



RESIDENT HANDBOOK

Welcome to your new community! We are excited to have you as a resident and look forward to getting to know each of you. Our mission is to provide an unsurpassed living experience through our dedication to customer service. To help make your experience a pleasant one, please read through the Resident Handbook to familiarize yourself with your community, important rules to remember, emergency guides, and important contact information. Please don't hesitate to stop by our office if you need any help or just to introduce yourself; we want to get to know each one of our residents!

Enjoy your new home and thanks again for choosing Uptown Square!

Welcome home!

Sincerely,

Management Team

Uptown Square

Table of Contents

- I. Office Information**
- II. Resident Portal**
- III. Rental Payments**
- IV. Residence Life**
- V. Maintenance**
- VI. Rules & Regulations**
- VII. Important Numbers**
- VIII. Emergency Information Guide**

OFFICE INFORMATION

**Uptown Square
1354 Thorpe Ln
San Marcos, TX 78666
512-667-9189 Office & After Hours**

Office Hours are Monday through Friday 10am to 6pm, Saturday 10am to 5 pm and Sunday 1pm to 5pm.

The staff in the office consists of the following personnel:

- **Community Manager – Oversees the leasing and operations of the entire property**
- **Resident Services Manager – Responsible for timely rental collection and invoice processing. They are also available to help with any general resident concern.**
- **Leasing and Marketing Manager – Responsible for marketing the property and leasing it up year after year. They are also available to help with any general resident concern.**
- **Maintenance Supervisor/Maintenance Technicians/Groundskeeper – These positions are responsible for timely maintenance request completion, asset management through routine maintenance and inspections, and ensuring that the grounds are kept clean.**
- **Community Ambassadors – Those in this position are generally part-time student workers responsible for touring the property, guiding students through the leasing process, planning and executing resident events, and to help answer general questions you may have.**

RESIDENT PORTAL

The Resident Portal can be accessed through the property website and is your resource to find out about community events, send messages to staff, pay your rent, set up monthly recurring payments, or submit maintenance requests. If you have not signed up already please create a new account. It only takes a few minutes!

RENTAL PAYMENTS

Rent installments are due on the 1st of each month, regardless of whether it is a holiday or weekend. Rent is late on the 4th of the month and a late fee of \$35.00 will be charged to your account for the initial late payment fee and \$10.00 everyday after for the daily late payment charge. Payments are accepted in the form of personal check or cashier's check in the office or credit card, e-check or e-money order through the resident portal (processing fees may apply). We do not accept cash. If paying by personal check, or cashier's check please make sure your full name and apartment number is listed on the memo line. If paying after hours, please submit payment through resident portal or place payment in designated rent drop box located in the 24 hour business center.

RESIDENCE LIFE

Uptown Square is committed to building a community where people feel they belong and are cared for. Throughout the year we will be planning a variety of events aimed to help you have a well-rounded experience, become better acquainted with your roommates and neighbors, and to be involved in activities beyond current routine. We highly recommend that you follow us on social

media to stay informed about all upcoming events. Instagram, SnapChat, Twitter, Facebook:
@UptownSanMarcos

MAINTENANCE

Non Emergency maintenance items can be submitted by Logging in to your Resident Portal. All non-emergency requests will be completed between 10 am and 5:30 pm Monday through Friday (excluding holidays). Any resident-caused damage to the home will be charged to your account after the work is completed. **Note that service requests entered through the Resident Portal only may not be received until the following morning.*

Emergency maintenance reported will be addressed after-hours. Issues may arise after hours that require immediate maintenance attention. These are situations that present a danger to people or property and include: fire, leaking pipes, flooding, toilet issues in units that have only one bathroom, no heat or AC if temperature is below 50 or above 90, or no water/power to the unit. Call the emergency/after hour phone if any of the above issues occur. 512-667-9189.

Maintenance Tips:

- Keeping a plunger on hand to take care of minor clogs. In order to keep the toilet from getting clogged, do not flush rags, paper towels, diapers, feminine products, etc. down the toilet.
- Know where the toilet's water shut-off valve is (look behind the toilet). If the toilet begins to overflow, turn the water supply off immediately. This can prevent possible damage to your home. Once the water supply has been shut off, contact your management team or submit a maintenance request for the service.
- A toilet that runs constantly wastes water. If your toilet is running non-stop, contact your maintenance team immediately.
- Never put Kitchen grease, coffee grounds, vegetable skins, fruit pits, or other items down the sink. Collect in a container and throw away in the trash.
- Clean up spills (even water) on flooring and carpet immediately before they soak in or cause damages.
- After bathing: (1) wipe moisture off of shower walls, shower doors, the bathtub and bathroom floor; (2) leave the bathroom door open until all moisture on the mirrors and bathroom walls and tile surfaces has dissipated; (3) hang up your towels and bath mats so they dry completely and (4) leave any bathroom fan on for at least thirty minutes after completion of activity.
- Run the Washer/Dryer and Dishwasher only when it is full to save water.
- Clean lint trap after each use and keep surrounding area clean and free of debris.

RULES & REGULATIONS

Uptown Square is committed to complying with all federal, state, and local fair housing laws. This means our staff has an obligation to treat each individual consistently. To do so, and to create a comfortable and exceptional community, we have established guidelines for everyone in our community to follow. Please do not ask for exceptions to these guidelines unless you have a disability that requires an accommodation. We appreciate your cooperation.

As a resident, you are financially and legally responsible for your behavior and its consequences and that of your guests on the property. This section is meant to address commonly asked questions and

are not intended to cover all rules and regulations within the community. For a full list please review a copy of your lease and ask the staff if you have any questions.

Access:

- **Keys-** Each resident will receive one mail key, one gate clicker, one key fob, and one bedroom key (if applicable) to the building and unit upon move in. If your key is lost, replacements will be provided for a fee of \$50 for the gate clicker and key fob and \$25 for mailbox key and bedroom keys. Do not give your key or access card to anyone else. If you have lost your key report this to the office immediately.
- **After hours lock outs-** If you lock yourself out after office hours, we can help you; Contact the main office to contact the after hours number. There is, however, a \$50 fee for this service due at the time the service is provided, either by check/money order in person or through the online portal.
- **Visitors/guests must be accompanied by a resident at all times. Residents will be held responsible for their guests' actions should damage be caused by a guest.**

Unit:

- **Resident shall not obstruct any ingress or egress points in the community. This includes storing bicycles or other personal property in common area walkway or area.**
- **No signs, flags, draperies, or other items shall be visible from exterior as community should have uniform appearance. Holiday decorations are permitted, but you must remove them within two weeks of the holiday.**
- **Keep all entries, patios, and porches free of debris. Any exterior furniture should be designated for outdoor use only.**
- **No furniture is to be removed from unit.**
- **After moving into his or her Unit, Resident is responsible for replacing interior light bulbs (60-watt bulbs maximum). Colored bulbs are not allowed in any exterior light fixture.**
- **Prohibited items – include but are not limited to, decals, stickers, street signs, dart boards, dangerous substances, firearms or dangerous weapons, drug paraphernalia, water filled furniture, generator, or gasoline.**
- **Lock windows and doors to your apartment at all times. Determine who is at the door prior to opening.**

Amenities:

- **Use of the Common Areas of the Facility including, but not limited to, the Clubhouse/Leasing Center, pool area, business center and fitness center, is for all residents and their limited guests.**
- **Residents with guests using these facilities must accompany their guests at all times. If a person using the facilities is 16 years of age or younger, that person must be accompanied by a guardian or sponsor who is 19 years or older. Guests may be prohibited at Landlord's discretion.**
- **If the noise from residents using the amenities disturbs other residents or if other incidents warrant, we reserve the right to modify the amenity and pool use hours or as otherwise deemed necessary.**

Safety:

- Barbeque grills are provided in Common Areas (if applicable). In accordance with the local fire code any other grills or hibachis are prohibited in units or on patios or balconies.
- Resident must not tamper with, interfere with, or damage any alarm equipment and/or installations.
- Smoking is prohibited in units, stairwells, building common areas (pool), hallways, or as prohibited by local law. The term "smoking" means inhaling, exhaling, breathing or carrying any lighted cigar, cigarette, electronic/vapor cigarette, tobacco product or any other similar lighted product in any manor or in any form. A fine will be incurred of \$25.00 after the first documented warning. \$50.00 for each additional smoking violation. This includes guests in or on the grounds.
- Resident may not trigger the overhead sprinkler system in his or her Unit. Check the batteries in your smoke detector monthly.
- Fire warning devices and safety equipment are to be used only in case of emergency.
- Resident should not make any loud or disturbing noises which constitute a nuisance to other residents. Neither Resident nor Resident's guests may use the Common Areas, parking lots or grounds in such a manner that interferes with the enjoyment of other Residents.
- Large parties or gatherings must be registered with Landlord prior to event. Registration does not release Resident from lease violations.
- Obtain renters insurance or participate in the Landmark Student Property Damage and Replacement Coverage program. Keep inventory list of personal belongings
- Let roommate know if you are going to be out of town for an extended period of time
- Do not overload outlets by using a multi-tap connection. Make sure cords on lamps and household appliances are not split or frayed and that the wire inside is not exposed.
- Never leave cooking unattended.
- Report to the office any malfunction to devices, lights, access points, railings, etc.

Parking:

- Resident shall not park any motor vehicle at the Facility without first signing the Parking Addendum, registering vehicle, receiving a parking permit.
- Parking Decals must be placed on the bottom of your driver's side window. Make sure the decal is visible (especially if you have tinted windows) or your car may be accidentally towed.
- Resident shall park only in spot designated by their parking permit and shall not block other cars or park in front of the trash dumpsters. Resident shall not park on the grass, along curbs or sidewalks. If Resident's vehicle is found in any of these prohibited places, Resident's vehicle will be towed without warning and at Resident's expense.
- Lock doors to your vehicle at all times. Do not leave visible items in your car.
- It is the residents responsibility to ensure their guests are parked in the designated visitor parking spots to avoid tow.
- This parking lot is patrolled by a 3rd party towing company. The towing company monitors the parking lot on their own time and is not scheduled by Uptown Square.

Pets:

- We are a pet friendly community, but residents with pets must follow these guidelines. No pets will be allowed in Resident's Unit without prior written permission of Landlord. Approval must be granted in the form of an executed Pet Addendum prior to animal entering or residing on

the premises. If a pet is found in Resident's Unit resident will be found in violation of this policy and will be fined.

- The fee to register your pet is \$500 per pet. Two pet maximum per unit.
- Breed and weight restrictions apply. Contact the management office for pet requirements and restrictions. Pet deposits and monthly rent may be required.
- You must keep your pet on a leash and accompany the pet at all times.
- You must pick up after your pet and discard properly. You will find pet waste stations though out the property for you to bag and discard pet waste.

Utilities:

- Resident must have a method of payment on file with SimpleBills to their pay water and eletriricity utility.
- Resident must keep valid method of payment on file. Default in payment will result in \$50 service charge in addition to current amount due.
- Unless Landlord instructs otherwise, Resident must, for 24-hours a day during freezing weather, (a) keep Unit heated to at least 60 degrees Fahrenheit, (b) keep cabinet and closet doors open; and (c) drip hot and cold water faucets.
- All trash and garbage must be placed in the Capital Waste trash bin provided and placed outside our front door during the designed trash pickup days and times.
- Pick up days are Sunday through Thursday starting at 6 PM. Waste bin must be inside apartment by 9 AM the following morning.
- Landlord reserves the right to impose a charge of \$25 per bag/per day for violation of trash policy as well as for littering by Resident. Continued violation may result in additional fines.
- Cable & Internet is provided by a Service Provider to the Facility. Review network access policy in Community Rules & Regulations for more information. If you have issues with cable or internet please refer to the Service Provider handout provided in your move in packet for access, support, or troubleshooting information.

Important Numbers:

- City Police: 911
- Campus Police (non-emergency): 512-245-2805
- Fire Department: 911
- Poison Control: 911
- Hospital: Central Texas Medical Center: 512-353-8979
- Towing: Will Tow: 512-738-5748

EMERGENCY INFORMATION GUIDE

The purpose of this guide is to provide guidance on the community fire safety and evacuation plans. Always remember, call 911 if your personal safety or the safety of another is at risk!

The building is equipped with the following equipment:

- Portable Fire Extinguishers – located in the living area under the breakfast bar in each apartment as well as in the clubhouse and public areas.
- Smoke Alarms – located in hallway and bedrooms of each apartment. Their function is to sound an alarm if smoke is present.

- **Fire Alarm Pull Stations - Manual Fire Alarm activation point that requires human intervention. These are located in the corridors on each floor. Pulling a fire alarm in a non-emergency is illegal and may result in felony charges.**

Fire/Emergency Reporting:

Please report any incidents to the office if you experience or witness: violence, criminal activity, vehicle accident, injury or other medical emergencies, electrical/mechanical concerns, fire, flooding or leaks, or pests/rodents. The office will ask you to fill out an incident report for our records.

Evacuation & Accountability:

In the event of an emergency where evacuation is necessary, remain calm and quickly exit the building using the nearest stairs, if applicable, and the nearest exit. Once outside the building, gather away from the building to clear area at least 500 feet away from affected building. Always move upwind of the building but be sure to keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel. Review community site plan for emergency exit routes for your unit and designated meeting locations once you have evacuated the building.

[Persons with disabilities or needing special assistance in the event of an emergency should locate the nearest exit and move to a safer location, if applicable. If unable to exit because of disability, needing special assistance, or if you believe someone to be trapped in the building call 911.]

Fire Evacuation Plan:

The facility has a fire alarm system that will notify occupants of a fire emergency. When the alarm sounds an audible sound accompanied by strobe lights will notify occupants of an alarm. The fire alarm is monitored by a 3rd party who will contact the fire department. If you hear an alarm don't rush out into the hallway. Feel the door, if it is hot, use another way out. If the door is cool, check the hallway for fire and if no fire is present exit the building using the nearest stairs, if applicable, and the nearest exit. Never use elevators in the event of a fire, use the stairs. Stay low as smoke and heat rises.

If you can't escape from your apartment, stuff wet towels, sheets or clothes around the door and vents to keep smoke out. Call the fire department and tell them where you are. If no smoke is coming into the room you're in, open a window slightly both at the top and at the bottom. Stay low and wave a bright cloth, towel or sheet out the window to signal your location.

If you discover a fire try to isolate the fire by closing doors as you exit the building, verbally notify those around you as you move towards exit, sound fire alarm by pulling the closest manual hand pull located next to each door, call 911, evacuate the building using the evacuation routes provided.

Medical Treatment:

If at any time you need medical treatment dial 911. If you need medical treatment while at the post evacuation designated meeting point, advise the nearest emergency personnel.

Weather-Related Emergencies:

Monitor radio and television broadcasts and be alert to changing weather conditions. Avoid unnecessary travel. To prepare for inclement weather, keep on-hand preparedness items that could include: first aid kit, battery operated radio, fully charged cell phone, flashlight, extra blankets, canned food and can opener, bottles of water.

Other Hazards:

Be alert for liquid or chemical spills within the community and notify the office to address issue immediately.

Do not interfere with any civil disturbance or demonstrations and notify local law enforcement.

Earthquakes occur without warning. If inside the building, duck under the nearest sturdy object and hold onto it until the shaking stops or stand flat against interior wall. Once shaking has stopped evacuate building immediately using the evacuation routes provided.

No security system is fail-proof. Even the best system can't prevent crime. We disclaim any expressed or implied warranties of security. The best safety measures are the ones you perform as a matter of common sense and habit.

EVACUATION ROUTES

- 1. Proceed to the Common Hallways. Exit the doors with the Emergency Exit signs. Exit the door closest to you apartment. Proceed down the stairs to the nearest door leading to the outside.**
- 2. If your emergency exit is blocked. Do not return to your apartment. Use the Emergency Exit at the opposite end of the building.**
- 3. If all emergency exits are blocked, return to your apartment and proceed to your balcony. Emergency Personnel will assist you off of the balcony.**
- 4. DO NOT REENTER THE BUILDING FOR ANY REASON UNTIL CLEARED BY EMERGENCY PERSONNEL.**

DESIGNATED MEETING POINT

**The designated meeting point will be the Uptown Square Parking Lot.
Please meet in the center of the parking lot.**

Do not re-enter the building for any reason.

**Please be patient and calm. It is our duty to make sure that all residents are safe and accounted for in
Emergency Situations.**

