

Port Washington Apartments

1900 Naval Ave - Bremerton WA 98312



General Info & Rules

(Hand Out)

We hope you will enjoy your time at the Port Washington Apartments. Enclosed in this packet you will find helpful tips and our community rules. If there is any way we can assist you, please let us know.

Office Phone: 360-377-3664

**Office Hours:
Monday – Friday
9:00 – 5:00**

After Hours Emergency: 360-516-7229

TENANT PORTAL ACCESS SETUP

We are pleased to offer Tenant Web Access, where you can access your account to make payments, correspond with management, and or make maintenance requests online. Before being able to utilize the system you must create an account following these instructions.

Go to <https://portwashingtonapartments.com>, click on Make Payment and follow these steps:

On the log in screen, click **sign up**:

1. Enter your account number: **(You will be provided this number shortly after moving in)**
2. Enter your email address (this will be your User name)
3. Click **sign up**
4. Go to your email account for the account finalization email
5. Click the **finalize** link in the email
6. Create a Password
7. Confirm the Password
8. Click **verify**
9. Enter your User name and Password to log in



Another option to access the portal is to use an app called **rmResident**. This can be accessed through Google Play or Apple App Store. It will ask for **your account number** and the Company ID: **landmark** to complete the set up along with your email and password to complete the set up.

While logged into Tenant Web Access, click the tabs at the top of the page to:

- View your open charges
- Display your transaction history
- Make a payment
- Manage payment information
- You will find your lease information under notes

It takes 3 business days to process your payment through the portal, so we suggest initiating payment on the 26th. This is free if you use your bank account to pay the payment. If you choose to pay by credit or debit card, there is a fee associated to this method and is charged upon processing the payment.

If you have any questions about Tenant Web Access, please contact our office at 206-780-6061 or info@portwa.com

PHONE NUMBERS

Phone numbers you may need when moving in:

- Puget Sound Energy (New Service): 1-888-225-5773
- Xfinity (Dan Saikkonen): 253-377-1583

MAIL INFORMATION

Your apartment comes with a locked mailbox. You were given a code for your door and a set of mailbox keys. It is the Residents responsibility to care for these. You will also find a change of address kit in this packet for your convenience.

You MUST fill out the "VACANT" card that is in your box when you move in. Our mail person cannot deliver your mail until that card is received. Fill it out and put it in the outgoing mailbox on the second level by the laundry room. If any other person is going to receive mail at your address, you must have them come in the office and fill out a "VACANT" card also.

Outgoing mail must go in the outgoing box on the second level by the laundry room. If you leave it in your box it will not be picked up.

LAUNDRY ROOM

The Laundry Room is open 24 hours a day. If you use it late at night, please be quiet as possible. All bedroom windows are on the walkway and residents appreciate it if you walk by their window quietly.

The washers run approximately 25-30 minutes. The dryers run for 1 hour. Please take your clothes out of the washers/dryers as soon as your cycle is finished. We have many people who use the laundry room and they shouldn't have to wait for someone to remove their clothes.

GENERAL RULES

RESIDENT'S OBLIGATIONS: Resident agrees as follows:

General

- a. To pay all rent and other charges, including utilities and installment payments of last month's rent and security deposit, promptly when due or assessed, for which Resident is responsible and to provide proof of payment.
- b. To execute all revised rental agreements upon request upon 30 days notice before a new rental period; except for rent increases which require 60 days' notice.
- c. To notify and deliver to Owner any legal notice received from any person or governmental agency which relates to the Premises. Fines assessed to Owner by any governmental agency resulting from a Resident's negligent behavior, including but not limited to, a failure to observe burn bans, Resident's maintenance of a nuisance shall be the responsibility of the Resident to pay.
- d. Provide the Owner with emergency contact information prior to commencement of tenancy and to provide updated or new information whenever such information is available.
- e. Not to do or keep anything in or about the Premises that will increase the present insurance rate thereon. Resident agrees to reimburse Owner for any increase that might occur for violation of this rule.
- f. Resident shall maintain liability insurance and licenses upon all motor vehicles brought onto the Property and shall provide Owner proof upon request.

- g. If the Premises should fail an inspection required by local jurisdiction due to the Resident(s), any fines or costs associated with reinspection shall be the responsibility of the Resident.
- h. To permit Owner to display "for rent" or "for sale" signs at any time during a tenancy.
- i. Not to permit any person to occupy the Premises other than authorized occupants or guests as defined in Section 12.
- j. Except in cases of emergency where no notice is required, to permit Owner, his or her agents, employees, or representatives to enter the Premises at reasonable times after notice is given in accordance with RCW 59.18.150(6). The parties agree that no notice is required to enter areas of the Premises generally accessible to the public, such as walkways and driveways
- k. BBQ's are available for use on the water side of the building. Users are required to clean up their mess and remove any garbage. Only charcoal is to be burned in the BBQ's. No debris, plates, plastic utensils, etc. shall be put in the BBQ for disposal. If you have a deck on your unit no BBQ'ing is allowed. BBQ is strictly limited to the BBQ area in front of the building and any combustible cooking device must always be a minimum of 15' from the building.
- l. Tenant must use the Tenant Web Portal for contacting management, requesting maintenance, and or paying monthly rent and utility bills. Within days of moving in you will be provided Tenant Portal Web Access instructions and your account number. Your account number is critical for accessing the portal.

Conduct, Behavior and Safety

- a. Resident is responsible for their own proper conduct and that of all guests, including the responsibility for understanding and observing all policies and rules.
- b. Keys for Premises should not be copied nor given to anyone other than those listed as lease or occupant without the owner's prior written consent.
- c. To comply with all laws and ordinances and the directions of all police officers in relation thereto; to refrain from use of the Premises or Property for prostitution, drug manufacture/use/possession/sale, any felony or misdemeanor or any other illegal use. Resident shall keep the Premises free of illegal drugs, nor use the same on the Premises. Residents agree not to abuse any drugs, whether legal or illegal, or alcohol in a manner that will either disturb the peace of quiet enjoyment of other residents or endanger the health, safety, or well-being of any resident, family member, guest or invitee resident at the Property or adjacent properties.
- d. Resident, family members or guests shall not engage in gang related activity on or about the Premises.
- e. Resident shall not keep or maintain an attractive nuisance on the Property as described in section 22.
- f. Resident is to follow all bans/laws, including, but not limited to, burn bans.
- g. No smoking of any substance is allowed in or on the Property.
- h. To comply with any trespass admonishments issued by Owner. To ensure the safety of all residents and their authorized guests, Owner expressly reserves the right to exclude persons who are not authorized residents (as set forth in paragraph 12) from the Premises. A Resident (or guest of a Resident) who knowingly invites or allows a previously admonished person onto the Premises without the written authorization of the Owner or Owner's agent shall be deemed to have materially violated the terms of this Agreement. In addition to any other lawful basis, Owner may issue a trespass admonishment to exclude from the Premises or Property any person, whether a Resident, occupant, invitee or other third party, who refuses to promptly show photo identification upon request by Owner or an authorized representative of Owner, or who refuses to identify him or herself as a resident, occupant, or guest of a specific resident. Resident shall be personally liable for the acts of any guests who Resident invites onto the Premises or Property.
- i. Resident, family and guests shall have at all times due regard for the peace and enjoyment of other residents in the Building. The level of noise created by any Resident, within or outside

- any unit, whether it originates from television, stereo, conversation or any other source must be such that it cannot be heard in any other resident's unit between the hours of (specify times, AM/PM) 10 PM and 7 AM .
- j. Not to throw anything from windows and/or balconies.
 - k. Resident shall not block open or provide access through any security doors, nor shall Resident disable any security devices on the Premises.
 - l. DOMESTIC VIOLENCE: Resident agrees that any incident meeting the definition of domestic violence causing physical harm will result in Termination of Tenancy of the perpetrator according to RCW 59.18.575 of the Residential Landlord –Tenant Act of Washington State (59.18).
 - m. Resident is in violation of the terms of this Agreement if any authorized occupant of the Premises or guest of any Resident or authorized occupant of the Premises engages in prohibited conduct anywhere on the Property regardless of whether such activity was conducted with the knowledge or consent of Resident.

Maintenance, Repairs and Alterations

- a. Resident's dirt, destruction, damage of any nature, neglect or disrepair to carpet does not constitute normal wear and tear. Carpets must be professionally shampooed by Resident upon vacancy. If carpets are new or Owner had carpets professionally shampooed prior to Resident's occupancy as indicated on the Property Condition Report. Resident shall also pay for professionally shampooing same. Resident shall obtain area rugs or other coverings to protect hardwood floors.
- b. Resident agrees to provide notice to Owner via the Tenant Portal regarding any habitability issues and to give Owner the opportunity to cure the defective condition prior to exercising any other option granted to the Resident under law. Owner is under no obligation to correct or repair any defective conditions caused by the Resident.
- c. Resident shall reimburse Owner promptly in the amount of the loss, property damage, or cost of repairs or service (including plumbing trouble caused by negligence or improper use by Resident, their invitees, family or guests. Residents shall be responsible for any damage resulting from windows or doors left open. Such reimbursement shall be due immediately upon demand by Owner. Owner's failure or delay in demanding damage reimbursements, late payment charges, returned check charges or other sums due from Resident is not a waiver thereof; and Owner may demand the same at any time.
- d. Resident understands and agrees that any damage caused by or related to smoking of any substance or any tobacco product use, or use of candles, incense, oil lamps, or burning of any other product shall not constitute wear resulting from ordinary use of the Premises. The cost of such repair, which shall be borne by Resident, may include the following: deodorizing the Premises, sealing and painting of walls and ceiling, and cleaning, repairing or replacing of carpeting or padding.
- e. Residents shall be responsible for any damage or theft resulting from windows or doors left open or unlocked.
- f. To protect against freezing of water pipes and waste pipes and stoppage of same in and about the Premises. To maintain the temperature of the Premises at such a level to prevent breakage of pipes or other damage to the Premises. Resident shall relieve stoppage of drains, and to repair all damage caused thereby, whether through freezing or other obstruction, unless resulting from a condition existing at the commencement of this tenancy.
- g. Not to intentionally or negligently destroy, deface, damage, change, repair or remove any part of the structure or dwelling, including the facilities, equipment, furniture, floor or window coverings, furnishings, locks and appliances, or permit any member of Resident's family, invitee, licensee, or any person under Resident's control to do so, and agrees to notify Owner of any such damage that occurs; To repair at Resident's expense any damage to the Premises

- caused by Resident's acts or neglect within the time period provided by written notice from Owner requiring such repairs.
- h. Not to make any alterations, additions, painting or improvements to the Premises, nor to change or add additional locks, nor change or add telephone, network or cable TV jacks, nor to install any wires, cables or aerials for internet, radio or television purposes on the exterior of the building.
 - i. Resident shall not disconnect or relocate within the dwelling any owner supplied appliance without owner's written consent.
 - j. Not to install a waterbed or aquarium.
 - k. In the event that the Resident requests testing and/or service calls which prove to be unsubstantiated, or the condition is caused by the Resident, the Resident must pay for all actual service call charges.
 - l. To inspect and maintain in compliance with the information tag thereon all Owner in-unit supplied fire extinguishers. Any fire extinguishers supplied are without charge for convenience of Resident only and no warranty is made as to their sufficiency for the Premises.
 - m. Owner is not obligated to provide window or door screens. If any are presently installed, Owner has no obligation to maintain or replace them.
 - n. Toilets and sinks are to be used only for the purpose for which they are intended and not a means for disposal other than poop, pee, toilet paper, and or cooking remnants.

Appearance, Cleanliness and Trash

- a. To take all reasonable precautions to prevent the presence of bed bugs.
- b. To take all reasonable precautions to prevent the presence of mold or mildew in the Premises as per attached Mold Handout, such steps to include, generally, using exhaust fans where available in humid locations, removing condensation from windows and other surfaces, providing adequate ventilation to the Premises at all times, storing possessions and furniture so as to provide for air circulation, and utilizing heat sources on all outside walls with a minimum average temperature of 64 degrees. Resident agrees to promptly notify Owner of the presence of mold or mildew.
- c. Bathrooms fans must be run during any bathing activity and for 30 minutes after. This helps reduce the possibility of mold. Stovetop fans must be used when cooking.
- d. The Premises must be kept clean, sanitary and free from objectionable odors. To properly dispose of all rubbish, garbage, and other waste at reasonable and regular intervals and to follow all recycling procedures. To assume all costs of extermination and fumigation for infestation caused by Resident. Resident may not dispose of anything in dumpster that is not from domestic household use. No furniture of any kind shall be set aside for the garbage trucks or staff to deal with and may not be thrown in dumpster. Any inappropriate dumping shall be cause for Landlord to charge Tenant for proper disposal plus labor costs.
- e. Resident agrees not to store any hazardous material including but not limited to unreasonable amounts of flammable materials, asbestos, petroleum and petroleum by-products, old batteries, or paint on the Premises or Property.
- f. Not to display signs or placards on or about the Premises or Property that are visible to the public.
- g. Not to store bicycles or other personal effects in common areas such as halls, stairways, elevators, laundry-rooms, public areas, or areas of the dwelling such as decks or hallways which are open to public view, unless such item has been specifically approved by Owner; to use common areas such as yards, play or garden areas in common with other residents and to have due regard for the joint use nature of such areas by removing all chairs, toys or other garden equipment after use and in all cases to remove such items by the end of each day.
- h. To keep the Premises and common areas such as parking spaces, patio and/or lanai, and storage area, including furnishings, appliances, floor coverings, and draperies in good order, and in a clean and sanitary condition.

- i. The laundry room shall be cleaned by resident after each use. Laundry facilities shall not be used by non-Residents or for commercial purposes. The laundry and its facilities shall be used only for washing and drying of the usual personal and household articles.

Parking Lot Use

- a. Covered parking is paid/private parking only. Anyone not belonging in these spots will be towed immediately, without warning. If you allow a visitor to use your covered space you must notify Management through the Tenant Portal Immediately. Reference your carport number, unit number, and describe the vehicle and license plate number.
- b. Parking in front of the building is for tenants only. Guests must park in the upper west end parking areas. Any visitor taking a parking space in the front of the building will receive one warning; and will be subject to towing after said warning. Exceptions to this rule: If your visitor is physically challenged or is a senior citizen, come to the office and we will issue a "visitor parking permit" for your guest or you may send notice to us through the Tenant Portal. This permit must be visible in the vehicle when your guest is visiting.
- c. When full we have enough parking for each tenant to have one parking stall unreserved.
- d. There is no backed in parking allowed in any of the spots at any time.
- e. You must have a parking permit sticker on the front drivers side window of your vehicle. You will be given one warning about putting a parking sticker on your vehicle, after that you will be subject to towing.
- f. Absolutely NO LOUD MUSIC OR POUNDING BASS, AT ANY TIME OF THE DAY OR NIGHT IS ALLOWED IN THIS PARKING AREA. Turn your music down before you enter the complex.
- g. All vehicles must be operable. We will not allow the storage of wrecked vehicles, vehicle storage, and or repair of vehicles on Port Washington property.
- h. Cars and motorcycles must not exceed 5 mph when driving through parking lot.
- i. No deliberate and excessive engine revving is permitted on the property.

LEASE TERMINATION

When the lease terminates the tenant is responsible to leave the apartment in good condition excepting normal wear and tear. For any damage to the apartment that is tenant responsibility tenant shall be charged the following rates:

Labor: \$55 per hour

Paint: \$55 per gallon

Paint entire apartment: \$1,500 (labor and materials)

Garbage hauled out by bag \$20 per bag

Cleaning supplies for specific tasks or 3rd party service are billed at actual cost

Furniture removal: \$65 per piece of furniture

Interior door replacement: \$200 each

Closet door replacement: \$200 each

Exterior door replacement: \$400

Laminate kitchen counter: \$450

Laminate flooring replacement: \$1,700

Cabinet door replacement: \$200

Garbage disposal: \$200

Smoke Detector: \$35

Blinds: \$100 each

Re-Key: \$25

For items not listed they shall be charged the actual cost or a reasonable amount determined by manager.