

TENANT RULES AND REGULATIONS–Lease Attachment

Welcome to your new Apartment every effort will be made to provide you with a delightful atmosphere in which to reside. To achieve this and insure your health, welfare, and safety, we ask all Tenants to cooperate with the following rules and regulations, which are part of the Lease Agreement.

For your convenience please use the rental drop box to make rental payments. Drop Box is located outside of Unit 2B to be used for checks and money orders, **NO CASH** all cash payments must be picked up. You will receive a rental receipt in your mailbox.

GARBAGE / RECYCLING: Tenant shall not allow garbage, newspapers, or other refuse to remain in the apartment, to litter the halls, or the outside of the building. **All garbage must be wrapped, tied, and deposited in the receptacle provided in the rear of building.** Tenant is required to follow all local and state ordinances pertaining to recycling. **Please use durable bags to prevent spillage while transporting garbage.**

INSURANCE: The Tenant is encouraged to obtain her/his own personal renter's insurance. Owner is not responsible for theft, for the damage to personal property from any source: in units, any other portions of the premises. **KEEP YOUR APARTMENT LOCKED AT ALL TIMES.**

OBSTRUCTIONS: The sidewalks, entries, halls, and stairways will not be blocked or used for any purpose other than entering or exiting the respective units. No recreational equipment or any personal items will be permitted to be placed or kept in the hallways or stairways

SMOKING: You are reminded that City Ordinance prohibits smoking in all elevators. Smoking is prohibited in all public areas of the building including lobbies. Smoking is also prohibited inside apartments.

ANTENNAS / DISHES: Tenant may not install any antennas, including "satellite dishes" or "mini-satellites dishes" upon either the interior or exterior surface of the building.

DISTURBANCES: The Tenant agrees not to make or permit noises, loud voices, acts, or odors that will disturb the rights or comfort of neighbors. The Tenant agrees to keep the volume of any radio, CD player, stereo, television, or musical instrument at a level that will not disturb the neighbors. Tenants agree not to let their guests, visitors, or children disturb their neighbors as well.

ELEVATOR / STAIRS: Tenant shall not put more weight in elevator car than permitted by the posted elevator-rating certificate.

Tenant shall not block elevator doors in the open position with any foreign article. Tenant shall pay the cost of repairs to elevators equipment when such repairs are required as a result of Tenant's negligence in not following these or other posted rules. An adult **MUST** accompany children on elevators, if not they must use the stairs. Tenant should always use stair railings also no running or jumping is allowed in hallways, elevator, and stairs or apartments.

ENTRANCES: No outside doors are to be propped open under any circumstances to allow Tenants, visitors, aides, and etc. entry without use of a key or the intercom system.

GUESTS/VISITORS: Tenant shall be responsible for guests/visitors at all times. Guests/visitors are not allowed to loiter or play in the halls, stairways, elevators, lawns, or other areas used by the public and other tenants. Anyone who stays longer than 14 days in a 12-month period, will be considered a tenant and in violation of the lease provisions regarding household composition.

KEYS / Locks: Tenants are prohibited from changing locks. Each Tenant will receive one (1) apartment key, (1) front door key, and one (1) mailbox key. If keys are lost or stolen, there will be a replacement charge to the tenant. Apartment Key-\$5 Mailbox Key-\$10 Front Door key -\$5

Bicycles: Bicycles are prohibited inside the building. A bicycle should be placed in the rear of building without obstruction to driveway or fire escape.

Drug Free Community:

It is a violation of your Lease, State and/or Federal Law to possess, use, sell, or distribute illegal drugs on or near property or assist others in doing so. This Agreement and your assistance will be terminated as a result of such conduct. You will be evicted from your dwelling apartment if you violate these rules.

Owner's Reservation of Rights: Owner reserves the right to rescind, alter or waive any rule or regulation at any time prescribed for the building when, in its judgment, it deems it necessary, desirable or proper for its best interest and for the best interests of tenants, and no alteration or waiver of any rule or regulation in favor of one tenant shall operate as an alteration or waiver in favor of any other tenant. Owner shall not be responsible to any tenant for the non-observance or violation by any other tenant of any of the rules or regulations at any time prescribed for the Building.

Premises Infestation: If the premises become infested with vermin due to tenant deliveries or acts or omissions of the tenant, the tenant at its sole cost and expense shall cause such premises to be exterminated from time to time, to the satisfaction of the owner, and shall employ such exterminators as shall be approved by the owner.

Air Conditioners: All air conditioners must be installed or removed by a licensed contractor at tenant's expense, or by property management.

Roof Access: Admittance to the roof of the building is restricted to maintenance personnel and is not otherwise permitted without the written consent of owner. Tenant or tenant's guest shall not trespass on to roof or other restricted areas.

REPAIRS / MAINTENANCE: If you have items in your apartment that need repair, call the office at 280-8735 Monday through Friday between 8:00am and 4:30pm or email ENConsultants@aol.com. **PLEASE DO NOT WAIT IF THERE IS AN EMERGENCY REPAIR, SUCH AS A BROKEN WATER PIPE.** The office telephone will put you in contact with either an answering service, answering machine or directly in touch with the on-call staff. If your call is not an emergency you will be directed to call the office regular normal office hours

MOVE OUT:

You must provide in writing a 30-day notice that you are moving out of your apartment on the first of the month.

Tenants will be responsible for returning the unit to its original condition and will be charged for all repair items not considered normal wear and tear. A list of applicable charges is provided in these house rules.

Tenants will also be responsible for cleaning the unit prior to move out. Tenants are responsible for having the carpets cleaned

Tenants are to remove all belongings from the unit. Failure to completely remove all belongings will result in additional charges.

It is in your best interest to provide us with a forwarding address so that your security deposit can be sent to the correct address.

REPAIR CHARGES

Kitchen:

- Refrigerator-\$25.00
- Oven Not Cleaned \$25.00
- Stove Drip Pans \$10.00 (4)
- Refrigerator not defrosted or cleaned out \$25.00
- Racks missing \$Replacement cost
- Crisper gone/broken \$Replacement cost
- Seals gone/broken \$Replacement cost
- Ice Trays missing or unusable \$Replacement cost
- Drain Covers (sink or disposable) \$Replacement cost
- Burns, stains or tears in linoleum \$Replacement cost (less depreciation)
- Cabinets Damage \$Replacement cost
- Countertops not repairable or not cleanable \$Replacement Cost
- Refrigerator-\$25.00
- Cleaning (see below)

Closets

- Not cleaned out \$15.00 per closet
- Shelves/rods missing \$Replacement Cost
- Electrical Carpets & Linoleum
- Light Switches \$5.00 per device Cigarette Burns, stains or tears \$Replacement Cost
- Thermostats \$Replacement Cost Not Professionally Cleaned at move out \$50.00
- Heating Covers \$Replacement Cost Smoke Detectors
- Face Plates \$Replacement Cost damaged or missing \$Replacement Cost
- Breaker Boxes \$Replacement Cost

Bathroom

- Toilet not cleanable or repairable \$Replacement Cost
- Toilet seat not cleanable or repairable \$Replacement Cost
- Sink/counter not cleanable or repairable \$Replacement Cost
- Tub/shower not cleanable or repairable \$Replacement Cost
- Tub/shower surround not cleanable or repairable \$Replacement Cost
- Tub stopper missing or broken \$Replacement Cost

Doors & Windows

- Doors missing or damaged \$Replacement Cost
- Screens missing or damaged \$Replacement Cost
- Blinds missing, damaged or not cleanable \$Replacement Cost
- Curtain Rods missing or damaged \$Replacement Cost

Keys

- Change Locks due to keys not being returned \$90.00
- Main Key \$5.00 (Per key)
- Mailbox Key \$5.00 (Per Key)
- Mailbox Lock \$15.00
- Apartment Key \$5.00 (Per Key)

Miscellaneous

- Light fixtures missing or damaged \$Replacement Cost
- Abandoned Furniture \$Actual Cost of City Pickup
- Garbage not placed in the proper receptacle \$25.00
- Damaged walls, floors and ceilings \$Actual Cost of Repair
(Includes holes, writing, burns etc...)

General Cleaning

General cleaning includes cleaning and removal of trash and personal belonging. Cost of removing larger items subjected to an additional charge based on actual costs to have items removed. \$25.00 charge for the 1st hour \$15.00 each additional hour there after

If any of the above are charged to an existing tenant, payment shall be made in 30 days from the date of invoice. If payment cannot be made within 30 days the tenant must make payment arrangements within 30 days of repairs.

For any moved out tenant, the charges will be subtracted from their security deposit. If the charges exceed the amount of the security deposit further legal action will be taken to ensure additional amounts are paid in full.