

## **Rules and Regulations**

### **IMPORTANT NOTICE!**

1. Absolutely no one is allowed on the roof or using the emergency fire escape unless there is an emergency.
2. All common area doors must remain locked unless in use.

### **GENERAL**

1. This agreement is an addendum and part of the rental agreement between Landlord/Manager and Tenant.
2. New rules and regulations or amendments to these rules may be adopted by Landlord/Manager upon giving thirty (30) days notice in writing. These rules and any changes or amendments have a legitimate purpose and are not intended to be arbitrary or work as a substantial modification of Tenant rights. They will not be unequally enforced. Tenant is responsible for the conduct of guests and the adherence to these rules and regulations at all times.

### **NOISE AND CONDUCT**

1. Tenants shall not make or allow any disturbing noises in the unit by Tenant, family or guests, nor do, nor permit anything by such persons, which will interfere with the rights, comforts or conveniences of other persons.
2. All musical instruments, television sets, stereos, radios, etc., are to be played at a volume which will not disturb other persons.
3. The activities and conduct of Tenant, Tenant's guests and minor children of Tenant or guests, outside of the unit on the common grounds, parking areas, or any recreation facilities must be reasonable at all times and not annoy or disturb other persons.
4. No lounging, visiting or loud talking, that may be disturbing to other Tenants will be allowed in the common areas at any time.

### **CLEANLINESS AND TRASH**

1. The unit must be kept clean, sanitary and free from objectionable odors.
2. Tenant shall assist management in keeping the outside common areas clean.
3. No littering of papers, cigarette butts or trash is allowed.
4. No trash or other materials may be accumulated which will cause a hazard or be in violation of any health, fire or safety ordinance or regulation.
5. Garbage is to be placed inside the containers provided. Garbage should not be allowed to accumulate and should be placed in the outside containers.
6. Furniture must be kept inside the unit. All personal belongings must be kept inside the unit, or in storage areas approved in writing by Landlord/Manager. Any items outside the unit (unless approved in writing) are subject to removal by Landlord/Manager. Tenant may be charged for the cost of removal.
7. Articles are not to be left in the hallways or other common areas.
8. Clothing, curtains, rugs, etc. shall not be shaken or hung outside of any window ledge or balcony.

## SAFETY

1. No smoking is allowed in common areas of property.
2. All doors must be locked during the absence of Tenant.
3. All appliances, except refrigerators, must be turned off before leaving the unit.
4. When leaving for more than fifteen (15) days, Tenant shall notify management how long Tenant will be away.
5. If someone is to enter Tenant's unit during Tenant's absence, Tenant shall give management permission beforehand to let any person in the unit and / or provide the name of person or company entering.
6. The use or storage of gasoline, cleaning solvent or other combustibles in the unit is prohibited.
7. The use of charcoal barbecues is prohibited unless consent is obtained from Landlord/Manager.
8. No personal belongings, including bicycles, play equipment or other items may be placed in the halls or stairways.
9. Children on the premises must be supervised by a responsible adult at all times.
10. Candles may not be burned in bedrooms or used in common areas.

## MAINTENANCE, REPAIRS AND ALTERATIONS

1. If the unit is supplied with a smoke detection devise(s) upon occupancy, it shall be the responsibility of Tenant to regularly test the detector(s) to ensure that the device(s) is in operable condition. Tenant will inform management immediately, in writing, of any defect, malfunction or failure of such smoke detector(s). Tenant is responsible to replace smoke detector batteries, if any, as needed unless otherwise prohibited by law.
2. Tenant shall advise management, in writing, of any items requiring repair (dripping faucets, light switches, etc.). Notification should be immediate in an emergency or for normal problems within business hours. Repair requests should be made as soon as the defect is noted.
3. Service requests should not be made to maintenance people or other such personnel.
4. Costs of repair or clearance of stoppages in waste pipes or drains, water pipes or plumbing fixtures caused by Tenant's negligence or improper usage are the responsibility of Tenant. Payment for corrective action must be paid by Tenant on demand.
5. No alterations or improvements shall be made by Tenant without the consent of management. Any article attached to the woodwork, walls, floors or ceilings shall be the sole responsibility of Tenant. Tenant shall be liable for any repairs necessary during or after residency to restore premises to the original condition. Glue or tape shall not be used to affix pictures or decorations.