

## Rules for Braun Properties

*The following rules have been adopted to promote the convenience, safety, and welfare of the resident on the premises, to preserve **Braun Properties** property from abuse, and to provide fair access to the services and facilities provided for the use of the resident.*

*Failure to comply with these rules can result in the assessment of a fine or the termination of your lease. Fines become due as part of rent in the month following the assessment of the fine. Please read this list of rules carefully. Fine amounts are listed after each individual rule. If you have any questions, please feel to contact the manager.*

1. Radios, televisions, stereos, and other such devices shall not be played or operated at an unreasonable volume at any time. If the device is operated at a volume easily audible outside the leased premises, the volume shall be presumed to be unreasonable. Furthermore, it shall be considered unreasonably loud if such devices result in any complaint from neighbors regarding noise from the resident's premises. Also, recreation activities on the apartment grounds that create noise (such as children playing) should be limited to reasonable hours (i.e. 9:00 AM to 9 PM). Violation of these times would be considered a noise infraction. \$25.00 fine for first complaint. \$40.00 fine for second complaint. \$50.00 fine for third complaint. More than three complaints within the lease period may result in the termination of your lease.
2. All adults residing in the unit must be listed on the lease as a tenant. Braun Properties must be notified if any guest will be staying for more than 30 days due to exceptional circumstances. Otherwise, persons staying over 30 days are considered tenants; all parties on the lease must agree to add them to the lease. If all parties do not agree to add them, the guest must vacate the unit.
3. **No alcoholic beverages of any kind are permitted in any public area**, hallway, stairway, laundry room, etc. \$25.00 fine for first complaint. \$40.00 fine for second complaint. \$50.00 fine for third complaint. More than three complaints within the lease period may result in the termination of your lease.
4. **ABSOLUTELY NO SMOKING** is allowed inside any apartment or laundry room. **This includes vaping.** \$100.00 fine for first complaint. **A second complaint within the lease period will result in the termination of your lease.**
5. The number of persons present in an apartment at any one time may not exceed fifteen. \$25.00 fine for first complaint. \$40.00 fine for second complaint. \$50.00 fine for third complaint. More than three complaints within the lease period may result in the termination of your lease.
6. Tenant is responsible for changing furnace filters as desired. **Braun Properties** will change them twice a year, but heavy usage of furnace or air conditioner may require more frequent changing.
7. Tenant is responsible for all drains and waste pipes in unit including the cost of clearing or cleaning any partial or complete blockage during occupancy. **Be careful that only liquids, go down the drains: no grease, coffee grounds, feminine products, cat litter, disposable wipes, etc.**
8. **Braun Properties** is not an insurer of Tenants person or possessions. **Braun Properties** strongly recommends tenants obtain their own rental insurance, as the cost is typically less than \$100 per year.
9. Unseemly behavior and conduct is absolutely prohibited. Unseemly behavior includes throwing objects or jumping off of stairways, or deck areas. Residents obligate themselves and their guests not to do or permit to be done anything that will annoy, harass, embarrass, or inconvenience any of the other residents or occupants in said or adjoining premises. \$25.00 fine for first complaint. \$40.00 fine for second complaint. \$50.00 fine for third complaint. More than three complaints within the lease period may result in the termination of your lease.
10. The common areas of the premises such as halls, stairways, laundry rooms, trash containers, storage areas, garages, driveways, parking lots, and entrances or exits to the building shall be used solely for their appropriate and intended purpose. Resident shall not use any of these common areas for any other purpose and shall prevent their children, if any, from using such areas as play areas. All of these areas must be kept free of obstructions such as toys, bicycles, grills, garbage and other personal property owned by residents. **Braun Properties** reserves the right to confiscate any property found left in these areas. There is a \$10 fine per

garbage bag. Bicycles should not be stored in the premises except for long-term winter storage and such storage shall not create any safety hazard nor damage the premises.

11. Nothing shall be placed, or kept on the outer sill or on the outside of any window. No shades, swings, hammocks or clotheslines shall be hung from deck/patio. No items of clothing or rugs shall be draped over deck railing for any period of time.

12. No signs, notices, or advertisement shall be attached to or displayed by residents on or about the premises.

13. No additional locks may be put on any door without the consent of **Braun Properties**, nor shall any locks be changed by residents without the consent of **Braun Properties**.

14. The repair of motor vehicles anywhere on the premises is prohibited. All resident cars must be registered with the office.

15. It shall be considered a breach of these rules if any resident provides false or misleading information on a rental application if such information is material to **Braun Properties** determination whether to rent a unit to the particular resident.

16. All residents shall be responsible for damage caused by them as a result of their negligence, carelessness, or misuse of the property or equipment. All damage shall be reported promptly to **Braun Properties**. Any such damage will be corrected by **Braun Properties** at the expense of the responsible resident(s).

17. Residents shall not cause or permit any unusual or objectionable odor to be produced upon or emanate from the leased premises, adjacent buildings, or grounds.

18. If this lease is terminated before expiration of the lease due to the sublease of the premises to other residents, which is subject to the approval of **Braun Properties**, the tenants shall pay a service fee equal to one-half month's rent for handling the details of the sublease and for the inspection of the apartment. At this time, a complete checkout of the apartment will be performed and the deposit will be returned to the tenants, less fines assessed for repairs or an unclean apartment as described later. The new tenants will be required to give a new deposit to **Braun Properties**.

19. If a resident requests a substitution of one or more but not all tenants, the tenants shall be charged a service fee of \$100.00 for the new lease and no apartment inspection shall be done. The new tenant must be approved by **Braun Properties**. The security deposit remains with the original tenants on the lease unless other arrangements are made.

20. **Tenants must clean up any poop that their pet makes on the premises.** Other tenants, children playing, and lawn care workers hate stepping in these piles. A \$50 fine will be assessed per violation to any tenant who does not promptly clean up after their pet.

21. Upon checkout, tenant will return all keys to Braun Properties, otherwise a lock change fee of \$100 will be charged.

22. Residents are responsible for maintaining charged batteries in all battery operated smoke detectors located in the leased premises.

23. "Command" brand fasteners are allowed for attaching things to the walls. **Please be aware that even these can cause damage to the walls when removed.** No screws, nails, drywall anchors, or mounting brackets may be installed.

24. All lockouts to be assessed at \$25.00 payable at time of assistance call or next month's rent. Lost keys will be charged \$20.

25. Occupants shall not place any upholstered furniture or other furniture intended for indoor use outdoors or on the deck for use as lawn furniture. \$25.00 fine per violation.

26. If Braun Properties is asked to show the apartment to a prospective subleasee, a \$25 charge will be assessed. Tenants are expected to show the unit themselves, but this rule covers the case where a tenant cannot.

27. If the unit will be vacant for an extended period of time in the winter, such as during semester break; the heat must be turned down no lower than 55 degrees. This is necessary to prevent water pipes from freezing and bursting.

28 . We are attempting to offer good, clean, well-maintained apartments. The apartment you are moving into is in this condition; if you see anything to the contrary, please advise **Braun Properties** at once. We will expect you to return the apartment to us in the same condition. Below are some representative cleaning rates. This list isn't intended to be inclusive. We are doing this to encourage people to clean their apartment upon vacating. We are not in the cleaning business, and we hope that by relieving us of this task, we will have more time to better serve our residents.

**Cleaning Fee - Approximate Rates**

|                         |                                         |
|-------------------------|-----------------------------------------|
| <b>General Cleaning</b> | <b>\$40.00/hour</b>                     |
| Nail Holes in Wall      | varies on size, typically \$3.00 / hole |
| Painting                | \$150.00/room                           |
| Keys not returned       | \$25.00 each                            |
| Light Bulbs             | \$3.00 each                             |

Signatures:

Braun Properties: \_\_\_\_\_ Tenant: \_\_\_\_\_

Tenant: \_\_\_\_\_ Tenant: \_\_\_\_\_

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