



1. **Pay Damage Deposit:** These funds, in an amount equal to one month's rent, earn interest. This deposit is not your last month's rent. It is your responsibility to inform Cardinal Properties of changes to your banking information. **Amount Due: \$ _____ Paid: Y N**
2. **All Rent and Correspondence mailed to:** **Cardinal Properties, LLC
1415 5th St SE, Minneapolis, MN 55414**
3. **Rent is due** on the first of each month. Only one rent check should be submitted per apartment. Write building and apartment # on check memo line. Rent postmarked after due date will incur a 4% late charge.
4. The **security** of this building is good only if you and your neighbors make an effort to enforce it. Do not prop open or open exterior doors to anyone you do not know. If a door is open, close it!
5. **Keys:** In the interest of building security, keys to your apartment and the exterior security doors are your responsibility. In the event of a lost key, all keys/cylinders that access shared locks will be replaced at tenant's expense. Tenant's liability is not limited to cost of replacement of his/her keys. All keys must be returned upon surrender of the apartment. Minimum charge for a lost security key is \$95.00. A lockout fee of \$45.00 will be assessed if keys are misplaced or locked inside your residence.
6. **Intercom:** Only local phone numbers will be programmed into the intercom.
7. **Apartment Condition:** Please take the time to complete the move-in portion of the Apartment Status Inspection Report, and submit it to Cardinal within the first 5 days of your lease. If we do not receive this report, postmarked no later than 5 days after your lease begins, you may be held responsible for any and all pre-existing conditions and damages. In addition to this report, please submit any necessary maintenance requests to repair any conditions you find.
8. **Maintenance Requests:** Submit all non-emergency requests in writing, including any maintenance needed at move-in. Carbonless maintenance forms are available on-site in either the laundry or mailbox area. You may also submit your maintenance request through our website, at <http://uofmhousing.com/maintenance.asp>.
9. **EMERGENCY REQUESTS:** In the event that you should have an emergency situation, call **(612) 703-1001**. For our purposes, and emergency is any problem that is immediate and lasting until reconciled. Examples would include: loss of heat or electricity, water leaks, security issue, etc.
10. **Report leaking plumbing immediately – no matter how minor!** Consider this: a dripping faucet or running toilet can easily double the building's monthly water costs, amounting to hundreds of dollars! In the event of a significant loss of water due to an unreported leak, you may be assessed part or all of the associated costs. Call **(612) 703-1001** to report problems with leaking plumbing.
11. **Lease copies:** Have all tenants signed the lease? If you do not have a copy, tell us immediately!
Lease signed: Y N Tenant copy retained? Y N
12. **Parking:** Parking spaces are reserved, 7 days a week. There is no on-site visitor parking! Cars without an appropriate pass WILL BE TOWED. Owners of towed vehicles can contact Cedar Towing at (612) 721-6645.
Tenant Parking: Y N Assigned Space(s): _____
13. **Mailboxes:** Please take a moment to confirm that all resident names are displayed on and inside your mailbox. Only resident names should be displayed. The postal service may refuse delivery to mailboxes absent this information.
14. **Pets:** Please note the provisions regarding pets in your lease.
15. **Garbage:** Please take garbage & recycling out at least twice per week. Containers for recycling (newspaper, glass/plastic/aluminum mix) can be found near the dumpster. Please recycle as much as possible – it's good for our world! Your garbage pick-up day is: _____
16. **Boxes:** Break down all boxes and place them *inside* dumpster. Be a good neighbor.
17. **Renter's Insurance:** Renter's insurance is recommended to all tenants, but is not a provision of your lease. Contact your insurance provider to determine a policy that will work best for you.
18. **Bicycles:** Bike racks are made available near the rear entrance of the building. Due to the large amount of glass at the front entry, if you bring your bicycle into your apartment, you may only do so through the rear entrance. Anyone seen bringing bicycles through the front entry will be fined \$50.00 and may have their inside bike storage privileges revoked.
19. **Carpet: Please make sure that your carpets are dry – use A/C and ceiling fans to speed process.** The carpeting will be shampooed after you vacate. Tenants who reside with us for less than 13 months may be assessed for carpet shampooing.
20. **Utilities:** If you have not yet done so, please put the appropriate utilities in your name immediately:
Xcel Energy (electricity) 1-800-895-4999 www.xcelenergy.com
Qwest (local phone) 1-800-244-1111 www.qwest.com
Time Warner (cable TV) 1-612-522-2000 www.twminnesota.com
Road Runner (high-speed internet) www.rr.com/minnesota

TENANT KEYS RECEIVED:

Security Keys _____ Apartment Keys _____ Mailbox Keys _____ Mailbox Key Code: _____

FORMATION

NAME: _____
 PHONE: _____
 EMAIL: _____
 CAR MAKE/MODEL: _____
 LICENSE PLATE: _____
 ASSIGNED PARKING SPACE: _____

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 PHONE: _____
 EMAIL: _____
 CAR MAKE/MODEL: _____
 LICENSE PLATE: _____
 ASSIGNED PARKING SPACE: _____