

Appliance Use Rules and Instructions

The purpose of these rules and instructions are to explain how you can keep the appliances in your unit safe, and in good working order. They will help save utility bills and avoid charges for damages to appliances.

When an appliance in your unit does not work, first ensure its electrical cord is plugged firmly into the outlet. Then check your circuit box to see if a circuit breaker has tripped (if so, you must flip the switch to reset it). If you cannot fix the problem, please call or stop by the office and ask for service.

STOVE

You should clean your stove frequently, check with the Maintenance Manager for the proper type of cleaning products to use on your particular oven. First, remove burned-on food and then go over the entire stove with a glass cleaner or tile cleaner to get off all grease. Do not line burners, oven racks or stovetops with aluminum foil, as this will cause excessive damage the stove.

REFRIGERATOR

Use your refrigerator only to keep food and drink cold. Keeping your refrigerator in good working order will save energy. Clean the sealing gasket around your refrigerator door and the inside of the refrigerator frequently. Condenser coils should be cleaned at least once a year to keep your refrigerator running at peak performance.

Do not hang on or put undo downward pressure on the refrigerator door, as this may misalign the door causing a break in the sealing gasket. Avoid storing items on top of the refrigerator as it restricts airflow.

SINKS, TUBS & SURROUNDS

Do not dispose of oil or grease down the drains, or use abrasive cleaners on the surfaces.

GARBAGE DISPOSAL (if applicable)

The garbage disposal in your kitchen sink should be used only to dispose of food waste. Do not throw bones, banana peels, celery, corncoobs, husks, potato peels, coffee, shells from eggs or seafood, tea bags, or cigarettes into your garbage disposal.

Always use cold water when using your garbage disposal. Also, do not try to dispose of too much at one time. For example, do not pack the garbage disposal full before turning it on. If the garbage disposal is overloaded, it will turn itself off. If this happens, wait three or four minutes to let the motor cool. Then press the reset button near the bottom of the disposal unit, inside the cabinet under your sink.

Never pour drain opener into the garbage disposal. To give it a fresher smell run the garbage disposal empty except for orange or lemon peels, or baking soda (with cold water running, as always). Never reach into the garbage disposal. To be safe, remove items from the garbage disposal with tongs, even if it is turned off, so that the sharp blades will not cut you.

LIGHT BULBS

The use of light bulbs whose wattage exceeds the manufacture limitations on your lamps is prohibited, as such use can cause the electrical wall outlet to overheat and damage it. Use of over wattage bulbs in your lamps will cause them to overheat and pose a potential fire hazard. Any damage caused by these unsafe practices is the responsibility of the tenant.

TOILETS

Diapers, napkins, facial tissue, paper towels, feminine hygiene products and bladder control products are not to be flushed down the toilet. Oil and grease are not to be flushed down the toilet.

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| Date | Tenant's Signature |
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| Date | Owner/Agent Signature |