



Barrington Place Apartments Resident Handbook

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Welcome to Barrington Place Apartments!

We like to think that Barrington Place is its own piece of Paradise situated on the east side of Madison. Our entire staff is dedicated to your living experience, and we will do our best to make your stay with us, however long it may be, pleasant and even fun. We have created this handbook as an outline of policies, guidelines and useful information to assure your comfort. Please be aware of the fact that this handbook will be updated as deemed necessary, and of course does not include all possible information you may need while living here. Please feel free to contact any member of our staff with questions or for more information on any subject found within.

This handbook provides you with supplemental rules, regulations and basic information that are part of your Lease and for your enjoyment.

General Office Hours

8 am – 6 pm Monday – Friday
11 am – 5 pm Saturday & Sunday
(Office Hours May Vary)

Important Telephone Numbers

Office: (608) 243-1301
Fax: (608) 243-1351
Email: barrington.place1@fred-inc.com

After Hours Emergencies

Call Emergency Maintenance Service: 1-866-244-6722

Website: www.barringtonplaceapts.com or www.madisonapts.com

Address: 5201 Brookside Dr. Madison, WI 53718

Important Phone Numbers

Emergency	911
Leasing Center	608-243-1301
Alliant Energy Services	800-862-6222
Madison Gas & Electric	608-252-7222
Charter Cable	888-438-2427
AT&T – Telephone	800-924-1000
Madison Newspapers	608-252-6200
Royal Oaks Elementary	608-834-7200
Prairie View Middle School	608-834-7500
Sun Prairie High School	608-834-6700
Poison Control Center	800-222-1222
American Red Cross	608-233-9300
Police and Fire	608-255-2345

Community Information

Rent Payments

Rent payments are due on the 1st of each calendar month throughout the term of the lease. Any rent payment received after the 3rd day of the month will receive a \$20 late charge. If payment is still not received after the 10th day of the month there will be an additional late charge of \$30. Rent payment must be in the form of a personal check or money order and it should be paid to the Barrington Place Office. You may drop off rent payments in the drop box located outside the Barrington Place Office door, or hand deliver to a team member in the office.

RETURNED CHECKS will be assessed a \$25.00 service charge plus both the late payment penalties. We cannot redeposit your check or accept a personal check to pay for the returned amount. You must pay it by cashier's check or money order. If a second check is returned, we may not be able to extend the courtesy of accepting personal checks in the future.

Make checks or money orders payable to **Barrington Place Apartments** with your building and Apartment number in the "memo" section. For Example: 5021-203

All other Mail and correspondence should be mailed to:

Barrington Place Apartments
5201 Brookside Dr.
Madison, WI 53718

Keys & Remotes

Upon moving in you will be given 2 apartment keys, 1 mailbox key, 1 pool key & 1 garage remote.

All keys are required to be returned upon move out.

If you need a replacement key you be charged the following for each:

Mail box key: \$5.00
Apartment door key: \$5.00
Pool key: \$50.00
Garage remote: \$50.00
Lock change at resident request: \$50.00

Parking / Vehicles

Each apartment gets 1 underground assigned parking spot in the garage and will have unlimited unassigned parking outside the building. Residents will fill out a vehicle registration form for the office to keep on record. Within 24 hours of a snow fall you must move your vehicle that is parked outside, so the plows can clean the stalls and lots.

No recreational vehicles (boats, trailers, etc) may be parked or stored in the parking area without prior permission. Your vehicle must be in operating conditions at all times, and display current license plates. At no time are residents allowed to change oil, maintain or repair auto on the premises. Please keep in mind, driving of any vehicle at any time on the lawn areas of Barrington Place is strictly prohibited. Anyone driving on the grass will be considered in breach of lease and will be held responsible for all lawn damages. Damage caused at move out will be charged to your security deposit.

Storage

Each apartment has its own storage area located in the underground parking garage. Each area is marked by its coinciding apartment number, and your apartment door key will open your area only.

Mail and Packages

- Mail boxes are located in the front entry of each building, where the elevator is located. The mail boxes are labeled with your apartment number. If you get a newspaper, it will be left in the front lobby. Upon move in, you are provided 1 mail box key.
- Packages that are too large to be put in your mail box by US Postal service will be brought to the office, and other delivery carriers such as UPS, Fed-Ex, DHL, Flower Deliveries, etc... will bring your packages by the office for us to sign and we will hold them in our mailroom. You may pick up your packages during normal business hours.

Clubhouse, Fitness Center and Business Centers

The clubhouse, business centers, and fitness centers are available from 6:00 a.m. – 10:00 p.m.

There is a combination lock on the Barrington Place Clubhouse that can be obtained from the Leasing office. The door clicks and is then able to be opened for the next 10 seconds. If you accidentally hit the wrong combination, you can reset the lock by turning the latch to the left. The combination is **not to be given out** to any guests, friends, or family.

To enter any business center, you must enter using a combination, as well. Please limit your computer time to 20 minutes if someone else is waiting.

The clubhouse, fitness centers, and business centers are reserved exclusively for our residents. Guests must be accompanied by a resident at all times.

Trash

- Trash collection rooms are located at the far end of the garage, closest to the garage door. It is each individual resident's responsibility to place all trash in the dumpsters. Please do not dispose of mattresses, TV's or furniture in the trash area (we recommend calling Salvation Army or St. Vincent de Paul for free pick up). All other garbage must be bagged and tied before placing in the trash bin.
- Recycling is mandatory in Wisconsin; please be sure to keep recyclable items separate and place in the correct dumpster. Boxes and/or cardboard must be flattened and put in the labeled bins or next to your trash can flattened out.

Recycling Directions

Commingled Containers

All containers may be commingled and put in the appropriate container for collection.

Aluminum: cans and foil

Rinse clean

No license plates

Glass: Clear, Green, and Brown bottles and jars

Rinse Clean

Remove caps

No window glass, pyrex, grassware, light bulbs, or ceramics

Plastics: Containers #1-7

5 gallon pails accepted

Remove metal handles

Rinse clean

Flatten

Drain automotive containers well

No plastic bags or Styrofoam

Steel: steel and tin cans

Rinse clean

Remove labels

No pats, pans, or silverware

Mixed Paper

All paper may be commingled and put in the appropriate container for collection.

Acceptable Materials:

Adding machine tape

Beverage cases

Carbonless forms

Cereal boxes

Colored paper

Computer paper

Copy paper

Corrugated cardboard

Envelopes

Fax paper

File folders

Magazines

Manila folders

Newspaper

Paperboard

Phone books

Post-it notes

Typing paper

White letterhead

Writing paper

No napkins, paper towels, tissue, paper plates, or waxed material.

Helpful Tips for your Apartment

1. The garbage disposal has a tiny reset button underneath. If during your stay, the disposal appears not to be working try to reset it.
2. To clean your oven, take out the racks; push the "Auto Clean" and then "Start". (The oven will automatically lock on its own!) The self cleaning takes approx. 3 hours. When the oven unlocks, use a damp cloth to clean up the ash at the bottom of the oven.
3. Bellhop carts are provided in the entries of each building. Please be sure to return it to the entry hall as soon as you are finished using it so that it can be available to other residents whenever needed.

Pool / Spa

The pool is open Memorial Day through Labor Day, weather permitting.

The pool / spa hours are 10:00 a.m to 10:00 p.m. Your pool key will give you access to the pool gate, located by the sidewalk on the side of the clubhouse.

Fitness Center

- Please do not bring any food or pets into the fitness centers.
- Please keep the television at a proper volume level and remember to shut it off when you leave the room.
- For health and safety reasons, please always wear shoes when in the fitness centers.
- Anyone under 16 years of age *must* accompanied by an adult and be under supervision when using any machine.

BP Clubhouse

The clubhouse is available to reserve for parties, meetings, etc. on a first-come first-serve basis. For a reservation of 4 hours or less, the cost is \$25 dollars, and for more than 4 hours is \$50. There is a \$200 refundable deposit also required upon reservation. All parties must end by 10:00 pm and leave the Clubhouse in original condition. Full information is available in the Leasing Office.

Repairs & After Hour Emergency

If you have an item in your apartment that needs repair, please call the Barrington Place leasing office. You can leave a message or speak to an office team member. Your repair will be scheduled in the order received and completed within 24 to 48 business hours. If residents have an **after-hour emergency** they should call **(866) 244-6722** to report the emergency. The maintenance technician on-call will be paged. An emergency is something that CANNOT wait until the next business day.

Emergency service is **ONLY** provided for:

1. No heat or No A/C and there is a medical issue
2. No hot water
3. Water Leaks
4. Lockouts

Smoking

Smoking is NOT allowed in the common hallways, pool areas, fitness area, clubhouse, lobby areas or any other area where combustible materials are stored. No person shall smoke, carry, or have any lighted match, pipe, cigarette, or cigar in any common hallway. Any person(s) found smoking; carrying or having any lighted match, pipe, cigarette, or cigar in any area where smoking is prohibited is guilty of violating the FIRE PREVENTION CODE and shall be subject to all the penalties

prescribed. Any person found to be disposing of matches, cigarette, or cigar butts on or over their patio or balcony is also in violation of the fire prevention code and subject to any penalty prescribed including eviction.

Pets

Pets are not allowed on the property without the written permission of Management and payment of any applicable deposits and/or monthly pet fees. Management retains the right to revoke permission if the resident is unable to properly care for his/her pet thus causing damage to the apartment, property, or threat to other residents. Pet deposits are refunded when the residence is vacated minus any damage. The City of Madison has leash laws, and we insist that all pets be kept on a short leash when in any common area or on Barrington Place property.

It is a privilege to have a pet at an apartment community and we want everyone to be able to continue enjoying the company of their dogs and cats, but we need your help in making sure Barrington Place's grounds are friendly and safe for all our residents.

- √ The City of Madison issues an \$86.50 fine for failure to clean up after your dog, carry sufficient equipment to do so, or to allow waste to accumulate on your property. To avoid this, we have dog stations set up on the property with bags to pick up after your pet and a trash can to dispose of the waste. This is for your convenience and the safety of our pets and residents; **please** use it.
- √ State law requires that all dogs must wear rabies vaccination, owner identification and license tags. Licenses must be purchased if you own or harbor a dog for more than 5 months.
- √ Animal owners are reminded that any animal bite incident must be reported, whether a pet bites a person, or if a pet is bitten by a stray pet or wild animal. Call (608) 255-2345.

Grilling Laws

The Madison General Ordinance (34.13 and 34.14) and the State Fire Code prohibit outdoor and open burning without a permit. Fire Codes do permit fires for cooking and approved outdoor fireplaces. If the Fire Department receives a complaint, they will respond and can, at the discretion of the Fire Officer, extinguish the fire for any violation of the following conditions, or, if the fire is creating a hazard or nuisance. *A citation may be issued for any violation of the following conditions.*

Cooking fires are fires ignited and maintained for the express purpose of cooking food for human consumption. Once the cooking is complete, the fire must be extinguished. If the Fire Department responds and food is not being prepared, they will extinguish the fire. A citation may be issued. The size of the fire must be appropriate for use as a cooking fire. It is always the discretion of the Fire Officer to determine if the fire is intended for cooking.

Open-flame cooking devices shall not be operated on combustible balconies or within 10 feet of combustible construction.

- No charcoal grills are allowed to be used or stored on any balcony or patio on the property. Please use the community charcoal grills near the picnic pavilion for any charcoal grilling. Make sure the coals are completely cooled down with water before disposing of them. Make sure all ashes are contained in a non-combustible container.

LP-gas burners having an LP-gas container with a water capacity greater than 2.5 pounds [nominal 1 pound LP-gas capacity] shall not be located on combustible balconies or within 10 feet of combustible construction.

What does this mean to you? If you have a charcoal grill, it can only be used when it is pulled ten feet or more from the building. Any time there are hot or even glowing coals in the grill, it must be ten feet away from the building.

If you have a gas grill, the grill can be operated ten feet from the building **only**. The cylinder, if larger than 2.5 pound, cannot be stored on the balcony or patio.

Alarms, Sprinklers and Monthly Fire Alarm Testing

There are fire alarm pulls in every building. Please use the pulls in the case of an emergency **only**. By pulling the alarms it will alert everyone else in the building that they need to evacuate the building immediately. The building fire pulls are connected to an alarm service that will call 911. We do perform required monthly fire alarm testing in the common hall buildings, on the 3rd Thursday of every month. There are reminder notes posted on all bulletin boards so you know not to be alarmed. This is important and necessary procedure and may be loud, but it will be very brief.

DO NOT touch, alter, hang any thing on or tamper with piece of fire equipment, such as sprinkler heads, fire pulls, and fire extinguishers or lock boxes.

Door Entries

Microms state-of-the-art entry system has been installed to provide you and your guests with an increased level of confidence and convenience.

- Once set up, the system operates with your existing local land-line or cell phone. Your guest simply dials your apartment number or selects your name by scrolling through the electronic directory on the lobby panel and your telephone will ring. When answered, you will be in communication with your guest.
- You can also turn on your TV to channels 94 or 125 to see the image on the entry camera and verify the identity of your caller.
- To unlock the main door, dial the digit "9" from your telephone. This will also disconnect the line.
- To refuse entry, simply hang up.

In order to set up this system, we need a *local* telephone number and name to be entered into the entry computer. We apologize, but are not able to enter multiple names or long distance numbers because of how the system is designed.

Dry Cleaning

We are pleased to introduce Lake Mills Cleaners & Dyers as our dry-cleaning service. To use this service please come to the office during business hours and obtain a bag and sales slip for your dry-cleaning needs. They pick up and deliver on Mondays and Thursdays as requested. There is a complete price list in the office as well as all of the items they will service. The pick-up/drop-off service is free, and they will invoice our office and we will collect from those who participate. If you have any questions please call the office at (608) 243-1301.

Hospitality Suite

Our Hospitality Suite is available for a short-term lease of just a few days to as long as one month.
-Our Hospitality Suite offers the amenities of a fully furnished apartment and comes fully stocked with all the comforts of home, including all linens, house wares, towels, and special touches.
-The Hospitality Suite is available to friends and family of our current residents. You may reserve your stay with us by calling (608) 243-1301 during business hours. The Hospitality Suite is subject to

availability and may be guaranteed by issuing a check, money order, or credit card for \$200.00, which is held as earnest money towards your security deposit. The suite rents for only \$65.00 per night!

Rental Insurance

When it comes to our clothing, jewelry, furniture, stereo, television and other personal belongings, renting an apartment or house is no different than owning a home. You don't want to face the cost of repairing or replacing them because of fire, theft, wind and other hazards. Please note that Fiduciary Real Estate Development and Barrington Place Apartments insurance does not cover your personal property; therefore you should have renter's insurance to cover replacement of your belongings in the event of fire or other disasters. Many policies will also extend coverage to your vehicle and belongings in the parking lot and even give you a discount if coupled with car insurance.

Move-in Inspection Checklist

Upon move-in or at the time you signed your Lease, you received a Barrington Place Move-In Inspection Checklist. Please make sure that you take the time to list any blemishes or note any repairs that we might have missed. It's best if you complete this task before moving in your personal belongings. To protect your rights we need the Move-In Inspection Checklist returned to our office within seven (7) days of your move-in. Otherwise, the only damages we have on record are what we recorded before you moved in, and you could be held liable for an existing damage we may have overlooked.

In your Lease, you agreed that the cost of labor and materials for cleaning, repairing, and replacing items lost beyond normal wear and tear would be based on the apartment Move-In Inspection Checklist. Please fill it in carefully because you also agreed that any blanks left means that the item is in good working condition and that if the form is not returned, that the entire apartment is in good condition.

When you move out, your apartment will be re-inspected using the information supplied by you. Any unusual wear and tear and/or other damage occurring during your stay will be noted at the time of move-out and will be charged to your security deposit. Damage costs in excess of your security deposit will be due upon move-out.

Authorized Entry

The Management Personnel reserve the right to enter your apartment without notice if there is a reasonable cause to believe that an emergency exists such as flood, water leak, and mechanical emergencies. At all other times, your permission will be requested or a 24-hour notice to enter will be given.

Rules & Regulations

Your apartment is your home and should be treated in that respect. Please respect the property and privacy of others. The following are expected to be followed. Violators will be first issued a written warning. If a second violation of the same nature occurs, further action will be taken and could include eviction procedures to commence.

1. The moving or removing of any furniture, boxes, or any articles to or from the building shall be done at reasonable hours.
2. Clothing, carpeting, etc. shall not be hung outside anywhere on the premises.

3. Before hanging or installing any fixtures, you must get permission from Barrington Place management. Anything that is permanently attached becomes Barrington Place property, unless you can remove it without damage.
4. Do not use rubber backed mats on the kitchen/bath vinyl as they will leave a yellow stain.
5. Painting, varnishing, papering, and stenciling of walls are prohibited without prior written approval.
6. *Non stick* shelf liner is recommended. All shelf liner or contact paper must be removed prior to move out or charges will occur.
7. Residents are not permitted to play in driveways or parking areas. Toys must not be left out in parking areas or sidewalks.
8. Any damage to the property, such as Crayola marks, chalk marks, woodwork disfigured by being hit with a hard object, broken windows, etc., must be repaired at the resident's expense.
9. Please do not run dishwashers, washing machines, dryers, vacuum, and garbage disposers past 10pm at night. The sounds vibrate though the floor and disrupt the neighbors.
10. Tenants are not allowed to alter the lock or install a new lock on any door of their unit. In an emergency, the safety and security of all residents depends on quick access to any apartment in the building.
11. Residents are responsible for their guests at all times. This includes volume levels, parking properly and coming and going from the buildings.
12. Do not put blue cleaning tabs in the toilet as it does more damage than good. It will leave blue rings and in the event of an overflow, it will stain the vinyl.
13. Residents must be with their guest at all times in the pool and exercise area. Do not give your key or clubhouse combination to your guests and tell them to come down by themselves. They will be asked politely to leave and not return unless you can accompany.

Referral Bonus

Barrington Place offers a great Resident Referral Bonus program!

If you refer someone to Barrington Place Apartments you are eligible for a resident referral bonus. All the person needs to do is mention your name on their *first* visit to us, rent an apartment for 12 months, and pay first month's rent. When this happens you can get \$200 in rent credit!

Continental Breakfast

Continental breakfast will be available weekday mornings in the clubhouse from 6:00 a.m. to 9:00 a.m. for residents' enjoyment. We ask that you take only what you will eat for breakfast and not "stock up" for snacks or later meals so that we have enough supplies for all residents who want to utilize the breakfast.

Barrington Place Apartments Pool Rules



Disregarding these rules will result in loss of Pool privileges.

For Your Safety and Enjoyment, It Is Required That All Residents Observe The Following

- No diving allowed. Be aware of depth markings.
- Pool Hours are 9:00 AM to 10:00 PM
- Guests are allowed only if they can be accommodated and without overcrowding. Guests must have management permission and be accompanied by an apartment lessee.
- Persons under the age of 14 must be accompanied by an adult resident.
- No animals in pool or on pool deck.
- Alcoholic beverages, chewing gum, or smoking are not permitted in the pool area.
- No wet swim suits allowed in office, clubhouse, or exercise areas.
- Running or horseplay is strictly prohibited.
- Appropriate swimwear required, swim diapers required when needed. Cuttoffs and jeans are not considered proper bathing attire.
- Only small flotation devices (such as water wings or small swim rings) allowed.
- Glassware and bottles not permitted in the pool area.
- Report any unsafe conditions or violations to the management immediately.
- Always practice water safety and courtesy.
- Shower before entering pool.
- Only push the red emergency button next to the hot tub in case of a real emergency. It is not there to cool the pool off. Please get out if you are feeling uncomfortable.
- Individuals with open cuts, band aids, communicable disease, etc. should not use the pool.
- Anyone violating pool rules or being disrespectful to others will be denied use of the pool.
- Management reserves the right to establish new or change regulations at any time.
- Swimming pool will close during inclement weather and during storm warnings or when water treatment is necessary, without prior notice.
- **\$50.00 CHARGE FOR LOSING POOL KEY**
- Please keep the pool area clean by using the receptacles provided for appropriate waste material.
- LOUD MUSIC (radios, boom boxes, etc.) is not allowed in the pool area or courtyard. Management will determine whether the music is too loud or not.

No lifeguard on duty

Individuals utilizing the facility do so at their own risk

Please Keep Gate Closed

Maintenance Procedures

Repairs

If your apartment home requires service, please contact the office during normal business hours at (608) 243-1301. A Work Order will be filled out and given to our maintenance supervisor. These forms document the work that our staff does and provides authorization for us to enter your apartment should you not be present. Being home to receive maintenance service is not necessary, and may delay service if we have to wait to enter. Please avoid stopping our maintenance personnel and requesting repairs verbally, except in the case of an emergency.

Repairs will be completed promptly, provided that we have access to your residence, the necessary parts are readily available, and that specialized tradesmen are not required. We will do our best to complete repairs within 24 hours after receiving your request. If we are unable to complete a service request in the allotted time, we will notify you of the cause for delay. Whether or not you are present when the repairs are made, a copy of the completed work request will be left in your residence.

Garbage Disposal

Below are some helpful hints to make sure your garbage disposal stays in good working order:

1. Do all grinding using cold water. Hot water causes greases to enter the drain lines in a liquefied form only to coagulate further down in the pipes eventually leading to drain back-ups. Allow the cold water to run for 30 seconds after you turn off the garbage disposal.
2. Cut foods into small units before slowly placing them into the disposal. Avoid over packing the disposal, as this can cause the unit to work less effectively.
3. Avoid stringy vegetables such as celery, corn silk, carrot tops, onion stalks, or similar items into the disposal. ALSO NO BONES.
4. As a safety precaution, keep your hands above the splash guard of the drain at all times.

If you feel your garbage disposal is not working properly please do not try to repair it your self. Call the office and we will have a Maintenance Technician repair it within 24 hours.

Helpful hint: Grind up a lemon once a month or a tray of ice cubes to keep the garbage disposal smelling fresh and/or the clean the blades.

Dishwasher

Please use only powder dishwasher soap or liquid capsules. Overuse of liquid soap can cause flooding from the dishwasher and inefficient cleaning. Powder is what is recommended for the dishwashers in the Barrington Place apartments.

Air Conditioning and Heating

Each apartment is equipped with a central heating and cooling unit. This unit provides each apartment home with central air conditioning and gas forced air heat. The temperature in your apartment home can be controlled by using the thermostat. Please call the office if your unit is not functioning correctly. We recommend that you change your furnace filter every 2-3 months. If you need instruction on what kind to buy or how to install it, please contact the office and our maintenance supervisor can instruct you on how the furnaces work. Changing your filter can improve efficiency of air output and also improve the quality of air circulating in your apartment.

Smoke Detectors

All apartments are equipped with smoke detectors. These MUST remain connected to comply with area fire safety regulations. In addition, keeping them working is protection for you and your family. To stop a smoke detector which has gone off because of a non-emergency reason, fan the detector

with a towel to remove the smoke from the vicinity while you run the exhaust fans and open the windows. **DO NOT OPEN YOUR APARTMENT DOOR. SMOKE FROM YOUR APARTMENT WILL SET OFF THE ALARM FOR THE ENTIRE BUILDING.** If you still have problems, contact the maintenance staff as the smoke detector may have to be replaced. Please stop by the office if your smoke detector begins “chirping.” We keep extra batteries in the office to replace those running low.

Pest Control

Extermination services will be provided by the Management on a preventative basis and as deemed necessary. Please notify us immediately if you discover any infestation.

Emergency Procedures

Though we hope that we will never have to use the following procedures, it is always best to be prepared. Please read the emergency procedures carefully. As an added safety measure, purchase a fire extinguisher for your apartment. Explore the building noting the locations of hallway fire extinguishers, emergency pull stations and emergency exits.

Fire

When the Fire Alarm sounds or you discover a fire:

- ◆ If your door does not feel hot from the inside, it is probably safe to open your door. Leave your apartment and close door. Do not return to your apartment until instructed to do so.
 1. Leave through the nearest safe door or window. Do not use elevators; instead use stairwells.
 2. Pull the fire alarm and call the Fire Department to report the fire from a safe location.
 3. Report anyone missing to the Fire Department.
 4. Notify the Management as soon as possible after calling the Fire Department.
- ◆ If your door does feel hot from the inside, do not open the door. Follow the steps below until help reaches you.
 1. Put a wet rug or towel at the bottom of the door to prevent smoke from entering your apartment.
 2. If it becomes smoky in your apartment, open the window or sliding door to provide fresh air and call for help. If possible, leave the building through the window or patio door.
 3. If you must jump from a second or third floor, throw a mattress out to provide a cushioned landing.

Tornadoes and Violent Weather

During violent weather, areas which are located at the core of your apartment are best to be in to avoid broken glass and blowing objects. Bathrooms are usually good locations. Take flashlights, candles, and portable radios in case of power outage. The underground parking area is considered a safe area.

Power Outages & Gas Leaks

It is always helpful to have on hand either emergency candles or a flashlight. If you suspect a gas leak, remain calm and telephone Madison Gas and Electric at 1-608-252-7222 to report the gas smell. If there is a power outage, please call Alliant Energy Services at

Safety Guidelines

As with any apartment community we cannot guarantee that an incident will not occur. That is why we need your help. By taking a few precautions you can do your part in keeping our building a safe place for everyone.

Entrance Ways

Please do not leave doors propped open, as this defeats the purpose of having locked doors. If you must prop a door open, do not leave it unattended. If you are opening the entrance while someone you don't know is behind you, please do not let them in the building. Guests can use the intercom and camera system to identify themselves before you let them in.

Underground Garage Parking

We recommend a maximum speed of 10 miles per hour in the parking garage. Speed in excess of 10 mph may be dangerous due to low visibility. Remember to roll your windows up, close sunroofs, lock doors, and remove all valuables from your car.

Lock Outs

It happens to all of us. If you are locked out during our office hours, we will be glad to let you into your apartment at no charge! Otherwise, please call the office after hours and our answering service will be happy to page a Barrington Place employee for you. Please supply them with the following information: Your name, apartment number and location where a member of our staff can meet you. Be sure to have identification with your current address on it with you. Remember that replacement apartment/mail keys are \$5.00 each.

Appeals

Management can handle all problems you may have with your residence. However, should you feel you were not treated fairly, please write to:

Fiduciary Real Estate Management, Inc.
Director of Property Management
789 N. Water Street, Suite 200
Milwaukee, WI 53202

All situations will be handled promptly and responded to in writing.

Thank you again for making Barrington Place Apartments your home! We look forward to serving you as best as we can!

Buzz Connect/ Pilgrim Message Center

Emergencies to be called out:

- **Fire**
- **No Heat**
- **No A/C (only if health problem)**
- **Any Water Leaks**
- **Flood (including major pipe or roof leak)**
- **No Hot Water**
- **Toilet Not Working (if they only have one)**
- **Drain Backing Up (not slow drain)**
- **No Light in Hallways or Outside**
- **No Electricity**
- **Refrigerator Out of Order**
- **Lock Out**
- **Any Elevator Issue**
- **Stuck in Garage & Can't Get Out**
- **If Garage Door Keeps Opening/ Closing**
- **Any Move-Ins (suppose to meet someone from the property)**