Welcome New Residents of the Vineyard Apartments!

We hope you enjoy the Vineyard Apartments and that your move goes well. There are just a few items that we want you to be aware of. First is the rent; please read the “Policy Regarding Rental Account Payments” enclosed. RENT IS DUE ON THE FIRST OF THE MONTH AND LATE AFTER THE FIFTH OF THE MONTH. Rent can be received at the office **1910 SW Old Sheridan Rd. #B100**. Please drop rent through the drop slot and make sure it is in an envelope with your name and address on it. You may also mail your rent to the above letterhead address (mail is not received at the office address); make sure that it is postmarked by the fifth or your rent will be considered late. Rent needs to be made payable to **MCM DEVELOPMENT, LLC.**

If you have a maintenance emergency or parking issue during the day, please call the office at **503-472-4647** or stop by during posted office hours. If you have an **extreme maintenance emergency** after hours, you may use the pager to contact management **503-474-2235**. *The pager is ONLY for EXTREME MAINTENANCE EMERGENCIES and PARKING ISSUES outside posted office hours and NOISE DISTURBANCES DURING QUIET HOURS.*

Your mailbox number is . If a mailbox key is not provided when you move-in, you will need to go to the Post Office Information Desk on SW 2nd Street with your rental agreement, to request new keys for the mailbox. There is a $40.00 charge for this; and it will need to be paid to the Post Office.

Our goal is to make the Vineyard Apartments a community where our residents feel safe and at home. A few ways you can help in this matter are:

* Please be respectful of your neighbors and keep noise levels at a minimum inside and outside your unit. If you do have problems with your neighbors try and solve the matter first by talking and if that does not work come in and talk to management during their office hours. **QUIET HOURS:** 10pm-9am, Sunday through Thursday and 11pm-9am Friday and Saturday.
* There is one **garbage** and **recycling** area in our complex. Please make sure that you do your part in keeping this area clean by making sure that your garbage ends up inside the dumpsters. Please recycle properly: clean, un-bagged, break down boxes completely, NO Styrofoam or glass, and no “re-usable items“ (such as clothing, furniture, etc.). Please notify management if you have any large furniture items you wish to dispose of before putting them next to the garbage bin. There will be no warnings in this matter. If we find that garbage was not put inside the dumpster, you will be charged $25.00.
* Do not leave garbage or other items of that nature outside of your unit, in the stairwell, or on the back patio/deck. Garbage bags left outside your unit for long periods of time could stain the concrete and attract vermin. The only items that should be outside on your back patio/deck are chairs, tables, BBQs (charcoal BBQ’s are not permitted), etc. This area should not be used as a storage facility.
* **This is a non-smoking complex. Smoking in your apartment is NOT allowed.** However, you may smoke on the premises. Please be COURTEOUS and AWARE of a neighbor’s open window or door. If you, or a guest, do smoke, please make sure it is outside your unit, 10-feet from the building, and **not** in the stairwells. Please have a place to properly dispose of your cigarette butts and remember to be respectful of your neighbors.
* Please make sure you always drive slowly in, out and through the complex. **There is one-assigned parking spot per unit at the complex; your parking spot is #\_\_\_\_\_\_.** Please be respectful, tolerant and patient with all tenants, and their guest(s), in this matter. If you have a guest, please ask them to NOT park in ANY numbered spots. There are a limited number of “open” spots. Also, be aware that you can be ticketed and/or towed for parking illegally or in another tenants‘ assigned spot.
* If you are thinking of acquiring a pet, please check with management first. There are specific pet criteria that the pet must meet, as well as additional costs that may be accrued. If you have a pet, please make sure you pick up any “droppings” and please make sure your animal is not making excessive noise and disturbing your neighbor(s). Please call the office if you need clarification in this matter.
* If you have a guest, they may stay at the unit for NO MORE than 14-days and/or nights per calendar year. Refer to the back of your rental agreement for more information.
* Any violation of these guidelines or any other infraction of your rental agreement will be given a warning. If the problem continues, you will be charged $25.00. If the same problem continues a third time, then you will be charged $50.00, which will be the charge for any other occurrence after this. Also, a 30-day notice for termination of your rental agreement may be issued.

For your convenience, we have included the numbers for the local telephone/cable/internet and electricity services. **Please take care of these upon move-in.** THE ELECTRICITY IS ALREADY ON IN THE UNIT, BUT IS A UTILITY THAT IS A TENANTS’ RESPONSIBILITY…

 Comcast – cable/internet/TV/phone (Andrew) – 503-932-1411;

 McMinnville Water & Light – electricity – 503-472-6158.

We appreciate you choosing to live at the Vineyard Apartments. If you have any questions, please feel free to give us a call at **(503) 472-4647.**