

**PACIFIC HIGHLANDS APARTMENTS  
RULES & REGULATIONS**

**Applicant Name(s):** \_\_\_\_\_

**New Address:** \_\_\_\_\_ **Natrona Heights, PA 15065 Rent: \$** \_\_\_\_\_ **/month**

1. **RENT:** is due the 1<sup>st</sup> of each month. Rent checks are to be made payable and mailed to: **Rimco Properties Inc.,** 80 Sandune Drive, Pittsburgh, PA 15239. Rents are considered late if received after the 5<sup>th</sup> of any month.
2. **RESERVATION FEE:** \$50.00 is required to hold an apartment, and will be applied to the Security Deposit once the application is approved. If the application is not approved, the Reservation fee will be refunded. Application cancellations must be made within 3 days of the approval of your application to receive a refund of the Reservation fee. In the event that you cancel your application after the 3 day period, you forfeit the \$50.00 Reservation fee.
3. **SECURITY DEPOSIT:** The balance of \$ \_\_\_\_\_ is due upon move in or within 7 days of submitting the reservation fee, whichever comes first. The Security Deposit is non-refundable in the event that you cancel your application after the 7 day period. **All move-in fees, including the first month's rent, must be paid using a money order or a cashier's check.**
4. **MOVE IN DATE:** is to be no later than \_\_\_\_\_. Failure to move in on this date will result in cancellation of the reservation and forfeiture of all fees & deposits.
5. **SECURITY DEPOSIT REFUND:** will be made within 30 days after you vacate. The Security Deposit cannot be used as last months rent.
6. **PET POLICY:** No pets are permitted without prior management approval in writing. If approved, the Pet Deposit will be \$250.00 (\$100.00 of which is refundable). Only two pets are permitted in the apartment homes. Monthly pet rent will apply as determined by Management. Signed Veterinarian Authentication form, copy of vaccination certification and a copy of the pet license and/or pet license tags are required **PRIOR** to move in.
7. **RENTERS INSURANCE:** Tenants are required to maintain a renters insurance policy with \$100,000 minimum liability. Proof of policy must be provided to the Landlord prior to move in. Lessor is not responsible for damage or theft of tenant's belongings.
8. **KEYS:** All parties must sign the lease and pay all of the move- in fees before receiving keys. A fee of \$50.00 will be charged to anyone locking themselves out of the building or apartment & needing assistance from the leasing office.
9. **LEASE TERMS:** You are responsible for the full term of your lease. Residents moving before the lease expires will be responsible for the rent until the expiration date of the lease or until the apartment is re-rented. A fee will be charged for re-renting the apartment, based upon the number of months the apartment was occupied.
10. **TRANSFERS:** A fee of \$200.00 will be charged to anyone transferring from one apartment to another, during the first year of the lease.
11. **PARKING:** All vehicles must be currently licensed, inspected, operational and attractive. Resident vehicles must be registered with management and display our parking permit. No vehicle repairs may be performed on the property, such as oil changes. No campers, boats, trailers, recreational or commercial vehicles may be parked on the property without management approval. Parking spaces are limited to 2 per apartment.
12. **GARBAGE:** All household garbage is to be promptly placed in the dumpsters provided. Do not leave garbage in the hallways outside your door or anywhere else on the premises.
13. **UTILITIES:** It is your responsibility to call the electric company at least 3 days prior to your move-in to arrange to have the service put into your name as of your move in date. **Verification of your new account with West Penn Power is required at lease signing for keys to be issued.**

West Penn Power 1-800-686-0021

Pacific Highlands Apartments: *Leasing* 412-702-9300 *Maintenance* 724-733-4550

<b>Summary:</b>	Security Deposit:	\$ _____	(Due within 7 days or at move-in, whichever comes first.)
	Inspection Fee	\$ _____	50.00
	Move-in Pro-rate Due:	\$ _____	
	First Month's Rent Due:	\$ _____	(Required at lease signing if move-in is the 16 <sup>th</sup> of the month or after.)
	Short-Term Fee:	\$ _____	
	Pet Fee Due:	\$ _____	<b><u>Lease Dates:</u></b>
	Monthly Pet Fee	\$ _____	From: _____
	Storage Locker Fee:	\$ _____	To: _____
	<b><i>Less Reservation Fee:</i></b>	\$ _____	
	<b>BALANCE DUE:</b>	\$ _____	

**APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Welcome Home!*

**MOVE IN PAYMENTS AND SECURITY DEPOSITS MUST BE IN THE FORM OF A MONEY ORDER OR BANK CERTIFIED CHECK**