

OCCUPANCY RULES AND REGULATIONS

COMPLEX: _____

RESIDENT: _____

APARTMENT: _____

Because we believe that your apartment is your home and that your neighbors' apartments are their homes, we have established the following Rules and Regulations to make your stay with us more pleasant and comfortable. The rules and regulations are in addition to the provisions contained in your lease. Your cooperation will be greatly appreciated by management and your neighbors. These Rules and Regulations are an addendum to your lease dated _____, _____. A violation of any of the following Rules and Regulations shall be a failure to abide by an obligation under your lease.

1. OCCUPANTS:

Only authorized residents will be allowed to permanently occupy your apartment. Management must be notified in writing if guests of the household are expected to live in the apartment for more than fourteen (14) consecutive calendar days. Apartments unoccupied for more than thirty (30) consecutive calendar days shall be deemed abandoned unless management has been notified in writing of an extended absence for health reasons, vacation, or other reasonable purpose.

2. RENTAL PAYMENTS:

All rent must be paid in accordance with your lease and on a timely basis.

3. DELIVERY OF NOTICES:

Delivery of any notice will be sufficient if delivered to resident personally or sent by mail to the premises or affixed to the door of the resident's dwelling unit. Notices to management must be in writing and delivered to the office by mail or presented personally to the building administrator. Exception: Any notice required by law shall be served or delivered as required by the relevant Court Rule or Statute.

4. MANAGEMENT'S RIGHT TO ENTER UNIT:

With prior reasonable written notice which shall include the date and approximate time, management or his or her representative(s) shall have the right to enter the resident's apartment during all reasonable hours to examine the same or make such repairs, additions, or alterations as may be deemed necessary for the preservation thereof of the building. All apartments are inspected at least annually. In the event of an emergency, management or his or her representative(s) shall have the right to enter the apartment immediately without notice to the resident.

5. REPORT OF ACCIDENT OR INJURY:

The resident must report to the management office at once any accident to water pipes, toilets, drains, or fixtures or other property of the landlord occurring on the premises. Any personal injury occurring on the premises must be reported to management at once.

6. ILLEGAL USE OF PREMISES:

The resident agrees not to engage in or permit unlawful activities, including illegal drug-related activities in the apartment, common areas, or grounds.

7. BUSINESS ESTABLISHMENT ON THE PREMISES:

The resident shall not carry on any business whatsoever or display signs concerning any business on the premises.

8. NOISE:

Good judgment and thoughtfulness for others must be used in playing musical instruments, stereo equipment, radios, TV sets, and in all other activities after 11 p.m.

9. RESIDENT / GUEST RESPONSIBILITIES:

Residents are responsible for the conduct of their visitors at all times. RESIDENT, His FAMILY, AND GUESTS WILL COMPLY WITH ALL APPROVED WRITTEN RULES AND REGULATIONS FURNISHED TO THE RESIDENT(S). Playgrounds, storerooms, laundry rooms, and all other facilities are to be used solely at the risk of the person using them. Residents or their guests are not permitted to sleep in the lobby, common areas, or grounds of the building(s). Residents will not be held responsible for the behavior of the uninvited visitors, provided that said uninvited visitors are asked to leave and it is reported to management when they and if they refuse to do so.

10. CHILD PLAY AREAS:

Children are not permitted to play in the halls and stairways. Adult supervision is required in or about the common areas and grounds of the building(s), unless they are designated play areas.

11. BEVERAGES AND CONGREGATING ON THE PREMISES:

Alcoholic beverages shall not be consumed in the lobby, common areas, or grounds of the building(s). There shall be no eating of meals or extended drinking of nonalcoholic beverages in the lobby or common areas except in conjunction with building functions. Residents shall not congregate outside and in front of the building(s) so as to impede the ingress or egress of persons to and from the building. Free access to the front of the building and lobby shall be maintained at all times. Social gatherings shall be conducted in the community rooms and other buildings.

12. LITTERING:

Residents or their guests shall not litter the common areas or grounds of the building. No baby carriages, bicycles, or similar articles will be allowed to stand in common halls, passageways, courts, gardens, or balconies.

13. REFUSE, TRASH, AND FOOD WASTES:

All garbage, trash, and food waste must be placed in a trash bag first. All trash should be disposed of in the designated areas. Where trash chutes are available, residents and their guests shall not throw large boxes down the trash chute. Large trash items must be brought to the dumpster location. Glass bottles and other breakable objects also do not belong down the chutes. The resident is responsible for removal of all large items which cannot fit in the trash chutes. If the owner must remove these items, the offending resident will be assessed a sum to cover all costs. Where recycling is in effect, residents are responsible for separation and disposition of items in the designated areas. (See also: Toxic WASTE DISPOSAL.)

14. SECURITY:

Residents shall not buzz-in another resident's guests, including family members.

15. SAFETY:

The resident shall not use or keep inflammable materials on the premises or in storage rooms nor use any method of heating or air-conditioning other than that supplied by management. No barbecue grills or outside grilling is allowed.

16. BUILDING ALARMS:

If a resident or guest sets off an alarm on a side or back exit door negligently or in which no emergency is deemed to have existed, there shall be a \$10.00 charge for resetting the alarm. Payment of the charges shall be due with the following month's rent. Management shall agree to a reasonable payment schedule if requested to do so by resident.

17. PEST CONTROL:

Management provides regularly scheduled control for common pests (other than moths) for common areas and individual apartments. Residents are requested to notify the office if such service is needed. When your apartment is scheduled for treatment, you are requested to comply with procedures. Failure to follow necessary procedures will result in a service charge to the resident. Payment for the charges shall be due with rent for the following month. Management shall agree to a reasonable payment schedule if requested to do so by the resident.

18. USE OF EQUIPMENT IN APARTMENT:

Residents must use all appliances, fixtures, and equipment in their apartment in a safe manner and only for the purpose for which each is intended. No garbage, trash, sanitary napkins, diapers, or paper towels shall be flushed down toilets. See also: Toxic WASTE DISPOSAL.)

19. WATERBEDS:

Waterbeds are not permitted in the building(s).

20. PERSONAL PROPERTY:

All personal property placed on the premises shall be at the risk of the resident or owner of such personal property; and management shall not be responsible for any damage to such

personal property unless caused by the gross negligence or willful misconduct of the landlord or its agents.

21. ALTERATION AND REPAIRS:

(a) Residents are not allowed to make repairs on their own. Repairs will be done by management, and the resident will be charged based on materials, cost, and labor for damages other than normal wear and tear. Painting of walls within the apartment can be done only with written permission from management. No wallpapering or contact paper is allowed. No bolts or screws shall be placed in the walls, floors, doors, or trim

(b) All electrical wiring shall be done or supervised by the management. Residents shall not install in their apartment any washing machines or dryers. Any air conditioners installed in an apartment must be pre approved by management and must meet site specifications. This does not apply to townhouses with existing washer and dryer hook-ups.

22. ELECTRIC LIGHT BULBS:

Each apartment is furnished with sufficient light bulbs at the time you take possession. Thereafter, when bulbs are needed, resident shall supply them at his expense.

23. ENERGY AND UTILITY CONSERVATION:

Residents and their guests shall not leave running water, cooking or lighted smoking materials unattended. Residents shall not waste or unreasonably use water or electricity.

24. KEYS AND ENTRY CARDS:

The cost of replacing entry door card or door key is \$_____. The cost of replacing an apartment door key and mail box key is \$_____ per key. If you wish an additional entry door card or key for medical reasons for a relative, a written request must be submitted to management for approval. Approval is not automatic. Without management's written consent, no lock may be changed or added to a door. There is a service charge for replacing lost cards or keys or providing extra cards or keys. Management must retain a pass key to each apartment; this is a fire regulation in case of emergency. There shall be a \$ _____ charge when a resident has requested a change of the lock on the apartment door provided that the reason for lock replacement is not a malfunctioning lock through no fault of the resident, in which case it shall be management's responsibility. Payment for the charges shall be due with rent for the following month. Management shall agree to a reasonable payment schedule if requested to do so by resident.

25. LOCK-OUTS:

Management shall provide service if a resident is locked out of his or her apartment. The first time will be free of charge. The second and subsequent times the charge will be \$ _____ during the normal office hours and, after normal office hours, the charge will be \$_____. Payment for the charge shall be due with rent for the following month. Management shall agree to a reasonable payment schedule if requested to do so by resident.

26. ATTACHMENTS:

Residents shall not attach or place any fixtures, signs, or fences on the building, in common areas, or on grounds. Residents shall not install any aerials, antennas, or other similar electrical connections in or on the building(s).

27. TELEPHONES:

Office telephones are not to be used for personal use whatsoever. Each apartment is equipped with a telephone outlet. The resident may have a telephone installed at his own expense. Please report your telephone number to management as soon as it is known. Extension phones which require defacing of walls or outside wiring are not permitted.

28. PROPER ATTIRE:

Proper attire is required in common areas at all times. Sleepwear is considered inappropriate attire in public areas of the property.

29. LAUNDRY ROOM(S):

Laundry room hours are from _____ a.m. to _____ p.m. Laundry must be done during this time. The use of the laundry room is for residents only. Visitors and guests to the building cannot do their laundry in the complex laundry room.

30. COMMUNITY ROOM(S):

The community room is to be used by and for residents only unless otherwise approved by management. Individual resident functions in the room are to be held only with prior permission from management. There is a deposit for the use of the community room which will be refunded provided there is no damage caused as a result of the function. No alcoholic beverages are to be brought into, served, or disposed of in the community room.

31. VEHICLE INFORMATION:

Resident and guest recreational vehicles are not permitted on the premises at any time. Resident parking is in designated areas. Washing vehicles on the premises is not permitted. Tenants may not perform automobile repairs whilst in the parking area; cars on jacks are not permitted in the parking area for any length of time. No unregistered or inoperable vehicles are permitted on site.

32. SNOW REMOVAL:

Residents must cooperate with established snow-removal procedures. Management will provide plowing of the parking areas. All residents must remove all cars prior to plowing. Shoveling-out cars is not done by maintenance staff.

33. PET POLICY:

Appropriate policy for this property must be followed by all residents and guests. Pet policy rules for your building are available from management personnel.

34. DELIVERIES:

Deliveries should be made to your apartment when you plan to be home to accept them. Deliveries to residents will not be accepted by site staff.

35. SALES OR SOLICITING:

Solicitation and offering of items for sale are prohibited on the premises. This provision shall not prevent any resident from inviting any salesperson or person soliciting for any group as a guest to his or her apartment.

36. DAMAGE/ UNIT CONDITION:

The resident is held responsible for any loss or damage to his or her apartment, and other apartments, common areas, and the project grounds (including any damage from the overflow of sinks, bathtubs, or basins in his or her apartment) wear and tear and casualty not the fault of resident. A written bill for any such damages shall be sent to Resident and shall include the item(s) of damage, the corrective action taken, and the cost thereof. Payment for the charges shall be due with rent for the following month. Management shall agree to a reasonable payment schedule if requested to do so by resident. All apartments must be maintained in a clean, safe, and sanitary condition by resident.

Blocked Egress:

All individual living areas/rooms in a unit and all common area rooms must have 2 independent and unimpeded means of egress (escape) if so designed. The only exception is windows above the 3rd floor that do not serve as a means of access to a designed escape route. Residents are required to maintain a free and clear means of egress and are prohibited from using any egress area as a storage area. Violation of this policy is considered a lease violation.

37. MOVE-OUT PRIOR TO EXPIRATION OF LEASE:

(a) Notice of move-out must be given in accordance with the terms of your Lease;

(b) Please review your lease for any penalty which could be imposed if you move out prior to the expiration of your lease. Depending on such terms, you could be held liable for payment of your rent until the expiration of your lease or until such time as a replacement resident can be found for your apartment, whichever occurs earlier;

(c) Depending on the terms of your Lease, if you move out and still owe rent on your apartment you are advised that management will go to court for collection of your rent and for obtaining a court judgment against you.

38. CLEANING INSTRUCTIONS:

Prior to moving out, management will inspect your apartment with you. At this time, an inspection sheet will be completed in your presence and you will be provided with an opportunity to sign the inspection sheet. Should you elect not to do your own cleaning of any fixtures or accessories, you will be charged the amount that it currently costs management for cleaning or replacement required in your apartment. No charges are assessed for normal wear and tear.

39. MOVING:

Moving in or moving out is permitted only between the hours of _____ a.m. to _____ p.m. Circumstances which require different times must be previously approved by management. Additionally, in buildings with elevators, arrangements must be made with management for scheduling of elevator time.

40. TOXIC WASTE DISPOSAL:

No chemicals or toxic waste shall be disposed of into the sinks, toilets, showers, bath, on the grounds, into any drains or sewers inside or outside of units, or into the seaway. Management shall be in no way responsible for fines levied by federal, state, or local governance for illegal disposition of toxic wastes or refuse of any kind by resident(s).

Understood and signed in good faith, as dated below:

RESIDENT

DATE

RESIDENT

DATE

RESIDENT

DATE

MANAGEMENT

DATE