



# Tenant Handbook

Helpful resources for property care!

# Tenant Handbook

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## PROPERTY MANAGEMENT

### Welcome to our Property Management Program

#### Tenant Portal

We are pleased to have you join our family of owners and tenants. In order to make sure we get you started right, we want to share the following information:

**Tenant Portal:** RE/MAX All City Property Management has established an online system for you:

- Submit all non-emergency maintenance requests
- Send comments or inquiries to your property manager
- Update your contact information
- Update your Tenant information
- Make your deposits, monthly rental payments

Please follow the steps below to sign-in to your “tenant portal” and establish a personal password:

1. Go to [www.remaxallcitypm.com](http://www.remaxallcitypm.com). Click “tenant portal”. Your user name and password has been sent to you via the email you provided for our communication.
2. The first time you “sign-in”, you will have the option to change your password. Select “personal contact information”. Verify the accuracy of all the information listed; if needed, please make the necessary changes. Choose the option to change your password, and select something that will be easy to remember.
  - a. If you no longer have this email, you will be given the option to register for a tenant portal.

**Phone Contact:** To contact your property manager, \_\_\_\_\_ or at the office 206-244-6000.

We look forward to serving you and thank you for choosing RE/MAX All City.

Lisa Jo Chard (Owner)

Leslie Newman (Owner)

Nicole Larsen (Property Manager)

## Utilities & Useful Phone Numbers

Utilities are to be placed in Tenant's name upon occupancy and remain effect during the length of the lease; unless otherwise stated in your lease. Tenant will be assessed a fine of **\$25.00** should any utilities be shut off prior to end of the lease period regardless of move-out date. Below is the contact information for the Utility companies. Any permission letters required by Utility Company for activation of service may be obtained at the RE/MAX All City – Property Management office.

### Gas & Electric

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Puget Sound Energy .....	888-225-5773
Seattle City Light .....	206-625-3000

### Garbage

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Allied Waste .....	800-221-4508
Issaquah, City of .....	425-392-0285
Eastside Disposal .....	206-682-9730
Seatac Disposal .....	253-872-7220
Waste Management .....	888-332-0151
Renton, City of .....	425-430-6852
Kent, City of .....	253-859-3373
Seattle, City of .....	206-684-3000
Bellevue, City of .....	425-452-4762
Redmond- City of .....	425-391-1005

### Cable TV

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Xfinity .....	800-934-6489
DirecTV .....	855-390-3100

### Water/Sewer

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Highline Water .....	206-824-0375
Soos Creek Water & Sewer .....	253-630-9900
Cedar River Water & Sewer .....	425-255-6370
Federal Way Water & Sewer .....	253-941-1516
Covington Water .....	253-631-0565
Kent Water & Sewer .....	253-856-5201
Midway Sewer .....	206-824-4960
SW Suburban Sewer .....	206-244-9575

KC Water #20 – Burien ..... 206-243-3990  
KC Water #49 – Burien ..... 206-242-8535

Water/Sewer continued

KC Water #45 – South Seattle ..... 206-762-3540  
KC Water #54 – Des Moines..... 206-878-7210  
KC Water #75 – SeaTac ..... 206-824-0375  
KC Water #90 – East Renton ..... 425-235-9200  
KC Water #107 – Fact/Renton ..... 425-235-9200  
KC Water #111 – Kent ..... 253-631-3770  
KC Water#125 – Tukwila/SeaTac ..... 206-242-9547  
KC Water #125 - Bryn Mawr/Lakeridge ..... 206-772-1580  
KC Water #125 – Skyway ..... 206-772-7343  
Auburn, City of ..... 253-931-3038  
Lakehaven Water & Sewer..... 253-941-1516  
Valley View Sewer..... 206-242-3236

Telephone (landline)

CenturyLink ..... 800-244-1111

Hospitals

Burien Highline Medical Center ..... 206-244-9970  
24-hour Nurse Line at Highline ..... 206-246-8773  
Renton Valley Medical Center ..... 425-228-3450  
Auburn Family Center ..... 253-833-7711  
Seattle Group Health ..... 206-326-3000

**Other Useful Numbers:**

Burien Animal Control ..... (206) 812-2737  
Burien Transit ..... (888) 889-6368  
Burien Police (non-emergency) ..... (206) 296-3333  
Mr. Rekey (Locksmith) ..... (206) 623-3388  
Burien Library ..... (206) 243-3490

## Renters Insurance

RE/MAX All City Property Management requires that all Tenants carry RENTER INSURANCE. Renters insurance protects you as the Tenant from damages to your belongings. Renter insurance also protects you in case of damage to the property caused by you. (Coverage amounts vary depending on policy)

Owner's policy does not cover Tenant's possessions.

Each Tenant must present to our office a copy of their renters' insurance policy within 14 days of occupancy or you will be billed **\$250.00** for RE/MAX All City Property Management to take a policy out on your behalf. Local Insurance agencies can provide service for a lot less.

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## Paying Your Rent

Rent is due on the first of each month and is considered late by the 6<sup>th</sup> of each month. A late fee of \$50 will be charged plus 1% per day until rent is received. Late fees will be assessed by the close of business (5:00 pm) on the 6<sup>th</sup> of each month. (If the 6<sup>th</sup> falls on a weekend or national holiday then late fees will be assessed by 12:00 on the first business day following.

You may pay your rent with check mailed or dropped off at our office **OR** electronically via your tenant portal.

Make the check payable to: RE/MAX All City

Address: RE/MAX All City Property Management

636 SW 152<sup>nd</sup> St, Ste E

Burien, WA 98166

Please note: A \$75.00 NSF fee will be charged for a check that does not clear the bank.

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## Tenant Fees

Application fee..... \$45 per adult.

Non-Sufficient Funds (returned check) fee.....\$75

Service of notice fee.....\$25

Late fee..... \$50 & 1% per day

Re-key fee..... \$100

New Tenant Administration Fee.....\$50

## Emergency Situations

For:	Call:
Emergency	911 then Manager when able
Gas Leaks	Local Gas Company then Manager when able
Broken Heater	Manager (after hours emergencies only)
Frozen Pipes	Manager (after hours emergencies only)
Backed-up Sewer	Manager (after hours emergencies only)

Owner is responsible to keep property in well maintained and safe condition.

If, for any reason, tenant is responsible for problems or breakdown of equipment due to improper use, then cost of repairs will be billed to Tenant. The majority of all breakdowns and problems can be prevented with proper use and minor repairs when there starts to be even a small problem. PLEASE contact your manager if any item is not operating properly.

### **MAJOR, COSTLY BREAKDOWNS CAN BE AVOIDED WITH SOME MINOR REPAIRS.**

Toilet Overflow	Turn off toilet water line and toilet plunger to dislodge blockage-turn water to toilet back on.
Garbage Disposal Stops	Turn off power-dislodge blockage-press reset button on side of disposal-turn power back on.
Power Outage	Check to see if neighbor has power. Check breakers in electrical panel to see if any have been reset. Check to see if other devices or lights will work.
Appliance Stops Working	Check to see if breaker in electrical panel has reset.

# Check-in and Check-out Procedures

## Check-in

A check-in sheet will be provided when you obtain your key to your unit. Please review this check-in sheet for accuracy. Make any changes you feel are need and contact Manager so that we may obtain pictures of newly noted damages for the file).

Tenant has three business days to return the signed check-in sheet with any changes to Manager.

## Keys

We want our Tenants to be secure so we re-key ALL units prior to occupancy. You will be provided one key per occupant. Additional keys will be an additional charge.

## Check-out

Your lease expires at 12:00 noon on the last day of the month, unless otherwise stated in the lease. At the end of your lease you must:

- ❖ Have all personal belongings removed from the property.
- ❖ Clean the unit according to cleaning guidelines.
  - If Tenant fails to clean property according to guidelines and the Manager must schedule a cleaner, the charge will be taken out of the Tenants' security deposit refund.
- ❖ Schedule your exit interview.
  - You have the option to be present when the Manager inspects the property to determine the amount of the security deposit that will be returned to you.
- ❖ Turn in ALL keys to the unit.
- ❖ Pay ALL final Utility bills (if the water bill is not paid within 7 days of the end of the lease, Manager will pay and deduct from the deposit).
- ❖ Provide Manager with your forwarding address.

Failure to be out of the property at the appropriate time will result in a **\$100.00** fine per 12 hour period you remain in the property.



# Pets on Property

RE/MAX All City Property Management has a no pet policy unless otherwise stated in your lease. Tenants that do have pets permitted in the property with prior written approval must have the "Pet Addendum" as a part of the lease and pay the appropriate fees. Tenant must also adhere to the following rules:

- ❖ Tenants are required to obtain written permission to have a pet on the property even if the property is pet friendly
- ❖ DO NOT move in and get a new pet just because property was advertised as pet friendly
- ❖ Fish tanks less than 25 gallons are allowed. All others need special permission
- ❖ Pet(s) must have proof of current rabies vaccinations
- ❖ All pets must be housebroken
- ❖ Puppies and kittens under one year old are NOT permitted
- ❖ Pet will be on leash or inside of fenced area when outside
- ❖ Pet feces will be picked up and properly disposed of on a regular basis
- ❖ All effort should be made to prevent pet from becoming a noise nuisance to neighbors
- ❖ Pets that chew and scratch walls, doors and window sills must be kenneled when alone in property

Pets of guests are not allowed on property unless property is advertised as pet friendly. Pets of guests may only be on property for 24 hours. No pet-sitting at the property. Your guests must clean up after their pet and dispose of feces properly. If your guests do not clean up after their pet it will be the Tenants responsibility to dispose of feces.

Any unauthorized pet or failure to follow pet rules will result in a fine of **\$25.00** per occurrence.

# Vacations and Breaks

Tenants are asked to inform RE/MAX All City Property Management of any period of time they plan to be vacant from the property for more than 4 days during the month of May-September and for more than 48 hours during the months of October-April.

Tenants are required to leave their heat on in the property during the months of October-April. Minimum setting is 50 degrees to avoid the freezing of water pipes. If the temperature is comfortable for you then it should keep pipes from freezing. When in doubt leave heat set at 60 degrees.

When temperatures are predicted to go below 32 degrees then Tenants should turn water faucets on a slight trickle and open sink cabinets to allow more heat to reach pipes to help avoid freezing.

Should pipes freeze due to lack of adequate heat or negligence, Tenant will be charged for **all** clean-up and repairs.

# Property Care

## Appliances:

- ❖ Tenants are required to keep power turned on at all times during occupancy. Should you leave food in any appliance that loses power due to tenants' actions and food should become spoiled, tenant may be responsible to pay for the replacement.
- ❖ Non-payment of utility bills will result in shut-off of service
- ❖ Refrigerators and freezers need air to circulate to function properly. Overloading these appliances will result in lower efficiency and ability to cool.

## Deposits:

- ❖ Security Deposits are NOT prepaid rents.
- ❖ Deposits or statements showing what expenses deposits will pay for will be returned (or postmarked) within 14 days after the lease end date (not your move out date).
- ❖ Tenants should be sure to leave a forwarding address

## Electrical Panel:

- ❖ Tenants are encouraged to locate the property electrical panel and become familiar with its use.
- ❖ There may be times when you will have to reset your breakers due to power spikes during storms or overuse.
- ❖ If tenant fails to check breakers and an electrician has to come out and flip the breaker, the tenant will be charged for the amount of the electrician's bill.

## Furnace:

- ❖ To avoid a fire: No items should be stored next to or near the furnace for any reason.
- ❖ Owners may have the furnace serviced on a yearly basis.

## Garbage and Recycling:

- ❖ Tenants are required to dispose of garbage and recycling items on a weekly basis.
- ❖ If not already provided, garbage and recycling can be obtained from
- ❖ Household garbage, lawn debris and recycling can also be taken to the appropriate drop station.
- ❖ Tenant will be charged for any overages.

## General:

- ❖ Tenants will comply with all municipal, county, state, federal or government laws, statutes, codes, regulations respecting the leased premises, now or hereinafter in force, at its sole cost, and will not use the leased premises for any immoral purposes.

## Keys, Lock-outs:

- ❖ Should you lock yourself out of your unit during the hours of 9:00 am till 5:00 pm Monday through Friday (excluding holidays) RE/MAX All City Property Management will lend you a key from the office to unlock your unit. If key is not returned to office by next business day, tenant will be charged **\$20.00** replacement fee. If Manager needs to go to unit to unlock, tenant will be charged a **\$35.00 unlock** fee.

- ❖ After hours, weekends and holidays we recommend you call a locksmith. DO NOT kick down the door or break a window, those fees will be more expensive than the unlock fee.
- ❖ Should you lose your keys you will be responsible to have the unit re-keyed at your expense.
- ❖ RE/MAX All City Property Management does not maintain bedroom locks. Tenant is responsible for any damage and re-keying of locks.

Notices, Citations:

- ❖ Tenant will be charged a **\$25.00** service fee if for any reason a notice for a lease violation needs to be posted on property.

Parking:

- ❖ Should a parking permit be required, Tenant will be required to follow all rules or risk being towed.
- ❖ NO sidewalk or yard parking is allowed.

Parties:

- ❖ Guests are limited to 6 guests per property at any one time, without prior written permission.
- ❖ Tenants are advised to be respectful of property and neighbors.
- ❖ Tenants are responsible for their guests' actions and conduct while on the property.
- ❖ If you feel a gathering is getting out of hand-call the Police and they will help disperse the guests.

Property Appearance:

- ❖ DO NOT place anything or allow anything to be placed near the glass of any window, door, partition, or wall which may be unsightly from the outside.
- ❖ Tenant may not place any kind of article on any window ledge or on exterior walls (like awnings of any form or outside window ventilators or similar devices) without the prior approval of Management.
- ❖ Tenant shall not paint, display, inscribe, or affix any sign, picture, advertisement, name, lettering, or direction on any part of the outside of the building or property without prior written consent of Manager.

Screen Doors and Window Screens:

- ❖ Tenant is responsible for all screen doors and window screens.
- ❖ Be sure screen doors and window screens are secure. Make sure latch closes tightly on all screen doors.
- ❖ Should the screen, hardware, glass, wood, or metal of any screen door or window screen break, it is the tenants' responsibility to pay for replacement/repair.
- ❖ Screens are not provided on all properties.

Smoke Detectors and Carbon Monoxide Detectors:

- ❖ Tenant should replace batteries in all detectors upon occupancy to insure proper operation.
- ❖ Once a battery is replaced, press the reset button to insure device is working properly.

Water Heater:

- ❖ To avoid a fire, no items should be stored next to or near the water heater for any reason.

#### Water Leaks, Overflows and Discoloration:

- ❖ Water leaking in sinks, tub, or toilet is NOT an emergency but call Manager as soon as possible and we will arrange for a plumber to schedule maintenance.
- ❖ Water leaking from sinks, tub, or toilet onto floor is an emergency. Shut off water valve and call Manager as soon as possible.
- ❖ Water valve is located under sink or behind toilet.
- ❖ Overflows should be handled as an emergency. Shut off water valve and call Manager as soon as possible.
- ❖ Discoloration can occur if the city is working on city lines. If damage occurs due to city discoloration, the city has claim forms that can be obtained.
- ❖ Run water for 20-30 seconds to drain discolored water from lines. If this does not work call Manager.
- ❖ Failure to contact Manager when a leak, overflow, or discoloration occurs and damage is caused makes the Tenant responsible for payment of the repairs/replacements.

## Cleaning Guidelines

Tenants are expected to keep the property clean and free of debris at all times. A more detailed cleaning list for getting the property ready once you have vacated prior to final inspection will be made available to you upon notification of termination.

These guidelines are for daily living to assist with making your move-out as smooth as possible.

These guidelines also help to protect the property from damage, as well as protecting your personal belongings. DO NOT MISUNDERSTAND: these are just a starting point for cleaning.

Everyone's standard of cleanliness is different but these minimums should be followed.

#### Kitchen:

- ❖ Wipe down counters and appliances daily
- ❖ Sweep and mop floor weekly.
- ❖ Take all trash out to curb weekly.
- ❖ Wash windows monthly and dust blinds or shake drapes.

#### Bathrooms:

- ❖ Wipe shower, sink, and toilet down with a damp cloth daily.
- ❖ Deep clean weekly.
- ❖ Wash windows monthly & dust blinds or shake drapes.

#### Laundry/Utility Area:

- ❖ Wipe down appliances weekly.
- ❖ Remove all garbage and lint after each use.
- ❖ Sweep, vacuum or mop floor weekly.

#### Bedrooms:

- ❖ Wipe down doors and light switches weekly.
- ❖ Sweep, vacuum or mop floor weekly.
- ❖ Wash windows monthly & dust blinds or shake drapes.

#### Living room and/or Dining Room:

- ❖ Wipe down doors and light switches weekly.
- ❖ Sweep, vacuum or mop floor weekly.
- ❖ Wash windows monthly & dust blinds or shake drapes.

#### Garage/Carport:

- ❖ Sweep out monthly
- ❖ Dispose of any chemicals, oils, etc, properly. Do not allow them to freeze.
- ❖ Clean up any oil spills as needed with enzyme formula, found in most auto stores.

#### Yard/Patio/Balcony/Porch:

- ❖ Pick up debris and pet feces weekly.
- ❖ DO NOT store items outside (except approved outdoor items).
- ❖ Sweep sidewalks, patios or balcony weekly.
- ❖ Mow yard every 7 – 10 days as needed to maintain 2-3 inches.
- ❖ Water early in the morning before the sun rises for approx. 15-20 minutes every 3 days.
- ❖ Remove all yard debris, leaves and summer furniture in the fall before the first freeze.
- ❖ Keep sidewalks clear of weeds, grass, or snow.
- ❖ Remove weeds as needed to maintain yard.
- ❖ Trim bushes and trees slightly to maintain shape-no excessive removal.
- ❖ DO NOT use salt to de-ice sidewalks; this destroys the concrete/asphalt. Use biodegradable products such as kitty litter, sand, etc.

## Miscellaneous

- ❖ Carpets will be cleaned at the end of the lease at the tenants' expense. Tenant has the option to hire a professional company but a receipt must be provided to the manager and Tenant must call manager at least 2 weeks before the end of the lease to inform the manager that they will take care of it.
- ❖ Tenants will be required to have curtains professionally cleaned upon vacating and receipt must be provided.
- ❖ Tenants will be charged a \$250 fee if they break their lease for any reason. Tenant will also be responsible for paying the rent for the remainder of the lease or until a new tenant is approved for the specific unit and a new lease is signed.
- ❖ A renewal offer will be sent in January or February, regardless of when the lease ends. We will need to know by a certain date, which will be specified in the letter mailed to you, if you will be renewing your lease.
- ❖ No growing or smoking of any substance is allowed inside any unit at any time. If we find out you are growing or smoking anything inside, you will be fined a \$250 fee plus any clean-up costs.
- ❖ Upon approval, it may be possible to change a roommate but a \$75 fee will be charged for this process.
- ❖ Please notify property management immediately about any water leaks, including toilets that run. If water and sewer is included in your rent and there is a 40% increase in usage then you will be charged the overage.

# Household Appliances

- ❖ A/C Unit: Check filter every month. Clean or replace as needed. If metal washable filter: Make sure filter is completely dry prior to reinstalling device.
- ❖ Heating System: Check filters every month. Clean or replace as needed (no less than every 3 months). Inform management if shrubs or plants grow near condensing unit outside.
- ❖ Electrical System: To prevent power outages, make sure there are not too many appliances plugged into one circuit.
- ❖ Plumbing Systems: Toilet paper should be the ONLY thing flushed down a toilet.
- ❖ Washer: Leave washer lid up when not in use to avoid mold and mildew. Use soap only as directed.
- ❖ Dryer: Clean the lint screen after each load of clothes has been dried.
- ❖ Range/Oven: To avoid damaging the burner/heating elements, do not use extra-large or heavy cooking pots or pans. If it is a self-cleaning oven, DO NOT use any other method to clean it. Mineral deposits on the electric heating elements can be cleaned with vinegar.
- ❖ Refrigerator: Clean interior shelves, shell and gaskets every three months. Door gasket should hold a dollar bill in place when closed if cleaned properly. Vacuum or clean off the coils on the back and underneath twice a year. Ideal temperature is 37 degrees for refrigerator and 0 degrees for the freezer.
- ❖ Garbage Disposal: To clean, feed a full tray of ice cubes through it while running cold water. Always run cold water during use and for at least 20 seconds after you finish to prevent stoppages. It is best not to put anything down the disposal except small pieces of organic materials. Tenants will be charged for damages to the garbage disposal.
- ❖ Microwave: To clean, do not use abrasive cleaners. Place microwavable bowl of water in unit for 2 minutes to soften baked on items, then wipe clean with a wet towel.

**If you have any questions or concerns about the proper use of an appliance located in the property you are renting, please contact the Manager for clarification.**

# Tenancy Rules

The following rules are for the benefit and safety of you and your neighbors. Tenants are required by law to abide by all given requirements in the “Residential Lease Agreement” and “Tenancy Rules”. To disregard these requirements is grounds for termination of tenancy.

## **Tenant acknowledges and agrees that:**

- ❖ Noise and nuisance from televisions, record, compact disc and MP3 players, radios and musical instruments shall be kept low enough so that no noise whatsoever shall escape from the premises. Tenant shall not create or permit any other nuisance on the premises; this includes pet noise.
- ❖ Noise and nuisance in common areas such as hallways shall be kept to a minimum at all times.
- ❖ No storage of personal belongings shall be permitted in common areas or lawns at any time, even temporarily.
- ❖ Nothing is to be leaned against, tied to or set on deck railings.
- ❖ No signs, posters, flags, banners, windsocks or holiday decorations shall be attached in any way to the exterior of the premises.
- ❖ For safety purposes, absolutely nothing shall be stored on decks.
- ❖ Only exterior-type lawn furniture designed specifically for that use is to be left on decks and porches (i.e., no stuffed furniture).
- ❖ Absolutely no furniture shall be left of the lawn. If any is, it will be removed and the service charge will be billed to the Tenant.
- ❖ Absolutely no pets of any kind shall be permitted to reside on the premises without the prior written permission on the Manager. Should such permission be granted, pets shall not be allowed in or on common areas except on a leash or in a cage and accompanied by the owner.
- ❖ The owner of the pet shall be fully responsible for the picking up and appropriate disposal of all pet excrement on or around the premises, including adjacent sidewalks, streets, alleys, and neighboring properties. If Tenant refuses after a “Notice to Comply” has been issued, Manager will contract for a “pooper scooper” for which Tenant will be charged a minimum of 1 hour.
- ❖ He/she will be responsible for any and all damage caused by the animal to the property grounds, flooring, walls, trim, finish, tiles, carpeting, fencing, or furnishings. This includes stains, scratches, hair, odor, or deposit. All costs and expenses of replacing or repairing damaged goods or areas will be charged to Tenant.
- ❖ Nails or screws of any kind shall NOT be driven into walls, nor shall any walls or ceilings be painted without the prior written permission of Manager. If permission is granted for such painting projects, Tenant shall pay for all required equipment, supplies or paint.
- ❖ Unless provided by Manager, Tenant shall furnish his/her own garbage can and place it where required for weekly pickup.
- ❖ No garbage, rubbish, or debris shall be left anywhere around the premises, on lawns or in driveways.
- ❖ Vehicles of any kind shall not be driven or parked on lawns at any time for any reason whatsoever. Any damage occurring as a result of a violation shall be charged to Tenant.

- ❖ Recreation vehicles, trailers, boats and inoperable or unlicensed automobiles may not be parked or stored on the property, in any parking area provided for the property, or on any street or alley servicing the property. Special written permission from Manager is required.
- ❖ Repairs to any vehicle in any of the locations mentioned about must be completed and the area cleaned up within 24 hours of the commencement of the repairs. Tenant shall be responsible for any damage to the area in which any repairs are made, including any stains on the concrete or paved areas.
- ❖ Wood stoves are prohibited, unless provided by Manager. No fireplace insert may be installed without Managers' prior written consent. If such permission is given, the installation of the same must be inspected by the applicable city or county building department, at Tenants' expense, before the same is used. If the woodstove or insert in the premises is used by Tenant, Tenant agrees to have the chimney flue professionally cleaned, at the Tenants' expense, upon vacating the premises. Furthermore, a receipt for such professional cleaning shall be provided to Manager. If not, Manager may have the flue cleaned and the cost withheld from the Tenants' security deposit.
- ❖ Outdoor burning is prohibited (i.e., burn barrels, pits, or piles).
- ❖ Barbeques are not to be used any closer than 6 feet from the building.
- ❖ There shall be absolutely no use of barbeques, hibachis, or similar cooking equipment anywhere inside the building. Any damage to the premises from a violation of this condition of occupancy shall be charged to Tenant.
- ❖ No waterbeds, aquariums, pianos, organs, libraries, or other unusually heavy objects are permitted in the premises without the prior written permission of Manager. As a condition to permitting a waterbed, Manager may require Tenant to provide and pay for waterbed insurance.
- ❖ That he/she will provide shower curtains for all bathroom shower/tub combinations. For sanitary and health reasons, Washington State law does not allow Manager to provide used shower curtains.

**Keep in mind that the sale or providing of alcohol to a minor is violation of Washington State Law.**

Any damage to the premises as a result of a large party will result in Manager immediately initiating eviction proceedings. The repair/replacement costs for such damages will be billed to Tenants.

**Renters Insurance:**

The Property Owners' insurance policy does not cover the Tenants' personal belongings.

**General Considerations:**

Please be cautious about space heaters, candles, cigarette/cigar smoking and anything else that could cause a fire or other damage. Remember that the Tenant would be liable for not only all damages caused by carelessness, but he/she could also be held liable for any law suit filed by other persons affected or by the Property Owner.



# City and State Regulations – Summaries

**Alcohol Enforcement:** The city of Seattle actively enforces state and city laws relative to alcohol violations. Although most people are familiar with liquor laws against drunken driving, minors in possession and serving minors, it should be emphasized that opening or consuming liquor (hard liquor, beer, or wine) in a public place is also a violation of state law.

**Alcohol Consumption or Open Container in Public:** It is unlawful for any person to consume any beer, wine, or any other intoxicating liquor, or have in his possession any opened containers or receptacles containing any beer, wine or any other intoxicating liquor on any sidewalks, streets or public place within the city or in any vehicle parked or moving on public streets, or at any other place within the city other than a private residence, or upon premises licensed for the sale and consumption of beer or liquor upon premises whereon beer or intoxicating liquor is sold by a license under the laws of the state.

**Violation Penalty:** A first violation of this chapter shall be a Class I infraction, punishable by a penalty of not less than \$250.00. For each repeat violation of this chapter, the penalty shall be not less than \$500.00.

**Animal Control Regulation:** The city of Seattle regulates how animals are controlled in the City and requires that all dogs be on a leash when off private property. Owners of animals are also responsible for disposing of animal feces deposited on public property and for having in their possession the means for doing so. In addition, animals considered dangerous are required to be muzzled when away from the owners' premises. Generally, an animal that has bitten or attacked a person or another animal unprovoked is considered to be a dangerous animal. The Code also requires that all cats and dogs must have current rabies inoculation and that all dogs must be licensed.

To reclaim animals picked up by Animal Control or to adopt animals, contact Burien Animal Control at (206) 812-2737 or The Seattle Humane Society at (425) 641-0080. Unwanted and abandoned pets are a real problem in the Seattle area. Please have your pet neutered/spayed to help control this situation.

**Fireworks:** The use or discharge of fireworks is prohibited in the Seattle city limits. There is a monetary penalty which shall not exceed \$250 for each separate infraction.

**Litter control:** Dropping or discarding litter in parks, street sidewalks, public property, water, ponds or pools is prohibited. The property owner or person in charge of the premises is responsible for keeping the property litter free. Proper litter receptacles must be provided and maintained on all premises.

**Noise Regulation:** Noise is regulated as a nuisance 24 hours a day. Regulated sound includes radios, stereos, televisions, car radios, electronic musical instruments, construction equipment, voices and most other noise sources. The regulation covers a 24 hour period that begins at 7 am and ends at 7 am the following day. The procedure or enforcement is as follows: A citizen must complain to initiate the process. When a citizen complains, a police officer will determine whether the noise violates the decibel limits or is otherwise a public disturbance. The police officer may give the violator a reasonable time to comply before issuing a notice of infraction or immediately issue a notice of infraction. No additional noise of any type can disturb persons within the 24 hour period of the original complaint or an additional notice of infraction may be issued and a mandatory court appearance may be required. If the violator was warned about a loud stereo at 10 am and then was contacted about loud voices at 11pm the violator would be issued a notice of infraction. If the identity of the person responsible for the noise cannot be established at the time of the noise, the owner, or any tenant, or an officer of the responsible living group or association, will be issued a notice of infraction whether or not that person was at the premises at the time of the noise incident.

A first violation during a year period, beginning August 1 and ending July 31 may be forfeited for a cost of \$100. A second or subsequent violation will require a mandatory court appearance. If the violator is found guilty of a second or subsequent violation, the court shall fine the violator no less than \$500. If the violator fails to appear in response to the notice of infraction, the violator is found guilty, fined the maximum penalty, and, if not paid, the matter is turned over to a collection agency. This may result in credit problems for the violator.

**Nuisance Control Code:** Public nuisances caused by things such as a litter, junk and trash accumulations are prohibited by code. A brief overview of the enforcement procedure follows. Nuisance enforcement is usually a complaint-driven process, with city parks and police departments responsible for enforcing nuisance control code provisions. Often the first step by city staff is to attempt to make in-person contact with the resident of the problem site, requesting voluntary cooperation to abate the nuisance. Without compliance, a Notice of Infraction, carrying a financial penalty to be levied by the Whitman County District Court, is issued to whoever is responsible for the existence of the nuisance. Second offenses require an appearance in court. The complete new code provisions are available on the city website at [www.seattle.gov](http://www.seattle.gov)

**Nuisance Party Regulations:** Nuisance parties or uncontrolled social gatherings and associated violations are regulated in the city of Seattle by the police department. A party or social gathering that is or becomes a nuisance party shall cease upon the order of the Chief of Police or the Chief's designee; and all persons not residing therein at the site of such social gathering or party shall leave the premises immediately. Any person who fails or refuses to obey and abide by such an order shall be guilty of a violation of this Chapter—a Class 2 infraction punishable by a penalty not less than \$150 for the first offense. For each repeat violation of this Chapter, the enforcement officer shall require mandatory Court appearances. For each repeat violation of this Chapter, the Court shall impose a minimum fine of \$500. The host (s) of the nuisance party is also ticketed and fined. All nuisance party citations require a court appearance. The complete new code provisions are available on the city website at [www.seattle.gov](http://www.seattle.gov)

**Parking Regulations:** Parking space is limited in most cities, including the city of Seattle. Parking regulations have been enacted by the City Council with the intent of being fair to those who need to park on the City's streets and still protect the safety and general welfare of the residents. Unless otherwise posted, vehicles, trailers, and recreational vehicles may not be left parked on public streets and alleys in the city of Pullman for more than 7 days without being used for their intended purpose. For example, automobiles must be driven, trailers must be towed, and floats must be used in a parade or similar use in order to qualify as being used for their intended purpose. Unattached campers and canopies may not be stored or detached from a vehicle and left of public streets or alleys for any period of time.

Parking regulations in Seattle are generally consistent with those in effect for the rest of the state. For example, anywhere in Washington, including Seattle, vehicles cannot be parked on sidewalks, planting strips (area between the sidewalk and the curb), blocking driveways, in yellow zones, or in fire zones (areas needed for emergency access to buildings, fire hydrants, or fire equipment. Such areas include, but are not limited to, areas with adjacent curbs or rails painted yellow). Some public parking lots and streets prohibit parking between 3 am and 6 am. These are usually downtown and are posted. This allows for regular street sweeping. For snow removal and street repair purposes, the city public works department may at times temporarily close some streets in order to facilitate the completion of snow removal or repairs. In such instances, temporary "No Parking" signs may be erected on relatively short notice. A map of parking zones may be viewed at: <http://web6.seattle.gov/sdot/seattlepar-kingmap/>

**Recycling:** Curbside recycling for single-family housing and multiple-family dwellings up to quadplex units and apartments is provided by the City of Seattle. Recycling centers are available in

**Sidewalk and Pedestrian Clearance Areas:** To allow the public full and free use of sidewalks or pedestrian clearance areas, city code requires that these areas be free of debris, overhanging or surface vegetation, and in the winter months, snow and ice. To assist residents in better understanding their responsibilities in this regard the Seattle City Code is available at [www.seattle.gov/transportation](http://www.seattle.gov/transportation)

**Solid Waste:** By city code, every person must use a licensed solid waste collector to remove and transport solid waste from the premises on a regular basis. In order to secure services, you will need to contact the City of Seattle garbage disposal. Solid waste containers that are placed at the street must be placed within 5 feet of the curb or alleyway no sooner than 24 hours prior to scheduled pickup time and must be removed within 24 hours after pickup. Persons in charge of the premises must provide sufficient solid waste containers to hold solid waste of that premises and must assure that solid waste is collected regularly from that premises. The Revised Code of Washington section 9A.56.050 provides for charges of theft in the third degree, a gross misdemeanor, for individuals that commit the theft of property or services by placing solid waste in the container of another individual who does have regular solid waste pickup. Complaints about the illegal disposal of solid waste should be reported.

**Visual Nuisances:** Property is to be properly maintained for both sanitary and visual reasons. Indoor furnishings, such as couches, are not allowed to be left outdoors in residential zones.

**Housing issues:** If you are renting property, state law requires you to have a smoke detector and to maintain it in good working order. The city of Seattle also encourages everyone to develop and practice a home fire escape plan and post the "911" emergency number next to your phone. If you have obtained housing but are concerned that it may not meet life and safety requirements of the building code or fire code standards, please call the city of Seattle at 206-684-2489 and ask for a building or fire code inspector. Concerns about discrimination in housing should be referred to the Seattle Human Rights Commission at 206-684-4540.

**Occupancy Restrictions:** Within an R-1 Zone, no more than 3 unrelated persons may occupy a single dwelling unit. Within an R-2 Zone, no more than 4 unrelated persons may occupy a single dwelling unit. Failure of a property owner to comply with occupancy restrictions may result in a fine of \$250 per day up to \$5,000 per infraction.