

## **DMR COMMUNITY POLICIES**

**WELCOME TO THE DAUMIER**, a unique residential community for students, faculty, staff, and affiliates of Western University of Health Sciences (University). To better appreciate and enjoy the beautiful environment and convenience of Daumier living, residents are asked to make a strong commitment to caring for the community in which they live. The cleanliness, beauty, and enjoyment of the Apartment Community will be enhanced if you as a resident speak up when you observe a thoughtless act, unsafe condition, or questionable person on the grounds. Safety needs to be a priority to everyone. The community will be governed by the rules of common courtesy and common sense.

In addition, Provident Group – Pomona Properties LLC, as the owner of the Daumier, in conjunction with Capstone On-Campus Management (COCM) has established the following rules and policies intended to promote a quiet and safe environment for all residents and guests. These rules apply to all activities within the confines of the Daumier. By entering into an Occupancy Agreement at the Daumier, each resident is agreeing to observe and be bound by all provisions of these Community Policies and any subsequent amendments or modifications.

**CP.1) ALCOHOL:** The possession and/or consumption of alcohol by individuals under the California legal age of 21 years old is prohibited. Consumption of alcohol is permitted only in resident units. Possession and/or consumption of alcohol is prohibited in all common areas including, but not limited to, the lobby, study lounges, hallways, stairwells, and courtyard. Alcohol containers in excess of 17 liters (575 oz./4.5 gal) are prohibited. Items that are used or could be used in connection with drinking games or the rapid, mass or otherwise dangerous consumption of alcohol of any type are prohibited. The sale or manufacture of alcohol is strictly prohibited.

**CP.2) DRUGS & ILLEGAL CONTROLLED SUBSTANCES:** California State law prohibits the use, possession, sale, manufacture or distribution of illegal drugs and/or paraphernalia. Regarding medical marijuana, residents must possess a valid State of California Medical Marijuana Identification (MMI) Card to be in possession of marijuana in the Daumier. Residents who possess the MMI card must provide the management office with valid proof of their current card prior to move-in and/or upon becoming eligible as a current resident. Failure to do so may result in a policy violation regarding drug use/possession in both the Community policy and the Occupancy Agreement as well as applicable local, state or federal law. Any consumption of medical marijuana at the Daumier must be in a smokeless form. In addition, the possession, sale, manufacture, use or distribution of prescription drugs by a resident to whom the medication was not prescribed is prohibited.

**CP.3) WEAPONS:** The Daumier prohibits explosives (including fireworks), firearms, and/or weapons of any type in residents' units or on the building grounds. Bringing firearms, weapons, and/or ammunition into the Daumier or storing them in your unit or anywhere else may be grounds for the immediate revocation of the Occupancy Agreement. For the purpose of the Daumier building policy, weapons may include, but are not limited to knives (except over the counter silverware with blades not exceeding four inches in length and designed and used for eating and food preparation purposes), paint guns, air guns, CO2 guns, martial arts weapons, archery equipment, mace, laser pointers, tear gas, BB guns, and slingshots, toy "replica", or water guns.

**CP.4) BEHAVIOR(S):** Residents are prohibited from engaging in any of the following behaviors: conduct in or about the Apartment Community that poses a threat to the health or safety of themselves, others, or property; behavior that interferes with the rights or well-being of others; or personal actions that violate any provision of these Community Policies or a resident's Occupancy Agreement or any applicable law. We may immediately terminate a resident's Occupancy Agreement if the resident threatens to harm her or himself or threatens to harm another person. In addition, a resident establishes an unacceptable pattern of misconduct when he or she is frequently in trouble, though individual offenses might be minor. A pattern of recalcitrance, irresponsible conduct, or manifest immaturity may be interpreted as a significant disciplinary problem and may result in cancellation of a resident's Occupancy Agreement.

**CP.5) SEXUAL HARASSMENT:** Sexual harassment toward a resident arises where another resident/staff member:

- Engages in sexually harassing conduct (that can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature) that is sufficiently severe, persistent, and/or pervasive to limit a resident's ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment. Examples include, but are not limited to:
  - Unwelcome sexual advances – whether or not they involve physical touching
  - Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, or comment about an individual's sexual activity, deficiencies or prowess
  - Displaying sexually suggestive objects, pictures, or cartoons
  - Unwelcome leering, whistling, brushing against the body, sexual gestures, or suggesting or insulting comments
  - Inquiries into one's sexual experiences
  - Discussion of one's sexual activities

**CP.6) SEXUAL MISCONDUCT:** Members of the Daumier community, guests, and visitors, have the right to be free from discrimination on the basis of sex. Sexual misconduct is prohibited, and includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, and sexual harassment. Policy definitions:

- Effective consent – Effective consent is informed, knowing and voluntary, and mutually understandable words or actions which indicate a willingness to participate in mutually agreed-upon sexual activity. Effective consent can never be given by minors, mentally disabled persons, or those who are incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary) or those who are unconscious, unaware or otherwise physically helpless. Consent obtained as a result of physical force, threats, intimidating behavior, duress or coercion is not effective consent. A person who knows or reasonably should have known that another person is incapacitated may not engage in sexual activity with that person. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand who, what, when, where, why or how of their sexual interaction.

- Non-Consensual Sexual Intercourse – Any sexual penetration (anal, oral or vaginal), however slight, with any part of one's body or any object by a man or woman upon a man or woman without Effective Consent
- Non-Consensual Sexual Contact – Any intentional sexual touching, however slight, with any part of one's body or any object by a man or woman upon a man or woman without Effective Consent. Any disrobing of another or exposure to another by a man or woman without Effective Consent.
- Sexual Exploitation – Taking sexual advantage of another person without Effective Consent. Examples include, but are not limited to, causing or attempting to cause the incapacitation of another person through ingestion or use of drugs or alcohol or otherwise: causing the prostitution of another person; electronically recording, photographing, or transmitting intimate sexual utterances, sounds or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; and/or knowingly transmitting a sexually transmitted infection, including HIV, to another person.

**CP.7) HARASSMENT:** Any conduct (whether oral or written) determined to be threatening to an individual's well-being or health; impeding academic or work performance; interfering with community life within the Daumier, or the safety or civil rights of any person or persons; or which has the purpose or effect of creating an intimidating, hostile, or stressful living, learning or working environment, is strictly prohibited. Harassment includes, but is not limited to, actions based upon gender, race, religion, ethnic or national origin, sexual orientation, gender identity, physical/mental/learning disability, weight, veteran's status, or age. Harassing behavior includes, but is not limited to, infringing upon another individual's rights in person or remotely via telephone, fax, electronic communication, or any medium, which is delivered or directed, to the target of the harassment.

**CP.8) PROHIBITED ITEMS:** The following items are prohibited: water beds, lofted beds, microwave ovens, television/radio antennae placed outside the unit/exterior of the building or adjacent grounds, firearms, switch blades, pepper spray/mace, knives (except over the counter silverware with blades not exceeding four inches in length and designed and used for eating and food preparation purposes), fireworks, explosives, bows, arrows, slingshots, air-guns, martial arts devices, CO2 hazardous chemicals, gasoline, candles (with or without a wick), incense, illegal drugs, drug paraphernalia, hookahs, bongos, automobiles, or vehicles of any kind (or parts, repair tools), accessories for any vehicle, air conditioners (other than what may be installed by property), dart boards, halogen lamps, sun lamps, space heaters, weight lifting equipment, and live holiday decorations (including string lights), and inflatable pools. The Daumier reserves the right to determine that an item not mentioned above is prohibited, and remove or confiscate any and all prohibited items. The Daumier claims no responsibility for confiscated items. Approved appliances must be UL (Underwriters Laboratories) approved. Only power strips equipped with circuit breakers, surge suppression, and a construction grade cord with a grounded third prong may be used in a resident's unit.

**CP.9) NOISE:** Quiet hours are established to promote an atmosphere conducive to studying and sleeping. Pursuant to Pomona, CA Code of Ordinances, article VII, section 18-312, Sunday to Thursday quiet hours are designated as follows, 10 pm to 7 am. On Friday & Saturday, quiet hours

are designated from midnight to 9 am. During these time residents are expected to: (a) ensure that noise cannot be heard beyond the confines of their unit, (b) keep doors closed when entertaining guests and (c) remain quiet in common areas of the building. Noise and/or music are not to be heard outside windows or in the hallway at any-time, night or day. While there are standard quiet hour guidelines, courtesy hours are in effect 24 hours a day and require that all sound be kept to a reasonable level without disturbance to other members of the community. Community members are expected to communicate with their neighbors if noise is too loud. Additionally, quiet hours are recognized on a 24-hour basis during final exam periods.

**CP.10) FIRE SAFETY:** All persons are expected to observe fire safety policies and procedures. Misuse or damage to fire/emergency equipment (such as fire pull boxes, fire extinguishers, fire doors, fire strobe lighting, fire hoses, smoke detectors and sprinkler systems) is strictly prohibited and will result in criminal action. Tampering with or disabling fire equipment is a felony in the State of California. Do not hang anything from sprinkler heads. Damage to sprinkler heads may result in flood damage for which you will be responsible. If a fire alarm sounds, ALL occupants must comply with staff, campus safety, law enforcement and/or safety personnel during emergencies/drills and exit the facility at the nearest emergency exit. Residents will be held responsible for alarms resulting from smoke or fire as they prepare food in unit kitchens. Participating in any act, which results in a false fire alarm, setting fires or tampering with fire safety equipment, may result in cancellation of Occupancy Agreement as well as criminal charges as applicable by law.

**CP.11) SALES & SOLICITATION:** Commercial activity, solicitations or advertisements (written signs or email messages), whether on behalf of residents or non-residents, are not permitted in the Daumier unless permission has been granted by the Manager. Residents are prohibited from operating any business or commercial venture out of their units. In the case of fund-raising events recognized by campus organizations, approval may be obtained through our office. Announcements and publicity items for residence hall bulletin boards must be submitted to our office and approved prior to posting.

**CP.12) NON-LIABILITY FOR RESIDENT PROPERTY:** The Daumier, or the Manager, shall not be held liable for any damage to, destruction of or loss/theft of any property belonging to, or in the custody of, the Resident from any cause whatsoever, nor for the failure or interruption of utilities or appliances. Residents are advised to carry Renter's Insurance.

**CP.13) DAMAGE, THEFT, & VANDALISM:** Each resident will be held accountable for any damages, thefts, or vandalism for which they are responsible and will be billed accordingly. Residents should notify the Daumier staff immediately to confront individuals damaging, stealing, and/or vandalizing the facility. In the event that individual(s) do not take responsibility for damages, thefts, or vandalism that occurs in the facility, the repair amount will be divided among all residents in the cluster or having access to the cluster. This amount will be billed to each resident's account. Please see Damage Billing for more information.

**CP.14) KEY/ID SECURITY:** Residents are responsible for being in possession of their keys/fobs and ID at all times. Keys (unit fob, room door and mail key) will be issued to the resident and

recorded at the beginning of the occupancy period. Keys may not be transferred, duplicated or given to other individuals. Lost keys must be reported immediately to the management office. When a key is lost, the lock may be changed and new keys issued. The resident who lost the unit key will be billed for the cost of all changes made. Keys reported to be temporarily mislaid, keys not returned at the end of the occupancy period, or unauthorized duplicate keys turned in at the end of occupancy will result in new lock(s) and key(s) being created and replacement costs being charged to the resident.

**CP.15) LOCKOUTS:** It is your responsibility to carry your electronic key & WesternU ID card at all times to prevent lockouts. During regular business hours the management office handles all lockouts. After business hours the emergency on-call phone number can be utilized for assistance. Excessive lockouts (more than 3 in a year) will result in a \$35.00 service fee each time at the discretion of management. Proper identification is necessary for a lockout.

**CP.16) SMOKING:** Residents and guests are subject to California State laws regarding smoking. Smoking is not permitted in the building, anywhere on the building property, or within 15 feet of the facility. This includes cigarettes, medical marijuana, e-cigarettes, cigars, pipes, hookahs, and chewing tobacco, which are prohibited in all areas of the Daumier as well as on the grounds of WesternU.

**CP.17) PETS:** Pets will be permitted in the building only with prior approval by the Manager. Pets will be limited to one per unit, must be either a cat or a dog, and must not be in excess of 50 pounds in weight at the time of their maturity. Residents with pets will reside in units set aside to accommodate the needs of the pet owners, the building and its non-pet owners. Pet friendly units are restricted to certain areas (1<sup>st</sup> & 2<sup>nd</sup> floors) of the Daumier and may change as needed at the discretion of the management office with or without notice. For health and safety reasons, no other pets (including fish & livestock) are permitted in the Daumier. We reserve the right to refuse certain breeds or individual animals deemed aggressive at the sole discretion of management. A Pet Fee and Pet Rent (if applicable) as well as an animal registration form, and Pet Addendum must be completed prior to moving an animal into the building. Failure to do so may result in a fee being assessed, the animal being removed, denial of pet ownership privileges and/or eviction. Service animals as defined by the Americans with Disabilities Act are permitted within the Daumier following the approval of the Manager. Proper documentation is required and must be submitted prior to the animal's arrival on campus.

**CP.18) ENTRY/INSPECTION:** The Daumier reserves the right to inspect units/apartments and regulate the use of the premises according to Daumier policies. A resident's unit/apartment may be entered without advance notice or consent by authorized Daumier personnel, or authorized agents of Capstone On-campus Management (COCM), whenever there is a reasonable cause concerning the health, safety and welfare of the individual residents and/or the building community at large. The Daumier staff reserves the right to enter units/apartments as needed to complete emergency/non-emergency repairs and/or policy violation situations. When possible, the Daumier will provide 24-hour notice prior to unit entry. As deemed necessary, Daumier staff may bring in and escort vendors and/or consultants when needed for repair work. Residents may

be relocated without additional rental concessions if the scope of work warrants temporary or permanent relocation.

**CP.19) ABANDONMENT:** Residents are responsible for removing all personal possessions when they vacate their units. Any possessions left in the Daumier or on the building grounds after the voluntary or involuntary termination of the Occupancy Agreement will be considered abandoned, will be discarded by the Daumier, and the resident may be billed an additional charge for removal, all subject to and in compliance with applicable law.

**CP.20) FURNITURE:** Furniture supplied by the Daumier must remain in its designated location (lobby, study lounge, business center, etc.). Residents may not disassemble, exchange, or move any of the kitchen appliances or television from the unit. Public area furnishings are for the use of all residents' and are not to be removed from the public areas or to be used in residents' units. The removal of public furnishings is considered theft of property, and building damage charges may result.

**CP.21) COOKING:** All cooking in the residence buildings must be confined to the kitchen areas in each unit or the courtyard grill stations. Residents must take all safety and precautionary measures when ovens, stoves, microwaves, and gas grill stations. Residents must familiarize themselves with the proper use of ovens, stoves, microwaves, and gas grill stations before attempting their operation.

**CP. 22) VISITATION:** Visitors are welcome after consideration is given to the roommates' needs and rights. Residents must accompany all visitors at all times while in the Daumier building. Residents are responsible for visitors' compliance with all community policies. Sleeping in public areas (e.g.: Lobby/study lounges) is not permitted by residents or their guests. Approved non-resident guests may visit no more than five consecutive nights and/or twenty-five nights total during an academic semester.

**CP.23) OCCUPANCY LIMITATIONS:** Occupancy is limited to those persons named in the Occupancy Agreement as a Resident. Cohabitation, defined as the extended presence (daily or nightly) of any person in any bedroom or apartment to which that person is not assigned as a Resident, is strictly prohibited. We reserve the right to restrict any non-resident guest from the Daumier at any time.

**CP.24) CARE OF PREMISES:** Residents are required to maintain the facilities in a clean and orderly condition and shall not obstruct any of the walkways, hallways, or surrounding premises, and shall not place any signs (including neon signs) or advertising matter in the windows, on the exterior portion of doors, or elsewhere in or on the residence hall or surrounding premises. Residents are expected to keep common areas (study lounges, business center, etc.) clean. Partitions or other alterations including but not limited to: installation of alternative tile, countertops, appliances, carpet, built in cabinets or bookshelves, painting or wall papering to the facilities may not be made without written approval of the Manager. Objects may not be dropped, thrown, or hung from windows. Entering or exiting from windows, sitting on windowsills, or leaning out of windows is prohibited. Residents may not use rooftops for any reason without specific written authorization from the Manager or a direct order by the Fire Department. If the

unit falls below acceptable health/safety standards, the resident will be required to take corrective action within twenty-four hours from the time of notice. If the resident(s) fails to comply, the cost for corrective action will be charged to the resident(s). Residents are expected to keep their unit/apartment door(s) locked at all times.

**CP.25) PEST CONTROL:** If you are having a problem with bugs and pests please contact the office to report and request service. In most cases the pest control company will provide service on their next scheduled visit. All units will be treated periodically unless a medical documentation for your provider is given to us. You may not refuse service if medical documentation is not on file. If aggressive pest control is necessary, you may be required to temporarily relocate to another unit/building. It is imperative that you follow all prescribed instructions in the event relocation is necessary. If it is determined that a resident has brought the issue into their unit (by animal infestation and/or by moving contaminated items into the unit) they will be billed for services/restoration accordingly.

**CP.26) COMMUNITY RECREATION:** Playing sports in the building are prohibited. These include, but are not limited to wrestling, basketball, baseball, whiffle ball, soccer, football, hockey, golf, rollerblading, skateboarding, running, and/or catch/throwing. All athletic activities are to be confined to areas outside of the building that are designed for that purpose.

**CP.27) MAIL:** We are not responsible or liable for any damage or theft of mail we accept on your behalf, theft or loss of packages delivered to and or left in the building lobbies or common areas, nor will we accept responsibility for any certified or registered mail. We accept no responsibility for your mail once you leave the Daumier. It is your responsibility to change your address and notify important businesses you do transactions with prior to moving out. Water delivery service subscriptions must be filed in writing with the office in advance or they will be declined. Perishable grocery services (online or local) will not be accepted on your behalf or stored on-site. If you wish to procure these services, you must be present to accept the delivery at your appointed time.

**CP. 28) DEFINANCE OF AUTHORITY:** Failure or refusal to comply with the request of a member of the Daumier staff, representatives of Capstone On-Campus Management (COCM), Campus Safety and Security and/or law enforcement is a violation and considered defiance of authority. This also includes, but not limited to, emergency situations, drills, and failure to attend resident conduct hearings scheduled by the office. Failure to satisfy the conditions of a sanction imposed as the result of a previous hearing also constitutes defiance of authority.

**CP. 29) FALSE INFORMATION AND MISREPRESENTATION:** Residents are prohibited from knowingly providing false information and/or or making misrepresentations to any Daumier and/or Capstone On-Campus Management (COCM) staff, and/or police/fire/emergency medical personnel.

**CP.30) NON-RETALIATION:** Residents have the right to and are encouraged to report potential violations of Daumier community policy. Additionally, residents have the right to pursue both internal processes and/or charges through external law enforcement authorities free of any

interference or retaliation by any member of the building community. Any retaliation under these circumstances is strictly prohibited. Retaliation includes, but is not limited to, any conduct, which interferes with the alleged victim's ability to pursue the allegations.

**CP.31) INTERIM RESTRICTIONS:** The Manager, or his/her designee, may impose immediate restrictions on a resident, pending medical release from appropriate providers, when deemed appropriate, such as when there are sufficient facts to demonstrate that the residents' continued presence in the community endangers the physical safety or well-being of others or himself or herself. This includes, but is not limited to, prohibiting or limiting access to a resident's unit space, and restriction of communications with named individuals. Violations of interim restrictions constitute a serious violation of Daumier policy.

**CP.32) TRASH:** Violations of trash policy constitute a serious violation of Daumier policy. Leaving bags of trash outside your unit is a health and safety hazard. You must dispose of trash appropriately in our trash rooms. Bags of trash are not to be left in the trash room, it must be placed down the chute. Our trash vendors sort our trash, no need to place recycle items on the floor. We ask that big boxes are broken down and left in the trash room.

### **CP.33) WIRELESS NETWORK POLICY:**

#### **Overview of the Daumier Wireless:**

The Daumier wireless network is designed to be a convenient supplement to the wired network for general functions such as Web browsing and email. Wireless "access points" located throughout the building and in common areas allows compatible wireless devices to connect to the Daumier's network.

#### **Wireless Network (Wi-Fi) Policy:**

##### **Policy:**

- The information technology group at Airwave approves and manages the wireless network (Wi-Fi) systems for the Daumier. Any wireless system that creates its own wireless network or extends the Daumier's network is not permitted.
- If you are operating a wireless device such as a Wi-Fi router or switch, you will be asked to remove the device.

#### **Statement of Purpose:**

The purpose of this policy is to:

- Maintain a secure network environment.
- Ensure seamless wireless network (Wi-Fi) services on campus.

#### **Entities Affected by Policy:**



- Entities affected by this policy include the Daumier residents, employees, campus vendors, and guests.

### **Who Should Read This Policy:**

- Daumier residents, employees, campus vendors, and guests should read this policy.

### **Exceptions:**

- Currently, there are no predefined exceptions to the Wireless Network policy.

### **Frequently Asked Questions:**

- **What is the Wireless (Wi-Fi) Policy?**  
The policy states that Airwave manages the wireless networks for the Daumier. Airwave maintains a Wi-Fi network to support data service for use by Daumier residents, staff and guests.
- **Why is the Wireless (Wi-Fi) Policy being implemented?**  
The policy is being implemented to provide a secure and reliable managed wireless network for the Daumier.
- **How will the Wireless (Wi-Fi) Policy affect my daily work at the Daumier?**  
Most Daumier staff and students will not need to take any action and may not be aware of this policy.
- **What problems result from operating my own wireless router?**  
For Wi-Fi (802.11) networks, there are a limited number of channel assignments available for use. The Daumier wireless systems are using all of the channels to provide service to customers. Any additional wireless devices will contend with the systems offered by the Daumier. This results in a degradation of service and quality for the Daumier network and for any unauthorized networks within radio range of the Daumier's network. The Daumier must also prevent any wireless systems from broadcasting the Daumier secure network names. Accidental or malicious wireless networks advertising the Daumier network names (SSIDs) present many security concerns and at a minimum will cause confusion and service problems for residents attempting to connect to the Daumier's wireless systems.
- **I have a mobile wireless router which connects to a 3g or 4g cellular network (Verizon/ATT) and then advertises a Wi-Fi network. This allows anyone near the mobile wireless router to connect to my cellular service via Wi-Fi. What is the policy regarding this type of device?**  
Using a cellular data device does not interfere with the Daumier's wireless network. However, if the same device advertises a Wi-Fi network for nearby devices to connect, this will cause interference and channel contention issues as described above. These devices should not be used while on The Daumier properties. The Daumier wireless

network is much faster and should be used in place of a mobile wireless router while on the Daumier properties.

## **DAMAGE BILLING**

### Expense of Misuse and Charges for Damages.

Any damage to an apartment or suite, other than normal wear and tear, will be charged to the responsible party or parties to the extent that they are identifiable. Resident is responsible for guest(s) behavior and any charges or damages that result from misbehavior. Resident shall immediately report to Agent and the local law enforcement authority any acts of vandalism to the Premises or the apartment unit in which the premises are located. To the extent not identifiable, all co-Residents will be jointly liable and will be assessed a charge. All invoices for damage are for the restitution of the damage that has occurred and must be paid within thirty (30) days. The Resident agrees to immediately reimburse the Agent for any charges that are assessed as set forth in this agreement. Should charges be assessed and totaled after the expiration of this Contract, they shall constitute a debt payable by Resident immediately upon demand by the Agent. Any fines or expenses resulting from the use, misuse or destruction of Owner's property, including but not limited to fire sprinkler, fire alarm or smoke alarm by Resident, Resident's guests or invitees shall be borne by Resident and shall be considered additional monies due to Agent. Intentionally or recklessly destroying, damaging or defacing any area of The Daumier is prohibited and shall be considered cause for termination of the Occupancy Agreement.

List of Common Damages. Following is a list of common damages and the associated charges. The list is necessarily incomplete, as many damages must be handled on a case-by-case basis. All payments are due with the month's rental installment following notification to you of the charges. No charges will be assessed without fully considering reasonable wear and tear as well as the move in condition described on the Room Condition Report.

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| Abandon Property per trash bag (throughout the apartment)                                                                                  | \$15.00  |
| Baseboard (per baseboard)                                                                                                                  | \$50.00  |
| Bathroom Countertop Granite Replacement                                                                                                    | \$300.00 |
| Bathroom Flooring Replacement                                                                                                              | \$500.00 |
| Bathroom Sink Facet Replacement                                                                                                            | \$100.00 |
| Bathroom sink replacement                                                                                                                  | \$150.00 |
| Bathroom- Deep Cleaning (wipe down fixtures and vanity, scrub floor, deep clean tub, clean toilet, wipe down walls, clean baseboard, paint | \$50.00  |

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| baseboard, re-cork baseboard and flooring) wipe down door                                                                                                                 |                     |
| Bedroom- Deep Cleaning (clean baseboard, paint baseboard, re-cork baseboard and flooring, repaint closet, re-cork and repaint window sill, wipe down door & repaint door) | \$75.00             |
| Bedroom/bathroom door knob replacement                                                                                                                                    | \$50.00             |
| Blinds Replacement (size varies)                                                                                                                                          | \$150.00- \$250.00  |
| Carpet Replacement, common area per sq.                                                                                                                                   | \$20.00             |
| Carpet Replacement, per sq.                                                                                                                                               | \$20.00             |
| Counter Granite Replacement (case by case)                                                                                                                                | \$300 - \$1000      |
| Dishwasher Display/Buttons                                                                                                                                                | \$200.00            |
| Dishwasher Rack, Per Rack                                                                                                                                                 | \$50.00             |
| Dishwasher replacement                                                                                                                                                    | \$500.00            |
| Dishwasher Side Panel                                                                                                                                                     | \$100.00            |
| Dishwasher Soap Dispenser                                                                                                                                                 | \$25.00             |
| Dishwasher Utensil Basket                                                                                                                                                 | \$40.00             |
| Excessive Carpet Cleaning, per room                                                                                                                                       | \$75.00             |
| Excessive Pin Holes on walls                                                                                                                                              | \$50.00             |
| Fire Strobe Light Replacement                                                                                                                                             | \$200.00            |
| Freezer back wall panel                                                                                                                                                   | \$50.00             |
| Freezer Rack                                                                                                                                                              | \$20.00             |
| Front Door knob replacement (Kaba system)                                                                                                                                 | \$400.00            |
| Front door numbers missing                                                                                                                                                | \$50.00             |
| Furniture items left (mattresses, couches, tables chairs, bedframes, desk etc.)                                                                                           | \$100               |
| Garbage/Trash removal varies amount                                                                                                                                       | \$100.00 - \$350.00 |

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| Hollow Door Replacement (bedroom or bathroom door)                                                                                                                                                       | \$350.00            |
| Ice Cube Bucket                                                                                                                                                                                          | \$20.00             |
| Ice Cube Maker                                                                                                                                                                                           | \$100.00            |
| Kitchen Cabinet Door Hinge, per hinge                                                                                                                                                                    | \$20.00             |
| Kitchen Cabinet Door, per door                                                                                                                                                                           | \$150.00            |
| Kitchen Cabinet Handle, per handle                                                                                                                                                                       | \$20.00             |
| Kitchen Cabinet Shelf, per shelf                                                                                                                                                                         | \$40.00             |
| Kitchen Cleaning (scrub floor, wipe down all surfaces, scrub cabinets and drawers, clean baseboard, paint baseboard, re-cork baseboard and flooring, paint the bar area, detail cleaning of appliances). | \$75.00             |
| Kitchen Drawer, per drawer                                                                                                                                                                               | \$150.00            |
| Kitchen Flooring Replacement, per slat                                                                                                                                                                   | \$35.00             |
| Kitchen Garbage Disposal                                                                                                                                                                                 | \$150.00            |
| Kitchen Light Replacement                                                                                                                                                                                | \$200.00            |
| Kitchen Sink Faucet Replacement                                                                                                                                                                          | \$150.00            |
| Kitchen Sink Pipes (under sink)                                                                                                                                                                          | \$100.00            |
| Kitchen Sink Replacement                                                                                                                                                                                 | \$200.00            |
| Light Fixture Cover Replacement (Bedroom )                                                                                                                                                               | \$40.00             |
| Living Room-Cleaning (scrub the floors, clean baseboard, paint baseboard, re-cork baseboard and flooring, paint the bar area, clean window ledges, re-cork and repaint window sill )                     | \$75.00             |
| Medicine Cabinet replacement                                                                                                                                                                             | \$100.00            |
| Microwave Glass Turn Table Replacement                                                                                                                                                                   | \$40.00             |
| Microwave Grille (Cover front)                                                                                                                                                                           | \$75.00             |
| Microwave Replacement                                                                                                                                                                                    | \$275.00 - \$450.00 |

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| Minor Ceiling Repair                                                                                                | \$45.00  |
| Minor Wall Repair (Includes holes and nicks which can be patched or stains which can be covered. Less than 2 inches | \$45.00  |
| Mirror Closet Door (per door)                                                                                       | \$150.00 |
| Oven Door (Glass)                                                                                                   | \$250.00 |
| Oven Door Seal                                                                                                      | \$75.00  |
| Oven Handle                                                                                                         | \$50.00  |
| Oven Rack                                                                                                           | \$65.00  |
| Paint—Bathroom (per wall)                                                                                           | \$75.00  |
| Paint—Bedroom (per wall)                                                                                            | \$75.00  |
| Paint—Common Area (per wall)                                                                                        | \$75.00  |
| Peep holes on front door                                                                                            | \$50.00  |
| Refrigerator Door Shelf bar, per bar                                                                                | \$35.00  |
| Refrigerator Drawers, per drawers                                                                                   | \$75.00  |
| Refrigerator plastic clear Butter Door                                                                              | \$20.00  |
| Refrigerator Replacement                                                                                            | \$500.00 |
| Refrigerator Shelves replacement, per shelf                                                                         | \$75.00  |
| Refrigerator/Freezer Handle, per handle                                                                             | \$25.00  |
| Removal of foreign objects From Plumbing                                                                            | \$200.00 |
| Screen Mesh Replacement                                                                                             | \$40.00  |
| Screen Re-installation                                                                                              | \$10.00  |
| Screen Replacement (entire: Frame and Mesh).                                                                        | \$100.00 |
| Sheet Rock Damage                                                                                                   | \$100.00 |
| Shower Head Missing or Broken                                                                                       | \$40.00  |
| Shower Rod Missing or Broken                                                                                        | \$40.00  |

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|---------------------------------------------|--------------------|
| Smoke Alarm Re-installation                 | \$25.00            |
| Smoke Alarm Replacement                     | \$60.00            |
| Steel Door Replacement (Unit front Door)    | \$800              |
| Stickers- including stars or string lights  | \$100.00           |
| Stove Burners, per burner (Large)           | \$75.00            |
| Stove Burners, per burner (Small)           | \$50.00            |
| Stove Display                               | \$150.00           |
| Stove Drip Tray                             | \$15.00            |
| Stove Knobs, per knob                       | \$10.00            |
| Stove Top – Porcelain                       | Case by case       |
| Stove/Oven replacement                      | \$500.00           |
| Switch/Outlet Plate replacement, per outlet | \$5.00             |
| Thermostat Replacement                      | \$100.00           |
| Toilet Lid replacement                      | \$30.00            |
| Toilet Replacement                          | \$300.00           |
| Towel Bar – Replace (Missing or Broken)     | \$20.00            |
| Tub Repair                                  | \$50.00            |
| Tub Replacement                             | \$1,500.00         |
| Vanity Cabinet Doors (Per Door              | \$75.00            |
| Vanity Drawer (per drawer)                  | \$100.00           |
| Vanity Footer                               | \$20.00            |
| Vanity Mirror— Broken                       | \$150.00           |
| Vanity Replacement (Entire)                 | \$500.00           |
| Vanity Side Panel                           | \$100.00           |
| Window Glass Replacement (size varies)      | \$200.00- \$500.00 |

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|--------------------|----------|
| Wooden Door Casing | \$100.00 |
| Wooden Door Trim   | \$50.00  |