



UMB HOUSING Resident Guide

*Fayette Square & Pascault Row
Apartments*

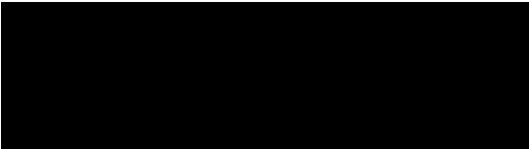


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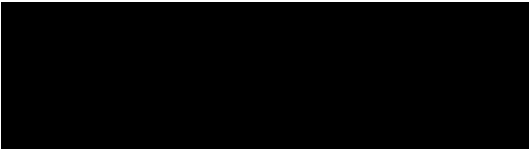
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Welcome to UMB Housing

Welcome to your new home! We are delighted that you have chosen to reside with us at Fayette



Policies and Procedures

Room Condition Report (RCR)

Available through your Resident Portal account, the Room Condition Report is a self-inspection completed by each resident upon their move-in. The purpose of the RCR is for residents to be able to document any pre-



is not limited to, Grubhub, DoorDash, Uber Eats, etc. along with orders directly from food vendors (Papa John's, Jimmy John's, etc.)

Mail

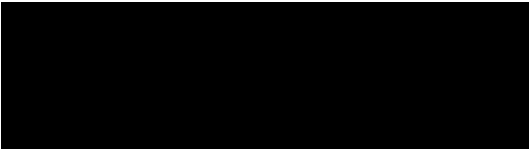
Mailboxes are in your building for Fayette Square, or in front of your building for Pascault Row. You will receive the key to your mailbox upon check-in. Each resident has their own mailbox. Please make sure that your friends, family, and associates know your correct building address – improperly addressed mail is considered misdirected and may not be deliverable.

Your address should be written as such:

Your Name
Your Street Address
Apartment Number (including bedroom letter)
Baltimore, MD 21201

Tower apartments: 518 W Fayette St.
Apt. T-XXXX
Baltimore, MA 21201

Historic apartments: 500 W Fayette St. -
.Bal ti more, MD 101



- Baltimore Grand Garage (\$94/month)
- Lexington Garage (\$70/month)
- You must complete the appropriate paperwork with the UMB Housing Office to secure



A maintenance situation is considered an emergency when either the safety of a resident is jeopardized or when basic life comfort needs are interrupted. In case of a maintenance emergency, the Security Officer will activate the 24-hour on-call system and a staff member will come in to solve the problem.

- **Situations that would be considered emergencies are:**
 - All toilets in unit are clogged
 - Heating doesn't work and temperature outside is under 50 degrees
 - Air conditioning does not work and outside temperature is over 80 degrees
 - Unit door will not lock
 - No electricity in unit
 - Flooding
 - Broken window (both panes)
 - Inoperable/malfunctioning smoke detector
- **Situations that are not maintenance emergencies, but would be handled as soon as possible the next day include:**
 - Clogged toilet in a unit where another toilet works.
 - No hot water
 - Clogged garbage disposal
 - Stove does not work
 - Heating does not work and temperature outside is over 50 degrees
 - Air conditioning does not work and outside temperature is under 80 degrees
 - Bedroom door will not lock
 - Refrigerator/freezer is not cooling (*residents should limit opening of fridge/freezer doors to limit loss of cool temperature inside appliance until situation can be addressed the next business day*)
 - Clogged shower
 - Electricity out for one or two items
 - Smoke detector indicates low battery sounds
 - Situations that are not emergencies and would be dealt with in priority order include:
 - Closet door is off track
 - Blinds will not slide up/down
 - Water drains slowly
 - Broken towel rack
 - Light bulb needs to be changed

What can I do so that I don't get charged for damages when I move out?

There are several steps that you can take to keep your Apartment in good condition at the end of your License:

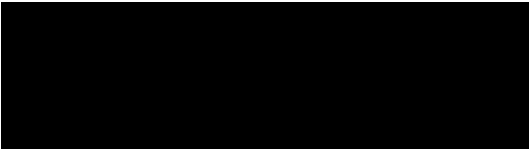
- Thoroughly complete your RCR within 14 days of your move-in and encourage your roommates to do the same



- Clean your Apartment weekly (at least). Pay special attention to vacuuming the carpets, cleaning the toilets, bathtubs, sinks, tile floors, oven, stovetop, drip pans, microwave, refrigerator, and countertops.
- Keep your walls in good condition: hang only one or two pictures per wall using the methods recommended above, do not place furniture directly against the walls, and make sure that your bed sheets and bedspreads do not mark the walls.
- Put a mattress pad or mattress cover on your mattress to protect it from stains or spills.
- Prevent damage to the Apartment and do not install additional items such as shelves, hooks, over-the-door hooks.
- Follow the instructions in your move-out letter to prepare your Apartment for move-out. Be sure to coordinate your move-out preparation with your roommates, since common area issues are billed to all residents of the Apartment.

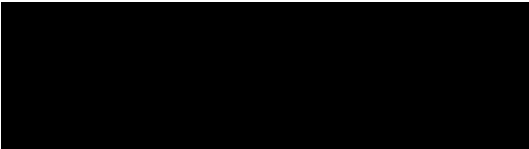
Standard Damage Charge Examples

The following is a possible list of common damages and the associated ch(s)3w.r4MCID 2kes ani Tle ft of (a p)4 n1



- Dining Chair Replacement: \$95.00
- Dining Table Replacement: \$275.00
- Dishwasher Replacement: \$375.00
- Door Handle Replacement: \$175.00
- Dresser Replacement: \$345.00
- Drip Pan Replacement: \$30.00
- End Table Replacement: \$150.00
- Full Kitchen Deep Cleaning (includes deep cleaning of kitchen and all appliances): \$275.00
- Garbage Disposal Replacement: \$175.00
- Excess Garbage/Trash removal (per box/bag): \$20.00
- Kitchen Cleaning (damp mop floor, wipe down all surfaces, wipe down dishwasher door and dishwasher interior, clean out cabinets and drawers): \$75.00
- Kitchen/Bathroom Flooring Replacement: \$500.00
- Light Fixture Cover Replacement: \$35.00
- Living Room Chair Replacement: \$650.00
- Living Room Cleaning (vacuum carpet, dust furniture, clean window ledges, clean windows, dust blinds, wipe down baseboard, disinfect furniture). Major repairs or stains will be handled on a case-by-case basis: \$70.00
- Mattress Replacement: \$300.00
- Medicine Cabinet Shelf Replacement: \$15.00
- Microwave Replacement: \$295.00
- Ceiling and Wall Repair (Includes holes and nicks which can be patched or stains which can be covered. Major repairs or stains will be handled on a case-by-case basis.): \$60.00 -

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- Window Glass Replacement (varies by size): \$200.00 – \$350.00

Charges are subject to change at any time without notification

Appliance Safety - Quick Reference Guide

This guide provides you with helpful tips for using your Apartment’s appliances safely and efficiently. If you have any other questions about your appliances, you may wish to download the user’s manual from the internet – they are very helpful!

Appliance	Do	Do Not
Stove	Clean the glass stovetop, hood filter, and oven regularly. Purchase and maintain a fire extinguisher in your kitchen. Use the stove hood fan and filter regularly.	

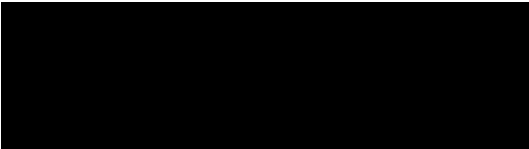


Conservation and Sustainability

As members of the global, campus, and UMB Housing community, we all have an obligation to conserve resources such as energy and water. Conservation will help minimize increases in fees due to utility usage, so keep the following tips in mind throughout your UMB Housing experience. Additionally, remember that recycling drop-off areas are available on each floor of the buildings of Fayette Square and in the Recycling Room (Room #661-11) for Pascault Row.

Conservation Measures

- Turn off all



Emergency Preparedness

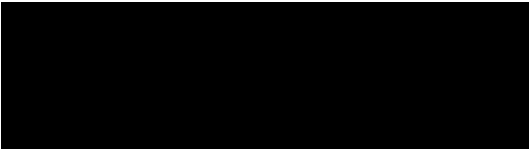
Although we hope emergencies never happen, it is best to be prepared. UMB Housing staff will do their best to help you, but you need to do your part as well. Follow the three steps below:



- vi. If your parents or guardians have a homeowner's insurance policy, they may be able to cover your belongings under their policy, but you should carefully weigh the advantages of an individual policy.

Stop the Bleed Kits





- UMB Housing acknowledges, however, that students of legal drinking age may choose to consume alcohol. Responsible use of alcohol by persons at least 21 years of age is not prohibited. Public inebriation and unruly conduct under the influence of alcohol are prohibited. University Police may be notified by UMB Housing of anyone who is publicly inebriated and/or who engages in unruly conduct to ensure the welfare and safety of the individual and that of other Residents of Fayette Square or Pascault Row.
- Violations of State Law could result in criminal prosecution or UMB disciplinary actions. Serious or repeated violations could result in the responsible Resident having his/her License terminated. In this case, the balance of the contract fee will be immediately due and payable.
- **Parental Notification** - Parents/legal guardians may be notified of certain categories of misconduct committed by Residents. Such misconduct includes unlawful behavior involving alcohol and/or drugs, and behavior involving alcohol that violates these Rules.

Endangering Behavior

UMB Housing may terminate your License prior to the expiration of the License and immediately remove Resident and his or her guests from the Building in the event Resident’s behavior or the behavior of any of Resident’s guests is or has a serious potential for becoming dangerous to Resident or others. In this case, the balance of the License contract fee will be immediately due and payable.

Entrance

Resident is prohibited from entering another apartment, bedroom, or building without prior permission.

Equipment

Tampering with, altering or changing any safety equipment, locks, fire alarms, smoke detectors, telephone equipment, TV cable, plumbing, electrical systems, or other systems or equipment, is prohibited.

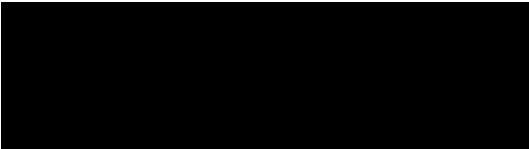
Evacuation

Resident agrees to evacuate in the case of emergency at the sole discretion of the UMB Housing and/or UMB. Resident understands that no reduction in contract fee will be given in the case of emergency evacuations. The meeting location in the case of a fire alarm is across Fayette Street in front of Westminster Hall for Fayette Square Residents and across Lexington Street in front of the parking garage for Pascault Row Residents.

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station when no fire is evident is prohibited. Fire alarm pull stations and safety equipment are to be used only in the case of an emergency. Upon the sounding of the fire alarm, Resident should proceed according to the instructions posted in and about the Building. Intentional sounding of an alarm outside of an emergency or tampering with emergency equipment will be considered a criminal offense and the person or persons responsible will be treated accordingly. Tampering with smoke detectors is prohibited. UMB Housing reserves the right to impose additional charges, penalties or sanctions for tampering with fire or life safety equipment in addition to criminal and judicial action. Refusal to leave a building during a fire alarm, refusal to produce proper identification upon request of UMB Housing or UMB offg0(ac)2 (t)52 (s)-2.6 25*[R.7 (e)-0.28(e)-4 (n)(g0(ac)(uf)-5.(o)6)-4 (or)3 ()-2.6 25*io)6 ol



may be removed from public areas. If furniture removed from public areas within Fayette Square or Pascault Row is found within a Resident's unit, said furniture will be returned to its proper location by UMB Housing, and Resident will be charged a \$50 fine. The use of temporary and/or permanent hot tubs is prohibited. Cinder blocks and all other unapproved "lofting" systems are prohibited. Damage to common area furniture by Resident or his/her guests will result in charges for damages and possible disciplinary action.

Guests

- UMB Housing recommends that Residents be cognizant of their roommates and establish a mutual understanding regarding guests visiting the apartment.
- Residents may not prohibit roommates from hosting guests in their apartment. Restrictions, mutually agreed upon, may be established for the use of shared living spaces (ex. Living room, kitchen, bathrooms, etc.) for guests.
- Residents are welcome to entertain overnight guests, within an established mutually agreed upon understanding with their roommate(s). UMB Housing policy does prohibit residents from permitting guests to "reside" with them, regardless of any understanding with roommates. Guests may be considered "residing" with the resident if they have been staying overnight for more than 3 consecutive nights.
- Residents must be present and accompany their guest(s) during their entire time in housing buildings and on housing grounds.
- Residents may not lend their OneCard (or access card) or give access to guests to enter any housing buildings or grounds unaccompanied.
- Residents will be held responsible for the conduct of their guests, including payment for any damages caused by their behavior. If the behavior of a Resident's guest becomes a nuisance to the community or neighbors in the sole judgment of the UMB Housing, it may restrict the Resident's

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Housing account and UMB Housing may terminate the License or refuse renewal or future licensing to Resident.

Parties

Resident parties/events involving alcohol are not permitted by students under the age of 21.

Whether in Apartments, bedrooms/premises, or other gathering spots, parties or events must not:

(a) become too large for the host Resident(s) to exercise responsible control over the behavior of Residents and guests (not to exceed six (6) guests in a studio/efficiency or twenty (20) guests in other sized Apartments); (b) expand beyond the boundaries of the building or Apartment; or (c) be open to all or advertised in any way. UMB Housing, if necessary, will intervene and instruct the host(s) to end the event when gatherings:

- Result in excessive noise, damage or destruction, fighting or other disruptive behavior;
- Exceed the normal boundaries, with persons gathering in hallways, stairwells, lounges, entrances, and other common areas;
- Have been advertised or promoted through flyers, posters or other means.
- University Police will be contacted in the event any laws may have been broken, and if their assistance is needed to assist UMB Housing in ending an event and dispersing attendees.

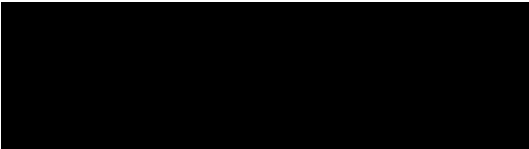
Pets

The presence of any animals or pets in or about Fayette Square or the Apartment is subject to prior written approval of UMB Housing. To keep a pet, Licensee must complete the Pet Addendum and pay the \$350 non-refundable pet fee. Each approved pet is subject to a \$25 per month pet fee. No pet is approved without written or emailed notification from UMB Housing. **Visiting pets are prohibited.** Licensees who have a pet or animal will be required to pay the cost of having the Apartment de-fleaed and de-ticked by a professional exterminator and the carpeting shampooed and deodorized by a professional cleaner at the termination of occupancy, as necessary. Licensee further



Housing. This includes intentionally or recklessly causing physical harm, or immediate expectation of physical harm, to any person, including assault/battery, intentionally or recklessly provoking and/or

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Sports Equipment

Use of any sports/recreational equipment except in designated areas is prohibited. The use of equipment prohibited within the building or Apartment includes roller blades, scooters, bicycles, skateboards, footballs, soccer balls, basketballs, baseballs, volley balls, lacrosse equipment, field hockey equipment, nerf balls, and Frisbees. **Bicycles must be stored appropriately in resident's Apartment or on the 1st floor bicycle racks always.**

Storage Space

Under no circumstances are utility or furnace rooms, entrances, hallways, stairwells, or other public