

**Lyon Village Apartments  
Arlington, Virginia  
709-465-9700**

**Rules and Regulations**

---

**Residents are urged to obtain renters' insurance to protect their personal belongings. Management is not responsible for any damage caused to residents' personal property. If you have questions about renters' insurance, contact the Resident Manager or an insurance agent.**

## 1. PAYMENTS AND CORRESPONDENCE

Please mail your rent payments to:

BMC PROPERTY GROUP  
10411 MOTOR CITY DRIVE, SUITE 402  
BETHESDA, MD 20817

Rent payments are due in the Bethesda office on the first of the month. Rent payments received after the fifth will be subject to a late charge.

Use of PayLease.com is encouraged, however, please note that it takes a few days for payments to clear your bank and then get posted. Don't set your payment date for the 5<sup>th</sup>, your payments will be late and subject to a late charge.

## 2. MAINTENANCE REQUESTS

Requests for maintenance must be called in to the Rental Office at 703-465-9700, emailed to [LVA@bmcproperty.com](mailto:LVA@bmcproperty.com), or submitted via the website form at [www.lyonvillageapartments.com](http://www.lyonvillageapartments.com). The maintenance staff is not responsible for verbal requests.

**PLEASE** do not hesitate to make a maintenance request. This service is your right, and your comfort is important to us. If you do not receive prompt, courteous service, contact the main office of BMC Property Group at (301) 767-2800. It is our responsibility to protect the property and ensure your comfort and safety. We cannot do that if we are not informed of maintenance issues in your unit.

## 3. QUESTIONS, COMPLAINTS, AND SUGGESTIONS

Questions, complaints, and suggestions are always welcomed at the Rental Office. If you feel your needs are being ignored, please notify the main office of BMC Property Group at (301) 767-2800 between 9 am and 5 pm on weekdays.

## 4. UTILITIES

**You are responsible for electrical service to your unit. You must register the account in your name and pay all bills directly to Dominion Power beginning on your Lease Commencement date per Section 1 of your Lease. Call Dominion Electric to start service at 1-888-667-3000. Upon move-out, terminate your service the same way. Any utility invoices received by BMC for the period of time you were under lease in your unit will be deducted from your security deposit if unpaid.**

## 5. INSURANCE

You are strongly urged to obtain renters' insurance for your personal property. Management is not responsible for any personal property.

## 6. EMERGENCIES

MAINTENANCE EMERGENCIES ARE THOSE PROBLEMS THAT CANNOT WAIT UNTIL REGULAR BUSINESS HOURS, SUCH AS A BURST PIPE OR NO HEAT.

In case of an emergency, first call (703) 465-9700. Leave a message on the office voicemail to document your call. Then call the 24/7 phone at 703-965-3856.

## **7. LOCKOUTS**

If you lock yourself out of your apartment, staff will unlock your door for you. Follow the maintenance emergency procedure above to contact a staff member. There is a \$25.00 fee for this service after normal business hours. Payment must be made in cash at the time of entry to your apartment. Checks are not accepted. If you do not have cash the \$25.00 will be added to your account as additional rent and you will pay it at your earliest convenience.

The Resident Manager and maintenance staff will not unlock the door for anyone who is not on the lease or a registered occupant. Proof of identity (photo ID) may be required.

## **8. FIRE SAFETY**

If you have a fire, please pull the fire alarm in the hall immediately and exit the building. Call 911 and the maintenance emergency phone number from a safe place. Your safety and that of your neighbors is most important. Please use extreme caution in case of fire.

**The use of barbecuing or cooking equipment is restricted to the adjacent local park and to events registered in advance with the Resident Manager. Grilling on individual patios in multi-family properties is prohibited by Arlington County Fire Code.**

## **9. NOISE**

- a. Residents are responsible for the behavior of their guests.
- b. No Resident shall make or permit any disturbing noises in the building regardless of quiet hours.
- c. No Resident will permit any behavior that will interfere with the rights, comforts, or conveniences of other Residents regardless of quiet hours.
- d. No Resident shall play any stereo, television, musical instrument, or game in their apartment between the hours of 11:00 p.m. and 7:00 a.m. (quiet hours) at a volume that disturbs or annoys other occupants of the building.

## **10. PARKING AND CAR REPAIRS**

- a. All Residents and their guests must observe the parking regulations prescribed by the Management.
- b. MANAGEMENT RESERVES THE RIGHT TO HAVE ANY VEHICLE TOWED AWAY AT THE OWNER'S EXPENSE FOR FAILURE TO COMPLY WITH ANY PARKING REGULATION.
- c. Residents and their guests must park their vehicles in marked parking spaces only, shall obey all traffic signs, and shall not block driveways, entrances, or fire lanes.

- d. Each authorized adult resident named on a lease may be issued a parking hang-tag (contact the Resident Manager for further details). Only vehicles with Lyon Village Apartments parking permits may be parked on the property after 5 pm.
- e. Any vehicle that is parked on the property and is not in working order, including tires and current tags, will be towed at the vehicle owner's expense.
- f. Parking of trailers, boats, or commercial vehicles on the premises is prohibited.
- g. Auto repairs, except for the changing of flat tires or other emergencies, are not permitted on the premises. **CHANGING OIL IS ABSOLUTELY FORBIDDEN.**
- h. No car washing is allowed on the premises.

## **11. GROUNDS**

Management maintains the grounds in as attractive a condition as possible. Please do not damage the grounds. The cutting or picking of flowers, shrubs, or trees is prohibited.

## **12. SIDEWALKS AND STEPS**

- a. Sidewalks and steps are to be left clear at all times.
- b. Nothing may be stored in hallways or on the grounds.
- c. Do not loiter, eat, smoke, or play in halls or on the stairs.
- d. For their own safety, children may not play in the driveways or parking areas.

## **13. BUILDING EXTERIOR**

- a. No signs, advertisements, or objects of any kind may be placed or exhibited in or on the windows or doors of the apartment or on the building so as to be visible outside the resident's apartment.
- b. No awnings, bird feeders, planters, or other projections shall be attached to the outside walls or window sills of the building. Only formal window coverings can be used to cover windows from the inside (ie: sheets, plastic are not allowed.)
- c. No antenna or satellite dish installation of any kind shall be made outside of the apartment unit without consent of the Management. Any aerial erected on the roof, attic, or exterior walls of the building will be removed and disposed of without notice.

## **14. TRASH**

A Dumpster for trash is provided by the Management. It is the responsibility of the resident to place all trash in this receptacle. **TRASH MUST BE PLACED IN TIED PLASTIC TRASH BAGS.** Do not throw loose trash into the dumpster. Disposal of furniture or other large items in the Dumpster is not permitted. Disposal of such items must be arranged, in advance, with the Resident Manager.

## 15. RECYCLING

A Dumpster for recycling is located in the trash area. Recyclable items include glass jars and bottles, plastic milk jugs, water jugs, laundry detergent bottles, aluminum and tin cans, newspapers, and cardboard.

## 16. HALLS AND ENTRANCES

a. The sidewalks, stairways, entrances, and halls must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the building. Smoking in those areas is expressly prohibited.

b. No decorations or other items shall be stored or placed in the hallways, entrances, or other common areas of the property.

c. Bulletin boards are located in the entranceways next to the mailboxes for the use of Management. Residents wishing to place ads or announcements on these bulletin boards may submit them to the Resident Manager. Management reserves, at its sole discretion, the right to reject any submission. Management may remove any postings at any time without prior warning.

## 17. LAUNDRY

The laundry equipment shall be used in such manner and at times as Management shall direct. The outside drying of laundry is prohibited. Laundry equipment is provided by an independent contractor which is responsible for all maintenance on the machines and any monetary concerns. Please notify the Resident Manager of any problems so we may arrange for prompt repairs to be made.

## 18. STORAGE

Storage bins may be provided by Management to tenants when available. A fee may be charged for the use of these bins.

Items found outside of storage bins will be removed and disposed of by management without warning. **The Management assumes no responsibility for the loss or theft of any articles in either locked or unlocked storage areas.** All storage bins must be labeled with an apartment number and resident's name and have a padlock on them (provided by the resident). The storage areas are cleared periodically and without notice by the Management, and any units that do not have both a label and a lock may be emptied and the contents disposed of by the maintenance staff at that time: please label and lock your storage bin.

## 19. SMOKE DETECTORS

Each unit is equipped with a smoke detector wired to the unit's electric supply and are testing by Maintenance at least once a year. Residents are responsible for the monitoring of their smoke detectors. If your detector is not working properly, or if it is beeping, contact the Resident Manager promptly. She will have the detector checked and repaired. If you think

your smoke detector is not functioning or are simply unsure, please contact the Resident Manager promptly.

**DO NOT** disconnect your smoke detector. Doing so is dangerous and could result in harm to you or your neighbors. Residents will be held responsible by management and the Fire Department for tampering with a smoke detector. The civil fines are high and jail sentences are given. **Disconnection of any smoke detector unit without Management authorization shall constitute a material breach of this lease.**

SMOKE DETECTORS REALLY DO SAVE LIVES!!!

## 20. FLAMMABLES

No flammable items such as propane, gasoline, cleaning fluid, paints, varnishes, oily rags, tires, excess paper or other flammable debris shall be used, kept, or stored on the premises.

Excessive storage of paper, boxes, material (ie: hoarding) is a fire hazard, and as such is prohibited and shall constitute a material breach of this lease. See Section 24 below.

## 21. DECORATING

a. Rugs are required on 80% of the hardwood flooring, and the resident is required to adequately pad the carpeted areas so that the residents in adjoining apartments are not disturbed by noise.

b. Residents are responsible for repairing damage to walls, pipes, and wiring caused by driving nails and screws. Standard picture hooks are recommended. To prevent damage to pipes and wires within the walls, we request residents contact the Management before hanging heavy objects. In no event are the Residents permitted to apply glue or other adhesive to the walls, doors, windows, or frames.

c. Painting, wallpapering, and other physical alterations of the apartments without the prior written approval of the Management are prohibited.

d. Contact paper is strictly forbidden.

## 22. APPLIANCES

a. Residents may not add to, alter, or disturb any plumbing, electrical, or HVAC services to the apartment.

b. The Management will have installed light bulbs in the fixtures at the time the resident takes possession of the premises. Thereafter, residents are responsible for replacing light bulbs. Replacement bulbs must not exceed 60 watts. Residents must leave a complete set of working bulbs in the fixtures when vacating.

c. Garbage disposals are provided by the Management and should be used in the following manner: Cold water must be turned on before turning on the garbage disposal. The disposal will not handle any bones, corn silk, rice, potato peels, tea bags, fruit pits, or inorganic matter such as bottle caps or tin cans. These and similar items must be placed in garbage receptacles.

## **23. LEAKS, CRACKS, ETC.**

- a. Long or wide ceiling cracks may be a sign of a major problem. If you see a long crack in the ceiling that runs in a straight line or one that then turns 90 degrees, please contact the Resident Manager promptly.
- b. Water leaks or damage to the plaster or paint should be reported immediately. **YOU WILL BE HELD RESPONSIBLE FOR DAMAGE CAUSED BY AN UNREPORTED WATER LEAK.**

## **24. SPACE HEATERS**

The possession or use of space heaters on the property is strictly prohibited. They are fire hazards and will be removed and disposed of without warning.

## **25. HOUSEKEEPING**

- a. Residents must keep their units in good order. Units that are found to have accumulated debris or possessions such that an unsafe condition has arisen shall be put on notice to resolve the condition within 30 days, or within 5 days if the condition poses a fire hazard.
- b. Only toilet paper should be thrown into the toilets. All other items must be placed in trash receptacles. Residents are responsible for any charges for plumbing service caused by Resident's negligence, such as the placing of sanitary pads, rags, toys, toothbrushes, q-tips, and so forth, in drains/and or toilets.
- c. Water should not be used when cleaning wood floors — it causes the wood to buckle and warp. Residents are responsible for damage caused by using water on their wood floors. Please ensure you use a barely damp mop when cleaning.

## **26. ACCESS TO APARTMENTS**

Management will retain a pass key to the premises. No resident shall alter any lock or install a new lock or knocker on any door of the premises without the written consent of Management. In such cases where consent is given, the Resident shall provide an additional key for the use of Management, pursuant to Management's right of access to the premises. The Resident shall not remove said installation without consent of Management. Management reserves the right to remove any lock placed on the apartment without the consent at the expense of the resident.

Management reserves the right of access to the premises for the purposes of repairs, extermination, or any other services that it may deem necessary.

## **27. PESTS**

**PLEASE LET US KNOW IF YOU SEE ANY PESTS IN YOUR APARTMENT SO THAT WE MAY TAKE STEPS IMMEDIATELY TO ALLEVIATE THE PROBLEM.**

Failure to report a pest problem affects your neighbors as well as yourself. As such, we view a failure to report a pest problem as a violation of the Rules & Regulations.

## **28. TELEPHONE AND CABLE TV INSTALLATION**

- a. Telephone and cable TV installation outlets have been provided, and any modifications must be approved in writing by the Management.
- b. No radio or television antenna installation shall be made without consent of the Management. Any aerial erected on the roof or exterior walls of the building will be removed without notice.

## **29. SOLICITING**

No solicitation is permitted on the property. Please call the 24/7 emergency number and report any solicitors (703-965-3856).

## **30. MOVE-INS AND MOVE-OUTS**

- a. Notice: If your lease is expiring and you are moving at its end, then one full calendar months' notice is required. Two full months are required to terminate a month-to-month lease. Therefore, your notice should be received by Management on or before the first of the month prior to the expiration of your lease, or in the case of month-to-month leases, two full months prior to the month that you wish to vacate. Please contact the Resident Manager for further information and assistance.
- b. Inspections: Residents may be present for the final walk through inspection of their apartment when they vacate. If you wish to be present, please contact the Resident Manager to set up an appointment.

## **31. FITNESS ROOM**

All residents and their guests are required to sign a waiver before use of the Fitness Room and shall abide by any posted rules and regulations.

The foregoing rules and regulations are hereby made a part of the Lease entered into by the Landlord and the Tenant.

TENANT: \_\_\_\_\_

Date: \_\_\_\_\_