

Red Line Flats Community Handbook



UPDATED 12/4/2021. THE MOST UP TO DATE EDITION IS ALWAYS AVAILABLE AT [REDLINEFLATS.COM](https://redlineflats.com).

Using the “Golden Rule” with due courtesy and consideration for the rights of others, will contribute to making Red Line Flats an enjoyable and comfortable place to live. These homes represent a significant investment, for all residents and the building management. The sanctity and protection can best be guarded by recognition of the need for guidelines in the use of common facilities and the obligations, both moral and contractual, to observe these guidelines for the benefit of the common good.

Most rules are extrapolated from a few core principles:

- We are a community, in this together
- Be kind to each other
- Take care of the apartments and building, for everyone’s benefit

MANAGEMENT CONTACT INFORMATION

- To submit a maintenance request, please use Cozy/Apartments.com.
- To reach the property manager (and for all building emergencies), please contact:
 - William Clements, Managing Broker of Luxury Life Realty
 - will@luxuryliferealty.com
 - 312-970-9455 direct
 - 773-454-4994 alternative
- General information about Red Line Flats is available at <https://www.redlineflats.com>

UTILITIES

- Heat, water, sewage, and trash services are provided by the building.
- Electric service for each is the responsibility of residents.
 - ComEd (Exelon): <https://www.comed.com/>
- Natural gas service (for cooking) is the responsibility of residents.
 - Peoples Gas: <https://www.peoplesgasdelivery.com/>

INSURANCE

1. Residents are required to purchase renters insurance with a minimum of \$500,000 liability protection with “Red Line Flats LLC” listed as additionally insured. This protects residents’ personal property, other residents’ personal property, and the building as a whole.
2. Red Line Flats maintains an insurance policy for the building, but no personal property is protected, regardless of whether the personal property is in a common area or unit.
3. Residents may purchase from any insurance carrier they prefer or from one of our recommended insurance brokers:
 - A. Jeff Young at Church Insurance Agency, 815-790-8521, jeff@churchinsagency.com
 - B. Lemonade.com

PEACEFUL ENJOYMENT

4. Residents acknowledge that everyone is entitled to the quiet and peaceful enjoyment of the property at all times. Residents further acknowledge that this building adheres to a strict policy against excessive noise which may disturb other residents especially after 8 p.m. Residents agree to refrain from making loud noises and disturbances and to keep down the volume of

their music and other entertainment at all times so as not to disturb other residents of the building.

5. No unlawful, noxious, or offensive activities shall be carried on in any unit or elsewhere on the property, nor shall anything be done therein or thereon which shall constitute a nuisance or which shall in the judgment of the manager cause unreasonable noise or disturbance to others.
6. Noise disturbances may not be incurred at any time, but especially between the hours of 8 PM and 9 AM of any day. This includes all avoidable noise disturbances within resident control, including inside units, common areas, and in the vicinity of the building. Examples of avoidable noise disturbances are playing stereos, radios, televisions, musical instruments at unreasonable volume (one that can be heard beyond your unit), loud conversations, screaming (including out of back doors or windows), slamming doors/gates, and parties. Special consideration is required during warmer months when windows and doors are open and noise travels easily between units. Our building is not soundproof, and noise transmits significantly up, down, and side-to-side between units. When a resident requests another resident discontinue a noise disturbance, the resident creating the noise disturbance must comply. Failure to discontinue creating a noise disturbance upon request shall be a violation of this rule as will continuing to create the same noise disturbance in the future.
7. Stereo speakers must be at least 6 inches off the floor and placed on vibration-absorbing material such as cork.
8. No animals, even temporarily, are allowed in the building without written permission of management. Residents are required to clean up after their pets in common areas, including but not limited to, hair, footprints, and any other debris. Residents must clean up after their pets inside units as well, including any food on the floor, as this attracts pests.
9. No resident shall display, hang, store, or use any clothing, sheets, blankets, laundry, or other articles outside her/his unit, or which may be visible from the outside of her/his unit (other than draperies, curtains, or shades of a customary nature and appearance, subject to the rules of the manager), or paint or decorate or adorn the outside of her/his unit, or install outside her/his unit any canopy or awning, or outside radio or television antenna, or other equipment, fixtures or items of any kind, without the prior written permission of the manager.
10. No resident shall display, hang, store, or use any sign outside her/his unit, in a hallway or elsewhere, or which may be visible from the outside of her/his unit without the prior written permission of the manager.

CLEANING & SANITATION

11. Residents are required to keep units sanitary, clean, and organized at all times, especially kitchens and any place that food is prepared or consumed.
12. Residents need to wash dishes regularly and eliminate all traces of food that may attract pests.
13. Residents must cover garbage bins (and tie garbage bags).
14. Residents need to reduce clutter, clean out closets, drawers, and cabinets regularly.
15. Flooring (including all wood, vinyl, tile, etc.) must be cleaned only with Murphy Oil Soap (SKU # 312872, available at Home Depot and other retailers). If you have any trouble procuring this product, please request some from the manager, who can provide it at our cost to you.

16. Stainless steel must be cleaned only with Weiman's "Stainless Steel Cleaner & Polish" (SKU #1001092795, available at Home Depot and other retailers). If you have any trouble procuring this product, please request some from the manager, who can provide it at our cost to you.
17. Granite, quartz, or stone must be cleaned only with Stone Care International's "Granite, Quartz & Stone Daily Cleaner" (SKU #1002154262, available at Home Depot and other retailers). If you have any trouble procuring this product, please request some from the manager, who can provide it at our cost to you.
18. Residents are required to completely clean their units when moving out. This includes the removal of all personal items, furniture, and trash. Failure to clean a unit when moving out will force the manager to hire professional cleaners (typically \$55 per hour per cleaner) which will be billed back to the resident plus a \$150 administrative fee.

PARKING

19. Our three (3) parking spaces are rented on an annual basis. Parking leases are provided on a first come, first serve basis. If you are interested in leasing a parking space, please ask the manager to be placed on the waiting list.
20. Vehicles parked without valid lease agreement will be towed at the owner's expense, without prior warning.

LAUNDRY

21. The laundry room shall only be used between 8:00 AM and 10:00 PM.
22. No resident shall leave debris, boxes, etc. in the laundry room after her/his use of the room.
23. Any laundry items left in the laundry room for more than 24 hours may be placed in a "general" laundry basket. Items not removed from the general basket may be discarded after an additional 24 hours by the manager. It is inconsiderate of others to fail to remove laundry from machines promptly upon the end of the cycles.

SAFETY

24. Residents are responsible for maintaining the operation of the smoke detector in the apartment. The battery is not to be removed, but when the battery needs replacement, it is the responsibility of the residents to do so immediately. If the smoke detector is malfunctioning, residents are to notify management immediately so it can be replaced. Residents are hereby notified that disabling a smoke detector endangers lives. Residents are also responsible for maintaining the operation of the carbon monoxide detector in the apartment. The battery is not to be removed, but when it needs replacement, it is the responsibility of the residents to do so immediately. If the carbon monoxide detector is malfunctioning, residents are to notify management immediately so that it can be replaced.
25. No resident shall overload the electrical wiring in the building, or operate any machines, appliances, accessories, or equipment in such manner as to cause, in the judgment of the manager, an unreasonable disturbance to others, or connect any machines, appliances, accessories, or equipment to the heating or plumbing system, without the prior written consent of the manager.

WASTE & RECYCLING

26. Trash, garbage, and other waste shall be kept only in sanitary containers, and shall be disposed of in a clean and sanitary manner.
27. All trash must be placed in durable plastic bags and securely tied before being placed in the container provided at the rear of the building.
28. Boxes should be broken down and placed in the dumpsters.
29. Recycling items must be placed inside the container provided at the rear of the building following the guidelines on the recycling bin.
30. Never overfill any trash or recycling bin. Never place any items outside of the trash or recycling bins. If the lid cannot be closed or items are placed outside the bins, the waste/recycling items pose a safety risk to our residents and neighbors.
31. Our garbage collection service charges additional fees for the disposal of furniture, mattresses, rugs, appliances, and any trash left outside of the trash and recycling bins. Any additional charges will be passed along to the resident(s) that left trash outside the bins.

STORAGE

32. Personal items are not to be stored or kept in the corridors, hallways, stairwells, lobby, or other common areas, including the basement. All personal items, including packing boxes, air conditioners, holiday decorations, etc. must be properly stored inside the individual units.
33. No flammable materials may be stored under or on back porches, stairs, basement, or in any other common area of the building.

AIR CONDITIONERS

34. Window air conditioners may only be installed on the west and north sides of the building. No window air conditioners may be installed on the east and south sides of the building.
35. Air conditioners must be installed in such a manner that exhaust does not leak into windowsills or walls. Any damage to other units or common elements will be assessed to the offending resident.
36. Window air conditioners must be removed each year by November 1st and may not be reinstalled before May 1st to allow for proper heat regulation.

MOVING

37. The manager must be notified a week in advance before any move, furniture delivery, or appliance delivery takes place.
38. Moving hours are from 8:00 AM to 6:00 PM. Moving is not permitted during any other hours or on holidays.
39. Moves must be made by the rear stairs to prevent damage to front stairways and walls.
40. Residents are responsible for any damage to the building or unit caused during a move in or out.
41. Violation of the rules relating to moving will result in a fine of \$200 or the cost of repair, whichever is more.

STEWARDSHIP

42. Residents shall maintain their units in good condition and in good order and repair.
43. No interior decorating of any type whatsoever is allowed at any time, including, but not limited to, any wallpaper, paint, or stain. Any decorating must be approved in writing by management.

44. Care will be taken to see that nothing scratches any floors or carpeted surfaces. Felt pads must be placed under all furniture (chairs, tables, sofas, etc.) to prevent any damage to floors. Waterproof containers must be used for all plants placed on floor, ledges, window sills, etc. Damage to flooring or carpeting can be expensive and will be the responsibility of residents.
45. No nails, screws, or staples are to be attached to any door, window sill, or woodwork. Even minor damage to wood can be expensive to repair and will be the responsibility of residents.
46. No adhesive products (i.e. cork, tile, towel hooks, mirrors) may be attached to any surface in the apartment.
47. No contact paper may be used on any surface. Non-stick shelf paper is encouraged for drawers and on shelves.
48. No additional lock devices may be installed without the prior written consent of management.
49. Should residents lock themselves out of their dwelling and be unable to gain access, management may be called to let them in. In such a case, a \$150 fee will be charged at the time of service. In the event of lost keys, a replacement charge of \$10.00 per key will be charged, payable at the time of service.
50. The use of any cooking device on any back porch or stairs is strictly prohibited.
51. Christmas trees shall be taken in/out of the building wrapped in a tree bag or bed sheet and taken up and down the rear stairs to avoid needles shedding on the public areas of the building. The use of artificial trees is urged due to the potential fire hazard of natural trees.
52. Residents are responsible for repairs of all damage they or their guests cause in the units or common areas of the building.
53. Our building has very old plumbing and it is not difficult to clog a drain for a single unit or all units. For this reason, we require residents to only use singly-ply toilet paper, and to only flush toilet paper and human waste down any toilet drain. Residents are also required to be very careful about what is washed down kitchen and bathroom sink drains, since even simple food items (i.e. corn kernels) can require expensive repairs to drain pipes. Any plumbing repairs required because a resident puts paper towels, sanitary napkins, tampons, dental floss, soap, toys, wash clothes, human hair, animal hair, etc. down any fixture, will be the responsibility of the resident. All repairs will be done by a plumber authorized by management and paid for by resident. The use of Drano, Liquid-Plumber, or any other drain clearing chemical is prohibited due to the risk of damage to pipes and subsequent damage to common plumbing. The manager must be contacted immediately in the event of a plumbing emergency.
54. Residents are responsible for all glass breakage in the apartment.
55. Residents are responsible for any appliance damage from misuse or neglect. (Suggestion: Allow ice to melt on its own when defrosting a refrigerator. Never use a sharp object to break the ice.)
56. Storm windows must be closed and kept closed and all window air conditioners must be removed from all windows during the heating season.
57. No dishwashers, washing machines, waterbeds, pool tables, dart boards, ping pong tables, or pinball machines are permitted without the prior written consent of management.
58. Only the residents named in a lease are to occupy apartments. Residents do not have the right to sublet their apartments. Guests staying in an apartment for more than 15 days must be on the lease.

59. Management shall not be responsible for the loss or damage of the personal property of residents. Personal property insurance is the responsibility of the residents, and residents agree to carry Renters Insurance in sufficient amounts to insure their personal property.
60. Access to the roof shall be denied to all residents and their guests. Residents shall be responsible for any and all damage to the roof stemming from resident's unauthorized access to roof.
61. Resident agrees to maintain a minimum temperature of 63 degrees Fahrenheit from October 1 through May 15. In the event residents fail to maintain such temperature and damage to the premises results from such inaction, then residents shall be responsible for any and all damages.
62. Residents agree that parties or any other type of gatherings are strictly prohibited on the back porches or front stairs at any time without the prior written consent of management. Residents agree to hold management harmless and indemnify management from any cause of action that may arise from resident's misuse of building back porches/stairs and front stairs.

COMMON AREAS

63. Entryways and stairways shall not be used for any purpose other than access to and from units.
 - A. Front stairs must only be used for ingress and egress of residents, guests, and very small cardboard boxes. The walls can be easily damaged. Any damage caused by residents will be repaired at the cost of the resident that caused the damage.
 - B. Rear stairs can be used for the movement of larger packages, bicycles, scooters, rollerblades, strollers, etc.
64. Storage of any kind is expressly prohibited on/in any common area.
65. All common areas, such as hallways, stairwells, and landings, shall be kept clear. Nothing other than a floor mat before the unit entry door may be placed in indoor hallways. Boots, shoes, umbrellas, or other personal items are to be kept inside individual units.
66. All toys, recreation equipment, lawn chairs, and the like, must not be left in common areas overnight.
67. Any games or other activity that creates a nuisance, damages any common property, or disrupts the peace is prohibited on/in any portion of the common property.
68. Residents may not enclose any portion of the common property with a fence or other boundaries.
69. Residents shall not permit playing in hallways, stairways, basement, etc. This includes, but is not limited to, forming, screaming, and playing games.

BACK STAIRS

70. For safety reasons, residents shall keep back stairs and landings free from any obstruction that would interfere with ingress or egress.
71. Back stairs and landings may not be decorated, enclosed, altered, or the appearance changed in any way without the prior written consent of the manager.
72. Back stairs and landings may not be used for storage of personal property of any kind.
73. Clothing, sheets, blankets, laundry, and similar objects shall not be hung out or exposed on back stairs and landings.
74. Back stairs and landings must not be used as pet runs.
75. Residents are responsible for damage caused by personal objects which fall from back stairs or landings, or which are blown from same.

76. No items or objects shall be thrown, swept, or shaken from or upon back stairs and/or landings.

BICYCLES/SOOTERS

77. Bicycles and scooters shall not be parked or stored anywhere on/in the common areas, including the stairwells, landings, or basement.
78. Bicycles and scooters, if taken into units, shall be taken only through the back stairs. This also applies to rollerblades, strollers, and other objects larger than small cardboard boxes.

SMOKING

79. Smoking of any kind, including but not limited to cigarettes, cigars, e-cigarettes, vapes, all marijuana products, all tobacco products, all nicotine products, etc. is prohibited anywhere on/in the property, including individual units and common areas.
80. As Chicago ordinance permits, residents and guests may smoke at least 15 feet away from the building's entrances.

DELIVERIES

81. Deliveries shall be made in such a manner that the delivered material is not stored in/on common areas. Deliveries of furniture, appliances, and items that cannot be easily be carried by one person must be made by the back stairs.

KEYS

82. The manager is not responsible for admitting residents who lock themselves out of their units, but will do his best to assist as quickly as possible. The fee for lock out service is \$150.
83. The manager will be the sole source for all building keys.
84. Keys will be issued to residents of record only.
85. Each resident of a unit is provided with one set of keys. Residents may obtain a maximum of one additional set of keys per unit, in addition to the one set per resident.
86. Residents must provide, in writing, the name, address, phone number, and email address of every person who has a key to the building (excluding residents themselves).
87. Be aware that the cost of re-keying the common areas of the building is in excess of \$750. If the need for re-keying due to a security breach can be traced to any resident, that resident could be assessed the full cost of re-keying the building.
88. All keys are the property of the building. Each resident shall surrender keys issued in their name upon termination of their lease. Residents will be assessed \$50 per key for failure to return all keys when terminating their lease.
89. Residents shall promptly report in writing to the manager any lost or stolen keys, including a police report and/or statement of the circumstances under which the key(s) were lost.
90. Key replacements will be subject to a \$25 per key administrative charge.

SECURITY

91. If any suspicious activities are observed, notify the police immediately. Write down any license plate numbers, distinct descriptions of suspicious persons, etc. that you observe.
92. Do not activate door buzzers to strangers or to anyone without first identifying who is seeking entrance to the building.
93. Never prop open any locked exterior doors or gates.

MAINTENANCE REQUESTS

94. Maintenance requests shall be submitted to the manager as quickly as reasonably possible after the maintenance need becomes apparent.
95. Resident(s) may be liable for negligence by failing to report a maintenance need in a timely manner.

RADIATORS

96. Radiator valves must be always either turned fully on or fully off, as the valves tend to leak in a partially on position.
97. Any water damage due to radiator leaks is the responsibility of the residents.
98. Report radiator problems to the manager immediately.

ENFORCEMENT

99. Any complaint which alleges a violation of the rules shall be made in writing using a "Witness Statement" (Exhibit A) and shall contain at a minimum:
 - A. The name, address, phone number, and email address of the complaining witness.
 - B. The specific details or description of the violation, including the date, time, and location where the violation occurred.
 - C. A statement by the complaining witness that she/he will cooperate in the enforcement procedures and provide testimony at any meetings, hearings, or trial which may be necessary.
 - D. Any evidence of the violation, including any photo, video, or audio recordings.
 - E. The signature of the complaining witness and the date on which the complaint is made.
100. When a complaint is made pursuant to the above, the resident shall be notified of the alleged violation by Red Line Flats or its duly authorized agents. The notification shall be in a manner prescribed by the manager in a form similar to that which is attached hereto as "Notice of Violation" (Exhibit B).

In the event the alleged violation is not the first violation by the resident, or in the event the violation is such that serious, immediate, or irreparable consequences may occur by delay, the manager may elect to forward the matter to the building's attorney for appropriate action. All legal expenses and costs incurred will be assessed to the resident's account, if the resident is found guilty of the violation.

The building's attorney, if contacted regarding the violation, shall send such notices, make such demands, or take such actions as are necessary to protect the interests of the building in accordance with the provisions of the rules.

101. If any resident charged with a violation either believes that no violation has occurred or that she/he has been wrongfully or unjustly charged hereunder, the resident must proceed as follows:
 - A. Within fourteen (14) days after the Notice of Violation has been served on the resident pursuant to the provisions herein, the resident must submit in writing a request for a hearing concerning the violation. A hearing may be requested by contacting the manager.

- B. If a request for a hearing is filed, a hearing on the complaint shall be held. The hearing shall be conducted no later than four (4) weeks after delivery of the written request, unless otherwise agreed by the resident and manager.
 - C. At any such hearing, the manager shall hear and consider arguments, evidence, or statements regarding the alleged violation, first from any person(s) having direct knowledge of the alleged violation and then from the alleged violator and any witnesses on her/his behalf. Following a hearing and due consideration, the manager shall issue its determination regarding the alleged violation. The decision of the manager shall be final and binding on the resident and the building.
 - D. Payment of any assessments, charges, costs, or expenses made pursuant to the provision contained herein shall not become due and owing until the manager has completed a determination. Notification of the manager's determination shall be made in a form familiar to that which is attached hereto as Exhibit C.
102. If no request for a hearing is filed within fourteen (14) days, a hearing will be considered waived, the allegations in the Notice of Violation shall be deemed admitted by default, and the appropriate sanctions shall be imposed. The resident shall be notified by the manager of any such determination using the same form and in the same manner as if a hearing had been conducted by the manager.
103. If a resident is found to have violated personally or is otherwise liable for a violation of any of the provisions of the rules, the following shall occur:
- A. If found to be guilty of a first violation of a given provision of the rules, the resident shall be notified of the finding by the manager. The first violation, at the discretion of the manager, may be considered a warning that, if any further violations occur, a fine for the violation will be imposed. In the alternative, the manager may elect to assess a fine. In addition, any legal expenses incurred by Red Line Flats or any actual damages repaired may be imposed.
 - B. If found to be guilty of a second or continuing violation, of the same provision of the rules, the resident shall be notified of the findings by the manager or its duly authorized agents. The resident shall also be assessed a fine.
 - C. **Where a fine is imposed, it shall be in the amount of one hundred dollars (\$100) for single incidents of violation or the sum of one hundred dollars (\$100) per day for a violation of a continuing nature.** A fine for a violation of continuing nature shall be deemed a single incident with a fine imposed each day the violation has not been eliminated and the manager has received notice of it. The current month's "Monthly rent" (as defined by the current lease agreement) for the resident(s) will increase by the amount of any fine(s), unless otherwise decided by the manager.
 - D. If found to be guilty of any violation, including a first violation, the notice of determination may also require the resident to correct any damage or any unauthorized condition on the property for which the resident has been found responsible, to pay the costs of any repairs which have previously been made, and to pay any legal expenses and costs incurred by the building as a result of the violation.
 - E. In the event any violation has resulted in damage to any property, which has not yet been repaired, or has resulted in any damage or any unauthorized condition on the property, the resident will be given one Notice of Violation to correct the damage or

architectural violation. If the damage or violation has not been corrected within fourteen (14) days after a finding of guilty has been made on the second violation, the manager will proceed to have the violation corrected, and the resident will be assessed for the full cost of labor and materials required. **In addition to the foregoing assessment, and in order to encourage residents to correct violations at their own time and expense, and in order to compensate the manager for the administrative expenses involved in obtaining and supervising any such correction, the manager will assess any resident, who forces the manager to correct a violation, with the cost of labor and materials, as well as an administrative charge of two hundred dollars (\$200) or ten percent (10%) of the total cost of labor and materials, whichever is greater.**

104. Any resident assessed hereunder shall pay any charges imposed within thirty (30) days of notification that such charges are due. Failure to make the payment on time shall subject the resident to all of the legal or equitable remedies necessary for the collection thereof. All charges imposed hereunder shall be added to the resident's account, shall become rent, and shall be collectible as rent in the same manner as any regular rent.
105. Time is of the essence of this policy. Noticed are deemed served either:
 - A. By personal delivery at the time of delivery; or
 - B. By mail following two (2) days after deposit in the United States Mail to the unit address; or
 - C. By email to the resident(s) address on file with the manager
106. The remedies hereunder are not exclusive, and the manager may, in addition, take any action provided at law to prevent or eliminate violations thereof.

DEFINITIONS

107. Residents refers to both tenants with a signed lease agreement and people residing in the building who may or may not have signed a lease.
108. Red Line Flats LLC, Red Line Flats, building, and property may be used interchangeably in the rules to refer to any of the following:
 - A. The legal entity Red Line Flats LLC which holds title to 7416 N Rogers.
 - B. The building (both interior and exterior) at 7416 N Rogers.
 - C. The parking spaces and dumpster behind 7416 N Rogers.
 - D. The grounds surrounding 7416 N Rogers at least 30 feet in all directions, regardless of ownership.
 - E. The manager of Red Line Flats LLC and the contracted property manager for 7416 N Rogers.
109. Manager or Management may be used in the rules to refer to any of the following:
 - A. The manager or managing partner of the legal entity Red Line Flats LLC.
 - B. The third-party property manager hired by Red Line Flats LLC to manage the property at 7416 N Rogers.

ACKNOWLEDGEMENT & ACCEPTANCE

Resident hereby acknowledges that s/he has read the community rules, understands it, agrees to it, and has been given a copy. Resident hereby agrees to all future community rules upon publication at <https://www.redlineflats.com>, unless s/he exercises the right to terminate her/his current lease.

Resident Names: _____

Resident Signatures: _____

Date: _____

RECYCLING REFERENCE SHEET

YOU CAN RECYCLE

- Aluminum food and beverage cans
- Ferrous (iron), steel and tin cans
- Foil and pie tins
- Empty aerosol cans, dry paint cans
- Corrugated cardboard, cereal boxes
- Chipboard
- Telephone books
- Newspapers, junk mail and envelopes
- Catalogs and magazines
- Office and copy paper (without wax liners)
- Clear, green and brown glass bottles and jars
- Juice and soda bottles, 6- and 12-pack rings
- Detergent and shampoo bottles
- PET plastic containers with the #1 symbol-screw tops only, without the caps, no black trays
- Water and milk jugs/cardboard cartons (with #2 symbol)
- Plastics with the #3, #4, #5, #6 (except Styrofoam) or #7 symbol

YOU CANNOT RECYCLE (INCLUDING, BUT NOT LIMITED TO):

PLASTICS

Bags
CD or Cassette Plastic Cases
Cover Sheets
Crates
Cups (clear or colored)
Diapers
Dinner Ware
Drain Tile
Driveway Sealer Pails
DVD Cases
Film from packaging
Flexible food & beverage pouches
Flower Pots with dirt
Furniture
Garden Planter Trays w/ Dirt
Garbage Containers
Garment Bags
Hangars
Herbicide Containers
Holiday Light Packaging Racks
Hoses

ELECTRONICS

Appliances
Cable
Calculators
Cameras
CD Players/Recorders
Circuit Boards
Clocks
Computers
Computer Discs
Computer Keyboards
Computer Monitors
Computer Mouses
Computer Printers
DVD Players/Recorders
Electric Extension Cords
Electronic Consumer Goods
Flashlights
Holiday Light Strands
Light Bulbs
Light Fixtures
MP3 Players / I-Pods

MISCELLANEOUS

Aluminum Blinds
Aluminum Siding
Ammunition
Audio Cassette Tapes
Auto Parts
Bathroom Waste
Batteries
Cabinets (Metal or Wood)
Carpet
Carpet Padding
Ceramic Tiles
Clothing
Construction Debris
Crayons, Chalk, Markers
Drywall
Fencing
Fireworks
Furniture
Garden Hose
Garden Tools
Gasoline Cans

PUTRESIBLE TRASH

Animal Waste
Cooking Oil & Grease
Diapers
Food Waste
Human Waste
Kitchen Waste

MEDICAL WASTES

Bandages
Bedding
Bloody Rags
IV Bags
IV Tubing
Medicine Bottles
Sharps
Syringes

YARD WASTE

Brush
Branches
Compost

Inflatable Rafts, Toys, Etc.	Pagers	Glassware	Grass
Insecticide Containers	PDA's	Gutters	Leaves
Landscaping Edging	Radios	Hangars	Mulch
Laundry Baskets	Switches	Hardware	Shrubs
Lawn Furniture	Telephones	Hose Reels	Soil
Oil Containers	TVs	Hubcaps from autos	Trees
Picnic Coolers	VCRs	Inner-tubes	Tree Stumps
Picture Frames		Lawn Furniture	Wood Chips
Pipe	<u>HOUSE WARES</u>	Lawn Fertilizer Spreaders	Wreaths
Plastic Hose	Ceramics	Lawn Sprinklers	
Plastic Sheets	China Dishes	Liquids	<u>CHEMICAL WASTE</u>
Plastic Trim & Molding	Cook Ware	Medical Waste	Absorbents
Plastic Wood	Crockery	Metal Scrap	Acids
Plates (clear or colored)	Crystal	Mirrors	Alkalis
Polystyrene Cups, Plates	Dinner Ware	Motors	Fertilizers
Polystyrene Dinnerware	Glass Ware	Oil Dry	Herbicides
Polystyrene Insulation	Porcelain	Pallets	Insecticides
Polystyrene Packaging	Pots and Pans	Pencils, Pens, Rulers, Etc.	Grease
Recycling Bins	Pottery	Pipes	Oil
Shower Curtains	Silver Ware	Pottery	Oil Dry
Storage Containers	Vases	Propane Tanks	Paint
Stretch Film		Radioactive Waste	Stain
Swimming Pools	<u>FIBER</u>	Rocks/Stones/Brick	Solvents
Swimming Pool Liners	Asbestos	Roofing Material	Sorbents
Table Cloths	Burnt Paper	Rope/Twine/String	
Tackle Boxes	Carbon Paper	Rubber Hoses & Parts	<u>EXPLOSIVES & ARMS</u>
Tarps	Wall Paper	Rugs	Ammunition
Thermos Bottles	Wax Paper	Saw Dust	Bullets
Tool Boxes		Scrap and Sheet Metal	Fireworks
Toys	<u>HAZARDOUS WASTE</u>	Shelving	Guns
Tubing	See EPA List	Sporting Goods	Gunpowder
Tupperware	See Chemical Wastes	Textiles	Hand Grenades
Utensils	See Medical Wastes	Tires	Shells
Vapor Barrier Insulation Sheets		Toilet Seats	
Vinyl Siding	<u>RADIOACTIVE WASTES</u>	Tools	
Waste Baskets	All	Umbrellas	
Water Cooler Bottles		Vases	
Window Blinds		VCR Tapes	
		Window Glass	
		Wood	

**VIOLATION OF RULES COMPLAINT
WITNESS STATEMENT**

Please print or type. Complete all information you know. If unknown, please state so. Attach additional sheets if necessary.

INFORMATION CONCERNING WITNESS(ES) TO VIOLATION

Witness Name: _____

Witness Phone: _____

Witness Email: _____

Witness Address: _____

INFORMATION CONCERNING VIOLATOR

Violator Name: _____

Witness Address: _____

INFORMATION CONCERNING VIOLATION

Violation Date & Time: _____

Rule Violated: _____

WITNESS OBSERVATIONS

I MAKE THE ABOVE STATEMENTS BASED ON MY PERSONAL KNOWLEDGE AND NOT UPON WHAT HAS BEEN TOLD TO ME. I WILL COOPERATE WITH THE MANAGER AND ITS ATTORNEYS TO PROVIDE ADDITIONAL STATEMENTS OR AFFIDAVITS, AND IN THE EVENT A HEARING OR TRIAL IS NECESSARY, I WILL APPEAR TO TESTIFY AS A WITNESS. IF I REFUSE TO TESTIFY AFTER FILING THIS COMPLAINT, I AGREE TO PAY ALL COSTS AND ATTORNEYS' FEES LOST BY THE MANAGER AS A RESULT OF MY FAILURE TO TESTIFY.

Signature: _____

Date Signed: _____

Exhibit A

NOTICE OF VIOLATION

To: _____

Date: _____

You are hereby notified, as the resident of unit _____, that you are charged with the following violation of the community rules. The actions complained of occurred on or about _____, and are described as follows:

The community is governed by its rules, which you are charged with violating. Please note that you must take the actions outlined in the community rules if you believe the charges are unjustified. Under the rules, if you fail to request a hearing within fourteen (14) days or fail to appear at a hearing on these charges, you will be found guilty by default, and fines, charges, costs, expenses, and legal fees may be assessed against you and added to your account.

If a violation exists, which has not already been corrected, and you fail to make an appropriate correction, you will receive one notice of violation, after which the manager will correct the violation at your expense to which an administrative charge in a minimum amount of \$200 will be added. Please consult the community rules for further details.

You may request a hearing by signing, dating, and returning the attached Request for a Hearing form within ten (10) days to the manager at the address below.

Red Line Flats LLC

By: _____

Its: _____

Exhibit B

REQUEST FOR A HEARING

I hereby request a hearing on the charges made against me as contained in the Notice of Violation dated _____ alleging a violation of the community rules of Red Line Flats.

Name: _____

Signature: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Date: _____

Exhibit C

CONDITION OF UNIT CHECKLIST

Unit #: _____

Tenant Name(s): _____

Move-In Date: _____

Move-Out Date: _____

Sign at Move-In: _____ Tenant(s)

Sign at Move-In: _____ Manager

Sign at Move-Out: _____ Manager

ITEM	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE
Front Door		
Back Door		
LIVING ROOM		
Floor & Floor Covering		
Walls & Ceiling		
Doors		
Door Locks & Hardware		
Lighting Fixtures		
Windows & Screens		
Window Coverings		
HALLWAY		
Floor & Floor Covering		
Walls & Ceiling		
Lighting Fixtures		
Smoke & Carbon Monoxide Alarm		
KITCHEN		
Floor & Floor Covering		
Walls & Ceiling		
Doors		
Door Locks & Hardware		
Lighting Fixtures		

Windows & Screens		
Window Coverings		
Cabinets/Drawers		
Counters		
Stove/Burners/Controls		
Oven/Rangehood		
Refrigerator		
Sink/Plumbing		
BATHROOM		
Floor & Floor Covering		
Walls & Ceiling		
Doors		
Door Locks & Hardware		
Lighting Fixtures		
Windows & Screens		
Window Coverings		
Counters/Surfaces		
Sink/Plumbing		
Bathtub/Shower		
Toilet		
Cabinet/Drawers		
BEDROOM #1		
Floor & Floor Covering		
Walls & Ceiling		
Doors		
Door Locks & Hardware		
Lighting Fixtures		
Windows & Screens		
Window Coverings		
Closet		
BEDROOM #2		
Floor & Floor Covering		
Walls & Ceiling		
Doors		
Door Locks & Hardware		
Lighting Fixtures		
Windows & Screens		
Window Coverings		
Closet		
Heating System		
Air Conditioning		
Parking Space #		

Keys Received – Unit		
Keys Received – Front/Back Doors		
Keys Received – Front/Back Gates		
Keys Received – Laundry		
Keys Received – Mailbox		

Tenant(s) acknowledge that all smoke alarms, carbon monoxide alarms, and fire extinguishers were tested in their presence and found to be in working order, and that the testing procedure was explained to them. Tenants agree to test all detectors at least once a month and to report any problems to the manager in writing.

Comments:

Exhibit D