

# UTA HOUSING HANDBOOK

## Apartments & Houses



# UTA HOUSING HANDBOOK - APARTMENTS AND HOUSES

ABANDONED PROPERTY .....	2
ALCOHOL.....	2
ALTERATIONS/IMPROVEMENTS TO PROPERTY (INSIDE/OUTSIDE) .....	2
ANTENNAS OR SATTELITEDISHES - APARTMENT.....	2
BICYCLES.....	2
BUILDING EVACUATION .....	2
CAMPUS CAT COALITION .....	3
CARPET CLEANING AND REPLACEMENT .....	3
CLEANING AND SANITATION INSPECTION .....	3
CLUBHOUSES .....	4
CONDUCT OF RESIDENTS AND GUESTS .....	4
DAMAGE AND REPAIR COSTS.....	4
DECORATING.....	4
DISTURBANCES .....	4
DRUG POLICY .....	5
ENTRANCE INTO YOUR APARTMENT .....	5
EVICITION FOR NON-PAYMENT OF RENT .....	5
EXTERIOR APARTMENT AREAS .....	5
EXTERMINATION .....	5
FAMILY HOUSING AND CHILDREN .....	6
FIREARMS, FIREWORKS, AND WEAPONS .....	6
FREEZING WEATHER PRECAUTIONS .....	6
GARBAGE.....	7
GUESTS .....	7
INTERPRETATION OF POLICIES, PROCEDURES, OR RULES .....	7
INSPECTION.....	7
KEYS & LOCKS.....	7
LAUNDRY FACILITIES.....	8
LAWNS .....	9
LEAD BASED PAINT AND/OR LEAD BASED PAINT HAZARDS.....	9
LEAD IN DRINKING WATER .....	9
LEASE ASSUMPTIONS .....	9
LIABILITY.....	9
LOCK OUTS .....	9
LOST KEY.....	10
MAIL SERVICE .....	10
MAINTENANCE AND REPAIRS.....	10
MAINTENANCE EMERGENCIES .....	11
MOLD .....	11
MOVE OUT PROCEDURE.....	11
NOTICE BOARDS.....	12
OCCUPANTS.....	12
OVER-OCCUPANCY .....	13
PARKING .....	14
PETS NOT ALLOWED.....	14
PROPERTY DISASTERS.....	14
RECREATIONAL AND CULTURAL FACILITIES .....	14
RECLAIMING OF PROPERTY.....	14
RENT PAYMENTS .....	14
RENTAL FURNITURE AND APPLIANCES .....	14
RIGHT TO RE-RENT .....	15
SMOKING IN APARTMENTS .....	15
STUDENT STATUS .....	15
STUDENTS WITH DISABILITIES - REQUESTS FOR PROPERTY MODIFICATIONS.....	15
SWIMMING POOLS .....	15
TERMINATION OF LEASE.....	15
TORNADO AND SEVERE WEATHER PRECAUTIONS .....	16
TRANSFERRING APARTMENT .....	16

UTILITIES .....	16
VACATION OR ABSENCE FROM UNIT .....	16
WATER BEDS .....	16
WATER HEATERS .....	16
WINDOW COVERINGS .....	17
<b>FIRE SAFETY FOR UTA APARTMENTS AND HOUSES .....</b>	<b>18</b>
FIRE SAFETY – RESIDENT RESPONSIBILITIES AND SANCTIONS FOR VIOLATIONS .....	18
FIRE SAFETY - BARBECUES .....	18
FIRE SAFETY – CANDLES (WITH WICKS) AND INCENSE PROHIBITED .....	19
FIRE SAFETY – EXTENSION CORDS AND POWER STRIPS .....	19
FIRE SAFETY - FIRE EXTINGUISHERS/APARTMENT .....	19
FIRE SAFETY - FIREARMS, FIREWORKS, AND WEAPONS .....	19
FIRE SAFETY - FIRE SPRINKLER SYSTEMS.....	19
FIRE SAFETY – FLAMMABLE STORAGE .....	19
FIRE SAFETY – HALOGEN LAMPS PROHIBITED .....	19
FIRE SAFETY – HOLIDAY DECORATIONS .....	20
FIRE SAFETY – INSURANCE RECOMMENDATIONS .....	20
FIRE SAFETY – OUTDOOR BURNING.....	20
FIRE SAFETY – ROOM DECORATIONS .....	20
FIRE SAFETY – SMOKE DETECTORS .....	20
FIRE SAFETY – SMOKING.....	20
FIRE SAFETY – SPACE HEATERS .....	20
FIRE SAFETY – WHAT TO DO IN THE EVENT OF A FIRE .....	20
<b>IMPORTANT PHONE NUMBERS .....</b>	<b>23</b>

**ABANDONED PROPERTY**

Any personal property remaining in UTA houses or apartments after you cease occupancy will be stored, removed, or disposed of according to state law and Article 35 in the Lease Agreement for Apartments or Article 35 in the Lease Agreement for Houses. Also, you will be responsible for any applicable packing, moving, and storage charges.

**ALCOHOL**

Residents of legal age in the State of Texas and their guests of legal age in the State of Texas may possess and consume alcoholic beverages in the privacy of their residence. Possession or consumption of alcohol in public areas is prohibited. Public areas include any area outside of your apartment such as courtyards, walkways, balcony areas, pool areas, etc. Disciplinary action may also result if you or your guests become disorderly.

**ALTERATIONS/IMPROVEMENTS TO PROPERTY (INSIDE/OUTSIDE)**

No alterations, improvements, or additions to the interior or exterior of the premises, furniture, or equipment are permitted without the written consent of the Executive Director of Management Services. You must submit a detailed request in writing and receive written approval before making any changes. If approved, you will be responsible for the cost of such alterations, changes, or additions. In most cases, the improvements will become part of the premises and the property of the University and will remain upon termination of the Lease Agreement. For the purpose of this rule, carpets secured to the floor of the premises, by any means, will be considered an improvement. Please refer to Article 18 in the Lease Agreement for Apartments or Article 18 in the Lease Agreement for Houses.

**ANTENNAS OR SATELLITE DISHES - APARTMENT**

Antennas or satellite dishes may not be installed on the apartment building or placed outside of the apartment.

**BICYCLES**

Bicycles are not permitted on outside balconies or walkways and may only be chained to university provided bicycle racks or kept inside the apartment. Residents should use care when storing bicycles inside the apartment to protect the carpet from grease and soiling. Bicycles kept on-site are done so at resident's sole risk of loss or damage.

**BUILDING EVACUATION**

In the event of a continuous sounding of the fire alarm in the apartment, residents must proceed as follows:

1. Evacuate the building immediately according to the posted evacuation route.
2. Stop what you are doing and walk, not run, to the primary or alternate stairwell or exit.
3. Close all doors behind you.
4. Once evacuated, remain at sufficient distance to ensure:
  - a) Personal safety
  - b) Safe performance of emergency operations
  - c) Treatment and removal of the injured
5. Do not re-enter the building until the alarm is silenced and the “all clear” announcement is given by the emergency response team.

## **CAMPUS CAT COALITION**

A feral cat can be defined as any cat too wild or un-socialized to be kept in a typical pet home. The Campus Cat Coalition at UTA (CCC) is a volunteer group of students, staff, and faculty from the UTA campus who work closely with the university in order to provide care and long-term management of feral cats on campus.

The CCC program has the following 3 key parts:

1. Humane capture of feral cats on campus, identification, testing for infectious diseases, vaccination, spay/neuter, and re-release to their capture location for care and maintenance by designated CCC caretakers.
2. Establishment and maintenance of feeding locations where CCC volunteers provide regular meals and observe the feral cats daily.
3. Community information on the local pet overpopulation problem and education on the costs and commitment of responsible pet ownership.
  - Traps for this program will be identified by CCC placards.
  - Cats in this program will receive the best and most humane care available. They will be identified by painless ear notches.
  - Remember these cats are **wild**– if you try to touch them they will **bite**!
  - CCC feeding stations are being established around campus. **Please do not feed cats outside these areas.**
  - Personal pets are not allowed on campus or in UTA Apartments per University policy.
  - If you are feeding cats on campus, please contact the CCC AT 817-272-3331. They are interested in the number and condition of cats at your location. If you would like to join the CCC, call 817-272-3331. The CCC will provide free food and set up feeding stations/shelters for the feral cats.

## **CARPET CLEANING AND REPLACEMENT**

The following guidelines apply to carpet cleaning and replacement in UTA apartments and houses:

1. Under normal wear and tear, it is expected that carpet will have a minimum life expectancy of 60 months (five years).
2. Under normal wear and tear, it is expected that a carpet cleaning will last a minimum of two years.
3. Carpet is evaluated during the make ready process prior to resident move in. Carpets showing significant evidence of damage, wear, and permanent stains will be replaced. Carpets that are soiled with minimal wear or other imperfections, but are in otherwise serviceable condition, will be cleaned. In either case, it is expected that the carpet will not require cleaning or service for at least two years from commencement of resident occupancy. By acceptance of the apartment at resident move-in, residents are accepting the carpet condition as suitable for a period of at least two years.
4. The Lessee may request the Office of Facilities Management evaluate the carpet for cleaning and/or replacement if they feel the carpet is in poor condition.
5. UTA Office of Facilities Management will evaluate the carpet for cleaning and or replacement. Depending on the findings, the lessee may be responsible to pay none, a pro-rated portion, or all of the associated costs for cleaning or replacement.

## **CLEANING AND SANITATION INSPECTION**

The primary purpose of this inspection is to review your residence for any cleaning or sanitation conditions which may require remedy. Unsafe conditions, maintenance problems, or lease violations may also be noted. Residents are responsible to maintain their residence in a clean, sanitary, and safe condition.

The cleaning and sanitation inspection process is outlined below.

1. Cleaning and sanitation inspections of all university-owned apartments and houses will be done on a semi-annual basis and at other times through the year if sanitation issues are noted by university personnel or university-approved contractors.
2. Residents will be notified in advance of this inspection.

3. Residents will be provided a copy of the inspection form which explains their cleaning responsibilities.
4. Residents are encouraged to complete a self-inspection prior to the manager’s inspection.
5. Residents are required to pass the manager’s inspection.
6. If the residence does not pass this inspection, the leaseholder has the following options.
  - a) The leaseholder may request a single re-inspection. In this instance, the leaseholder will be charged a \$20 re-inspection fee.
  - b) If the leaseholder does not request a re-inspection or fails the re-inspection as noted above, the residence will be cleaned, and the leaseholder will be charged the required cleaning fees. Contracted cleaning service fees for an occupied residence are noted below:

Charge	Cleaning Required
\$75	General Kitchen
\$75	General Bath
Varies	Other Necessary Cleaning

**CLUBHOUSES**

The Arbor Oaks and Meadow Run Clubhouses are for use by residents of the Arbor Oaks, Meadow Run, Timber Brook and University Village communities and for Apartment Management staff to host programs and activities for members of the community. Depending on availability of the facility, leaseholders and registered additional occupants of Arbor Oaks, Meadow Run, Timber Brook and University Village may be able to reserve the Clubhouses for activities and purposes which do not disrupt the apartment community or maintenance of the facility. Clubhouse reservations must be made at least 7 days in advance of the event. For more information about Clubhouse reservations, please contact the Meadow Run Apartment Manager at 817-272-1824.

**CONDUCT OF RESIDENTS AND GUESTS**

Residents and their guests should conduct themselves in such fashion as is fitting of community living and show due consideration to neighbors. Disturbances or otherwise disorderly conduct may result in disciplinary action, termination of the lease, and other disciplinary remedies available. Residents are responsible for the behavior of their guests. Children must be appropriately supervised.

**DAMAGE AND REPAIR COSTS**

The lessee (resident) will keep the dwelling in good repair and condition. The lessee will be responsible for cleaning, damages, and repair costs except for those caused by normal wear and tear. This shall apply to furnishings, appliances, and fixtures as well as the structure.

**DECORATING**

All decorations should be of a temporary nature so as not to permanently deface or damage the unit's finishes. Residents shall not hang any item nor place stickers on or about windows or the exterior of their residence.

**DISTURBANCES**

According to the UTA Lease Apartment or House Lease Agreement, property shall at all times be used and occupied in such a manner as will not disturb, interfere with, or affect the comfort, peace and quiet enjoyment of neighboring property. The University will not condone disturbances and other disorderly conduct. Playing of drums and electrical instruments on the premises of the University apartments or houses is prohibited.

To discourage noise disturbances on campus, the UTA police may issue citations for loud or excessive noise violations. The associated fine is \$50 per violation. The UTA Police regulation is noted below.

**Residence** – A violation consists of but is not limited to the playing, using or operating, or permitting the playing, using or operating, of any television or radio receiving set, musical instrument, or other machine or device for producing, reproducing or amplifying sound, in such a manner as to create a noise disturbance. If the noise can be heard distinctly from 25 feet it shall be prima facia evidence for violation of the regulation.

**Vehicle** – A violation consists of but is not limited to the playing, using or operating, or permitting the playing, using or operating, of any radio receiving set, or other machine or device for producing, reproducing or amplifying sound, in such a manner as to create a noise disturbance. If the noise can be heard distinctly from 50 ft it shall be prima facia evidence for a violation of the regulation. The mere sound of the engine is not a violation.

In addition to the fines noted above, disturbances or otherwise disorderly conduct may result in disciplinary action, termination of the lease, and other disciplinary remedies.

## **DRUG POLICY**

The use, manufacture, possession, sale, or distribution of any compound, preparation, or mixture which contains any one or more of the substances defined and regulated: (1) by the Texas Controlled Substances Act, Article 4476-15, Vernon's Texas Civil Statutes; (2) as a dangerous drug under the provisions of Article 4476-155, Vernon's Texas Civil Statutes, except as may be allowed by the provisions of such Articles are prohibited on campus and in the University apartments and houses. Disciplinary action will result if this policy is violated.

## **ENTRANCE INTO YOUR APARTMENT**

(see also "INSPECTION")

For your protection, **NO ONE**, except for authorized University personnel, University approved contractors, government inspectors, or law enforcement officers will be allowed into your residence without your written consent to the manager or the housing office. Any person requesting admittance to your residence must also show a valid ID. This includes friends, relatives, phone company, TV repair, etc. Authorized University personnel, University approved contractors, government inspectors, or law enforcement officers may enter the premises for the purpose of inspection, maintenance, pest control, or delivery of notices under reasonable and restrained conditions.

## **EVICTON FOR NON-PAYMENT OF RENT**

If the University has not received rent by the fifth (5th) day of the month, a past due notice may be delivered to the resident. If rent is not paid within three (3) days after receipt of the past due notice, the Lease Agreement will be terminated by the Housing Office and legal eviction procedures will commence.

## **EXTERIOR APARTMENT AREAS**

Exterior apartment areas are common areas, available for use by all residents; therefore, the University may restrict the use or location of personal property in these areas. Residents may place a door mat at their apartment entry and may keep up to three potted plants (planter shall not exceed 12" in diameter) outside their apartment. Residents may not plant any materials in the ground outside their apartment without the prior written approval of the Executive Director of Management Services. Empty planters or those with dead plant material cannot be stored outside the apartment.

For safety reasons, all walkways, stairs, and balconies must allow at least 42" of unobstructed passage at all times. Children's toys, bikes, boxes, furniture, barbecues, pet supplies, garbage, and other resident-owned items cannot be left outside the apartment. No drying of clothing or linens is permitted outside the apartment at any time. Seating, except as placed and provided by the University, may not be kept outside the resident's apartment. The University reserves the right to remove any items which might create unsafe conditions and/or are unsightly in the sole judgment of the Housing Office.

## **EXTERMINATION**

All apartments are professionally exterminated for ants and roaches every month. Our current extermination service provider is Terminix. Terminix uses an Integrated Pest Management (I.P.M.) system for pest control. I.P.M. is an approach to solving pest issues that applies knowledge about specific pests to prevent infestations. I.P.M. means responding to pest problems with the most effective, least risk options. The first step of I.P.M. is inspection. A visual inspection will be performed of each residence hall room, suite or apartment. Upon completion of inspection, the Technician will determine the second step; treatment of a specific pest, exclusion to help prevent entry of specific pest into given unit, and/or recommendation that a sanitation issue needs resolution. A room entry notice will be left in the unit after inspection is complete. Chemicals will only be applied if there appears to be an infestation issue upon the inspection. When treatment is necessary, in most cases it will be in the form of bait or crack and crevice treatment. This will ensure that in most cases pesticides will not be airborne. This approach is very un-intrusive to residents. In the event that a residence requires treatment where airborne materials are needed, Terminix will notify UTA.

Terminix also uses a Scanmaster Tracking System. Each residence hall room and apartment has been issued a barcode (barcodes should be located on the door frames in the residence halls and on the back of a kitchen cabinet door in the apartments). Each time your residence is visited by a Terminix Technician, the barcode will be scanned and details about the conditions in the residence will be recorded. UTA will have access to the information to track how often a residence is treated and what treatments have been completed. This system should allow us to better control and respond to resident pest control issues.

As always, it is important you maintain good housekeeping habits in order to reduce the likelihood for pest infestation. Your living area should be clean and free of obstacles such as clothes and books on the floor. Food should be in sealed containers. Residents are encouraged to maintain good housekeeping. If you are experiencing an infestation problem, remove belongings from cabinets and drawers to achieve the most thorough treatment.

If you are in need of extra extermination services at any time, please contact Facilities Management at 817-272-2000.

Residents who need to refuse professional extermination service because of a medical condition must keep a note continuously posted on the entry door of the apartment which states, "Do Not Exterminate For Medical Reasons." In addition, residents who refuse professional extermination service must allow access to their apartment for inspection purposes so the effectiveness of their own pest control may be evaluated.

Beginning in September 2005, university houses were included in the professional extermination schedule. Houses will be scheduled for service once every three months.

### **BED BUGS**

As you may have seen in recent media reports, bed bugs have resurfaced in the United States in the past five years. They have been found in buses, ships, movie theaters, apartments, residence halls, and high-end hotels. Bed bugs travel from place-to-place in suitcases, bedding, used furniture, and other transient items. For this reason they have been dubbed "the great hitchhikers."

Bed bugs were common household pests in the United States before World War II. But with the widespread use of DDT during the 1940s and '50s, the bugs all but vanished. The pests remained prevalent, though, in other regions of the world including Asia, Africa, Central/South America and Europe. In recent years, bed bugs have also made a comeback in the U.S.

Bed bugs have not been proven to transmit disease, but they are an irritant which may cause a local reaction. Bed bugs usually bite people at night while they are sleeping. The person seldom knows they are being bitten. Symptoms thereafter vary with the individual. Some people develop an itchy welt or localized swelling, while others have little or no reaction. The medical significance of a bed bug bite is mainly limited to the itching and inflammation from their bites. The usual treatment prescribed is topical application of antiseptic or antibiotic creams or lotions to prevent infection.

If you believe your apartment may be infested with bedbugs, please contact Facilities Management at 817-272-2000 immediately. Terminix, our contracted extermination service provider, will perform treatment to eliminate the bed bugs from your residence. Residents will be required to follow specific instructions to prepare the residence for this service. Failure to properly prepare for the service may result in a \$25.00 trip charge fee and the services will be rescheduled.

### **FAMILY HOUSING AND CHILDREN**

Houses are primarily for family housing. Priority will be given to students with dependent children. Children are also permitted in University apartments according to guidelines established under the section of this handbook covering "Occupants." Residents should exercise due care at all times to inspect windows, screens, locks and latches to make sure they are in good working order and are being utilized properly to protect children visiting or living in the apartment or house.

### **FIREARMS, FIREWORKS, AND WEAPONS**

The use or possession of firearms, fireworks, or any lethal weapon in the leased premises or elsewhere on the University campus is prohibited. Residents who wish to keep such items should make arrangements for off campus storage. Local gun clubs or rifle ranges often have lockers for lease.

### **FREEZING WEATHER PRECAUTIONS**

Icy temperatures can freeze water pipes, causing them to swell and burst. Once the ice thaws, water flows unrestricted. Water soaked carpets, ceilings, walls, and personal property are the result.

Residents are cautioned that all costs associated with necessary repairs to the premises will be the resident's responsibility if the resident does not take all due care to protect plumbing from weather damage. Residents are also responsible if their failure to take necessary precautions results in damage to their own and neighbors' personal property.

All residents are responsible to take the following precautions to protect their property from freezing weather:

1. Keep the apartment or house heated to at least 50 degrees 24 hours a day. (This is especially important to remember if you are going to be away for vacation.)

2. Leave cupboard doors open to keep pipes exposed to room temperatures.
3. Keep water in pipes moving by allowing hot and cold water faucets to drip.
4. House residents should appropriately insulate outside pipes.

If you have any questions about your specific situation, please contact the Office of Facilities Management at 272-2000.

By following these simple recommendations, you may avoid suffering a loss. However, even these precautions offer no guarantee. All residents are strongly encouraged to secure their own renter's insurance policy to protect their property against these and other losses.

**GARBAGE**

All garbage must be contained in tightly closed plastic bags and deposited in the dumpster at the apartments. Garbage may not be left outside the apartment unit (except inside the dumpster) at any time. Garbage placed outside the resident's apartment may be removed to the dumpster by Housing staff at the resident's expense. Residents of university houses must dispose of refuse in accordance with rules established by Arlington Disposal.

**GUESTS**

There will be times when you will have guests visiting throughout your stay with us. Some of these guests may wish to stay overnight. Guests who plan to stay overnight must be registered with the Housing Office prior to their stay. To register a guest, you must send an email to Housing@uta.edu with the following information:

- Apartment Name:
- Apartment Number:
- Leaseholder's Name:
- Leaseholder's Phone:
- Leaseholder's Email:
- Name of Guest(s):
- Permanent Address of Guest(s)
- Total Number of Guest(s):
- Dates of Requested Overnight Stay: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_.

If the guest is approved to stay, the maximum time allowed will be two weeks during a three-month period.

**INTERPRETATION OF POLICIES, PROCEDURES, OR RULES**

Any resident who desires explanation, interpretation, or definition of any policies, procedures, or rules for University owned apartments or houses should contact the Executive Director of Management Services. Reasonable exceptions to these policies or procedures may be allowed by the Executive Director of Management Services.

**INSPECTION**

Authorized University personnel, University approved contractors, government inspectors, or law enforcement officers may enter the premises for the purpose of inspection, maintenance, pest control, or delivery of notices under reasonable and restrained conditions. Please refer to Article 39 in the Lease Agreement for Apartments or Article 39 in the Lease Agreement for Houses.

**KEYS & LOCKS**

Resident keys will be issued in the following quantities:

Housing Description	Resident Keys
Efficiency and 1 Bedroom Apartment	2 Keys
2 Bedroom Apartment and House	4 Keys

This represents the maximum number of keys available in accordance with the occupancy limits for the residence. The Housing Office will not issue additional spare keys. All keys are University property and duplication is expressly prohibited.

Keys in the quantities listed above will be issued to the lessee at commencement of occupancy. The lessee may subsequently issue keys to any additional occupants. If you are issued more keys than the number of occupants for your residence, you should place any spare keys in a safe location. The lessee will be required to return all keys upon vacating the property.

If the lessee authorizes additional occupants in the residence, the lessee is responsible to:

- update the lease information to accurately record all occupants currently occupying the property,
- comply with the occupancy limits for the residence,
- issue keys as appropriate to additional occupants,
- regain possession of any key issued prior to any additional occupant vacating the premises or transferring the lease, and
- return all keys upon vacating the property.

A single temporary loaner key can be checked out from the Housing Office for a limited time. In this instance, the lessee must fill out a Request for Temporary Loaner Key Form. This form is available in the Housing Office.

The apartment lessee will also receive a mailbox key. Additional mailbox keys may be purchased for \$5.00 each. In this instance, the lessee must fill out a Request for Special Order Mailbox Key. This form is available in the Housing Office.

If a door key is lost or stolen, your lock will be changed, and you will be charged \$60.00. If a mailbox key is lost or stolen, you will be charged \$5.00 for a replacement key.

Facilities Management is installing keyless deadbolts at all apartment properties. If your apartment does not already have a keyless deadbolt installed, you can request one by calling 272-2000.

Residents may not install key or combination operated locking devices on individual bedroom doors. Only privacy locks that operate without a key or combination may be installed. Residents who are concerned about losses to personal property should purchase adequate insurance coverage or consider purchase of a residential safe. Residents found in violation of this policy will be required to remove any resident installed lock(s) and reinstall the University provided hardware to its original condition. Failure to cooperate with this request within 24 hours of delivery of notice may result in you being charged for labor and material costs to restore the door hardware to its original condition.

A resident may not remove, change, re-key, replace or alter a security device or have it removed, changed, re-keyed, replaced or altered without the written permission of the Executive Director of Management Services.

**LAUNDRY FACILITIES**

<b>Apartment Community</b>	<b>Laundry Machine Type</b>	<b>Laundry Location</b>
Arbor Oaks	Individual Washer and Dryer	In Each Apartment
Autumn Hollow	Coin Operated	Garden Club Laundry Room
Center Point	Coin Operated	Center Point Laundry Room
Cooper Chase	Coin Operated	Forest Glen Laundry Room
Cottonwood Ridge N.	Coin Operated	Creek Bend Laundry Room
Cottonwood Ridge S.	Coin Operated	Creek Bend Laundry Room
Creek Bend	Coin Operated	Creek Bend Laundry Room
Forest Glen	Coin Operated	Forest Glen Laundry Room
Garden Club	Coin Operated	Garden Club Laundry Room
Legacy Heights	Coin Operated	Legacy Heights Laundry Room
Maple Square	Coin Operated	Maple Square Laundry Room
Meadow Run	Individual Washer and Dryer	In Each Apartment
Oak Landing	Coin Operated	Maple Square Laundry Room
Pecan Place	Coin Operated	Creek Bend Laundry Room
Timber Brook	Individual Washer and Dryer	In Each Apartment
University Village	Coin Operated	University Village East and West Side Laundry Rooms
West Crossing	Coin Operated	Garden Club Laundry Room
Woodland Springs	Coin Operated	Creek Bend Laundry Room.

If at any time a problem arises with the laundry facilities, contact the laundry service provider noted on the laundry equipment. For lost money, contact the UTA Bursar's Office, 272-2182 or stop by the Bursar's windows in Davis Hall. Help keep the laundry rooms clean. Throw away any empty soap boxes. Do not leave clothes in washer or dryer for extended periods of time. The Housing Department will not be responsible for lost, stolen, or damaged clothes.

With the exception of Arbor Oaks, Meadow Run and Timber Brook Apartments, university apartments were not designed to accommodate washers and dryers in individual apartments. Therefore, residents may not use or store laundry equipment in their apartment unless they live at Arbor Oaks, Meadow Run or Timber Brook.

## **LAWNS**

It is the responsibility of the residents living in University owned houses to maintain the lawns and shrubs. The University does not provide any grounds maintenance equipment.

## **LEAD BASED PAINT AND/OR LEAD BASED PAINT HAZARDS**

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing (including apartments and houses but excluding dormitories), lessors must disclose the presence on known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet (Protect Your Family from Lead in Your Home) on lead poisoning prevention. Additional information is available from the Housing Office or from EPA at the National Lead Information Center - 1-800-LEAD-FYI.

## **LEAD IN DRINKING WATER**

The local water supply system has the responsibility for providing drinking water that meets safe drinking water standards and for conducting periodic sampling. The system is required by law to notify customers directly if the safe drinking water action level is exceeded. UT-Arlington conducted sampling of drinking water in selected University housing units in 1993. Sampling data is available on request from the Housing Office. General information is available from the EPA Safe Drinking Water Hotline at 1-800-426-4791.

## **LEASE ASSUMPTIONS**

An additional occupant may apply to assume a lease under the following conditions:

1. The applicant must be a registered additional occupant for at least 3 months prior to requesting to assume the lease.
2. The applicant must be currently enrolled in at least 6 credit hours at UTA (excluding summer).
3. The applicant must not have been involved in behavior that is disruptive to the peace and quiet enjoyment of the community.
4. The applicant's Campus Life account must have a balance of \$0.00.
5. Current rent for the apartment must be paid in full.

If the lessee and registered occupant meet the guidelines above, a Lease Assumption Application packet must be completed and submitted to the Housing Office. Applications will be reviewed on the 10<sup>th</sup> of each month.

## **LIABILITY**

The University does not assume any responsibility or liability for loss, damage, or theft of any personal property; for personal injury or for negligence by occupants of the buildings. Residents wishing to protect themselves from the possibility of such losses or personal injury should purchase the appropriate insurance. Residents and their guests are advised that use of facilities and equipment is at the risk of each individual and the Department of Housing **will not** be liable for any accident or injury resulting from their use. See Article 22 in the Lease Agreement for Apartments or Article 22 in the Lease Agreement for Houses.

## **LOCK OUTS**

Procedures for emergency lock out services are as follows:

- If locked out during normal business hours, go to the Housing Office.
- If locked out after hours, contact your Assistant Apartment Manager or Apartment Manager.
- If your Manager is unavailable, page the Emergency Lockout Service at 817-824-0176 and wait for a return call.

Emergency lockout services are only available to occupants authorized on the lease. Unregistered roommates or unregistered family members are not eligible for lock out services. The lessee is required to update the lease information as necessary to accurately record all occupants currently occupying the property. (See "Occupants" for information on registering occupants.)

## LOST KEY

If your apartment or house key has been lost or stolen, the lessee should notify the Housing Office. In this instance, the lessee will be charged a \$60.00 fee, the locks will be changed, and new keys will be issued. All apartment mailbox keys reported lost or stolen will be replaced for a five (\$5.00) dollar charge.

## MAIL SERVICE

The United States Postal Service provides mail delivery to all UTA apartments and houses. Mailboxes are often clustered with other UTA-owned apartments in the area. Mailbox locations are given below.

Apartment Community	Mailing Address	Zip Code	Mailbox Location
Arbor Oaks	1000 - 1008 Greek Row # _ _ _ _	76013	Next to Arbor Oaks Community Building
Autumn Hollow	411 S. West # _ _ _ _	76010	North of Autumn Hollow at 411 S. West St.
Center Point	900 S. Center # _ _ _ _	76010	By Center Point 101
Cooper Chase	402 S. Cooper # _ _ _ _	76013	South of Cooper Chase at 402 S. Cooper St.
Cottonwood Ridge N.	1014 S. Pecan # _ _ _ _	76010	West of Cottonwood Ridge North at 1014 S. Pecan St.
Cottonwood Ridge S.	1100 S. Pecan # _ _ _ _	76010	West of Cottonwood Ridge North at 1014 S. Pecan St.
Creek Bend	1018 S. Pecan # _ _ _ _	76010	West of Cottonwood Ridge North at 1014 S. Pecan St.
Forest Glen	412 S. Cooper # _ _ _ _	76013	South of Cooper Chase at 402 S. Cooper
Garden Club	312 UTA Boulevard # _ _ _ _	76010	North of Autumn Hollow at 411 S. West St.
Legacy Heights	415 S. Oak # _ _ _ _	76010	Main Entry at 415 S. Oak St.
Maple Square	400 S. Oak # _ _ _ _	76010	North of Autumn Hollow at 411 S. West St.
Meadow Run Phase 1	409-501 Summit Ave. # _ _ _ _	76013	East of Meadow Run at 413 Summit Ave.
Meadow Run Phase 2	507-607 Summit Ave # _ _ _ _	76013	East of Meadow Run at 601 Summit Ave.
Oak Landing	408 S. Oak # _ _ _ _	76010	North of Autumn Hollow at 411 S. West St.
Pecan Place	1010 S. Pecan # _ _ _ _	76010	West of Cottonwood Ridge North at 1014 S. Pecan St.
Timber Brook	400-410 Kerby # _ _ _ _	76013	East of Timber Brook
University Village	900-914 Greek Row # _ _ _ _	76013	East Side by University Village #120 West Side by University Village #144
West Crossing	415 S. West # _ _ _ _	76010	North of Autumn Hollow at 411 S. West St.
Woodland Springs	1000 S. Pecan # _ _ _ _	76010	West of Cottonwood Ridge North at 1014 S. Pecan St.

Residents are expected to properly dispose of any unwanted mail in an appropriate receptacle and may be subject to a fine up to \$150 for littering.

It is the responsibility of each UTA Housing resident to see that their correct street address and apartment number (if applicable), city, state, and zip code are given to those from whom they might receive mail. Residents should also file a mail forwarding card with the post office upon vacating University Housing.

## MAINTENANCE AND REPAIRS

The Office of Facilities Management is located in the JD Wetsel Services Building on the corner of Mitchell and Davis Streets. Residents are requested to cooperate with the Housing Department in the care and maintenance of all the premises, including the grounds, and to report promptly to the Housing Office any damages or unsafe conditions. Residents must not adjust, modify, or tamper with any mechanical, electrical, or gas operated equipment that is furnished by the Housing Department. Utility rooms and closets should not be used for storage.

Routine problems of maintenance and repair should be reported promptly to the Office of Facilities Management - telephone 817-272-2000. Emergencies should be reported in the same manner. Facilities Management personnel are on call for emergencies after 5:00 p.m. weekdays, during weekends, and holidays.

An Emergency is defined as a situation that endangers health, safety, or property and **not** a condition of temporary inconvenience.

When you phone in a maintenance request, a work order will be completed and Facilities Management will respond as soon as possible. The Office of Facilities Management endeavors to complete routine service requests within twenty-four (24) hours; however, there are times when it is not possible. No routine service will be performed on Saturday, Sunday, or any official University holiday.

The Office of Facilities Management replaces air conditioning filters in apartments approximately every 90 days.

## **MAINTENANCE EMERGENCIES**

Residents of UTA Housing units are encouraged to follow the steps defined below when reporting maintenance emergencies.

1. Resident should telephone the emergency request to 817-272-2000; this phone is answered twenty-four (24) hours per day, seven (7) days per week including holidays. After hours calls will be answered by voice mail.
2. Resident must provide the following:
  - a. Name of resident
  - b. Address including apartment number
  - c. Telephone number where resident can be reached
  - d. Description of problem resident is experiencing.
3. Resident must remain at the location of the telephone number given. A Facilities Management technician on call will telephone the resident to determine the nature of the emergency request. The technician will decide whether an immediate response is necessary or if repairs should be scheduled the next scheduled workday.

## **MOLD**

The presence of mold in buildings is receiving increased attention by almost everyone. Our goal is to provide you some information on how to prevent and respond to mold concerns in your residence.

To begin, it is important to recognize that molds are part of the natural environment. Outdoors, molds play a part in nature by breaking down dead organic matter such as fallen leaves and dead trees, but indoors, mold growth should be avoided. Molds reproduce by means of tiny spores; the spores are invisible to the naked eye and float through outdoor and indoor air. There are many types of mold, and none of them will grow without water or moisture. Molds are usually not a problem indoors, unless mold spores land on a wet or damp spot and begin growing in significant concentrations.

It is impossible to get rid of all mold and mold spores indoors; some mold spores will be found floating through the air and in household dust. Mold growth can and should be prevented or controlled by controlling moisture indoors. **If there is mold growth in your residence, you must clean up the mold and fix the water problem.** If you clean up the mold, but don't fix the water problem, then, most likely, the mold problem will come back.

Moisture control is the key to mold control. The following suggestions will assist you in preventing or controlling mold growth in your home.

1. When water leaks, or spills occur indoors - **ACT QUICKLY.** In most cases mold will not grow if wet or damp materials or areas are dried 24-48 hours after a leak or spill happens.
2. If you see condensation or moisture collecting on windows, walls or pipes **ACT QUICKLY** to dry the wet surface and reduce the moisture/water source. Condensation can be a sign of high humidity.
3. Keep indoor humidity and condensation low by following the steps outlined below:
  - a) If humidity levels are high, use air conditioning.
  - b) If condensation is high, increase ventilation, air movement, and temperature. Use fans as needed.
  - c) Run the bathroom fan when showering.
4. Clean your bathroom and kitchen frequently. Scrub mold off hard surfaces with detergent and water, and dry completely.
5. If you discover a plumbing, roof or other leak in your residence or you suspect mold growth, you are required to promptly report the concern to Facilities Management at 817-272-2000. If you do not report leaks or mold growth immediately, the situation may worsen. **Residents who fail to promptly report any of the conditions noted above or fail to properly maintain and clean their residence may be held liable for associated damages, repairs, and cleaning costs.**

Your cooperation in maintaining a clean living environment and promptly reporting any concerns is greatly appreciated.

## **MOVE OUT PROCEDURE**

(See also "TERMINATION OF LEASE")

If you desire to move out and terminate your Lease Agreement, a written Occupant Termination Notice Form and the Apt/House Move-Out Guide are available from the Housing Office. The University shall only accept written termination notice. Verbal or other notice is not sufficient. The resident must also obtain a signed copy of the Occupant Termination Notice Form acknowledging receipt by The University.

Refund of the security deposit is subject to compliance with the terms and conditions of the lease agreement. **Failure to provide a written notice at least 30 days prior to the desired lease termination date will be just cause for forfeiture of the security deposit.**

#### Move-Out Option 1 – Traditional Move Out

- ❖ Schedule a move out inspection with your Apartment Manager at least 48 hours before the desired lease termination date. The Apartment Manager will perform this inspection with you at the appointed time on the lease termination date.
- ❖ The Apartment Manager will perform the move out inspection only after all personal belongings have been removed from the residence and the residence has been cleaned.
- ❖ You will be charged rent until the date your keys are returned to the Apartment Manager.

#### Move-Out Option 2 – Express Move Out

- ❖ Remove all personal belongings and thoroughly clean the residence.
- ❖ Return all keys to the Housing Office, or to one of the drop boxes located at Garden Club #101, the Arbor Oaks Clubhouse, or the Meadow Run Clubhouse. Keys should be returned in an Express Move Out Key Return envelope.
- ❖ You will be charged rent until the date the keys are returned.
- ❖ A move out inspection of your residence will be conducted without you.

Keys must be returned to either the Apartment Manager, the Housing Office, or one of the Express Move Out drop boxes (located at the Meadow Run Clubhouse, Arbor Oaks Clubhouse, or Garden Club Office #101) on or before the lease termination date to avoid holdover charges. The resident should also obtain a written receipt for the keys.

## NOTICE BOARDS

Each apartment community has a notice board. This allows us to communicate with you through general notices. The notice board is for apartment use only. You should read the board frequently for such things as extermination schedules, University activities, as well as Housing Office and Manager Notices. If you wish to post any notice, please obtain permission from your manager first.

## OCCUPANTS

A qualified occupant of a university apartment or house is limited to persons meeting one of the following criteria:

1. the "Lessee" who must be a student at the University of Texas at Arlington or
2. an "Immediate Member of the Lessee's Family" who need not also be a student at The University of Texas at Arlington such as a spouse or child or
3. a "Roommate" who is also a student at the University of Texas at Arlington.

University faculty members are eligible to lease one-bedroom apartments only and are restricted to an occupancy period that does not exceed two years. Faculty members need not be enrolled as students at the University of Texas at Arlington. University staff employees are not eligible to lease a university apartment or house.

Any change in occupancy of the immediate family or roommate should be reported to the Housing Office immediately for the necessary changes on the contract. Changes in additional occupants can be made on-line through the housing website. Below are the instructions for retrieving your pin number and accessing the On-line Housing Assistant.

1. Go to [www.uta.edu/housing](http://www.uta.edu/housing).
2. Move cursor over the word "Apartments"
3. A drop down menu will appear. Click on "Online Housing Assistant"
4. Read the FERPA disclosure and click "Continue".
5. On the UTA On-line Housing Assistant home screen, click "EXISTING USER LOG IN".
6. Enter the email address you provided on your housing application. If you did not provide an email address or cannot remember the email address you provided to us, please call the Housing Office at 817-272-2791.
7. Click on "Forgot My Pin Number" box on the left hand side of the screen.
8. Your pin number will be emailed to you immediately.
9. Once your pin number is received, follow steps 1-6 to return to the Existing User Log In page.

10. Log into the On-line Housing Assistant and view your occupant and emergency contact information. Update any information that is inaccurate.

If you are having trouble accessing the Online Housing Assistant, please contact the Housing Office at 817-272-2791.

Registered occupants are eligible for the following services and benefits which are not available to unregistered occupants.

- o Lock out services
- o Lease assumption consideration
- o Access to pools and clubhouses
- o Access to community events
- o Ability to report maintenance issues/concerns

Occupancy is generally limited to two persons per bedroom. However, this limit may be exceeded as indicated below if there is a child or children under 13 years of age. Occupancy limits are therefore established as follows.

<b>Housing Type</b>	<b>Maximum Occupants</b>
Efficiency Apartment	Two persons
One-Bedroom	Two persons (or three persons provided one of those persons is a child under 13 years old.)
Two-Bedroom	Four persons (or five persons provided one of those persons is a child under 13 years old.)
Three-Bedroom	Six persons (or eight persons provided two of those persons are children under 13 years old.)

All additional occupants, including spouse, children, or roommates, must be included on the original Lease Agreement, and on any Addendum to the Lease Agreement. The lessee shall issue keys to any additional occupants.

Roommates may assume the lease only if they have been on the contract as an occupant for at least three (3) months and meet the other requirements outlined in the Lease Assumption Application Packet which is available in the Housing Office. Requesting to assume a lease does not guarantee that the management staff will approve the request.

**OVER-OCCUPANCY**

Violation of the occupancy limits and guest policies have a negative effect on residents of the community. Problems resulting from these violations include:

- Increased rents and operating expenses as a result of excessive utility consumption and excessive wear and tear on the property
- Shortage of hot water
- Increased sanitation and pest control concerns
- Shortage of parking spaces
- Increased noise
- Increased risk of fire safety hazards

The following conditions may be considered as evidence of an occupancy limit and/or guest policy violation:

- Failure to register overnight guests prior to their stay as is described in the Guest Policy.
- Excessive number of people using a UTA housing address as a mailing address. Only authorized occupants may receive mail at the residence.
- Excessive number of people observed sleeping in the residence.
- Excessive amounts of bedding materials observed in the residence.
- Evidence of a person using a residence as if that person were an occupant, but not actually being registered as an occupant or guest. Examples of this may include, but are not limited to, keeping clothing and other personal belongings in the residence, sleeping overnight in the residence on a regular basis, and using the bathroom and shower facilities as if they lived in the residence.
- Statements from a registered occupant that their ability to study or sleep is hindered by the frequent presence of an unregistered occupant or guest.

Occupancy limit and/or guest policy violations may result in disciplinary sanctions that include but are not limited to:

- Being placed on housing probation.
- Paying charges of \$25 for each violation of the occupancy limits and/or guest policy. In addition, failure to adhere to the occupancy limit and/or guest policies may result in a \$20 per day charge for each day occupancy limits are exceeded.
- Termination of Lease Agreement

## **PARKING**

Residents living in University Apartments, including additional occupants, who own vehicle(s), must have a valid University Housing apartment decal, if the vehicle(s) will be parked on the apartment parking lot. Residents are required to follow all parking rules and regulations established by the University Police Department Parking Office. All vehicles of residents of University houses must be parked in driveways or on the street in front of the house as long as it is not a violation of local law or restrictive parking. Vehicles must not be parked on the lawn.

If you own and operate a motorcycle, scooter, motor bike, etc., these must be parked in the parking lots and may not be kept in side apartments and houses. They may be parked on the property of houses. If you live in an apartment, you **will not** be able to "hook-up" any type of electricity line to a vehicle.

## **PETS NOT ALLOWED**

Except for service or guide dogs for persons with disabilities and fish in aquariums less than 10 gallons, no pets are allowed (even temporarily) anywhere in the apartment, apartment community, house, or house premises without prior written authorization from The University. Pets are allowed only if a signed Pet Addendum and \$250.00 pet deposit were received by The University prior to December 31, 2000. The Lessee shall assume full responsibility for any and all damages or injuries to either property or person(s) caused by the pet. Care and feeding of stray or unauthorized pets is prohibited (see Campus Cat Coalition). If a pet has been in the leased premises at any time during the Lessee's term of occupancy, Lessee shall be charged for de-fleaing, deodorizing, and/or carpet shampooing to protect future residents from possible health hazards. Pet charges for violating the pet restrictions of the lease shall be \$10.00 per day.

## **PROPERTY DISASTERS**

High winds, floods, fire, and loss of utility services can result in serious consequences for residents and the property. In the event of such an occurrence, the University shall attempt to restore the premises or services as soon as is reasonably possible. However, the University is not obligated to provide or pay for alternate housing in the event the premises are temporarily or permanently uninhabitable. Should the University determine a property to be uninhabitable, either permanently or for an extended time, the University may terminate the lease agreement.

## **RECREATIONAL AND CULTURAL FACILITIES**

The City of Arlington and the Metroplex in general offer excellent recreational and cultural activities. UTA sponsors social, recreational, and cultural activities throughout the year. Students are encouraged to participate in these activities. The Housing Office wishes to assist residents who want to develop such activities. Call 817-272-5589 for more information.

## **RECLAIMING OF PROPERTY**

At times it is necessary for the University to reclaim a leased property in order to remove the property or reassign it for a different use. This may be done to allow for expansion of the University. At other times this may be done because a property has reached a condition where necessary repairs for its current purpose can no longer be justified. At other times it is done because the University determines a better use for the property. Whenever it becomes necessary for the University to reclaim the use of any leased unit, the primary lessee shall be notified at least thirty (30) days before the property will be reclaimed and the lease terminated.

## **RENT PAYMENTS**

Rent payments are due and payable in advance on the first day of each month at the Bursar's Office in Davis Hall. Payments can also be made online. **A late payment fee of \$25.00 will be charged if payment is not received by the due date.** Your rent will be posted to your MyMav account each month. Residents are responsible for checking their MyMav account on a regular basis to view charges due. You will not be sent a bill in the mail. Failure to see the monthly rent posted to your MyMav account does not excuse you from your responsibility to make scheduled payments. Lessee is responsible to contact the Housing Office if monthly rent does not appear in MyMav. In addition, failure to receive a salary, loan, grant, or scholarship from the University will not excuse you from rent payments.

## **RENTAL FURNITURE AND APPLIANCES**

Students desiring to rent furniture and appliances for unfurnished apartments and houses should consult the Arlington Yellow Pages for local suppliers. Stoves and refrigerators are available for rent for University owned houses.

## **RIGHT TO RE-RENT**

If you violate any of the conditions of the Lease Agreement, the Director of Housing and University Center may, in the future, decline to lease any University housing to you. Also, if you have been subjected to eviction (except for taking the unit out of service), you may be prohibited from leasing University owned property. If you have a delinquent debt obligation of any nature owing the University, you may be prohibited from entering into a Lease Agreement with University Housing until such time as the debt is satisfied.

## **SMOKING IN APARTMENTS**

The apartment smoking policy gives preference to the needs of non-smokers. Smokers may smoke in their apartments as long as it does not bother others. Residents must properly dispose of cigarette butts and should refrain from throwing butts on the community grounds. Improper disposal of cigarette butts will result in a \$50 fine. Cigarette butt receptacles are available in the housing office.

## **STUDENT STATUS**

The term "student," as used in all publications provided by the Office of Housing, shall be defined as any individual currently enrolled at The University of Texas at Arlington for a minimum of six credit hours. Residents need not attend classes during the summer to be eligible to remain in student housing, provided they will be a student during the following fall semester.

## **STUDENTS WITH DISABILITIES - REQUESTS FOR PROPERTY MODIFICATIONS**

Students requesting modifications to University Housing properties to accommodate a disability should complete the "Request for Property Modifications to Accommodate Disability Form" available in the Housing office. The completed form should be submitted to the Office of Students with Disabilities for evaluation and approval.

## **SWIMMING POOLS**

If you live in an apartment with a pool, we encourage you to read the posted "Pool Rules" and become familiar with them. Remember, there are no lifeguards; therefore, you and your guests will swim at your own risk. Residents should be particularly mindful of the following pool rules.

- ❖ Pool Hours are Sunday through Thursday, 8:00am – 10:00pm and Friday and Saturday from 8:00am – midnight. Residents using the pools outside of these hours may be subject to disciplinary action.
- ❖ Alcoholic beverages are not allowed in the pool area or in any public areas in the community.
- ❖ Pets are not allowed in the pool or in the pool area.
- ❖ Residents may bring a maximum of two guests to the pool. Guests must be accompanied by the leaseholder or a registered additional occupant at all times.
- ❖ Residents should maintain noise levels that do not disrupt neighbors living near the pool. Noise considered to be excessive may be cause for disciplinary action.

## **TERMINATION OF LEASE**

(See also "MOVE OUT PROCEDURE")

If you desire to move out and terminate your Lease Agreement, a written Occupant Termination Notice Form and list of Move-out Procedures are available from the Housing Office for resident use. The University shall only accept written termination notice. Verbal or other notice is not sufficient. The resident must also obtain a signed copy of this form acknowledging receipt by The University.

Refund of the security deposit is subject to compliance with the terms and conditions of the lease agreement. **Failure to provide a written notice at least 30 days prior to the desired lease termination date will be just cause for forfeiture of the security deposit.**

There can be significant financial penalties for failure to terminate your lease properly or failure to follow the established move-out procedures. Please refer to Articles 6, 7 and 8 in the Lease Agreement for Apartments or Articles 6, 7 and 8 in the Lease Agreement for Houses for more detailed information concerning terminating your lease agreement.

The Occupant Termination Notice is binding, non-changeable, non-cancelable and the premises must be fully vacated and all items of personal property removed from the premises on or before the lease termination date. The University and new residents may rely on the notice. The University may clean, repair and relet the residence for occupancy on the day after the lease termination date. In accordance with the terms and conditions of the lease agreement, the lessee may be responsible for holdover rent charges, liquidated damages, and other expenses if any occupant holds over and fails to vacate on or by the lease termination date.

## **TORNADO AND SEVERE WEATHER PRECAUTIONS**

In the event of a tornado or other threatening, severe weather, the following steps should be taken:

- 1) Stay tuned to television or radio broadcasts that track the storm's progress.
- 2) Keep a flashlight and portable radio with batteries nearby in case you lose electric service.
- 3) Listen for the following:
  - a) Tornado Watch: Severe weather conditions exist that make a tornado possible. Prepare to Take Shelter.
  - b) Tornado Warning: A tornado has been sighted in the area. Take Shelter
  - c) Tornado Siren: A tornado is in the immediate area. Take Shelter Immediately
- 4) Do **not** look out the window.
- 5) Do **not** activate the fire alarm system.
- 6) If a tornado is in the area, stay at the lowest possible level inside your residence and away from exterior walls and windows if possible. Bathtub areas, strengthened by plumbing fixtures and pipes, and interior closets, designed without windows, are generally safer than other areas. Lower-level apartments are safer than upper-level apartments.
- 7) Cover yourself with a mattress or blankets to lessen the chance of injury from falling and flying debris.
- 8) Kneel facing the wall and protect the back of your head and neck with your hands and forearms until the danger has passed.

## **TRANSFERRING APARTMENT**

Residents wishing to transfer to another UTA apartment or house should request a copy of the publication, "Housing Transfer Information", from the Housing Office. Housing transfer requests are only processed and executed from February 15 through April 30 and again from October 1 through November 30. A current resident of a University apartment or house must meet the following conditions to be eligible for transfer.

1. Applicant must be currently enrolled at the University as a full or part time student.
2. Applicant must have lived in his or her current residence for at least 12 months prior to applying for transfer.
3. Applicant must have good rental payment history, and current rent must be paid in full.
4. Applicant must not have committed unreasonable damages or waste to the current residence.
5. Applicant must not have been involved in behavior that is disruptive to the community.

## **UTILITIES**

Residents living in University houses are responsible for all of their utility needs. This includes contacting the appropriate utility companies for service and paying all appropriate utility costs.

Utilities in the apartments will be furnished and paid for by the resident unless specifically stated otherwise in the Lease Agreement. If resident is to pay for electricity, it is the resident's responsibility to make arrangements with an eligible Retail Electric Provider for electric service. Information on eligible Retail Electric Providers may be obtained from [www.powertochoose.org](http://www.powertochoose.org)

Residents who are responsible to pay for water and/or electricity and/or gas, must ensure these utilities services remain on throughout the lease period. This is necessary to avoid health, sanitation, fire, and safety concerns.

## **VACATION OR ABSENCE FROM UNIT**

The Housing Office recommends that if you will be on vacation or temporarily absent from the residence during the term of the lease that the Housing Office and University Police be notified. We also suggest that you make arrangements for the suspension of mail and newspaper delivery. If you wish someone to reside in your residence while you are gone, it will be necessary to receive written approval from the Housing Office.

## **WATER BEDS**

Water furniture is permitted on the first floor only of all apartment communities except Forest Glen, and Creek Bend Apartments. Residents with waterbeds are responsible for any damage to University property as well as damages to their own or neighbor's personal property. Prior to installing a waterbed, the lessee must provide the Housing Office a copy of their water bed owner's insurance policy. This insurance coverage must remain in force as long as there is a waterbed on the premises.

## **WATER HEATERS**

Water heaters are both gas and electric. Temperature settings should be approximately 120 degrees Fahrenheit to economize on energy. Pop-off valves are on all heaters to release pressure. Gas water heaters have automatic controls to stop the flow of gas if the pilot light goes out. If a water leak occurs in the tank, call the Office of Facilities Management to prevent damage to floors and carpets.

## **WINDOW COVERINGS**

Residents may install additional window coverings other than those, which may be present at the time of leasing. University installed mini-blinds, if any, do provide some light control yet may not provide complete privacy. Resident installed window coverings must show white to the outside. The application of aluminum foil, paper, stickers or other decorations to windows is not allowed.

# FIRE SAFETY FOR UTA APARTMENTS AND HOUSES

## FIRE SAFETY – RESIDENT RESPONSIBILITIES AND SANCTIONS FOR VIOLATIONS

All residents should be concerned about fire safety and the very real dangers to life and property and protect themselves accordingly. Safety inspections of apartments and houses can and will be conducted at any reasonable time to ensure smoke detectors are working properly and there are no violations of the Life Safety Code or the University Rules. Such inspections may be unannounced or performed in conjunction with other building services. University staff and/or the State Fire Marshall may perform safety inspections. Fire safety violations and minimum sanctions for violations are outlined below.

<b>Fire Safety Policy Violations</b>	<b>Minimum Sanction for Violation</b>
Causing a fire alarm through negligence	\$50 fine
Causing a fire through intention or negligence	\$100 Fine + Costs for Actual Damages and/or Injuries
Contributing to the spread of a fire through tampering with fire safety equipment	\$100 Fine + Costs for Actual Damages and/or Injuries
Disabling a smoke detector or tampering with fire safety equipment	\$100 fine + Cost of Repairs
Damage to fire sprinkler equipment	\$100 fine + Cost of Repairs
Possession or use of candles (with wick or evidence of burning) or other open flame lighting	\$50 fine
Possession or use of incense	\$50 fine
Possession or use of explosives/fireworks/weapons	\$50 fine
Possession or use of fuels (gasoline and other flammable liquids or gas)	\$50 fine
Possession or use of halogen lighting or any lamp exceeding 120 watts	\$50 fine
Failure to evacuate for a general fire alarm	\$50 fine
Obstructing a route of fire egress	\$50 fine
Improper disposal of cigarette butts in the apartment commons areas	\$50 fine
Barbecuing within ten feet of any combustible surface or under any walkway, balcony, or overhang	\$50 fine
Personal items located within 18 inches of any sprinkler head.	1 <sup>st</sup> offense warning, 2 <sup>nd</sup> offense \$50 fine
Use of extension cord (Heavy-duty, three-prong, UL listed power strips with surge protection are required)	1 <sup>st</sup> offense warning, 2 <sup>nd</sup> offense \$50 fine
Overloaded electrical outlet/use of multi-outlet adapter that does not have surge protection	1 <sup>st</sup> offense warning, 2 <sup>nd</sup> offense \$50 fine
Power strip not plugged directly into outlet	1 <sup>st</sup> offense warning, 2 <sup>nd</sup> offense \$50 fine
Exposed wiring	1 <sup>st</sup> offense warning, 2 <sup>nd</sup> offense \$50 fine
Excessive paper or trash	1 <sup>st</sup> offense warning, 2 <sup>nd</sup> offense \$50 fine
Combustible materials hanging from ceiling	1 <sup>st</sup> offense warning, 2 <sup>nd</sup> offense \$50 fine
At the discretion of the housing management staff, a substitute sanction may be issued in lieu of a fine for the first offense.	

Residents who are responsible for causing a fire or who contribute to the spread of a fire because of tampering with fire safety equipment are financially liable for the following damages:

- Injuries or death caused to others or self
- Damages to personal property owned by others or self
- Damages to property owned by the University

The University assumes no liability for damages to personal property, injury, or loss of life. Personal property or renter's insurance, health, and life insurance are the responsibility of the resident. Residents are encouraged to be conscious of fire safety risks and protect themselves against such losses. Residents should purchase appropriate insurance coverage, avoid unsafe practices, and promptly report any fire safety concerns.

## FIRE SAFETY - BARBECUES

Barbecue equipment shall not be stored outside the apartment and may not be used within ten feet of any combustible surface. Barbecues shall not be used in any enclosed area. Barbecues shall not be used under or within ten feet of any walkway, canopy, balcony, or overhang. When barbecues are in use they must be tended at all times. Coals must be extinguished immediately after use.

to prevent fire hazards or injury to children. To extinguish, coals should be doused with water. Do not dispose of hot coals in the dumpster.

### **FIRE SAFETY – CANDLES (WITH WICKS) AND INCENSE PROHIBITED**

Candles: Candles may not be burned and are allowed for decoration only under the conditions described below. The candle must be new with no evidence of burning and the wick must be cut off so that it does not extend above the candle surface. Possession and/or use of a candle in violation of the conditions noted will result in disciplinary action, and a fine.

Incense: Use or possession of incense is not allowed. Possession and/or use will result in disciplinary action, and a fine.

In the event of a power outage, flashlights or other battery-operated lights should be used; the use of candles, kerosene lanterns, and other open-flame lighting is prohibited.

### **FIRE SAFETY – EXTENSION CORDS AND POWER STRIPS**

Residents may not use extension cords in apartments and houses. Residents may use heavy-duty, three-prong, UL listed, power strips with surge protection. The wire size selected must be sufficient to carry the expected load, plus an additional 50% overload. Suggested wire sizes for given loads are as follows:

<b>Wire Size</b>	<b>Load</b>
#18 to	10 AMPS (1170 watts)
#16 to	13 AMPS (1520 watts)
#14 to	15 AMPS (1750 watts)
#12 to	20 AMPS (2340 watts)

Power strips should be kept to the minimum length possible and should never be run under rugs nor have curtains or drapes hung from them. Cords that show signs of wear or dry rot should be replaced. High wattage appliances such as air conditioners or electric grills should be plugged directly into a wall outlet.

Power strips must be plugged directly into the outlet and may not be plugged into another power strip. Multiple outlet adapters that do not have surge protection should not be used.

### **FIRE SAFETY - FIRE EXTINGUISHERS/APARTMENT**

For your safety, fire extinguishers may be found in various places throughout the apartment communities. Please be aware of their locations.

### **FIRE SAFETY - FIREARMS, FIREWORKS, AND WEAPONS**

The use or possession of firearms, fireworks, or any lethal weapon in the leased premises or elsewhere on the University campus is prohibited. Residents who wish to keep such items should make arrangements for off campus storage. Local gun clubs or rifle ranges often have lockers for lease.

### **FIRE SAFETY - FIRE SPRINKLER SYSTEMS**

UTA's newest apartment communities, Arbor Oaks, Meadow Run, and Timber Brook, are constructed with fire sprinkler systems in each apartment. UTA's older apartment communities are not equipped with fire sprinkler systems. Residents living in apartments with fire sprinkler systems must be careful not to damage the sprinkler heads or an accidental discharge of water may result. In addition, residents may not store personal items within 18" of any sprinkler head.

### **FIRE SAFETY – FLAMMABLE STORAGE**

Flammable liquids may not be stored in University Housing. Gasoline, petroleum based solvents, paint thinners and similar flammable materials should be kept in metal containers and stored well clear of living areas. Such containers should be stored in a secure area away from excessive heat or flames. Flammables should never be stored in automobiles.

### **FIRE SAFETY – HALOGEN LAMPS PROHIBITED**

Because of the serious fire safety concerns associated with these appliances, halogen lamps are not allowed in University owned residences.

## **FIRE SAFETY – HOLIDAY DECORATIONS**

Decorating your home to help the spirit of the holidays is encouraged. However, some guidelines should be followed. Never use faulty electrical equipment of overload circuits. Live Christmas trees are prohibited, but artificial, fireproof trees are allowed.

## **FIRE SAFETY – INSURANCE RECOMMENDATIONS**

Residents are strongly urged to secure their own personal property or renter's insurance, health, life, and any other insurance to protect against damages or losses to persons or property.

## **FIRE SAFETY – OUTDOOR BURNING**

Residents are prohibited from having or creating a fire outdoors in the apartment community. This includes the use of fire pits. Fire use is limited to barbeque equipment provided by the university (see FIRE SAFETY – BARBEQUES).

## **FIRE SAFETY – ROOM DECORATIONS**

Everyone likes to add a little of their personality to their home. Decorating makes a residence more livable and is certainly not discouraged. However, be sure your ingenuity does not lead to disaster. Cloth hangings from the ceiling (You have probably seen a parachute canopy used for ceiling decoration) and paper posters covering the walls are another danger. Imagine the situation if anything were to ignite a room with you in it, asleep. Give yourself a chance. Do not overload your room with combustibles.

## **FIRE SAFETY – SMOKE DETECTORS**

Hardwired smoke detectors are installed in all university apartments and houses. Smoke detectors in university apartments and houses do not require any resident maintenance or battery replacement.

**Notice: Tenant shall not disconnect or intentionally damage a smoke detector or remove the battery from a smoke detector without immediately replacing it with a working battery. Tenant may be subject to damages, civil penalties, and attorney's fees under Section 92.2611 of the Texas Property Code for not complying with the foregoing notice.**

Please be aware, if you disable any smoke detector rendering it inoperable, fail to report malfunctions to our office in writing, or violate any fire safety policy, you will be liable for damages and subject to applicable criminal and civil penalties and University sanctions.

## **FIRE SAFETY – SMOKING**

Many fires result from careless smokers but when you add alcohol or drugs with smoking, the potential for disaster is greatly increased. Do not smoke in bed. **Never empty ashtrays or snuff out cigarettes in a wastebasket.** Minutes or even hours later, a fire could result. A good ashtray is one where the cigarette holder is toward the center. This insures that a forgotten cigarette, burning down to the holder and falling outward, will land in the ashtray and not on something combustible. It is wise, after having guests that have smoked, to check beside and under overstuffed furniture cushions for smoldering fires before going to bed.

## **FIRE SAFETY – SPACE HEATERS**

If used, space heaters must be of oil filled construction and UL approved.

## **FIRE SAFETY – WHAT TO DO IN THE EVENT OF A FIRE**

Each year, countless lives are lost and property destroyed due to residential fires. Sadly, many of these tragedies could be avoided by taking necessary precautions and being prepared to respond in the event of a fire emergency. The following steps should be taken in the event of a fire.

### **Sound the alarm**

If you are the one to discover a fire, you should first sound the alarm. Call out as loudly as possible "**Fire, Fire**" and pull a general alarm station.

### **Evacuate to a place of safety**

Residents should always evacuate to a place of safety when the alarm is sounded – even if they do not see any flames or smoke.

## **Escape from fire and smoke**

Are you aware of exactly what you should do if there is a fire in your residence?

Are you aware that the toxic and noxious gasses given off by burning furnishings and structures, particularly with the new exotic synthetic materials, are known to deaden the normal senses and even in some cases to act as mind-altering drugs?

Only a few breaths of smoke from some burning plastics are enough to cost you your life. This is why you should never go back in a burning building. Advise the professional, properly equipped fire fighters about people or pets needing to be rescued. Don't return for valuables. Remember, no material item is worth your life.

As you leave a burning building, close room doors to limit the spread of fire and smoke. Do not be too hasty in jumping from upper levels.

The message is loud and clear. Stay out of the smoke and do not enter or reenter a burning building unless you are properly equipped or are certain you will not breathe the smoke. Only a couple of breaths can incapacitate you. A wet towel can reduce the potential for searing your lungs, but it won't filter out toxic gasses.

Before opening your door, place your hand on it to test for heat. If the door is hot, do not open it. If the door is not hot to the touch, brace yourself and open it slowly. If there is a heavy pressure and a rush of hot air and smoke, close it immediately and use your alternate escape method.

If you are on an upper level and cannot leave by a window, use towels or bed linen to stuff the opening around the door to keep the smoke and gasses out. Wetting them improves their sealing quality. Move to the window and open it slightly. If it is a double hung window, open it a few inches at the top to let smoke and gasses out. Then open it a little at the bottom to let in fresh air to breathe.

Use the small opening at the bottom to slip out a towel or some light colored material to attract attention. The first action by the Fire Department will be to rescue those trapped. Hanging a towel, a pillowcase or a sheet out the window will alert them to your plight. When help arrives, move the item from side to side so that it will be observed that someone is still in the room.

If you cannot get the windows open, use a shoe or book to break small openings at the top and bottom. Getting fresh air to breathe is essential if rescue is delayed at all.

## **STOP, DROP, AND ROLL if your clothing catches fire.**

**DO NOT RUN!!** Drop to the floor or ground and **ROLL**. This does two things. It smothers the fire, but more importantly, it gets your head out of the flames. If your clothing is on fire, and you inhale, you breathe in fire and hot gasses. Just a few breaths and your chances of survival are greatly reduced. When you drop to the floor you are immediately able to breathe fresh air. Your tender facial skin and lungs are not exposed to the searing flames and by rolling, you have the best chance of putting out the fire in your clothing. Remember this. Think about it. Tell your friends and particularly any children you might influence.

Clothing on Fire – **STOP, DROP, AND ROLL.**

## **Call or have someone else call the Fire Department by dialing 911.**

### **Be sure residents are evacuated.**

### **If possible, use a fire extinguisher to put out the fire.**

Remember, the most important action is to save lives. The next most important action is to call the Fire Department. A rule of thumb states that the size of a fire doubles every minute. Do not delay in calling for help.

Obviously there are many possibilities as to the size and spread of a fire. If you know you can put it out, then by all means do so. If you think it is too big - evacuate.

# Move-In Instructions

## Service Provider Phone Numbers

### The University of Texas at Arlington

After your fully-executed lease has been received by the Housing Office, you should perform the following activities in anticipation of move in.

**The following activities should be performed three days prior to your scheduled move-in.**

1. **Verify Move In Date:** Contact the UTA Housing Office at 817-272-2791 to verify that your housing accommodations will be ready for your scheduled move-in.
2. **Utilities:** Establish an account with any and all utility service providers if your lease indicates that you are responsible to pay any utilities. Possible utilities may include electric, gas, and/or water. To establish any required utility account(s), contact the service provider(s) below. Be sure to record your account numbers in the space provided.

Utility	Service Provider	Service Provider's Address	Phone	Provider Name/Account Number
Electric	<a href="http://www.powertochoose.org">www.powertochoose.org</a>	Varies by Retail Electric Provider	866-797-4839	

**Your electric deposit and service fees must be paid promptly, or electric service may be disconnected.** Residents should reference their account number and property address when making payments.

3. **Phone:** Residents of Arbor Oaks, Meadow Run, and Timber Brook are provided UTA Phone service at no charge. All other residents must make arrangements with Southwestern Bell to purchase phone service. Be sure to record your new phone number below.

Phone Service Provider	Service Provider's Phone	New Phone Number
Southwestern Bell	1-800-464-7928	
UTA Phone Service	Automatically set up for residents of Arbor Oaks, Meadow Run, Timber Brook and Maverick House	«extension»

4. **Cable TV:** Residents of Arbor Oaks, Meadow Run, and Timber Brook will be provided expanded-basic cable TV service at no charge. All other residents must call Comcast at 972-445-5555 to make arrangements to purchase cable television service.
5. **Parking Tag:** Purchase a parking tag from the University Police Parking Office at 1225 West Mitchell Suite 112 if you will be parking on campus. The Parking Office is located in the J. D. Wetsel Building on the northwest corner of Davis and Mitchell. You will need to show them a copy of your lease residence verification form to verify your eligibility for a parking tag. Additional occupants that will be parking on campus will also need to purchase a parking tag. For more information, call the Parking Office at 817-272-4027.

**The following activities should be performed on your scheduled move-in day.**

6. Pay your prorated rent if you haven't already done so. Your prorated rent amount is due on or before move-in and is shown on your lease agreement.
7. **Bring this form with you to the Housing Office to pick up your entry key on your scheduled move-in day.** You may pick up your key(s) at eleven on your scheduled move-in day, but may not enter the property until after 5:00 p.m. Because the Housing Office is closed on weekends, residents with a lease start date of Saturday or Sunday should pick up keys on Friday before 5:00 p.m.

## Important Phone Numbers

**Arbor Oaks, Meadow Run, and Timber Brook residents must dial **9** before dialing any of the numbers listed below.**

<b>911</b>	<p style="text-align: center;"><b>Emergency (Police/Ambulance/Fire)</b></p> <p style="text-align: center;">Request the 911 Operator notify UTA Police of the emergency.</p>
<b>(817) 272-3381</b>	<b>UTA Police – Non Emergency</b>
<b>(817) 272-4027</b>	<b>UTA Parking Office</b>
<b>(817) 272-2000</b>	<b>Facilities Management - (Maintenance Emergency and Routine Requests)</b>
<b>(817) 272-2791</b>	<b>Housing Office – Main Number</b>
<b>(817) 272-2791</b>	<b>Housing Office – Billing and Rent Questions</b>
<b>(817) 272-2583</b> <b>(817) 272-7476</b>	<b>Housing Office – Leasing Questions</b>
<b>(817) 272-2208</b>	<b>Office of Information Technology Help Desk</b>
<b>(817) 272-1824</b>	<b>Apartment Manager – Meadow Run</b>
<b>(817) 272-1677</b>	<b>Apartment Manager – Arbor Oaks, University Village</b>
<b>(817) 794-5947</b>	<b>Apartment Manager – Autumn Hollow, Garden Club, Legacy Heights, Maple Square, Oak Landing, West Crossing</b>
<b>(817) 824-2556</b>	<b>Assistant Apartment Manager – Timber Brook</b>
<b>(817) 824-0171</b>	<b>Assistant Apartment Manager – Cooper Chase, Forest Glen</b>
<b>(817) 824-1327</b>	<b>Assistant Apartment Manager – Center Point, Cottonwood Ridge North and South, Creek Bend, Pecan Place, Woodland Springs</b>
<b>(817) 824-0176</b>	<b>Emergency Lock Out Services</b>