

HOUSE RULES

INFORMATION

Residency at this Apartment Development carries with it a pride of belonging to an active apartment housing community. Your accommodations are modern and energy conservative residential units. Every effort has been made and will continue to be made to make your residence here pleasant and comfortable.

Your support and cooperation as a tenant is of utmost importance in order to promote harmonious and pleasant living conditions within the development. The observance of the requirements and guide lines set forth herein will help you, your neighbors, and Management to maintain this Apartment Development as an outstanding place to live.

1. OFFICE HOURS: The Resident Management Office is open on the days posted. Office hours are as posted on the office and/or on the bulletin board. In case of emergency, the Manager can be contacted after office hours.

2. RENT: All rent is due and payable during regular office hours on the FIRST and past due after the FIFTH calendar day of each month. RENT SHALL BE PAID WITH A CHECK OR MONEY ORDER made payable to: _____ . Checks from persons other than tenants or co/tenants shall not be accepted without prior approval from management. Keep your rent receipts in order to respond to any audits.

3. DELIVERIES: Tenants desiring tradesmen, or others, to enter their apartment during their absence, must leave their key at the Manager's office and leave an admittance authorization with the manager for them to enter. This is required for your protection.

4. PARKING: Automobiles shall be parked only in the off-street parking areas designated by the Owner/Agent. The parking of motorcycles, boats, trailers, or commercial vehicles anywhere on the premises is prohibited, unless authorized by Management. Auto repairs, except for the changing of flat tires and other minor adjustments, are not permitted on the premises. Vehicles will be properly registered with the State and kept in working condition while on the premises. Residents shall park in designated parking places only (if applicable to this complex) and ask visitors to use guest parking or to park on the street. Management will enforce assigned parking by appropriate legal action. The Owner/Agent reserves the right to have any vehicle removed from the premises at the expense of the tenant for failure to comply with any parking regulation. Due to limited

parking, each household will be limited to no more than one vehicle per licensed driver to be parked on the premises.

5. LAUNDRY ROOM: If project laundry room facilities are available, they are to be used only during the posted hours. It is requested that all tenants observe the designated hours. The facilities are for the exclusive use of the tenants. Please take good care of these facilities and promptly report any difficulties to Management.

6. TRASH CONTAINERS: Trash containers are located in the collection areas for the convenience of tenants. Please place your trash in the containers and break down large objects, such as cardboard cartons. Please keep our complex clean and neat.

7. WALKWAYS: Walkways are for pedestrian use. As a matter of safety, no skate boarding, bicycling, roller-blading, or coaster riding is allowed on the walkways. Please help keep the walkways clear of toys, etc. Use the walkways and don't take short cuts.

8. APARTMENT PORCHES & ADJACENT AREAS: Tenants may place door-mats on their own porches. It is the responsibility of each tenant to keep their own porch and entrance walkway clean and free of debris.

9. HOUSEHOLD MEMBERS: As a tenant and or co-tenant, you are responsible for the actions of the members of your household and the actions of your guests. This includes actions within your apartment and actions on the grounds and in common areas.

10. ALTERATIONS: No alterations of any kind are permitted without the written consent of Management, e.g., painting, wall papering, etc. Small nails may be used to hang pictures. Do not use tape of any kind on the walls. Shelf paper shall be removable. Do not use "contact paper" or adhesives of any kind.

11. LARGE APPLIANCES: No clothes washing machines (unless washer and dryer hook-ups are provided) or dishwashing machines, clothes dryers or freezers are permitted in the apartments. Exceptions may be granted by Management in unusual cases.

12. SOLICITATION: Soliciting is not permitted on the premises. In the event Management gives express permission to an individual or organization to solicit in the development, those soliciting will be given an authorization memo.

13. NO-POSTING: The posting of signs, notices, etc., on the premises is restricted to the bulletin board.

14. NOISES: No tenant will make or allow to be made any disturbing noises upon the premise by himself, his family, employees, agents, visitors, etc., not permit anything to be done by such persons that will interfere with the rights, comforts or convenience of other tenants. No tenant shall play upon or allow to be played upon, any musical instrument or operate or allow to be operated a record player, stereo equipment, radio, or television in the premises between the hours of 10:00 p.m. and the following 8:00 a.m., if the same shall disturb or annoy other occupants of the Development.

15. MOVING: Moving in and out of an apartment is not to be done during the hours of 10:00 p.m. to 8:00 a.m.

16. TELEPHONE: Tenant agrees to keep Management informed of the tenant's current telephone number installed within their apartment.

17. ADDRESS: Tenant agrees to keep Management informed of the tenant's current mailing address.

18. LOCK-OUTS: Lock-outs, occurring after normal office hours, will be charged a fee as posted, up to the reasonable hour of 10:00 p.m. Persons locked out after 10:00 p.m. will also be charged a fee as posted or they may call a locksmith to open the door for them.

19. LOCKS: No tenant shall alter any lock or install a new lock or knocker on any door of the premises without the written consent of the Owner/Agent, or Management; and if installed they shall not be removed. In case such consent is given, the tenant shall provide Management with a key for the use of Management, pursuant to Management's right of access to the premise. Door and mailbox keys must be returned to the Resident Manager when Resident vacates. If not, Resident shall be charged for the cost of changing the locks and replacing the keys.

20. PETS: No pets of any kind are permitted in the apartment or upon the premises without written consent of Management. Such written consent in senior citizen projects shall be in the form of executed pet policy documents. Service animals for handicapped or disabled persons are permitted upon documentation of the need of a service animal, documentation that the particular animal meets the need and written authorization from Management. Consequences of damage done by pets and service animals to the premises of persons on the premises is the responsibility of the owner of the animal. Periodic inspections for damage to the apartment will be made. Costs associates with correcting damage will be due when observed so that corrective action can be taken as soon as possible.

21. MAINTENANCE: Request for routine maintenance should be made in person to Management during normal office hours. Use the maintenance request form, as supplied, for this purpose. Residue from cigarette smoke or other residue producing agents should be cleaned regularly by the tenant. Costs associated with cleaning up such residue is the responsibility of the tenant and is not considered normal wear and tear. Before washing or cleaning walls, draperies, or carpets, tenant shall ascertain from the Resident Manager the appropriate method or acceptable firms for performing such work. Tenant shall be responsible for any damage caused by the employment of an improper method or firm and for the cost of redoing the work if the method or firm employed is unsatisfactory. Failure to report needed maintenance within an apartment may result in tenant being charged for any reluctant damage due to the problem going unreported.

22. OUTWARD APPEARANCE: Any planned alteration that will affect the apartment community's outward appearance, such as installing tenants' own draperies, must be approved by the Resident Manager in writing. No foil, sign advertisements, poster, or similar display, except burglary prevention notices, shall be affixed to any door, window, or exterior wall, so as to be visible from the outside of the building. Garbage cans, milk bottles, brooms, mops, cardboard boxes, and similar articles are to be kept inside the apartment and out of view. Towels, rugs, clothing, and other similar articles are not to be hung from windows, railings, or balconies. Balconies or patios are not storage areas. Typical patio uses are all that are permitted. Residents shall not erect any external television or radio antenna not climb upon or have others climb upon the roof without permission of the Resident Manager.

23. AUTOMOBILE REGISTRATION: Tenant agrees to keep Management informed of any changes in vehicle ownership, if tenant parks such vehicle on the premises.

24. EMERGENCIES: Emergencies affecting the premises should be promptly reported to Management. Emergencies occurring after office hours should be phoned to the emergency number. Tenants are cautioned to use discretion in reporting emergencies after office hours, as ONLY ABSOLUTE emergencies will receive attention after regular hours.

25. WATER BEDS: Water beds will not be permitted in the project unless required for medical reasons. Such requirements must be supported by a signed statement form a Medical Doctor and authorized in writing by Management.

26. GUESTS: Tenants are permitted to have a guest(s) visit their household. Any persons(s) making reoccurring visits or

one continuous visit of 14 days and/or nights, or any portion thereof, in a 45-day period, without consent of Management, will be counted as a household member. Day Care will not be permitted in the project.

27. WASHING OF VEHICLES: The use of project facilities for the washing of vehicles shall not be permitted.

28. SMOKE DETECTORS: Smoke detectors are in each unit for the safety of the occupants of your apartment as well as the other tenants in the project. Tampering with or disabling of the detectors shall be grounds for termination of tenancy. Report any problems regarding smoke detectors to management.

_____ Date _____
Tenant

_____ Date _____
Tenant

_____ Date _____
Management