

**STENCIL CORPORATION MANAGEMENT  
COMMUNITY POLICIES**

***TENANT KEEP FOR REVIEW***

- Quiet hours begin at 10:00 PM. At that time all volume is to be at low level and should not be heard in the hallways or other apartments. Keep bass levels down. Always be considerate of your neighbors and keep noise and volume at a courteous level.
- Our apartments are NON-SMOKING. Make sure you and your guests are not smoking indoors and properly using the cigarette disposal bin as provided. You will receive one (1) warning only.
- Put cigarette butts in specified containers. **DO NOT** throw them on the ground. If you smoke on your deck, have a fire-safe container on your deck for ashes and cigarette butts.
- The outside door code is for apartment building tenants **ONLY!** We want to keep this a secured and safe environment for all. If you have a Sioux Falls cell or land line ask your leasing agent to set up your personal phone code.
- Make rent checks payable to the apartment building name (not Stencil Corporation) and put your apartment # on the memo line so we can process correctly and quickly.
- Shoes are not allowed outside apartment doors.
- No throw rugs or mats in hallways outside apartment doors.
- No furniture of any kind outside apartment (patio furniture is allowed on decks).
- No charcoal grills on decks (gas or electric grills only)
- All vehicles in parking lots must be in working condition. This includes current plates, tags and no flat tires. If your vehicle is not in working condition it will be towed within 24 hours after being tagged.
- With limited parking please ask your visitors to park away from front doors to keep the parking available for the tenants. Garages are available for a monthly rent.
- The first time running your heaters you must let run for at least 30 minutes. The heat needs to burn off a chemical on the new heater base boards. Your smoke alarm may go off.
- Snow removal will begin after 1 inch of snowfall on the streets, parking lot, and sidewalks. Removal will be completed by 7:00 am weather permitting – If still snowing by 7:00 am streets and driveways will be passable till snow stops, with final clean up following.
- Bag all trash and put in appropriate dumpsters. Do not leave trash or bags by dumpsters.
- Do not leave trash outside doors, stairwells, elevators or decks.
- Do not put any electronics or furniture in the trash or dumpsters. It is your responsibility to dispose of these items properly. If it is worn or damaged, furniture will need to go to the local landfill at 267750 464th Avenue County Hwy 148 and electronics can be taken to Millennium Recycling. Inc., at 305 E 50th St in Sioux Falls. If you want to donate items you can contact local churches, The Salvation Army, Goodwill, or Furniture Mission.
- **REMEMBER:** You are responsible for your behavior, as well as the behavior of you guests. As is expected of you, guests are expected to treat the complex and other residents with respect and consideration. If your guests are disruptive, you will be held responsible.

It is the goal of management to keep the apartment complexes clean, free of garbage and or clutter and visually appealing for all. We appreciate your cooperation in this effort. Let's work together to keep our community clean! Please take pride in you apartment and the entire complex you live in and do not accept anything less of your guests.

**I/WE HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE PROVISIONS.**

<<**RESIDENTS INITIALS**>>