



MOVE-IN PACKAGE CHECKLIST FOR OWNERS

Please check-off items on the list below before submitting to Management Office. We will not accept incomplete move-in packets. Elevator reservations may not be made until all of the necessary documentation and fees have been received.

- \$450 Non-Refundable Move-In/Move out Fee (*please attach*)**
- I have read the Rules & Regulations Document**
- Copy of Identification (id with photo, please)**
- Incoming Resident Information**
- Acceptance of Parcels Liability Waiver**
- Fitness Center Liability**
- Daily use of Apartments Rules & Regulations**
- Pets Rules & Regulations**
- Dog & Cat Registration Form**
- Owner Documents (HUD settlement statement)**



Name _____
(please complete one for each adult resident)

Photocopy your driver's license, passport or other picture I.D. here.

Copy Photo I.D. here.



INCOMING RESIDENT

(One form MUST be completed for each adult resident)

UNIT# _____

This Document has been supplied to give you notice that you must abide by Association's Declaration, Bylaws which have been recorded against the property and the 3900 Tunlaw, Rules & Regulation, including guidelines relating to such items as pets, parking and architectural control guidelines. The Bylaws and Rules & Rules and Regulations further provide that the Association may assess a charge for all cost and expenses associated with enforcing the provisions of the Declaration, Bylaws and Rules & Regulations to the unit owner, and that in the event a tenant, other residents or guest(s) is in violation of the Bylaws or Rules and Regulations, the Association, as a third-party to the lease, has full authority, at its sole discretion, to enforce the terms of the lease, and that any violation(s) to the Association Declaration, Bylaws or Rules and Regulations shall constitute a default under the terms of the lease and a breach of the lease.

Resident Name: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

E-Mail: _____

Resident Children:

Child Name: _____ Age: _____

Child Name: _____ Age: _____

Pets:

Describe Pets: _____

(All dog owners must complete a Dog Registration Form)

Vehicles:

Make, model, color, license plate # and State: _____ Parking Space # _____

Storage Space # _____

Emergency Contact:

Contact Name and Relationship: _____

Contact Home Phone: _____

I/we, the undersigned unit owner, and resident/lessee, certify that the above information is true and correct. I/we further certify that I/we have read all the information contained in this document, including the notices concerning my/our rights and obligations, and agree to be bound by all the terms and conditions thereof and by the Declaration, Bylaws and Rules and Regulation of 3900 Tunlaw, A Cooperative Association.

Incoming Resident Signature: _____ Date: _____

Incoming Resident Print: _____



FITNESS CENTER LIABILITY

By my signature(s) below, I/we acknowledge that I/we assume full responsibility for my/our safety and I/we understand and appreciate the risk involved in using exercise equipment located in the 3900 Tunlaw, A Cooperative Fitness Center, which is located on the first floor East corridor. I/we am/are aware that I/we should contact my/our physician before I/we start any new exercise program, especially if I/we have not exercised regularly for a period of three (3) months prior to starting at the 3900 Tunlaw, A Cooperative Fitness Center. I/we understand that the officers, managing agent and employees of 3900 Tunlaw, A Cooperative Association are not liable under and theory liability for any injuries or other damages I/we will use the 3900 Tunlaw, A Cooperative Fitness Center only during the hours designated by the *House Rules and Regulations* set forth by 3900 Tunlaw, A Cooperative Association. I/we further understand that the officers, managing agents and employees of 3900 Tunlaw, A Cooperative Association make no representation, nor expressed or implied warranties as to the quality of the equipment.

By signing this waiver, I/we understand and acknowledge the above terms and conditions and give my/our signature(s) to this liability waiver agreement of my/our own violation.

Unit # _____

Waiver Accepted By:

Print Name

Print Name

Signature

Signature

Date

Date



ACCEPTANCE OF PARCELS LIABILITY WAIVER

3900 Tunlaw, Cooperative Association is willing to accept and hold parcels pursuant to your request on the condition that you, on your own behalf and behalf of all occupants of your unit, fully and unconditionally release 3900 Tunlaw, A Cooperative Association, and all officers, managing agents and employees from and from any and all claims and liabilities of whatever nature, which may arise in connection with 3900 Tunlaw, A Cooperative Association accepting and holding parcels, including without limitation, claims based on loss of or damage to any items so accepted and held by 3900 Tunlaw, A Cooperative Association. Unless other arrangements are made, if your package is not picked up within three (5) business days, your package will be returned to sender.

Please check below:

- If you agree to the above terms and conditions, please sign below.
- If you do not agree to the above terms and conditions, 3900 Tunlaw Cooperative will NOT be able to accept any parcels on your behalf.

By signing this waiver, I/we fully understand and acknowledge the above terms and conditions and give my/our signature(s) to this liability waiver agreement of my/ our own violation.

Unit address: 3900 Tunlaw Road N.W., unit #: _____ Washington, DC 20007

Waiver Accepted by:

Waiver Accepted by:

Print Name

Print Name

Signature

Signature

Date

Date



DAILY USE OF APARTMENTS RULES & REGULATIONS

(House Rules & Regulations pages 3 & 4)

- (a) Cooperative apartment living requires that each occupant regulate the occupancy and use of his apartment so as to not reasonably or unnecessarily disturb any other occupant. Owners and occupants shall take appropriate measures to prevent noise from traveling from parties and other sources.
- (b) Each occupant must exercise due consideration at all hours in the operation of radios, televisions, musical instruments or any other items in the apartment so that the sound will not unreasonably or unnecessarily disturb another occupant.
- (c) Each occupant must cover with rugs or other adequate covering, walking areas of the apartment and other areas sufficiently to eliminate the transmission of unreasonably objectionable noises to another apartment. Eighty percent (80%) coverage of floors, excluding kitchens, bathrooms and closets, is generally considered adequate, but additional coverage may be required to prevent transmission of noise. Occupants shall have thirty (30) days from the date of occupancy or notice of violation to comply with this rule. Within one (1) week following a move-in, the Resident Manager will welcome the new occupant(s) and inspect the property for adherence to House Rules and Regulations.
- (d) During any major or minor remodeling, or change in any apartment requiring hammering, sawing or any other noise making activity, the contractor or workers will be required to keep noise to a minimum. Workers' radios, tape or CD players, stereos, etc. shall be played at a level so as to not disturb the neighbors and/or other occupants. No major or minor remodeling or change in any apartment requiring noise making activity shall be conducted prior to 8:00 a.m. or after 6:00 p.m. on weekdays and before 9:00 a.m. or after 6:00 p.m. on weekends and holidays.

I understand that in ten business days the on-site manager will inspect my unit for proper floor covering pursuing the rules and regulations of 3900 Tunlaw, Cooperative.

Regulations Accepted by:

Regulations Accepted by:

Print Name

Print Name

Signature

Signature

Date

Date



PETS RULES & REGULATIONS

Only resident-owners will be allowed to have pets, provided that such pets do not constitute a nuisance to other residents. The keeping of a pet is a privilege extended to resident-owners and is subject to termination for cause at any time by the Board of Directors. For the benefit and protection of all 3900 Tunlaw residents, guests, and employees, the following rules and regulations regarding the keeping of pets apply:

(a) Number of pets: The total number of cats and dogs allowed per apartment is: two cats, or one dog, or one cat and one dog. The limitation on the number of pets is effective immediately and applies to current residents obtaining pets and all future resident-owners. Cats must be apartment cats only; they are not permitted to wander the premises. **Dogs may not weigh more than 30 lbs.**

No resident-owner may raise, breed, or keep any domestic household pet or other animal for any commercial purpose. Nor shall any uncommon or potentially dangerous pet be kept for any purpose at any time. Only two birds are allowed.

(b) Registration of pets: All pets must be registered with the Manager within 2 weeks of arrival (and/or the effective date of these rules) and inoculated as required by District of Columbia law. Proof of inoculation must be presented at registration. The registration form and a photo of the pet will be kept in the Manager's office. A registration fee of \$25.00 per pet is required. A resident-owner failing to register a pet with the Manager's office is subject to a \$50.00 fine and must submit a pet registration form within one week. Failure to comply will result in the immediate removal of the pet from the building.

(c) Entering and exiting 3900 with a pet: Resident-owners must use the loading dock and/or tradesmen entrance or the garage. Pets must be kept on a leash or in a carrier at all times when outside the resident-owner's apartment. Resident-owners may not linger in public areas, i.e. the lobby and hallways, with their pets. Pets are not allowed in the laundry room.

(d) Use of elevators: Due care must be taken by resident-owners to protect passengers and elevators. As a courtesy and to protect residents with health issues, e.g. allergies or phobia, pets are not allowed in any elevator in which a passenger or person waiting for the elevator objects to the presence of the pet. Pet owner should ask occupants of elevators for permission to use elevator. Pet owners are strongly encouraged to use the stairs.

(e) Noise: If any pet creates unnecessary noise or in any way creates a disturbance, nuisance or unpleasantness, the Manager, acting for the Board of Directors, is authorized to require the pet owner to remove the pet immediately.



(f) Curbing pets: Pets must not be curbed on 3900 grounds, including driveways, the parking lot, sidewalks and grass plots. If failure to properly dispose of pet waste or clean up occurs, a fine will be levied.

(g) Bathing: Pets shall not be groomed or washed in any place in 3900 Tunlaw except the pet owner's apartment.

(h) Guest pets: In order for guests of resident-owners to bring pets to visit, **(for a period of time not to exceed two weeks), requests must be submitted in writing to the Manager prior to the arrival of the guest pet.** Resident-owners shall be held responsible for appropriate behavior of their guest pets. If the procedure is not followed, a fine may be levied against the resident-owner. The Board on a case-by-case basis will consider exceptions to this provision. Such requests must be submitted in writing to the Manager prior to the guest pet's arrival.

(i) Violations: Any violation of these House Rules regarding pets or any other pet misbehavior should be immediately reported in writing to the pet's owner and to the Manager. After written notice and a hearing, the Board of Directors will take appropriate action, including, but not limited to the following:

- 1st offense – written notice
- 2nd offense -- \$50 fine
- 3rd offense -- \$100 fine
- 4th offense – immediate removal of pet from building premises.

Failure to properly dispose of pet waste or to clean up is a \$100 fine for the first occurrence, \$300 for the second occurrence, and removal of pet(s) from the property if 3rd incident should occur.

(j) Hold Harmless: The resident-owner shall hold the Manager and Board of Directors harmless against the loss of liability for any actions of his/her pets within 3900 Tunlaw Cooperative. All resident-owners are fully and solely responsible for personal injury and or property damage caused by their pets.

Having a pet in the building is a privilege. Be respectful of the established rules, your neighbors, and your pet. Homeowners are the only people that allowed having a pet. Renters are not allowed to have pets at all.

Shareholder Signature

Date _____

Manager /Board Representative

Date _____



DOG & CAT REGISTRATION FORM

Today's Date: _____

Owner's Name: _____

Unit #: _____ Phone #: _____

E-mail Address: _____

Pet Information

Dog Name: _____

Sex: _____

Year of Birth: _____

Breed: _____

Color/Markings: _____

Spay/Neutered: Yes _____ No _____

Current Veterinarian: _____

Rabies Vacc. Date: _____ Exp. Date: _____



IMPORTANT INFORMATION

3900 Tunlaw Cooperative Management office

Phone: 202-333-2288 Fax: 202-333-2014

Email: manager3900tunlaw@yahoo.com

3900 Tunlaw Cooperative Monthly Assessments Information

Community Services Account Representative: Yesenia Retamal.

CFM Management Services at 703-941-0818 ext 38

EMERGENCY NUMBERS:

CFM Management Services at 703-941-0818- After office hours

Medical & Police Emergency Dial 911:

Metropolitan Police Department Non-Emergency Dial 311 or (202)-737-4404

Unit Change of Occupancy (House Rules & Regulations Page 10 & 11)

- a) **All unit changes of occupancy (move-in or move-out) must be arranged in advance with the Resident Manager to ensure that the Building is appropriately prepared for the move. Failure to provide such notification will result in an automatic fine assessed by the Board against the shareholder. Further, the Resident Manager is authorized to prohibit a move-in or move-out unless satisfactory arrangements have been made in advance.**
- b) **Move-ins or move-outs will be permitted Monday through Saturday, between the hours of 8:00 a.m. and 6:00 p.m. The Resident Manager must approve all exceptions. All move-ins and move-outs will occur through the loading dock area unless approved otherwise by the Resident Manager. The Board on a case-by-case basis will make assessments for actual damages to the Building, improvements or grounds of the Corporation**
- c) **An administrative fee of Four Hundred Fifty Dollars (\$450.00) shall be charged for a change in occupancy, including moves between units within the Building. This is a one-time charge to cover both the move-in and move-out. This fee must accompany the application to the Board for any such change of occupancy. This includes move-ins and move-outs of both shareholders and sub-lessees.**

Telephone, cable & internet Providers

- **Comcast Customer Service:**
Call 1-800-COMCAST (1-800-266-2278). Available 24 hours a day, 7 days a week for all service-related issues.
- **Verizon Customer Service:**
FiOS Internet and TV (1-888-881-8161)
High Speed Internet (1-888-625-8111)
Residential Phone (1-888-837-4966)

Metro Bus

Service Route # 31, 32 & 36 stop by Wisconsin Avenue & Calvert Street.

More info visit www.wmata.com