

## **INFORMATION FOR RESIDENTS OF SACHEM VILLAGE**

The main purpose of Sachem Village is for the housing of student families while they are attending Dartmouth College. Space permitted, single graduate students may rent at Sachem Village. It is located in a country setting in West Lebanon, New Hampshire, and is approximately one and one half miles from the Dartmouth campus. It consists of duplexes and apartment buildings containing apartments with one, two and three bedrooms. The townhouse apartments are two-story, two-bedroom units in buildings with four to twelve apartments each.

Sachem Village is in the midst of a major redevelopment project. A new community center has recently been built, and a total of 132 new units will be constructed, and renovations will occur at existing units. Residents at Sachem Village should bear in mind that with this construction, there will be noise, dirt, and some inconveniences. We will do our best to minimize any disturbances. Some residents will need to change units during their lease term to accommodate this redevelopment.

### **RESIDENT INFORMATION**

#### **ELIGIBILITY**

Applicants must be regularly enrolled students at Dartmouth College. Graduate assistants and teaching fellows are eligible provided they are taking regular courses leading to a Dartmouth College degree. Graduate special students are not eligible unless they are enrolled full time and are paying full tuition.

#### **APPLICATIONS AND ASSIGNMENTS**

Applications are filed at the Office of Rental Housing, 7 Lebanon St., Suite 107, Hanover, New Hampshire 03755. Assignments are based on the date of application, however families with children receive priority in the assignment of the two and three bedroom units. Space permitting, there may be accommodations for a limited number of single graduate students.

#### **LEASE**

Upon acceptance of an assignment, each tenant is required to sign a lease agreement for a set lease term. The lease may be renewed annually as long as the tenant

remains eligible. Tenants may sublet apartments during periods of authorized absence from the campus (i.e. vacation periods, study abroad, etc.) but only to other matriculating students. Original lessee is still responsible for all rental payments and care of the unit.

The information in this booklet constitutes the additional terms and conditions as specified in the Sachem Village Lease Agreement.

## **RENTAL PAYMENTS**

Rents are due and payable at the Office of the Bursar, McNutt Hall on the first day of each month of occupancy even though Student Ledger bills are rendered only twice a term. Rents for partial months of occupancy will be prorated.

The rents for all College Housing are reviewed each spring by Dartmouth College. All rent increases are effective July 1st and are preceded by a 30 day notice.

## **OCCUPANCY**

All apartment units are to be occupied by only members of the immediate family, including legal dependents of the registered tenant and excluding all others, except for temporary guests.

When a resident of Sachem Village is no longer a student at Dartmouth College he/she must vacate the building within thirty days of the date of separation. Exceptions may be granted by the Manager of Rental Housing. Apartments may not be occupied before the commencement date of the lease. No personal property will be permitted on the premises before the commencement date.

## **KEYS**

Keys are obtainable from the Housing Programs Office between 8:30 a.m. and 4:00 p.m. Monday thru Friday. Arrangements may be made for those arriving after normal office hours by contacting the Housing Programs Office prior to arrival.

The newly constructed units and the Community Center will be accessed by an electronic key, also known as a fob. Each tenant will be issued 2 fobs for their unit, which will also be programmed to the Community Center. Additional fobs will cost \$75. Tenants who lose fobs will be charged \$75 for a new fob and reprogramming.

Tenants who get locked out of their rental units must come to the Housing Programs Office during normal business hours for a duplicate key. At all other times tenants should

contact Safety and Security to be let into their rental. Tenants must be prepared to show proper identification.

An apartment is not officially vacated until it is completely cleared of all personal property and the key returned. In the older style townhouses and duplexes, in addition to the community center fob, all metal keys that were issued will need to be returned. All keys must be returned at the end of the lease. If all keys are not returned, the tenant will be charged for the cost of changing all the locks in the unit. Depending on the number of rooms in a unit, this can be between \$300-800.

## **TRANSFERS**

Tenants may apply to transfer to another Sachem Village apartment. All transfers are subject to availability and waiting list procedures. A fee of \$150.00 is payable by the tenant to the Housing Programs Office upon acceptance of a transfer to cover a portion of the vacancy and administrative costs.

## **USE OF PREMISES**

The Premises shall be used for Occupant's residential purposes only. No commercial or other non-residential use shall be permitted. Occupant shall not make or permit any noisy or illegal use of the Premises or otherwise use the Premises so as to constitute a nuisance. Representatives of the College shall have the right to enter the Premises and remove anything which in their opinion may constitute a nuisance or jeopardize the safety of the building or its tenants.

The use of a short-wave or "ham" radio is not permitted because of the radio frequency interference it may cause on a neighbor's TV, telephone or computer display.

## **RESIDENTIAL FIRE ALARMS**

In case of a fire, or if the fire alarm goes off, the proper response is to exit the building and call the fire department. Fire alarms are not connected to the fire departments and a call must be placed in order for them to respond. If you believe that an alarm is not working properly, please report it immediately to the Housing Programs Office. It is recommended that tenants provide some sort of fire extinguishing equipment for emergency use. All rental units have hard wired smoke detectors. Tenants concerned about lack of a battery powered smoke detector in the case of an electrical outage may supply their own battery operated detector.

## **MAINTENANCE AND REPAIRS**

All breakage, damage, or general repairs work orders should be reported immediately to the Housing Programs Office, by telephone at 646-2170 or by Blitz Mail at Housing.Programs@Dartmouth.edu. When submitting a work request, tenants must give the following information: 1. Name; 2. Address; 3. Telephone number(s); 4. Repair requested; 5. Whether Tenant has a dog or cat; and 6. Whether it is okay for someone to go if tenant is not present. No charge will be made for service or repairs which are the result of ordinary wear and tear. The resident will be assessed for the cost of labor and material involved in making repairs or replacements due to carelessness or neglect.

Representatives of the College shall have the right to enter and examine the property and to make repairs or improvements upon reasonable notice and shall have the right to enter and make emergency repairs at any time.

For emergencies, after office hours, call the Heating Plant at 646-2344.

### **INSURANCE**

Dartmouth does not assume responsibility or carry insurance for the loss of personal property whether due to theft, fire, water, or any other cause or for an individual's personal liability as tenant of the premises. It is recommended that tenants arrange for adequate insurance coverage for the protection of the tenant's own personal property; for the protection of the landlord for damage to the premises from neglect or accidental causes of the tenant; and protection for bodily injury or property damage to a third party who may be a guest of the tenant.

### **MAIL**

The correct address is (Apartment Number) (Street Address), West Lebanon, New Hampshire 03784.

Except for the Townhouses, which have a "mail bank," separate mail boxes are located in the Community Center. The United States Post Office advises that it is illegal for anyone to place material in mailboxes that does not bear postage.

The West Lebanon Post Office should be notified by the Tenant when moving in or vacating.

### **HEATING**

Duplex units along Sachem Circle, Gould and Field Roads have oil or kerosene fired forced warm air heating system. Tenants are responsible for making their own arrangements with regard to the purchase, delivery, and payment of fuel, except for the initial delivery of a full tank (approximately 260 or 285 gallons depending on the tank size), as explained below.

The Housing Programs Office will schedule to have the oil

tank filled at the start of the lease term. The tenant must pay the College heating oil supplier (Irving Oil) for the initial delivery. The tenant must call Irving Oil (800-639-3039) or apply online at [www.irvingoil.com](http://www.irvingoil.com). When the tenant vacates the apartment, the College heating oil supplier will reimburse the tenant for any unused oil left in the tank.

### **HEAT WATCH**

It is important during any prolonged absence in the cold weather season that heat sufficient to prevent freeze-ups be maintained in the apartment by keeping thermostats set at a minimum of 55A1. Apartments should be checked at least once a day to be sure that there is no malfunction of the furnace. Tenants who are going away for the Christmas holidays or for any period during cold weather should make arrangements to have a neighbor or friend periodically check the unit to make sure all is well with the temperature and heat in the unit. Any expense incurred as a result of freezing or burst pipes is the tenant's responsibility.

Townhouse apartments on Gould Road and Haddock Lane are heated by the College from the central furnace room providing circulating hot water heat.

### **ELECTRICITY**

Each apartment, duplex and house has a separate meter, and tenants will be billed directly by National Grid. Tenants must contact the electric company at 800-322-3223 to set up electric account into their name. When departing, tenants must contact the Electric Company to provide them with a forwarding address for their final bill.

### **TELEPHONES**

Arrangements for telephone service are made directly with Verizon Telephone (603) 528-4600 between 9 A.M. and 5 P.M. Monday through Friday. The Housing Programs Office only supplies one working telephone jack to each unit. Any tenant who wishes to have an additional jack must contract directly with the telephone company.

### **CABLE TELEVISION**

All Sachem units are wired for cable TV. A commercial cable television service is available from Adelphia Cable, 166 Hanover Street, Lebanon, NH 03766 (Telephone: 448-6280).

### **SATELLITE DISHES**

Satellite dishes are permitted only at some College properties, usually only single family homes or duplexes. Permission for installation must be received from the Housing Programs Office prior to installation. Where permission is given, satellite dishes will only be allowed to be affixed to a removable metal post, placed within 2 feet of the building exterior. Satellite dishes may not be

installed on trees, roofs or exterior walls of any buildings.

## **GARBAGE AND RUBBISH REMOVAL**

Trash barrels are located in metal storage bins near each apartment. Garbage should be put in plastic bags before placing in bins to minimize offensive odors. Semi-weekly pickup is provided by the College. Storage bins should never be over-loaded beyond the capacity of the barrels provided and sliding bin covers should be kept closed at all times to keep animals out. A large dumpster container is located near the the older townhouses on Gould, Field and Haddock for excess trash which is beyond the capacity of the storage bins. The cooperation of tenants in keeping the areas around the bins picked up is requested. Please report any stuck or malfunctioning covers.

The newly constructed townhouses and apartments located on Haddock, Ralston and Drake Lanes have storage rooms located at the ends of the building. Each unit has their own storage room. Trash bins are to be kept in this storage room. It is the responsibility of each tenant to place their bins on the curb for trash pick up. Tenants must also return their bins to their storage area in a timely fashion.

Each unit in Sachem is provided with a recycling bin in which to place recyclables, e.g. aluminum cans; glass bottles and jars; plastic soda bottles, plastic milk, juice and water jugs; and newspapers. Containers should be rinsed clean and plastic jugs crushed to conserve space. Recycling bins must be left by the departing tenant for the next occupant. Please do not dispose of anything besides normal household trash in the dumpster. Unwanted furnishings, mattresses, televisions, etc should be taken to the Lebanon landfill, or if still in good working condition to the Listen Center. Call Dartmouth Recycles! at 646-1256 for any recycling questions.

## **GROUNDS**

Dartmouth College is responsible for the maintenance and mowing of the grounds in Sachem Village. Tenants may not plant gardens around their apartments. Tenants may not nail, screw or otherwise permanently fasten any object to a tree.

Sheds, trampolines, pools, carports, fencing or other structures may not be built or placed on premises. Satellite dishes may be placed at the duplexes so long as the placement location is approved by the Housing Programs Office.

### **Barbeque grills/hibachis**

Tenants may not operate grills, hibachis or the like within 10 feet of any Sachem building.

## **SNOW REMOVAL**

Tenants are responsible for the removal of snow and ice from their own steps, walks, parking space, and any individual mailboxes.

## **WATER**

Water is supplied by the College at no cost to the occupants of Sachem Village except that the cost of any abnormal usage shall be borne by the tenant. Sachem Circle, Gould Rd and Haddock Lane duplexes have electric hot water heaters in the apartments. The apartments in the Gould Road, Field Road, Ralston and Haddock Lane Townhouses are supplied with hot water from the central heating system. Tenants with plumbing leaks must notify the Housing Programs Office. Please be aware that even a small drip can use up lots of water. Excess usage caused by a failure of the tenant to notify the Housing Office will result in a bill for the excess to the tenant.

## **STORAGE**

The small furnace room must be kept free of personal and household belongings and access available at all times. The storage room adjacent to the furnace room in some of the apartments may not be used for sleeping purposes.

No gas-powered machines (e.g. motorcycles, chain saws, lawn mowers, etc.) may be stored inside the premises; nor any gasoline or other flammable materials.

Used motor oil or other toxic waste materials (e.g. pesticides or paint products) should be disposed of during the Upper Valley area's annual household hazardous waste disposal day in the month of May sponsored by the Montshire Museum and The League of Women Voters. The College's Biosafety Office advises that containers of such toxic waste should be clearly labeled for proper disposal.

## **VEHICLES**

Currently old units are provided with one parking space, while new units have two. Additional spaces are limited. Parking on the street is not permitted.

All vehicles must be registered with a State Registry. Unregistered vehicles are not permitted and may be towed at the owner's expense. Cars may not be parked on the lawn. Any resulting damage will be billed to the tenant.

All speed limits must be observed at all times. There are many children living within Sachem Village and their safety must be everybody's concern.

## **LAUNDRY**

A limited area has been made in each apartment for the installation, by tenants, of automatic washers and dryers. Dryers must be vented to the outside.

Coin operated washers and dryers are available in a Laundry Center in the northeast corner of the project.

## **PETS**

When walking your dog, owners should keep the dog leashed until they are away from the Sachem apartment areas. Dogs are not permitted in the townhouse apartments. Owners are completely responsible for actions of their pets and should be considerate of their neighbors. Failure to comply with all the terms and conditions may result in the termination of the tenant's lease. The following policies and procedures must be observed:

1. Dog owners are responsible for removing any mess on a neighbor's lawn or common areas created by their dog.
2. Dogs shall remain leashed until they are away from the Sachem apartment areas. Once in the open field areas or woods, they may run free provided they are still under voice control. (The City of Lebanon has a dog ordinance which requires that all dogs be kept under direct control of their owners at all times.)
3. Tenants with complaints should call the Lebanon Police Department (448-1212) who will contact the humane officer by radio. The city of Lebanon is committed to impounding any dog that is considered to be unrestrained.
4. ~~No dog preferences may be noted on the premises.~~
5. If it is determined that the above rules are being ignored, the pet owner may be asked to vacate the premises or remove the pet.
6. Owners will be held liable for any damage done by their household pets and in no case will such damage be written off as fair wear and tear.
7. Tenants must inform the Housing Programs Office of the name(s) and type(s) of dog(s) they have in their rental.
8. No more than two dogs and/or cats will be permitted in rental housing.
9. A non-refundable pet rent surcharge fee of \$150 will need to be paid at the beginning of the lease term.
10. Tenants with dogs or cats will be charged an additional \$10 in increased rent per month.

## **STOVE AND REFRIGERATORS**

An electric stove and electric refrigerator are provided in each apartment. These should be cleaned regularly, especially the oven unit of the stove. The refrigerator should be defrosted regularly and should not have more than 1/4" of frost built up on the freezing unit. Under no circumstances should any metal or other object be used to chip at the ice buildup. This could cause a break in the refrigerant piping requiring complete replacement at tenant expense. Turn the refrigerator

thermostat to "1" when moving out - do not turn off.

## **INTERIOR DECORATION**

Tenants may not do any interior or exterior painting.

Window shades or blinds are provided for windows.

Pictures, mirrors and other light objects may be hung from the walls with picture hooks. Do not drive nails or drill holes in the walls or woodwork.

Contact paper attached to the walls causes the paint and patches of the dry wall to come off when it is removed. Do not use contact paper on any of the walls or woodwork in the apartment. The cost of repairing and repainting walls will be charged to the tenant whenever this is discovered.

Because the older townhouse apartments on Gould, Field and Haddock have the stoves adjacent to the kitchen windows, draperies or curtains on these windows can create a fire hazard. Therefore, a special blind is provided by the College and draperies or curtains may not be used on these kitchen windows.

## **VACATING APARTMENT**

The College expects a vacating tenant to leave his apartment in a clean and orderly condition. This includes the removal of all personal property, removal of dirt and debris, cleaning of the stove (especially the oven), and all rubbish removed. Refrigerators should be thoroughly cleaned. It is not necessary to wash and wax floors. Tenants will be billed for repairing damages to the building beyond normal wear and tear and for added cleaning expenses resulting from unusually dirty apartments.

All property not belonging to the College which remains on the premises after the tenant has vacated will be removed by the College and will, at the option of the College, be discarded or stored at the expense of the former tenant.

## **BLITZMAIL BULLETINS**

Dartmouth BlitzMail has a Bulletins window. Within Bulletins you will find a folder labeled "Rental Housing." Please be sure to monitor this folder as it will have notices for tenants of College Rental Housing.

## **COMMUNITY CENTER**

The Sachem Village Community Center is available to Residents of Sachem Village, including their families and accompanied guests. Its purpose is to serve as a study space and community gathering place for Sachem Residents. There are three private study rooms, a large community room, bathrooms, and a small kitchen. There is wireless high-speed internet access (through Verizon) in the Community Center.

Beginning in the Fall of 2006 or Spring 2007 there will also be an outdoor basketball and a tennis courts behind the Community Center. Below is a list of rules for the Community Center. These rules may be subject to change.

**HOURS OF OPERATION:** The Community Center includes individual mailboxes for all Sachusett residents. The mailbox lobby, located on the western end of the building, is open 24 hours a day, 7 days a week. Entries into remaining areas of the building are locked 24 hours a day and residents will need to use their electronic passkey to unlock the doors. While social events may be held as set forth below, social gatherings (i.e. parties) may not occur between 11:00 p.m. and 8:00 a.m.

**USE:** The Community Center is available to all Sachusett Residents, and their accompanied guests. Minor children must be accompanied by an adult. Study groups are encouraged to use the study rooms when available so they may work together without disturbing, or being disturbed by users of the community room. People using the community room for studying should remember that this space is designed to allow for social interaction and they should be prepared for a certain amount of noise and activity.

**OVERNIGHT GUESTS:** Overnight guests are NOT allowed in the community center. Residents can work or study overnight in the building, but this is not a place for people to sleep.

**TELEVISION:** There is a television and a DVD/VCR player in the community room that may be used. When using the television, please keep the volume at a level that will not unduly disturb others using the community room. Television users should try to avoid tuning into programs or movies that would be offensive or disturbing to others.

**KITCHEN:** There is a refrigerator and microwave in the kitchen for the convenience of residents using the Community Center. The refrigerator should be used only for short-term (i.e. one day) storage of food and beverages. When heating food in the microwave, please cover it to prevent spillage, or clean up any spills which occur.

**CLEANING:** In order to keep the Community Center presentable for all the people who use it, users are asked to clean up after themselves at all times. There is only light periodic janitorial service to the building. Please use the trash cans to dispose of garbage and waste paper.

**SCHEDULING OF STUDY ROOMS:** There will be sign up sheets placed outside the study rooms that

groups of two or more can sign up for study space in 1 hour increments. Groups may not reserve a study room for a period of more than 3 hours, nor may they book a room more than three times a week, at the same time, nor may they sign up for a study room more than two weeks ahead of time. (i.e. it is unfair if one group books one room every night from 7:00 p.m. - 9:00 p.m. for the entire term). When not reserved, or if reserved but the group has not appeared within 15 minutes of the reserved time, the study rooms may be used by other people.

**SCHEDULING OF COMMUNITY ROOM:** The community room may not be reserved exclusively by any group or user at any time. While residents can certainly use this space for social events (i.e. birthday parties, pot luck suppers, etc.), they cannot exclude others from the building or room. People wishing to have gatherings in the space, should consider the timing of their events, to make sure that they will work well for other people who would use the building.

**BASKETBALL AND TENNIS COURTS:** There will be a sign up sheet inside the community center for the basketball and tennis courts. Individuals and groups may not reserve the tennis or basketball court for periods of more than 2 hours, nor may they book a court more than three times a week at the same time, nor can they reserve court time more than two weeks in advance. (i.e. it is unfair if one person books the tennis court every morning at 9:00 a.m. for an entire term). When not reserved, or if reserved but the individual has not appeared within 15 minutes of the reserved time the courts may be used by other people.

**SMOKING:** Smoking is not permitted anywhere in the community center, or on the basketball or tennis courts.

**ALCOHOL:** Alcohol is not permitted anywhere in the community center, or on the basketball or tennis courts.

**PETS:** With the exception of service animals, pets are not allowed in the Community Center.

**RESIDENT ADVISOR:** The Housing Programs Office will appoint one Sachem Resident as the Resident Liaison (RL) for the Community Center. The RL will be responsible for posting the scheduling sheets for the study rooms, basketball and tennis courts, and for making initial attempts to resolve problems regarding usage of the Community Center.

**MAINTENANCE:** If maintenance or repairs are needed at the Community Center, tenants should contact

the Housing Programs Office at 646-2170, or via e-mail at:  
housing.programs@dartmouth.edu

## TELEPHONE NUMBERS

### **FIRE**

Lebanon Fire Department 448-1212  
Hanover Fire Department 9-1-1

### **POLICE**

Lebanon Police Department 448-1212  
Campus Police 646-2234  
Campus Safety & Security 646-4000

### **REPAIRS**

Rental Housing Office 646-2170  
8:30 a.m.-4:00 p.m.  
Housing.Programs@Dartmouth.edu  
www.dartmouthre.com

College Heating Plant 646-2344  
Nights, Weekends, Holidays  
*Emergencies Only*

### **SERVICES**

Adelphia Cable 888/683-1000

Verizon (Telephone) 800/585-4466

National Grid 800/322-3223