



SCOUT PROPERTIES

TENANT HANDBOOK

3620 12th St NE
Washington, DC 20017

www.scoutpropertiesdc.com

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***Disclaimer:** This Handbook is provided for informational purposes only and does not constitute a portion of your rental agreement (lease). Please review your rental agreement carefully, familiarize yourself with its contents and do not hesitate to contact us with any questions or any additional information you need. The intention of this Handbook is to help clarify the tenancy process and provide general information.*

WELCOME LETTER

Dear Tenant,

As your property management team, we would like to welcome you to your new home!

We have created this handbook to provide you with answers to the most common questions you will have while working with a property management company. Please take a moment to read through each section, as they cover all the basic information you will need to setup services and settle into your home. Also included are important policies and procedures in regards to rent payment, maintenance, and what to do in the event of an emergency.

In your move-in packet you will find a "Property Inspection Report." Please fill this out and return it to our office within ten (10) days of your lease start date. This form will be used to conduct your move-out inspection. It is important to document any pre-existing conditions so you are not charged for something you are not responsible for. Please be as detailed as you can.

Lastly, Scout Properties is committed to providing friendly and helpful service to all of our owners and tenants. Feel free to contact us if you have questions or need clarification of anything included in this handbook. We're happy to help you in any way we can!

We look forward to working with you.

Sincerely,

The Scout Properties Management Team

PAYING RENT

When is rent due:

Rent is due on the 1st of each month and is considered late at Noon (12:00 PM) on the 5th. Please note this timeline includes weekends and holidays.

How to pay rent:

- Rent can be paid online through your “Tenant Portal” on our website (www.scoutpropertiesdc.com).
- Rent can be paid by check, money order or cashier’s check payable to “Scout Properties.” Please no cash.
- Rent can be paid by mail, but it must be physically received in the office by Noon (12:00 PM) on the 5th. Please address mail to: Scout Properties, 3620 12th St NE, Washington DC, 20017.
- Rent can be paid in person during normal business or after hours in our secure mailbox.

Important notes:

- Write your name and property address on the check or money order to ensure that you are properly credited with rental payment.
- Review your check or money order and ensure it has the names of payer and payee.
- Leaving cash or an incomplete check or money order on the premises is not the management company’s responsibility.
- When the office is closed, place your rent in our secure mailbox and please be sure the envelope is properly labeled with your address.
- Operational hours are Monday through Friday from 9:00 AM to 4:00 PM.
- If a rent check is returned for insufficient funds (NSF), all charges including NSF, late and posting fees will be charged to you.

THE BASICS

Important policies:

- Rental agreement: The duration of your rental agreement is fixed and specified in the lease document. Any early termination or extension must be discussed with the Property Manager.
- Security deposits: Your security deposit cannot be used to pay last month's rent or any other month's rent. It will most likely be returned to you within forty-five (45) days after you move out, minus any damages beyond "normal wear and tear" caused during your tenancy. Calling our office to check on the status of your security deposit **will not** accelerate the process.
- Pets: Animals are only allowed with prior approval of the owner and the management company. The terms of your pet policy are specified in your lease. Upon move-out, the property must be treated for odor and pests.
- Utilities: If your lease states that you are responsible for the payment of certain utilities, you must notify the utility company to place the account in your name immediately. On some occasions, there will be overlapping time periods and a portion of the utility bill may not be your responsibility to pay. In that case, please promptly send the bill in question to your property manager and they will pro-rate the charges and bill you for your share. If the office does not receive this bill in advance of the due date because of your delay, you will be responsible for any late fees or similar charges for nonpayment.
- Keys: If you lose your keys or lock yourself out of your home during office hours you may stop by our office to check-out our set of keys. After office hours, **you** will be responsible for calling a locksmith to gain entry to your unit. Please do not call our 24-hour hot line if you are locked out, Scout Properties **does not** provide a lock out service. Key Way Lock Service: (202) 471-1059, is the office's main locksmith. Payment is due to the locksmith at the time of assistance. We generally do not keep mailbox keys on file in our office; you will be responsible for replacing these if necessary. You may not change locks without permission.
- Yard & Grounds Maintenance: If you are responsible for maintaining your yard, upkeep of flower beds, lawn care and maintain other parts of the yard is expected. Additional care should be taken to keep the grounds clean. Please consult the lease agreement for more details.
- Trash/Garbage Disposal: All garbage must be bagged and placed inside trash receptacles. Trash left outside receptacles will not be picked up and is subject to a fine. Bulk trash (such as discarded household items) requires a special pick-up and can be arranged by calling the Department of Public Works at: (202) 673-6833. Please be careful, fines can range from \$35 to \$1,000. A tenant is responsible for any fine assessed due to his/her improper handling of trash.
- Snow Removal: According to DC statute, your buildings sidewalks must be clear of snow and ice within eight hours following the end of a snow/ice storm. If you are the tenant of a single-family home it is **your** responsibility to ensure that any snow or ice is properly removed. Failure to do so could result in possible citations from the city.
- Landlord Mail: If you receive any mail for your landlord please either "Return to Sender" or forward it to the landlord's current address.
- Vehicle Parking: Only approved and operational vehicles in designated areas are allowed. Please consult the lease agreement for more details.
- Guests: A guest(s) staying for longer than 14 days will require approval by the management company.
- Noise: You are subject to all laws pertaining to noise and your lease agreement.

- Cable/Internet: DIRECTV or new cable install requires prior written approval.
- Routine maintenance: As you become more settled in your new home it is important to manage routine maintenance items. Here are some examples of maintenance items you are responsible for:
 - Replacement of light bulbs
 - Cleaning or replacement of furnace or HVAC filters (if applicable)
 - Regular yard and lawn maintenance (if applicable)
 - Replacement of batteries in smoke detectors and CO2 detectors

SUBMITTING A MAINTENANCE REQUEST

- If a maintenance issue should arise, please complete a maintenance request through your “Tenant Portal” on our website (www.scoutpropertiesdc.com).
- We ask that you submit maintenance requests in writing to avoid confusion and to ensure that we have a clear record of your request. When making a request, be as specific as possible about the problem.
- When preparing your work order please remember to complete the section on how to enter the property. If you need to be present, remember that the maintenance department generally schedules appointments Monday - Friday, from 9:00 AM - 4:00 PM.
- Any unauthorized repair work will result in the charges being your responsibility. Additional charges may apply for faulty repairs, so please let our maintenance team handle any issues you may have at your property.
- Please refer to Page 10 of this Handbook to determine whether your maintenance problem is considered an emergency or not.

Roommate Substitution Guidelines

Under the terms of the Lease Agreement, each Tenant identified on the Lease Agreement is jointly and individually liable to Landlord/Agent for full performance under each and every covenant and condition of the Lease Agreement. Tenant may not assign this Lease or sublet the premises or any portion thereof, or transfer possession or occupancy thereof to any other person or persons, without the prior written consent of the Landlord/Agent.

There is an Administrative Fee totaling \$250, payable before the substitution lease is fully approved/executed. Additionally, no one may move in or out of the unit until a lease is executed. Only when a new lease is signed is the outgoing Tenant released of the financial and legal responsibilities of the Lease Agreement.

The following steps below are meant to simplify and explain the sometimes complicated roommate substitution process:

- 1) To request permission for a roommate substitution, all current Tenants must notify the Landlord/Agent in writing, a minimum thirty (30) days in advance. This notice should identify which Tenant is planning on departing.
- 2) A Roommate Substitution will not be granted if any portion of the rent, utility payments or late fees are due. No portion of the security deposit shall be used to pay these arrearages.
- 3) The Outgoing or Current Tenant(s) will pay a \$200.00 Roommate Substitution fee.
- 4) The Replacement/Incoming Tenant will pay a \$50.00 rental application fee.
- 5) This fee is due before a roommate substitution is granted.
- 6) Once approved, the remaining and incoming Tenants will sign a new lease agreement, continuing the same tenancy term. A new one year may be requested by the Tenants.
- 7) The Roommate Substitution process must be completed five (5) days prior to any move-out/move-in.
- 8) Incoming Tenant will supply a security deposit directly to the outgoing Tenant in the amount of the outgoing Tenant's initial deposit.
- 9) The security deposit must be transferred (5) days prior to the move-in/lease start date. (Note: The security deposit is usually split equally amongst Tenants, regardless of their share of the rent.)
- 10) Incoming and remaining Tenants will accept the condition of the property in "As-Is Condition". Scout Properties will not perform any additional repairs or cleaning.
- 11) All keys, fobs and garage door openers will be transferred from the outgoing Tenant to the incoming Tenant.

OUR OFFICE

Address: 3620 12th St NE
Washington, DC 20017

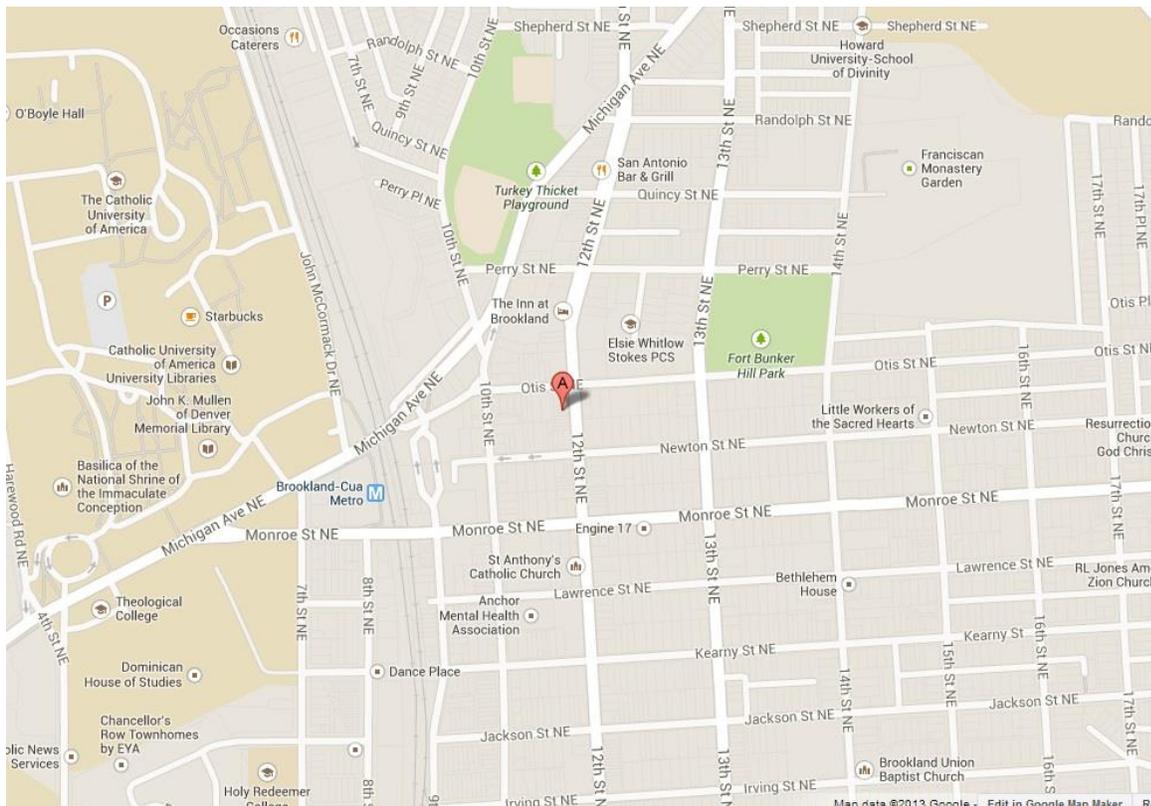
Business Hours: 9:00 AM to 4:00 PM, Monday through Friday

Telephone Numbers: Main: (202) 506-4632
Fax: (202) 506-4635

E-mail Address: info@scoutpropertiesdc.com



www.facebook.com/ScoutProperties



Our office is located in the Brookland neighborhood of NE DC; just blocks from the Brookland-CUA Metro (Red Line) with plenty of on-street parking.

IMPORTANT RESOURCES

Category	Company	Phone	Website
Cable/Internet	Comcast	1-800-934-6489	http://www.comcast.com
	Verizon	1-877-415-4453	http://www.verizonfiosbundles.com
	RCN	1-800-746-4726	http://www.rcn.com
Power	PEPCO	(202) 833-7500	http://www.pepco.com/
Gas	Washington Gas	(703) 750-1000	http://www.washgas.com/
Water	DC Water	(202) 787-2000	http://www.dewater.com/
DC Government	311 (general info)	311 (from 202 area code)	http://311.dc.gov/
	Metropolitan Police Department	911 IF EMERGENCY or (202) 727-9099	http://mpdc.dc.gov/
	Fire and EMS	911 IF EMERGENCY or (202) 673-3320	http://fems.dc.gov/
	Department of Motor Vehicles	(202) 737-4404	http://dmv.dc.gov/
	DC Library		http://dclibrary.org/
	Department of Public Works	(202) 673-6833	http://dpw.dc.gov/
	Department of Transportation	(202) 673-6813	http://ddot.dc.gov/DC/DDOT/
	Department of Consumer and Regulatory Affairs	(202) 442-4400	http://dcra.dc.gov/
	District Snow Team		http://snow.dc.gov/
Transportation	DC Metro	(202) 637-7000	http://www.wmata.com/
Locksmith	Key Way Lock Service	(202) 471-1059	http://www.keywaylock.com/
Plumbing	D.H. Stevens	(202) 882-4500	http://dhstevens.net/
Electric	J & S Electric	(301) 731-7177	
HVAC	Morans Refrigeration Service	(703) 642-1200	http://www.moranshvac.com/
Appliances	R.S. Myers	(703) 367-9000	http://www.rsmyersapplianceservice.com/

*Note: In most cases, all maintenance will be scheduled by Scout Properties.

EMERGENCY PROCEDURES

In the case of a medical, fire, or other emergency situation that could involve immediate peril to you or someone surrounding you, always call your local emergency number or 911.

Maintenance emergency procedures: If you experience an emergency situation, please follow the steps outlined below. As a note, if the problem occurs in the middle of the night it is very unlikely we will be able to dispatch a contractor to the property until the morning, so please try and contain the emergency as best as possible.

- The specific definition of a maintenance emergency is: An issue that is dangerous, hazardous, or if not addressed immediately could cause damage to the property or your personal well-being (e.g., burst pipes or flooding, lack of heat in the winter or gas leak).
- An emergency is not: An annoying sound, air conditioning failure, appliance malfunction, a drain stoppage, etc. While inconvenient, these are not considered emergencies and will be handled by our office on the following business day.
- If the situation is considered a maintenance emergency and occurs during normal business hours, please call our office, then follow-up with a maintenance request.
- If the situation occurs after business hours please call our office and you will be transferred to our 24-hour hotline. If they deem the situation to be an emergency, they will contact the on-call property manager.

Emergency failure check steps (prior to contacting Scout Properties):

Electric Heat

- Check the thermostat to see that the controls are set properly
- Check all the fuses and circuit breakers
- Check the access panel to the blower compartment to ensure the panel is securely closed
- Check the filter and ensure has been replaced in the last six months

Gas Heat

- Check the thermostat to see that the controls are set properly
- Check all the fuses and circuit breakers
- Check the access panel to the blower compartment to ensure the panel is securely closed
- Test any other gas appliances to determine if service has been interrupted

Oil Heat

- Make sure the emergency shut off switch is in the “on” position
- Check oil level in the fuel tank
- Check thermostat, fuses, circuit breakers and blower compartment panel to ensure normal operation (see above)

In all cases, slightly open an indoor faucet and allow it to drip to prevent freezing until the heating system is operational.

Water related issues: If water is running onto floors from any appliance, fixture or pipe, close the shut-off valve for the appliance / fixture or shut-off the main valve for the property. If you reside in a location that has on-site management, contact them and this office immediately. If you have a lack of water please call DC Water to check for outages.

MAINTAINING FIXTURES and APPLIANCES

Furnace and wall heaters:

- All tenants are responsible for cleaning or replacing the furnace filter at the beginning of the fall heating season. Problems caused by failure to clean / replace the filter will be the tenant's responsibility.
- Dust can accumulate at furnace vents as well as at fan vents. A small broom brushed across the vent openings will clear away any dust and help the furnace or fan operate efficiently.
- Remember, heat pumps usually do not circulate warm air like gas furnaces do, unless they are run on the "Emergency Heat" setting which activates the resistance heat mechanism.

Gas wall heaters:

- If your residence has a gas wall heater, it is important to turn off the heater when it is not needed. On any gas appliance, new or old, if the pilot light goes out you may detect a gas odor, which should dissipate in a few minutes after airing out the room. If the odor persists call the gas company immediately.

Humidifier:

- Ensure that the water supply valve is open and set the control to your comfort level. Set it to the "off" position during the cooling season and shut off the water supply valve

Air conditioning:

- Air conditioning can only lower the inside temperature 10 or 15 degrees lower than the outside temperature. Clean air filters at a minimum twice a year.
- If the A/C stops blowing cold air, check filter.
- These machines should be used sparingly as they are susceptible to icing, especially at lower fan speeds. A/C must be off for 24 hours for ice to melt.

Power:

- If the power goes out in your unit or house, first check to see if the whole area is without power. If it is out in the area, report outage to PEPCO.
- If the power is only out in your house / unit, check the circuit breaker panel. One or more circuits may be tripped and you may see the switches in the off position. If no switch is "off" turn each switch off then on to reset the circuits. If this doesn't solve the problem, report a maintenance emergency.

Drains:

- AVOID letting food and hair get down the drains. Clogged drains caused by hair, grease are the tenant's responsibility. Some dishwashers will clog from food left on the dishes when put in the machine.
- Under no circumstances should Drano or any similar substance be used for cleaning pipes. It could cause costly damage.
- An excellent drain cleaning / clearing solution recipe is: 1 cup salt, 1 cup baking soda, 1 cup vinegar, followed by 8 cups boiling water. We recommend performing this treatment monthly to avoid build-up.
- Hardware stores carry "hair catchers" to place in sink and tub drains that significantly help keep drains free of hair.

Toilets:

- The only things that should be flushed down the toilet are toilet paper and human waste. Please **do not** flush down things like sanitary napkins, paper towels, tampons, etc. These items may cause a backup or cause damage to the toilet.

Garbage disposals:

- ALWAYS run water while the disposal is operating to avoid damage to the unit. Let the water run long enough to grind all the material in the disposal. Then let the water run for 10-15 seconds after turning off the disposal. Learn to recognize the sound the machine makes when completely free of garbage.
- Disposals are designed to grind up organic items only. Exceptions include: banana peels, artichoke leaves, celery stalks, flower stems, coffee grounds, potato peelings, bones, or any item that is particularly tough. NEVER put paper, plastic, glass, aluminum foil or grease in the disposal.
- If the unit becomes inoperable, ALWAYS be sure to check the power switch first (usually under the sink), then try the reset button (somewhere on the machine), and remove all contents before calling for maintenance. Problems caused by users are the tenant's responsibility.

Refrigerator coils and drip pans:

- Keep the area reasonably clean behind and underneath the refrigerator. Coils and drip pans will require cleaning. If drip pans are not kept clean, the pans can start to develop a strong odor. Please take the time to get acquainted with the appliances in your unit.

Fireplaces:

- Please burn only hardwoods in the fireplaces and woodstoves to minimize to buildup of creosote, etc. in the chimney. Creosote build-up is a fire hazard.
- Be sure a fireplace screen is in place when a fire is burning to prevent hot ashes from escaping and burning floor coverings.

Stove or oven:

- Be aware of the various bake, broil, time bake, and self-clean controls. To operate the self-cleaning features, please follow the instructions of the appliance. For continuous cleaning ovens use soap and water to clean, please never use oven cleaners or abrasives as this will ruin the finish.

Plumbing fixtures:

- NEVER use abrasives on brass or gold fixtures, and it is best to wipe fixtures clean after each use.
- If brass needs to be polished, use a product specifically designed for brass.
- Many homes and apartments have low-flow toilets. Low-flow toilets tend to clog or back up if too much paper, etc. is flushed. You may need to continue and hold down the handle when flushing to avoid clogs. Tenants must be prepared to plunge the toilet to clear clogs and avoid damage from over-flows.

Water damage:

- Tenants must take care to avoid water damage caused by allowing water to sit on counters and floors.

- Care must be taken to ensure that shower curtains are inside the tub, and that shower doors are completely closed when taking a shower. Water on tile floors can seep through the grout and cause dry rot on the underlayment and discolor the vinyl. Water can also seep around the edges of linoleum and damage the flooring below. We recommend putting a mat, towel or rug on the floor to step on when exiting the tub or shower. Please be aware that the rubber backed mats can discolor vinyl floors, and the tenant could be charged to replace the floor at move-out.

Sliding glass doors, screen doors and shower tracks:

- It is imperative that dirt and debris regularly be cleaned out of sliding door tracks. Opening and closing doors over debris that frequently accumulates in the tracks can damage the wheels on sliding doors, especially the heavy glass sliders. Please make it part of your cleaning routine to clear the tracks.
- Please do not use oil or WD40 to lubricate slider doors or screens. They only attract dirt and gum up the wheel mechanisms.
- In order to slow the growth of mold in the tracks and at the bottom of shower doors, keep the tracks clean. Use an old toothbrush and do a regular monthly cleaning, it's much easier than doing one major cleaning at move-out.

House Plants:

- Be sure plant saucers are kept under all potted plants. Water run-off will stain or damage most surfaces.

Kitchen Counters:

- To avoid costly damage from nicks and cuts in counter tops, please use a cutting board at all times.

Ceramic Tile - Tub and Shower Walls:

- Dilute 1 part white vinegar in 5 parts water for cleaning all ceramic tiles and fiberglass tub surrounds.
- NEVER use scrubbing cleansers like Comet or AJAX on fiberglass tub surrounds, as these products will permanently scratch the surfaces.

Mini Blinds:

- Do not soak mini blinds. Spray them with a mild soap and water solution and wipe them down.
- Note: Window treatments may not come with your rental, but if present the tenant is responsible for them.

Smoke and CO2 Detectors:

- Tenants are responsible for changing batteries in smoke and CO2 detectors. We recommend changing batteries at the beginning and end of daylight savings time.
- Note that AC/DC powered detectors will usually require 9 Volt batteries and each detector will need to be tested to stop beeping.

Wood decks and porches:

- Potted plants and flowers add beauty and appeal to a property. Please put "feet" or saucers under them to prevent water run-off from rotting or discoloring the deck.

Hardwood Floors:

- For cleaning or applying oil to hardwood floors only use a soft cloth. It is best to sweep and dust regularly.
- Kitchen areas only: once every 3 months clean floors with a small amount of vinegar in water.
- Use throw rugs in front of the sink and the stove to protect these areas from water and grease.

Marble and granite:

- Never use any acidic or abrasive cleaning products including vinegar. It is best to use warm water and a sponge with a small amount of dishwashing liquid such as Dawn or Joy.
- Marble is a porous material. Be careful that water run-off from plants is not left standing on the surface. It will permanently stain the marble.

SEASONAL MAINTENANCE

Interior

Furnace:

- Clean or replace the air filter regularly. All tenants are responsible for cleaning or replacing the furnace filter at the beginning of the fall heating season. Problems caused by failure to clean / replace the filter will be the tenant's responsibility.
- Set the thermostat to an appropriate heat level for winter and cool level for summer. Note that you will be held liable for any damage incurred due to turning off the heat when leaving on vacation during the winter.
- Inspect all supply and return vents for cleanliness and obstructions.
- For radiant heat systems, inspect for leaking valves or radiators.

Fireplace:

- When not using the fireplace, ensure that the damper is in good operating condition and closed.
- Inspect the flue and chimney and ensure it is unobstructed. Periodic inspection and cleaning are strongly recommended; however, this is typically a tenant expense.

Smoke and CO2 Detectors:

- Test all smoke detectors on a regular basis. Battery operated models will begin to make an intermittent beep when the battery is running low. Replace batteries in the fall and spring.
- Note that AC/DC powered detectors will usually require 9 Volt batteries and each detector will need to be tested to stop beeping.

Exterior

Lawn and Shrubbery:

- Maintain the lawn and shrubs surrounding your unit. Remove leaves and branches in the fall.

Gutters:

- Inspect that all gutters are free and clear of debris. They should drain freely away from the foundation

Winterization: Faucets and Outlets

- Wrap all outside faucets. If possible, close the isolation valve and open the outdoor faucet. Remember during the spring to close the faucet before opening the shut-off valve.
- Cap all outside electrical outlets or disconnect the appropriate fuse or circuit breakers.

OUR SERVICES

Did you know that Scout Properties does more than just rentals and property management? We also have a residential sales team that specializes in buying and selling homes across DC.

If you ever decide to make the move from *renting* to *owning*, please consider using Scout Properties! We can help you understand the buying process and find the perfect home for you. Our goal is to provide you with timely information and advice so you can make the best decision, while reducing stress as much as possible along the way. Here are the general steps we will follow:

- Preliminary Meeting - Let's get to know each other and find out if we're a good match
- Lender Approval - We'll work with your preferred lender to see what you qualify for
- Establish Search Criteria - Where would you like to live and what amenities you want to have
- Tour Homes - The fun part, like what you see on TV!
- Make an Offer - Understanding what makes a desirable offer will increase your chances
- Accept and Offer/Ratify Contract - Once the parties come to an agreement, sign on the dotted line
- Remove Contingencies - We'll help you cross the hurdles
- Coordinate Title Search & Surveys - All of the items you need to get to the finish line
- Close & Move!
- Resolve any post-settlement issues
- House warming party!

Homeownership has many advantages over renting including equity build-up and tax benefits. Scout Properties will never charge you a transaction or administrative fee like some of the larger chains do. We'll do everything in our power to keep expenses down and morale high.

We are here to answer any questions you may have and will be your *Scout* throughout the home buying process.

Don't hesitate to email our team at info@scoutpropertiesdc.com for more information or to schedule a preliminary meeting!

Housing Regulations of the District of Columbia:

Chapter 1, Section 10I and Section 106

CIVIL ENFORCEMENT POLICY

- 101.1 The maintenance of leased or rental habitations in violation of the provisions of this subtitle, where those violations constitute a danger to the health, welfare, or safety of the occupants, is declared to be a public nuisance.
- 101.2 The abatement of the public nuisances referred to in subsection 101.1 by criminal prosecution or by compulsory repair, condemnation, and demolition alone has been and continues to be inadequate.
- 101.3 The public nuisances referred to in subsection 101.1 additionally cause specific, immediate, irreparable and continuing harm to the occupants of these habitations.
- 101.4 The public nuisances referred to in subsection 101.1 damage the quality of life and the mental development and well-being of the occupants, as well as their physical health and personal property, and this harm cannot be fully compensated for by an action for damages, rescission or equitable set-off for the reduction in rental value of the premises.
- 101.5 It is the purpose of this section to declare expressly a public policy in favor of speedy abatement of the public nuisances referred to in subsection 101.1, if necessary, by preliminary and permanent injunction issued by Courts of competent jurisdiction.

SOURCE: The Housing Regulations of the District of Columbia, 5G DCRR § 2901, Commissioners' Order 55-1503 (August 11, 1955).

NOTIFICATION OF TENANTS CONCERNING VIOLATIONS

- 106.1 After an inspection of a habitation, the Director shall provide the tenant of the habitation a copy of any notification with respect to that habitation issued to the owner pursuant to this subtitle.
- 106.2 The notification to the tenant shall state plainly and conspicuously that it is only for the tenant's information; Provided, that if the notice places duties on the tenant, it shall state those duties.
- 106.3 In any instance where a violation of this subtitle directly involves more than one habitation, the Director shall post a copy of any notification issued to the owner pursuant to this chapter for a reasonable time in one or more locations within the building or buildings in which the deficiency exists. The locations for posting the notification shall be reasonably selected to give notice to all tenants affected.
- 106.4 No person shall alter, modify, destroy, or otherwise tamper with or mutilate a notification posted under this section.
- 106.5 Any tenant directly affected by the violation(s) shall, upon request to the Director, be sent a copy of the posted notification.
- 106.6 This section shall not be subject to any notice requirement of this subtitle.