

SAGA

RESIDENT HANDBOOK

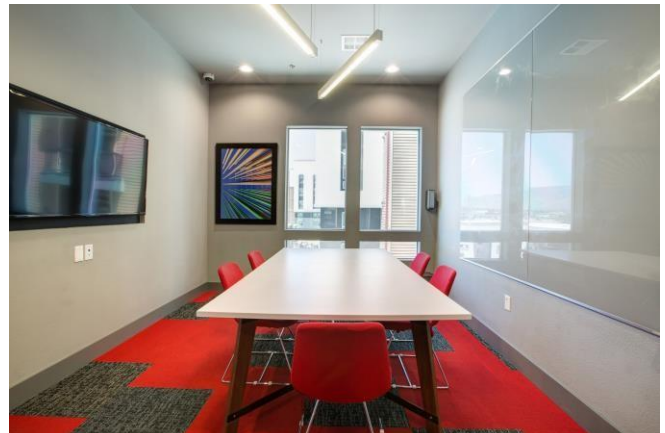
Welcome to your new community! We are excited to have you as a resident and look forward to getting to know each of you. Our mission is to provide an unsurpassed living experience through our dedication to customer service. To help make your experience a pleasant one, please read through the Resident Handbook to familiarize yourself with your community, important rules to remember, emergency guides, and important contact information. Please don't hesitate to stop by our office if you need any help or just to introduce yourself; we want to get to know each one of our residents!

Enjoy your new home and thanks again for choosing SAGA Reno!

Welcome home!

Sincerely,

SAGA



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SAGA

OFFICE INFORMATION

Address: 2780 Enterprise Rd. Reno, NV 89512 Phone: (775) 502-1501
Website: www.sagareno.com Text Us: (775) 456-8014



Office Hours are Monday through Friday 10 am to 6pm, and Saturday/Sunday 12pm

to 5 pm The staff in the office consists of the following personnel:

- **Melissa Sabean, Community Manager**- Oversees the leasing and operations of the entire property.
- **James Roach, Resident Service Manager**- Handles resident accounts, customer service, complaints and our resident life program.
- **Sierra Garr, Leasing and Marketing Manager**- Manages the leasing and renewal process, including transfers.
- **Phillip Jagodzinski, Maintenance Supervisor**- Responsible for maintenance request completion, routine maintenance and inspections, and ensuring the grounds are kept clean.
- **Community Ambassadors**- Those in this position are responsible for touring the property, guiding residents through the leasing process, executing resident events, and to help answer general questions you may have.

RESIDENT PORTAL

The Resident Portal can be accessed through the property website, www.sagareno.com and is your resource to find out about community events, send messages to staff, pay your rent, set up monthly recurring payments, or submit maintenance requests. If you have not signed up already, please create a new account. It only takes a few minutes!

MONTHLY INSTALLMENT PAYMENTS

Monthly installments are due on the 1st of each month, regardless of whether it is a holiday or weekend. The payment is late on the 3rd of the month at 12pm. Late fee is 5% of the total rent. Payments are accepted in the form of personal check or cashier's check in the office or credit card, e-check or e-money order through the resident portal (processing fees may apply). We do not accept cash. If paying by personal check or cashier's check please make sure your full name and apartment number is listed on the memo line. If paying after hours, please submit payment through resident portal or place payment in designated drop box.

RESIDENCE LIFE

Saga Reno is committed to building a community where people feel they belong and are cared for. Throughout the year we will be planning a variety of events aimed to help you have a well-rounded experience, become better acquainted with your roommates and neighbors, and to be involved in activities beyond current routine. We highly recommend that you follow us on social media to stay informed about all upcoming events.

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YOUR COMMUNITY AND YOU

SAGA Reno is committed to building a community where people feel they belong and are cared for. Throughout the year we will be planning a variety of events aimed to help you have a well-rounded experience, come better acquainted with your roommates and neighbors, and to be involved in activities beyond current routine.

SAGA Reno will host events throughout the year that are focused on Philanthropic, Academic, Wellness, and Social. Each event is tailored with the intent to add value to your life. There will be volunteer opportunities to get involved in the local community, new academic and life skills to learn like “How to Complete a Cover Letter” or take a professional headshot, grab and go breakfast to start your day right, and an array of social events from pool parties to themed trivia nights.

We highly recommend that you follow us on social media to stay informed about all upcoming vents.

Instagram: @livesagareno

Facebook: @livesagareno

TikTok: @livesaga reno



Semi-annually we provide you with a chance for your voice to be heard through our You Speak We Listen Survey. You as the resident spend the most time on site and participate in events. We want to know what works, and what doesn't. We are always looking to improve and with your input we certainly can.

Be on the lookout for emails with the link to submit your response.

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Move –In Day

Sunday, August 18th

Move in will take place in six time slots. Residents are assigned a time slot based on what building and floor level you are moving into. To see that information please go to www.sagareno.com/move-in. We have time slots starting every hour from 9:00 am to 3:00 pm. You must come during your assigned time slot.

Check in will take place at the entry gate key pickup zone. You will be able to stay in your vehicle during the entire check-in process. Once you have checked in, and received your keys, you can then go to your apartment so that you can unload your belongings and move them to your room. Once you have emptied your vehicle, please move it to your designated parking spot or on the top floor of the parking garage.

Move in Inspection Checklists - Before you unpack, be sure to complete the Move in Checklist found on your Resident Portal. Completion of the MIC will ensure that you are not charged for damages you were not responsible for at the end of the year. Please complete it within 24 hours of moving in. Information on how to complete your MIC can be found in your move in packet. **All Saga Reno provided furniture must remain in the housing unit.**

Unpack - After you've completed your room inventory, you're ready to settle into your new space! Put away your belongings, hang up your clothes, etc. Management will be available to help with any questions you have.



What to Bring for Move in Day

Your room will be your living space for the next few years. In order to feel at home, we encourage residents to make it their own. Visit Pinterest for some great decoration ideas but don't forget all the basics that you will use every day. We encourage residents to bring things such as board games, frisbees, volleyballs, bikes, and items that will promote social interaction and growth.

Bedding

- Blanket
- Comforter
- Mattress pad (twin XL, 36" x 80")
- Pillow/Pillowcases
- Sheets (twin XL, 36" x 80")

Storage & Organization

- Hanging Storage Solutions
- Crates or Stacking Containers
- Under bed Storage Organizer
- Hangers
- Trunk
- Shoe Rack/Storage
- Shelving

Room Comfort

- Room Décor
- Carpet or Area Rug
- Non-halogen Desk or Floor Lamp
- Fan
- Painters Tape, Command Strips for Hanging Up Decorations

Important Documents

- Driver's License or State ID
- Social Security Card (particularly if you plan to apply for a job)
- Insurance Information
- Passport and Visa
- ATM Card

Clothing & Laundry

- Clothing for Warm and Cold Weather
- Athletic Clothing
- Umbrella and Rainwear
- Laundry Basket or Bag
- Iron and Ironing Board
- Laundry Detergent (liquid, powder or pods)

Study & Technology

- Office Supplies
- Backpack
- Computer/Laptop, TV, Gaming System, Bluetooth Speaker
- Cell Phone and Charger
- Earbuds or Headphones
- Power Strip with Surge Protector

Kitchen & Grocery

- Small Microwave, 800 watts
- Mini refrigerator
- Coffee Mug, Drinking Cups, Dishes, Utensils
- Electric Coffee or Tea Maker
- Dish Soap and Sponges
- Sealable Storage Containers

Health and Safety

- Health insurance card
- Hand sanitizer
- Thermometer
- First aid kit
- Medication

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In addition to your personal belongings, you will need items for your kitchen. Since you need only one of many items, check ahead with your roommate(s) if possible, to avoid duplication. You may even want to wait until you get to Saga and purchase items after consulting each other. The following is a list of possibilities:

- Dishes, silverware, glasses, serving dishes.
- Mixing bowls, hand mixer
- Cutting board
- Measuring cups and spoons
- Salt and pepper shakers
- Dish towels, dishcloths
- Pots and pans
- Dish drainer.
- Strainer
- Can opener
- Cheese Grater
- Air Fryer, Crock Pot

Residents are responsible for cleaning their room, and common area, which includes the bathroom and should stock their own household cleaning supplies. Residents are encouraged to bring a vacuum.

What **NOT** to Bring

- Heating elements (e.g. hot plate, toaster oven, space heater)
- Heated Electric Blankets
- Halogen lamps
- Air conditioners
- Analog televisions
- Pets other than small fish in up to 10-gallon tank
- Mounting hardware (nothing can be mounted to wall, doors or floors)
- Swords
- Toys guns of any kind.
- Grills
- Large furniture that will not fit in the room
- One-of-a-kind or irreplaceable items
- Weapons or ammunition
- Candles or incense
- Flammable liquids
- Hover boards
- Drones
- Tobacco in any form
- Alcohol, if under 21 or residing in substance free housing
- Illegal or non-prescribed drugs (including marijuana in any form)

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Set Up & Decorate Your Room

You are encouraged to personalize your living areas. However, there are guidelines that must be followed. Please keep all these items in mind when planning the décor for your new home. Please remember the common area is a shared space.

- You may post things on your walls by using masking tape, painter's tape, or command strips. Other adhesive tape products, glue, nails, poster putty and thumbtacks cannot be used.
- Do not paint or make alterations that will permanently affect the walls, ceiling, or floor.
- All Saga Reno provided furniture must stay in the unit or damage fees will be assessed. You can bring personal furniture and accessories. If you are bringing additional furniture, particularly upholstered furniture, please clean the surfaces thoroughly to avoid bringing pests into the building.
- Do not move community furniture (e.g., lounge furniture) into your room or remove Saga Reno-provided furniture from your room or apartment.
- All window treatments must remain functional in units. For safety reasons, do not install or hang other window treatments. It is prohibited to display or hang items in windows.
- For safety reasons, extension cords and outlet splitters are not allowed. Decorative lighting is allowed, however only one strand (multiple strands connected are not allowed). UL-approved surge protectors and power squids are acceptable.

Personal Property Insurance

Saga Reno does not provide insurance coverage for the loss, theft, disappearance, damage or destruction of a resident's personal property. For residents residing at Saga Reno, the housing contract specifically states that the Saga Reno shall not be liable for the personal property of a resident that is damaged, destroyed, stolen or lost regardless of where such property may usually be kept, used or stored.

Every resident living at Saga Reno is encouraged to have renter's insurance coverage or check coverage provided under your family's homeowners policy in case any major incidents occur. Saga Reno does not assume responsibility for personal property in the residences and strongly advises parents to extend the coverage of their household insurance to protect their resident's property from any form of loss or damage.

Residents are free to choose their own insurance carrier for personal property coverage.

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MAINTENANCE

Non-Emergency maintenance items can be submitted by logging in to your Resident Portal. The goal is to have all non-emergency requests completed within 48 business hours. Any work order that requires us to call out an outside vendor to complete, may take additional time, but will be completed within a reasonable time-period. Any resident-caused damage to the home will be charged to your account after the work is completed. **Note that service requests entered through the Resident Portal only may not be received until the following morning.*

Emergency maintenance reported will be addressed after-hours. Issues may arise after hours that require immediate maintenance attention. These are situations that present a danger to people or property and include: fire, leaking pipes, flooding, toilet issues in units that have only one bathroom, no heat or AC if temperature is below 50 or above 90, or no water/power to the unit. **If you are in need of emergency Maintenance assistance, please call our after-hours number at 775-502-1501.**

Maintenance Tips:

- Keeping a plunger on hand to take care of minor clogs. In order to keep the toilet from getting clogged, do not flush rags, paper towels, diapers, feminine products, etc. down the toilet.
- Know where the toilet's water shut-off valve is (look behind the toilet). If the toilet begins to overflow, turn the water supply off immediately. This can prevent possible damage to your home. Once the water supply has been shut off, contact your management team or submit a maintenance request for the service.
- A toilet that runs constantly wastes water. If your toilet is running non-stop, contact your maintenance team immediately.
- Never put Kitchen grease, coffee grounds, vegetable skins, fruit pits, or other items down the sink. Collect in a container and throw away in the trash.
- Clean up spills (even water) on flooring and carpet immediately before they soak in or cause damages.
- After bathing: (1) wipe moisture off of shower walls, shower doors, the bathtub and bathroom floor; (2) leave the bathroom door open until all moisture on the mirrors and bathroom walls and tile surfaces has dissipated; (3) hang up your towels and bath mats so they dry completely and (4) leave any bathroom fan on for at least thirty minutes after completion of activity.
- Run the Washer/Dryer and Dishwasher only when it is full to save water.
- Clean lint trap after each use and keep surrounding area clean and free of debris.

RULES & REGULATIONS

Saga Reno is committed to complying with all federal, state, and local fair housing laws. This means our staff has an obligation to treat each individual consistently. To do so, and to create a comfortable and exceptional community, we have established guidelines for everyone in our community to follow. Please do not ask for exceptions to these guidelines unless you have a disability that requires an accommodation. We appreciate your cooperation.

As a resident, you are financially and legally responsible for your behavior and its consequences and that of your guests on the property. This section is meant to address commonly asked questions and

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are not intended to cover all rules and regulations within the community. For a full list please review a copy of your lease and ask the staff if you have any questions.

Access:

- Keys- Each resident will receive one mail key, one front door key, and one bedroom key to your unit. If your key is lost, replacements will be provided for a fee of \$50 for door keys and \$35 for mailbox keys, and \$75 for key fobs. Do not give your keys to anyone else. If you have lost your key, report this to the office immediately.
- After hours lock outs- If you lock yourself out after office hours, we can help you; the after-hours number is 775-502-1501. Lock-outs will be charged \$100.00 per occurrence.
- Visitors/guests must be accompanied by a resident at all times. Residents will be held responsible for their guests' actions should damage be caused by a guest.

Unit:

- Resident shall not obstruct any ingress or egress points in the community.
- No signs, flags, draperies, or other items shall be visible from exterior as community should have uniform appearance. Holiday decorations are permitted, but you must remove them within two weeks of the holiday.
- Keep all entries, patios, and porches free of debris. Any exterior furniture should be designated for outdoor use only.
- No furniture is to be removed from unit.
- Prohibited items – include but are not limited to, street signs, dart boards, dangerous substances, firearms or dangerous weapons, drug paraphernalia, water filled furniture, generator, or gasoline.
- Lock windows and doors to your apartment at all times. Determine who is at the door prior to opening.

Amenities:

- Use of the Common Areas of the Facility including, but not limited to, the Clubhouse/Leasing Center, and fitness center, is for all residents and their limited guests.
- Residents with guests using these facilities must accompany their guests at all times. Guests may be prohibited at Landlord's discretion.
- If the noise from residents using the amenities disturbs other residents or if other incidents warrant, we reserve the right to modify the amenity as otherwise deemed necessary.
- Printing is available for residents free of cost in our clubhouse.

Safety:

- Barbeque grills are provided in Common Areas. In accordance with the local fire code any other grills or hibachis are prohibited in units or on patios or balconies.
- Resident must not tamper with, interfere with, or damage any alarm equipment and/or installations.
- Smoking is prohibited in units, stairwells, building common areas, hallways, or as prohibited by local law. The term "smoking" means inhaling, exhaling, breathing or carrying any lighted cigar, cigarette, electronic/vapor cigarette, tobacco product or any other similar lighted product in any manor or in any form.
- Resident may not trigger the overhead sprinkler system in his or her Unit.
- Fire warning devices and safety equipment are to be used only in case of emergency.

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- Resident should not make any loud or disturbing noises which constitute a nuisance to other residents. Neither Resident nor Resident's guests may use the Common Areas, parking lots or grounds in such a manner that interferes with the enjoyment of other Residents.
- Large parties or gatherings of more than 10 residents are only permitted in the Amenity Space of Longmeadow and must be hosted by Longmeadow.
- Obtain renters insurance or participate in the Landmark Personal Property program. Keep an inventory list of personal belongings. Liability coverage is required.
- Let roommate know if you are going to be out of town for an extended period of time
- Do not overload outlets by using a multi-tap connection. Make sure cords on lamps and household appliances are not split or frayed and that the wire inside is not exposed.
- Never leave cooking unattended.
- Report to the office any malfunction to devices, lights, access points, railings, etc.

Parking:

- Resident shall not park any motor vehicle at the Facility without first registering vehicle with the office.
- **Parking Decals must be placed on the bottom of your driver's side window. Make sure the decal is visible (especially if you have tinted windows) or your car may be accidentally towed.**
- Resident shall park only in designated areas and shall not block other cars or park in front of the trash dumpsters. Resident shall not park on the grass, along curbs or sidewalks. If Resident's vehicle is found in any of these prohibited places, Resident's vehicle will be towed without warning and at Resident's expense.
- Lock doors to your vehicle at all times. Do not leave visible items in your car.

Pets:

- **We are an ESA friendly community,** but residents with ESA animals must follow these guidelines. No pets will be allowed in Resident's Unit without prior written permission of Landlord. Approval must be granted in the form of an executed Pet Addendum prior to animal entering or residing on the premises. If a pet is found in Resident's Unit resident will be found in violation of this policy and will be fined.
- You must keep your pet on a leash and accompany the pet at all times.

Utilities:

- Resident must keep all utilities to his or her Unit active and may not turn utilities off when leaving his or her Unit, even for vacation.
- Unless Landlord instructs otherwise, Resident must, for 24-hours a day during freezing weather, (a) keep Unit heated to at least 60 degrees Fahrenheit, (b) keep cabinet and closet doors open; and (c) drip hot and cold-water faucets.
- All trash and garbage must be placed in the trash chute, bin, dumpster, or compactor located in the Facility. Resident agrees to cause trash and refuse to be deposited directly into such container and not left in the Unit or Common Areas, hallways, balconies or similar areas. Landlord reserves the right to impose a charge of \$25 per bag/refuse per day for violation of this provision as well as for littering by Resident. Continued violation may result in additional fines.
- Cable & Internet is provided by a Service Provider to the Facility. Review network access policy in Community Rules & Regulations for more information. If you have issues with cable

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or internet please refer to the Service Provider handout provided in your move in packet for access, support, or troubleshooting information.

Important Numbers:

- Courtesy Officer—775-502-1501
- Police--Emergency 911; Non-Emergency
- Fire Department--Emergency 911; Non-Emergency
- Poison Control--800-222-1222
- Towing Company- 775-359-0106

EMERGENCY INFORMATION GUIDE

The purpose of this guide is to provide guidance on the community fire safety and evacuation plans. Always remember, call 911 if your personal safety or the safety of another is at risk!

The building is equipped with the following equipment:

- Portable Fire Extinguishers – located in the cabinet under the kitchen sink in each apartment as well as in cabinets located in the corridors.
- Smoke Alarms – located in the living room area, their function is to sound an alarm if smoke is present.
- Fire Sprinkler system – located in the ceiling, their function is to discharge water when a predetermined temperature has been exceeded. (Do not attach or hang anything from the sprinkler heads.)
- Fire Alarm Pull Stations - Manual Fire Alarm activation point that requires human intervention. These are located in the corridors on each floor. Pulling a fire alarm in a non-emergency is illegal and may result in felony charges.

Fire/Emergency Reporting:

Please report any incidents to the office if you experience or witness: violence, criminal activity, vehicle accident, injury or other medical emergencies, electrical/mechanical concerns, fire, flooding or leaks, or pests/rodents. The office will ask you to fill out an incident report for our records.

Evacuation & Accountability:

In the event of an emergency where evacuation is necessary, remain calm and quickly exit the building using the nearest stairs, if applicable, and the nearest exit. Once outside the building, gather away from the building to clear area at least 500 feet away from affected building. Always move upwind of the building but be sure to keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and personnel. Review community site plan for emergency exit routes for your unit and designated meeting locations once you have evacuated the building.

[Persons with disabilities or needing special assistance in the event of an emergency should locate the nearest exit and move to a safer location, if applicable. If unable to exit because of disability, needing special assistance, or if you believe someone to be trapped in the building call 911.]

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Fire Evacuation Plan:

The facility has a fire alarm system that will notify occupants of a fire emergency. When the alarm sounds an audible sound accompanied by strobe lights will notify occupants of an alarm. The fire alarm is monitored by a 3rd party who will contact the fire department. If you hear an alarm don't rush out into the hallway. Feel the door, if it is hot, use another way out. If the door is cool, check the hallway for fire and if no fire is present exit the building using the nearest stairs, if applicable, and the nearest exit. Never use elevators in the event of a fire, use the stairs. Stay low as smoke and heat rises.

If you can't escape from your apartment, stuff wet towels, sheets or clothes around the door and vents to keep smoke out. Call the fire department and tell them where you are. If no smoke is coming into the room, you're in, open a window slightly both at the top and at the bottom. Stay low and wave a bright cloth, towel or sheet out the window to signal your location.

If you discover a fire try to isolate the fire by closing doors as you exit the building, verbally notify those around you as you move towards exit, sound fire alarm by pulling the closest manual hand pull located next to each door, call 911, evacuate the building using the evacuation routes provided.

Medical Treatment:

If at any time you need medical treatment dial 911. If you need medical treatment while at the post evacuation designated meeting point, advise the nearest emergency personnel.

Weather-Related Emergencies:

Monitor radio and television broadcasts and be alert to changing weather conditions. Avoid unnecessary travel. To prepare for inclement weather, keep on-hand preparedness items that could include: first aid kit, battery operated radio, fully charged cell phone, flashlight, extra blankets, canned food and can opener, bottles of water.

In the event of an elevator entrapment, remain calm, do not attempt to force open doors, push the phone button which will contact the emergency number. Residents will be responsible for any tampering, misuse and/or vandalism of this equipment.

Be alert for liquid or chemical spills within the community and notify the office to address issue immediately.

Do not interfere with any civil disturbance or demonstrations and notify local law enforcement.

Earthquakes occur without warning. If inside the building, duck under the nearest sturdy object and hold onto it until the shaking stops or stand flat against interior wall. Once shaking has stopped evacuate building immediately using the evacuation routes provided.

No security system is fail-proof. Even the best system can't prevent crime. We disclaim any expressed or implied warranties of security. The best safety measures are the ones you perform as a matter of common sense and habit.

Main Water shut-off in fire riser room bottom floor in each building.



SAGA

RENO



LEGEND

| | | | | | | | |
|--|-----------|--|----------------|--|----------|--|-----------------|
| | MAIL ROOM | | TRASH DISPOSAL | | BUS STOP | | BUILDING |
| | | | | | | | POOL |
| | | | | | | | COVERED PARKING |



Valet Living
Setting the Standard.

Doorstep Collection Begins After 8 PM

Seven nights a week



Preparation

- Bag and securely tie all waste — loose items are a safety hazard for our Service Valets.
- Double bag pet waste to prevent leaks and stains outside your home.
- Bags must hold contents securely during transport, without ripping or leaking
- Do not include needles or other sharp objects.
- Help aid the collection process by breaking down all cardboard boxes.
- Bundle newspapers and magazines.



Collection

- Place your securely tied waste in your Valet Living provided container outside your home between 6:00 PM and 8:00 PM on the scheduled nights of service.
- Place flattened cardboard out with container.
- Doorstep collection will start after 8:00 PM.



Next Morning

- After your doorstep collection service has been completed, bring your Valet Living provided container back inside your residence by 9:00 AM the next morning.

No-Service Holidays

New Year's Eve & New Year's Day

Easter Sunday

Memorial Day

Fourth of July

Labor Day

Halloween

Thanksgiving Day

Christmas Eve & Christmas Day



Valet Living
Setting the Standard.

Tell us how we're doing!
1-877-574-2587
Support@ValetLiving.com

ValetLiving.com

RM WAS13G 7D8P

QUICK-START GUIDE

HOW TO GET ONLINE

Great news! Internet is active in your apartment when you move in.

SET UP YOUR INTERNET

- 1** *Connect to your building's Wi-Fi network and launch a web browser. Your property's registration page will appear.
- 2** Create your account and begin browsing
- 3** Repeat the steps above for each device that you would like to connect using your new username and password.
- 4** For the best experience, restart each device after it is registered.

To connect a device without a web browser, (think gaming console, printer, Internet TV, etc.) please visit myaccount.wscmdu.com, locate and select your property, and log in to "My Account."

VISIT MYACCOUNT.WSCMDU.COM

- Get help with registration
- Manage your account
- Add devices
- View a list of available services
- Access our FAQs

CONTACT US

myaccount.wscmdu.com

 Text SUPPORT to 66749

 800-611-9837

 support@wscmdu.com

