



## **The Charleston Townes Bicycle Policy**

### **1. Bicycle registration and decals**

- 1.1. All bicycles at Charleston Townes must be registered with the management office. In order to register a bicycle, your name must be on a current lease at the Charleston Townes.
- 1.2. Any bicycle missing major components including but not limited to pedals, handle-bars, chain and/or flat tire(s) will be considered abandoned and removed from the property.
- 1.3. Any bicycle not registered with a current lease holder will be considered abandoned and removed from the property.

### **2. Bicycle parking locations**

- 2.1. There are specified bicycle racks throughout the Charleston Townes community that are designated for bicycles.
- 2.2. Bicycles parked in any location, except specified above, will be removed at owner's expense. Charleston Townes nor Matchbox Realty will be responsible for the damage to a lock, chain, or bicycle as a result of removal.

### **3. General rules and regulations**

- 3.1. Bicycles parked/stored on the property of Charleston Townes are at the owner's risk. Charleston Townes, nor Matchbox Realty will be responsible for damage and/or theft to bicycles stored at Charleston Townes.
- 3.2. Bicycles are not to be ridden on the balconies, ramps and/or the hallways. This would also include any other location deemed otherwise "unusual and unsafe".
- 3.3. Bicycles stored in an apartment are to be carried in and out of the building. They are not to be ridden down the stairway or hallways.
- 3.4. If a bicycle owner is found responsible for any marks and/or dirt on the walls or floors and/or damage to property, the bicycle owner will be liable.
- 3.5. At no point can a bicycle be chained to the handrails or left located on the balconies. This is a safety concern for those needing to hold the railings for balance.
- 3.6. A fine of \$50 and the cost of repairs and/or cleaning may be assessed to residents if any of the above policies are violated.

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Name

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Date

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Building/Unit Address

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Brand/Color/Description

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Signature