



The City Exchange Bicycle Policy

1. Bicycle registration and decals

- 1.1. All bicycles at the City Exchange must be registered with the management office. In order to register a bicycle, your name must be on a current lease at the City Exchange.
- 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

- 2.1.1. The only locations that resident bicycles can be lock their bike is located under the front balcony of the City Exchange—located under apartments 101, 102 and 103, and inside your apartment (see additional general rules and regulations).
- 2.1.2. There is a locked and weather-protected closet that you will need your fob to access
- 2.2. Bicycles parked in any location, except specified above, will be removed at owner's expense. City Exchange, 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 City Exchange are at the owner's risk. The City Exchange, nor Matchbox Realty will be responsible for damage and/or theft to bicycles stored at the City Exchange.
- 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".
- 3.3. Bicycles stored in an apartment are to be carried in and out of the building. They are not to be rolled in the elevator 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 front balcony. This is a safety concern for those needing to hold the rails or the ramp.
- 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.

Name

Date

Building/Unit Address

Brand/Color/Description

Signature