

**RULES AND REGULATIONS
OF**

Name of Project

The following rules and regulations are for the benefit of all tenants and will be enforced. Our goal is to make this a happy and pleasant home for all who reside here. Your cooperation will be greatly appreciated.

RENT COLLECTIONS

1. Rent is due and payable in advance on the first day of each month.
2. If rent is not paid on or before the tenth day, a delinquent notice will be delivered to the TENANT. A late fee not to exceed the higher of \$10 or an amount equal to 5% of the tenants gross contribution will be imposed after the tenth day of the month.
3. If rent is not paid within three (3) days after the "Notice of Delinquent Rent" notice has been delivered, eviction will commence.
4. Partial payment of rent will be accepted under extenuating circumstances only if the TENANT has made prior arrangements with the OWNER before the first of the month.
5. A \$10.00 administrative fee will be charged for checks returned by the bank for insufficient funds. This will be in addition to the late charge.
6. The terms of any rent extension will be spelled out in writing, signed by both parties and a copy retained by each. If the rent is not paid on the date set forth in the extension, the TENANT will be served an eviction notice as soon thereafter as possible.
7. Rent must be paid by cash, check, or money order.
8. The TENANT may either mail or deliver such payment to the Management Office.
Rent should be paid to: _____

9. The TENANT will pay Court costs incurred for the collection of rents or due to eviction.

UTILITIES

1. Water, sewer, and refuse services are provided.
2. It is the responsibility of the individual TENANT where the TENANT is responsible for the utility charges to make arrangements with the local Power Company for connection and disconnection.
3. The Tenant must also contact the local Telephone Company for telephone service.



PETS

1. No pets are allowed in the building or upon the grounds, unless the apartment complex has been designed as an elderly project. In which case, a pet agreement must be executed and a pet deposit paid prior to move-in.

LAUNDRY FACILITIES

1. Coin-operated laundry facilities are provided for the TENANTS ONLY.
2. Persons not residing in an apartment are not allowed the use of the facilities.
3. Clothes are not to be left in the machines any longer than necessary.
4. Dyeing clothes in machines is not permitted.
5. Residents who are home during the day should plan to do their laundry at this time in order to give those working tenants the opportunity to do their laundry either at night or on the weekends.
6. TENANTS are not to leave the machines dirty.
7. The laundry room door should be kept closed at all times to prevent disturbing nearby tenants.
8. No storage of personal items is permitted in the laundry room.
9. There is no laundry schedule, but if conflicts arise, a schedule will have to be established.
10. Any problem with the laundry equipment should be reported immediately to the manager.

ANTENNAS

1. No antenna of any description shall be installed on the buildings or hung from the windows.

GARBAGE

1. The TENANT shall deposit all garbage, trash, and rubbish in the receptacles provided by the OWNER.
2. Containers are to be kept at the location provided and in the designated space.
3. The local sanitation department will pick up the garbage on a regular basis.
4. Please keep the area around the garbage cans as clean as possible.
5. Under no circumstances is trash to be left in the refuse enclosure in paper bags or boxes.

PARKING

1. Parking area has been provided for the TENANTS.
2. Do not park on the lawn under any circumstances.
3. Park so you do not obstruct the sanitation service's pick-up area or the utility company trucks that may be working in the area.
4. No car repair in the parking area.



5. Junk cars shall not be stored in the parking area.
6. Two-wheel motor vehicles are subject to the same rules as automobiles.

HALLWAYS

1. Each TENANT must use care in keeping hallways clean.
2. Lighted cigarettes should not be carried through the hallways.
3. Dirty shoes and overshoes should be cleaned at the entrance and not tracked down the halls.
4. Doorways and halls are to be left unobstructed by order of the State Fire Marshall.
5. Items left in the hallways will be collected.
6. Front and rear doors should not be propped open during warm weather as it permits rodents and bugs to enter the building.

APARTMENT MAINTENANCE

1. The TENANT shall keep the premises in a clean and sanitary condition.
2. Apartment doors should be kept closed in consideration of other tenants. An effort should be made at all times to be considerate of other tenants, particularly with regard to loud television sets, phonographs, or conversation, especially after 9:00 P.M. and before 9:00 A.M.
3. The TENANT, members of his household, and visitors shall comply with all laws and City Ordinances affecting the use or occupancy of the premises.
4. TENANTS shall not conduct nor permit loud parties or noisy activities in their dwelling, or in any manner create any disturbances, which cause annoyance or discomfort to other tenants or to the community.
5. The OWNER will not be responsible for any lost or stolen articles or personal property, including mail left with any employee.
6. Household or other property must not be stored outside the dwelling unit.
7. When you are absent from your apartment, all doors should be locked.
8. Contents of your apartment should be adequately covered by insurance.
9. TENANTS should notify appropriate utility companies, etc., before leaving on an extended trip.
10. TENANTS should notify the OWNER immediately when the Rules and Regulations are being violated.
11. Preventive and corrective maintenance services will be provided in accordance with state and local codes.
12. Draperies must be hung at all windows within at least 30 days after occupancy.
13. The TENANT shall notify the OWNER promptly of the need for any repairs to the premises.
14. TENANTS are responsible for replacing any burned out light bulbs in their apartments after initial occupancy.
15. Plumbing, electrical or gas burning equipment shall not be used for any other purposes than those for which they are intended.
16. Inflammables, gasoline, naphtha, solvent, etc., must not be kept in the dwelling unit.



17. Notify the OWNER immediately of any plumbing leaks or malfunctions as well as any problems with electrical outlets, switches, light fixtures, or appliances.
18. The TENANT shall display no signs, nor may articles of any description be hung from the windows or doors or placed on the exterior windowsills nor shall anything be thrown from the windows nor swept or thrown out the doors of any dwelling unit.
19. TENANTS are not to install additional major appliances unless approved in writing by the OWNER.
20. Children are not to play in the hallways, entryways, driveways, or parking areas.
21. Parents are liable for any damage their children may cause.
22. Children's playthings must not be left on the lawn or the sidewalks, or in the parking area.
23. All items such as bicycles, tricycles, etc., must be kept in the individual's apartment or in the bicycle rack, if one is provided.
24. Each TENANT will be responsible for damage caused by nails or pre-drilled wall hangers. Use small nails or picture hangers to hang wall ornaments.
25. Tubs and showers must be cleaned with non-abrasive cleaners to prevent damage to surfaces.
26. Garbage disposals, if provided, should be used with care. Do not put such items as corncoobs, banana peels, celery, or other fibrous material in the disposal, as they will clog the line.

CARPET MAINTENANCE

1. Carpeting in the apartments should be vacuumed at least once a week.
2. The TENANTS are responsible for any carpet burns.
3. Spot cleaning on spills should be done immediately for best results. Use only preparations made especially for carpets. Do not use ammonia, bleach, or other strong household cleaners intended for hard surfaces.
4. IN the event the carpet requires professional cleaning upon your vacating the unit, it will be deducted from your security deposit.

APPLIANCE MAINTENANCE

1. Regular cleaning of the oven is necessary.
2. Clean the top burners of the kitchen range as they become soiled.
3. Exhaust fan screens on the range hoods should be removed regularly and washed in warm, soapy water to remove any grease build-up.
4. Clean and defrost the refrigerator as necessary.
5. Do not use sharp instruments when defrosting the refrigerator; let the ice melt normally.
6. The air conditioner filter should be cleaned at least once a month during the operating season.
7. Remove the filter according to the manufacturer's directions and wash in warm, soapy water. Rinse with clean water and rip dry. Replace in unit when dry.



8. For winter servicing of air condition, please take front inside cover off and seat the vent with plastic. Then remove the plastic in the spring.

HEATING AND PLUMBING MAINTENANCE

1. Thermostats should not be turned below 55 degrees during cold weather as it may cause pipe damage
2. Notify the OWNER immediately of any problems with heating or plumbing systems.

KEYS

1. Upon vacating the apartment units, the TENANT shall return to the OWNER all keys provided during the term of the tenancy. Two dollars (\$2.00) will be charged for each key not returned by the TENANT.

ALTERATIONS

1. Without prior written approval of the OWNER, the TENANT shall not:
 - (1) Paint, paper, or otherwise redecorate or make alterations, additions, or improvements in or to the property;
 - (2) Install a washing machine, dryer, air-conditioning unit, or any other electrical equipment;
 - (3) Place fixtures, signs, or fences in or about the premises; or
 - (4) Change door locks or install additional door locks.

ABANDONMENT

1. In the even the TENANT is absent from the property for five (5) consecutive days while in default of rent, TENANT shall, at the option of the OWNER, be deemed to have abandoned the property and any remaining personal property of the TENANT shall be considered abandoned and may be disposed of by the OWNER according to State Law.

GUESTS

1. Tenants are permitted to have guest(s) visit their household; however, an adult person(s) making reoccurring visits or one continuous visit of 14 days and nights in a 45 day period without the consent of the management will be counted as a household member(s).

MOVING-OUT

1. Tenants are expected to return their apartment in a clean and rentable condition. You will be requested to accompany the Owner/Manager on the move-out inspection. This will help avoid misunderstandings on damages being assessed against your damage deposit.



“I have read and understand the above rules and regulations and agree to abide by them.”

Date

Tenant Signature

Date

Tenant Signature

Date

Tenant Signature

Date

Tenant Signature

“This institution is an equal opportunity provider.”

