

## **Rules and Regulations**

1. Rent is due on the first (1st) day of the month. A \$5.00 late charge will be accrued if rent is not paid by the 5th of the month. Thereafter, \$1.00 will be charged for each additional day the rent remains unpaid. After the 10th day of the month, you will be subject to eviction.
2. A thirty (30) day written notice is required prior to the date of vacating your apartment in order to be eligible for the return of your deposit.
3. No occupants other than those listed on the lease will be allowed to occupy an apartment without written permission from the management. There is a two-week limit on visitors living in your apartment. You should notify the manager when you will be having guests for this length of time so there will be no confusion on this matter.
4. No business may be operated out of or from the apartment.
5. There will be no soliciting or peddling on the complex premises.
6. There can be no babysitting other than for your immediate family. No commercial sitting unless written permission from the management is obtained and then only for sick or disabled.
7. The use of any type of explosive, firearm, or other dangerous weapon in or about the apartment complex is strictly prohibited. This includes fireworks.
8. A lockout fee of \$25.00 will be paid in advance of service for lockouts before 9:00 a.m. or after 5:00 p.m. each week day. The fee is effective all day on Saturday, Sunday and on holidays.
9. Every tenant is entitled to a quiet place to live. No tenant will make or allow to be made any disturbing noises by himself, his family, agents, visitors, etc., nor do we permit anything by such persons that will interfere with the rights, comforts or conveniences of other tenants. This includes: loud music, children running up and down stairways, children yelling and screaming in hallways.
10. No pets allowed without express written consent from management and Pet Deposit paid in advance with a signed Pet Agreement in place.
11. No baseball or softball is allowed on the apartment grounds. If the property has a playground, children under 12 years old must be supervised at all times.
12. No clotheslines are permitted. Hanging clothes on property fences or patio/balcony/stair rails is not allowed.
13. No automobiles are to be driven or parked in the yards. No washing cars, car repairs, or oil changes are allowed on the complex property.
14. Any inoperable automobiles will be towed away at the owner's expense.
15. No changes to the property for flower beds or gardens are allowed without written permission from the management.
16. Tenants shall take good care of the premises and its fixtures and shall promptly report to the manager when any equipment, fixture, or portion of the premises is out of order.
17. Locks may not be changed or added without permission of the management. Tenants who wish a lock to be changed must pay \$25.00 for each lock changed.
18. All glass, locks, and trim in or on the doors and windows of any building shall not be broken; if any part is broken through the fault of the tenant or his guests, it shall be immediately replaced and repaired under the direction of and to the satisfaction of the management at the cost of the tenant. Broken windows and damaged screens are the responsibility of the tenant.
19. The tenant is responsible for any and all damages done to his apartment, and/or complex grounds as a result of the negligence of the tenant or his guest(s). Maintenance due to tenant

carelessness or neglect will be performed at a cost of \$25.00 per hour labor cost with a \$25.00 minimum charge.

20. Maintenance requests will be taken at the office ONLY.
21. Tenants will be charged for all material and labor for the repair of any equipment (including burst pipes) which results from failure to pay any utility bill or if the tenant turns off the heat.
22. Do not add any type of wallpaper, contact paper or paint to the walls of the apartment without written permission from the manager.
23. No items are to be placed in the hot water heater closet or the furnace closet due to danger of fires.
24. Do not clutter the hallways and porches. No garbage is to be left around your apartment door or on patios/balconies. All personal belongings must be kept indoors.
25. Do not throw trash on the grounds.
26. Items that are too large to fit into the dumpster provided for trash will be removed at your expense. Do not place furniture in the hallways or around the dumpsters.
27. The apartment is furnished with a range and refrigerator. Do not remove anything from the apartment that is there upon rental. Do not work on or make repairs to any equipment without permission from the management.
28. The laundry facilities are for the use of RESIDENTS ONLY.
29. No alcoholic beverages are allowed in the laundry, on the grounds, or in other public areas of the complex.
30.
  - A. No more than one household per unit, unless authorized in writing by management. New occupant of apartment must meet all entrance requirements.
  - B. One Bedroom: maximum 2 persons
  - C. Two Bedroom: maximum 4 persons
  - D. Three Bedroom: maximum 6 persons
  - E. The previous occupancy requirements (A-D) are for all tenants. Households exceeding the per bedroom maximum will be transferred to a larger apartment. If no larger apartment is available, the tenant will be asked to move.
31. Any act, omission to act, or negligence of the tenant, a member of the household, or guest(s), which result in the disconnection of any utility service will result in the tenant receiving a notice in writing, from management, to restore the service. If the service is not restored within 8 hours from the date the notice is issued, the lease will be terminated. The notice will be sent to the tenant upon management's receiving knowledge of the NOT HABITABLE condition of the unit.

I HAVE RECEIVED, READ, AND UNDERSTOOD THE COPY OF THE RULES AND REGULATIONS.

TENANT \_\_\_\_\_ DATE \_\_\_\_\_

TENANT \_\_\_\_\_ DATE \_\_\_\_\_

DISCLAIMER: These sample forms and agreements are not endorsed by the Institute of Real Estate Management. They are presented for informational purposes only and should not be relied upon for accuracy, completeness or consistency with applicable law. The user is advised to check all applicable state and federal law before using these forms, agreements, or parts thereof. Because certain forms have legal implications (e.g., management agreements, rental applications), it is recommended that downloaded versions of such forms should be reviewed with legal counsel prior to their use and that any modifications made by the user should also be reviewed by legal counsel.