

Apartment Rules and Regulations

1. All tenants, occupants and guests will comply with apartment rules which are currently in effect (including all local and governmental laws), and such other and future rules as we may make for the safety, care and cleanliness and good order of the property or the comfort, quiet and convenience of other residents and neighbors. Additional rules shall become effective upon notice. Failure to comply with rules shall, at our option be considered a default of rental agreement and may result in termination of tenancy. All present and future apartment rules will be considered a formal part of your rental agreement.

2. Rent is **due on the first**. Rent must be received by the 5th day of each month by 5 pm or a late fee will be charged. Rent postmarked on the 5th is still considered late if not received by 5 pm. Any money collected is applied to late fee's before applied to rent. Rent is to be mailed to the landlord and made payable to:

LANDLORD OR BUSINESS NAME
STREET ADDRESS
CITY/STATE/ZIP

3. If rent is not paid by the 10th day of the month, tenants will be responsible for an additional \$100 administrative fee. Any money collected will be applied towards this administrative fee before applied to rent. If for any reason tenants to not fulfill the full lease, a re-rental fee equal to one month's rent will be charged.

4. **NO SMOKING**. Smoking of any substance is not allowed in the apartment or anywhere on the property. If you smoke in the apartment, you will be billed an additional \$75 a month with rent as an additional fee. This fee will be charged for every month that you have occupied the property. Smoking in the apartment also gives the landlord the right to terminate the tenancy. All cigarette butts must be picked up outside.

5. Apartment, porch, and halls must be kept clean at all times, which includes sweeping and washing of halls. No garbage allowed in apartment, hallways, or on porches. Garbage is to be put in plastic garbage bags and disposed of in provided garbage cans. Garbage cans are to be taken to curb on designated garbage day only and empty cans returned.

6. No storing of personal items in halls, yard or on porches. No decorations on porches. No hanging out towels or laundry. All windows must be covered with properly hung curtains or drapes. No newspapers, blankets/sheets, flags or other items may be used for curtains or drapes. Signs are not permitted on the property anywhere they are viewable from the outside.

7. **No pets** are allowed on premises at any time. Caring of anyone else's pets is not allowed at any time. If a pet has been in the apartment at any time tenant will be billed an additional \$75 a month as additional rent. This fee will be charged for every month that you have occupied the property. If pets are allowed all poop must be picked up on a weekly basis. This is also grounds for lease termination. If lease is terminated due to pets you will be responsible for the balance of lease rent.

8. Conduct shall not disturb others. No disturbances of others no screaming or loud fighting, no loud music, tv, musical instruments or parties, etc. Public drunkenness or public immoral conduct will not be tolerated and may cause immediate eviction. If we find your conduct or conduct of your guests unreasonable, we will ask that it be stopped. If after notification unreasonable conduct continues, we will have the right to terminate your rental agreement and you will vacate the premises.

9. No foreign objects in toilets or drains. No sanitary napkins, tampons, grease, diapers, or anything harmful or obstructive to drains.
10. Storing of fire hazardous materials are not allowed such as gas and any other flammable substance.
11. Tenants are not to go or place any items on the roof.
12. Tenant is responsible for all water damage. This includes over flowing sinks, toilets, tubs, water from defrosting refrigerator or any water damage whatsoever. No water beds or liquid filled furniture allowed.
13. Tenants are responsible for replacement of broken glass in apartment and halls, no matter how glass was broken.
14. Tenants are not to change or add any locks to the apartment. If you change the locks, you are giving the landlord the right to have them removed and changed. If landlord has locks changed tenant will be responsible for paying the landlord \$100 and will not get a key to the premises until the fee is paid.
15. No tape on walls or woodwork. Only regular small nail-type picture hangers are allowed. No remodeling. No painting or wallpapering. No installing fixtures. No changes of any kind without prior written consent from landlord. No removal of anything that belongs in the apartment without written permission.
16. Utilities must be on during your tenancy. This includes gas, electric, trash and water. Heat must remain on during winter months with a min. temp of 60 degrees.
17. Parking on the property is a privilege and not a right included in the rental agreement. Permission/privilege to park on the property may be revoked at the sole discretion of the owner/manager. Only 2 vehicles are allowed and they must be registered and insured.
18. Tenants are to park in designated parking areas only and are responsible for their own snow removal. Tenants are not to park in the grass for any circumstances. No vehicle repairs or oil changes are permitted on the property.
19. Apartment is to be used only as a private living residence. No business is allowed to operate on the premises. Babysitting or day care services are strictly prohibited.
20. No children are permitted to play in or around any area which may endanger themselves or disturb other residents. Children cannot be destructive to property. Children are not to be left unattended.
21. Tenants are responsible for their visitor's actions.
22. Phone hours are between 9:00 am and 6:00 pm, Monday-Friday, except for true emergencies.

Acknowledged by: _____