

# The Flats of Chambersburg

## Resident Handbook

755 Meadowbrook Lane  
Chambersburg, PA 17201  
717-251-2192

Maintenance Emergency: (484) 616-0270

<https://flatsofchambersburg.rentpmi.com>

Welcome to The Flats of Chambersburg!  
Please use this handbook as a guideline and become familiar with it.  
Keep it in a place you can refer to when needed.

## The Flats of Chambersburg

The Flats of Chambersburg welcomes you to your new home. The following guidelines will help with a successful residency in our community.

### KEY POINTS OF YOUR LEASE

1. Review your lease and follow the rules and regulations.
2. The rent is due payable by check or money order on or before the 1<sup>st</sup> of the month. Any rent received after the 5<sup>th</sup> of the month will be subject to a late charge. Please remember that the office is closed on weekends and holidays. You may put rent payments through the door slot. Please make sure they are completely filled out and have your address listed. We do not accept cash.  
All checks and money orders are to be made payable to **S&S Real Estate Development Co.**
3. We offer an automatic withdrawal rent payment plan. For more information, please contact the rental office. Credit cards are accepted and may be subject to a fee.
4. There is a \$35.00 charge for any returned checks.
5. Any damage to the property caused by a Resident, Resident's family or Resident's guest will be repaired and costs billed to the resident.
6. Resident is responsible for checking their smoke detectors from time to time. You can check the detector by pushing the red button with a pen or screwdriver. Resident is responsible for replacement of batteries when needed. If the smoke detector does not work after batteries have been changed, contact management.
7. Each apartment has one assigned parking space. Additional unassigned parking is located at the beginning of the property on the left-hand side and at the end of the property.
8. Resident and Resident's guests are to observe the speed limit of 15 mph throughout the community.
9. No supplementary cooling devices are permitted without permission from the Landlord.
10. Absolutely no supplementary heating devices are permitted. This includes kerosene heaters, wood stoves, space heaters, gas heaters, electric heaters, etc.
11. No locks are to be changed without written permission from the Landlord.
12. Dumpsters are not to be used for disposal of household furniture and/or electronics. There is no limit to the number of trash bags, however, please do not overflow the dumpsters or sit trash beside the dumpsters. If the dumpster is full, use another one.  
All food items should be placed in a trash bag prior to placing in the dumpster.
13. No alterations in the apartment décor are to be made. Including, but not limited to, painting the walls, changing fixtures, changing appliances, etc.
14. Renter's insurance is required. Please provide a copy of your insurance to the office.

**15. Smoking is prohibited at the Flats of Chambersburg and Flats of Chambersburg North.**

Tenants and their visitors must observe the smoke-free policies at all times. Smoking is strictly prohibited in all of our buildings, homes and apartments. Cigarette butts should be disposed of in proper receptacles. The term “smoking” means inhaling, exhaling, breathing, or carrying any lighted cigar, cigarette, or other tobacco product or similar lighted product in any manner or in any form. Smoking items that are prohibited are cigarettes, cigars, pipes, vapor cigarettes, digital cigarettes and all other types of tobacco smoking products. This also applies to marijuana and medical marijuana.

16. Water beds are permitted with proper insurance verification.

17. Resident and resident’s guests are to respect the No Parking Zones and Handicapped Parking. Violators will be towed at the owner’s expense.

18. Local and State Ordinances prohibits the parking of un-licensed and/or un-inspected vehicles.

19. Please do not use porches, patios or balconies for storage. Only patio furniture, plants and outdoor décor are permitted to be kept on patios/balconies. Please be sure to put away snow shovels/salt after the winter season.

### **MOVE INS**

All arrangements concerning move in procedures must be made through management. Prior to your move in, you must call to connect utilities. All persons 18 years of age or older living in the apartment must be on the lease – if occupants are added or changed - prior approval must be given by management and a new 1 year lease must be signed.

### **MOVE-OUTS**

When a resident vacates, the apartment must be cleaned and personal possessions removed. An inspection will be done with the resident, if requested, keys turned in and a forwarding address given. Inspections will be done only after all possessions are removed and you are ready to hand in the keys and vacate the premises. You must notify the Borough of Chambersburg (turn electric back into The Flats' name and request the last meter reading.), and any other services that you set up, of your departure. Failure to contact these companies makes it very difficult for the next resident moving in to have their service connected. Be certain that your forwarding address is on file at our office, and in case of roommates, we must know how the deposit is to be divided. This must be in writing and signed by all. You will receive cleaning instructions and notification when you give us notice to vacate.

### **NOTICE TO VACATE AND RENEWALS**

You will receive a renewal letter 60 days before the termination of your present lease. Whenever you plan to give notice to leave our community, we must be notified, in writing, 60 days in advance. When we receive notice, this gives us the legal right to lease your apartment according to the date you provided. If you move out before the one year lease expires, there is an early termination charge equal to one month's rent plus the balance of the lease or until it is re-rented, whichever comes first. If your vacate date changes, we are not obligated to allow you to remain in the apartment. (So please plan with accuracy) we will try to accommodate date changes if possible.

### **COMMUNE**

Do not use the commode for the disposal of trash, food, cigarettes, sanitary items, "so called" disposable diapers, paper towels or other such items. Also, do not use drain cleaner in drains or commodes and do not put the bluing or any other cakes in the tank. If there is service needed to your commode, the drain cleaner is caustic and the bluing has to be removed before we can do any repairs. It also can drip on your carpet and this could be a chargeable item to residents. Please call the office for service if you have a blockage.

### **CABLE TV & SATELLITE DISHES**

Each apartment is supplied with a cable outlet. Under no circumstances should the outlet be removed from the wall. No additional outlets are to be installed without prior approval from management. Residents will not install any satellite dish or antennae without obtaining written permission from Landlord and signing a satellite dish owner's addendum.

### **DISHWASHER**

Remove all food scraps and rinse plates before placing in the dishwasher/ Overflows are caused by solid particles blocking the drain. NEVER use liquid dishwashing soaps or detergents. If you do not use the DW often, we ask that you run it at least once a month to keep the drains clean. Use dishwasher detergent made only for the dishwasher.

### **WASHER/DRYER**

Do not operate when you are not at home. Clean the lint trap after each use

### **PREVENTING FROZEN PIPES**

Please set your thermostat to at least 55 degrees during the colder months.

### **HOLIDAY DECORATION GUIDELINES**

Thank you for decorating for the holidays and please remember holiday decorations should be removed from the exterior of the building with 2 weeks after the holiday has passed.

### **FLAG GUIDELINES**

The Flats of Chambersburg allows only the **current** American Flag or **current** military branch flag (Army, Navy, Marines, Air Force and Coast Guard) to be displayed on a year round basis. Flags **not** permitted include sports teams, advertisement and/or campaign flags.

Flags are not permitted to be mounted or taped onto balconies or posts.

Proper care of the flag must be maintained. A faded and/or torn flag must be removed.

Decorative garden flags are permitted on a shepherd's hook within the flowerbed; no larger than 24"x24".

### **OUTDOOR DECORATIONS**

Do not plant or change the landscaping in the stoned/mulched areas. You may decorate with planters only at the front door/porch area. Please do not put planters in the stoned/mulched areas.

### **GRILLS**

Grills including gas grills, charcoal grills, hibachis, smokers or any device using an open flame to cook will not be permitted. There is a significant fire hazard to the property and residents when using an open flame cooking device on the patio or balcony that is basically enclosed and partially constructed of wood.

The Rental Agreement states that grills cannot be used within 15 feet of the dwelling or building. All patios and balconies are too small to comply with this rule for grills.

The Flats of Chambersburg will be enforcing the "no grill policy" and any grills found on patios or balconies will be considered a lease violation and handled accordingly.

### **PET POLICY**

1. No pets are allowed unless prior approval from management is given.
2. Please contact the office BEFORE you take ownership of a pet. A \$250.00 non-refundable pet fee is required for the apartment. No more than 2 pets per apartment.
3. There is a fee of \$25.00 per month for the privilege of housing a pet.
4. A picture of the pet is required.
5. DOGS: The weight limit for dogs is 50 lbs (full grown weight). Management reserves the right to restrict certain breeds, or individual dogs that may be considered aggressive by management. This may include, but is not necessarily limited to Pit-bull types, Rottweilers, Dobermans, Chows, Akita, German Shepard, etc.
6. All pet owners bear the responsibility of immediately cleaning up after the leashed pet even if walked in the designated areas.

## MAINTENANCE EMERGENCY IN YOUR APARTMENT

Maintenance regular working hours: Mon-Fri 8:00-4:30 pm.

After hours maintenance Answering Service: 1 (484) 616-0270

It is the resident's responsibility to let management know of any repairs or problems in the apartment that need to be done by our staff. The following are the maintenance emergencies, which will be responded to by our on call Maintenance Technician after hours, weekends and holidays:

- 1) No Heat
- 2) No Water
- 3) No Hot Water
- 4) Toilet Clogged (please try to plunge the toilet before calling)
- 5) Kitchen/bathroom sink clogged-plunge first
- 6) No Electric (If just one outlet is not working it is not considered an emergency. Try using an extension cord from another room.)
- 7) Sewer Back Up
- 8) Lock Outs are not considered emergencies. Please call **Nancy's Lock & Key** at **717-263-2099**. There is a fee for this service. If it is a mechanical problem with the lock, please let the answering service know so maintenance is dispatched.
- 9) Refrigerator/Stove/Oven not working.
- 10) Water Leaks
- 11) A/C Not working
- 12) Smell of smoke- **CALL 911**, then maintenance

### Staff Directory

Mariah English- Property Manager- [menglish@rentpmi.com](mailto:menglish@rentpmi.com)

Heather Colon- Leasing Consultant- [hcolon@rentpmi.com](mailto:hcolon@rentpmi.com)

Joy Hile- Administrative Assistance- [jhile@rentpmi.com](mailto:jhile@rentpmi.com)

William Shughart- Maintenance Supervisor

If you are interested in signing up for automatic withdrawal from your bank account, please complete the form below and return to our office. You will also be given login information into our RentCafe site to pay online.

**AUTHORIZATION FOR DIRECT WITHDRAWAL OF MONTHLY RENT**

I hereby authorize PROPERTY MANAGEMENT, INC. to initiate debit (withdrawal) entries to my (**circle one**) Checking Savings account indicated below. I would like this process to be effective beginning with the \_\_\_\_\_,20\_\_\_\_ rent payment. These withdrawals represent my payment of the **Hamilton Park Apartment's monthly** rent.

Financial Institution \_\_\_\_\_ Branch \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Bank Transit/ABA # \_\_\_\_\_ Account # \_\_\_\_\_

This authorization is to remain in full force and effect until Property Management, Inc. and Hamilton Park Apartments have received written notification from me of changes.

Name \_\_\_\_\_ Soc Sec # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Date \_\_\_\_\_ Signature \_\_\_\_\_

**\*\*PLEASE ATTACH A VOIDED CHECK OR A COPY OF A VOIDED CHECK\*\***

\_\_\_\_\_  
*For Office Use only*

*Tenant Number* \_\_\_\_\_ *Monthly rent amount* \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF  
The Flats of Chambersburg- Resident Handbook**

Please print, sign and date on the line acknowledging you have received The Flats of Chambersburg- Resident Handbook.

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Print	Signature	Date
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Print	Signature	Date
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