



## ***1440 Pine Apartments Resident Handbook***

### **Welcome to the 1440 Pine Apartments and Welcome Home!**

We are committed to working with you to provide a supportive environment with educational and employment opportunities, accessible services and tenant-led groups. We encourage you to use all the services we have available here.

It is our goal to make your tenancy at 1440 Pine Apartments as pleasant as possible by working diligently to provide community and any other needed services. To help everyone in our community be safe and feel at home, we have put together this Resident Handbook. This handbook is designed to answer questions about building rules, regulations, and being good neighbors to each other. We also hope to create a community in which you feel proud to live and one where everyone participates actively. If you have additional questions after you and your Transition Specialist review the handbook, please feel free to visit the Program Manager's office for assistance.

**Ross Property Management is responsible for the management of 1440 Pine Apartments. The property is managed according to owner and/or government agency requirements and regulations.**

**\*\*\*Please do not attempt to fix damages or other issues on your own. Contact maintenance with any issues. It is an expectation that you report any maintenance issues immediately to avoid further damages.**

**Attention Homes is responsible for providing on-site case management services to all residents of the 1440 Pine Apartments. Ross Property Management is your point of contact for the following:**

Lease questions, grounds maintenance, paying your rent, annual compliance, and maintenance requests. The property management company is not in charge of your Transition Specialist or the other services you are participating in. If you have concerns about these please contact the Housing Program Manager.

Your Transition Specialist will be \_\_\_\_\_. Your Transition Specialist will schedule a time to meet with you weekly. This can be in the community space, at a coffee shop, on a bike ride, etc.

### **LEASE**

Your lease is a legal contract. By signing the lease, you promise to follow the rules listed in the lease for keeping your apartment safe and being a good neighbor. We promise to try and help you maintain your housing. It is important that you read it carefully before signing. Staff members, the Property Manager, and Transition Specialists are available to help you read and understand all documents that you are asked to sign. You may ask questions about anything that you do not fully understand. You are also welcome to take a copy of the lease to share with the people who give you advice. On the day that you sign your lease, you will receive a copy of it. There may be additional terms and conditions with the



lease. Make sure you get copies of those too. Please keep all of these documents in a safe place. Ask your Transition Specialist for a special folder for these documents.

The rules are to help everyone enjoy their own apartment space with as little interference by others in that enjoyment as possible, protect all residents, the community, this building and its grounds. We also recognize that some people have periodic difficulties and we want to be a supportive, learning environment.

### **LEASE VIOLATIONS**

Throughout this guide we have tried to highlight issues that may result in a lease violation. This means that you did not follow the rules you agreed to when you moved into your housing. We do not want to scare you, but we do want to make sure that you know -- and can avoid -- issues that might cause your lease to end.

**Certain behaviors are considered to be unacceptable at any time during your stay and will result in eviction proceedings.**

These behaviors include but are not limited to:

1. Possession, manufacture, use or distribution of legal or illegal drugs and paraphernalia
2. Consumption of alcohol or other substances in any area of the building. Even with a medical marijuana card you cannot smoke in the building.
3. Verbal or physical assaults toward staff, peers or visitors
4. Sexual or other harassment of peers or staff
5. Smoking (including e-cigarettes) in your room or public areas
6. Destruction of Property

**\*\*\*Your guests will be held accountable for the above behaviors as well.**

Here is a list of issues that can cause problems among residents and disrupt the building community. Please inform any guests and set limits about these things:

- Noise levels both within apartments and in common areas
- Opening a secured or locked entrance door for any person not visiting you is prohibited in all cases
- No side entrances are to be used by guests or residents.
- Graffiti or marking on the walls
- Leaving personal belongings, bicycles or other equipment in pathways or common spaces
- Any behavior in common areas that prevents others from accessing them, makes them feel unsafe, causes injury, or otherwise inconveniences.

### **RENT PAYMENTS**

Rent Payments must be paid on time to the Property Manager.

Support staff is available to assist you in paying your rent in a timely manner. Your Transition Specialist will problem solve with you regarding budget issues and provide potential resources to assist with rent



payment. **If you are experiencing financial problems and need to arrange a payment plan, you must make an appointment with the Property Manager *prior* to the first day of the month when rent is due.**

### **MOVING**

Moving-in and out of your apartment is only permitted during daylight hours so as not to disturb other residents.

### **QUIET TIMES**

Quiet means no noise that disturbs another resident trying to sleep or rest. This consideration for your neighbor includes elimination of any noise or lingering in the community room or hallways. Quiet times are observed as follows:

**Monday through Friday  
10pm - 7am**

**Saturday and Sundays  
10PM to 9:00 AM**

**NOTE:** If you can hear music, conversation or the television outside of a room when the door is closed, then this would be considered too loud.

### **PERSONS OCCUPYING THE APARTMENT**

Only persons who are on the lease agreement may occupy living units. You are not permitted to assign or sublet your apartment. You are responsible for the actions of any guests on the property, invited or not.

### **GUEST POLICY**

- Entrance into the building will be controlled by staff. Tenants must enter through the front door entrance on Pine. All other doors and egress/ingress will be alarmed and monitored via video surveillance.
- Guests are allowed between 7:00am-10:00pm on weekdays and 9am-10pm on weekends (Saturday and Sunday).
- Tenants may have one guest at a time. Exceptions may be made for family members or other circumstances **only if approved** by your Transition Specialist and/or Program Manager.
- All guests will be required to sign in and sign out.
- A government issued ID is necessary for guests and must be left with the front desk while visiting. A photocopy of the ID will be created for our files.



- **Guests must be accompanied by a tenant at all times.** There are no exceptions. Unaccompanied guests will be asked to leave immediately.
- Guests under 18 are not allowed without permission from the Transition Specialist or Program Manager.
- Tenants may have ONE overnight guest up to any 4 nights in a ninety (90) day period. All overnight guests must be approved by your Transition Specialist or Program Manager.
- If guest policies are violated, tenant will have guest privileges restricted.
- Tenants are responsible for guest behavior.
- Guests can be considered trespassers if guest policies are not followed. If it is suspected that a tenant is attempting to house an unauthorized person or the overnight guest policy is violated in any way, tenants will be asked to prove that their guest has a permanent residence elsewhere. Acceptable proof of other permanent residence include: valid Lease with rent receipt (current month), current pay stub with name and address, current bank statement with name and address.

#### **PETS**

1440 Pine Apartments does not allow pets. This includes any visiting pets.

#### **COMPLAINTS AND SUGGESTIONS**

If you have any suggestions on how we might be able to improve our services to you, please do not hesitate to let us know. We appreciate your feedback and welcome your ideas. We will have a suggestion box in the front office area. Please feel free to write your ideas or suggestions and put in suggestion box.

We want to create a safe, comfortable environment for everyone living here. This means we want to address problems as early as possible.

Any violent or threatening behavior, as well as abusive language, will not be tolerated. This includes, but is not limited to, the use of profanity, sexual/gender references, ethnic slurs, and name calling. Any offense by tenant or their guests can be grounds for immediate lease termination.

If you are having an issue with your neighbor, contact your Transition Specialist, the Property Manager, or the Program Manager who will be happy to assist you.

#### **TENANTS ASSOCIATION**

Another important place to bring ideas is the Tenants Association. The Tenants Association is a group of residents who have volunteered to work actively to improve the building or community for residents. The Tenants Association provides an additional way for tenants to communicate with staff and management. The Tenants Association meets with the Program Manager and/or Property Manager



every week to discuss how to make this the best place to live. This process is on-going, notices and flyers are given to all tenants to keep them informed of changes around the building.

## **GRIEVANCES**

You, your parent or guardian, or staff may file a grievance with regard to any rule, policy, action, decision, or condition made or permitted by any Attention Homes employee or other person responsible for the care and treatment of youth residing at the 1440 Pine Apartments.

If you have an issue with another resident we encourage you to try and resolve it through conversation. If you need support please meet with a transition specialist or the housing program manager. We can help with conflict resolution and/or mediation. You can also fill out a grievance.

Prior to filing a grievance, you are encouraged to first attempt to resolve the situation through direct or mediated conversation. If the situation is not resolved satisfactorily, a grievance may be filed with the Housing Program Manager (HPM). The grievance form is part of the intake packet and a copy is available by asking your Transition Specialist or front desk staff.

The grievance must be filed with the HPM within three days of the incident. The grievance must be in writing and must include a suggestion for a resolution of the problem. You may request assistance for writing and filing your grievance from your Transition Specialist. When it has been completed, the grievance form is to be sealed in an envelope, addressed to the HPM, and delivered to the Business Manager at the Attention Homes Administrative Offices. The Business Manager will put a date on the envelope when it is received, as evidence of when it was filed.

Within three working days following the filing of a grievance, an attempt will be made, with relevant participants, to resolve the problem. This attempt shall be in the form of a meeting. The date and status of the resolution will be attached to the grievance and signed by the HPM. One copy will be kept by the HPM and the original will then be placed in the resident's file.

If this does not resolve the issue, both parties may consent to work with a mediator (e.g. the City of Boulder Community Mediation Service) to bring a neutral, third party to help the complainant and *Operating Partnership* staff resolve the dispute.

## **DRESS CODE**

It is important that you feel comfortable in your home, and it is important to think about others in community spaces. Community spaces must remain safe and free of anything that can be a trigger for traumatic experiences. The following dress code expectations apply to community spaces only. Please wear whatever clothing is comfortable for you while in your apartment unit. Clothing must be worn while in any community spaces.

- Gang paraphernalia, drug-related art and advertisements, offensive language, and nudity displayed on clothing or belongings is not allowed
- No see-through clothing



**SUPPORTS AND RESOURCES**

In this section we list some of the important supports and resources that you can draw on including: Program Staff, on-site services, and services from partner agencies. In addition to these resources your Transition Specialist can also connect you to a wealth of other resources, supports and services available in the community. Please remember that while participation in services is not required, they are often an important resource for your success. We encourage you to take advantage of all that is offered.

**STAFF**

Property Manager - Ross Property Management:  
 Housing Program Manager - Megan Bruce: 720.541.8184 (Attention Homes)  
 Transition Specialists - Cidnee Ray: 303.317.3128 (Attention Homes) Carly Schotz (Attention Homes)  
 Front Desk Staff - Rita, Henry, Rebekah, Rhi, James  
 Employment Specialist -  
 GED Instructor -

ON SITE SERVICES	DETAILS	HOW TO ACCESS
Education: GED Program	Tuesdays and Thursdays 12:30-4	The Source
Medical: People's Clinic	2525 13th st Fri. Mon 8am-8pm tues-thurs 8am - 5pm	303.650.4460
Employment Services	Mon - Fri 9am -5pm	Staff
Counseling	Tuesdays, Wednesdays, Thursdays	Amanda, Alex, Dr Tom
Food Assistance/Pantry	Community Room	Staff
Hygiene Store	Community Room	Staff
"Points" Store	Community Room	staff
Benefits Enrollment	EFFA, Food Stamps, Harvest of Hope	Transition Specialist

COMMUNITY RESOURCES	DETAILS
Boulder County Housing and Human Services	303.441.1000 (3400 Broadway help with medicaid applications, food stamps and other benefits, housing resources)
Emergency Family Assistance Association (EFAA)	303.442.3042 (food, shelter, basic necessities)
Harvest of Hope Food Pantry	720.382.1971 (2960 Valmont Rd 9am - 11am Mon-Fri, Thurs 4:30-6:30pm)



LGBTQ+ Support: Out Boulder	303.499.5777 (1443 Spruce St services, programs, and support for LGBTQ+)
Boulder County Aids Project	303.444.6121 (2118 14th St Mon-Fri 9am-5:30pm HIV,HEPC testing, support, advocacy and education affected by HIV and AIDS)
The Source Drop In Center	303.447.1207 (3080 Broadway - everyday 12:30pm-5pm, food, laundry, computers, case management, clothing)
Hygiene Bank	

**COMMON SPACE/FRONT DESK AREA/HALLWAYS/COURTYARD**

The Common Space/Front Desk Area is filled with pamphlets, applications, forms, and information. Each social service agency or partner that brings programs to 1440 Pine Apartments is provided space to post information that may be useful to the community. Take time to read the bulletin boards, and see what services are available that might be of benefit to you. The courtyard is available to all residents of 1440 Pine Apartments and we will host community dinners and activities . We ask that you keep all common spaces clean.

- **Litter:** Please do not throw litter or garbage anywhere other than designated garbage containers.
- **Personal Property:** Do not leave personal property lying in the hallways or common areas.
- **Noise:** Stereos, radios, ipads, computers, televisions, etc. are to be kept at a minimum noise level so that neighbors are not disturbed. Nothing should be done which will interfere with the rights, comforts, or convenience of other residents.
- **Damages:** If you or one of your guests is responsible for vandalism, defacing, or destruction of common property you may be liable for the costs of repair. If you see others violating these rules please let staff know so they can have a discussion with that tenant.

The grounds of 1440 Pine Apartments have been professionally landscaped. Please do not alter the landscaping without the prior approval of management.

Please come to us with your ideas for making the common spaces more beautiful and welcoming. We are happy to support in making the whole community feel like a home and community for all.

**COMMUNITY ROOM**

The Community Room is for the enjoyment of all the residents at the 1440 Pine Apartments. We utilize this area for monthly pizza parties, movie nights, yoga, and other activities open to all residents. Please talk with the Program Manager or your Transition Specialist if you have activity/event ideas. Activities are for tenants of 1440 Pine only. Please do not invite guests to activities or meals at the building without prior approval. We hold Tenant Association meetings in this space in addition to other groups.



It is a great place to read a book, meet with your Transition Specialist, or just hang out. We ask that you keep the space clean and play your part in picking-up and putting things back (even if the mess is not your own). Please do not sleep in the community room or any common areas.

### **LOST AND FOUND**

Belongings left in the hallways, common areas, or community room will be collected and put in the lost and found in the Program Manager's office and will be disposed of after 5 days.

### **COMPUTERS**

Laptops are available for check out. This is at the discretion of staff. You will be held responsible for any damages that occur while checked out to you

### **POINTS STORE**

Throughout your stay you have the opportunity to earn “points” that can be used in the points store. Items including snacks and drinks, gift cards, and clothing will be available for purchase with your points. You can earn points for a variety of things including paying your rent on time, meeting with your Transition Specialist, etc. (your Transition Specialist can go over the points system and store in more detail or answer any questions.) The points store is located on the ground floor next to the front entrance. Appointments to access the points store are made on an individual basis with the Program Manager or Transition Specialists, or as otherwise posted.

### **YOUR SAFETY**

Adequate protection of you and your property is of great concern to us. Your safety begins with your own actions. Be sure to make use of locks and other security devices provided to ensure that uninvited persons cannot gain access. The best security is the individual concern of each resident for the safety of one’s self and one’s neighbors. Report "suspicious" persons to the front desk.

### **EMERGENCIES**

#### ***WHAT IS AN EMERGENCY?***

Maintenance emergencies include:

- BROKEN PIPES
- NO HEAT IN WINTER
- SEWER BACKUPS AND FLOODS
- NO ELECTRICITY
- REFRIGERATOR NOT WORKING
- **IN THE EVENT OF A LIFE THREATENING EMERGENCY SUCH AS A FIRE, PLEASE CALL 911 AND THEN CALL THE PROPERTY MANAGER.**
- **IF YOU OR SOMEBODY YOU ENCOUNTER ARE EXPERIENCING A HEALTH EMERGENCY (PASSED OUT, SEIZURE, HEART ATTACK, ETC.) CALL 911 IMMEDIATELY.**





All other maintenance calls should be made during office hours.

### **EMERGENCY ROOMS/URGENT CARE/DOCTORS OFFICE**

Boulder Community Hospital  
People's Clinic

### **CARBON MONOXIDE**

If the carbon monoxide detector goes off leave your apartment immediately and inform the front desk staff.

### **FIRE PREVENTION**

**DO NOT ATTEMPT TO TAMPER WITH OR DISMANTLE YOUR SMOKE ALARM.** DO NOT remove or tamper with your smoke and/or CO detector alarms. They are there for your protection. If any detector is found missing, down, or dismantled, you will be responsible for any cost associated with the detector, including but not limited to any fines or charges from the fire department if called out, and violations could lead to termination of your lease. There is a **\$250.00 charge** for any smoke alarm dismantled or damaged.

Please take a concerned attitude in the prevention of fires. Fires take lives without regard to age. Smoking is NOT allowed in the common areas or living units. Don't leave candles burning. If a fire should occur, you should evacuate the apartment and use a cell phone to call **911**. Stand clear of the building and driveways to allow emergency equipment rapid access. Identify the location for the firemen and remain clear of the firemen and equipment. Do not take time to look for items to take with you. **\*\*Each unit will have a fire extinguisher. Staff will show you how to use it when you move in.**

Fire prevention tips:

- Throwing liquid on a fire will not put it out.
- Do not leave food cooking unattended.
- Ensure all burners on the stove are off when not in use.
- Do not leave candles burning unattended.
- Unplug irons when not in use.
- Do not cook with excessive grease.
- Do not cook at high temperatures.
- Do not use indoor grills.

**\*\*Though live Christmas trees are beautiful, they may also represent a hazard to the building when not handled properly. Therefore, **live trees are not allowed.** All Christmas trees must be artificial.**

### **INDUCTION COOKTOP BURNER**



NEVER touch the top of the cooktop after use as it WILL burn your skin. Clean the top of the cooktop with a soft damp cloth. Cleaning up spills right away will help. NEVER put the cooktop into the sink for cleaning, it will ruin the cooktop. ALWAYS keep towels and fabrics away from the cooktop.

### **SMOKING**

**1440 Pine Apartments is a no smoking building.** If you choose to smoke on the property, you must do so in designated smoking areas. Smoking in your apartment is prohibited and may result in losing your housing. The term “smoking” includes cigarettes, pipe, cigar, vaporizer or any device or product meant for inhaling tobacco/nicotine, marijuana, or any other substance smoke or vapor. Please respect the city’s smoking rules and do not smoke within 14 feet of an entrance or downtown.

### **ALCOHOL AND DRUGS**

No drugs, unless prescribed and monitored by a medical professional, are permitted at any time in the building or on grounds. No alcohol is permitted at any time in the building or on the grounds. Please refer to your lease as well as the tenant handbook. This includes marijuana, even with a medical card.

**1440 Pine Apartments prohibits the manufacture, distribution, dispensation, sale, possession or use of alcohol or any drug by any of its tenants or guests.**

**Any tenant who violates the rules governing the use of alcohol and drugs is subject to immediate eviction from 1440 Pine Apartments.**

### **WEAPONS**

No weapons of any sort are allowed in the building or on the property at any time. This includes, but is not limited to, guns (including air powered “toy” guns or bb guns), knives, swords, explosives of any kind or any other device that is designed or manufactured to inflict bodily harm.

### **PARKING**

Four underground parking spaces are available for 1440 residents. Cars must be approved by the Housing Program Manager and/or the property manager who will ensure that automobile requirements are within regulation. Visitor parking is not allowed. Illegally parked cars will be towed at the owner’s expense.

Parking outside of the underground parking is first come first serve. Visitors must park on the street in a metered space or 3 hour parking. Cars that are parked in unauthorized spaces may be towed at the owner’s expense. Cars, trucks, and motorcycles are not to be driven on the lawns or in any area other than parking areas, streets, or driveways.

### **YOUR APARTMENT**

Your apartment is your own space. Keeping it clean is important to your health and for all of us in the community. We understand that chores required to keep an apartment clean can feel overwhelming. Your Transition Specialist can help you create a cleaning or chore schedule.

Every effort has gone into making your apartment as clean, comfortable, and convenient as possible. All appliances, fixtures, and hardware are in good working order. We request that no permanent modifications to the interior or exterior of your home be made. You may hang pictures, mirrors, etc. but please do not use anything that will permanently mark the wall, such as adhesive hangers or large spikes



or screws. In addition, the following rules about the upkeep of your apartment are meant to make sure your apartment and building are safe and healthy places for you and everyone living in this building:

- Please do not remove the pre-installed shades.
- Please do not use sheets, blankets, heavy paper or other such items as window coverings. No signs, ads, notices or other lettering should be taped or painted on any part of the outside or inside of the apartment or building (including your apartment door). Holiday decorations are allowed.
- Do not sweep or throw dirt or objects from your apartment into the hallways or stairways. This makes the building less healthy and nice for you and your neighbors.
- Kitchens often require special care. Wipe your kitchen countertops promptly after you have prepared a meal. This helps prevent staining. Also, use a cutting board when preparing meals so that you do not cut into the countertops.
- Special care should be given to the laminate floors in your apartment. You should mop the floors with a damp mop.
- The sewer system connected to the toilet can handle all normal drainage. There are some things that should not be disposed of in the toilet: Paper towels, disposable diapers, sanitary napkins, and other bulky material. Care must be taken to avoid accidentally losing combs, jewelry, clothing and other items down the toilet. All of these things could cause the toilet to be clogged.
- Kitchen grease should not be poured into toilets or down sinks. It should be poured into a container like an empty soup can and thrown away after cooling.

\*\* You may be charged for any damages to your apartment that you caused by not taking proper care.

## **TRASH DUMPSTERS**

Trash dumpsters have been provided for your use. They are located in the garbage room along the alley. Please take all trash out to the dumpster immediately. Do not store or place trash outside your apartment, even temporarily. The trash dumpsters are meant for bagged trash only. Unbagged trash should not be placed in these areas. Items not allowed in the trash areas include but are not limited to: cardboard boxes, furniture, appliances, electronic devices, mattresses/box springs, hazardous materials. The trash company will not remove these items. You will be charged for any of the above items to be removed.

## **KEY/KEY FOBBS**

- You will be issued a key fob and a key when you move into your apartment.
- The fob opens the doors to the building and your key opens the door to your apartment only.
- If you lose your fob or key report it to the front desk. A replacement will be issued for a fee of \$25.



- For your protection, never leave your room unlocked. 1440 Pine Apartments is not responsible for any lost or stolen property.
- Changing the locks or placing additional locks is not permitted. Management must have a key to enter your apartment in case of an emergency.
- Management will not admit friends, relatives or delivery personnel into your apartment at any time.

## **MAIL**

The mailboxes are located in the main entry area. Apartment mailboxes will be locked at all times for your protection. Only you, Management and the post office will have keys. Mail will *only* be delivered to building tenants. The management office/front desk cannot accept any packages.

## **UTILITIES**

All utilities (gas, electric, water, sewer and trash) will be provided to you. If you would like to get phone or cable in the unit, you will be responsible for any fees associated.

## **LAUNDRY**

There are laundry rooms on each floor available for your use. Detergent is available in the points store and is also something your Transition Specialist can help you obtain. Please leave the laundry room and equipment clean and orderly for the next resident. Should you have trouble with the machines please notify the office. Don't leave your clothes unattended. Please do not overload the machines. Please make sure your pockets of clothing are empty. If you are responsible for the damage to a machine you will be responsible for the cost of the repair or replacement. Attention Homes is not responsible for damage or loss to clothes for any reason. Loitering and playing in laundry rooms is not permitted.

***Laundry Room Hours are from 7:00 am to 10:00 pm daily***

## **PESTS**

Nobody likes to have pests. They can spread disease, ruin your things, and contaminate food. Living in a building with others it is important to get on top of pest problems as soon as possible. You can help deal with pests before they become a problem by:

- Removing pests' access to food, water and shelter by cleaning regularly.
- Sealing cracks and openings in your home and make sure all windows have screens. If you are missing screens or they need repair tell [property management]
- Storing food in pest-resistant containers and keep pet food stored and off the floor.
- Using trash cans with tight well-fitting lids, especially in the kitchen.
- Taking care of clutter. Clutter can create places for pests to hide.
- Avoiding poisonous pesticides which can be harmful for you. Use safe alternatives, such as sticky traps or sealed bait traps. If you see roaches, rodents, bedbugs, or other pests in your apartment or any common area please contact the building manager as soon as possible. We will try to have the problem addressed. If we need to bring in pest control to take care of the issue, we may need to get access to your apartment



\*\*\*Please call maintenance if there are any signs of pests.

### **INSURANCE**

General insurance policies covering apartment buildings do not include coverage of your personal property. If you wish to insure your personal belongings against fire, theft and damages of any insurable type (including damages caused by building defects), we strongly suggest you get renters insurance. If you need assistance in this please contact your Transition Specialist.

### **INCOME CHANGES**

You **MUST** notify your Transition Specialist and/or the property management office if any of the following changes occur:

- You move out of the apartment.
- You obtain employment or had reported unemployment on the most recent recertification.
- Your income source changes.
- Your monthly income increases by \$200 or more or decreases by any amount

As a condition of continued occupancy, the apartment occupied at 1440 Pine Apartments must be the occupant's only place of residence.

### **ACCESS FOR REPAIR AND INSPECTION**

At times staff members will enter your apartment to make repairs or inspect the apartment, or to assist you in time of emergency. We may do periodic inspections to determine the condition of your home noting any needed maintenance, painting and carpet condition. We are not seeking to invade your privacy, but rather to avoid future problems. Whenever possible we will give you notice beforehand.

### **NOTICE TO VACATE**

We hope that your stay with us will be a long and pleasant one. Each lease is a yearlong lease with an option to renew at the end of that year.

Should the time arrive when you have to move, please let your Transition Specialist know and give the property manager a written notice of your intention to vacate at least 30 days prior to moving out of your apartment. The 30-day notice of intent to vacate form may be picked up at the management office.

### **EVICTION**

Eviction is a serious matter. No eviction will occur without every attempt being made by Property Management and Attention Homes staff to resolve problems. The staff is available to assist you with any problems that may arise in relation to your residency at 1440 Pine Apartments.

Evictions will be done in accordance with the lease and the laws of the State of Colorado. In the event that legal action is to be taken, the property manager is authorized to send out a termination notice and to act as plaintiff for this corporation.



*\*\*Attention Homes in conjunction with Ross Property management will make every effort to respond to requests for reasonable accommodations.*

My signature below indicates that I have received and read the *1440 Pine Apartments Resident Handbook*. I agree to ask for clarification of any rules or regulations that I do not understand.

\_\_\_\_\_  
RESIDENT SIGNATURE

\_\_\_\_\_  
STAFF SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE



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*Updated 9.16.19*