



## COMMUNITY POLICIES

**WESTMORE MANAGEMENT RESERVES THE RIGHT TO AMEND ANY OF THESE POLICIES AT ANY TIME.**

Notification of any changes to these Community Policies can be served in the form of the monthly newsletter, notices posted in the buildings, notices posted at the Leasing Office, and/or notices sent via U.S. mail. It is each resident's responsibility to stay advised of any changes.

1. **OCCUPANCY:** The maximum number of people allowed to live in a one-bedroom apartment is two (2) people. The maximum number of people allowed to live in a two-bedroom apartment is four (4) people. The maximum number of people allowed to live in a three-bedroom apartment is six (6) people. All of these numbers include newborn babies. All occupants must be listed with this office and on your applications. Guests are allowed to stay for less than thirty days within a single calendar year. Anyone consistently staying in an apartment or parking their vehicle at Westmore for more than two nights a week, receiving mail, or using the community amenities is considered an occupant and must be registered with the Leasing Office.
2. **MOVING:** Moving in and out of the building must be done through the parking lot entrances. Close all doors when finished. You are responsible for any damage done to the hallways during your move. Moving vehicles may not be driven and/or parked in the fire lanes, sidewalks, or lawns.
3. **PARKING:** The number of persons on the apartment lease determines the maximum number of cars allowed in our parking areas. Guest parking is accepted in the designated areas only. All motor vehicles must have current license plate and village stickers affixed to them. Westmore vehicle stickers must be displayed in the driver's side rear window. If there are tinted windows please affix the sticker to the driver's front window. **Management must be notified in writing of any vehicle changes; the old parking sticker must be exchanged for a new sticker for the "new" vehicle.** Motorcycles do not require any Westmore parking stickers. Please refer to the current Parking Rules and Regulations for further details.
4. **KEYS & LOCKS:** Keys are provided at time of move-in upon payment of all move-in monies and signature of all documents. You will receive 2 unit keys for a one or two bedroom unit, 3 unit keys for a three bedroom unit. All apartments receive one mailbox and one laundry room key each. All sets of keys must be returned to Westmore Apartments at the time of move-out. If at any time during your residency you request that your locks be changed, there will be a charge payable to Westmore Apartments for the replacement. Only locks installed by Westmore Apartments are permitted per Village of Lombard ordinance.
5. **LOCK-OUTS:** Should you be locked out of your apartment during normal business hours (Monday–Saturday) proceed to the Leasing Office for access to your apartment. You will be asked to provide identification and the Lease Agreement will be checked. Only leaseholders and authorized occupants will be allowed access to the apartment. If the locks need to be changed during the period of residency, there will be a \$35 charge payable to Westmore Apartments for the replacement. We cannot provide lockout assistance after business hours. If you lock yourself out of your home after hours, you will need to contact a locksmith to unlock your door.

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6. **MAINTENANCE REQUESTS:** If you have a maintenance request, please call the Leasing Office during normal business hours, or enter your request online at westmoreapts.com on the page marked "Work Orders." Contact the Leasing Office for current username and password. Maintenance has the right to enter the apartment upon receipt of the work order request without the tenant's presence. If you prefer to be present during the service visit, you must schedule an appointment through the Leasing Office. **In case of an emergency, Management reserves the right to enter your apartment without notice.**
7. **DECORATING:** Your apartment is freshly painted prior to your move-in. Painting the walls or installing wallpaper is allowed, however the walls must be returned to their original condition when you move out, or painted white. All wallpaper must be removed from the walls when you move out.
8. **HALLWAYS:** Hallways are to be kept clear of any personal items. No shoes, toys, boxes, bicycles, strollers, garbage, or other materials may be left in the hallways. Westmore Apartments will confiscate any and all items left in the hallway and will impose a fine of \$1 per item per day, (i.e. - a pair of shoes is 2 items, therefore \$2/day) until claimed in the leasing office. This is a Village of Lombard requirement that all halls remain free and clear of any items that could prove to be a hazard in case of an emergency. Should the building need evacuated without notice, shoes can become a trip hazard, especially in the dark. Please remember to keep noise to a minimum when in the hallway out of courtesy for your neighbors. Quiet hours are from 10 p.m. to 6 a.m. Children are not allowed to play in the hallway. Propping doors open for easy access to the building is prohibited. You will be responsible for any damage caused to the hallway during your move-in or move-out process.
9. **PATIOS AND BALCONIES:** Heavy objects should not be stored on the balcony. Lawn furniture and/or a gas barbecue or electric grills are the only acceptable items to be placed on the patio or balcony. No charcoal grills are permitted. The lawn must remain free and clear of litter, strollers, wagons, bicycles and other equipment.
10. **RENTER'S INSURANCE:** The most economical protection for your apartment is liability coverage under your renter's insurance policy. Westmore Apartments recommends all residents carry insurance in the event that damage occurs to the buildings or common areas. It is also recommended that you obtain an endorsement to cover your personal property. This policy will cover any damage caused by the resident in case of an accident. Renter's insurance is required for all residents who own a satellite dish, waterbed or fish tank. Westmore Apartments does not endorse a particular insurance carrier for renter's insurance. Westmore Apartments is not responsible for any damage to personal property.
11. **PETS:** A maximum of two (2) cats per unit is permitted at Westmore Apartments in designated buildings only. Prior to obtaining a cat, a Cat Addendum must be completed and submitted to the Leasing Office. The resident is subject to all current fees and deposits required. Please refer to the current Pet Policy. If your apartment is found to house any unregistered pet, you will have 72 hours to comply with the current property policy. During these 72 hours, you will be charged a \$25 daily fine per pet until the violation is abated. You are to notify the Leasing Office in writing when the pet has been removed. If you are unable to remove the pet, your lease will be considered an early termination subject to all fines and fees, and you will be asked to move immediately.

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12. **TRASH DISPOSAL & RECYCLING:** Residents are responsible for proper disposal of garbage and recyclables. Dumpsters are provided outside of buildings for your convenience. Waste should be placed in plastic trash bags and all boxes must be broken down. All trash must be thrown inside dumpster. DO NOT leave trash outside of the dumpster, next to the surrounding fence, or thrown over the fence. Any resident to witness an outsider dumping trash into a Westmore dumpster should report the automobile license number to the Leasing Office immediately. This will prevent rising refuse costs from being transferred to the residents.
- Recycling centers are located next to the trash dumpsters. All cleaned recyclables are to be disposed of here. Accepted materials include cardboard, plastics 1-6, newspapers, aluminum, tin, paper and magazines. The following items are restricted from the recycling center: glass, Styrofoam, petroleum products, anti-freeze containers, oil containers and garbage.
13. **WATERBEDS & FISH TANKS:** Waterbeds and fish tanks are allowed, however it is the resident's responsibility to inform Management that they will be using these items on the premises. The Leasing Office must be provided with proof of current renter's insurance. The policy must have a minimum of \$100,000 coverage to cover any and all repairs for damage caused by a water leak. If your apartment is found to have an unregistered waterbed or fish tank, you will be subjected to a \$100 daily fine until the violation is abated and you will be required to remove the aforementioned item(s) immediately. You will also be in violation of your lease, which could cause you to be in non-renewal status.
14. **OCCUPANCY CHANGES:** Management must be informed of any changes to the apartment's occupancy (roommates, name changes, marriage, babies, divorce, etc). All current policies and procedures must be followed accordingly. All changes are subject to Management approval. In the event of an emergency, Westmore Apartments needs to know how many occupants to be accounting for.
15. **SECURITY DEPOSIT:** The security deposit cannot, for any reason, be applied to any monthly rental payment, including the last month of the Lease Agreement.
16. **NOISE:** No noise, music or other sounds shall be permitted at any time in such manner as to disturb or annoy other residents in the building. Please observe the property quiet hours when operating laundry machines, dishwashers and vacuums, or exercise equipment. Quiet hours are between 10:00 p.m. and 8:00 a.m.
17. **RENT:** Rent is due and payable between the first and fifth day of each month. There will be a \$50 late fee for rent paid after the fifth and a \$5 per day charge thereafter. There is a \$50 fee for all returned checks.
21. **SATELLITE DISH:** See current Satellite Dish Rider for details. If your apartment is found having an unregistered satellite dish, you will have 48 hours to comply with the current property policy. After 48 hours of non-compliance, you will be required to remove the dish immediately and subject to a \$50 daily fine until the violation is abated. You will also be in violation of your lease terms, which could cause you to be in a non-renewal status.
22. **VIOLATIONS:** Any violation of these or any additional Community Policies, as well as any provision of the Lease Agreement or Riders, may result in the immediate termination of your lease, placement in non-renewal status, and/or forfeiture of your security deposit.

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23. **MOVE-OUT INSPECTIONS:** When you vacate your unit, a move-out inspection will be conducted to determine the condition of the apartment. The apartment must be left as it was the day you moved in, with normal wear and tear expected. Any condition noted in writing when you moved in will be taken into consideration. All damaged conditions will be documented and deducted from your security deposit.
  
24. **STORAGE LOCKERS:** Each unit has a storage locker in the basement of the building. Your storage unit must be kept free of flammable items and be kept clean. All stored items must fit within the boundaries of your storage unit walls and door. Westmore recommends that every renter keeps their unit locked, as Westmore is not responsible for theft or damage to the stored items. No additional storage is available in the basements for items that will not fit into the locker with the exception of bicycles. All bicycles must be in working order and tagged with a Westmore sticker. Bicycles will be inspected every month.