



GENERAL INFORMATION

Welcome to the **Maple Gate Apartments**, this property is owned by the Housing and Redevelopment Authority of Baudette. We are proud to provide you with one of the nicest rental units in Baudette. It is our wish that you have a very pleasant and safe stay as you make this apartment your home. Below are a few details you will want to become familiar with.

MAIL – EACH APARTMENT COMES WITH A FREE INSIDE MAILBOX.

List the tenant name/s on the inside of your mailbox; otherwise the postal service will not deliver your mail. Your mailing address will be:

510 1ST ST. NW #_____
BAUDETTE, MN 56623

UTILITIES

Call Baudette Municipal Light and Water at 218-634-1850 to get your electricity turned on.

TV & Internet Companies	Phone Number
Sjoberg's Cable TV	218-634-1335
CenturyLink Communications	800-244-1111
NO Antennae or Dish will be allowed on the premise.	

BUSINESS OFFICE

The office is located at 401 West Hamilton. Office hours are Monday – Friday 8am till noon.
The mailing address is PO Box 638 Baudette, MN 56623.

RENT PAYMENTS

- Monthly rent may be paid at our office (there is a drop box located at the office) or by mail sent to Baudette HRA PO Box 638 Baudette, MN 56623.
- Rent is due on or before the 5th of each month, payable to **MAPLE GATE APARTMENTS**. Payment can be made by check or money order.
- We have no way to receive payment by automatic deposit. Feel free to use your bank's "Bill Pay" service if you wish to automate your monthly rent payments.
- Apartments with multiple paying tenants may bring in a combination of checks & money orders to make payment but ask that all the funds paid in person come "in the door" together.

No BBQ GRILLS

BBQ grills are not allowed on the premises due to insurance regulations.

PETS AND ANIMALS

We are now pet friendly, you must disclose any pets upon move-in and/or obtainment of any pet. Additional Fees apply and a pet policy enforced.

SMOKING / NO CANDLES OR BURNING SAGE ALLOWED

No smoking is allowed anywhere on the premises except IN the parking lot and this PRIVILEGE is granted only as long as butts are properly disposed of. Proper disposal of all cigarettes is expected and if not done properly may result in disallowing all smoking on the entire property. Be sure you and your guests are responsible when disposing of cigarettes. Burning candles and burning sage or other ceremonial substances is not allowed on the premises.

PHONE NUMBERS + VEHICLE INFO REQUIRED

Tenants are responsible for keeping current phone numbers and vehicle information on file at the office at all times. Current vehicle information (year, make, model & license plate) allows us to identify owners in the event we need a vehicle moved to try save tenants from having vehicles towed. Do not park in front of dumpsters or in no parking areas or your vehicle may be towed without notice. Vehicles not registered at our office, those with flat tires or otherwise disabled or without current registration are subject to being towed at the owner's expense.

QUIET HOURS & NOISE LEVELS

At all times, sound levels of TV, radios, music etc. must be at a reasonable volume that will not disturb other tenants. Quiet hours begin at 10 PM when noise levels should be at a bare minimum.

CHILDREN

Children must be supervised at all times. Parents and guardians are responsible for the conduct of their children. Children are not allowed to play in the common areas such as hallways, entry areas, laundry rooms, landscaping areas around the building or in the parking lots. Any toys or personal items must be stored in your apartment and are not allowed to be left outdoors or in common areas such as hallways or entryways.

VISITORS

Visitors should park in overflow parking areas or away from the entrances. Parking spaces near the entrances are for tenants. Tenants are responsible for the behavior of their guests. This includes enforcing rules for children, no pets, no smoking, and maintaining responsible noise levels etc. Loud boisterous conduct anywhere on the property that will disturb the comfort of others is prohibited. If there are problems, tenants are encouraged to contact the police at 218-634-1143. They will keep your identity confidential when addressing the problem.

WALL HANGINGS, REDECORATION OR ALTERATIONS

To hang pictures, we ask that you use nails or tacks that are as small as possible. DO NOT USE COMMAND STRIPS! There is NO CHARGE for small nail holes when you move out as long as they are not excessive in number and have not caused damage to the sheetrock. You will be charged if you use anchors in the wall. Upon move out, do not try to repair nail holes as this is a normal part of our cleaning process. Apartments may not be redecorated, altered or painted.

WINDOWS

To enhance the beauty of the building, draperies and other materials subject to view from the exterior shall be of a solid color in shades of cream, white, light tan or light grey. No blankets tacked to walls as window covering please.

LIGHTBULBS AND BATTERIES

Tenants are responsible for replacing lightbulbs and batteries. Light fixtures are supplied with working light bulbs at the time of initial occupancy. Tenants are responsible for any replacement thereafter. Smoke alarms likewise, are supplied with batteries upon move in. If the alarms begin to "chirp", replace the battery. Contact our office if you have problems getting your alarm to work properly.

GARBAGE

Garbage must be placed in the dumpster provided in the parking lot and may not be left on patios or in hallways. Furniture and beds are not allowed to be deposited in or around the dumpsters. Tenants are responsible for the disposal of these items.

LAUNDRY

Coin operated laundry facilities are available in the building and may be used between the hours of 7AM and 10 PM daily. Use only High Efficiency detergents in the washing machines. If you use other detergents, it will cause the machines to quit working and give a computer error. Be sure your detergent indicates that it is "HE Detergent".

HEATING AND AIR CONDITIONING

The apartments are equipped with thermostats for individual selection of temperature levels for both heating and air conditioning. All windows must be kept closed when the outside temperature drops below 32 degrees. Your individual apartment heating units will draw the cold air from an open window and can freeze and break the water pipes, causing serious damage to your apartment and others. Tenants will be liable for any damages caused by windows being left open.

TAKE PRIDE IN YOUR NEW HOME

We take great pride in providing clean and attractive conditions at all of our properties. As these apartments are your home, we are confident that you will share this pride and assist us in keeping your unit and the premises well maintained and in good condition. Please make us aware of any problems or concerns so that we can give them our immediate attention.

IN CASE OF EMERGENCY

The manager can be contacted in case of emergency after hours Kristi Hasbargen C – 218-395-0431