

# RULES AND REGULATIONS

*The word "Resident" as used in these rules and regulations is the same as the word "Lessee" in the apartment lease, and the word "Manager" is the same as the word "Lessor" in the apartment lease. "Resident" shall also mean "Tenant"; "Owner" shall also mean "Landlord."*

\_\_\_\_\_ between the Resident and Management.

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

1. FOR THE COMFORT AND CONVENIENCE OF ALL RESIDENTS AND TO INSURE PROPER USE AND CARE OF THE PREMISES, RESIDENT SHALL **NOT BE PERMITTED TO:**
    - A. Allow any sign, advertisement, or notice to be placed either inside or outside the building without receiving the Manager's written consent. There are to be no rummage and/or furniture sales without written permission from Manager.
    - B. Make or allow any improper or disturbing noises or odors in the building at any time, or to sing or play any musical instruments, television, radio, or stereo in a way or at times which might be objectionable to other residents.
    - C. Allow any article to be placed upon window ledges or dropped from window.
    - D. Throw or sweep dirt or beat or shake rugs upon or from porches or into the halls of the building or from any window, door, or other opening in the building. Rugs or welcome mats must meet approval of Manager.
    - E. Mark or deface any part of the building.
    - F. Varnish, paint, wallpaper, or decorate any walls, floor, or woodwork without the approval of the Manager.
    - G. Allow children to loiter or play in the halls, stairways, basement, garages, or other parts of the building used by the public and other residents.
    - H. Allow garbage, newspapers, or refuse to remain in the apartment overnight, or to litter the halls or outside of the building. Garbage must be placed in tied plastic bags and deposited in the receptacle provided by the Manager for that purpose.
    - I. Residents are not allowed to place newspapers, magazines, or other recyclable items in receptacle if local ordinance does not permit.
    - J. There are to be no live Christmas trees in apartments unless written permission is given by Manager.
    - K. To open windows and storm windows in winter in such a fashion to allow heat to escape continuously for over 15 minutes or in the summer to allow rain to enter.
  2. The streets, sidewalks, entrances, halls, stairways, porches, and fire escapes shall not be blocked or used by the Resident for any purpose other than going into or leaving the building. The lights in these places shall be repaired or replaced only by the building Manager. These areas shall not be used for storage of any material, including bicycles, wagons, toy boxes, etc. This also applies to garages and basement open areas.
  3. Residents must supply and replace all burned out light bulbs in the apartment itself, and under no condition shall light bulbs outside of the apartment be removed by the Resident. Resident shall only use proper sized wattage bulbs in fixtures.
  4. Resident shall not permit the premises to be used for any immoral or unlawful purpose or any purpose that will, in the sole judgement and discretion of Manager, injure the reputation of the premises or the building of which the premises are a part.
  5. Resident shall not do anything in the building or bring or keep anything in the building which will in any way increase the risk of fire, or which is against the fire laws or regulations of the Fire Department or any insurance policy on the building.
  6. Landlord shall not be responsible for any property of the Tenant or any items left with or delivered to the building Manager.
  7. Resident shall not interfere with any part of the heating, lighting, refrigeration or cooling machinery, or controls in the building, nor shall he interfere with the plumbing equipment in the building.
  8. No outside radio, television ariel, or satellite dish shall be installed by the Resident without receiving the written consent of the Manager. Manager can remove such property and charge the cost to the Resident.
  9. Resident shall cooperate with the building Manager to keep the lawn clean and in good condition, including immediate areas around entrances.
  10. Manager shall not be responsible to the Resident because other Residents do not follow these rules and regulations.
  11. Telephones: The apartments have been prewired with telephone outlet boxes in the most convenient locations. Resident should use any combination of these outlets for their telephones. Residents should not have wall phones installed. In the event Resident does so, and the phone is later removed by the next Resident, the cost of wall repair and painting shall be charged to the Resident responsible for installation. With the written permission of the Manager, Resident can have installed additional phone outlets at Resident's cost by a qualified person.
  12. If a check tendered to the Manager by Resident for payment of any of Resident's obligations to Manager (such as rent) is returned to the Manager by Resident's bank is an "Unpaid" condition (e.g. "Not Sufficient Funds") for any reason whatsoever, Resident will pay Manager a \$50.00 fee for administrative costs to handle the unpaid item. Manager may request Resident to pay rent in the form of cash, cashier's check, or money order.
  13. No water beds, of any form, are permitted inside the leased premises.
  14. Immediately upon vacating the leased premises, Resident must physically return to the Manager, all door keys and mail box keys provided Resident at the time he took occupancy of said premises.
  15. Resident must notify Manager before Resident leaves his leased premises unoccupied for a period of seven (7) days or longer.
  16. Never hesitate to report to the Manager if something is not working properly.
- SMOKE / CARBON MONOXIDE DETECTORS:**
17. State law requires Owner/Manager to provide working detectors on each floor of unit, except attic and storage areas. Resident acknowledges that all detectors in the unit are working properly. State law also requires the Resident to maintain all detectors in the unit. Resident agrees to immediately provide any maintenance necessary to make the detectors functional or provide Manager written notification of the required maintenance.

**SPECIAL PROVISIONS:**

THE TERMS AND CONDITIONS ON REVERSE SIDE OR ATTACHED ARE PART OF THIS FORM.

\_\_\_\_\_  
Resident's Signature Date

\_\_\_\_\_  
Resident's Signature Date

\_\_\_\_\_  
Resident's Signature Date

\_\_\_\_\_  
Resident's Signature Date

\_\_\_\_\_  
Resident's Signature Date

\_\_\_\_\_  
Manager's Signature Date

18. Resident's are responsible for guests, relatives, or children at all times. Residents will be held liable for all damages caused by guests, relatives, or children. Further, if the guest(s), relative(s), or child(ren) of the Resident(s) disturb other Tenants, breach the peace, damage property of the Owner or other Tenants, or otherwise violate the Lease or these Rules and Regulations, the acts by the guest(s), relative(s), or child(ren) of the Resident(s) will be grounds to evict the Resident.
19. Resident shall use white or off-white curtain or drapery material for covering window areas. Other colored curtains or draperies may be used if lined with white or off-white material.
20. If there is a pool on the premises, it is used at Resident's risk. The Resident is responsible for his guests.
21. The Manager shall have the right to make other reasonable rules and regulations as may, in its judgement, be necessary for the safety, care and cleanliness of the building(s).
22. Resident cannot change locks. Manager must have a key for each lock in apartment.
23. It is the responsibility of all new Residents to have the necessary utilities placed in their name on date of occupancy.
24. Residents are not allowed to instruct any contractors hired by Manager to provide other services not authorized.

**PLUMBING:**

25. The Resident shall be responsible for the cost of all plumbing repairs resulting from improper use of plumbing facilities by the Resident. DO NOT dispose cloth, metal, wood, plastic, or such articles in either the toilet or sinks. If apartment is equipped with a garbage disposal, it will remove most food waste, except large bones and corn cobs. Be sure to have cold water running at all times garbage is going through the disposal, and leave water running 1 minute after turning disposal off. Please do not use the garbage disposal after 9:00 P.M.
26. Resident shall immediately report any leaking pipes, faucets, or continual running of toilet tank.
27. Resident shall not let water run except in actual use.
28. Resident will do laundry work only in the rooms provided for that purpose. Resident will operate washers and dryers only between the hours of 7:00 A.M. and 9:00 P.M. unless otherwise posted in laundry room.
29. In properties where Residents are permitted to hook up their own washer and dryer, Resident can connect at no charge if hook-ups are available for Resident's apartment, otherwise there is a one-time \$75.00 installation fee to provide electric, gas, or water service, or at cost if less than amount stated.

**VEHICLES:**

30. Resident shall use only the parking space which is assigned by the Manager. No guests or visitors shall be allowed to park in the area provided for other residents. The Resident must register the license number of the automobile to be parked in the parking space assigned to the Resident with the Manager, and only the registered vehicle is permitted to be parked in the assigned space.
31. Resident shall not park any commercial or recreational, or any other vehicle powered by gasoline, storage battery, or any other liquid fuel in or about the leased premises without permission from the Manager.
32. At no time is Resident allowed to change oil, maintain, or repair Resident's vehicle(s) on premises.
33. If there are indoor or outdoor parking areas, the Resident is responsible for keeping the area neat and clean. No vehicles without current license plates, with flat tires, or dead storage will be allowed on premises. Vehicles will be towed away at the Resident's expense if not cured within 48 hours of written notice by Manager.
34. Resident is not allowed to drive any vehicle on the grass/sidewalk area for loading or unloading purposes at any time.
34. No Resident shall be allowed to turn on water spigots on outside or inside of buildings for any purposes unless written permission is given by Manager.
35. No resident shall be allowed to turn on water spigots on outside or inside of buildings for any purposes unless written permission is given by Manager.
36. Washing of any vehicle is allowed only with written approval of Manager.

**INSURANCE:**

37. The Manager shall not be responsible for any loss or damage to the property of the Resident stored in rented premises, garages, parking areas, lockers, store rooms, outlots or common areas, or any storage space. Resident uses this space at his own risk.
38. It is the responsibility of the Resident to provide insurance coverage for his personal property kept in his/her apartment, storage area, common area, or any area on Manager's property.

**PETS:**

39. Resident shall not be permitted to keep cats, dogs, or other pets in the apartment without receiving the written approval of the Manager.