

Stopped toilet: Use a plunger. DO NOT flush feminine hygiene items or disposable diapers down the toilet.

REFRIGERATOR: NEVER use sharp instruments around the freezer compartment. A small hole in the freezer coil will immediately destroy this appliance. It is better to disconnect the box and let the room temperature do the defrosting or, you may use pans of hot water to assist in the process. **DO NOT USE** any electrical appliance, as the intense heat will melt the plastic parts of the freezer. If you hear a rattle when the refrigerator motor is running, check behind and under the box for loose bottle tops, caps and other objects. When reporting a refrigerator repair be prepared to advise if appliance light is functioning.

Disposal: If it stops running, first make sure the switch is off then depress the RED reset button, which is located on the underside of the disposal. Then, restart with the switch. If the unit hums when turned on, it is jammed. Cut it off and free up the clutter blades with a broom handle of similar item. Then restart. Always run cold water when operating the disposal.

Water Leaks: DO NOT allow toilets or faucets to run. Call for service **IMMEDIATELY**.

Locks: DO NOT CHANGE YOUR LOCKS. OUR QUICK RESPONSE TO SERVICES IS PREDICATED ON OUR ABILITY TO USE OUR MASTER KEY SYSTEM.

Furnace Filters: For those with forced air systems, check the existing filter for size and purchase at any hardware store. The size is usually printed on the side of the filter. Filters should be replaced about every three months.

GAS: If you are responsible for your own gas, please call the Gas Company on **(703) 750-1000** to have the billing put in your name effective on the same date you move in or the rent effective date, whichever occurs first. If you have any problems with your gas appliances, please call this number before calling the office. A representative will either correct the problem or put a tag on the appliance. If the appliance is tagged, call our office and we will dispatch the proper service.

ELECTRICITY: If you are responsible for your own electricity, please call **PEPCO** on **(202) 833-7500** to have the billing put in your name effective on your move-in date. Be sure to check your bulbs and fuses to make sure they are secured properly before requesting service. Rotate breaker switches if your unit is so equipped.

Property Manager: Keith Hurst
301-589-6000 x111

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300 NOTICE TO TENANTS OF HOUSING CODE PROVISIONS

- 300.1 The owner of each habitation shall provide to each existing tenant, and shall at the commencement of any tenancy provide to the tenant, a copy of the provisions of this chapter and a copy of the following sections of chapter 1 of this subtitle:
- (a) Chapter 1, §101 (Civil Enforcement Policy)
 - (b) Chapter 1, §106 (Notification of Tenants Concerning Violations)

101 CIVIL ENFORCEMENT POLICY

- 101.1 The maintenance, of lease or rental habitations in violation of the provisions of this subtitle, where those violations constitute a danger to the health, welfare, or safety of the occupants, is declared to be a public nuisance.
- 101.2 The abatement of the public nuisances referred to in §101.1 by criminal prosecution or by compulsory repair, condemnation, and demolition alone has been and continues to be inadequate.
- 101.3 The public nuisances referred to in §101.1 additionally cause specific, immediate, irreparable and continuing harm to the occupants of these habitations.
- 101.4 The public nuisances referred to in §101.1 damage the quality of life and the mental development and well-being of the occupants, as well as their physical health and personal property, and this harm cannot be fully compensated for by an action for damages, rescission or equitable set-off for the reduction in rental value of the premises.
- 101.5 It is the purpose of this section to declare expressly a public policy in favor of speedy abatement of the public nuisances referred to in §101.1, if necessary, by preliminary and permanent injunction issued by Courts of competent jurisdiction.

106 NOTIFICATION OF TENANTS CONCERNING VIOLATIONS

- 106.1 After an inspection of a habitation, the Director shall provide the tenant of the habitation a copy of any notification with respect to that habitation issued to the owner pursuant to this subtitle.
- 106.2 The notification to the tenant shall state plainly and conspicuously that it is only for the tenant's information; Provided, that if they notice places duties on the tenant, it shall state those duties.
- 106.3 In any instance where a violation of this subtitle directly involves more than one habitation, the Director shall post a copy of any notification issued to the owner pursuant to this chapter for a reasonable time in one or more locations within the building or buildings which the deficiency exists. The locations for posting the notification shall be reasonably selected to give notice to all tenants affected.
- 106.4 No person shall alter, modify, destroy, or otherwise tamper with or mutilate a notification posted under this section.
- 106.5 Any tenant directly affected by the violation(s) shall, upon request to the Director, be sent a copy of the posted notification.
- 106.6 This section shall not be subject to any notice requirement of this subtitle.

**RULES AND REGULATIONS FOR TENANTS OF
FRANK EMMET REAL ESTATE, INC.**

1. Tenants must furnish their own electric lights bulbs, fuses and furnace filters.
2. No one will be permitted to linger or play in the public hallways, lawns or entrance steps of the building.
3. All trash and garbage must be placed in suitable containers and placed where directed by the Landlord.
4. No one is permitted to sit on front entrance steps, nor air or lie upon the lawns. No one is allowed to play on the front entrance steps, walks, lawns or in the hallways, nor roller skate in any part of the building. The storage of toys, baby carriages, bicycles, etc. in the entrances, lobbies, hallways or on the front walks or lawns is prohibited and Landlord reserves the right to impound any article left in or upon these spaces without notice.
5. Bundles, refuse, newspapers or articles of any description are not to be left in the public hallways.
6. The hanging or placing of laundry on the exterior of the building or lawns, or upon any pole, post or tree on the lawns or on any line on the premises is prohibited. Landlord reserves the right to impound any laundry hung on the lawns or exterior of the building.
7. The tenant shall be responsible for the removal of furniture, packing cases, barrels and boxes, which are used in moving.
8. Throwing articles of any kind, shaking mops or dust cloths of any nature from the windows or in the public halls will not be permitted.
9. Personal items of any kind left with employees of the building are left at the risk of the tenant. Landlord assumes no responsibility for the loss or damage in such cases.
10. Under no circumstances is the tenant allowed to keep paints or flammable materials in said apartment or storeroom, nor place furniture, packing material or cartons in storeroom.
11. Nails shall not be driven in the walls or woodwork. Additional locks shall not be installed on doors without the written permission of the Landlord first obtained.
12. Sound application of any type that is heard through windows or doors is prohibited at all times.
13. No package, cans, bottles, flower pots, boxes or other articles shall be placed on the outside or inside of sills of any windows.
14. Tenants will be held responsible for any damage to the premises caused by any negligent acts on the part of the tenant or his guests. Tenant shall also be responsible for any damage to the apartments beneath tenant's caused by overflow from plumbing or from any other negligent acts on the part of the tenant or his guests.
15. Aerials or antennas shall not be placed on or erected to the roof or exterior of the building.
16. The washing of cars on the premises or the use of water from the premises for the purpose of washing cars is prohibited.
17. Tenant shall not refinish or shellac wood floors of said apartment nor use any materials thereon except paste wax.
18. Tenants shall not install or use any washing or drying machines in or about the premises except coin operated machines that may be placed in the building at the Landlord's direction. If coin machines are installed in the building, Tenant agrees to comply with all rules placed in effect by the Landlord or vendor for the operation of said coin washing or drying machines.
19. The tenant must also comply with any subsequent rules that may be promulgated or issued for the general benefit of all tenants as a whole in the building.
20. In the event the demised premises has a patio or balcony, the tenant will not use said patio or balcony for any purpose that would be detrimental to the exterior appearance of the building or would interfere with the rights of other tenants. The tenant agrees not to install additional screens or partitions on the patio or balcony and will not be permitted to use said patio or balcony for the watering of plants, the use of charcoal, gas or electric grills, or the airing of personal items, bedding, clothing, etc. Tenant further agrees to take every precaution to see that no articles are placed in such a position that they could be blown off or fall from the balcony or patio.
21. Eighty percent of all wood flooring within the rented residential space must be covered with carpet.
22. Paste-up type mirrors or use of contact paper within the rented space is prohibited.
23. Violation of these rules or any one of them shall be sufficient cause for termination of this Agreement at the option of the Landlord.