

# NORTHPOINT CONTRACT ADDENDUM

1. **CHECK-IN AND CHECKOUT PROCEDURES:** Check-in and checkout procedures will be provided by the manager. Students must leave the premises immediately after having officially checked out. Those who leave without checking out properly will be charged a \$35 non-checkout fee. Early check-in is not allowed unless pre-approved by the manager. A daily fee of \$15 may be charged to students who occupy the apartment outside of the contract start date or termination date. Apartments will not be ready for occupancy before the first day specified in the contract. Students desiring to check-in after the contract commencement date must notify the manager prior to or on the contract commencement dates.
2. **DAMAGES:** Students are liable for any damages to the apartments. When more than one person is involved in causing the damage, each person will share in the expense. When students know who is responsible for any damage, they should furnish such information to the manager.
3. **DECORATIONS:** No items may be attached to the walls of apartments with nails or screws. No items may be hung on windows or from ceilings. All decorations must be in good taste and be promptly removed if requested by management.
4. **FIRE/SAFETY:** Open flames and the burning of any material (including candles and incense) inside the apartment are prohibited. Tampering with or misusing fire extinguishers or alarms is strictly prohibited.
5. **FURNITURE:** All furniture and artwork and other NorthPoint property must be kept in its place assigned by NorthPoint. No furniture or artwork may be moved out of the room, apartment, or lounge to which it is assigned without management approval. Removal of furniture or artwork will result in a \$50 fee as well as fees to replace/repair missing or damaged items. No outside furniture is allowed in NorthPoint buildings.
6. **HOUSEKEEPING:** Students are required to maintain order and cleanliness in their living accommodations at all times. Clean checks will be scheduled twice a month. Students will supply their own cleaning products to clean their apartments. If the cleanliness of an apartment falls below the standard set by the manager, an outside cleaning company may be contracted to clean at the cost of \$36 per hour
7. **KEYS:** Keys to apartments and mailboxes will be issued by the manager at check-in. Students are advised to keep their rooms or apartments locked at all times. NorthPoint is not responsible for stolen or damaged items. No NorthPoint keys are to be copied or duplicated. Lost key fee charges will be charged as follows: \$20 for mail key replacement and \$30 for apartment key replacement. Any required lock changes will result in a \$30 charge.
8. **LAUNDRY FACILITIES:** Washer and dryer units are furnished in each apartment. Students will use care in the operation of the machines and will notify management immediately if any problems arise.
9. **LINEN:** Students must provide their own mattress covers, sheets, pillows, pillowcases, blankets, bedspreads, towels, and washcloths. All beds are standard twin size. Mattress covers are required on all beds. If students do not have mattress covers on their beds, management may provide a mattress cover for a fee of \$35.
10. **MAIL AND DELIVERY SERVICE:** Upon arrival at NorthPoint, students should notify friends and family of their address which is 141 S 1<sup>st</sup> W, Apt # \_\_\_\_\_, Rexburg, Idaho 83440. Students should arrange their schedules to be at their apartments when luggage or parcels arrive from delivery services. Management does not guarantee the security of any luggage or parcels delivered to and left at NorthPoint. When moving from NorthPoint, students should notify friends, family, magazine subscriptions, etc. of a change of address and fill out a change of address form from the post office. Management will not be responsible for forwarding mail or parcels to students who have moved from NorthPoint.
11. **MAINTENANCE:** Students are responsible to promptly notify management in writing of anything in an apartment or room that requires repair work or maintenance attention. Students may notify management by email, by written notice in the office, or online through their student account portal.
12. **STUDENT LIVING MEETING:** Student Living Meetings are held at the beginning of each semester to teach and share principles consistent to successful apartment living. Students are expected to attend and contribute to the building of a positive culture within the complex. All students will be held accountable for any information discussed or distributed in the meetings, whether or not they attend.
13. **PARKING:** Students bringing cars must purchase a NorthPoint parking permit from the manager at check-in and must enter into and abide by the terms of the NorthPoint Parking Contract. There are a limited number of spaces available and parking permits are sold and distributed on a first-come, first-served basis. Rexburg City ordinance does not allow overnight parking on city streets from December 15 through March 1 and street parking on the block requires a City of Rexburg permit attainable at the police department.
14. **BICYCLES:** Students may not store bicycles inside apartments at any time. Bicycles must be stored in the outside bicycle racks provided by NorthPoint or in other locations as approved by the manager. NorthPoint is not responsible for loss or damage to any bicycles. Student is responsible for removing bicycle when checking out of NorthPoint.
15. **ROOM ASSIGNMENTS:** All roommate requests must be submitted to the manager at least 30 days prior to the contract commencement date. Management will make an effort to honor requests for roommates when the requesting roommates are assigned to the same apartment. There is, however, no assurance that all requests can be honored. Students are expected to sleep in their assigned apartments. Transfers to a room or apartment other than the original assignment will be handled pursuant to the terms of section 9 of the Student Landlord Housing Contract.
16. **SECURITY:** Students should lock doors to their apartments or rooms to protect personal belongings and to provide additional security.
17. **STORAGE:** Each apartment has space for storage of student's personal belongings in closets and underneath the beds within the bedrooms. Repair or storage of bicycles, motorcycles, automobiles, bicycles, motorcycle and automobile parts, or similar mechanical devices is not permitted in the apartment. Students leaving for a block or semester should take all their personal belongings with them. It is the student's responsibility to see that all personal belongings are taken or shipped to where the student wishes them to go. Managers cannot mail or ship personal belongings.