

Tenant Handbook

Barrales Properties LLC

This handbook summarizes the policies, expectations, and procedures for tenants of Barrales Properties LLC. Please read it carefully. Your lease agreement governs; where this handbook and your lease differ, your lease controls.

**Contact Barrales
Properties LLC**

Phone / Text:
608-630-7462

Email: bkah15@gmail.com

Office: 1230
Denmark
Circle, Oregon,
WI 53575

Welcome

Welcome to Barrales Properties LLC. We are an owner-operated residential rental company serving the Dane County area. Our goal is simple: provide clean, well-maintained apartments and treat every tenant with respect and professionalism.

We believe a good rental relationship goes both ways. We commit to clear communication, prompt maintenance, and honest dealing — and we ask the same in return.

Rent & Payments

When Rent Is Due

Rent is due on the date specified in your lease. Payment received after the 5th day of the month may be subject to a late fee as outlined in your signed Nonstandard Rental Provisions.

How to Pay

Contact us for current payment instructions. We will communicate accepted payment methods in writing.

Late & Returned Payments

- Late fee: \$40.00 per occurrence (after 5-day grace period)
- Returned/failed payment: \$35.00 per occurrence plus any bank fees
- Repeated late payments are a lease violation and may affect renewal

Security Deposit

Your security deposit is held in accordance with Wisconsin law. It will be returned, with an itemized statement, within the timeframe required by law after you vacate and provide a forwarding address.

Maintenance & Repairs

Your Responsibilities

- Keep your unit clean, sanitary, and free from damage
- Replace interior light bulbs with the correct wattage
- Report any maintenance issues promptly — do not wait
- Maintain reasonable heat in cold weather to prevent frozen pipes
- Keep windows and doors closed during rain, snow, and freezing temperatures

How to Request Repairs

For non-urgent repairs, complete a Maintenance Request Form (available at barralesproperties.com) and submit it by email or in person. For urgent issues — such as no heat, flooding, gas smell, or electrical hazards — call or text 608-630-7462 immediately.

Landlord Entry

We will provide advance notice before entering your unit for non-emergency inspections or repairs. We may enter without notice in emergencies or with your consent.

Emergencies

- Gas leak: leave immediately, call 911 and your gas provider
- Fire: leave immediately, call 911
- Flooding / burst pipe: call us immediately at 608-630-7462
- No heat in winter: call us immediately — this is urgent

Unit Care & Conduct

Cleanliness

Keep your unit and assigned areas clean and sanitary. Remove garbage and recycling regularly to designated containers. Do not store garbage, furniture, boxes, or personal items in hallways, stairways, or common areas.

Alterations

Do not paint, install fixtures, change locks, mount exterior items, or alter the unit without written approval. Unauthorized modifications may result in charges for restoration.

Smoking & Vaping

Smoking, vaping, and burning of incense or any smoke-producing product is prohibited inside the unit and in all common areas and grounds unless explicitly permitted in writing.

Noise

Be considerate of neighbors at all times. Avoid excessive noise, music, or disturbances. A substantiated noise disturbance may result in a \$50.00 charge and is a lease violation.

Odors

Cooking, cleaning, and daily living are expected. Persistent odors from smoking, animals, or other sources that require professional remediation are the tenant's financial responsibility.

Guests & Occupants

You are responsible for the conduct of your guests. No guest may stay at the unit for more than 7 consecutive days in a month or 21 non-consecutive days in any 6-month period without written approval.

Unauthorized occupants are a lease violation. Do not give keys, fobs, or access codes to anyone not listed on your lease without written consent.

Pets

No pets or animals are permitted without a signed Pet Addendum and written approval. Unauthorized animals will result in a charge of \$25.00 per day per animal plus cleaning and repair costs. Service animals and emotional support animals are handled in accordance with applicable fair housing law.

Parking & Vehicles

Park only in your assigned or designated area. All vehicles must be operable, licensed, and insured. Vehicles with fluid leaks, flat tires, or no registration may be towed at owner's expense. Do not park in fire lanes, other tenants' spaces, on grass, or in unauthorized areas.

Lease End & Move-Out

Notice to Vacate

Review your lease for the required notice period before vacating. Provide written notice by the deadline stated in your lease.

Move-Out Condition

- Return the unit in the same condition as at move-in, normal wear and tear excepted
- Clean all appliances, fixtures, cabinets, flooring, windows, and assigned areas
- Remove all personal property — abandoned items may be disposed of at your cost
- Return all keys, fobs, openers, and access devices
- Provide your forwarding address in writing for security deposit return

Security Deposit Return

Your deposit will be returned with an itemized statement within the time required by Wisconsin law. Deductions may be made for unpaid rent, damages beyond normal wear and tear, cleaning, and other charges permitted by your signed lease.

Early Move-Out

Vacating before your lease ends without legal justification makes you responsible for rent and re-rental costs as permitted by Wisconsin law.

Important Legal Notices

Domestic Abuse Protections (Wis. Stat. § 704.14)

As required by Wisconsin law: a tenant who is a victim of domestic abuse, sexual assault, or stalking may have certain defenses to eviction and rights to terminate the rental agreement in limited situations. If you have safety concerns, contact a local victim service provider or law enforcement.

Sex Offender Registry

Information about the Wisconsin Sex Offender Registry is available from the Wisconsin Department of Corrections at doc.wi.gov.

Non-Retaliation

Nothing in your lease permits retaliation for contacting law enforcement, health, or safety services in connection with your tenancy.

Acknowledgement

By signing below, I confirm that I have received, read, and understood this Tenant Handbook. I understand that this handbook is supplemental to my lease agreement, which governs in all cases.

Tenant Signature

Print Name

Date

Date: _____

Date: _____

Date: _____

Tenant 2 Signature (if applicable)

Print Name

Date

Date: _____

Date: _____

Date: _____

Landlord / Agent Signature

Print Name / Title

Date

Date: _____

Date: _____

Date: _____