

**Town of Ruston  
Planning Services**

**Conditional Use Permit Application and Submittal Checklist**

**Review Fee Deposit** of \$3,350. Attached copy of Receipt from Town of Ruston

**Project Description** (general description of the proposed use, including the existing square feet.

We would like to use the basement of our home for short term stays, like an AirBnB. The house was built in 2005 and the basement was finished in 2007 using an architect, contractors, permits and final inspections. There is about 620 square feet of hall and living space in the basement. (Attachment 1)

**State of Justification**

Obtain a Short Term Rental License from the City of Ruston, to be renewed annually. We understand that the license is not transferable.

We have a business license with the State of Washington. It is under the name of "Dance in the River, Inc" with a dba of "Blue Canoe Consulting. The UBI number is 602 481 559.

The lodging taxes will be paid through the AirBnB agreement as soon as we can complete the process.

We have an insurance policy with Safeco with \$500,000 liability and an Umbrella Policy with a liability limit of \$3,000,000. (Attachment)

We will have completed the life/safety inspection from the City of Ruston Building Official.

We are working on obtaining the land use permit for operating the short term rental.

The attached sign is posted behind the door. (Attachment)

We are working to get an "Accessory Dwelling Unit Approval". (Attachment)

The property owners, Morrie and Linda Pigott reside in their permanent residence of the upper two floors of the house. The owners stay overnight or an appointed manager stays overnight.

We do not intend to post signage.

Property Management to be mailed to neighbors within 300 feet. (Attachment)

Guest Welcome handout. (Attachment)



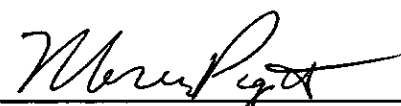
# TOWN OF RUSTON

## PLANNING SERVICES

5117 North Winnifred Street Ruston, Washington 98407-6597  
 Phone (253)759-3544 Fax (253)752-3754

### Conditional Use Permit Application and Submittal Checklist

Tax Parcel Number <b>2365000701</b>	Permit Number (staff use only) <b>CUP 19-01</b>
Site Address <b>5128 N 49th St. Ruston WA 98407</b>	Project Name (staff use only)
Property Owner Name <b>Morrie &amp; Linda Pigott</b>	Applicant Name <b>Morrie &amp; Linda Pigott</b>
Property Owner Mailing Address <b>same</b>	Applicant Mailing Address <b>same</b>
Property Owner Phone <b>253-230-7064</b>	Applicant Phone <b>same</b>
Property Owner E-mail Address <b>mpisjoy@yahoo.com</b>	Applicant E-mail Address <b>same</b>

Zoning Designation <input checked="" type="checkbox"/> RES <input type="checkbox"/> COM <input type="checkbox"/> COM-P <input type="checkbox"/> MPD	I certify that I have read and examined this application and have completed it with information that I know to be true and correct. I also give permission for Town employees to enter the site to perform any necessary inspections.  <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">             Property Owner Signature         </div> <div style="text-align: center;"> <b>7/24/19</b>            Date         </div> </div>
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Applicant Checklist		Included?		
Yes	N/A	Yes	Need	N/A
<input type="checkbox"/>	<b>Review Fee Deposit of \$3,350</b> (\$150 fee, plus \$3200 deposit per RMC 1.14.050(e)). Please attach a copy of proof of payment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<b>Project Description</b> (general description of the proposed use, including the existing/proposed sq/ft, amount of fill materials imported/exported, etc)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<b>Statement of Justification</b> Please provide a written statement that addresses all approval criteria for the proposed conditional use as specified in RMC 25.01.110(b)(1)(A), and also for any specific criteria applicable to the underlying zone.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>Site Plan</b> - showing grade, the height, the lot coverage, the dimensions of all existing and proposed structures and the distance from property lines and all improvements to be added to the property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>Impervious Surface Calculations</b> (Show impervious surface in sq/ft on Site Plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>Critical Areas Documentation</b> Provide documentation regarding the presence of any critical areas located on site. (wetlands, steep slopes, aquifer recharge, fish and wildlife, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>Additional Information</b> - additional written or graphic information necessary to enable the Planning Commission and Town Council to act on the application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1

### LEGAL DESCRIPTION

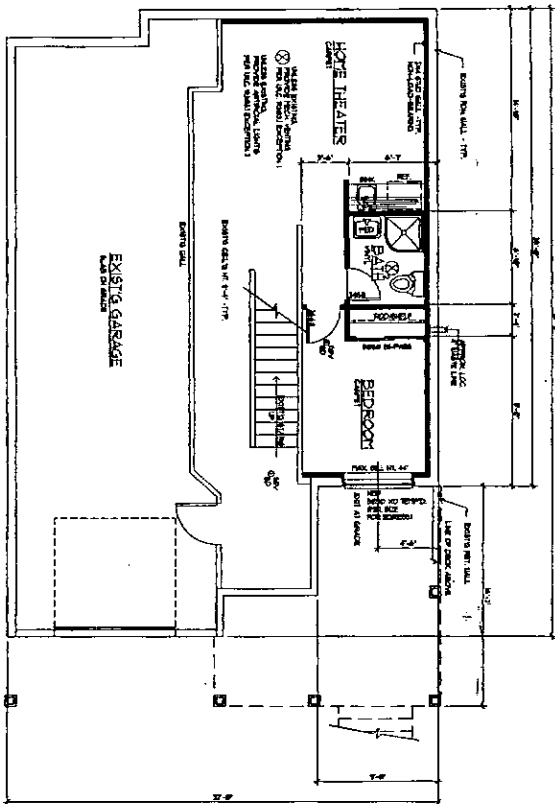
ADDRESS: 5128 NO. 49TH ST. RUSTON, WA 98401

### PROJECT DATA

PROJECT NAME: PIGOTT RESIDENCE REMODEL  
OCCUPANCY GROUP: R-3  
BUILDING CODE: 2009 IBC  
DATE: 10/20/10

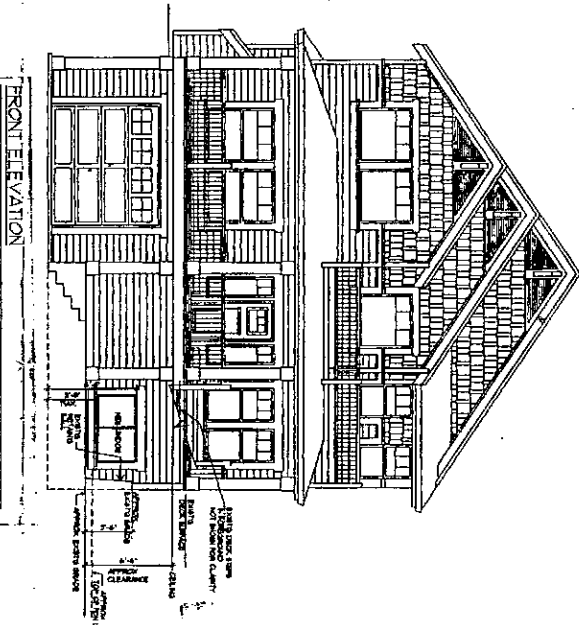
### PROJECT DESCRIPTION

REMODELING EXISTING RESIDENCE TO CREATE  
A BEDROOM, BATHROOM AND MEDIA ROOM.



**PROPOSED BASEMENT FLOOR PLAN** 10/20/10  
SCALE: 1/4" = 1'-0"

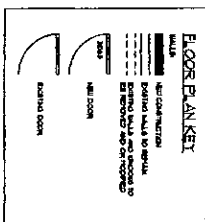
©2010 MD Architects



**FRONT ELEVATION**  
SCALE: 1/4" = 1'-0"

ENERGY CODE INFORMATION	
ADDITIONAL AREA (EXISTS/ADDITION):	4650 SQ. FT.
WINDOW:	INSULATED OR EQ. UNIT, AIRSPACED U= .35
DOOR:	INSULATED OR EQ. UNIT, AIRSPACED U= .35
ADDITIONAL WALL INSULATION:	R-11

MEANS SECTION  
 PER THE 2009 IBC SECTION 101  
 MEANS SECTION  
 PER THE 2009 IBC SECTION 101



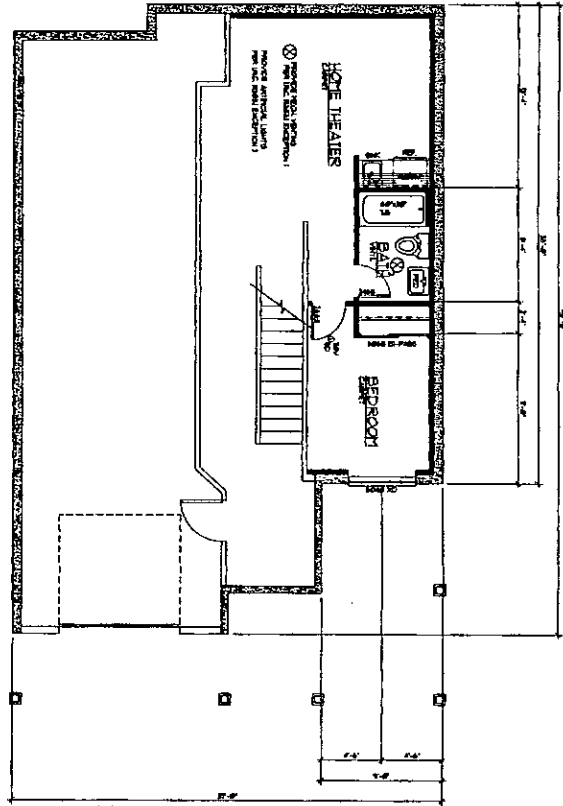
### BASEMENT PLAN ELEVATION PLAN NOTES

These plans are designed to be constructed in accordance with the local building codes. No liability is assumed by the architect for any errors or omissions. These drawings were prepared for the property of the client.

PROJECT NO.	1
DATE	10/20/10
SCALE	1/4" = 1'-0"
BY	MD
CHECKED	MD
DATE	10/20/10

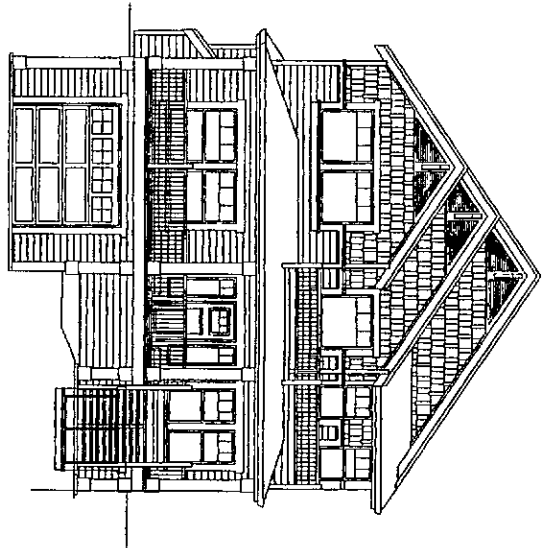
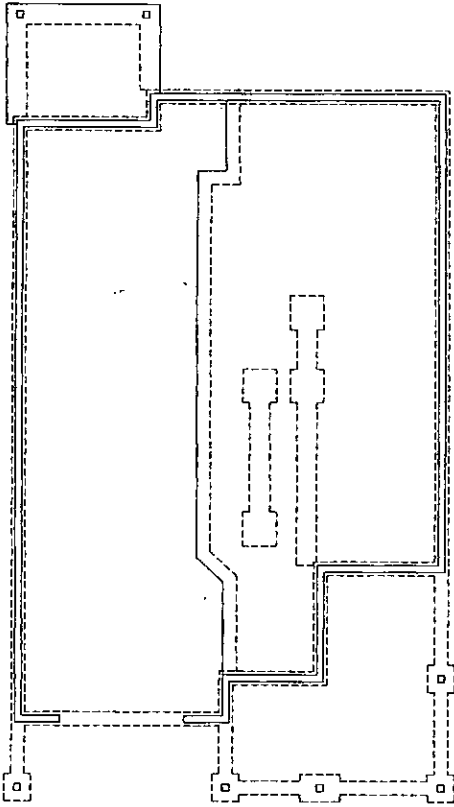
**MD Architects**  
 Morley - De Lora Architects  
 Residential - Commercial Architecture  
 email: md@michitects.net  
 www.mdarchitects.net  
 1201 Republic Blvd. Everett, WA 98203  
 ph: 425.778.9555 fax: 425.778.9555

**PIGOTT RESIDENCE  
REMODEL**  
 5128 N. 49TH STREET  
 RUSTON, WA 98407



PROPOSED LOWER FLOOR PLAN

SCALE: 1/4" = 1'-0"



**PLAN SET**

- NEW CONSTRUCTION  
 - EXISTING WALLS TO REMAIN  
 - EXISTING WALLS AND WINDOWS TO BE REMOVED AND OR RELOCATED  
 - NEW DOOR  
 - EXISTING DOOR  
 - EXISTING DOOR TO BE RELOCATED OR REWORKED

2	A1	DATE	PROJECT
		BY	NO. 000

PRELIMINARY

Please note the copyright in this drawing. It is the property of MD Architects. No part of this drawing may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of MD Architects. These drawings were prepared for the project of MD Architects.

**MD Architects**

Morley - De Lorna Architects  
 Residential - Commercial Architecture  
 e-mail: md@mdarchitects.net  
 www.mdarchitects.net  
 1201 Regatta Blvd. Everett, WA 98203  
 tel: 253.752.1652 fax: 253.752.2825

**PIGOTT REMODEL**

5128 N. 49TH STREET  
 RUSTON, WA 98407

2

**SAFECO INSURANCE COMPANY OF AMERICA  
HOMEOWNERS POLICY DECLARATIONS**

CONTINUED

POLICY NUMBER: OH2053934

Servicing Mortgagee  
BANK OF AMERICA, N.A.  
ITS SUCC AND/OR ASSIGNS ATIMA  
PO BOX 961291  
FORT WORTH TX 76161-0291  
LOAN NUMBER: 246999840

**POLICY LIMITS AND OTHER ADDITIONAL COVERAGES**

(Unless otherwise stated, all limits and coverages are included in basic coverages)

**COVERAGE LEVEL: OPTIMUM**

**SECTION I - PROPERTY COVERAGES**

**COVERAGE C - PERSONAL PROPERTY - 3. SPECIAL LIMITS OF LIABILITY**

a. Money, pre-paid cards...	\$ 1,000	h. Business Property	
b. Rare coins and currency...	\$ 5,000	On Premises...	\$ 3,000
c. Securities, debit cards...	\$ 5,000	Off Premises Sub-limit	\$ 1,000
d. Watercraft...	\$ 3,000	i. Tapes, records, discs...	\$ 500
e. Trailers...	\$ 3,000	j. Theft of rugs...	\$ 10,000
f. Theft of jewelry, watches...	\$ 5,000	k. Grave Markers...	\$ 5,000
g. Theft of silverware...	\$ 5,000		

**OTHER INCLUDED COVERAGES/POLICY PROVISIONS**

	Limit	Premium
Loss Assessment Coverage	\$ 5,000	Included
Building Ordinance or Law Coverage ( 50%)	\$ 313,700	\$ 104.00
Refrigerated Spoilage Coverage		Included
Fungi, Wet or Dry Rot, or Bacteria	\$ 10,000	Included
Reasonable Repairs	\$ 5,000	Included
Fire Department Service Charge	\$ 5,000	Included
Land Stabilization	\$ 10,000	Included
Arson Reward	\$ 25,000	Included
Criminal Conviction Reward - Item a. Information	\$ 2,500	Included
Criminal Conviction Reward - Item b. Property Recovery	\$ 5,000	Included
Credit Card, Fund Transfer, Forgery & Counterfeit Money	\$ 5,000	Included
Volunteer America		Included
Section I (All Perils Coverage)		Included
Section II - Liability Coverage		Included
Section II - Property Damage	\$ 2,000	Included

**OPTIONAL COVERAGES**

	Limit	Premium
Personal Property Replacement Cost		Included
Extended Dwelling Coverage	Up to 50%	Included
Landlord's Furnishings		\$ 20.00
Personal Offense Coverage	\$ 500,000	\$ 11.00
Escape of Water from Sump (Building/Contents)	\$ 10,000	\$ 84.00
Special Personal Property Coverage		\$ 104.00
Identity Recovery Coverage	\$ 25,000	\$ 12.00

**DISCOUNTS AND SURCHARGES**

	Premium
Package Auto Discount	\$ -302.00
Umbrella Policy Discount	\$ -30.00
Renewal Discount	\$ -13.00
Advance Quote Discount	\$ -169.00

For information on other deductibles, coverages or discounts available in your state or to review your account online, log on to [www.safeco.com](http://www.safeco.com)

**FORMS APPLICABLE TO THIS POLICY:**

- HOM-7301/EP 1/09 - PERSONAL PROPERTY REPLACEMENT COST
- HOM-7311/EP 1/09 - ESCAPE OF WATER FROM SUMP/SUMP PUMP DRAIN (BLDG AND CONT)

CONTINUED

2

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**SAFECO INSURANCE COMPANY OF AMERICA  
HOMEOWNERS POLICY DECLARATIONS**

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CONTINUED

**POLICY NUMBER: 0H2053934**

- HOM-7307/EP 1/09 - IDENTITY RECOVERY COVERAGE
- HOM-7232/EP 1/09 - EXECUTION CLAUSE
- HOM-7100/WAEP 4/15 - SPECIAL PROVISIONS - WA
- HOM-7030/EP 1/09 - HOMEOWNERS POLICY
- HOM-7304/EP 1/09 - LANDLORD'S FURNISHINGS (W/SPCL PRSNL PROPERTY)
- HOM-7300/EP 1/12 - EXTENDED DWELLING COVERAGE
- HOM-7220/EP 1/12 - SAFECO OPTIMUM HOMEOWNERS COVERAGE
- HOM-7350/EP 11/14 - PERSONAL OFFENSE COVERAGE
- HOM-7308/WAEP 4/11 - SPECIAL PERSONAL PROPERTY COVERAGE
- HOM-7233/WAEP 4/09 - MANDATORY COVERAGE - WA VOLCANIC ACTION

2

**Safeco Insurance**<sup>TM</sup>

A Liberty Mutual Company

**POLICY NUMBER:** UH2053936

**SAFECO INSURANCE COMPANY OF AMERICA  
PERSONAL UMBRELLA POLICY DECLARATIONS**

**INSURED:**

G MORRIE PIGOTT  
LINDA A PIGOTT  
5128 N 49TH ST  
RUSTON WA 98407-3023

**AGENT:**

FOURNIER INSURANCE SOLUTIONS  
5712 ORCHARD ST W  
UNIVERSITY PL WA 98467-3822  
1-253-851-3323

**POLICY PERIOD FROM:** APR. 4 2019  
**TO:** APR. 4 2020

at 12:01 A.M. Standard time at  
the address of the insured as  
stated herein.

**RETAINED LIMIT:** \$250  
**LIMIT OF LIABILITY:** \$3,000,000

**SCHEDULE OF UNDERLYING INSURANCE:**

You, as defined in the policy contract, agree:

- 1) that insurance policies providing the coverages specified on the back of these declarations, if applicable, are in force and will be maintained in force as collectible insurance for at least the required minimum limits stated.
- 2) to insure all motor vehicles owned, leased by or used by you.
- 3) to insure all residence premises owned, leased by or leased to you.
- 4) to insure all recreational vehicles owned, leased by or used by you.
- 5) to insure all watercraft owned by you.

COVERAGES	PREMIUM
Basic premium - includes one automobile and primary residence	\$ 304.00
2 Additional automobiles in the household	\$ 198.00
2 Rental units	\$ 45.00
<b>TOTAL ANNUAL PREMIUM</b>	<b>\$ 547.00</b>

You may pay your premium in full or in installments. There is no installment fee for the following billing plans: Full Pay. Installment fees for all other billing plans are listed below. If more than one policy is billed on the installment bill, only the highest fee is charged. The fee is:

- \$2.00 per installment for recurring automatic deduction (EFT)
- \$5.00 per installment for recurring credit card or debit card
- \$5.00 per installment for all other payment methods

**PLEASE SEE REVERSE  
ORIGINAL**

DATE PREPARED FEB. 13 2019

2

Type of Policy	Required Minimum Limits	
Automobile/Motor Vehicle Liability (Including motor homes)	Single Limit	- 500,000 each occurrence
Comprehensive Personal Liability	Single Limit	- 300,000 each occurrence
Premises Liability	Single Limit	- 300,000 each occurrence
Motorcycle Liability	Single Limit or Bodily Injury and Property Damage	- 500,000 each occurrence  - 250,000 each person/ - 500,000 each occurrence - 100,000 each occurrence
Recreation Vehicle Liability	Single Limit or Bodily Injury and Property Damage	- 300,000 each occurrence  - 250,000 each person/ - 500,000 each occurrence - 100,000 each occurrence
Watercraft Liability 1. a. Powerboats 32 feet or more in length; or b. Sailing vessels (with or without auxiliary power) 26 feet or more in length 2. All other watercraft	Single Limit Single Limit or Bodily Injury and Property Damage	- 500,000 each occurrence - 300,000 each occurrence  - 250,000 each person/ - 500,000 each occurrence - 100,000 each occurrence
Incidental Farm Coverage	Single Limit	- 300,000 each occurrence



## **Apartment Posting of basic City of Ruston rules and Short Term Rental License**

Morrie and Linda Pigott  
5128 N 49<sup>th</sup> St  
Ruston, WA 98407  
Linda – 253-230-7066  
Morrie – 253-230-7064

**Occupancy Limits:** The maximum occupancy is 4. Two for the bedroom and two additional overnight occupants.

**Parking:** The **designated parking spot** is on the right side of the driveway in front of the stone wall; this is your spot to park off the street. The street parking must be parked on the driving side of the street. Going the same way as the traffic.!!!

**Quiet Hours:** 10:00 pm to 8 am.

**Respect neighbors:** Please refrain from trespassing and littering and observe the quiet hours.

**Garbage:** Garbage and recycling bins are located outside on the side of the house. Green is garbage. Blue is recycling. Tin, aluminum, paper, plastic are all ok. No glass! Garbage day is Tuesday morning. Generally best to set it out the night before. The recycling is on Wednesday morning.

**Emergency procedures:** In case of emergency, please exit the premises and gather on the sidewalk. Insure that all your party are present. Call 9-1-1 with the information using the address above.

**Disturbances:** Guests at our apartment shall behave in a manner that will prevent disturbances to the neighboring properties which are not typical of a residential neighborhoods, including, but not limited to, loud music, loud nowses, excessive traffic, loud and uncontrolled parties, junk/debris/garbage accumulation in the yard, trespassing, or excess vehicles, boats or RVs parked in the streets in front of the house.

**Pets:** We do NOT accept pets.

Occupants, owners and managers of this short term rental are subject to civil penalties for violation of the City rules and regulations.

## Property Management Plan

Morrie and Linda Pigott  
5128 N 49<sup>th</sup> St  
Ruston, WA 98407  
Linda – 253-230-7066  
Morrie – 253-230-7064  
[Lpisjoy@yahoo.com](mailto:Lpisjoy@yahoo.com)

We operate an AirBnB in our basement. Linda is the primary contact. We make every effort to make it seamless to the neighborhood. Should you experience an issue with one of our guests, please contact us.

We have obtained the proper licenses and permits to operate the unit. We expect that our guests will follow the basic guidelines of any neighborhood.

We are usually home in the evenings and make every effort to respond to issues asap.

The tenants are made aware of where to place garbage and recycling on the side of our house. They have provided personal identification, driver's license or passport with photo. Each AirBnB guest is rated with AirBnB regarding their behavior and care of the basement apartment. Most also, come with previous ratings from other AirBnB hosts. We would cancel those with low ratings.

Below is the Complaint procedure as prescribed by the City of Ruston. 25.10.010 – Short Term Rentals

(l) Complaints. All complaints shall proceed as follows:

(1) The complaining party shall first attempt to communicate with the local contact person designated on the permit and property management plan, describe the problem and leave a contact phone number for call back information;

(2) The contact person shall respond promptly to the complaint, regardless of time of day, and make reasonable efforts to remedy any situation that is out of compliance; and

(3) If the response is not satisfactory to the complaining party, then the complaining party may next provide a written complaint to the Ruston Code Enforcement Officer, which complaint shall identify and be signed by the complaining party. The complaint shall include a description of the informal attempts to resolve the complaint. A copy of the written complaint shall be provided to the owner and contact person by the City. The Ruston Code Enforcement Officer shall attempt to resolve the complaint. If so required, the owner or local contact person shall provide a written response to the complaint with the anticipated corrective action within ten days. A copy of the complaint will be filed in the City's short term rental license file.

(m) Compliance and Revocation.

(1) Owners of short term rentals shall obey all applicable laws and ordinances of the City and shall be subject to permit revocation procedures and appeals processes outlined in the Ruston Municipal Code;

(2) If there have been two or more violations of this ordinance related to the same short term rental within 12 calendar months, or if there have been two or more violations of other City ordinances related to the same short term rental within 12 calendar months, the Planning Director shall revoke the short term rental license and underlying short term rental permit, and the property owner shall be prohibited from obtaining a new short term rental permit and license for at least one year from the date of said revocation;

(3) The property owner may appeal the revocation of the short term rental license and permit pursuant to the appeals procedures outlined in the Ruston Municipal Code, or any amendment thereto; and

(4) Nothing in this subsection precludes the City of Ruston from proceeding with formal enforcement action against a property owner and/or occupants for violations of this ordinance or any other provisions of the City Code as authorized under the City's code enforcement procedures.

(n) Additional Conditions of Approval. The Planning Director may impose other conditions of approval, such as additional parking, improved access, fencing, landscaping, architectural detailing, open space, or minimum screening to ensure the proposed use is compatible with the surrounding residential neighborhood, provided that said conditions of approval are consistent with goals and policies of the Ruston Comprehensive Plan.

(Ord. 1505, § 3, Feb. 5th, 2019)

5

## Property Management Plan

Morrie and Linda Pigott  
5128 N 49<sup>th</sup> St  
Ruston, WA 98407  
Linda – 253-230-7066  
Morrie – 253-230-7064  
[Lpisjoy@yahoo.com](mailto:Lpisjoy@yahoo.com)

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(Ord. 1505, § 3, Feb. 5th, 2019)

**Welcome** to our guest apartment! We're so glad to have you and hope you have a wonderful stay. Please do let us know if you have any questions or if we can do anything to help your stay be more enjoyable.

6

Linda is most reachable and her cell # is **(253) 230-7066**. You are also welcome to try Morrie at **(253) 230-7064**. Please call or text if we can be of help.

Here are a few things to note about our apartment....

This address is **5128 N 49<sup>th</sup> St. Ruston, WA 98407**

We are located in the small town of Ruston, which is inside the city of Tacoma. The street parking must be parked on the driving side of the street. Going the same way as the traffic!!!

The **designated parking spot** is on the right side of the driveway in front of the stone wall; this is your spot to park off the street.

If for some reason the keypad doesn't work, text us and we can get you in.

Your key for your apartment is located on the doorknob as you enter the apartment. There is a sign on the door that says "Be Our Guest"

Our **Wi-Fi network is Ruston-Guest. Password 5128Guest**

The sofa pulls out into a bed. First pull the front "drawer" out and then pull on the tabs and the cushion will pop up. **The bedding for the sofa bed is found in the longer "chaise" section of the couch.** Just lift it up and you will find all you need inside.

Instruction manuals for most of the small appliances etc. are found in a Ziploc back in the lower kitchen cabinet.

Garbage and recycling bins are located outside on the side of the house. Green is garbage. Blue is recycling. Tin, aluminum, paper, plastic are all ok. No glass! Garbage day is Tuesday morning. Generally best to set it out the night before. The recycling is on Wednesday morning

TV - Vizio remote is in the basket. TV button connects to the local TV antenna. We do not have cable. Apple TV - (use HDMI on TV remote) you can connect to Netflix or other apps that you may have memberships with. Please do not purchase movies if you are not using your account. DVD player remote is in the basket.

There are extras like toilet paper, paper towels along with cleaning supplies and vacuum in the large old trunk behind the couch.

During longer stays, the linen will be traded out **weekly**. I will set out complete changes of towels and sheets on the grey bench located in the

6

community entry area. A bag will be provided for you to place the dirty linens.

Since this is a lower level apartment, the water from showers, toilet flushing and kitchen sink needs to be pumped up. You will occasionally hear a pump in the back of the bathroom that provides for this.

Please use only the coffee maker or the toaster oven, 1 (one) at a time!!!

We hope you really enjoy your stay and look forward to meeting you if our paths cross. Please let us know if you have any questions or needs that come up that we can help with.

Cheers,

*Linda and Morrie Pigott*