

HPI PROPERTY MANAGEMENT, LLC

PO Box 116 * Rothschild, WI 54474 * 715-432-0490 *info@hpipropertiesllc.com

RULE AND REGULATIONS

HPI RENTAL PROVISIONS (non-standard)

The following rules and regulation are specific to HPI Property Management, LLC and are considered an amendment to the signed rental agreement between Landlord and Tenant.

CONTACT US!

If you have any questions or concerns including Rent Café, late payments, utility change over, account balance questions, neighbor complaints, lease questions, or concerns about maintenance. Please contact us via email info@hpipropertiesllc.com or by phone **715-432-0490**. Follow us on Facebook for announcements (Search HPIProp).

EMERGENCIES

Please call 911 for any emergency that is life threatening. For example, a child locked in a garage or apartment, domestic violence situation, active shooter, illegal activity or if you smell smoke or gas. If apartment maintenance (water/heat/lockout) cannot wait until normal business hours, please call **715-679-1607** and also enter a maintenance request using Rent Cafe. Normal business hours are Mon-Fri 9am-4pm. Please do not call this line if it is not an emergency, it's a 24/7 line and should not be abused for non-emergencies.

RENT PAYMENTS

Rent can be paid online through Rentcafe.com (**preferred method**). Pre-registration is required. An invite email will be sent to you with instructions after the lease signing. **Free** for ACH, 2.9% for credit and debit cards.

or

Rent can be mailed to PO Box 116 Rothschild, WI 54474, \$10 fee

or

Rent can be dropped off at 301 Creske Ave Rothschild, WI 54474 (drop box or by appointment), \$10 fee

Rent Café LOCKDOWN – Rent Café will be locked after 3 failed payments, after that you will be required to pay by check with the \$10 fee. Cash is only accepted with pre-approval.

LATE FEES

Rent is due on the 1st, it's considered late after the 5th day of each month. If rent is not paid in full for the current month or past months, a late fee of \$50.00 will be charged each month until the rent balance is paid in full. We do not charge late fees for other charges, only rent.

LEASE RENEWALS

Please contact HPI, if you would like to renew your lease (60 days prior to expiration). A lease renewal form will be provided to you. If there is no contact/response on your lease renewal, your lease will automatically convert to a Month-to-Month lease at the increased rate plus and additional \$100 MTM fee. We also have a 6-month lease option for \$50 extra per month.

MAINTENANCE

All maintenance requests must be entered ONLINE through Rent Café. A phone call, email or talking to a maintenance person at is discouraged. We have a team of maintenance technicians that perform qualified work orders based on the queue in Rent Cafe. To receive the fastest most efficient service, please fill out the online maintenance form using RentCafe.com. If you have troubles accessing Rent Cafe to fill out a maintenance request, please contact us (contact info above).

Damages that you cause to your unit, is your responsibility and you will be charged. Please review "Rules and Fee Schedule" below.

PEST CONTROL

Tenants are responsible to treat or report any pest infestation of insects and ants. The landlord will take reasonable measures to identify the treat and give direction on the solution. Costs of pest control are the tenant's responsibility unless a special condition exists.

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UTILITIES

Some utilities will be put in your personal name, per your lease. Please contact the appropriate municipality to change over your utilities when you move in and when you move out. It is your responsibility to verify this is completed. Please review "Rules – Fee Schedule" below. Garbage removal is provided by HPI or the municipality.

If a separate meter is not available for our unit, HPI will invoice you for reimbursement.

Changing over utilities can be tricky based on the municipality rules, please contact us if they require further verification.

Applies to me?	Utility Company	Service	Phone	Address to send payments to:	Email
<input type="checkbox"/>	Wisconsin Public Service	Electric	800-450-7260	PO Box 6040 Carol Stream, IL 60197	https://www.wisconsinpublicservice.com/services/start-stop
<input type="checkbox"/>	Wisconsin Public Service	Gas	800-450-7260	PO Box 6040 Carol Stream, IL 60197	https://www.wisconsinpublicservice.com/services/start-stop
<input type="checkbox"/>	Mosinee Water and Sewer Utility	Water Sewer	715-693-2275	225 Main Street Mosinee, WI 54455	publicworks@mosinee.wi.us or jmaguire@mosinee.wi.us
<input type="checkbox"/>	Kronenwetter Water Utility	Water sewer	715-693-5732	1582 Kronenwetter Dr Kronenwetter, WI 54455	shallas@kronenwetter.org
<input type="checkbox"/>	Weston Municipal Utilities	Water Sewer	715-359-2876	5500 Schofield Ave Weston, WI 54476	tcoleman@westonwi.gov
<input type="checkbox"/>	Wausau Water Works	Water Sewer	715-261-6530	PO Box 78510 Milwaukee, WI 53278	waterworks@ci.wausau.wi.us https://forms.co.marathon.wi.us/forms/UTL-FinalReading
<input type="checkbox"/>	Rothschild Waterworks	Water Sewer	715-359-5637	211 Grand Ave Rothschild, WI 54474	https://cms8.revize.com/revize/rothschild/FINAL%20METER%20READING.pdf
<input type="checkbox"/>	City of Schofield Utilities.	Water Sewer	715-359-5230	200 park Street Schofield, WI 54476	psbrehm@cityofschofield.org

INTERNET



TDS digital TV, high-speed internet and phone service is already available in your neighborhood. We have an agreement with TDS and in some cases, you can even get your internet turned on remotely by going online at <https://tdsfiber.com/>. Call them at 1-888-233-0001 or visit online at tds.com and tell them HPI Properties sent you. Internet and TV are the tenant's cost.

SECURITY

Your apartment is secure by a lock on the door to your unit. For your safety, keep your door locked to your apartment.

SNOW REMOVAL

If plowing is included in your lease, HPI will be plowing, salting, and shoveling on a schedule that is most appropriate for the current snowfall and forecasted snowfall. If your vehicle is parked in the parking lot, you are responsible to shovel your car out. Parking in your garage is preferred.

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MOVING OUT

Notice Requirements

Tenant must give a written notice no later than **60** days before moving. If 60-days' notice is not provided, the tenant is responsible for rent equaling the difference between 60 days and notice date.

Forwarding Address

Please provide your new address to the landlord via email or in the notice.

No Move Out Policy

Tenant agrees to a no move out policy in effect from **November 1 through February 28** for tenants on a month-to-month tenancy or for those whose leases expire during this period. If you move out during this period you will be responsible for rent during the duration of the period.

Breaking your lease

If you move out prior to your lease expiration, you are breaking your lease. This can occur voluntarily by the tenant or involuntarily via a 5-day notice or eviction. There are 2 options when breaking a lease.

1. **PAY MONTHLY RENT** – tenant is responsible to pay monthly rent (minus pet fees) up until the term of the lease. Any lease incentives (like free rent, concessions) will be charged back to the account. This option is good if you are breaking your lease within 1-2 months of your term date as it will be cheaper than the lease buyout.
2. **UNIT TRANSFER** - tenant transfers to another HPI unit. In addition to any security deposit deductions for any possible damage, the cost is ½ month's rent and \$75 showing fee. See Unit Transfer page for more details.
3. **BUYOUT PROVISION** - the buyout fee is equal to 2 times your monthly rent, plus \$75.00 showing fee. These fees must be paid upfront before moveout and is not considered rent. Any lease incentives (like free rent, concession credits) will be charged back to the account.

Cleaning Your apartment

Your apartment must be cleaned fully, as it was when you moved in. Please review cleaning fees below.

Damages to Your apartment

You are responsible for all damages to your apartment caused by you, your guests, or your pets. Please review "Rules and Fee Schedule" below.

Carpets

Carpets must be professional cleaned by North Start Cleaning (715-302-0529). Please contact HPI to confirm if your carpets are on the schedule to be updated, then cleaning will not be necessary. Schedule your own cleaning and provide a receipt.

Key Return

All keys and remotes should be returned in the 301 Creske Ave drop box in a clearly labeled package. This will be the indication that you have vacated your apartment. Please review "Rules and Fee Schedule" below.

Security Deposit Return

Deductions from the security deposit will be made according to the fee schedule in this document. A statement and check (if applicable) will be mailed to the last known address (unless a forwarding address is provided).

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CLEANING/DAMAGE FEES

Kitchen Cleaning	General Cleaning	Damages
Oven - \$30	Light fixtures - \$25 (all)	Cabinet broken - \$250 (each)
Stove top - \$15	Wall plates - \$10 (all)	Refrig dented - \$100
Drip pans need replacing - \$20	Ceiling fan - \$25 (all)	Refrig door broken - \$25
Range filter cleaning - \$15	Windows - \$25 (all)	Refrig racks - \$15
Refrigerator (in and out) - \$20	Blinds - \$50 (all)	Refrig crisper - \$35
Disposal - \$5	Baseboards - \$25 (all)	Broken wall plates - \$2 (each)
Dishwasher (in and out) - \$15	Walls - \$10 (all)	Carpets (pet damage, staining, rips) - \$500 per room
Microwave - \$15	Doors - \$10 (all)	Window replacement - \$100 (each)
Cabinets (in and out) - \$30	Floors - \$50 (all)	Screen replacement - \$25 (each)
Countertops - \$10	Furnace filter - \$15	Interior Door - \$100 (each)
Sink - \$10	Air Conditioning Filter - \$15	Exterior Door - \$250
	Dryer Lint - \$5	Garage Door - \$500
Bathroom Cleaning	Laundry (inside and out) - \$25	Window sill scratches - \$15 (each)
Toilet - \$15	Basement Sweep - \$10	Laundry bifold - \$250
Vanity/Mirror - \$15	Patio Sweep - \$10	Toilet Seat - \$15
Shower/tub - \$35		Blinds - \$20 (each)
		Patio Blinds - \$50
		Drywall - \$75 (4x4)
	Other	Other repair labor - \$50 per hour
	Burnt out lightbulbs - \$1 (each)	
	Dog Waste outdoors - \$25	
	Garbage removal – up to \$500	
	Furniture removal – up to \$500	
	Other Item removal – up to \$500	
	Removal of any cabinetry/fixtures/flooring not provided by HPI - \$50 per hour	

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TENANCY RULES and FEE SCHEDULE

Category	Rule	FEE/FINE
Decorating	Painting or wallpapering is not allowed, we have a standard paint color for all units.	\$500 per room
Decorating	Holes in the wall due to picture hanging that can't be easily spackled will cause issues.	\$50 per hour
Decorating	Placing nails, hook, rods into woodwork or doors is not allowed without approval.	\$50 per hour
Decorating	Live Christmas trees are not allowed.	\$100
Laundry	Do not overload washer and dryer, it will cause issues.	\$50 per hour
Laundry	Change lint on dryers on every load, if not, it will cause issues.	\$50 per hour
Laundry	Use the correct amount of soap otherwise it will cause issues.	\$50 per hour
Locks	Do not lose your keys, lockout assistance during business hours 9am-4pm.	\$25
Locks	Do not lose your keys, lockout assistance after hours	\$50
Locks	Do not lose your keys, key duplication has a cost	\$25 per key
Locks	Full change of locks due to a personal security reason (domestic situation)	100-150 per lock
Locks	Do not lose your garage door opener, they are expensive!	\$40
Maintenance	Snow removal is the responsibility of the tenant for duplex units (unless stated in lease)	\$100 per plow
Maintenance	Lawn care is the responsibility of the tenant for duplex units (unless stated in lease)	\$50 per mow
Maintenance	Damage to the apartment, that is your fault, is your cost.	\$50 per hour
Move Out	All keys and remotes must be returned to 301 Creske (drop box or in person)	\$35
Move Out	Breaking your lease is a lease buy out	2 months' rent
Move Out	Breaking your lease will cause us extra advertising	\$75
Move Out	Unit Transfer Fee	½ month's rent
Move Out	Missing Keys	\$45
Move Out	Missing garage door opener	\$40
Move Out	Cleaning fees – see list below	See list
Parking	Do not park your car so it blocks other cars, garbage, mailboxes, garages, entrances	\$50 fine per day
Parking	Do not park your car on grass or other non-designated parking areas	\$50 fine per day
Parking	All Vehicles parked in parking areas must be registered vehicles	\$50 fine per day
Parking	Long term storage of any vehicle, boat, trailer, snowmobile, etc is not allowed	\$50 fine per day
Parking	Only registered handicap vehicles are allowed to park in handicap spaces	\$100
Rent Payments	Rent received after the 5 th of the month, is late.	\$50
Rent Payments	Paying by check, cash or money order (storage 5, apartment 10)	\$5/\$10
Rent Payments	Paying by Rent Café ACH	FREE
Rent Payments	Paying by Rent Café Credit Card or Debit Card	2.9%
Rent Payments	NSF, returned checks, Resubmit checks	\$35
Rent Payments	Month to Month lease	\$100
Rent Payments	6 Month Lease	\$50
Safety	Smoke detector violation (removing, not replacing batteries)	\$50
Safety	Fire alarm violation (pulling fire alarm for no cause)	\$500
Safety	Keep your mailbox locked	\$10
Safety	Do not prop open any exterior doors or garage doors	\$50
Tenant Living	Strict quiet hours - be quiet between 10pm and 7am	\$50
Tenant Living	Vehicle repair or maintenance is not allowed in garages or parking areas	\$50
Tenant Living	Grilling/Smokers is not allowed on decks or patios, including electric	\$100
Tenant Living	Children are not allowed to play in indoor common areas	\$50
Tenant Living	Toys are not allowed to remain outside or in common areas	\$50
Tenant Living	No home business is allowed in your unit	\$100
Tenant Living	There is no smoking, burning candles, or other in your apartment or in your garage	\$100 fine per day
Tenant Living	Outdoor curb appeal issues will be addressed that impact the quality of our property	\$10 per day
Utilities	Watering lawn, filling pools, washing cars, or any water use for business is not allowed.	\$50
Utilities	Utilities must be placed in your name, failure to do so will cause extra admin costs	\$35 per month
Utilities	Water bills must be paid on time. If there is balance by 10/1 they go on our tax bill	10% + \$35
Safety	If conditions are unsafe for maint staff, a contractor with protective gear will be hired	Tenant Cost
Safety	If the tenant desires a peephole or deadbolt for security reason	\$100
Safety	No Pools, No Trampolines	\$100

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Unit Transfer Policy

- The landlord must approval all transfers based on tenant rental history.
- Transferring units is allowed; however, we prefer that you finish your lease term first.
- A signed lease and security deposit is required for the new unit (paid in full) to hold the unit.
- Transferring to a different unit (before your lease term is up) is ½ months' rent. This fee is due at lease signing.
- All transfers require 60 days' notice, even if you are on a month-to-month lease.
- We expect your unit to be clean and free of damage after you vacate, ready to rent.
- Your existing security deposit will transfer (as a rent credit) to your new unit after you vacate and cleaning/damages are evaluated.
- When you move, it needs to be done in 1 day so that two apartments are not held up.
- If you need longer than 1 day, you will pay double rent until you are fully vacated.

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STANDARD RENTAL PROVISIONS

The following rules are standard rental provisions according to the Wisconsin REALTORS® Association and are considered an amendment to the signed rental agreement between the Tenant and Landlord.

CHECK-IN SHEET

Tenant acknowledges when Tenant commences occupancy of the Premises, Landlord must provide a check-in sheet that Tenant may use to comment about the condition of the Premises. Tenant has seven days from the date Tenant commences occupancy to complete the check-in sheet and return it to the Landlord.

LANDLORD'S RIGHT TO ENTER

Landlord may enter the Premises, at reasonable times with at least **12 hours advance notice**, to inspect the Premises, make repairs, show the Premises to prospective tenants or purchaser or comply with applicable laws or regulations. Landlord may enter **without advance notice** when a health or safety emergency exists, or if Tenant is absent and Landlord believes entry is necessary to protect the premises or the building in which they are located from damage.

MITIGATION

If Tenant unjustifiably removes from the Premises before the last day of the rental term, Tenant shall be liable for all rent due under this Lease through the last day of the term, plus damages incurred by Landlord, and less any net rent received by Landlord in re-renting the Premises.

ABANDONMENT

If Tenant is absent from the Premises for **three consecutive weeks** without written notice of such absences to Landlord, Landlord may, in Landlord's sole discretion, deem the Tenant has removed from the Premises and proceed to re-rent the Premises.

PERSONAL PROPERTY

Unless otherwise agreed to in writing, if Tenant removes from the Premises or is evicted from the Premises and leaves personal property behind, **Landlord may presume that Tenant has abandoned the personal property**. Landlord will not store personal property abandoned by Tenant and may dispose of it in any manner deemed appropriate by Landlord. If the personal property is prescription medication or prescription medical equipment, Landlord shall hold the property for 7 days from the date on which Landlord discovers the property. After that time, Landlord may dispose of this property in the manner that Landlord determines is appropriate but shall promptly return the property to Tenant if Landlord receives a request for its return before disposing of it. If the abandoned property is a manufactured home, mobile home or titled vehicle (includes automobiles), Landlord must give notice, personally or by regular or certified mail, to Tenant and any secured party known to Landlord of Landlord's intent to dispose of the property by sale or other appropriate means per Wisc. Stat §704.05(5).

TENANT RULES & OBLIGATIONS RESIDENTIAL USE REPUTATION

During the term of the Lease, as a condition of Tenant's continuing right to use and occupy the Premises, Tenant agrees and promises, unless Landlord otherwise provides in writing, as follows:

1. To use the Premises for residential purposes only for Tenant and Tenant's immediate family.
2. To NOT make or permit use of the Premises for any purpose that will injure the reputation of the Premises or building of which they are part.

INSURANCE HAZARD

To NOT use or keep in or about the Premises anything that would adversely affect coverage of the Premises or the building of which they are part under the property and casualty insurance policies on the Premises and the building wherein the Premises are located.

PETS

To NOT permit in or about the Premises any pet unless specifically authorized by Landlord in writing.

NOISE

To NOT make excessive noise or engage in activities which unduly disturb neighbors or other tenants in the building in which the Premises are located.

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GOVT. REG.

To obey all lawful orders, rules and regulations of all governmental authorities and, if a condominium, and condominium association with authority over the Premises.

MAINTENANCE

To keep the Premises in clean and tenantable condition and in as good repair as on the first day of the lease term, normal wear and tear expected.

SUFFICIENT HEAT

To maintain a reasonable amount of heat in cold weather to prevent damages to the Premises, and if damage results from Tenant's failure to maintain a reasonable amount of heat, Tenant shall be liable for this damage.

IMPROVEMENTS

Unless Tenant has received specific written consent from Landlord, to NOT do or permit any of the following:

- a. Paint upon, attach, exhibit or display in or about the Premises any sign or placard.
- b. Alter or redecorate the Premises.
- c. Drive nails, tack and screws or apply other fasteners on or into any wall, ceiling, floor or woodwork of the Premises.

GUESTS

To NOT permit any guest or invitee to reside in the Premises for more than three consecutive days without prior written consent of Landlord.

NEGLIGENCE

To be responsible for all acts of negligence or breaches of this agreement by Tenant and Tenant's guests and invitees, and to be liable for any resulting property damage or injury.

SUBLETTING

To NOT assign this Lease, sublet the Premises or engage in any other short-term or vacation rentals of the Premises or any part thereof without the prior written consent of Landlord. If Landlord permits an assignment or a sublease, such permission shall in no way relieve Tenant of Tenant's liability under this lease.

VACATION OF PREMISES

To Vacate the Premises at the end of the term, and immediately deliver the keys, garage door openers, parking permits, etc., and the Tenant's forwarding address to the Landlord.

CRIMINAL ACTIVITY

To NOT engage in, or allow any guest or invitee to engage in, any criminal activity that threatens the health, safety or right to peaceful enjoying of other tenants, persons residing in the immediate vicinity of the Premises, or Landlord or an agent or employee of Landlord; and to NOT engage in any drug-related criminal activity on or near the Premises. Such conduct may result in Tenant's immediate eviction upon 5 days' notice, but not if Tenant or someone lawfully residing with Tenant is the victim of that crime.

RULES

Landlord may make additional reasonable rules governing the use and occupancy of the Premises and the building in which they are located. Tenant acknowledges the rules stated above. Any failure by Tenant to comply with the rules is a breach of this lease.

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NOTICE OF DOMESTIC ABUSE PROTECTIONS

1 – As provided in §106.50(5m)(dm) of Wisconsin statutes, a tenant has a defense to an eviction action if the tenant can prove that the landlord knew, or should have known, the tenant is a victim of domestic abuse, sexual assault, or stalking and that the eviction action is based on conduct related to domestic abuse, sexual assault, or stalking committed by either of the following:

- a. A person who was not the tenant's invited guest.
- b. A person who was the tenant's invited guest, but the tenant has done either of the following:
 1. Sought an injunction barring the person from the premises.
 2. Provided a written statement to the landlord stating that the person will no longer be an invited guest of the tenant has not subsequently invited the person to be the tenant's guest.

2 – A tenant who is a victim of domestic abuse, sexual assault, or stalking may have the right to terminate the rental agreement in certain limited situations as provided in §704.16 of the Wisconsin statutes. If the tenant has safety concerns, **the tenant should contact the local victim service provider or law enforcement agency.**

3 – A tenant is advised that this notice is only a summary of the tenant's rights and the specific language of the statutes governs in all instances.

DAMAGE BY CASUALTY

If the Premises are damaged by fire, flood, or other casualty to a degree that renders the Premises untenantable, Tenant may move out unless landlord promptly proceeds to repair and rebuild. **Tenant may move out if the repair work causes undue hardship.** If Tenant remains, rent abates to the extent Tenant is substantially deprived of normal use and occupancy of the Premises or the damage materially affects Tenant's health or safety, until the Premises are restored. If repairs are not made, this Lease shall terminate. If the Premises are damaged to a degree that does not render them untenantable, Landlord shall repair them as soon as reasonably possible.

CODE VIOLATIONS AND CONDITIONS AFFECTING HABITABILITY

Unless disclosed to the Tenant before entering this Lease and accepting any earnest money or security deposit, and stated in Special Conditions or an Attachment to this Lease: 1 – Landlord has no actual knowledge of any building code or housing code violation that affects the Premises or a common area associated with the Premises, presents a significant threat to Tenant's health or safety, and has not been corrected; and 2 – none of the following conditions adversely affecting habitability are present on the Premises; no hot or cold running water, plumbing or sewage disposal facilities not in good operating order, unsafe or inadequate heating facilities (incapable of maintaining at least 67° F in living areas), no electricity, electrical wiring or components not in safe operating condition, or structural or other conditions substantially hazardous to Tenant's health or safety or that create an unreasonable risk of personal injury through the reasonable foreseeable use of Premises by tenant.

SMOKE DETECTOR NOTICE

Wisconsin law requires that the Landlord maintain any smoke detectors located in any building common areas. Tenant shall maintain any smoke detectors on Premises, or give Landlord written notice if a smoke detector is not functional. Landlord shall provide, within five days of receipt of any such notice, any maintenance necessary to make that smoke detector functional. Landlord also shall install functional carbon monoxide (CO) detectors in the Premises and in common areas, as required by law.

ELECTRONIC COMMUNICATIONS

Landlord and Tenant agree to the use of electronic documents, emails and electronic signatures to the extent not prohibited by federal or Wisconsin Law. **Tenants must first consent electronically as required by federal law, and provide their email addresses below.** Landlord and Tenant agree that Landlord may provide the following electronically. 1 – a copy of this Lease and any related attachment or document; 2 – a security deposit and any documents related to the accounting or disposition of the security deposit and refund; 3 – any promises made by Landlord prior to entering into this lease to clean, repair, or otherwise improve the Premises; and 4 – an advance notice to enter the Premises to inspect the Premises, make repairs, show the premises to prospective tenants or purchasers, or comply with applicable laws and regulations. Default or eviction notices cannot be given electronically.

AGENCY NOTICE

Tenant understands that any property manager, rental agent or employees thereof represent Landlord.

SEX OFFENDER NOTICE

Tenant may obtain information about the Sex Offender Registry and persons registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at <http://offender.doc.state.wi.us/public/> or by phone at 608-240-5830.

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SALE OF PROPERTY

Upon voluntary or involuntary transfer of ownership of the Premises, Landlord's obligations under this Agreement are expressly released by Tenant. The new owner of the Premises shall be solely responsible for the Landlord's obligations under this Agreement.

SECURITY DEPOSIT

The deposit, less any amounts legally withheld, will be returned in person or mailed to Tenant's last known address within 21 days after Tenant surrenders the Premises. Tenant is responsible for giving Landlord his/her new address. Surrender shall occur on the last day of the term provided in this Rental Agreement, subject to the exceptions described in Wis. Admin. Code § ATCP 134.06. Upon surrender, Tenant shall vacate the Premises and return, or account for, any of Landlord's property held by Tenant, such as keys, garage door openers, etc.

MAINTENANCE EXPECTATIONS

Leaks – Report to us immediately

- Report all small leaks from under the sinks.
- Report any soft spots in the drywall, discoloration, mildew
- Report any slow or fast drips from faucets or showers
- Report if your toilet continuously runs

Air Conditioning-Wall Units

- Clean the AC filter monthly in the summer, cover in the winter. This will prevent mold, mildew and promote optimal performance.

Furnace and Central Air

- Replace filter every 3 months to keep promote functionality and clean air.

Smoke Detectors

- Replace batteries every 12 months
- Report any malfunctioning ASAP

Ovens and Refrigerators

- Clean or replace oven range filters every 6 months
- Defrost the freezer every 3 months

Garbage Disposal/Sink Drain – DO NOT PUT DOWN THE DRAIN/DISPOSAL

- Potato peels
- Asparagus and celery
- Bones
- Fruit seeds and pits
- Egg shells
- Grease
- Coffee grounds
- Plastic of any kind (aka Straws)

Other

- Use your bathroom exhaust fan while running water to prevent mold/mildew.
- Keep blinds open during the day in the winter to prevent frost buildup on windows.
- In the winter, wipe down window sills to prevent mold/mildew.
- Change your own light bulbs
- Use a plunger for plugged toilets

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CHECK-IN SHEET

RESIDENT NAME: _____ ADDRESS: _____

MOVE IN DATE: _____ No. of REMOTES--Garage: _____

No. of KEYS--Entryway: _____ Apartment: _____ Garage: _____ Mailbox: _____ Storage: _____

KITCHEN:

Range/ Hood & Fan _____
Refrigerator _____
Dishwasher/Disposal _____
Counter Top _____
Sinks/Faucets _____
Cabinets/Hardware _____
Fixtures/Bulbs _____
Blinds _____
Windows/Screens _____
Walls/Ceiling _____
Floor/Tile _____

LIVING ROOM:

Air Conditioning _____
Doors & Closet _____
Fixtures/Bulbs _____
Blinds _____
Windows/Screens _____
Walls/Ceiling _____
Floor/Carpet _____

BATHROOM 1:

Cabinet & Vanity _____
Toilet/Seat _____
Tub/Shower _____
Ceramic Tile/Caulking _____
Fixtures/Bulbs _____
Blinds _____
Windows/Screens _____
Walls/Ceiling _____
Floor/Carpet _____

BATHROOM 2:

Cabinet & Vanity _____
Toilet/Seat _____
Tub/Shower _____
Ceramic Tile/Caulking _____
Fixtures/Bulbs _____
Blinds _____
Windows/Screens _____
Walls/Ceiling _____
Floor/Carpet _____

BEDROOM 1:

Doors & Closet _____
Fixtures/Bulbs _____
Blinds _____
Windows/Screens _____
Walls/Ceiling _____
Floor/Carpet _____

BEDROOM 2:

Doors & Closet _____
Fixtures/Bulbs _____
Blinds _____
Windows/Screens _____
Walls/Ceiling _____
Floor/Carpet _____

HALLWAY:

Doors & Closet _____
Fixtures/Bulbs _____
Walls/Ceilings _____
Floor/Carpet _____

BASEMENT:

Doors & Closet _____
Fixtures/Bulbs _____
Blinds _____
Windows/Screens _____
Walls/Ceiling _____
Floor/Carpet _____

MISCELLANEOUS:

Washer & dryer _____
Laundry room floor/walls/fixtures _____
Woodwork _____
Garage _____
Keys & locks _____
Plumbing _____
Items Missing _____

COMMENTS:

MUST RETURN IN WITHIN 7 DAYS OF MOVE IN

SIGNATURE(s) _____

DATE: _____

The resident has examined this apartment/duplex and has received the same in good condition with only those exceptions listed above. All residents MUST register their license numbers on vehicle(s) or risk a ticket.

Vehicle #1 License Plate# _____

Vehicle #2 License Plate# _____

HPI PROPERTY MANAGEMENT, LLC

PO Box 116 * Rothschild, WI 54474 * 715-432-0490 *info@hpipropertiesllc.com

RULE AND REGULATIONS

SIGNATURE PAGE

BY SIGNING THIS TEN PAGE DOCUMENT, TENANT AGREES TO ALL OF THE ABOVE RULES AND REGULATIONS AS PART OF THEIR LEASE AMENDMENT.

- HPI Rental Provisions
- Rules and Fee Schedule
- Standard Rental Provisions

NOTE: These rules can change at any time, email notification will be sent outlining the changes. The lease terms can not change.

Tenant Name: _____

Tenant Signature: _____

Date: _____