

RESIDENT HANDBOOK



# EAGLE GATE

## APARTMENTS



109 E. South Temple, Salt Lake City, UT 84111

LEASING OFFICE

HOURS: M-F 9:00am – 6:00pm/Sat. 10:00am – 5:00pm

385.799.6014 (TEL)

[www.eaglegate-aps.com](http://www.eaglegate-aps.com)



## TABLE OF CONTENTS

### WELCOME

1

### FAIR HOUSING STATEMENT

1

### COMMUNITY STANDARDS OF OCCUPANCY

1

### EMERGENCIES AND SECURITY GUIDELINES

2

|   |   |
|---|---|
| Maintenance Emergencies                     | 2 |
| Insurance                                   | 2 |
| Fire  | 2 |
| Be Prepared                                 | 2 |
| Plan Emergency Exit Routes                  | 2 |
| Establish and Practice Escape Plans         | 2 |
| Make Sure Smoke Detectors Work Properly     | 3 |
| Fire Prevention Tips                        | 3 |
| Follow Emergency Procedures in Case of Fire | 3 |
| Duties of Each Building Occupant            | 3 |
| Practice Safe Stairwell Procedures          | 3 |
| If You Discover a Fire                      | 3 |
| During a Fire Alarm                         | 3 |
| Other Information in the Event of a Fire    | 4 |
| If You Are Notified of a Fire Emergency     | 4 |
| If the Door Is Hot                          | 4 |
| If There Is Smoke in the Room               | 4 |
| Active Shooter                              | 5 |
| Earthquakes                                 | 6 |
| During an Earthquake                        | 6 |
| After an Earthquake                         | 6 |

|  |   |
|--|---|
| Medical Emergency                      | 7 |
| Power Outages                          | 7 |
| Other Emergencies                      | 7 |
| If a Suspicious Object Is Found        | 7 |
| EMERGENCY PREPAREDNESS                 | 7 |
| Identifying Suspicious Behavior        | 8 |
| Solicitors                             | 8 |
| Lighting                               | 8 |
| Suspicious or Disturbing Noises        | 8 |
| Safety and Security                    | 8 |
| Protection against Criminal Actions    | 8 |
| Security Measures                      | 8 |
| Security Guidelines                    | 9 |
| Personal Security in the Home          | 9 |
| Personal Security outside the Home     | 9 |
| Personal Security while using your Car | 9 |

### COMMUNITY POLICIES

10

|  |    |
|--|----|
| Keys and Locks   | 10 |
| Access Cards   | 10 |
| Moving?  | 10 |
| Moving Procedures  | 11 |
| Rents  | 11 |
| Subleasing   | 11 |
| Multiple Lessees   | 11 |
| Apartment Transfers  | 11 |
| Smoking and Alcoholic Beverages  | 12 |
| Pets   | 12 |
| Drug and Criminal Activity of Resident, Guests, Family, and Affiliates | 12 |
| Common Areas   | 12 |
| Food and Beverages   | 13 |
| Personal Property  | 13 |

|  |    |
|--|----|
| Noise  | 13 |
| Windows                                      | 13 |
| shades, SIGNs and décor                      | 13 |
| Use of Charcoal, Gas, or Wood-Burning Grills | 13 |
| Garbage Disposals                            | 13 |
| BALCONIES                                    | 13 |
| Storage Units                                | 14 |
| Heating, Lighting, and Air Conditioning      | 14 |
| Visitor Entry and Access                     | 14 |
| Trash  | 14 |
| Right of Entry                               | 15 |
| Resident Parking                             | 15 |
| Visitor Parking                              | 16 |
| Mail and Package Delivery                    | 16 |
| Use of Elevators                             | 16 |
| Shopping Carts                               | 16 |
| Dryer Sheets                                 | 16 |
| Flushable Wipes                              | 16 |
| Recreational Facilities                      | 17 |
| Gym, Fitness on Demand, Courtyard, Social    |    |

|                              |    |
|------------------------------|----|
| Room                         |    |
| Fitness Facilities           | 17 |
| Business Center (E-Lounge)   | 18 |
| Game Room                    | 18 |
| Courtyard                    | 19 |
| Social Room                  | 19 |
| Swimming Pool & Locker Rooms | 20 |

## **IMPORTANT TELEPHONE NUMBERS**

### **21**

|                       |    |
|-----------------------|----|
| Management            | 21 |
| Medical and Emergency | 21 |
| Food and Drug Stores  | 21 |
| Utilities             | 21 |
| Local Services        | 21 |

## **MOVE-OUT CLEANING INSTRUCTIONS**

### **22**

## **EMERGENCY EXIT ROUTES**

### **23**





## WELCOME

Welcome to Eagle Gate Apartments!

This handbook is designed to orient you with your community. Please keep it handy. It contains answers to many questions you may have.

This community is managed by Greystar. It is our desire to provide the highest quality living environment possible for our residents. Should you have any comments or questions that cannot be answered by your Building Management staff, please feel free to contact us:

Mail: 14034 South 145 East, Suite 102, Draper, UT 84020

Phone: 385-722-9408

Internet: [www.eaglegate-pts.com](http://www.eaglegate-pts.com)

## FAIR HOUSING STATEMENT

Leasing of residential properties will be in compliance with all fair housing regulations and in a manner consistent with the owners and local residential industry standards. Each property will be guided by its own set of house rules.

Non-discrimination on the basis of race, color, religion, sex, national origin, familial status, source of income, disability, sexual orientation, or gender identity is the comprehensive policy of this company.

The staff at this community has a legal obligation to treat each individual in a consistent manner. Please do not place them in the difficult position of denying a request for an exception to a written policy.

Thank you in advance for your cooperation.

## COMMUNITY STANDARDS OF OCCUPANCY

All new residents in this apartment community meet the same non-discriminatory qualification standards based on income, employment, credit, and rental history. The maximum number of occupants allowed in each size apartment is available in the office. The term “occupant” refers to all adults and children in the apartment.

If the number of occupants in your apartment changes for any reason, please contact the Management Office immediately. Our policies require that if the occupants in your apartment change, you must contact the office.

\*\*\*\*\*

The Landlord reserves the right to modify, amend or change the House Rules or Community Procedures as it may deem appropriate from time to time.

**URBAN LIVING—Salt Lake Style**

# EMERGENCIES AND SECURITY GUIDELINES

## MAINTENANCE EMERGENCIES

Maintenance requests will be completed in a timely manner. Non-emergency requests will be completed during maintenance hours: Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays. Send all requests to the Building Management office via phone, email or in person.

Maintenance requests will be responded to after office hours if they are emergencies.

**Emergencies** are defined as situations that:

1. Present a danger to people, such as:
  - Fire.
  - No electricity.
  - Broken or nonworking doors, locks, or windows.
  - No heat (when the outside temperature is below 50° F).
  - Commode not functioning (when there is only one in the residence).
2. Present a danger to property, such as:
  - Flooding.
  - Broken pipes.

After business hours, residents should report emergency maintenance requests to **Anser-fone** at **801-488-2284**. The after-hours customer service employees will attempt to contact the on-call Building Management representative, who will either call or come by the residence to determine the appropriate course of action.

## INSURANCE

The community provides no guarantee of personal safety and security. For this reason, we require that residents:

- Obtain renters liability insurance coverage according to the lease agreement.

We strongly encourage that residents:

- Obtain adequate renters insurance coverage for their personal belongings.
- Obtain adequate automobile insurance coverage.
- Practice the tips outlined in the Security

Guidelines for Residents.

## FIRE

Fires are a more serious problem in a high-rise community than in a single-family dwelling because of the number of households in the building. Though damage is usually confined to property loss of personal items, it can be quite an emotional experience. Fires are most often started through carelessness with cooking, matches, and fireplaces. Many fires can be avoided by using caution and common sense.

### Be Prepared

Plan ahead for everyone's safety. As part of your planning, explore the community. Locate and know every possible exit, including exits from common areas, storage and social rooms. If hallways become smoky in a fire, memory can help you find your way to safety. **Never use elevators in a fire.** Keep exit and stairwell doors closed at all times. Keep exits clear of debris and storage.

### Plan Emergency Exit Routes

Refer to the pages at the back of this handbook for emergency exit routes. You should focus on the following four elements in your fire safety plan:

1. Prevention
2. Detection
3. Escape planning and practice
4. Notifying the fire department (dial 911)

### Establish and Practice Escape Plans

There is no time to stop and think during a fire. Plan in advance two escape routes from your residence and the building.

It is critical that you make and practice escape plans! Make sure children understand the plans. Are there senior citizens, infants, disabled or ill persons living with you who will need help? Plan for these situations now.

## Make Sure Smoke Detectors Work Properly

If a fire occurs, smoke detectors alert residents immediately so that they can get out of the building safely.

If you notice that smoke detectors in public hallways are beeping, please contact the Building Management office. If smoke detectors in your residence are beeping, change the batteries or have electrical systems checked. *Under your lease, it is your responsibility to replace dead or missing batteries immediately. Do not disable your smoke detectors.*

## Fire Prevention Tips

- Report all fire hazards, such as blocked stairwells, inoperative exit signs, and storage of flammable materials, to Building Management. All corridors and hallways should be kept free of boxes and other obstructions.
- Check for frayed or damaged electrical cords. Any equipment found with damaged electrical cords should not be used until repaired.
- Do not use space heaters. They can overload electric outlets and pose a fire hazard.
- No smoking or vaping is permitted in any apartment, balcony, common area, parking garage, nor on any of the grounds of the apartment community.
- Do not prop open the doors to the corridors or other fire doors. If these doors are propped open and there is a fire, smoke can more easily spread throughout the building.
- Participate in fire drills to become familiar with the building's fire alarm signals, stairwell exits, and your floor's evacuation plan.

## Follow Emergency Procedures in Case of Fire

Apartment buildings are built to strict codes designed to minimize the likelihood of major disasters, such as a fire, and in the event of a fire or other disaster, to result in minimum loss of life.

Please be alert to the rules and regulations that will prevent fires from happening. In the event of a fire, smoke and panic are the main enemies, more than the fire itself. Both can be prevented by following the emergency procedures explained in the following sections.

## Duties of Each Building Occupant

- Do not use elevators if there is a fire or other

disaster.

- Exit as requested by the fire department, Security, or Building Management when notified of an unsafe condition and proceed to the **Safe Refuge Location**. The Safe Refuge Location is on South Temple in front of the building.

## Practice Safe Stairwell Procedures

- Remain quiet and calm.
- Remove high-heeled shoes to avoid tripping.
- Use handrails, and always go *down* the stairway. Never go up. Smoke and heat rise. If you cannot get down a stairway, try another stairway that is as close as possible.
- Move quickly, and stay to the right. Firefighters will be coming up the stairs.
- Assist those who are slower-moving or physically impaired.
- Carefully follow directions of emergency personnel.
- Stay away from emergency equipment or falling debris by staying in the Safe Refuge Location.
- Inform emergency personnel, Building Management, or Security if you know of someone who is missing.

## If You Discover a Fire

- Remove yourself and others from immediate danger.
- **Call the fire department (dial 911).**
- Contain the fire by closing all doors and windows to the area.
- Never try to put out a fire alone.
- Evacuate. Walk to the nearest safe stairwell.
- Pull manual fire alarm.
- Proceed to the Safe Refuge Location.

## During a Fire Alarm

- Smoke will set off smoke detectors in individual residences. These smoke detectors have no connection to the fire department or to other apartments. When a smoke detector is activated in an individual unit, residents should leave the premises immediately and call 911 from another location.
- When manual pull stations or smoke detectors in the hallways have been activated, the Support Services Center (Security) will be alerted that

the fire alarm has been activated at the apartment building.

- Manual pull stations and hallway smoke detectors trigger horns to alert occupants.
- Upon calling 911, the Fire Department will be dispatched to the building. After the Fire Department has surveyed the area, a decision to evacuate will be made. If a resident feels that the need to evacuate exists before communicating with emergency personnel or building management, the resident may do so.

### Never use elevators if there is a fire.

#### Other Information in the Event of a Fire

- Fire extinguishers and fire hoses are located on each wing of each floor of the building and also in the parking area. Be sure you know how to operate them before trying to extinguish a fire.
- Fire sprinklers are located only in the parking area.
- Be sure you know how to operate a fire extinguisher before trying to extinguish a fire. Basic operation of a fire extinguisher:

- P** *Pull* the safety pin. This is usually a pin with a ring.
- A** *Aim* the hose, nozzle, or horn at the base of the fire.
- S** *Squeeze* the trigger hand.
- S** *Sweep* from side to side, and watch out for a flash from the fire.

Never return an extinguisher that has been used to its ready position, even if it was used for only a few seconds. It must first be serviced by a licensed technician.

- Maintain an area of three feet clearance around fire equipment.
- There are two emergency stairways that exit from each floor of the building. (One on each wing).
- **Please remain calm should such an emergency occur.**

#### If You Are Notified of a Fire Emergency

- Feel the door to see if it is hot. If it is not hot, open the door cautiously. Stand behind the door. Be prepared to close it quickly.
- If there is no smoke present, proceed to the

emergency exit. Follow safe stairwell procedures. Evacuate the building and proceed to the Safe Refuge Location.

- If there is smoke, crawl on your hands and knees along the wall to the emergency exit.

#### If the Door Is Hot

- Do not open the door.
- Use an alternate door if it is safe.
- If there is no alternate door, call the fire department (dial 911). Give your exact location and all the known facts about the fire.
- Seal the bottom of the door with cloths to keep out smoke.
- If water is available, wet the cloths and seal the door and any vents.
- Retreat. Close as many doors between you and the fire as possible.
- Signal at the window by waving a brightly colored material. Do not break the window. This could cause the fire to move in your direction by providing a fresh source of oxygen.

#### If There Is Smoke in the Room

- Stay low; air is cooler and cleaner closer to the floor.
- Hold a wet cloth over your mouth and nose.
- Do not break the window (only as last resort).
- Be aware that jumping from above the third floor can be fatal.
- Remain calm; help will be on the way.



## ACTIVE SHOOTER

Recent national tragedies remind us that the risk of an active shooter incident is real, and it can happen in any place at any time.

The best ways to make sure you are safe is to prepare ahead of time and be ready. Taking a few steps now and mentally rehearsing what to do can help you react quickly when every second counts.

The following safety instructions are provided by Homeland Security.

### NOW – Prepare

1. Sign up for active shooter training
2. If you see something suspicious, say something
3. Know community response plans
4. Identify the exits and good places to hide
5. Learn and practice first aid skills and use of tourniquets

### DURING – Survive

#### 1. RUN

Getting away from the shooter or shooters is the top priority. Leave your things behind and run away. If safe to do so, warn others nearby. Call 911 when you are safe. Describe each shooter, their locations, and weapons.

**OR**

#### 2. HIDE

If you can't get away safely, find a place to hide. Get out of the shooter's view and stay very quiet. Silence your electronic devices and make sure they won't vibrate. Lock and block doors, close blinds, and turn off the lights. Don't hide in groups. Spread out along walls or hide separately to make it more difficult for the shooter. Try to communicate with police silently, like through text messages or by putting a sign in an exterior window. Stay in place until law enforcement gives you the all clear.

**OR**

## 3. FIGHT

Your last resort when you are in immediate danger is to defend yourself. Commit to your actions and act aggressively to stop the shooter. Ambushing the shooter together with makeshift weapons such as chairs, fire extinguishers, scissors, and books can distract and disarm the shooter.

### AFTER – Be safe

1. Help law enforcement
2. Seek out medical help
3. Help others survive
4. Seek help to cope with psychological trauma

## EARTHQUAKES

### During an Earthquake

Federal, State and local emergency management experts and other official preparedness organizations all agree that **“Drop, Cover and Hold On”** is the appropriate action to reduce injury and death during earthquakes.

You cannot tell from the initial shaking if an earthquake will suddenly become intense...so always **Drop, Cover and Hold On** immediately.

- **DROP** to the ground (before the earthquake drops you).
- Take **COVER** (by getting under a sturdy desk or table, and
- **HOLD ON** to your shelter and be prepared to move with it until the shaking stops.

If there is no table or desk near you, drop to the ground and then if possible move to an inside corner of the room. Be in a crawling position to protect your vital organs and be ready to move if necessary, and cover your head and neck with your hands and arms.

Do not move to another location or outside. Earthquakes occur without any warning and may be so violent that you cannot run or crawl. You are more likely to be injured if you try to move around during strong shaking. Also, you will never know if the initial jolt will turn out to be the start of the big one...and that’s why you should always **Drop, Cover and Hold On** immediately.

Do not dash for exits, since stairwells may be damaged. Do not use elevators until they are checked for safety.

Be aware that the electric lights may go off. Fire alarms or fire-sprinklers may also go off.

Do not use matches or lighters in case of gas leaks.

**MYTH – Head for the doorway. In modern homes and structures, doorways are no stronger than any other part of the house. You are safer under a table.**

**If you are unable to Drop, Cover and Hold On:** If you have difficulty getting safely to the

floor on your own, get as low as possible, protect your head and neck, and move away from windows or other items that can fall on you.

***In a wheelchair:*** Lock your wheels and remain seated until the shaking stops. Always protect your head and neck with your arms, a pillow, a book or whatever is available.

***In bed:*** If you are in bed, hold on and stay there, protecting your head with a pillow. You are less likely to be injured staying where you are. Broken glass on the floor has caused injury to those who have rolled to the floor or tried to get to doorways.

***In a store:*** When shaking starts, Drop, Cover and Hold On. A shopping cart or getting inside clothing racks can provide some protection. If you must move to get away from heavy items on high shelves, drop to the ground first and crawl only the shortest distance necessary.

***Outdoors:*** Move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles and other hazards.

***Driving:*** Pull over to the side of the road, stop and set the parking brake. Avoid overpasses, bridges, power lines, signs and other hazards. Stay inside the vehicle until the shaking is over. If a power line falls on the car, stay inside until a trained person removes the wire.

### After an Earthquake

- Check for injuries and help others. Do not move a seriously injured person unless the person is in immediate danger of further injury.
- Check for fire and other hazards. Report them by calling **911** or **Anser-fone** at **801-488-2284**.
- Open doors carefully. Watch for falling objects.
- Wear shoes for protection from debris and broken glass. Stay away from broken windows and glassed areas.
- Make sure telephone receivers are placed back in their base. Use the telephone for emergency calls *only*.
- Listen to the radio for emergency reports.
- Cooperate with public safety officials.
- Be prepared for aftershocks.

## MEDICAL EMERGENCY

If a medical emergency arises, **call 911** and give the following information:

- Nature of the emergency
- Building address, floor number, apartment number, and directions to your location
- Your name and telephone number

Other steps:

- Call **Anser-fone** at **801-488-2284**.
- If possible, send a person to meet the medical response team at the front door of the building and accompany them to the person needing help.
- Stay calm, and remain with the victim.
- Keep the victim comfortable and warm.
- Do not move the victim unless he or she is in immediate danger of further injury.

## POWER OUTAGES

If a power outage occurs, equipment dependent upon the building's electrical supply will not function. A battery-operated flashlight should be kept close at hand in case there is an outage. Residents should remain in their home if possible. Even though the halls have some emergency lights, they can become very dark. Call **Building Management** at **385-799-6014** or **Anser-fone** at **801-488-2284**.

## OTHER EMERGENCIES

If a resident encounters a potential hazard in the building, such as a leak in a water pipe, suspicious odor, or broken window, report it to Building Management or **Anser-fone** at **801-488-2284** and follow their instructions.

## IF A SUSPICIOUS OBJECT IS FOUND

1. Clear the area immediately.
2. Call 911 and report what you found.
3. Call Security at 801-321-7860.
4. Leave the object alone. Under no circumstances should anyone touch, open, or in any way handle the object.
5. Leave doors open to provide explosion relief. Explosions will follow the path of least resistance.
6. Remain calm, and do not spread rumors that

create panic.

If necessary, under the direction of Building Management, residents will be escorted to a designated Safe Refuge Location. No one shall enter the building until instructed to do so by the police department or Building Management.

## EMERGENCY PREPAREDNESS

Federal, state and local officials encourage everyone to prepare themselves for severe weather and other emergencies to protect yourself and your family.

For more information and resources regarding Emergency Preparedness, we suggest you visit sites such as:

[www.fema.gov](http://www.fema.gov)

[www.ready.gov](http://www.ready.gov)

[www.utah.gov/beready](http://www.utah.gov/beready)

## Suspicious Activity and Noise

### Identifying Suspicious Behavior

Anything that seems unusual or out of place could be criminal activity. Working as a partner with the police, you have a responsibility to report any suspicious behavior. You should not think that you are bothering the police when you report someone acting suspiciously.

Never attempt to apprehend a person committing a crime or to investigate suspicious activity on your own. Leave any confrontations to the police. Allow the police to perform the job they are trained to do.

Not every stranger who enters the property is a criminal, but criminals do try to take advantage of activity in apartment communities by pretending to be legitimately involved in sales, repair, and service. If you see any solicitors in the community, contact the Building Management office. If you suspect that any employee is involved in illegal activity, please contact the building manager immediately.

### Solicitors

For your safety and protection, do not allow strangers into your home. Community rules do not allow door-to-door solicitors of any type. If you are bothered by solicitors, please contact the Building Management office.

### Lighting

Maintenance of exterior lighting is an important part of our safety program. If you notice that any of the lights are not working, please contact the Building Management office so the lights can be repaired.

### Suspicious or Disturbing Noises

If you hear suspicious or disturbing noises in the hallway or from a neighboring apartment, Building Management recommends the following:

- Contact the police. Some of these types of calls are considered low priority, but the police will respond.
- If the problem persists, contact the Building Management office.

## SAFETY AND SECURITY

- Help maintain strict security—allow only those you know to come into the building.
- Never prop open outside doors and gates without first receiving permission from Building Management.
- Report all security concerns to Building Management.
- Never loan your entry cards/fobs or keys to other people.

### Protection against Criminal Actions

Building Management cannot promise, assure, guarantee, or warrant the safety or security of residents, occupants, guests, or their personal property against criminal actions of other residents or third parties. Each resident, occupant, or guest is responsible to protect him or herself and to maintain insurance to protect his or her belongings. Residents should contact an insurance agent to arrange appropriate rental, personal property, fire, and theft insurance on their belongings.

### Security Measures

No security system, security personnel, or walk-through or drive-through device to limit access can provide protection against crime at every location at every moment of the day or night. Even elaborate security systems are subject to mechanical malfunction, tampering, human error, or personnel absenteeism and can be defeated or avoided by clever criminals. Accordingly, residents, occupants, and their guests should not rely on such systems or personnel and should always proceed on the assumption that no security system exists. Residents should make no other assumptions regarding security.

Building Management reserves the right to reduce, modify, or eliminate any security system, security device, or services at any time, and such action shall not be a breach of any obligation or warranty on the part of Building Management.

## SECURITY GUIDELINES

Observe the following security guidelines, and use common sense in practicing safe conduct. Inform all other occupants in your residence, including any children, about these guidelines.

### Personal Security in the Home

- Lock doors and windows, even while you are inside.
- Use the exterior door locks while you are inside.
- When answering the door, look through the peephole to see who is there. If you don't know the person, first talk with him or her without opening the door. *Do not open the door if you have any doubts about the person.*
- Never give out keys, access cards, or lock combinations.
- Do not put your name, address, or phone number on your key ring.
- If you lose your key or access card or if someone you distrust has a key, you can ask Building Management to rekey the locks and delete your access card. Residents have a statutory right to have this done, as long as they pay for the rekeying or new access card.
- **Dial 911 for life-safety emergencies.** If an emergency arises, call the appropriate emergency personnel first; then call Building Management.
- Check your smoke detectors monthly to make sure they are working properly.
- Check your door locks, window latches, and other security devices regularly to be sure they are working properly.
- If your doors or windows are not secure because of a break-in or malfunctioning locks or latches, stay with friends or neighbors until the problem is fixed.
- Immediately report needed repairs of locks, latches, doors, windows, smoke detectors, and alarm systems to Building Management.
- Close the curtains, blinds, and window shades at night.
- Mark or engrave valuable personal property with your driver's license number or other identification.

### Personal Security outside the Home

- Always lock the doors when you leave.
- Leave a radio or TV playing softly while you are gone.
- Close and latch the windows while you are gone, particularly when you are on vacation.
- Tell your spouse, roommate, or a neighbor where you are going and when you will be back.
- Do not walk outside alone at night, and do not allow family members to do so.
- Never hide a key outside your home.
- Never give entry keys or codes to anyone.
- Use lamp timers when you go out in the evening or away on vacation. Timers can be purchased at most hardware stores.
- Let the building manager and your friends know if you will be gone for an extended period of time. Ask your neighbors to watch your home; Building Management cannot assume that responsibility.
- While on vacation, temporarily stop your newspaper and mail delivery or have your mail and newspaper picked up daily by a friend.
- When walking to your entry door, carry your door key in your hand, whether it is daylight or dark. You are more vulnerable when looking for your keys at the door.
- Immediately report to Building Management the malfunction of safety devices outside your apartment, such as broken gate locks, burned-out lights in stairwells and parking lots, blocked passages, and broken railings.

### Personal Security while using your car

- Lock your car doors while driving. Lock your car doors and roll up windows when leaving your car parked.
- Don't leave items of value exposed in your car.
- Don't leave your keys in your car.
- Carry your key ring in your hand whenever you are walking to your car - whether it is daylight or dark and whether you are home, school, work or on vacation.
- Always park in a well-lighted area.
- Check the backseat before getting into your car.
- Be careful when stopping at gas stations or automatic teller machines at night - or anytime when you suspect danger.

## KEYS AND LOCKS

You will be given two (2) apartment keys upon move-in at no charge. If additional keys are required or a key is lost, additional keys or replacement keys will be provided at a charge. Please contact Building Management regarding any problems with keys or to place a request relating to keys.

The care and maintenance of the keys, access cards, and locks to each apartment is of critical importance. No one should have a key or access card to any apartment without your prior written permission. This includes family, friends, and delivery and repair services. (Building Management will retain a key.)

Protect your keys and access cards:

- Do not hide a key outside your apartment.
- Do not give your keys or access cards to acquaintances.
- Do not put your address on your key ring.
- Keep your car keys and house keys on separate rings.

Additional policies and procedures regarding keys, access cards, and locks:

- Building Management can make duplicates of apartment keys and access cards for a minor charge.
- Building Management can replace lost apartment keys and access cards and rekey apartment locks for a charge.
- Immediately upon moving in, check the lock or latch on each door and window. Report any broken, missing, or unserviceable items to the building manager.
- If you are locked out, call **Building Management** at **385-799-6014** (Monday–Friday, 9:00 a.m.–6:00 p.m. Saturday 10:00am – 5:00p.m.) or **Anser-fone** at **801-488-2284** after hours to have a maintenance representative respond. A fee will apply for after-hours lock-out responses. You may also call a locksmith.
- All requests for security device changes must be made in writing.

## ACCESS CARDS

You will be given two (2) access cards or fobs upon move-in at no charge. A form providing information on the card user may be required from each card holder. If additional cards are required or a card is lost, additional cards or replacement cards will be provided at a charge. Please contact Building Management regarding any problems with access cards or to place a request relating to access cards.

## MOVING?

Your apartment community's move-out policies are outlined in your Residential Rental Agreement; however, we will clarify them further.

In order to receive a full refund of your security deposit, you must follow all of these procedures:

- Fulfill the complete term of your current lease contract.
- Give a 30-day written advance notice to a member of the office staff in the leasing office. Indicate your name, apartment address and apartment number, move-out date and forwarding address.
- Pay all rent and charges through the end of the month of your scheduled move-out.
- Remove all personal belongings from the apartment and follow the Move-Out Cleaning Instructions (*see the back of this handbook*) to thoroughly clean your apartment. If you have changed the décor of the apartment with prior management approval, return it to its original condition.
- Provide the office with a complete forwarding address in writing.
- Contact the Building Manager for instructions on how to return all keys, including access cards, and parking cards. When you are ready to return your keys, we strongly recommend that you ask a member of our office staff to accompany you on an inspection of your apartment to determine its condition and verify the

amount of your refund. Your security deposit is subject to deduction as authorized in the Lease Contract.

## MOVING PROCEDURES

- Please inform Building Management of your scheduled move-in date at least one week in advance at 385-799-6014 so that proper arrangements can be made to assist you. If possible, move-ins should be scheduled during normal business hours (Monday – Friday, 9:00 a.m. – 6:00 p.m.)
- When moving into the Eagle Gate Apartments:
- Protective layering must be used on all furniture. In all events, moving should be done in a way that will minimize any adverse effects on any other residents and on the property.
- Exterior lobby doors and parking lobby doors must not be propped open during your move unless you have someone placed in the lobby to monitor who is entering the building.
- Should the resident or the mover's damage the common areas during the move, the resident must compensate the Community for any and all repairs related to such damage.
- Please be aware that Building Management does not have dollies or carts for your use during your move in, so please be sure to arrange for these items with your movers.

## RENTS

Rent is due on the 1<sup>st</sup> day of each month. If rent is not paid by 5pm on the 5<sup>th</sup> Resident agrees to pay a late fee according to the lease agreement. In the event of a dishonored rent check, Resident agrees to, within twenty-four (24) hours of a dishonor, replace said check with certified funds and pay a \$50.00 dishonored check fee, in addition to any late fees. If check is dishonored, the Landlord may require Lessee to make all future payments with Direct Deposit or cashier's check.

Rents and fees, if paid by mail, send to Eagle Gate Apartments, P.O. Box 112130, Salt Lake City, UT 84147-2130. Building manager or employees are not authorized to accept, or deliver these fees to the corporate accounting office.

or

A rent drop box is provided onsite at the Eagle Gate Apartments. All payments must be enclosed in a sealed envelope with resident's name and apartment number written on the exterior. Cash payments will not be accepted in the rent drop box.

## SUBLEASING

- Residents shall not assign their apartment or sublet any portion of the premises without prior written consent of the Landlord.

## MULTIPLE LESSEES

- Unrelated residents sharing an apartment shall each qualify based on the following:
  - 1) Each resident shall have qualifying income equal to 3.33 times the monthly rental amount. All income or information on funds to pay rent must be verifiable.
  - 2) Rent shall be paid by a single check. Resident shall notify management of who shall be the party responsible to send the check. Failure to pay by a single check shall constitute a default in the lease agreement for that apartment.
  - 3) Any desired change of lessees on the lease must be pre-approved by management and a lease amendment executed before the change in lessees may occur.
  - 4) Exception for Multiple Lessees: Businesses, corporate suites, or organizations leasing an apartment shall be allowed to have occupant(s) reside in the apartment and accept financial responsibility for said occupant(s) including multiple unrelated occupants.

## APARTMENT TRANSFERS

Occasionally residents may need to transfer from one apartment to another within the apartment community. Contact the management office if you are interested in transferring to another apartment. All residents must qualify for the apartment that they would like to transfer to, even if it is within the same community. Resident must reside in their original apartment for a minimum of six (6) months before they are eligible to transfer to another apartment.

## **SMOKING AND ALCOHOLIC BEVERAGES**

- Smoking or vaping is not permitted in any apartment, balcony area, common area, or social room, nor on any of the grounds of the community.
- Consumption of alcoholic beverages is not permitted in any of the common areas, parking facilities, storage areas, recreational facilities, or grounds of the community.

## **PETS**

No pets will be allowed on the premises at any time except for assistive living animals for the disabled.

## **EMOTIONAL SUPPORT ANIMALS**

As required by federal law, qualified residents with a disability may keep a service animal or an emotional support animal under certain conditions. Any resident who requests authorization to keep an animal must provide medical documentation of a qualifying disability and information about the proposed animal. Each request is considered on the specific facts. Eagle Gate Apartments management is not permitted to disclose information about another resident's disability, but management authorizes a resident to keep an animal only when required to do so by federal law.

When a resident is authorized to keep an animal, the resident must comply with the following rules:

1. Resident will provide adequate food, water, shelter and care for the animal. Resident will keep the animal well groomed, clean, and free of offensive odors. The animal will not disturb surrounding tenants by noise or other nuisances such as odors noticeable by other tenants.
2. The animal must be well-behaved and under control at all times. Resident will ensure that the animal does not damage facility property.
3. Resident will clean up after the animal. Resident will not allow the animal to defecate or relieve itself in any common areas. Resident will cause all animal waste to be double bagged and hand carried to the

dumpster. Resident will not flush down any toilet nor throw down any garbage chute any animal waste.

4. The animal will not be left alone in the unit for longer than 10 hours.

5. Resident will not keep or allow the animal on any balconies. The animal will be carried or kept on a leash while being transported through the common areas. The animal will not enter any common areas other than those hallways, elevators and parking areas as may be necessary for entry and exit of the facility.

6. Resident must keep the animal identified with an ownership tag and keep vaccinations and proper licensing current at all times.

If you observe a resident violating these rules, please contact management.

## **DRUG AND CRIMINAL ACTIVITY OF RESIDENT, GUESTS, FAMILY, AND AFFILIATES**

Any residents, occupants, guests, family members, or other persons related to or affiliated in any way with the resident shall not engage in any unlawful activity on or around the property. The resident must promptly disclose all such unlawful activity in writing to Building Management so that the proper authorities may be notified.

## **COMMON AREAS**

The halls, sidewalks, stairways, elevators, parking ramps, and other similar areas of the building shall not be obstructed or used for any purpose other than entrance to and exit from the apartments. Loitering or causing disturbances are not permitted on the stairways or in the halls, lobbies, elevators, or parking areas of the buildings. You are responsible for seeing that your visitors obey house rules while on the premises. The use of skateboards, scooters, or rollerblades in any part of the community is prohibited.

## **FOOD AND BEVERAGES**

Food and beverages of any kind are not to be consumed in any of the hallways, elevators, or lobbies of the buildings.



## PERSONAL PROPERTY

Common areas are not to be used for storing furniture, luggage, or other personal property. Personal property left in common areas will be tagged, and it will be removed after five days. If the owner of the personal property can be identified, the person will be contacted to remove the item(s) within five days or Building Management may remove the personal property.

## NOISE

You should not make or permit any disturbing noise in the building. You should not do or permit anything to be done that would interfere with the rights, comfort, or conveniences of other residents. The period from 10:00 p.m. to 8:00 a.m. is considered quiet courtesy hours. During this period, any activity that generates noise that unreasonably disturbs another resident is prohibited.

## WINDOWS

- Nothing should be thrown or emptied out of the windows of any apartment.
- Nothing should be hung from the outside of the windows of any apartment.
- Building Management reserves the right to cause residents to remove any décor, such as holiday lighting, that may detract from the building.

## SHADES, SIGNS AND DÉCOR

- Shades, awnings or window guards are prohibited on the exterior of the buildings.
- No sign or message of any kind should be displayed on or from any residence, common area or limited common area (including any balcony), nor shall any sign or message of any kind be inscribed, painted, engraved, or affixed to the exterior of any apartment, common area or limited common area (including any terrace) without prior written approval of the Landlord.
- No rugs or other décor should be displayed on or from any residence entry in the common areas.

## USE OF CHARCOAL, GAS, OR WOOD-

## BURNING GRILLS

Cooking or any use of charcoal, gas or wood-burning grills is not permitted on the premises of this property at any time except at the grills in the designated Garden Courtyard area. Please review the “Recreational Facilities” section of this handbook for regulations for use of the Garden Courtyard grill.

## GARBAGE DISPOSALS

Due to recurring plumbing issues within the building, we would like to remind all of our residents to refrain from depositing any type of rinds, peels, husks, rice or other types of foods that do not break down easily in the garbage disposals. These items should be bagged and thrown away in the garbage chutes located in the buildings trash rooms located on each floor.

## BALCONIES

- Balconies should be kept clean and neat at all times. Building Management reserves the right to require the removal of any items it deems unsightly or offensive or that detract from the exterior appearance of the community. The following are examples of items not permitted on any balcony: barbeques or other fuel-burning devices; antennae, satellite dishes, radio poles and similar devices or equipment; flags and banners; holiday lights, decorations, and other similar décor; hot tubs and spas; umbrellas; sheds, playhouses, and similar structures.
- Only high-quality patio furniture that is constructed primarily of metal, glass or wood may be stored on balconies. All furniture placed on balconies should have rubber or plastic furniture tips on the legs to protect the surface of the balconies.
- Outdoor carpeting, coverings or similar materials may not be installed on or over terraces.
- Nothing should be hung from or attached to any railings, walls or other portions of any balconies.
- No rugs should be beaten on balconies or outdoor living areas, nor should dust, rubbish,

or litter be swept from an apartment or any portion thereof off the terraces.

- Balconies are not to be used for storage of any kind of materials, goods, bikes or other personal items.

## STORAGE UNITS

- All personal property must be stored inside an assigned storage unit. Any items left outside the storage unit may be removed by Building Management.
- No motor vehicle or other gas-operated machinery and no gasoline, explosive, or other hazardous materials may be kept in any storage unit or otherwise stored on the premises.
- Storage units should be kept in a relatively neat manner. Items should not exceed the height of the storage cages or protrude from the sides or bottom of the storage cages.
- Storage cages should remain locked. Residents are required to provide their own padlock for their storage cage.
- Additional storage cages are located in the parking garage, and can be rented for a monthly fee.

## HEATING, LIGHTING, AND AIR CONDITIONING

- Do not interfere in any manner with any parts of the heating, lighting, or air conditioning apparatuses in the common areas.
- During cold times whenever you are away, it is required that the thermostat be set in the heating mode with the temperature at a minimum of 65 degrees. If the thermostat is set in the air-conditioning mode, the apartment will not be heated, and experience has shown that water lines are likely to freeze in extremely cold weather.
- Hygienists recommend that homes be "aired out" on a regular basis to avoid the buildup of pollutants. This can be done by opening the hall door when it is extremely cold outside or by opening slightly the sliding door or windows for a few minutes with the furnace or air conditioning fan turned on. This should be done whenever the apartment seems stuffy. It is particularly important that this be done during

the air conditioning season so that there is not an excessive buildup of humidity within the apartment.

## VISITOR ENTRY AND ACCESS

- You are responsible for persons that you permit to enter the building.
- *Entry access system:* When contacted by a visitor through the entry access system, pressing #6 on your telephone will grant access and open the doors for the main lobby and State Street entrance into the building.
- You should contact Building Management if someone you do not know enters the building while you are entering.

## TRASH

- You are responsible for the disposal of all trash and rubbish from your apartment to the collection points in each building. Collection points are located on each floor as well as the central collection point on P1.
- All trash must be put in plastic bags of suitable size and tied at the top before being thrown away. Any wet garbage must be placed in double plastic bags before disposal. The garbage bags, when full, must be at least 10 percent smaller than the diameter of the trash chute.
- No glass or other breakable material of any kind is permitted to be dropped down any trash chute, even if it is in a garbage bag. Glass should be taken to the central collection point on P1.
- No flammable materials or liquids of any kind are permitted to be dropped down any trash chute.
- Any blockage in the trash chute is the responsibility of the resident including blockages caused by persons associated with the resident.
- You are encouraged to participate in the community's recycling program. Cardboard boxes and heavy paper items should be flattened or tied in bundles before being placed in the recycle area. You are responsible for sorting your recyclable materials into the appropriate containers.

- No furniture, mattresses, or vehicle parts are to be left in the trash or recycle areas unless they are fully enclosed within the applicable dumpster or container.
- You are responsible for the disposal of remodeling debris, rugs, furniture, appliances, Christmas trees and other large items. Such items or materials should not be placed in the dumpsters or other trash receptacles.

## **RIGHT OF ENTRY**

- Building Management and its duly authorized agents have the right to enter any and all of the apartments and limited common areas and storage units in cases of emergency originating in or threatening such apartments or any other part of the premises, whether or not the residents of the apartment are present at the time.
- Keys to each apartment will be maintained and secured in a locked box in the Building Management office. These keys will be used only when a resident is locked out, to allow authorized visitor's access into a resident's apartment, or if a threat of fire, water damage, or any other condition may adversely affect the common elements or other apartments. For non-emergencies, authorized workers may enter an apartment only with permission of the resident or with 24-hours written notice.
- No key may be removed from the locked box in the Building Management office and used for entry, except for purposes noted above, without the consent of the resident. No entry shall be provided to any individual without positive identification being given to Building Management at the time of entry. The individual must be listed as a resident, occupant or approved person to enter the apartment.
- No resident may install locks in addition to the standard door locks.

## **RESIDENT PARKING**

- Eagle Gate Apartment Residents will be allotted one parking stall per apartment unit. Should a resident wish to have a second parking stall, they will be issued on a first come, first served basis at \$50.00/month/stall. Residents may be

placed on a waiting list for a second stall as the desired location for the second stall may not be available.

- Residents will be issued one (1) parking card per parking stall upon lease commencement.
- Parking Card replacements are \$30.00/each.
- Use of a parking space is at the sole risk of the resident. The Owner and Landlord has no liability to the resident or any other person for any claims, damages, or costs (including attorney's fees) arising from damage, loss, theft of any vehicle or other property (including property of the resident), or injury to or death of any person (including the resident and the resident's family, agents, employees, visitors, or licensees) arising indirectly out of or in any way in connection with the use of the parking space or any part of the parking garage by the resident or the resident's family, agents, employees, visitors, or licensees unless caused by the gross negligence or willful misconduct of the Owner or Landlord or its agents.
- Caution should be used when entering and exiting the parking garage; there is a delay when the garage door opens and closes.
- Only passenger cars, small trucks, and motorcycles are to be parked in the parking spaces. No trailers, mobile homes, trucks over three quarters of a ton, boats, recreational vehicles, buses, or commercial vehicles may be left in the parking space unless authorized in writing by the Landlord.
- No motor vehicle, trailer, or other vehicle belonging to a resident or guest shall be parked in a way that impedes or prevents ready access to any other resident's parking space. Vehicles must be parked within the designated parking spaces. Vehicles parked outside the lines or occupying more than one space or blocking traffic will be subject to towing at the resident's expense.
- You and your guests are to obey the parking regulations posted.
- No resident shall use or permit any family, guests, or other persons to use parking spaces of other residents unless permission from such resident is procured in advance.
- Residents are never to loan parking access or AVI cards to other people.

- All vehicles parked in reserved parking spaces must be highway drivable and currently and properly licensed. Current license plate numbers and vehicle descriptions must be registered with the Building Management office.
- All vehicle doors and windows must be locked while unattended.
- Failure to obey all laws, rules, and management directives can result in warnings, fines, barreling, and towing of the vehicle at the resident's expense. All fines will be charged to the resident's account. The resident shall not perform repairs to vehicles on the property or allow repairs to be performed by others on the property.

### VISITOR PARKING

- The 139 office building garage east of us is available. Tokens are available for residents to give visitors to exit. It is open until 10:00pm.
- Resident's visitor parking is located directly north of the buildings on the surface lot on First Avenue. All cars parked in this lot must display either an Eagle Gate Apartment or Gateway guest pass. If a guest pass is not displayed, the vehicle in question will be ticketed on the first offense and will be booted upon a second offense. If a vehicle is booted it will be charged a \$50.00 release fee to be paid at the time of release.

### MAIL AND PACKAGE DELIVERY

- Mailboxes are located in the State Street lobby. Regular U.S. Postal Service is delivered to these mailboxes.
- Parcel Pending Package Lockers are located in the State Street lobby. Delivery companies such as FedEx, UPS, Amazon, etc. deliver to these package lockers, so long as residents have registered for a Parcel Pending account. When a package is delivered to a Parcel Pending Locker a notification is sent to the resident. The notification has a code that can be used at the lockers to obtain their package.
- Packages may not be left in the lobby for the mail carrier to pick up.
- Newspaper and postal services should be stopped if the resident will be away for an

extended time.

### USE OF ELEVATORS

- Use of freight elevators to either move-in or move-out household items must be coordinated with the site-manager of the apartment community.
- Elevator occupants are not to jump, force the doors, press more floor buttons than needed, or use the telephone unless there is an emergency.
- Elevators doors should not be propped open with any object.
- During a fire alarm, the elevators are *not* to be used. Stairs should be used to exit the building.

### SHOPPING CARTS

Shopping carts have been provided for your use and are located in the parking areas. **When residents are using a shopping cart, they must use the Freight Elevator.** These carts are for the convenience of the residents in transferring groceries and other items from their automobile to their apartment or storage unit. No shopping carts, dollies, or other items provided for the resident's convenience shall be left in the elevators or halls. After use, each shopping cart should be promptly returned to the designated location on the parking level from which it originated. Shopping carts are not to be removed from the property for any reason.

### DRYER SHEETS

Residents are to use unscented dryer sheets, when using a dryer sheet in their dryer.

### FLUSHABLE WIPES

No wipes are to be flushed down the toilet, even though they say "flushable" they clog the sewer pipes.

### RECREATIONAL FACILITIES

**Business Center (E-Lounge), Courtyard, Game Room, Social Room and Pool.**

- The recreational facilities are for the sole use of residents and residents' parties.
- Building Management reserves the right to set

up a reservation system for the use of any or all of the recreational facilities: the Business Center (E-Lounge), Game Room, Courtyard, Social Room and Pool.

- The recreational facilities are used at the risk of the resident or the resident's party. The Community is not responsible in any way for any damages, accidents, and injuries caused by their use (either directly or indirectly). Residents and residents' parties agree to exercise all due care for their own safety at all times. In consideration for residents' and residents' parties being permitted to use the recreational facilities, all residents and residents' parties fully and completely release, waive, relinquish, and discharge the Community and Building Management and all representatives, agents, officers, directors, employees, members, affiliates, subsidiaries, parent companies, and the successors and assigns of each of the foregoing from all present and future claims, costs, damages, expenses, injuries, and liabilities resulting from (either directly or indirectly) participation or use of any of these recreational facilities. Any use of the recreational facilities constitutes the user's manifest agreement and consent to the terms of the Rules and Regulations.
- Residents and residents' parties should not use the recreational facilities if the health, medical condition, medical treatment, or prescription medicine of the residents or of the residents' parties make use of the facilities dangerous. By using the recreational facilities, each resident and resident's party grants permission to the Community to summon or provide at the resident's or resident party's expense, medical personnel and medical treatment in connection with the use of the recreational facilities, but Building Management has no actual duty to do so.
- The Community reserves the right to prohibit residents and residents' parties from using any or all of the recreational facilities if they violate any Rules and Regulations.
- No horseplay or other dangerous or offensive activities are permitted in the Fitness Rooms, Business Center (E-Lounge), Game Room, Courtyard, Social Room, and the Pool.

Courtesy and respect to others must be observed at all times while in the Fitness Rooms, Business Center (E-Lounge), Game Room, Courtyard Social Room, and the Pool.

- Use of the Business Center (E-Lounge), Game Room, Courtyard, the Social Room, Pool and their facilities are subject to the days and hours determined by Building Management.
- Music is allowed in the Courtyard, the Game Room and the Social Room, but strict noise control must be maintained at all times and music kept at a level that will not disturb others using the facilities or other residents.
- Chairs and other furniture in the Business Center (E-Lounge), Courtyard, Game Room, Social Room, and the Pool, should not be removed or used by any resident or resident's party in any way not permitted by Building Management.
- Wi-Fi is available in our Common Areas, network and password is posted.

### **FITNESS FACILITIES**

- The Fitness Rooms (Gym and Fitness on Demand) have been provided for the private use of residents only. Before undertaking any exercise program, residents should consult with their physician. Residents will be exercising at their own risk. The Community and Building Management are not responsible for any accident that may occur while residents are using the Fitness Facilities.
- No persons under the age of 14 are permitted in the Fitness Rooms unless accompanied by a mature adult who can be responsible for their safety.
- All exercise equipment must remain in place. Please notify Building Management if any equipment is not working properly. The Fitness Facilities hours shall be as posted.

### **BUSINESS CENTER (E-LOUNGE)**

- The Business Center (E-Lounge) will be open for use as posted. Access to the Business Center (E-Lounge) may be gained by use of the resident's access card. Residents use shall be limited to two (2) hours per day.
- The resident must be present and in charge and

is responsible while the Business Center (E-Lounge) is occupied.

- No persons under the age of 18 are permitted in the Business Center (E-Lounge) unless accompanied by a mature adult who can be responsible for their actions.
- No adult or material of a sexual nature is to be viewed on the Business Center (E-Lounge) computers. Anyone found to be viewing material of this nature will have their access to the Business Center (E-Lounge) permanently removed.  
Residents are responsible to provide their own paper when printing and making copies.
- Residents shall be responsible for problems arising from any access provided to any individual while using the Business Center (E-Lounge).
- No software programs are to be added to computers. Downloading of files and/or programs from the Internet is prohibited. Residents are not to store personal files on the computers and are prohibited from changing any computer settings.
- The Business Center (E-Lounge) is equipped with a copy/prINTER for use of the residents. Residents who wish to make copies or prints must provide their own paper.
- Because this room is open to all residents, it is important that residents do not leave any documents on the copier/prINTER. Residents should also not record any personal information on the Business Center (E-Lounge) computers.

#### **Business Center (E-Lounge) Conference Rooms**

- The Conference Rooms will be available for reservations between 8:00 a.m. and 11:00 p.m. each day. The resident must be present and in charge and is responsible while the Conference Room is occupied.
- Reservations may be made NO MORE THAN 6 months in advance. The time of starting and ending, the name of the resident responsible, type of event, and the expected number of guests must be listed. (Small Conference Room: not to exceed 8 at any one time. Large Conference Room: not to exceed 12 at any one time.) Building Management reserves the right

to limit the number of reservations per resident in any given month.

- Conference Rooms may be scheduled for a maximum of five (5) hours per event, including preparation and clean-up time. The Conference Rooms may be reserved for more than 5 hours, however there is a fee of \$50/hour for each hour past the 5 hour maximum. After the event, the resident is to clean the Conference Room and place it back in its original order. The resident will be charged a minimum fee of \$25.00 for any damage incurred in the Conference Room, or for additional cleaning that must be performed by Building Management.
- No adult or material of a sexual nature is to be viewed on the Conference Room TV's. Anyone found to be viewing material of this nature will have their access to the Business Center (E-Lounge) permanently removed.

#### **GAME ROOM**

- The Game Room will be available for reservations between 8:00 a.m. and 11:00 p.m. each day. The resident must be present and in charge and is responsible while the Game Room is occupied.
- Reservations may be made NO MORE THAN 6 months in advance. The time of starting and ending, the name of the resident responsible, type of event, and the expected number of guests (not to exceed 30 at any one time) must be listed.
- The Game Room may be scheduled for a maximum of five (5) hours per event, including preparation and clean-up time. The Game Room may be reserved for more than 5 hours, however there is a fee of \$50/hour for each hour past the 5 hour maximum. After the event, the resident is to clean the Game Room and place it back in its original order. The resident will be charged a minimum fee of \$25.00 for any damage incurred in the Game Room, or for additional cleaning that must be performed by Building Management.
- When reserving the Game Room you cannot reserve the Social Room for the same

timeframe or event.

- No persons under the age of 18 are permitted in the Game Room unless accompanied by a mature adult who can be responsible for their actions.
- No adult or material of a sexual nature is to be viewed on the Game Room TV's. Anyone found to be viewing material of this nature will have their access to the Game Room permanently removed.
- Should heavy demand for the Game Room become a problem, Building Management reserves the right to limit the number of reservations per resident in any given month.

## COURTYARD

- Appropriate swimwear must be worn while sunbathing on the Courtyard.
- BBQ grills are available for resident use in the Courtyard. Residents are responsible to clean the grill(s) and return them to their original state after their use. Due to the proximity of the grills to other apartments in the community, should Building Management receive complaints about smoke or cooking smells, those using the grill(s) may have to discontinue its use upon request of Building Management. If residents experience problems with the operation of the grill(s), please contact Building Management.
- Grills are to be used on a first-come, first-serve basis.
- Residents should exercise extreme caution while using the grill(s). Fire extinguishers are located nearby in case of an emergency. Residents should make sure that the grill(s) are properly turned off after each use.
- Fireplaces are available for resident use in the Courtyard. Fireplaces are not to be used for cooking. If residents experience problems with the operation of the fireplace(s), please contact Building Management.
- Fireplaces are to be used on a first-come, first-serve basis.
- Residents should exercise extreme caution while using the fireplace(s). Fire extinguishers are located nearby in case of an emergency. Residents should make sure that the fireplace(s) are properly turned off after each use.

- No persons under the age of 18 are permitted in the Courtyard unless accompanied by a mature adult who can be responsible for their actions.
- No adult or material of a sexual nature is to be viewed on the Courtyard TV.

## SOCIAL ROOM

- The Social Room will be available for reservations between 8:00 a.m. and 11:00 p.m. each day. The resident must be present and in charge and is responsible while the Social Room is occupied.
- Reservations may be made NO MORE THAN 6 months in advance. The time of starting and ending, the name of the resident responsible, type of event, and the expected number of guests (not to exceed 111 at any one time) must be listed.
- A reservation fee of \$200.00 will apply for any function of more than 75 people. A Security Guard from UPMA must be scheduled through management and be present for functions with 75 guests or more. The charge for this is approximately \$110.
- The Social Room may be scheduled for a maximum of five (5) hours per event, including preparation and clean-up time. The Social Room may be reserved for more than 5 hours, however there is a fee of \$50/hour for each hour past the 5 hour maximum. After the event, the resident is to clean the Social Room and place it back in its original order. Fold-up tables and chairs are available for the residents use. The resident will be charged a minimum fee of \$25.00 for any damage incurred in the Social Room, or for additional cleaning that must be performed by Building Management.
- When reserving the Social Room you cannot reserve the Game Room for the same timeframe or event.
- Use for wedding receptions and other social events will be limited to residents or immediate family of residents.
- No persons under the age of 18 are permitted in the Social Room unless accompanied by a mature adult who can be responsible for their actions.
- No adult or material of a sexual nature is to be

viewed on the Social Room TV's. Anyone found to be viewing material of this nature will have their access to the Social Room permanently removed.

- Should heavy demand for the Social Room become a problem, Building Management reserves the right to limit the number of reservations per resident in any given month.

## **SWIMMING POOL & LOCKER ROOMS**

- These facilities have been provided for the private use of residents and guests. The resident shall be held responsible for the actions of all users of these facilities under his/her sponsorship and for any and all damage caused to such facilities during such use. No outside groups of people are permitted.
- The swimming pool and locker room hours of use shall be as posted.
- Conservative swimwear shall be worn in the pool. Bath robes must be used in going to and from the pool area unless participant elects to use the lockers.
- No suntan oils, liquids, or powders of any kind are allowed in, or adjacent to the edge of the pool.
- Residents under the age of 12 must be accompanied by a mature person who can assume responsibility for their safety while in the pool.
- A bather using the facility must take a cleansing shower before entering the pool enclosure. A bather leaving the pool to use the toilet must

take a second cleansing shower before returning to the pool enclosure.

- A person having a communicable disease transmissible by water shall be excluded from pools. A person having any exposed sub-epidermal tissue, including open blisters, cuts, or other lesions may not use a pool. A person who has or has had diarrhea within the last two weeks caused by an unknown source or from any communicable or fecal-borne disease may not enter any public pool.
- Any child under three years old, any child not toilet trained, and anyone who lacks control of defecation shall wear a water resistant swim diaper and waterproof swimwear. Swim diapers and waterproof swimwear shall have waist and leg openings fitted such that they are in contact with the waist of leg around the entire circumference.
- Running, boisterous or rough play, except supervised water sports is prohibited.
- Diapers shall be changed in restrooms or changing stations not at the poolside. The person or persons who change the diaper must wash their hands thoroughly with soap before returning to the pool. The diapered person must undergo a cleansing shower before returning to the pool.
- No photography is allowed in the locker rooms.

## **IMPORTANT TELEPHONE NUMBERS**

### **MANAGEMENT**

Building Management Office: 385-799-6014



Anser-fone (after-hours management): **801-488-2284**

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## **MEDICAL AND EMERGENCY**

- |                      |                     |   |
|----------------------|---------------------|---|
| LDS Hospital:        | <b>801-408-1100</b> | • 8th Avenue and C Street<br>(400 North 337 East) |
| University Hospital: | <b>801-581-2121</b> | • 50 North Medical Drive<br>(1790 East)           |
| Police (emergency):  | <b>911</b>          |   |
| Fire Department:     | <b>911</b>          |   |
- 

## **FOOD AND DRUG STORES**

- |                         |                     |                                   |
|-------------------------|---------------------|-----------------------------------|
| Harmons:                | <b>801-428-0366</b> | • 135 East 100 South              |
| Rite Aid Pharmacy:      | <b>801-531-0583</b> | • 72 South Main Street            |
| Smith's Food and Drug:  | <b>801-328-1683</b> | • 402 East 6th Avenue (300 North) |
|                         | <b>801-355-2801</b> | • 876 East 800 South              |
| Sprouts Farmers Market: | <b>801-364-1602</b> | • 216 South 700 East              |
| Trader Joe's:           | <b>801-359-2462</b> | • 634 East 400 South              |
- 

## **UTILITIES**

- |   |                       |                         |
|---|-----------------------|-------------------------|
| Century Link(Internet/Cable/Telephone): | <b>1-866-963-6665</b> |                         |
| Rocky Mountain Power (electricity):     | <b>1-888-221-7070</b> |                         |
| Comcast Xfinity(Internet/Cable):        | <b>1-800-934-6489</b> |                         |
| DirecTV(cable):                         | <b>1-801-978-0022</b> | (through Sky Satellite) |
- 

## **LOCAL SERVICES**

- |                         |                     |                                     |
|-------------------------|---------------------|-------------------------------------|
| Library:                | <b>801-524-8200</b> | • 210 East 400 South (Main Library) |
| Voter Registration:     | <b>385-468-7400</b> | • 2001 South State Street           |
| Post Office:            | <b>800-275-8777</b> | • 230 West 200 South                |
| Auto License and Title: | <b>801-297-7780</b> | • 380 West 2880 South               |

## MOVE-OUT CLEANING INSTRUCTIONS

### Kitchen:

- Γ **Refrigerator:** Defrost, clean, wash and disinfect all surfaces.
- Γ **Range:** Clean all surfaces to remove grease and burned on particles. Thoroughly clean knobs and polish surfaces.
- Γ **Vent Hood:** Clean all surfaces to remove grease and burned on particles.
- Γ **Dishwasher:** Remove debris and wipe inside surfaces. Clean and polish the front panel including handle.
- Γ **Sink:** Scrub and clean sink with gentle, non-abrasive cleanser. Clean garbage disposal insert or gasket, cover and sink strainer. Polish faucet set.
- Γ **Microwave:** Clean with gentle, non-abrasive cleanser.

### Bathroom:

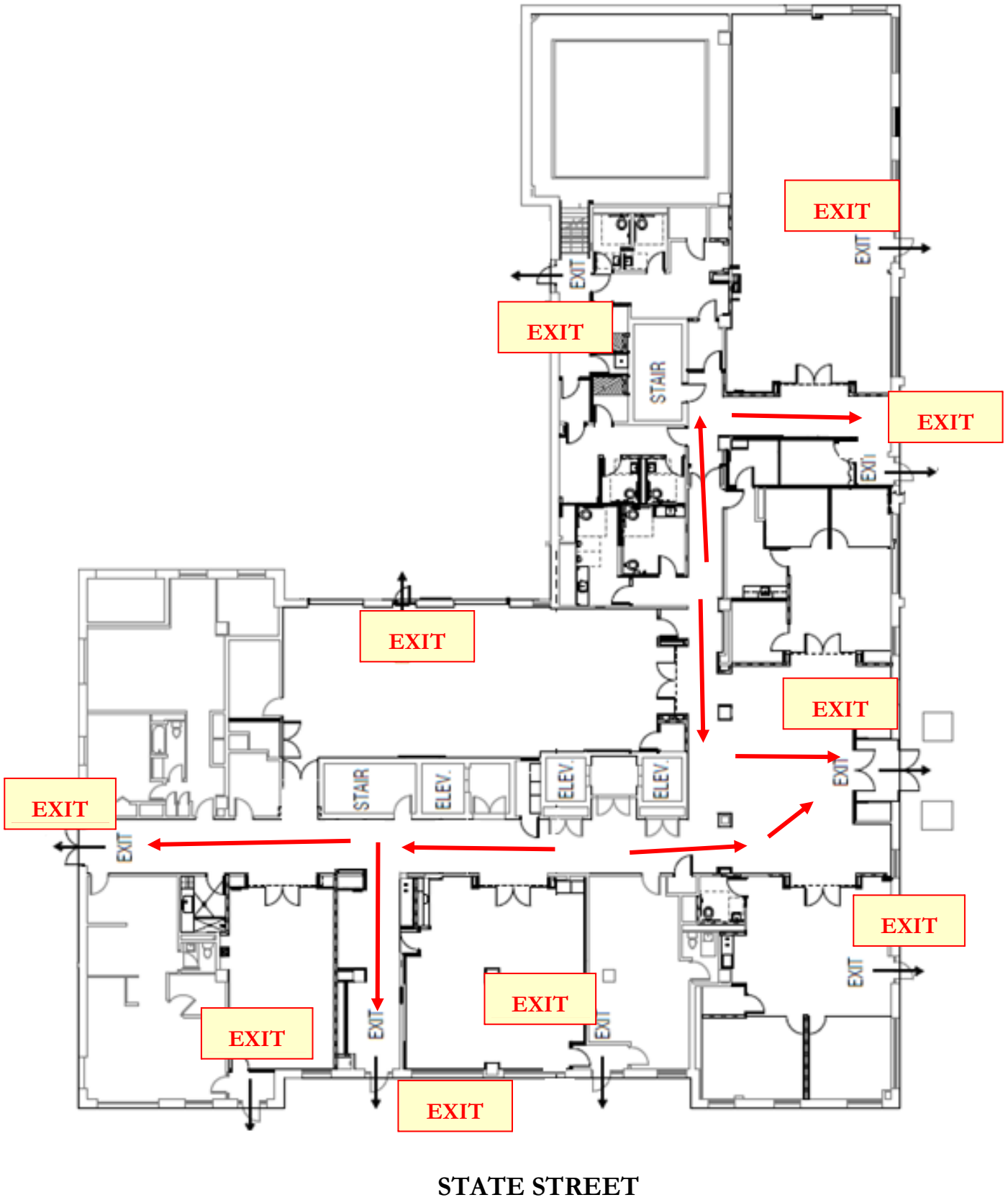
- Γ **Bath/Shower:** Thoroughly clean tile surfaces. Polish faucet sets and chrome.
- Γ **Toilet:** Remove disinfectant devices from the tank. Clean and disinfect all surfaces.
- Γ **Sink:** Clean and scour sink. Polish faucet set.
- Γ **Mirror:** Clean with glass cleaner.
- Γ **Cabinets and Drawers:** Remove all lining material, wash and disinfect all shelves and interior surfaces. Clean countertop and cabinet fronts.
- Γ **Floor:** Sweep, clean and disinfect.

### Cabinets and Drawers:

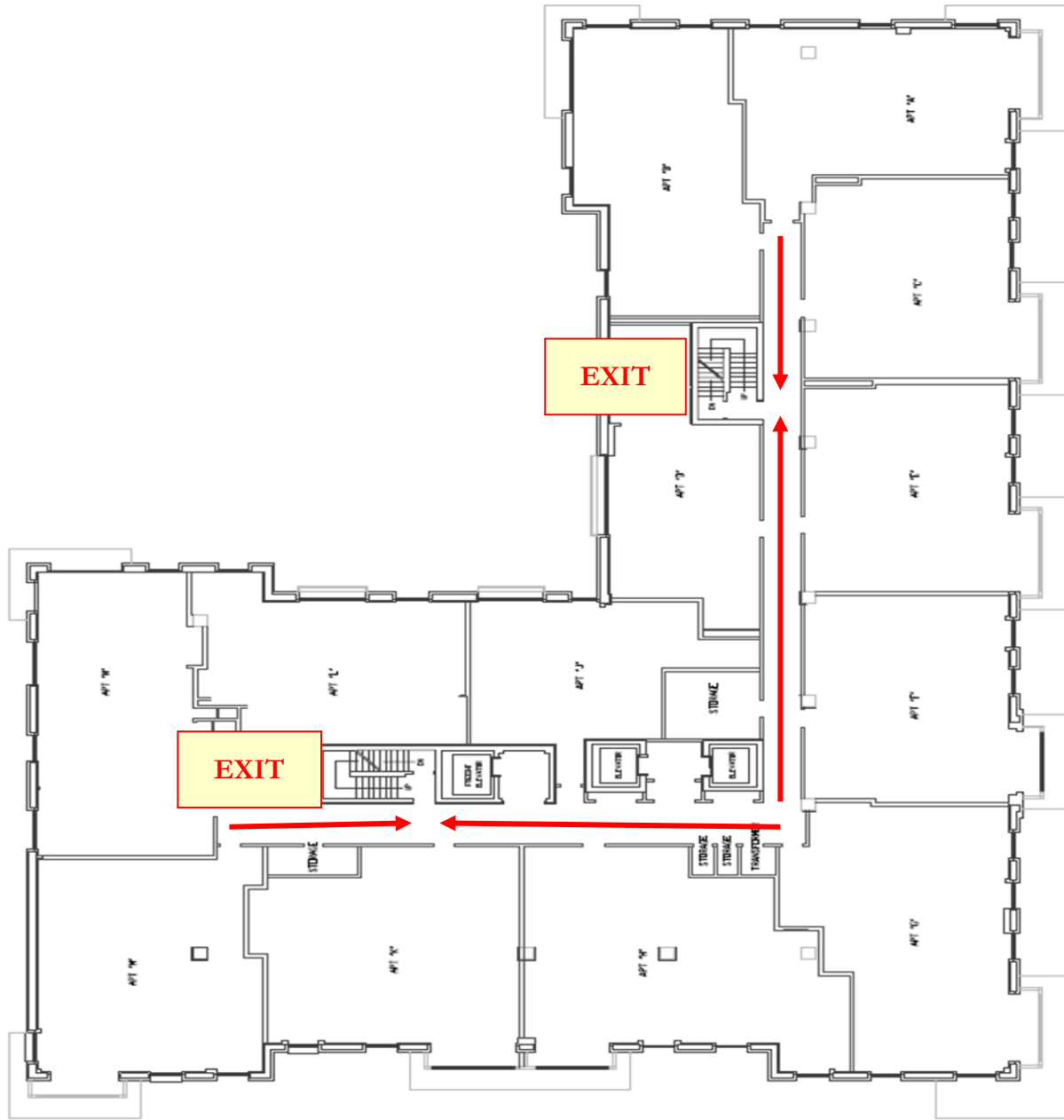
- Γ Remove all lining material, wash and disinfect all shelves and interior surfaces. Clean and shine counter tops and cabinet fronts.

### General:

- Γ Clean all light switches, all windows and sliding glass door tracks, windows, the front door, mini-blinds and all light fixtures.
- Γ Sweep balcony, sweep cobwebs from around door frames and other areas. Clean glass doors.
- Γ Vacuum carpet.
- Γ Make sure all debris is removed from the apartment, including clothes hangers, phone books and trash bags.
- Γ Replace all burned out or missing incandescent or compact fluorescent light bulbs.
- Γ Replace dead or missing smoke detector batteries.
- Γ Thoroughly clean light fixture covers, electrical outlet covers and switch plate covers.
- Γ Clean areas between appliances, walls and cabinets.
- Γ Failure to properly clean apartment may result in a partial or complete loss of security deposit.



**Eagle Gate Emergency Exits – Level 1**



STATE STREET

SOUTH TEMPLE

**Eagle Gate Emergency Exits – Floors 2-8**