Resident Handbook

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Welcome. You Are Beautiful

Welcome to the National Rice Mill Lofts!

The National Rice Mill Lofts is a joyful tribute to the Creative Ones - the Artisans and Entrepreneurs. It heralds a new time, in this legendary place. The cogent voice of new talent and new ideas.

We are pleased that you have chosen to live in our beautiful setting along the Mississippi River! In an effort to help our community be a place where all residents can live happily, we have prepared this Handbook of national Rice Mill Lofts rules, policies and procedures. Please review them carefully as they include our rules and regulations which you have already agree to abide by in your lease agreement. If you have any questions, please do not hesitate to contact the office.

We are glad to have you as a resident of National Rice Mill Lofts and will do all we can to help you fully enjoy your new loft home!

The following house rules are established to benefit all residents. Our goal is to create and maintain the highest quality of life, an inspired design and a peaceful, safe and pleasant home for all who reside in and visit the Rice Mill Lofts. We appreciate greatly your kind cooperation.

At Property-One, it is our goal to ensure that we create and maintain an exceptional quality living environment. We take pride providing an extraordinary, hassle free environment for our residents. Please contact the Leasing Office should you have additional questions that may have not been addressed.

Loft Information

Leasing Hours: Monday thru Friday 10am to 7pm

Saturday 10am to 4pm

Sunday by appointment only

Management Hours: Monday thru Friday 8am to 5pm

Office Phone Number: (504) 875-3429 or (504) 300-1052

Office Fax Number: (504) 875-4066

Office Email Address: [ricemilllofts@property-one.com](mailto:ricemilllofts@property-one.com)

Website Address: [www.ricemilllofts.com](http://www.ricemilllofts.com)

Maintenance Hours: Monday thru Friday 7am to 4pm

Housekeeping Hours: Monday thru Friday 7am to 4pm

Security Hours: Sunday thru Saturday 7pm to 7am

Contact Security after hours: (504)

Loft Amenities

Building Amenities

* 100% Smoke Free / You Are Beautiful. We Care. Please Don’t™
* Security cameras
* 24 hour staffing
* Grazz bike rack by Estonia’s KEHA3
* Rooftop decks
* 55-foot lap pool and Italian citrus grove
* Event spaces
* Outdoor grill

Complimentary Hospitality Services

* Concierge
* Online Resident Portal
* Wireless @6-10 mg
* Recycling
* Newspapers: Wall Street Journal
* Aromatherapy
* Flavored water with organic produce

Additional Hospitality Services

* Farmer’s Market Delivery
* Room Service
* Rooftop Yoga
* Massage/In Room Spa
* Housekeeping
* Dry Cleaning
* Overnight Mail / Package delivery
* VIP Transportation
* Car Wash
* Pet Walking

Community Information

Important Numbers

Police Information

334 Royal Street New Orleans, LA (504) 658-6080

501 North Rampart Street New Orleans, LA (504) 658-6010

Fire Department Information

317 Decatur Street New Orleans, LA (504) 658-4700

1300 Perdido Street New Orleans, LA (504) 658-4770

Hospital Information

Tulane Hospital 1415 Tulane Avenue New Orleans, LA (504) 988-5344

Touro Infirmary 1415 Foucher Street New Orleans, LA (504) 897-7011

Children’s Hospital 200 Henry Clay Avenue New Orleans, LA (504) 899-9511

Storage Space

Public Storage 1901 St. Charles Avenue New Orleans, LA (800) 688-8057

SafeGuard Self Storage 919 Erato Street New Orleans, LA (504) 208-1974

Shopping Centers

Canal Place 333 Canal Street New Orleans, LA (504) 522-9200

Shops at Jax Brewery 600 Decatur Street New Orleans, LA (504) 566-7601

Riverwalk Marketplace 1 Poydras Street New Orleans, LA (504) 522-1555

Supermarkets

Whole Foods Market 5600 Magazine Street New Orleans, LA (504) 899-9119

Wal-Mart Supercenter 1901 Tchoupitoulas Street New Orleans, LA (504) 522-4142

Schiro’s Super Food Store 2483 Royal Street New Orleans, LA (504) 945-4425

Post Office

1521 Poland Avenue New Orleans, LA (504) 949-9743

Transportation

Streetcars/Buses [www.norta.com](http://www.norta.com) or (504) 248-3900 for more information

Taxi Service

United Cab Service (504) 522-9771

Checker Yellow Cab Service (504) 943-2411

Airport Transportation

Airport Shuttle (504) 522-3500

Newspaper Subscriptions

Times Picayune (504) 822-6660

USA Today (877) 713-6241

Elementary Schools

Drew Elementary School 3819 St. Claude New Orleans, LA (504) 655-5989

St. Paul Lutheran School 2624 Burgundy Street New Orleans, LA (504) 947-1773

High Schools

The NOCCA Institute 2800 Chartres Street New Orleans, LA (504) 940-2787

Frederick Douglass High School 3820 St. Claude Ave New Orleans, LA (504) 942-3570

Loft Utility Information

Move-in Utility Requirements

Accounts for all utility services that are not paid by National Rice Mill should be in your name prior to taking possession of your new home.

Electrical Service: Entergy New Orleans: 1-800-368-3749

Telephone & Cable Service: Cox Communications: 1-877-410-4080

Please note that your lease includes Wireless Internet Access thru Wire Fly. Should you have any problems with your service please call:

Wire Fly Wireless Internet: 1-888-917-9220

Trash Valet Dates/Times: Valet Trash service is offered 2 times per week, on Monday from 7:00 am to 9:00 am Thursday from 7:00 am 9:00 am.

Regulations for trash valet service are:

* Trash and Recyclables will only be taken out if placed in selected bins.
* You must use can liners. No bins will be dumped with loose items. A free pack of 50 can liners has been provided to you to get you started.
* Place bins outside of door between 7:00 am and 9:00 am.
* Recyclables ONLY in white bins.
* Trash ONLY in grey bins.
* Do not place additional items outside of bins outside of your unit.
* Upon move out, bins must be returned on working condition.

Move-In and Move-Out Procedures

Move in Procedure

A Move-In Check List is provided when you move in to itemize the condition of your apartment and any concerns you may have. This checklist will serve as a permanent record of the apartment condition and will be utilized in assessing apartment damage, if any, when you vacate the apartment. A joint inspection will be conducted with you and a management representative on the day that you move in.

### Move-out Procedure

It is important that move-out processing be handled in a prompt manner to facilitate proper return of your security deposit. In addition to your fulfillment of the Apartment Lease, a 60 day written move-out notice must be submitted. Per the Lease agreement:

* All rent and fees be paid in full.
* The apartment is returned in good and clean condition excepting only normal wear and tear.
* All keys must be returned to the office on or before the specified move-out date previously scheduled with the office.
* In writing, please submit a forwarding address to Management
* All of your personal property is removed upon vacating the apartment. All personal property that you leave upon vacating the community shall be deemed abandoned and National Rice Mill Apartments will have the right to remove and dispose of such items. Appropriate fees may be assessed.
* We suggest that a joint move-out inspection take place with a management representative on the date of your move out.

Contact Information

During the application process, Management will acquire all necessary contact information in order to approve your application for move in. Please keep us informed of any, and all, changes and updates to your contact information.

Community Policies

After Hours Emergencies

Rice Mill Lofts is dedicated to giving our residents high quality service.  The Maintenance Team is available Monday thru Friday to take care of routine building and loft work orders.

We hope you never have an actual emergency, but if you do, please call us immediately.

Below is a list of items that qualify for emergency maintenance:

* Elevator not functioning
* Heater is not functioning – loft is below 65 degrees
* A/c is not cooling – loft is above 80 degrees
* Broken or frozen water pipes
* Water leak and/or roof leak (major – more than a minor drip).
* Electrical outage if there is no electricity throughout the loft.
* Clogged toilet (only if there is only 1 bathroom in the loft and you have already tried plunging it).
* Broken glass
* Exterior loft door will not lock.
* Refrigerator not cooling/Freezer not freezing
* Flood / water intrusion in Loft
* Any other condition which affects life, safety or is necessary to preserve the condition of the loft.

If it is not an emergency, please call the office at (504) 875-3429 or (504) 300-1052 or submit a maintenance request online.

Apartment Upkeep

* Residents shall keep the Loft in the same good, orderly, safe condition and state of repair as present on the Lease Commencement Date.
* Report any damage to the Loft (broken glass, water intrusion, malfunctioning appliances, damage to walls, plumbing stoppages, etc.) as soon as such damage occurs to the Owner, through its designated property manager. Please follow a verbal or email notice in writing.
* Follow the Manager’s preventative maintenance schedule including HVAC filter changes by manager on or about March 21, June 21, September 21 and December 21; biannual smoke detector battery changes and seasonal changes in the direction ceiling fans rotate. The Manager will also be responsible for changing light bulbs in the Lofts with notice from the Resident or at its own reasonably scheduled intervals.
* The apartment must be maintained by the resident in a clean sanitary manner and be free from objectionable odors. No trash or other materials may be accumulated which may cause a nuisance, hazard or violation of any health, fire or safety ordinance or regulation. All trash, garbage and other waste shall be deposited with care in the receptacle bins or dumpster designated by Manager for this purpose and shall be sealed garbage bags or as otherwise specified by Manager.
* No flat screens televisions or video screens may be mounted on the walls. Only thin nails may be used to hang pictures on walls. Mirrors, wall units and the like require special attention and professional installation. Please contact Manager for approval, in advance, as damage to the Loft is the Resident’s responsibility.
* Resident is responsible for the cost of repairs to plumbing, plumbing fixtures and appliances should damage be caused from negligence or misuse. Please do not put foreign objects in toilets. Resident will be charges for service calls due to plugged toilets or drains caused by foreign materials, as well as any resulting damage.
* No waterbeds are allowed.
* No personal appliances, such as but not limited to: stoves, refrigerators, freezers or barbeque pits or grills, are permitted in the Loft under any circumstance.
* No propping of windows open is allowed and all blinds, shades or curtains must be contained within the loft at all times.
* The Manager, its vendors, employees, contractors, and other authorized agents shall have the right to access each loft for pest extermination, to correct any condition originating in a loft and threatening damage to other lofts or the Common Areas, or to install, alter, replace or repair any portion of the building accessible from that loft.

Marble Care

* Please only use marble cleaner on counters. Miracle 511 Cleaner is recommended.
* Always use a cutting board.
* Do not use acidic or ammonia on the marble.
* Any damage to the marble due to improper use and/or cleaning will be the responsibility of the Residents.

Disturbances and Resident Concerns

* Live in a good-neighborly way, mindful of Residents’ right to peace and quiet. If your audio or video equipment can be heard by other Residents, it is too loud. Musical instruments shall not be played before 8:00 a.m. or after 10:00 p.m. No Resident or Occupant shall make or permit his or her family or Visitors to make any disturbing noises that interfere with the rights, comforts or convenience of other residents or occupants.
* A curfew of 10:30 p.m. for all persons under 18 and under will be enforced.

Drug Free Housing

* The Owner may terminate this Lease based on the following criminal activity engaged in by the Resident, or occupants, guests, invitees or visitors in his/her Loft or in and about the Rice Mill Lofts:
* Drug-related criminal activity in or near the Rice Mill Lofts. “Drug-related criminal activity” shall mean the illegal manufacture, sale, distribution, use or possession with the intent to manufacture, sell, distribute, or use a controlled substance as defined in section 102 of the Controlled Substance Act, 21 U.S.C. 802; or
* Any activity that threatens the health and safety of, or right to peaceful enjoyment at the Rice Mill Lofts of other residents;
* Any activity that threatens the health, safety, or right to peaceful enjoyment of their residences by persons residing in the immediate vicinity of the premises;
* Any activity that threatens the health or safety of the Owner, the manager, their guests or vendors.
* Any Resident who drinks excessively uses the premises for illegal activity or commits a nuisance will be subject to eviction. Under no circumstances shall illegal drugs or other contraband be possessed, consumed or distributed in or about the Rice Mill Lofts, including any of the Common Areas, by Resident or residents’ Visitors. If the Owner or Manager of the building learns of such activity, appropriate governmental authorities will be informed immediately.
* Residents shall comply with all the then-current laws and statutes, ordinances and the regulations of the City of New Orleans, State of Louisiana and Unites States of America.
* Any act of violence or threats of violence, including but not limited to the unlawful discharge of firearms on or near property premises.

It is explicitly understood that even a single violation of the above provisions shall be a material violation of the lease and good cause for termination of the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by a preponderance of the evidence.

Fire Extinguishers, Smoke Alarms and Sprinklers

* All smoke detectors, fire extinguishers and sprinklers have been checked to ensure that they are in working order before you moved in. Residents agree to notify management in the event there are any problems with smoke detectors, emergency lighting in the common areas, fire extinguishers or sprinklers.
* Smoke detectors and other fire safety equipment are provided for your safety, as well as the safety of others. In the event that we find a smoke detector vandalized, or removed, the Lease Holder will be charged a $50.00, plus the cost of the materials for reinstalling the smoke detector back into working order.
* In the event of a fire, vacate the apartment immediately and call 911.
* Please contact management as well.

Guests

Residents are completely responsible for the actions and conduct of visiting vendors, guests and any other invitees at all times. Residents must accompany all such Visitors on the property at all times.

Package Acceptance

It is our pleasure to accept your packages under the following conditions:

* A signed, authorized package release form giving us permission to do so must be in your lease file.
* We will not accept C.O.D. deliveries or certified mail.
* We cannot be responsible for packages delivered in damaged condition or perishable items left in the office.
* Our staff will ask for identification before releasing packages to residents or occupants.
* Your will be asked to sign a Package Log at the time of the pick-up.
* Packages not picked up within 14 days of delivery could be subject to return.
* Upon request, and staff availability, management will deliver packages accepted on residents’ behalf, if resident is not available to pick up during regular business hours.

Pet Policy

We welcome Pets and the uncommon joy and companionship which they often offer. Resident agrees to abide by the following rules while residing at the Rice Mill Lofts:

* Each resident agrees to complete and submit to the Manager a Pet Agreement on the form promulgated by the Owner, at least (03) business days prior to any pet’s permitted residency at the Rice Mill Lofts.
* The Pet Agreement provides Resident consent to house only the Pets explicitly listed herein. No other pets are permitted by this consent.
* Pet waste must be picked up timely and disposed of properly. Tools and trash receptacles are provided for easy use.
* Cats must be kept inside the Loft at all times, and a sanitary pan must be available for the cat within the Loft. If a cat is prone to scratch furniture, structural columns or other property belonging to the Owner, a scratching post shall be provided by the Resident.
* Birds shall not be let out of the cage to roam the Loft or Rice Mill Lofts.
* All pets must remain on a leash while outside the Loft.
* No pets are allowed in the pool area or on the Crescent Terrace at any time.
* Quiet hours for humans are 10:00 PM - 8:00 AM every day. These hours also apply to pets.
* Be mindful of residents who might be allergic or uncomfortable around animals, and supervise your pet at all times.
* Pets may not urinate in the halls, elevators, decks, terraces, or any other common areas. If your Pets leave waste in a common area, you are required to clean and sanitize the area to “as new” condition.
* No animals, birds or reptiles shall be raised, bred or kept in any Loft or Common Areas, except that dogs, cats or other household pets may be kept in Lofts pursuant to these rules and the Pet Policy and Agreement.
* Pets causing or creating a nuisance or unreasonable disturbance shall be promptly removed from the Property after written notice from Manager. No dogs shall be allowed that, either by training or breed, are aggressive or attack others.

Resident is encouraged, in the most constructive sense, to be a conscientious protector of the Rice Mill Lofts and the Loft, as well as a good neighbor who is mindful of the quality of life that other residents and their pets enjoy at the Rice Mill Lofts. Should the terms of this agreement be violated, the following consequences will result:

* 1st offense: $250 fine
* 2nd offense: $500 fine
* 3rd offense: Revocation of Pet Agreement

in order to keep a true perspective of one's importance,

everyone should have a dog that will worship him and a cat that will ignore him. -dereke bruce

Pool Area Rules and Regulations

The following rules and regulations provide a pleasant, high quality of life environment for all residents enjoying the pool area. Please abide by them at all times.

* The pool is open and accessible to residents 7:00 a.m. to 10:00 p.m., seven days a week. Use of the pool beyond those hours is strictly prohibited.
* NO LIFEGUARD IS ON DUTY. Residents and their guests using the pool do so at their own risk. The Owner and the Manager assume no responsibility for accident or injury, or stolen or damaged articles.
* The Rice Mill Lofts, its Owner and its Manager are not responsible for the actions of any persons in the pool area. The Owner, with its Manager as agent, reserves the right to exclude or eject any person(s) engaging in objectionable conduct, without liability.
* Children under eighteen (18) years old shall not use the pool without an adult in attendance. Residents shall assume all risks of personal injury to their children and guests in the pool and pool areas.
* Residents are allowed two (2) Visitors per loft. Any resident wishing to have more Visitors must have written permission by management.
* Glass containers are prohibited in the pool area.
* Boisterous activity such as running, jumping, unnecessary noise and splashing of water is prohibited.
* Residents shall place their own towels over pool furniture when using lotions or oils. Those using the pool shall dry themselves off before leaving the pool area.
* Residents and their guests are required to be properly attired in and around the pool.
* There shall be no throwing of debris or other extraneous material into the pool.
* No pets are permitted in the pool area.
* If you should move any furniture, please return it back to its original place.
* Safety equipment is to be used in emergency situations only and all pool equipment must be returned to its proper place after each use.
* The use of radios, and all audio equipment, is strictly prohibited unless listened to with headphones.
* No illegal drug or alcohol use is permitted in the pool area.
* Please clean up after yourself, and use the receptacles provided in the area.

These rules have been established for the protection of the residents of the Rice Mill Lofts. Please adhere to the policies.

Security

* Building Entry Codes are not to be shared with anyone, even friends or relatives, other than an Occupant of the Loft, under any circumstances. Failure to do so will result in a code change and a service change of no less than $50.
* Under no circumstances can a Resident alter or replace the locks or install any additional security device to the interior or exterior of any door.
* No Resident or Occupant shall use or permit to be brought into the building any flammable oils or fluids or other materials or articles deemed hazardous to life, limb or property.
* Under no circumstances shall a Resident let another Residents’ Visitor(s) into the building. No matter how friendly you are trying to be, do not open the door for any Visitor other than your own.

Signage

No banners, signs, advertisements, or notices may be exhibited on any part of the outside of your apartment or building. There shall be no signs placed or visible in any window.

Solicitors

The community does not allow door-to-door solicitors of any type. If you are bothered by solicitors, please contact the Management Office.

Street Art Policy

* Resident will not paint, wallpaper or renovate the Loft in anyway, without the prior written permission from the Owner.
* Resident recognizes that one of the unique assets present in the Rice Mill Lofts is an abundance of original street art (“Street Art”) both on walls of individual lofts and in the common areas, and Resident agrees to follow the guidelines established below in order to preserve this Street Art. Failure to do so may result in lease termination, legal action and the obligation to pay to reasonably documented cost to repair or recreate the Street Art returning the same to the condition found prior to one’s tenancy. In addition to the remedies under the Lease and the law for violations of this addendum, Resident shall also be liable for a fine in the minimum amount of $250.
* Maintenance:No washing or scrubbing of the Street Art. No attempt shall be made to remove, alter or deface the Street Art in any way.
* Conditions:The humidity level in the unit must be maintained throughout the year. To ensure this, the temperature in the Loft must be set between 65 and 80 degrees.
* Abuse or Misuse:Furniture shall be placed in such a way as not to damage, scratch or otherwise alter the Street Art. No nails, glue or tacking material is to be placed in or on Street Art. And, nothing shall be hung or affixed on top of the Street Art.
* This Street Art Addendum forms a part of the House Rules under the Lease, and all terms used in this Addendum shall have the meanings ascribed to them in the Lease.

I don’t think about art when I’m working. I try to think about life.-jean-michel basquiat

Vehicles and Parking

* No automobile maintenance or repair of any kind is permitted in or about the Rice Mill Lofts.
* Resident may park only the number of vehicles authorized by the Lease. Vehicles may not be parked on any other portion of the property other than parking spaces designated by the Manager. No abandoned or disabled cars, trailers or trucks shall be allowed on the parking lot. No resident may use any part of the Rice Mill Lofts property to wash, polish or repair any vehicle. No oversized vehicles i.e. exceeding one (01) ton, recreational vehicles, or vehicles used in a trade or business shall be parked on the property.
* Improperly parked vehicles will be booted and/or towed at the vehicle Owners’ or Residents’ expense. Booted cars will have a fee of $200.00. This fee must be paid by the vehicle’s owner.
* Bicycles shall only be parked in Estonian designed GRAZZ bicycle racks. Manager shall designate the location of bicycle racks in its sole discretion. Motor scooters, such as Vespas, shall only be parked in the area provided for such purpose, if any, at the Managers’ sole discretion. The Owner shall designate the location of such motor scooter parking area in its sole discretion. There are no guaranteed parking spaces for bicycles and motor scooters. Parking for bicycles and motor scooters is provided in these specifically designed areas on a “first come, first-serve” basis.

Wireless Internet

* Resident acknowledges that wireless Internet will be provided for use throughout the Rice Mill Lofts as an amenity.
* Owner does not warrant that wireless Internet will be free from interruptions, and no interruption or failure to furnish wireless Internet service will: be considered an eviction or disturbance of Resident’s possession of the Loft, cause Owner to be liable to Resident or any other person for damages, or relive Resident from its obligation to pay Rent or to perform any of its other obligations under their Lease.

Community Appearance

Crescent Terrace Rules and Regulations:

The following rules and regulations are intended to ensure a pleasant, high quality of life environment for all residents utilizing Crescent Terrace (the “Terrace”). Please abide by them at all times. They are:

* The Terrace will be open and accessible to residents 7 AM to 10:30 PM, seven days each week, except as provided herein for special events, cleaning, repairs and inclement weather. Use of the Terrace beyond these hours is prohibited.
* Proper attire is required at all times.
* No pets are permitted.
* The use of bicycles, roller-skates, rollerblades, skateboards, and the like are not permitted.
* No decorations are permitted on the Terrace without the prior permission of the Manager. Use of lit candles and lanterns are prohibited. The uses of tape, adhesive materials, or staples of any kind are prohibited on the furniture, glass and on the light fixtures. Any residue must be removed as part of post-event clean up.
* If you should move any furniture, please return it back to its original place.
* The use of radios and other audio equipment is prohibited unless listened to with headphones.
* Children must be accompanied by adult and supervised at all times.
* No illegal drug or alcohol use is permitted.
* Please clean up after yourself, and use the trash receptacles provided.
* The Terrace is for all residents’ use and enjoyment. If you are planning a larger gathering (10 or more people), kindly arrange to rent the Terrace, or portion thereof, for a private event. Please contact the Manager. During special events, all or portions of the Terrace will not be available for general use as provide in (01) above.
* The Terrace may be reserved, for a fee, in advance, up to three times each year for any private function by a host Resident. The Resident must attend and be responsible for the entire function, as well as all attendees. The event time must be specified, not exceed 5 hours and end no later than 10:30 PM unless otherwise permitted by the Manager. Rolling reservations, for up to six months in advance, are accepted at the management office. Upon confirmation that there are no other reservations for that date and time, and upon receipt of the necessary forms and rental fees, the date may be reserved. When practical, access will be granted two hours before the scheduled private event. The refundable security deposit must be paid at least one week prior to the event.
* ALL PERSONS USING THE TERRACE SHALL DO SO AT THEIR OWN RISK. The Rice Mill Lofts, its Owner and its Manager are not responsible for the actions of any persons using the Terrace. The Owner, with its Manager as agent, reserves the right to exclude or eject any person(s) engaging in objectionable conduct, without liability.

House Rules:

We strive to maintain an attractive community appearance for which our residents can be proud of. We ask that you help maintain our high standards by following some basic rules:

* You are Beautiful. We Care. Please Don’t. ™ Smoking is prohibited though out the Rice Mill Lofts, including all Common Areas and within one’s Loft. Smoking is only permitted only in the smoking area, designated by manager. Please be mindful of others and use the ash urn to dispose of all cigarette butts.
* No automobile maintenance or repair of any kind is permitted in or about the Rice Mill Lofts.
* Keep stairs, stairwells, decks, elevators, the Terrace, fire escapes, parking areas, corridors, loading docks, sidewalks and other Common Areas clear of objects other than those approves by the Manager.
* Common Areas must not be obstructed or used for any purpose other than ingress and egress to and from the Rice Mill Lofts and individual lofts.
* No part of the Common Areas should be used for storage. Personal Items belonging to any Residents or Visitors, including but not limited to recreation, health, sports equipment, tolls, brooms, cleaning supplies, recyclables, etc.; shall be kept out of view. No rugs, towels, clothing or linens, or any such items should be places on the exterior of the Rice Mill Lofts or in Common Areas. Mops, brooms and rugs are not to be shaken in Common Areas or from windows.
* No trash, garbage or other waste shall be kept in the Rice Mill Lofts, except in sanitary containers in Resident’s loft, and no trash, garbage or other waste shall be incinerated in any part of the one’s Loft or Common Areas.
* Children shall not play in the Common Areas. This rule is for the safety of the children, other Residents and Visitors. Resident accepts liability for their children, and the Visitors’ children, and for any damage they cause.
* Residents will not tamper with outside equipment, general use appliances, fuse or circuit breakers boxes, or other electrical equipment, or plants, shrubbery or trees. No Resident, Occupant or Visitor shall be allowed on those portions of the roof which contain mechanical equipment, such as but not limited to condensing units, or in any mechanical, electrical equipment rooms or vaults without the express permission of the Manager.
* No property of the Rice Mill Lofts will be removed from the building or the Loft without the prior written permission of the Manager.
* No unauthorized group of people will be allowed to gather on the grounds or outside your loft at any time.
* No roller skating, skateboarding, roller-blading, or scooter riding will be permitted on the premises.
* No awnings, blinds, shades, shutters, screens, television, satellite dishes, radio antennas, window guards, flags, decals, signs, fans, air conditioning devices or other projections shall be attached by Resident or Occupants to the outside walls, windows or roofs of the building or Common Areas. No clothes, sheets, blankets, laundry of any kind or other articles shall be hung out or exposed out of any loft or on any part of the common areas. No foil shall be placed in windows. Resident is not allowed to make any alterations to the existing window coverings without the Managers’ prior written approval.
* No signs or advertising materials will be permitted to be posted anywhere on the property, and no solicitation is allowed.

Leasing and Rent

## Payment of Rent

### Methods

Personal Check, Money Order, Cashier’s Check: You may pay in person at the Management Office or through the mail or via the office drop box.

* Direct withdrawal, ACH (Automated Clearing House) is recommended and suggested.

### Due Dates

* Rent is due on or before the 1st of the month
* You have through the 5th of the month to pay without penalty.
* A late fee is assessed on the morning of the 6th of the month

NSF Checks (Non-sufficient funds)

* If a payment is returned due to insufficient funds, i.e. a NSF check, personal checks will be accepted only if drawn on an account with a minimum of six (6) month history free of NSF checks.