The Student Family Housing Guidebook is part of the apartment lease and residents are required to comply with its contents.
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ANTENNAS:
Outside radio, television antennas, including satellite dishes are not allowed to be installed.

APARTMENT AND BUILDING SECURITY:
For security purposes, always lock the entrance(s) to the apartments.
Apartment Lockouts - Call the Student Family Housing On-Call number, (402) 610-1068 for assistance. There is no charge for the first lockout. A $25 fee will be assessed for each call after the first lockout.

APPLIANCES:
Appliances include a stove and refrigerator.
City Campus (Vine St. and U Street) Apartments are equipped with dishwashers. (Microwaves are not included at City Campus.)
East Campus Apartments are equipped with microwaves. (Dishwashers are not included at East Campus.)

Stove Cleaning: Cleaning instructions for the self-cleaning oven are located on the oven. Remove shelves before starting the self-cleaning feature. Burners disassemble for easy cleaning. Clean enameled surfaces with mild soap solution. Abrasives should NOT be used on the enamel surface. Keep the stove in good condition by wiping it clean after each use.

Drip Pans must be kept clean and grease free to deter pest infestations. Do not line the drip pans beneath the coil on the stove with aluminum foil. Keep the drip pans uncovered, particularly the opening in the bottom because they are designed to ventilate the heat that builds up inside the oven from general use and while the self-cleaning mechanism is operating. Aluminum foil can also serve as a conductor of electricity and short out the burners on the stove.

Refrigerator Cleaning: Tenants should regularly clean the inside of the refrigerator with warm water and baking soda, rinse with clear water, and wipe dry. Do not store paper or plastic bags behind the refrigerator.

Dishwasher: Each City Campus apartment has an automatic dishwasher. Run through a complete cycle at least once a month to keep the motor and other working parts from drying out. Use only products recommended for dishwashers. DO NOT USE REGULAR DISHWASHING DETERGENT/SOAP IN THE DISHWASHER.

ATTACHMENTS:
No “after-market” attachments can be installed. This includes attachments such as portable laundry machines, portable dishwashers, bidets, hoses, or any other attachments.

AUTOMOBILES AND TRAILERS:
Tenants are restricted to two vehicles, both of which must be in operating condition, and have proper registration. Trailers, trucks, motorcycles, and automobiles are not allowed on the lawn or sidewalks at any time, including moving in or out of an apartment unit.

BASEMENTS:
East Campus/Colonial Terrace:
Basements in the townhouse style apartments are for laundry and/or storage, or for protection in the case of a tornado warning. They cannot be used as a sleeping area because of fire/life/safety code and regulations.
Common basements in all one level apartments cannot be used for any laundry services or as a playroom. The only use for the common area basement is for storage in the designated storage area, or for protection in the case of a tornado warning.

Bidets: Bidets are not allowed in the apartments.

BUS SERVICE FOR STUDENTS:
Students will need both of the following to use University transit services:
1. UNL/Star Tran Bus Pass
2. NUID
Students are issued a bus pass paid by student fees. For further information on Bus Service and routes, please visit the University website at parking.unl.edu/transit.

BUSINESS IN HOME:
Tenants are not permitted to operate any business for remunerative purposes or affix any sign, advertisement, or notice to any part of the premises or the building of which it is part. Please notify the Student Family Housing Office before holding a garage or yard sale.

CANDLES:
For safety reasons, candles, incense, and other flame-emitting articles are prohibited for use in UNL Housing properties. Only candle warmer or potpourri burner with an enclosed heating element and an automatic shut off are allowed.

CARPET CARE:
The carpet in each apartment is shampooed before the Tenant moves in. During the lease term, carpet care is the responsibility of the Tenant, including vacuuming weekly and shampooing when needed.
Upon vacating, you should shampoo the carpet to avoid extra cleaning charges at move out.

CHANGE OF ADDRESS:
It is the tenant’s responsibility to change their address when moving in or vacating the premises. A “Change of Address” form can be obtained from the main United States Postal Service; or online at usps.com.
Student Family Housing does not assume any responsibility for checking mail or forwarding mail after the Tenant vacates.

CHECKLIST OF APARTMENT CONDITION:
This form must be filled out and returned within two weeks of the move-in date indicating the condition of the premises, fixtures, and furnishings. Failure to submit this form within the specified time will result in the tenants being responsible for all damages or repairs, restoration, or replacements to fixtures and furnishings at the expiration or termination of the lease.
CHECK-OUT INFORMATION:
Tenants may terminate the lease agreement by submitting a written notice to the Family Housing Office thirty (30) days prior to the actual vacate date. When that is received, the Family Housing Office will send the Tenant the following correspondence:
1. Letter confirming intent to vacate, with amount due for rent
2. Vacating Instruction Sheet
3. Forwarding Address Card
4. Estimated Charges Sheet
The Facilities Staff will conduct a pre-move inspection of the apartment to determine scheduling and supply needs for the turnover. Tenants do not need to be present during this inspection.
Vacating tenants are expected to leave apartments clean and damage-free. Ideally, new tenants should be able to move into an apartment the date after the tenant vacates.

COMMUNITY LIVING:
When living in community areas in proximity with other families and families with children, there will be a certain amount of noise that occurs. Some people are more sensitive to noise than others, and sometimes community living does not work out if this is the case. Please remember, there will be some normal noise that goes along with community living in an apartment building.

COMMUNITY SERVICES:
CITY BUS SERVICE
Star Tran
710 “J” Street, Lincoln, NE 68508
Schedule Info: (402) 476-1234
Phone: (402) 441-7185 | Fax: (402) 441-7055
Office Hours: 8:00am - 4:30pm, M-F
Email: StarTraninfo@lincoln.ne.gov

CABLE TELEVISION
Allo - (402) 480-6650
Spectrum - 844-209-4492

LINCOLN ELECTRIC SYSTEM
1040 O Street
Lincoln, NE 68508
(402) 475-4211

GAS COMPANY
Black Hills Energy 16th & Cushman Drive
Lincoln, NE 68508
1-888-890-5554

CITY OF LINCOLN INFORMATION
www.lincoln.ne.gov

NEWSPAPERS
Lincoln Journal Star
926 “P” Street
Lincoln, NE 68508 (402) 475-4200

Omaha World Herald
825 M Street
Lincoln, NE 68508
(402) 476-6100

Lincoln Public Schools
5905 O St, Lincoln, NE 68510
P.O. Box 82889, Lincoln, NE 68501
(402)-436-1000

Libraries
For City of Lincoln Library hours and locations, please visit: www.lincolnlibraries.org

COMPUTER/INTERNET ISSUES & PROBLEMS:
City Campus - Internet access is direct wire access. You will need an Ethernet cord to plug into the port. Tenants can set up their own routers for wireless service. UNL does not service or support personal equipment of the tenant. Computer/internet access issues should be called into the University ResNet Desk at (402)472-3535.
East Campus Only - The internet provider for East Campus Housing is ALLO. Internet access issues and service problems should be called into ALLO at (402) 480-6650.
There is a modem for the internet service in each apartment for use while living in Student Family Housing. The modem is the property of ALLO, and it should stay in the apartment upon vacating. If it is not left upon vacating the premises, there is a $150 fee for replacement, which will be charged against the security deposit refund. Leave the internet equipment in the apartment when you vacate.

COURTESY/QUIET HOURS:
Tenants are primarily students with study needs so be considerate of others in surrounding apartments. Tenants should keep noise from musical instruments, video games, radios, televisions, and stereo equipment at a level that will not disturb other tenants. In the event of serious noise disturbance after 11:00 p.m., tenants should notify the UNL Police at (402) 472-2222 for assistance.
If you have children, show regard for your neighbors by making sure that - and especially after 10:00 p.m - your children do not create undue disturbances from running and jumping, playing or high-volume television viewing. Parents need to remind children about respect for neighbors. Avoid running, jumping and rambunctious activities.
Children are not allowed to play in the common hallways of the buildings or close to neighboring windows on the outside.

DRAINS:
We do NOT have garbage disposals in our apartments. To avoid clogged drains, here are some important instructions:
1. Grease - Drain all grease into a can or jar and dispose of it in the outside garbage dumpster. The can/jar should be tightly covered so it does not attract cockroaches or other pests.
2. Food - Be sure the strainer remains in place in the sink when draining the dish water. The water will drain more slowly, but the strainer will prevent food from getting into the plumbing system. Empty the remaining food particles directly into the garbage.
3. Special care should be taken to ensure rice, pasta, eggshells, and grease are not rinsed in the drain. These items are especially troublesome in plugging drains.
4. Hair - Tenants should take extra care to make sure hair from their haircuts or hair brushing does not get rinsed down the drain. The sink/bathtub plug should be closed during these processes and all hair should be removed before running the water in the drain.

5. Bottle Caps/Lids, Other Small Items - Because most trouble calls can be prevented if care is exercised, plugged drains caused by bottle caps, toys or other items may result in a labor/materials charge, etc. to the Lessee. Under no circumstances, should tenants pour caustic chemicals down the drain. The products destroy pipes and are potentially dangerous - the chemicals could burn hands and even splash in the face and eyes.

DRIP PAN POLICY:
Student Family Housing will replace drip pans once during tenancy at no charge. See attached policy for details.

ELIGIBILITY REQUIREMENTS:
Legally married students, residing with their spouses, with or without children; and single custodial parents with dependent children are eligible for Student Family Housing. The Tenant(s) must be enrolled as a full-time student(s). Graduate students must maintain a minimum semester enrollment of nine credit hours. Undergraduate students must maintain a minimum semester enrollment of twelve credit hours. No credit hours are required during the summer months if the student and/or spouse are enrolled in a full-time capacity for the fall semester.

You are required by your Lease Agreement to notify the Student Family Housing office if your marriage status and/or student status changes.

EMERGENCY TELEPHONE NUMBERS:
Attached.

ENTRY INTO APARTMENT BY UNL PERSONNEL:
In the following cases, authorized University of Nebraska personnel will enter the apartments without prior notice:

1. When an obvious emergency exists, such as a fire or broken water pipes.
2. To maintain an environment that respects the rights of other Tenants.
3. When a maintenance service request has been made by the Tenant.
4. To conduct bi-monthly insect control and safety checks.

A twenty-four (24) hour notice will be given prior to showing apartments to prospective tenants. Occasionally, emergencies or service requests require entry into an adjacent apartment because of the common utility lines. In all cases, a notification will be left in the apartment of Tenants who are absent when entry is necessary. The Housing Facilities Staff is instructed to lock the apartment’s entrance door when leaving.

FIRE SPRINKLER SYSTEM:
Fire sprinklers are installed for the purpose of saving lives and property. They are not to be used for hanging items or any other use by the Tenants, including touching, throwing items, or otherwise activating either on purpose or accidentally. If activated by Tenant and damage is caused to the apartment or any other adjacent apartment, Tenant may become liable for any damage to UNL property.

FIREARMS AND OTHER POTENTIALLY DANGEROUS ITEMS:
Tenants are not permitted to keep any of the following on or about the premises: firearms, ammunition, fireworks, gasoline, kerosene, naphtha, benzene, or any chemicals that are hazardous or explosive in nature.

FLOOR CARE:
The hard surface floor should be swept and washed on a weekly basis. DO NOT USE WAX. Clean with a mild soap/warm water mixture. If you have questions, contact the Student Family Housing office at (402) 472-3753.

GARbage/RECYCLING:
Dumpsters are in each area for Tenants to place garbage and trash and emptied three times per week. Do not put hot charcoals in trash dumpsters.

Personal garbage and trash should be taken out of your apartment on a regular basis, at least once weekly to avoid attracting insects and other pests. Do not set trash in the hallways, common grass areas, exterior skirting balconies, or any other common areas of the apartment complex. Do not place unwanted food in any of these areas, as this could attract animals.

Best practice is to always bag your garbage when placing in the trash receptacles, as this will avoid flies, insects, and unwanted critters.

Discarded furniture and other similar personal items will not be picked up or taken by the trash vendor. Tenants must make alternate arrangements for the disposal of such items. If the Housing staff ends up disposing of such items, the Tenant will be charged labor and disposal fee for removal.

If your apartment complex has “Recycling” bins, please follow the rules, and only place designated items in those bins. If other items that do not belong are placed in the Recycling bins, then that entire bin will be deemed contaminated and not able to be recycled.

GARDENING:
There are several Community Gardens throughout the City of Lincoln. Information can be obtained at: info@communitycrops.org or (402) 474-9802.

GRILLs:
Based on State Statute and University Code, UNL Housing does not allow propane grills at Vine Street and U Street Apartments. For charcoal grills, we ask that you buy charcoal that does not require lighter fluid. Lighter fluid is very flammable, and you are not allowed to keep that type of potentially dangerous item on the premises. Be sure the charcoal cools down before removing from the grill to dispose in an appropriate container.

GUESTS AND VISITORS:
Any guest /visitor who resides at the apartment for more than two weeks (14 days) is to be approved in advance
of arrival and registered with the Student Family Housing Office. (A copy of the Guest Approval form is included with this Guidebook.)

For purposes of the Lease Agreement and Guidebook policies, “occupancy” is defined as the total number of occupants in the apartment, including guests who are staying longer than 2 weeks. If the number of guests puts the apartment occupancy over the total number of people allowed to live in the apartment, your guests will not be approved.

Parents, brothers, sisters, other relatives, are permitted to occupy the apartment with the Lessee only if they are legally dependent upon the Lessee and are registered and approved with the Student Family Housing Office.

GUIDEBOOK APPLICABILITY:
The Student Family Housing Guidebook is a part of the Student Family Lease Agreement, and Tenants are required to comply with its contents and policies. Where the lease conditions differ from an updated Guidebook, the most current Guidebook conditions apply.

HOVERBOARDS:
It is not permitted to ride hoverboards in University-owned apartments.

INSURANCE AND LIABILITY:
Tenants are required to obtain and carry Renter’s Insurance throughout the term of the lease. Please review the Lease Agreement, “Responsibility for Damages” section. You will be required to show Proof of Insurance upon signing the Lease.

KEYS:
If a key is lost, Tenants must notify the Student Family Housing Office. Locks will be changed, and new keys issued at a cost of $30 each to the Tenant. Restricted access entry keys for the U Street and Vine Street apartments may require a $30 deposit for each key issued. Tenants cannot duplicate keys.

Post Office Box keys: There will be a $30 charge for post office box key replacement.

LANDLORD TENANT ACT DOES NOT APPLY:
In accordance with Neb. Rev. Stat. 76-1408 as amended from time to time, a student entering into this contract for a residence at an institution, which is incidental to the provision of education services, and therefore, this contract is not subject to the Nebraska Uniform Tenantable Landlord and Tenant Act.

LAUNDRY:
City Campus apartments (Vine Street and U Street) have laundry facilities in the lower level of each building in the complex. The washers and dryers are activated by credit and/or debit card and the facilities are available to each Tenant. East Campus (Colonial Terrace) Townhouse apartments have a basement area in which Tenants can place their own washers/dryers for personal use. East Campus (Colonial Terrace) apartments that are all on one level have a common area laundry facility behind the

apartments at 3330 Starr Street. This laundry facility can be used by any Colonial Terrace Tenant. These washers and dryers are activated by a credit and/or debit card. You will have to pick up a key card from the Student Family Housing office to get access into the facility.

LIGHT BULBS:
Light bulbs are provided by the Student Family Housing maintenance office. If a light bulb burns out and you do not have extras in your apartment, please submit a FIXIT request for extra light bulbs.

MAILBOX LOCATIONS:
See attachment.

MAINTENANCE REPAIRS/CALLS:
See attached refrigerator magnet.

MAINTENANCE EMERGENCIES:
• No Water.
• Toilet clogged or overflowing. You should IMMEDIATELY shut off water supply. Valve located beneath the toilet tank.
• Partial or total electrical failure. Check breaker box.
• Serious water leakage.
• Smell of gas.
• No heat or extreme heat.
• Locked out of bathroom.

Cost of normal maintenance repairs is incurred by UNL Housing.

Repairs caused by tenants, on purpose or accidentally, may be charged to Tenant’s account at the hourly labor (maintenance or custodial) rates as well as for cost of supplies or material. Examples of repairs charged to Tenants include, but are not limited to: Burns on counter top due to placing hot pans, food or water clean up due to bathtub overflowing, large items or food flushed down toilet, plugged drains due to food and grease, etc.

OCCUPANCY:
Two-bedroom apartments can be occupied by no more than five (5) individuals. One-bedroom apartments can be occupied by no more than three (3) individuals. Three-bedroom apartments can be occupied by no more than six (6) individuals.

For purposes of this Lease Agreement and Guidebook policies, “occupancy” is defined as the total number of occupants in the apartment, including guests who are staying longer than 2 weeks. If the total number of guests puts the apartment occupancy over the total number of occupants allowed to live in an apartment, then your guest will not be approved.

All individuals residing in the apartments must be fully dependent on the student.

Condition of Occupancy as Defined by the State of Nebraska: Legally married students, residing with their spouses, with or without children; and single parents with dependent children are eligible for Student Family Housing. The Tenant(s) must be enrolled as a full-time student(s). Graduate students must maintain a minimum
semester enrollment of nine credit hours. Undergraduate students must maintain a minimum semester enrollment of twelve credit hours. No credit hours are required during the summer months if the student and/or spouse are enrolled in a full-time capacity for the fall semester.

PARKING:
Vine Street and U Street Apartments: Tenants are assigned one designated parking space for each apartment. One Area M parking permit is distributed and administered through the Family Housing office at no charge to the Tenant for this permit. The Area M parking permit is valid ONLY in your designated parking space. All Parking rules and regulations are enforced by Parking Services. There is no guest/visitor parking in the apartment complex parking lots. Should tenants desire to park else where on campus, a University parking permit must be purchased from UNL Parking Services, located at 625 Stadium Drive, (402) 472-1800.

Colonial Terrace Apartments: Each apartment has one designated parking space. No permit is required for this space. Guests must park on the street at all complexes.

PEST CONTROL, SANITATION, FIRE/LIFE SAFETY INSPECTION:
See attached Policy. Read carefully.

PETS:
Fish are the only pets permitted in Student Family Housing. Tenants who violate this policy are subject to lease termination. Pets of visitors/guests are not allowed. Boarding facilities are listed in the yellow pages of the telephone directory.

PICTURES/MIRRORS:
Lightweight pictures may be hung on walls with a small nail or sewing needle. Adhesive tape, picture hangers, tacks or screws should not be used. Do not use Scotch tape or other adhesives on the walls, as these products leave marks that can neither be removed nor covered with paint. Contact the Student Family Housing Office for proper installation procedures. Minimize the number of nails used. Televisions are not allowed to be hung on the walls.

PORTABLE WASHERS:
Portable clothes washing machines and dish washing machines are not permitted in the apartments for any reason.

RECYCLING:
The City of Lincoln enforces a cardboard ban. This means no cardboard should be thrown in a trash can. Please recycle all your cardboard by throwing it into the designated recycling bins. For more information see attachment and visit recycling.unl.edu.

RENTAL PAYMENTS:
Rent is due on the first of each month, and no later than the fifth of the month. A late fee is assessed if received after the fifth.

SECURITY DEPOSIT REFUND:
Unpaid rent, damages and cleaning charges will be deducted from the security deposit. If the deposit does not cover charges, the Tenant will be required to pay the balance due to the Student Family Housing Office. Failure to pay any Housing charges will result in an “Administrative Hold” being placed on academic records. This Hold prevents the release of transcripts, class registration, diplomas, and future enrollment. If necessary, a collection agency will intervene on unpaid charges.

SMOKE DETECTORS:
Each apartment is equipped with smoke detectors. Student Family Housing is responsible for the replacement of batteries (where applicable) and will check the general operation, as well as battery function, during quarterly maintenance checks. Tampering with the smoke detector or other fire and life safety equipment will be cause for immediate termination of the lease.

SMOKE-FREE/TOBACCO-FREE CAMPUS POLICY:
The University of Nebraska is a Tobacco-Free/Smoke-Free campus. The entire Policy can be found at: unl.edu/tobacco-free-and-smoke-free-campus-policy.

SOLICITATION:
Canvassing or solicitation of funds, sales, votes, memberships, literature, signatures, or subscriptions is not permitted in Student Family Housing.

STAIRWELLS AND HALLWAYS:
Indoor and outdoor stairwells and hallways including balconies, concrete patios and walkways must not be obstructed in any manner, nor used for storage of personal property. University staff will remove any property found in these areas. The University is not responsible for damage or loss resulting from the disposition of such property.

STORAGE:
East Campus/Colonial Terrace: Tenants should leave a 3-foot open space on all sides of the furnace, hot water heater, and under the stairs. The stairs to the basement should be free of items which block easy access by maintenance personnel.

STUDENTS WITH DISABILITIES
University Housing is committed to providing accommodation to students with disabilities in family housing apartments. In order to ensure that appropriate arrangements can be made, students with disabilities who need reasonable accommodation in family housing apartments must contact the Director of Services for Students with Disabilities at (402) 472-3787 so appropriate plans can be made prior to lease signing. Students who require reasonable accommodation must have an accommodation plan issued by the Services for Students with Disabilities Office.

TELEPHONE/LANDLINES:
unl.edu/telecom/dorm-phone-service-signup
**TORNADO PROCEDURES:**
See attachment.

**TOYS:**
Do not leave toys in the yard areas, parking lot stalls or parking lots.

**UTILITIES:**

*Electricity:*
City Campus - Tenant’s responsibility.
East Campus - Tenant’s responsibility.

*Gas:*
City Campus - Provided by University Housing. (Gas includes heat and hot water.)
East Campus - Tenant’s responsibility.

*Internet Access:*
Provided by University.
Direct wire access: Ethernet cord required.
City Campus - Uses University internet service.
East Campus - Uses ALLO service.

*Telephone:*
Tenant’s responsibility. University Telecomm provides discounted services to students. Contact information: its.unl.edu/telecom/dorm-phone-service-signup.

*Trash Removal:*
Provided by University Housing.

*Water/Sewer:*
Provided by University Housing.

**VACATE PROCEDURES:**
Tenants may terminate the lease agreement by submitting a written notice to the Family Housing Office thirty (30) days prior to the actual vacate date. (Refer to your Lease Agreement.) When that is received, the Family Housing Office will send the Tenant the following correspondence:

1. Letter confirming intent to vacate, with amount due for rent
2. Vacating Instruction Sheet
3. Forwarding Address Card
4. Estimated Charges Sheet

The Facilities Staff may conduct a pre-move inspection of the apartment to determine scheduling and supply needs for the turnover. Tenants need not be present during this inspection.

Vacating tenants are expected to leave apartments clean and damage-free. Ideally, new tenants should be able to move into an apartment the date after the Tenant vacates. The apartment will be inspected after the tenants have totally vacated the premises. All keys and parking permits must be left in the apartment on the vacate date or returned to the Student Family Housing office. Failure to leave the keys and/or parking permits will result in additional charges against your security deposit. The deposit refund will be mailed to your forwarding address by the State of Nebraska. If damages and/or cleaning charges exceed the original security deposit amount, the former tenants will be billed and notified in writing of the unpaid charges.

Tenants are responsible for 30 days of rent, beginning on the date of their vacate notice, whether they physically move out of the apartment before that or wait until the end of the notice.

If a Tenant holds-over in the Premises after the expiration or termination of this Lease without the written consent of the Landlord, the Tenant shall pay as a hold-over rental a rate of 150% times the daily rental rate.

**WINDOW COVERINGS:**
All apartments are furnished with blinds. They can be easily cleaned using a damp or dry cloth.

Violation to Guidebook policies is considered a violation of the Lease Agreement and subject to lease termination.