

April 5, 2023

Bigos Management
172 East 6th Street,
St. Paul, MN 55101

REQUEST FOR EXCEPTION TO 3% CAP - NOTICE OF APPLICATION DENIAL

RE: 172 East 6th Street, St. Paul, MN 55101 Apt. 1407

Dear Property Representative:

You applied for an exception to the 3% cap on rent increases per Chapter 193A of Saint Paul's Legislative Code. The request has been denied and you may not increase rent for the requested unit. The exception has been denied by the City for the following reasons:

1. In order to qualify for the partial vacancy decontrol under Saint Paul's Legislative Code §193A.05(b)(2)(c) Material non-compliance, the Tenant continues a material breach of the lease after receiving a written notice to cease from the Landlord.

You have the right to appeal this determination. Appeals must be in writing and delivered to the City Clerk no later than 21 calendar days from the date of this written notification. Applications for appeals may be obtained at the Office of the City Clerk, 310 City Hall, City/County Courthouse, 15 W Kellogg Blvd, Saint Paul MN 55102, Phone: 651-266-8568.

If you have any questions, please reach out to the Rent Stabilization Workgroup using the email address below.

Sincerely,

Rent Stabilization Workgroup
Rent Stabilization | Saint Paul Minnesota (stpaul.gov)
Rent-Stabilization@ci.stpaul.mn.us
651-266-8553

February 22, 2023

Archibald Briggs

172 East Sixth Street #1407

Dear Archibald,

I have been trying to reach you to discuss a mutual termination of your lease agreement, to avoid eviction action. It is important that you contact me as soon as possible to discuss this very important matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Shauna Colbeth".

Shauna Colbeth; Property Manager

Galtier Towers Apartments



2/22/2023

Archibald Briggs,
172 East Sixth Street #1407

Dear Archibald Briggs,

The Management at Jackson Tower has chosen not to renew your current Lease between Archibald Briggs, residing at 172 East Sixth Street #1407, and Jackson Tower.

We'd also like to take this time to remind you of a few important items that you may want to take care of before you vacate:

1. Notices to show my/our apartment to prospective applicants will be sent electronically.
2. If I/we used the Resident Portal to pay rent online, I/we will need to enter a stop date or deactivate the payment setup as this does not automatically end.
3. I/We are responsible for utilities to the end of my/our lease and must cancel or transfer the utilities at the end of my/our lease term. I/We understand a fee of \$15, in addition to the actual utility expense will be charged each month the service is terminated prior to the lease end/responsibility date.
4. I/We understand it is important to provide my forwarding address to the Rental Office and the Post Office so my/our mail is properly forwarded after I/we have vacated.
5. If applicable, If I/We were required to pay a Last Month's Rent (LMR) Deposit and it is still on my/our account, I/We understand that if I/we want to use it on our last month, I/we must contact the Property Manager; otherwise, I/we understand it will be applied to our move out balance and, if applicable refunded with our security deposit.

You must also return all keys and property of the apartment community to the Property Manager, and vacate your apartment completely, no later than 12:00 Noon on April 23, 2023.

We have attached the standard cleaning list and charges along with a forwarding address form.

Please call us if we can be of any assistance.

Thank you.

Sincerely,


Shauna Colbeth
Jackson Tower

cc: Resident(s) File





NON-RENEWAL NOTICE TO VACATE

2/22/2023

Archibald Briggs,
172 East Sixth Street #1407

Dear Archibald Briggs,

We hope your transition is smooth and we wish you well as you relocate. Please plan to turn in all keys for the community and the apartment listed above, no later than noon on April 23, 2023

1. Until your apartment is re-rented, we will be showing it to prospective residents. We will attempt to notify you the day before showing your apartment; however, that is not always possible. **Please note**, all Show Notifications (Show Notices) and other correspondences will be sent electronically.
2. It is very important that you keep your apartment clean and in good condition for possible showings. If we are unable to re-rent your apartment before your legal move-out date because it is in un-showable condition, you may be charged additional fees.
3. Failure to move out on or before the stated date and time will result in an extension fee of \$75.00 per hour.
4. All personal property from storage lockers, garage spaces, balconies and patios will need to be vacated by noon on the date stated above.
5. If you vacate your apartment early; please know that you are responsible for the utilities and electricity, as stated in your Lease, in your apartment until the end of your lease term. A fee of \$15, in addition to the actual utility expense will be charged each month the service is terminated prior to the lease end/responsibility date.

Thank you for your advance assistance and understanding. We wish you the best of luck in your new home.

Sincerely,

A handwritten signature in cursive script that reads 'Shauna Colbeth'.

Shauna Colbeth
Jackson Tower

cc: Resident(s) File





Preparing to Vacate

Please contact the Rental Office at to schedule a walk-through of your apartment. If you are vacating on the last day of the lease, the scheduled time must be **before noon** to avoid additional charges. You will be charged for maintenance hours, cleaning and trash removal needed to get your apartment in rent ready condition. During the walk through the condition and cleanliness of your apartment will be determined. A walk through usually requires less than one-half hour. In addition to determining the condition of the apartment, we will collect your keys and get your new address.

The following are suggestions to help you avoid deductions from your deposit.

AIR CONDITIONER – Filter, front and cover should be washed clean. Cover must be left in the apartment.

BATHROOM (S) – Tub, shower, sink, medicine cabinet, toilet and all tile must be cleaned. Clean and dry all fixtures. Remove any decals from tub, sink or mirror. Clean and polish mirror.

CARPETS – Must be vacuumed and edged thoroughly.

CLOSETS - Shelves and closet doors must be wiped clean. Door tracks also should be free of dirt.

DISHWASHER – Run through a full cycle while empty. Wipe clean inside and out. Clean rubber edges thoroughly.

FLOORS – Clean all flooring, including under the stove and refrigerator. If it is necessary for us to remove excess wax from any tile, linoleum or hard wood flooring, labor will be charged to you.

GARAGE OR STALL – Must be free of debris and swept.

HEAT VENTS/RADIATORS - Clean and wipe free of dust. Be sure the floor underneath is cleaned.

KITCHEN CABINETS – Clean the inside, outside and top of all cabinets. Remove all shelf paper.

LIGHT FIXTURES – Clean all light globes, covers, and fixtures. All burned out bulbs must be replaced. All switch plates and outlet covers must be washed.

MICROWAVE – Clean inside and out. Clean air filters located at the base of the microwave. Do not unplug any appliances.

PATIO - Must be free of debris and swept.

REFRIGERATOR – All inside shelving and compartments must be cleaned and intact. Clean the outside, underneath and behind the refrigerator. Defrost and leave the refrigerator on the lowest setting. Do not unplug any appliances.

REFUSE – All unwanted items should be bagged and put into the dumpster.

SINKS -Clean and polish all sinks and faucets.

STOVE – Clean the top, drip pans, underneath the drip pans, oven, broiler pan, racks and bottom drawer. Wipe hood and clean fan filter. Do not unplug any appliances.

WALLS – Remove any screws, nails and extra shelves.

WINDOWS – Clean the inside and outside of all windows. Tracks must be cleaned and free of debris. Patio doors and tracks must be cleaned.

cc: Resident(s) File





BIGOS

FORWARDING ADDRESS FORM

2/22/2023

Archibald Briggs,
172 East Sixth Street #1407

Dear Archibald Briggs,

Please complete and return to the rental office **before your move-out date**. This will expedite the delivery of your Damage Deposit Refund Letter and your Certificate of Rent Paid, for tax purposes. Thank you.

Name: _____

Email: _____

Address _____

Phone #1 _____

City _____

Phone #2 _____

State _____ Zip _____

Name: _____

Email: _____

Address _____

Phone #1 _____

City _____

Phone #2 _____

State _____ Zip _____

Name: _____

Email: _____

Address _____

Phone #1 _____

City _____

Phone #2 _____

State _____ Zip _____

Name: _____

Email: _____

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State _____ Zip _____

Name: _____

Email: _____

Address _____

Phone #1 _____

City _____

Phone #2 _____

State _____ Zip _____

Name: _____

Email: _____

Address _____

Phone #1 _____

City _____

Phone #2 _____

State _____ Zip _____

cc: Resident(s) File



Standard Security Deposit Charges

Thank you for choosing a Bigos Management community and we wish you well as you relocate.

Please see charges below. If items are not repaired or cleaned prior to moving out, the following amounts will be deducted from your Security Deposit. This is not a complete list and you can be charged for additional items.

The charges stated below do not reflect the cost of labor. Labor is billed at \$35 per hour.

Item	Item Charge
Mini-Blinds	Starting at \$20.00
Vertical Blinds	Starting at \$30.00
Screen Repair	Starting at \$25.00
Screen Repair - Patio	Starting at \$45.00
Screen Replacement	Starting at \$40.00
Interior Apartment Doors	Starting at \$70.00
Closet Doors	Starting at \$225.00
Exterior/Fire Rated Doors	Starting at \$1,200.00
Scratched Doors	Starting at \$15.00
Windows	Actual Item Cost
Light Fixtures	Starting at \$40.00
Ceiling Fans	Starting at \$85.00
Cabinets	Actual Item Cost
Counter Tops	Actual Item Cost
Towel Bars	Starting at \$20.00
Toilet Paper Holders	Starting at \$15.00
Mirror	Actual Item Cost
Toilet	Starting at \$100.00
Trash Removal	\$35.00 per hour
Furniture Disposal	\$50.00 per item
Cleaning Charges	The hourly cleaning rate in accordance to your Lease Agreement beyond a standard turn
Maintenance/Labor Charges	\$35 per hour
Painting, cleaning and/or drywall repairs needed due to dirty walls, holes, paint color changes, paint finish changes wallpaper, etc. will be charged the contractors price plus 10% Administrative fee.	
Carpet Replacement	Invoice pricing based on 8 year wear factor
Carpet Cleaning	Charges may apply for stains beyond normal wear and tear
Vinyl	Invoice pricing based on 10 year wear factor + Minimum of 1 hour labor
Tile	Actual Item Cost + Minimum of 1 hour labor
Air Conditioner Cover	Starting at \$55.00
Light Bulbs	Starting at \$2.00 per bulb
Stove Parts:	
Small Drip Pan	\$8.00
Large Drip Pan	\$10.00
Broiler Pan	\$25.00
Small Burner Element	\$20.00
Large Burner Element	\$25.00
Refrigerator Parts	
Handle	Starting at \$35.00
Crisper Drawer	Starting at \$40.00
Crisper Cover	Starting at \$45.00
Rack	Starting at \$25.00
Utilities	
Early Termination of Utilities	\$15.00 and all utility charges per month

cc: Resident(s) File

