

RULES AND REGULATIONS

Name _____

Date _____

Address _____

Welcome! Every effort will be made to provide prompt, efficient service and to maintain the property in compliance with the following Rules and Regulations. These rules are a part of your lease:

1. Keys and Locks - Apartment keys are issued at the time of occupancy. Alterations or replacements of locks or installations of bolts, knockers, mirrors or other attachments on the interior or exterior of any door requires the prior written consent of the Manager. Lockouts after working office hours, you will need to call a locksmith.
2. Maintenance - Please submit requests for repairs or maintenance by calling 322-5535. Promptly notify us of any needed repairs to any of the equipment or fixtures. In case of emergency, call us at 322-5535. Maintenance personnel are instructed not to perform any work except on order from our office. This is to insure better service for you. No alterations, additions, painting or decorating may be made in your apartment unit.
3. Appliances - If you use the appliances according to the manufacturer's instructions, you will avoid charges for the cost of repairs due to carelessness, abuse or neglect. Extra refrigerators and freezers are not permitted in the apartments as their use could dangerously overburden electric circuits in the building. Each apartment has separate utilities to be signed for by Residents.
4. Plumbing - Do not put any heavy paper products into the toilets. This includes: paper towels, disposable diapers, large amounts of Kleenex-type tissues, sanitary napkins, or other items.

RESIDENTS WILL BE RESPONSIBLE FOR ANY REPAIRS DIRECTLY DUE TO THEIR CARELESSNESS OR NEGLIGENCE.

5. Sinks and Bathtubs - Do not use abrasive materials for cleaning fixtures. Be careful of spillage from nail polish remover or any similar solvent on these fixtures, as they will damage the surface. Shower Curtains, adequate to keep water from draining onto the floor, is to be provided by the Resident. A plastic window curtain is required to be installed over the window above the shower/tub, at the Resident's expense.
6. Picture Hanging - Please use small nail type hangers as opposed to adhesive hangers, as the latter can damage the walls. You will be responsible for damage. If you have questions on this, please call us.
7. Trash Removal - Please take your trash out each day to the containers provided. This will help keep the buildings clean and free of bugs. Weekly city pick-up is provided. Bag and seal all trash and place it inside the containers, not around the outside of the containers.
8. Floors - Carpet maintenance is the responsibility of the Resident. Please contact us before cleaning your carpet or applying spot removers so that we can advise you of the proper service/products to use. Using the service or products can result in carpet damage.
9. Installations - No radio or television or hanging lamps or plants may be installed which require the defacing, drilling, or alteration in any manner of the premises, without the Manager's consent in writing. No radio or television aerial or receiving device shall be erected on the roof or exterior walls of the dwelling, or the building of which it forms a part, or on the ground, without the written consent of the Manager.
10. Light Bulbs - Each apartment will be equipped with electric bulbs at the time of occupancy. After move-in, it is the responsibility of the Resident to replace burned out bulbs.
11. Windows and Draperies - The windows will be cleaned prior to occupancy; thereafter, cleaning will be the Resident's responsibility. Window screens shall not be removed except for cleaning and must be replaced immediately. All windows must have curtains, shades, etc. No sheets or bedding are allowed as window coverings.

12. Balconies - Outdoor cooking grills are not allowed on the fire escapes. These areas must be kept clear of all belongings and debris.
13. Children -- Children are allowed to play outside as long as they observe the following: a) they are accompanied by a parent who will be supervising them and, b.) they are not participating in active sports, such as baseball, football, skating, skate boarding, biking, riding scooters or playing badminton as these activities are prohibited on the grounds, walks, and lawns adjacent to the buildings.
14. Disturbing Noises and Activities - No resident shall make or permit any disturbing noises by himself, his family or friends. Loud playing of radios, televisions, or musical instruments is prohibited at any hour.
15. Overnight Visitors - Of course, you may enjoy the company of relatives who wish to stay with you 2 or 3 days. However, your lease limits permanent occupancy to those persons named in your lease agreement.
16. Telephones - Residents may have telephones installed at the terminals provided if they so desire. It is left to each Resident to make their own arrangements with the telephone company. Please inform us of your telephone number. No additional wiring may be installed without written permission from us in advance.
17. Waterbeds - Waterbeds are permitted only upon proof that the Resident has renter's insurance.
18. Moving In and Moving Out - Moving in and out is permitted daily from 8:30 AM to 7:00 PM, but at no other times. Moving vans, trucks and other similar conveyance are to be loaded and unloaded so that there is no disruption to other residents.
19. Vehicles and Parking – Parking is for residents only and a privilege, each tenant is allowed one parking space and parking your car on the lot can be revoked. All cars must be registered, any vehicle that is not on our list will be towed at owners' expense. Boats are not permitted. Repairing or overhauling of automobiles or any other vehicles on the premises is not permitted. Non-operating vehicles are not permitted on the premise and will be towed at owner's expense. Again, parking is for residents and a privilege that can be revoked for violation to any of the rules and regulations.
20. Access to Apartments - We will not admit anyone for any reason to an apartment during a Resident's absence except as requested in writing to us by the resident. Any such entry so requested shall be at the sole risk of the resident. Telephone requests will not be honored.
21. Absence and Vacations - You must notify us in writing of any absence of more than 7 days and that such notice must be received by us no later than the first day of any such absence. Please remember to notify us if you are planning on being on vacation or out of town.
22. Mechanical Equipment - Residents must not attempt to repair any appliance, mechanical equipment, plumbing or electrical devices which are the property of the building. Requests for repairs are to be called into the Manager or House Manager. We will not pay for repairs ordered by anyone other than ourselves.
23. Washers and Dryers - Coin-operated washers and dryers are provided for your use. Please respect them and do not overload the machines. Please remove your laundry from the washers and dryers immediately after it's done.

These Rules and Regulations are subject to change. Notice of such changes will be given to Residents 30 days prior to any change becoming effective.

x _____
Lessee

Lessor