

MPM HANDBOOK

To: Tenants of B.K. Foley / McDonald Property Management (MPM)

WELCOME!! MPM / B.K. Foley is ready to serve YOU as you in turn are prepared to Behave Respectfully, Responsibly, and Neighborly.

MPM – Office	(320) 251-1925	CHARTER (cable)	1-800-581-0081
MPM – Fax	(320) 255-9163	XCEL (electric)	1-800-895-4999
MPM – After Hours	(320) 980-2825		
MPM Web Site	www.mpmstudenthousing.com		
MPM Email	info@mpmstudenthousing.com		

MPM MANAGEMENT TEAM

Dan Borgert	- Business Manager	Nick	- Maintenance
Jim Hansen	- General Manager	Tom	-Special Projects
Scott	- Special Projects	Tami	- Office Manager

TABLE OF CONTENTS:

PAGE 1.	GREETINGS / MOVE IN INFORMATION / PHONE NUMBERS
PAGE 2.	RENT COLLECTION: DEFINITIONS, PROCEDURES, & POLICIES
PAGE 3.	GARBAGE / TRASH / LITTER AND OUTDOOR FURNITURE WHAT IS EXPECTED FROM ALL OF YOU
PAGE 4.	PARTY POLICY REMINDER AND PENALTIES SIZE OF GATHERING / NOISE VIOLATIONS / KEG VIOLATIONS
PAGE 5.	SEWER LINES AND USAGE / TRASH MANAGEMENT / HEATING
PAGE 6.	PET POLICIES / ENFORCEMENT (Under revision)
PAGE 7.	FIRE SAFETY ISSUES – SMOKE DETECTORS / FIRE EXTINGUISHERS LIGHT BULBS AND LIGHT COVERS / SMOKING / CANDLES / INCENSE BARBECUERS / GRILLING / RECREATIONAL FIRES.

MPM HANDBOOK

WELCOME!! MPM is ready to serve you. In return we expect you to always behave Respectfully, Responsibly, and Neighborly.

MPM – Office	(320) 251-1925	CHARTER (cable)	1-800-581-0081
MPM – Fax	(320) 255-9163	XCEL (electric)	1-800-895-4999
MPM – After Hours	(320) 980-2825		
MPM Web Site	www.mpmstudenthousing.com		
MPM Email	info@mpmstudenthousing.com		

MPM MANAGEMENT TEAM

Dan Borgert	- Business Manager	Nick	- Maintenance
Jim Hansen	- General Manager	Tom	- Special Projects
Scott	- Special Projects	Tami	- Office Manager

NON EMERGENCY: After Hours/Weekends/Holidays Please call the office (320) 251-1925 and leave a message; your call will be returned the next business day.

EMERGENCIES: After Hours/Weekends/Holidays Please call (320) 980-2825.

XCEL ENERGY: You must call Xcel and set up **YOUR Electric Account; Only activate the Electrical Account; Please leave the Gas Account alone.**
I repeat; **PLEASE LEAVE THE GAS ACCOUNT ALONE.**

GENERAL MAINTENANCE: Each Property is assigned a “primary property manager”. This person should see to it that all your maintenance issues are resolved timely, properly and efficiently. If you are unsatisfied for one reason or another please call the office at 320-251-1925 and communicate your dissatisfaction; the matter/ issue will get investigated. **MPM is here to solve your problems, not create more for you.**

MPM wishes you a productive year filled with tremendous accomplishments.
Thank you for allowing us to be a part of it.

Sincerely, Dan Borgert B.K. Foley / McDonald Property Management

MPM HANDBOOK

MPM Office Number (320) 251-1925
MPM Web Site www.mpmstudenthousing.com
MPM Email info@mpmstudenthousing.com

Regarding: Rent Collection / Payment of Rent.

Please make all Rent Payments payable to (depends on where you live):

B. K. Foley (All properties except those listed below)

525 LLC (525 5th Ave, 711 6th, 726 6th, 727 6th)

MPM (408 Ramsey, SouthSide Park 815/819)

DEFINITIONS: "On Time Rent" (Rent Paid **ON** or **BEFORE** the 1st of the Month).

"Delinquent Rent" (Rent Paid **AFTER** the 1st of the Month).

"Late Rent" (Rent Paid **AFTER** the 5th of the Month).

Rent paid after the 5th of the month will encounter a **\$25 Service Fee in most cases.**

****All Monies paid will be first applied to the "Oldest Past Due Amount".**

Service Fees will continue to accumulate / increase until account is current.

RENT COLLECTION POLICY

All rent should be payable to: **B. K. Foley/525 LLC/MPM** (see above Payment of Rent)

PAYMENT / DELIVERY OF DELINQUENT RENT IS YOUR RESPONSIBILITY. Payment of rent REMAINS YOUR RESPONSIBILITY; you must make sure your rent is paid on time.

PAYMENT OF RENT / LATE RENT MUST BE EITHER:

Mailed to B.K. Foley, PO BOX 445, ST. CLOUD, MN 56302

(The "Post Marked Date" will be used as the date of receipt in determining late fees.)

PAID ONLINE, Call office 320-251-1925 to get information to set up an online account.

HAND DELIVERED to our OFFICE LOCATION at 525 5th Avenue South #102. Office Hours are M-F 8:00 AM – 5:00 PM. For your convenience there is access to a 24 Hour "Drop Box" (Never leave cash in "Drop Box"). (Your Date of Delivery will determine Final Late Fees).

Questions / Clarifications please call the office (320) 251-1925. Thank you.

Sincerely, **Dan Borgert B.K. Foley / McDonald Property Management**

MPM HANDBOOK

MPM Office Number (320) 251-1925

MPM Web Site www.mpmstudenthousing.com

MPM Email info@mpmstudenthousing.com

Regarding: Garbage, Trash, Litter and "Furniture Management".

MPM is obligated to provide normal Trash Service. Sufficient garbage capacity has been arranged for you. Then most common problem of "garbage overflow" is due to **uncondensed cardboard containers** (pizza boxes, 12/24 packs of beer/pop, and cardboard boxes (moving/new purchases). **Non crushed containers consume large areas of space (air); you must break cardboard packages down. FLATTEN THEM!!!** Also, **pack** the garbage so that all the space is well utilized.

A REMINDER- It is not MPM's responsibility/obligation to be picking up after you or your guests. PLEASE DO YOUR "FAIR SHARE" IN KEEPING YOUR YARD/NEIGHBORHOOD LOOKING "WELL KEPT". IT IS YOUR RESPONSIBILITY!!!

If you are enjoying the outdoors (Grilling, Sitting/Tanning Outdoors, Drinking Outdoors, etc.) please exercise your good judgement and be responsible by **EACH DAY** picking up after yourselves once you are finished with your outdoor activities. **PLEASE DO NOT WAIT UNTIL THE NEXT DAY, OR WHEN YOU ARE TOLD TO "PICK/CLEAN THIS MESS UP"**.

FREQUENT IRRITATIONS:

1. BROKEN GLASS CONTAINERS (MOSTLY BEER AND HARD LIQUOR).
2. CIGARETTE BUTTS AND BEER BOTTLE TOPS/CAPS DISCARDED ANYWHERE/EVERYWHERE.
3. TENANTS, VISITORS, OR GUESTS DUMPING "CAR LITTER" ONTO PARKING AREAS.
4. TENANTS, VISITORS, OR GUESTS DUMPING "CAR LITTER" ONTO STREET/CURB AREAS.
5. NOT PUTTING GARBAGE INSIDE DUMPSTER (LIFT THE LID AND PUT THE GARBAGE INSIDE).
6. BEVERAGE CONTAINERS (MOSTLY BEER/POP) THROWN INTO YARDS/BUSHES.

-THIS IS YOUR NEIGHBORHOOD AND ITS GENERAL APPEARANCE IS A DIRECT REFLECTION OF THE STUDENT POPULATION AT SCSU.

-PLEASE ALWAYS BE MATURE, THOUGHTFUL, RESPONSIBLE AND RESPECTFUL.

-FINALLY, EDUCATE YOUR PEERS AS TO HOW THEY CAN HELP IN MAINTAINING A LITTER FREE NEIGHBORHOOD. WE NEED COOPERATION FROM EVERYONE!!

Properties that need continued supervision/maintenance with respect to litter and trash will be charged \$40 per hour (\$40 minimum charge per occurrence) for Management's involvement in maintaining and enforcing trash and litter standards.

OUTDOOR FURNITURE- "ZERO TOLERANCE"

The City of St. Cloud has an ordinance prohibiting household furniture (Chairs, Couches, Sofas, Tables, TV's Etc.) from being left outdoors unattended. **THEREFORE**, if you bring any of this furniture outdoors you must move it back inside when you are finished using it **EACH DAY**.

IF YOU LEAVE FURNITURE OUTDOORS OVERNIGHT MPM MAY REMOVE AND DISPOSE OF YOUR FURNITURE AT A COST OF \$50 (\$30 DISPOSAL CHARGE AND \$20 LABOR/VEHICLE USAGE) PER ITEM. THERE WILL BE NO FURTHER WARNINGS OTHER THAN THIS ONE!!!

THANK YOU FOR YOUR ATTENTION TO THESE ISSUES!!

Sincerely, Dan Borgert B.K. Foley / McDonald Property Management

MPM HANDBOOK

MPM Office Number (320) 251-1925

MPM Web Site www.mpmstudenthousing.com

MPM Email info@mpmstudenthousing.com

Regarding: PARTY /NOISE/KEG VIOLATIONS

It is **MPM'S POLICY** that all occupants of a "Rental Unit" that violate Article #7 will be automatically excluded from re-renting that "Rental Unit" or any other "Rental Unit" from MPM for the next School Year.

GATHERINGS – WE EXPECT YOU TO BE RESPECTFUL AND RESPONSIBLE AT ALL TIMES.

MPM does monitor the SCSU Neighborhood nightly. In order to refresh your memories **Article #7 of your lease has been reproduced for you.**

7. PARTIES Any event involving guests must be prudent and with respect to the right of other roommates, tenants and neighbors. It is agreed that the premises is rented for dwelling purposes only: it is not to be used for parties. **FURTHERMORE, A VIOLATION OF ARTICLE #7 WILL EXCLUDE YOU FROM RELEASING NEXT YEAR.**

SIZE OF GATHERING If lessor, or his assigns, suspect a party immediate entry must be granted regardless of time. You will be in violation of this contract when _____, or more individuals are in, or near the rented unit at any one time. This is considered a **material breach of contract** is grounds for **eviction or immediate termination** of this lease. Any prepaid rent and security damage deposit will be forfeited. Also, a **\$300** penalty will be imposed on **each tenant present** at the gathering.

NOISE VIOLATION Pursuant to City Codes and Ordinances of St. Cloud, Section 1050.10 "**Landlord Liability**" it is hereby agreed that a material breach of this contract will have occurred if you, or any of your guests are named on a noise violation. This **material breach of contract** is grounds for **eviction or immediate termination** of this lease. Any prepaid rent and security/damage deposit will be forfeited. Furthermore, a **\$300** penalty will be imposed on each tenant cited for the noise violation. This is in addition to any fines imposed by the court system.

KEG VIOLATION Discovery of a keg(s) (whether empty or full) in the dwelling unit, or on the premises will result in a **\$300** penalty for one keg and **\$300** for each additional keg: this clause is enforced on per occurrence basis, not an annual basis. This **material breach of contract** is grounds for **eviction or immediate termination** of this lease. Any prepaid rent and security/damage deposit will be forfeited if you are found to be in violation of this clause.

MPM wishes you a productive year filled with "Positive Accomplishments".

Sincerely, **Dan Borgert B.K. Foley / McDonald Property Management**

MPM HANDBOOK

MPM Office Number (320) 251-1925

MPM Web Site www.mpmstudenthousing.com

MPM Email info@mpmstudenthousing.com

Regarding: SEWER LINES/USAGE, TRASH MANAGEMENT AND HEATING

SEWER LINES AND USAGE

The sewer systems in older houses are more delicate than what you may have experienced at home, or newer apartment buildings. Toilet paper (use light weight TP; **DO NOT USE** Charmin/Cottenelle/ or other “thick heavy/soft TP) and human waste (urine and feces) are the only things that should be flushed down the toilet. **This means absolutely no facial tissues, paper towels, paper napkins, feminine napkins, tampons, used condoms, or other used birth control devices.** If the sewer does back up, the cost (which will be passed on to) is a minimum of **\$150.00. Please be attentive to this issue.** Also, as uncomfortable as it may be, please **remind your family/guests and visitors.**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

TRASH

Sufficient garbage capacity has been arranged for you. The most common problem of “garbage overflow” is due to **uncondensed cardboard containers** (pizza boxes, 12/24 packs of beer/pop, and cardboard boxes (moving/new purchases)). **Non crushes containers consume large areas of space (air); you must break cardboard packages down. FLATTEN THEM!!!!** Also, **pack** the garbage so that all the space is utilized.

Secondly, you must watch for **Illegal Dumpers**; only **MPM** tenants should be using your garbage container. Please report any abnormal activity you may witness.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

HEAT

During the early heating season October 1, through November 15, the thermostat will be set lower than 70 degrees in order to counteract that waste of energy caused by leaving doors, windows and storm windows open. The weather can be quite variable.

On **November 15**, all doors, windows and storm windows shall remain closed; entering and exiting exempted. **It is expected that you practice common sense energy conservation; the lease does stipulate monetary fines for abusive practices.** If there are problems with heat, please inform Management so that we may properly resolve the problem; do not just increase the thermostat setting.

Thank you for your attention to these issues.

Sincerely,

Dan Borgert B.K. Foley / McDonald Property Management

MPM HANDBOOK

MPM Office Number (320) 251-1925

MPM Web Site www.mpmstudenthousing.com

MPM Email info@mpmstudenthousing.com

Regarding: **SMOKE DETECTORS / FIRE EXTINGUISHERS / LIGHT BULBS/ LIGHT COVERS / SMOKING / CANDLES / INCENSE/ BARBEQUERS / RECREATIONAL FIRES**

SMOKE DETECTORS – “Certified to be working” Keep Your Smoke Detectors Operational!!

City Codes require a Smoke Detector in every bedroom and in common areas within 12 feet of every bedroom. New Safety Requirements add Smoke Detectors at the base of a stair case and at the top of a stair case. Therefore, in many houses/apts there are twice as many smoke detectors as there are bedrooms. **Safety is a top priority at MPM; a great deal of Time, Energy and Expense goes into maintaining these smoke detectors. I Repeat, Please Keep Your Smoke Detectors Functional. It is for your own safety and the safety of your roommates.**

FIRE EXTINGUISHERS – Annually Serviced in April/May

The vast majority of the fire extinguishers in your house/apt. are commercial quality. MPM has strategically positioned/located the fire extinguishers where they are visible and in “Exit” areas of your house/apt. Generally, a fire extinguisher is positioned/located on every habitable level of the unit. There are only a few exceptions. **PLEASE RESPECT THESE FIRE EXTINGUISHERS; YOU NEVER KNOW!!**

LIGHT BULBS AND LIGHT COVERS – Please keep the light covers/globes on the fixture.

Incandescent Light fixtures must have a “globe”; it is a Housing Code violation if the globe is missing. Most light fixtures state that a **60 watt bulb** is the maximum wattage recommended.

Installation of higher watt bulbs become a Fire Hazard due to the heat produced and taxation of the wiring system. Common sense solutions. i.e. clean the globe/cover; install 60 watt bulb that produces more lumens/light; a new light fixture may be necessary, or perhaps a lamp of some sort is needed to produce your desired lighting. **If lighting is a problem, bring it to MPM’s attention.**

SMOKING – Please be careful with your cigarettes. Also, please be responsible in discarding your cigarettes. **Please use ash trays; DO NOT** stamp them out on the floor/carpet or “flick” them outside your entry doors. **Please, clean up “cig butts” inside/outside on a weekly basis.**

CLAUSE #25 - RESTRICTED USES

LIGHTED CANDLES ARE PROHIBITED

INCENSE - PLEASE BE CAREFUL WITH INCENSE USES. SOME INCENSE “BLACKENS” THE WALLS TO THE POINT WHERE A PAINT CHARGE OF **\$50-\$200** WILL BE ASSESSED AGAINST YOU.

CHARCOAL BARBEQUERS AND RECREATIONAL FIRES ARE PROHIBITED. ANY BARBEQUING/GRILLING MUST BE DONE WITH A GAS GRILL AND MUST BE A MINIMUM OF 15 FEET AWAY FROM THE BUILDING.

Sincerely,

Dan Borgert B.K. Foley / McDonald Property Management