

## ADDENDUM 1 COMMUNITY RULES

1. Rent is due on the first day of each month. A late fee of \$30.00 is added at 4:45 p.m. on the 3<sup>rd</sup>, plus \$3.00 per day beginning at 4:45 p.m. on the 4<sup>th</sup> until the balance is paid in full. We do not accept cash. Your payment must be in the form of a check, money order, or cashier's check.
2. No loitering on grounds and/or in common areas.
3. No open containers containing alcoholic beverages on grounds and/or in common areas.
4. Noise (i.e. music, parties, children playing, etc.) must remain inside tenant's apartment.
5. Please do not yell to visitors through windows, allow visitors to yell up to windows, or allow visitors to honk horns outside of the building.
6. Tenants are required to give a 60-day notice prior to vacating, even if lease is expiring or has expired.
7. Tenant is responsible for putting utilities in tenant's name immediately. Utilities will be turned off in the management company's name the following business day, after the lease has been signed. Tenant agrees to reimburse Landlord for any utility cost as a result of not having utilities transferred in a timely manner.
8. Running a business (i.e. hair cutting, babysitting, etc.) from the apartment is not permitted.
9. All pets must be approved and require a separate "pet lease" to be signed by the tenant. See Pet Lease for explanation of fees. Pet sitting is not permitted. Visitors cannot bring their pets when visiting.
10. Apartment may not be sublet, assigned, or in any manner transferred.
11. Door leading into the building must stay secure. Please refrain from putting rocks, etc. in the doorways to prevent doors from shutting and/or locking properly.
12. All windows must have white curtains/sheers or mini blinds covering them.
13. Tenant is responsible for making sure his/her guests comply with community rules while on the property. Landlord is not responsible for accidents to visitors.
14. Most of our properties have parking available, though many require assigned spaces and/or a fee. Please check with your leasing agent to verify where you are permitted to park.
15. No parking in front of the dumpsters or on any other area not designated for parking. This violation will result in immediate towing.
16. Vehicle repair is not permitted on the premises.
17. Vehicles parked on the premises must be operable at all times. In addition, vehicles must have an appearance acceptable to the Landlord.
18. All maintenance requests need to be reported to the office immediately.
19. Tenant will be charged for maintenance required as a result of tenant's negligence (i.e. broken windows, items such as toys, feminine hygiene products, diapers, etc. being thrown down the toilet, pet hair clogging drains, damaged mini blinds, etc.).
20. Mailbox keys can be replaced for a fee, please contact the office for current price. Door locks can be replaced for a fee, please contact the office for current price.
21. Tenant may not install any locks to the apartment door without written permission from the office.
22. All garbage must be put in plastic bags and put in the dumpster at a minimum of every 3 days. Tenant will be fined \$15.00 per bag of trash placed outside the dumpster.
23. Trash and/or other debris may not be left in the common areas and/or grounds (except in the dumpster) for any length of time.
24. All apartments will be sprayed for bugs periodically. This is required and is not an option. All apartments will be sprayed unless there is a doctor's notice presented to our office stating that your apartment cannot be sprayed. It will be necessary for the tenant to attach this notice on the outside of the apartment door on the morning the apartment is to be sprayed. Tenant will be charged for contributing to infestation problem.
25. Apartments must be maintained in a sanitary condition at all times. Housekeeping will be observed during the monthly extermination, and whenever maintenance is performed.
26. Tenant is responsible for keeping smoke detectors in working order at all times. This means replacing batteries when necessary.
27. We recommend that everyone purchase renter's insurance.
28. We do not provide security to tenants, visitors, or for their personal belongings.
29. Please advise us of visitors staying more than seven days. Visitors on an "extended stay" will be considered a move in and will require prior approval.
30. Where Landlord provides the heat, the temperature shall be maintained at approximately 68 to 70 degrees.
31. Maintenance requests should be made by phone or in writing to the business office. In case of an emergency, call the office and leave a message accordingly. Emergencies include fire, gas smell, flood, electrical shortage, no heat, and sewer back ups. Maintenance requests cannot be fulfilled if pets are left unattended. It is not our policy to make appointments for maintenance work.
32. Our employees are prohibited from accepting packages/deliveries of any kind for anyone. Please make your own arrangements for such items.
33. Our employees are prohibited from allowing anyone entrance into your apartment that is not listed on the lease, except under those circumstances described in the lease. This includes serviceman, relatives, etc. Please make arrangements if you are expecting someone.
34. Tenants are prohibited from displaying or attaching signs, exterior lights, or other markings on the grounds, common areas, or any areas that can be seen from outside the apartment.
35. Tenant understands that due to limited parking, ALL vehicles must be registered with the office to avoid being towed.
36. Tenant has been made aware and accepts that their exterior wall lantern (light) will automatically come on each night. The light fixture is located at the entry door for town homes and on the front balconies of the regular apartment. Furthermore, it is the responsibility of the resident to keep acceptable working light bulbs in the fixture.
37. Patios and balconies are not to be used as storage areas. Toys, bicycles, flammables, etc. are not to be stored in these areas. The patios and balconies are for your outside enjoyment and only recognized patio and outdoor furniture are to be placed on these areas. The above noted items are observed as unacceptable and will result in a \$25.00 fine per day until office is notified that items have been removed. Items not noted above, but deemed unacceptable by management, will result in a written notice with a 3 day grace period for corrective action or a \$25.00 fine per day will be added to your account, retroactive to date on letter sent.
38. Toys in the yards, hallways, or common areas will be thrown in the dumpster by staff. No sidewalk chalk is permitted.

### Vehicle Information

Year/Make/Model: \_\_\_\_\_  
Color/License Plate Number: \_\_\_\_\_

**Please initial by the items you have received:**

- \_\_\_\_\_ Copy of Lease                      \_\_\_\_\_ Parking Lease                      \_\_\_\_\_ Pet lease
- \_\_\_\_\_ Inspection Form to be completed and returned to the office within three days.
- \_\_\_\_\_ Disclosure of information on lead-based paint and its hazards
- \_\_\_\_\_ "Protect your family from lead" pamphlet
- \_\_\_\_\_ Mailbox key                      \_\_\_\_\_ Building entry door key                      \_\_\_\_\_ Old basement Addendum
- \_\_\_\_\_ Apartment door key                      \_\_\_\_\_ Apartment deadbolt lock key                      \_\_\_\_\_ Key Swab
- \_\_\_\_\_ RUBS Utility Addendum                      \_\_\_\_\_ Snow Removal Addendum

\_\_\_\_\_  
Tenant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent Signature

\_\_\_\_\_  
Date