On streets that do not allow parking, call the city ahead to ask if your guests can have a one-time permission as the

**Bicycles** Bicycles may be parked in the racks if provided, not attached to any gutter, pipe or other part of the house. If stored in your house, please place a waterproof mat below to protect the floor. If outside, know they are vulnerable to theft and consider insurance, either through a family policy or startups with low rates, like "Lemonade".

**Motorcycles** Motorcycles are to be parked only in a parking space. Under no circumstances are they to be parked or ridden on the grounds or sidewalks of your housing area.

**Circuit Breakers** If any electrical equipment in your home does not work, check the breakers and/or the GCFI outlets first. To reset a breaker - make sure to completely flip the breaker off before switching to the on position. If the problem persists, please report this to Maintenance.

**Pets** Pets are not allowed unless agreed upon at lease signing. Pet agreement rules are allowed on the Pet Agreement, available on our website. For example, pet droppings must be picked up immediately by owner/mate for sanitation's sake and as a common courtesy. Worst case, a \$500.00 fine can be levied for a pet without prior written consent.

**Patio/Deck** If you spill or break something, clean it up. Warning: The city can also fine you if you have "inside" furniture outside or towels hanging from your railings. Consider keeping your outside light on at night for safety. Do not leave garbage next to your house.

**Fires, Grills, Smoking, Incense and Candle Melts:** To reduce the chance of fire, keep open-flame cooking devices, including charcoal, LP-gas and firepits 25 feet away from any combustible structure. Do not pile wood against any fence or wall The city can also fine you if you have "inside" furniture outside or towels hanging from your railings. Avoid smoking and candles as that causes grimy stains that are costly for you if we have to wash them off when you move.

**Blinds/Doors/Windows/Screens** Mini-blinds must be in open position and then pulled up past open windows. Vertical blinds must also be pulled open whenever window or patio door is opened. Wipe blinds to keep them clean. Doors to closets and all rooms must remain inside and under no circumstances be removed or left outside. Shut your blinds, lock your windows and deadbolt doors to secure your house when away.

**Yard and Landscape** Do not walk in, nestle garbage in or trample plantings. Ask us what area would be fine for you to express your own green thumb! Lawns are mowed and trimmed by us as needed.

**High Utility Bills:** Unfortunately, Ameren has drastically raised their rates so be mindful of your thermostat: your bill will be lower if you set it and forget it. discuss as a group your plan. No joke, the energy auditors will tell you that setting it at 67 in winter and 75 in the summer will give you lower bills than it at 75 in winter and 67 in the summer.

In cold weather, keep your heat on no lower than 55 degrees to protect plumbing. When the outside temp goes below 15 degrees or it is sleeting, use the emergency heat setting if the thermostat has one! Remember, utilities must be on the length of your lease – but stopped at end!

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**HOUSE UPKEEP** Do work as a team to keep your house reasonably clean. Dirt, grease and garbage encourage pests and can damage floors. Your entry, deck or porch and/or garage are considered part of your dwelling and should be kept free of garbage buildup. Carry trash to the dumpsters or cans regularly to avoid pest infestations. If you do see ants or bugs, report it ASAP as a maintenance issue, but cleaning is key to keeping pests outside and not in. Tenant is responsible for maintaining supplies to keep the premises free of pests and shall pay for any desired pest control services needed beyond initial treatment and preventative upkeep by CCLLC.

**Countertops and Backsplash** Do not place hot objects directly on laminate countertops or use tile or laminate countertops as cutting boards or use harsh cleaners that can strip the surface. (And of course, sit on a chair, stand on the floor, but never on the counter!). Remember to regularly wipe down the backsplash to prevent stickies.

**Garbage Disposal** Put all grease, pasta, rice, eggshells, coffee grounds, fruit pits, bones, banana peels, and meat scraps in your garbage can, not the disposal. Keep non-food items out of the disposal (bottle caps, stones, etc). Invest in a drain stop that has holes in it to let water go down the disposal drain yet also prevent glass or metal from getting stuck. If the disposal does not work, please push the reset button located on the bottom of the unit. Email Maintenance if it sounds odd, loud or stops altogether. Do not use drain cleaner, ever. It helps to run an empty cycle once per month with ice cubes and dish soap. Use a long brush and dishsoap to clean inside and keep down odors..

**Dishwasher** Rinse dishes first as food particles or non-food items can plug up its drain or washing mechanism. Make sure you do not over-stack any load to maximize cleaning. Use dishwasher pods only for best effect. Be careful not to slam door or buttons too firmly. Clean inside drain at least monthly.

**Refrigerator** Clean monthly (but not bleach). Do not leave your refrigerator turned off with the door closed for more than a few hours as mold and mildew may develop. Refrigerators must be left on with the door closed when you leave for breaks or move out. If your refrigerator is left on with doors open and the compressor is thereby damaged, you will be responsible for all repairs. Never use anything sharp to pick ice away from the freezer – instead defrost it. Move it to clean under it every few months, but do be careful of the water line.

**Range and Exhaust Fan/Micro-Hood** Avoid grease splatter by covering bottom of the oven with foil before use. Keep the oven door opened a few inches when broiling. Use exhaust fan to reduce moisture build-up. For microwave, no type of metal allowed or it will short out. Be careful with parchment paper as it could catch fire.

**Kitchen Sink:** Always wipe with down with a gentle household cleaner and not a harsh brillo pad.

**Washer and Dryer** Do not overload either machine. Never put in clothes with engine grease, oil or wax in either appliance. **Always CLEAN DRYER FILTER after each use** to avoid lint buildup and fire hazard. Stop using the dryer if the clothes are still wet – And send the Maintenance Request form or call as soon as you notice this problem.

**Lights** Bulb replacement is your responsibility, except when you just moved in, as LED bulbs last a long time. Email maintenance if your can lights in kitchens or vaulted ceilings or enclosed exterior lighting go out. A step stool will come in handy! (Do not force a bulb as some fixture covers can be challenging to get off.)

**Toilet** Only toilet paper should be flushed down the toilet- never tampons, sanitary napkins, paper towels, or kitchen waste. (A toilet cleared due to neglect or misuse will be unstopped at your expense.) If your toilet is overflowing, the water shut-off valve is behind the toilet near the floor. Turn the valve counter clockwise until the valve cannot turn any more and the water stops running. Next, insert the plunger and begin moving it up and down. You will know the blockage is clear when the water in the toilet drains down. Turn the water back on slowly by turning the water shutoff valve clockwise. Let water tank fill and then flush. If necessary, repeat a few times to clear the blockage. If that doesn't work, please contact us. If ever your toilet is running, contact Maintenance! Your water bill will skyrocket in just one day of a running toilet. **You can usually stop it .by flushing the toilet again, but if not, turn the water off.**

**Bath/Shower, Sinks and Exhaust Fan** Be sure your shower curtains are completely closed and inside the tub when taking a shower. Keep bathroom floor dry at all times. Avoid mildew by wiping off walls and running your exhaust fan at least ten minutes after each shower or bath. Let us know if you see any mold on the walls. For your tub or shower walls, a mix of vinegar and dish soap does wonders. Drains are only for water, nothing else.

**Repairs and Maintenance:** Changing light bulbs, plunging toilets, resetting tripped circuit breakers or tightening door knobs is on you, but not clearing jammed disposals, solving heat/air systems, fixing appliances or plumbing. THAT MEANS YOU NEED A PLUNGER, STEPSTOOL AND BASIC TOOL KIT. Do not hesitate to call for help when needed.. **To request repairs, e-mail [cclcmaintenance@gmail.com](mailto:cclcmaintenance@gmail.com).** Keep in mind that if repairs are needed due to your own or your guest's carelessness, abuse, or neglect, you must also report that immediately. One worst case would be if your pipes freeze and burst because you left your heat off or a window open in cold weather during winter break.

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### GOOD TIMES

**Guests** Of course, you are welcome to have guests visit. But, only the people on your lease can live in this house with you. If you are found to have a guest in violation of this provision, the fee is \$25 per day for each day of violation by each person in violation. This additional rent must be paid immediately upon demand.

**Neighbors** Please be mindful that you are living with other people under the same roof and/or next-door. Loud stereos, television sets, and appliances can be very irritating and violate city noise ordinances during restricted hours. If you are having a problem with a noisy person, consider first talking to them about the matter since the person may be unaware there is a problem. But do tell us if they still need a nudge! Your lease has a "Quiet Enjoyment" clause that we believe is your right – and theirs - as our resident and as a caring neighbor. Avoid the \$200.00 NOISE violation Penalty!

**Parties** Large loud parties are NOT allowed. You are responsible for all actions of your guests. The city will ticket! Gatherings must be restricted to a guest list who agree to adhere to Carbondale noise ordinance and your neighbor's right to "Quiet Enjoyment," as described above and in paragraph 8 of your lease. Inviting large numbers of people you don't know can also be an invitation to theft, so know your guests! Violators can face a Noise Violation fine of \$200.

### LOGISTICS

**Rent Payments** Rent is due on the first of every month, including breaks. Rent becomes late on the sixth day and late charges can apply to any portion of an unpaid balance. You may pay by check OR DIRECTLY THROUGH CHECKING WITH APARTMENTS.COM. (If you choose to pay cash, that process is described in your Move-In Memo.) If the bank returns your personal check or APT.COM declines your payment, you will be charged \$30.00.

**Subleasing** It is your choice to sublease but we must be notified and approve all subleases in writing. You are responsible for transferring your room or house and its key(s) to your sub lessees. We do not inspect between the time you move out and your sub lessee moves in but you should do a walk-through with your sub lessee before signing the sublease agreement. Your original lease agreement with us is not changed, voided or replaced by your making a sublease arrangement. In other words, the lessees pays you in accordance with your agreement with them, and then you pay us in accordance to our agreement. **Warning:** It is your obligation to make certain your sublesser follows lease requirements. Screen sub lessees carefully so you do not end up losing security deposit TO UNFORESEEN damage.

**Move-out Procedures** The Check-out Inspection Rubric will be in your move-in packet. It gives specific cleaning guidelines. Line up your roommates and schedule a day to clean together. It's a big job but *we do not apportion damage deposits based on how much time you vs your housemate personally put in cleaning*. When you all (ideally!) are scrubbing that last floor and carrying out that last trash bag, do check off all those boxes on the cleaning list. You will be held responsible and charged for the cost of materials and labor necessary to repair any damage to the house's walls, doors, carpet, windows, etc. and exterior entry not already noted therein. Any items left behind after the lease ends will be disposed of at our discretion.

**Security Deposit** The security deposit cannot be used to pay the last month's rent. It is collected to help ensure that you keep the house in good condition and return it in the condition it was at Move-In, allowing for any improvements completed if early move-in requested. cannot be used to pay the last month's rent. Your deposit may be forfeited to cover cleaning or repair or if there is missing rent in your house account. Portions not forfeited will be refunded via check, mailed within 30 days of the lease ending date, to the address you designate. We will send move out info in April/May but do ask you remember to leave us your keys! And to pay all your rent before you hit the road!

### Updates

These guidelines to demonstrate common courtesy in the way you care for your house, its contents, your mates neighbors, and your community are key to a good year at your new home.

Got a concern you would like to share? We welcome your ideas and input. We will notify you of any revisions or updates via email, text, printed copies delivered to your door or phone calls.

Meantime, feel free to browse and share the

Campus Colonial Facebook  
page and webpage.

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