

**HOLIDAY PARK APARTMENTS AND TOWNHOMES**  
**RULES & REGULATIONS**

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

New Address: \_\_\_\_\_ Pittsburgh, PA 15239 Rent: \$ \_\_\_\_\_/month

1. **RENTS:** Are due the 1<sup>st</sup> of each month. Rent checks are to be made payable to: **HOLIDAY PARK APARTMENTS**. 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 fee will be refunded. Application cancellations must be made within 3 days of leaving the Reservation Fee to receive a refund. If you cancel within 3 days but after we have obtained your credit reports(s), you will be charged for the report(s) and refunded any balance, if applicable. (If you leave a Reservation Fee without a completed application, then the application must be returned within 3 days or the apartment will no longer be held.)
3. **SECURITY DEPOSIT:** The balance of \$ **TO BE DETERMINED** 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 you cancel your application after the 7 day period. **All move- in fees, including first month's rent, must be paid using a money order or cashier's check.**
4. **MOVE-IN DATE:** is to be no later than 30 days from the date of this signed application. Failure to move in on this date will result in the cancellation of the reservation and forfeiture of all fees & deposits paid.
5. **SECURITY DEPOSIT REFUND:** will be made within 30 days after you vacate. The Security Deposit cannot be used as the last month's rent. Final water and sewage bills will be deducted from your Security Deposit, if not paid by the date of your security deposit refund.
6. **PET POLICY:** No pets are permitted without prior management approval in writing. **Dogs are restricted to select areas and breed restrictions apply.** If approved, the Pet Deposit will be \$200.00 (\$100.00 of which is refundable). Only two pets are permitted in the apartment homes or townhomes. Monthly pet rent will apply as determined by Management. A photo of your dog is due within 7 days of approval of the application.
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 before receiving keys. A fee of \$40.00 will be charged to anyone locking themselves out and needing assistance from the leasing office after office hours.
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 lease break fee will be charged for early termination of the lease, 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. 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 and/or townhome.
12. **GARBAGE:** is collected every Tuesday and Friday. All household garbage is to be promptly placed in the dumpsters provided. Do not, under any circumstances, leave garbage outside of your door or in any common area.
13. **EXTERIOR CARE:** You are responsible for, and agree to, keep the walkways, porches, patios and/or driveways associated with your unit clean and free of debris, snow and/or ice.
14. **UTILITIES:** It is your responsibility to call the electric and gas 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. **Future residents are required to provide proof of utility transfer, prior to move in.** When vacating, the resident is responsible for contacting the utility companies and having service turned back over to our name.

**Duquesne Light Co.: 1-888-393-7100**  
**P.B.M.A.: 412-793-7331**

**PEOPLES Gas Co.: 1-800-764-0111**  
**Comcast Cable Co.: 412-313-7765**

SECURITY DEPOSIT:	\$ _____	(Due within 7 days or at move-in, whichever comes first.)
MOVE IN PRO-RATE:	\$ _____	
1 <sup>ST</sup> MONTH'S RENT:	\$ _____	
(Required at lease signing if move-in is the 16 <sup>th</sup> of the month or after.)		
SHORT TERM FEE:	\$ _____	
PET FEE DUE:	\$ _____	
MONTHLY PET FEE:	\$ _____	
LESS RESERVATION FEE:	\$ _____	
BALANCE DUE:	\$ _____	

**Plum Water Authority: 412-793-7331**

WATER DEPOSIT: \$100.00 required for water service. Please make check payable to Plum Borough Municipal Authority.

Date Paid: \$ \_\_\_\_\_

**Lease Dates:**

From: \_\_\_\_\_

To: \_\_\_\_\_

**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**