



## **TENANTS' RIGHTS AND RESPONSIBILITIES DISCLOSURE FORM**

Welcome to the Town of Berwyn Heights! Berwyn Heights is a full-service community, providing the following municipal services: a Town Government, a monthly newsletter, Police and Fire Protection, Street Maintenance and Construction, Trash and Recycling Disposal and Code Enforcement.

The Town Office, located at 5700 Berwyn Road, operates Monday through Friday from 8:30 a.m. – 5:00 p.m.; (301) 474-5000 and is available to answer questions that you may have regarding the community. The office sells stamps and mails packages and has a notary public available for \$1 per notary. The Town Government consists of a Mayor and four Councilmembers. Town Meetings are held the second Wednesday of each month at 8:00 p.m. in the Town Office. Residents are encouraged to attend. The Town's "Bulletin" is delivered to each home no later than the first day of each month. It provides all the information regarding the Town government, monthly calendar of events, important telephone numbers, and civic organization announcements. The Police Department, located at 5411 Berwyn Road, operates 24 hours a day for your safety. If you have a non-emergency, please call (301) 333-4000 and ask the Dispatcher to request the on-duty Berwyn Heights Police Officer to contact you; please call 911 for emergencies. Parking decals are available, free of charge, at the Police Department to assist our public safety personnel in identifying vehicles that belong to residents. The Fire Department, located 8811 60<sup>th</sup> Avenue, is also available 24 hours for your safety. If it is an emergency, please call 911; if it is a non-emergency, please call (301) 474-7866. The Public Works Department has trash pickup North of Pontiac on Mondays and Thursdays; South of Pontiac on Tuesdays and Fridays of each week. Heavy trash pickup is weekly on Thursdays for North of Pontiac Street and on Fridays for South of Pontiac Street. Yard waste is picked up weekly on Mondays for North of Pontiac Street and Tuesdays for South of Pontiac Street. Questions regarding trash pickup should be directed to (301) 474-6897. Recycling collection is provided for the entire Town on Wednesdays by our Public Works Department. The Code Enforcement Department handles all code and ordinance complaints, building permits and rental inspections at (301) 513-9331.

As a new resident to Berwyn Heights, you should be aware of the following rights and responsibilities to safeguard the health and welfare of the community:

### Tenants' Responsibilities:

Each tenant shall comply with all duties imposed upon tenants by the applicable provisions of all municipal codes, regulations and ordinances, and in particular:

1. Keep the premises safe and sanitary.
2. Dispose of all rubbish, garbage, and other waste in a clean, safe, and sanitary manner.
3. Keep all plumbing fixtures in the dwelling unit as clean as their condition permits
4. Use and operate all electrical and plumbing fixtures properly.
5. Personally refrain, and forbid any other person who is on the premises with tenants' permission, from intentionally or negligently destroying, defacing, damaging, or removing any fixture, appliance, or other part of the premises.
6. Maintain in good working order and condition any range, refrigerator, washer, dryer, dishwasher, or other appliances supplied by the landlord and required to be maintained by the tenant under the terms and conditions of a written rental agreement.
7. Conduct themselves and require other persons on the premises with tenants' consent to conduct themselves in a manner that will not disturb the neighbors' peaceful enjoyment. Nuisance behavior such as but not limited to, public drinking or drunkenness, public urination, unlawful sale, furnishing or

consumption of alcoholic beverages or controlled substances or public nuisance situations carries fines of \$100, \$200 or \$300 for the first, second and third offense in a calendar year. Landlord is subject to the same fine for the same offense. Repeat offenders are subject the revocation of the rental license and eviction.

8. Upon reasonable notice and at reasonable times, give consent for the landlord to enter into the dwelling unit in order to inspect the premises, make ordinary, necessary or agreed repairs, decorations, alterations, improvements, supply necessary or agreed upon services, or exhibit the dwelling unit to prospective or actual purchasers, tenants or contractors.
9. Inform the landlord, or landlord's agent, within a reasonable time, of any conditions, whether caused by the tenant or due to normal use of the rental property, which should be corrected in order to preserve the condition of the rental property.
10. Vehicles parked on the street must bear current, valid license plates and be parked, in accordance with Town's Parking Ordinance, passenger side to the curb and no more than twelve (12) inches from the curb. Vehicles may not be left idling while unattended.
11. No more than five (5) non-related tenants are permitted to occupy a rental premise. The landlord is required to file one signed Tenant's Rights and Responsibilities Form for each tenant within 30 days of the tenant's occupancy. Failure to do so subjects the landlord to a \$100 fine.

Tenants' Rights:

1. You have the right to a decent and safe place to live - The residence must meet the requirements of local building and health codes concerning the condition of the residence; necessary repairs are made to keep the residence in livable condition; all electrical, plumbing, sanitary, heating, ventilating, air conditioning units as well as other facilities and appliances to be supplied by the landlord are maintained in a good and safe working condition; running and also hot water as well as reasonable air conditioning and heat are provided when needed.
2. You have the right to refuse unlawful or unreasonable entry into the residence - The landlord is not allowed to abuse his/her right to enter the residence. The landlord can not enter the residence without telling you unless it is an emergency.
3. You have the right to a certain level of security - Your landlord is required by the Town's Ordinance 120 - Rental Housing to provide dead-bolt locks on all entrance doors and locking devices on all exterior windows. You may install new burglary prevention, including burglar alarm system, chain latch devices and fire detection devices to further ensure safety only if approved by the landlord.
4. You have the right to a proper eviction notice - In order to terminate a tenancy, the landlord must give written notice.
5. You have the right to be informed of any changes in property management or ownership.
6. You have the right to speak out - Your landlord cannot take actions against you for complaining about the conditions of the residence to any government agency, including the Town; if so, you may appeal your case to the District Court, Landlord-Tenant Commission.
- 7.

**ACKNOWLEDGMENT OF RECEIPT**

The undersigned hereby acknowledges receiving a copy of this notice. I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE ABOVE.

Tenant's Name (print): \_\_\_\_\_

Tenant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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