



**RIDGE VIEW APARTMENTS**  
**4561 S Whitnall Avenue Apt. #111**  
**St. Francis, WI 53235**  
**Phone: 414.769.9740**  
**Fax: 414.769.0030**  
**E-mail: [ridgeview1@fred-inc.com](mailto:ridgeview1@fred-inc.com)**  
**Website: [www.milwaukeeapts.com](http://www.milwaukeeapts.com)**

Our staff would like to thank you for selecting our community for your new home! Please feel free to contact us any time if you have any questions or concerns.

Our leasing office is open weekdays from 9:00 to 6:00  
Weekends 10:00 to 5:00 or call us at 769-9740  
For after hours emergency, call 1 (262) 253-1995  
Or email us—[ridgeview1@fred-inc.com](mailto:ridgeview1@fred-inc.com)

We welcome you to your new home!!

### **Welcome Home to Ridge View Apartments**

Our staff will do everything we can to make your move as comfortable and convenient as possible. Following are phone numbers to help assure a smooth transition to your new apartment home.

Ridge View Apartments  
4561 S. Whitnall Avenue., Suite 111  
Saint Francis, WI 53235

Office: 414-769-9740 Fax: 414-769-0030  
After Hours Emergency Maintenance: 1-262-253-1995  
E-Mail: [ridgeview1@fred-inc.com](mailto:ridgeview1@fred-inc.com)

**Fall/Winter Office Hours**

Monday, Tuesday, Wednesday and Friday 9:00a.m – 5:30p.m

Thursday 9:00a.m. – 6:00p.m

Saturday 10:00a.m. –4:00p.m Sunday 10:00a.m. - 4:00p.m.

WE Energies	800-242-9137	Willow Glen Elementary School (K-3)	414-486-6300
AT&T (Phone)	800-723-9592	Deer Creek Elementary School (4-8)	414-482-8400
Milwaukee Journal Sentinel	414-224-2222	Saint Francis High School	414-747-3600
Time Warner Cable	414-687-9388	Assurant Renters Insurance	866-312-3090

Resident Name(s): \_\_\_\_\_

Your New Address: \_\_\_\_\_ S. Whitnall Avenue., Apt. \_\_\_\_\_ Saint Francis, WI 53235

**Scheduled Move-In Day:** \_\_\_\_\_

Charges: Prorated Rent: \_\_\_\_\_ Date Paid \_\_\_\_\_ Ck # \_\_\_\_\_

Monthly Rent: \_\_\_\_\_ Date Paid \_\_\_\_\_ Ck # \_\_\_\_\_

Pet Rent: \_\_\_\_\_ Date Paid \_\_\_\_\_ Ck # \_\_\_\_\_

Membership Fee: \_\_\_\_\_ Date Paid \_\_\_\_\_ Ck# \_\_\_\_\_

Earnest Money: \_\_\_\_\_ Date Paid \_\_\_\_\_ Ck # \_\_\_\_\_

Remaining Security Deposit: \_\_\_\_\_ Date Paid \_\_\_\_\_ Ck# \_\_\_\_\_

Pet Deposit: \_\_\_\_\_ Date Paid \_\_\_\_\_ Ck # \_\_\_\_\_

Storage: \_\_\_\_\_ Date Paid \_\_\_\_\_ Ck # \_\_\_\_\_

Application Fee: \_\_\_\_\_ Date Paid \_\_\_\_\_ Ck # \_\_\_\_\_

Other: \_\_\_\_\_ Date Paid \_\_\_\_\_ Ck # \_\_\_\_\_

**TOTAL AMOUNT DUE UPON LEASE SIGNING:** \_\_\_\_\_

**TOTAL DUE UPON MOVE-IN:** \_\_\_\_\_

**\*Sorry, no CASH accepted, Check, Money Order or Cashier's Check ONLY**

## PHONE DIRECTORY

Emergency	911
Leasing Center	1-414-769-9740
Emergency Maintenance # After Hours	1-262-253-1995
AT&T	1-800-924-1000
WE Energies	1-800242-9137
Time Warner Cable	1-800-CABLE-ME
Poison Center	1-800-815-8855
St. Francis Police (non-emergency)	1-414-481-2232
St. Francis Fire Department (non-emergency)	1-414-483-4424
Poison Control Center	1-800-815-8855
American Red Cross	1-414-342-8680
Domestic Violence Hot Line	1-414-933-2722
Local Hospitals (non-emergency)	
St. Luke's South Shore:	1-414-489-9000
St. Francis Hospital	1-414-647-5000
St. Luke's Medical Center	1-414-649-6000

# Community Information

## RENT PAYMENTS

Rent payments are due on the 1<sup>st</sup> of each calendar month throughout the term of the lease. Any rent payments received after the 5<sup>th</sup> day of the month will receive a \$20 late charge. If payment is still not received after the 10<sup>th</sup> day of the month there will be an additional late charge of \$30.00. If we have not received a rent payment after the 12<sup>th</sup> day, double rent will be charged. Rent payments must be in the form of a personal check or money order only and paid at the Ridge View office. You may drop off rent payments in the drop box located outside of the office.

Make checks or money orders payable to Ridge View Apartments with your building and apartment number example:(1-111) in the bottom left hand corner.

All other mail and correspondence should be mailed to:

Ridge View Apartments  
4561 S. Whitnall Avenue #111  
St. Francis, WI 53235

## KEYS

Upon moving in you will be given two apartment keys, two mailbox keys, and two entry door keys. All keys are required to be returned upon move out. If you need a replacement key you will be charged the following for each:

\$22.00 Mailbox Key  
\$10.00 Building Entry Key  
\$20.00 Apartment Key  
\$100.00 Laundry Room Key

## PETS

Cats are allowed at Ridge View Apartments. An additional security deposit, rent and pet addendum are required. You must notify the leasing office if you acquire a cat during your stay at Ridge View.

## PARKING/VEHICLES

Every apartment receives 2 unassigned parking spaces included in the monthly rent. Upon moving in you will receive 2 parking permits for your vehicles that need to be placed in the upper left corner of the rear window. Residents will fill out a vehicle registration form for the office to keep on record. Anytime you get a new vehicle or make a change on the registration please inform the office.

**All vehicles illegally parked will be towed at the owner's expense!** Ridge View has permission to tow vehicles 24 hours a day that are illegally parked (including vehicles parked the wrong way on the street). Please inform your visitors on where to properly park their vehicles. If you have more than 2 vehicles, you can receive another parking permit for an extra fee of \$10/month. Visitors that stay over night are permitted to park in the parking lot. If anyone is going to be staying for an extended period of time, please notify the leasing office. **Within 24 hours of a snow fall your vehicle must be moved and cleared so the plows can enter the parking lot.**

No recreational vehicles (boats, trailers, etc) may be parked or stored in the parking area. 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 Ridge view is strictly prohibited. Anyone driving on 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 a corresponding storage unit located on the first floor of the building. Ridge View Apartments is **NOT** responsible for belongings placed in the storage units. We recommend that residents place a lock on their personal storage unit!

## REPAIRS & AFTER HOURS SERVICE

If you have an item in your apartment that needs repair, please call the Ridge View leasing office. 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 the **Ridge View Office number (262) 253-1995**. All after hours emergency calls will be directed to our emergency answering service.

Emergency service is **ONLY** provided for:

1. No heat
2. No hot water
3. Water Leaks
4. Lockouts

## MAIL/PACKAGES

The mailbox for your apartment is located outside, between buildings 1 and 2. The outgoing mail box is the slot A1. If you have any packages, they will be delivered to your apartment. In cases where you may not be home to receive them, the office does sign/accept your packages. If you receive a notice, please pick up and sign for your package within 24 hours.

## TRASH

The dumpsters are located in both parking lots. It is each individual resident's responsibility to place all trash in the dumpsters provided by Waste Management. If a resident leaves garbage or trash in hallway, outside their apartment door, in any other common areas of building, or yard not designated for the deposit of garbage or trash resident will be assessed a fee of \$25 plus the actual costs incurred by landlord to have garbage or trash removed. There are some guidelines to follow when throwing away your trash.

1. Bag all your trash. Please double bag broken glass (including light bulbs).
2. Always keep the dumpster lid closed.
3. Keep area around the dumpster clear of trash and large items at all times.
4. DO NOT put items next to dumpster; wait until dumpster is no longer full or call the Waste Management to find a drop off location for items too large to fit into dumpster.
5. Cardboard boxes should be flattened before placing them in the dumpster.
6. Do not put any liquids, especially motor oil, gasoline, or antifreeze in dumpster.

If you have any questions or concerns about trash removal call the leasing office or Waste Management at 414-529-6180.

## SMOKING

Smoking is prohibited in the common hallways, laundry and storage areas. Smoking is also prohibited in any area where combustible materials are stored/and or handled. 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.

## BUSINESS CENTER

We welcome you to come in during office hours and use the business center. It is equipped with a fax machine, copier, paper shredder, computer with internet access and printer. You can enjoy these amenities while having a cup of coffee or a cold drink on us!

## RULES AND 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, eviction procedures will 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 Ridge View management. Anything that is permanently attached becomes Ridge View property, unless you can remove it without damage. This includes shelving units, window/drapery rods, etc.
4. Painting, varnishing, papering, and stenciling of walls are prohibited.
5. Non stick shelf liner is recommended. All shelf liner or contact paper must be removed prior to move out or charges will occur.
6. Residents are not permitted to play in driveways or parking areas. Toys must not be left out in parking areas or sidewalks.
7. 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.
8. Residents are not permitted to throw objects up on roofs of buildings.

9. Residents must not climb trees on property. This damages the tree and may cause injuries.
10. Young children must be supervised at all times.
11. No skateboards, bicycles, etc., in the parking lots.
12. Tenants are not allowed to alter the lock or install a new lock on any door of their unit without the prior written permission of Ridge View Management.
13. Residents shall supply and replace all light bulbs in the unit.



## Ridge View Apartments Pool Rules

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 from **9:00am** to **9:00pm**
- ? Guests are allowed at the discretion of Management, maximum of 2 guests per apartment and must be accompanied by resident on lease.
- ? Persons under the age of 16 must be accompanied by an adult resident.
- ? No animals in pool or around pool deck.
- ? Alcoholic beverages, chewing gum, or smoking are not permitted in the pool area.
- ? Running or horseplay is strictly prohibited!
- ? Appropriate swimwear required, swim diapers required when necessary.
- ? Glassware and bottles not permitted in the pool area.
- ? Always practice water safety and courtesy
- ? 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.
- ? NO smoking is allowed in pool area.
- ? Swimming pool will close during inclement weather and during storm warnings.
- ? Management reserves the right to establish new or change regulations at any time.

**NO LIFEGUARD ON DUTY!!!**  
Individuals utilizing the facility do so at  
their own risk.

**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)**