

# Emergency Contact Form



## Tenant Information

Building \_\_\_\_\_ Unit \_\_\_\_\_

Name: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

SSN: \_\_\_\_\_

Graduation Year (if student): \_\_\_\_\_

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## Emergency Contact

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_

(Cell) \_\_\_\_\_

Email: \_\_\_\_\_

### **Security Policy- Please read. Full policy available in the FrontDoor Management Office or on the website.**

1. Do not allow others to enter the building, stairwells or elevators behind you. It is not discourteous to inform them this is a secured building. Non-residents must enter through the front entrance. They must call the intended apartment and be admitted by the resident.
2. Do not leave the back or front doors propped open (during move-in or move-out, it may be necessary to open the back doors for a short time. Please be sure you secure all doors while you are absent).
3. If you see or hear something that could be a potential security problem, inform the office at **314-446-4501 (314-446-1196 for Loop Lofts)**. **DO NOT** try to handle it yourself. Never hesitate to call the police (911).

*By initialing this, I agree to abide by all of the security policies of FrontDoor, LLC.*

**Initial** \_\_\_\_\_

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## **Emergency Maintenance**

**All** maintenance requests must be submitted via our website at <http://www.frontdoorstl.com>.

Emergency maintenance is defined as anything which left unfixed would cause harm to yourself, other tenants, or the building. This should be reported to us immediately.

You may find a list in our leasing office of situations that are valid emergency maintenance requests. If in doubt, call the front office at 314-446-4501 (314-446-1196 for Loop Lofts). To reach emergency maintenance after hours, call 314-960-5411. When you call the after-hours emergency line, a technician will inform you if your situation requires immediate attention.

If maintenance arrives and determines that it was a non-emergency situation, a service fee of \$50 will be added to your ledger.

*By initialing this, I agree to the emergency maintenance policy outlined above.*

**Initial** \_\_\_\_\_

## **Pool and Fitness Center Liability Release**

Users of the fitness center/pool assume the risk of liability arising from its use of the Amenities and the equipment located therein and agrees to indemnify, hold safe and harmless against and defend the Building's owner and landlord from any and all claims, actions, damages, liability and expense in connection with the loss of life, personal injury and/or damage to property arising out of such use. These facilities are limited to tenants only.

Please see full policy in our office or online at [www.frontdoorstl.com](http://www.frontdoorstl.com).

*By initialing this, I agree to the pool and fitness center policy outlined above.*

**Initial** \_\_\_\_\_

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## **Washer/Dryer Agreement**

I acknowledge that the washer/dryer unit(s) are not a large capacity unit and will break if overloaded. I agree that I am liable for any damages to the unit caused by overloading. (*Note: this unit cannot handle a comforter.*)

*By initialing this, I agree to the washer/dryer agreement outlined above.*

**Initial** \_\_\_\_\_

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## **Security Deposit**

Security Deposit will be returned in full provided all the terms and conditions of the lease are satisfied including the following:

1. Full term of Lease has expired.
2. Notice was given 60 days prior to lease expiration date. You MUST a complete *Notice to Vacate* form and leave your forwarding address to receive your deposit back.
3. No damage to property beyond fair wear-and-tear (complete list of move-out charges in the leasing office or on our website).
4. Apartment must be cleaned entirely (cleaning checklist available in leasing office or on the website)
5. All keys are returned to the leasing office at the time of move-out. Security deposit will be forfeited for the failure to return keys (lost or not returned keycards \$25.00).

*By initialing this, I agree to the Security Deposit Agreement outlined above.*

**Initial** \_\_\_\_\_

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## **Charter Cable/Internet - If Charter Cable and/or internet is included in rent**

*By initialing this, I agree to the all agreements set forth by Charter Communications – available online.*

**Initial** \_\_\_\_\_