

THIS ADDENDUM IS HEREBY MADE A PART OF THAT CERTAIN LEASE AGREEMENT DATED _____
_____, 20____, EXECUTED BY _____ (“Resident”).

RULES AND REGULATIONS

For Single Family Property

The following Rules and Regulations have been established by the Owner/Management and are considered an addendum to your Lease Agreement. Failure to comply with said Rules and Regulations may, at the discretion of Owner/Management, be grounds for termination of the Lease Agreement.

1. **RENTAL PAYMENT:** Rent is due on the first day of each month. Rent received after 5:00 p.m. on the fifth (5th) must include the late fee specified in the Lease Agreement. Checks which do not include the late fee as required will not be accepted. All late payment checks and charges must be paid by cashier's check, certified check or money order. After you tender two (2) NSF checks during the term of the lease agreement, personal checks will no longer be accepted and all monies due must be paid by cashier's check, certified check or money order. Please mail or deliver your rental payment to: _____
2. **MAINTENANCE REQUESTS:** Maintenance requests should be made by phone or in writing to the business office. Maintenance hours are weekdays from _____ a.m. to _____ p.m. In case of an emergency, call the office and you will be given an emergency number to call. Emergencies include fire, flood, electrical shortage and sewer back-ups. Your maintenance request cannot be fulfilled if pets are left unattended. It is not our policy to make appointments for maintenance work.
3. **LOCKS:** You are prohibited from adding, changing or in any way altering locks installed on the doors of the residence.
4. **ENTRANCES, HALLWAYS, WALKS AND LAWNS:** Entrances, doorways, walks, and lawns should not be obstructed or used for any purpose other than entering and exiting.
5. **PERSONAL PROPERTY:** Due to legal limitations, it is not possible for us to insure your personal property. It will be necessary for you to obtain rental dweller's coverage at your expense from a local insurance agent to cover any possible loss to personal property.
6. **PARKING AREAS:** Our driveway, lawn or parking area is not to be used for abandoned or inoperable vehicles. The determination of whether a vehicle is abandoned or inoperable shall be within the discretion of Management, but a vehicle will be deemed to be inoperable if not "street legal." All vehicles must be periodically moved to prevent build-up of dirt and debris. Automobiles should not be parked on the grass. Vehicles not conforming to these rules may be towed away at the owner's expense.
7. **PEST CONTROL:** Residence is sprayed on a regular basis. If you have a special problem with pests, notify the management and the exterminator will pay special attention on his next visit. You are asked to assist our pest control by maintaining a high standard of good housekeeping. If you have a pet and it becomes necessary to spray for fleas, you must pay an additional charge.
8. **LAWN AND LANDSCAPING UPKEEP:** The Owner maintains a high degree of lawn maintenance. Owner/Management requests that you help in maintaining our high standards.
9. **TRASH:** Please insure that your trash is placed in a trashcan with a lid when placed anywhere outside of the rental unit.
10. **GUESTS:** You are responsible and liable for the conduct of your family, invitees, licensees and guests. Acts of these persons in violation of the Lease Agreement, or one of these or future rules and regulations, may be deemed by Management to be a breach by you which may result in termination of the Lease Agreement.
11. **MOTORCYCLES, MINIBIKES, ETC:** Except for automobiles and non-commercial small trucks, no vehicles (including motorcycles, trucks, boats or boat trailers, campers, travel trailers, and motorhomes) may be parked on the premises without our prior written consent. All vehicles must be currently licensed with the license displayed as required by law, be in good operating condition; be in compliance with all requirements to operate in public areas including any insurance requirements; and not be unsightly (within our sole discretion). Vehicles must be parked only within spaces provided for parking. No vehicle may be parked in front of dumpsters, blocking other vehicles, on the grass, outside the boundaries of a single designated parking space or driveway, or in entrances or exits. Any violations of the foregoing rules will subject the vehicle to being towed without notice at the owner's expense. We are not liable for any damage arising as a result of towing. You acknowledge that it is your responsibility to advise your invitees of these vehicle policies, and you further agree to determine in each case that they have complied therewith. You agree to indemnify and hold us harmless for any claims by your invitees for the towing of their vehicles for violation of these policies; you agree to pay for said towing and other charges related thereto as additional rent to be paid immediately. We may impose additional parking regulations including limiting the number of vehicles which you or your invitees may park on the premises. No vehicle maintenance or repairs or similar activities may be performed on the premises.
12. **PLUMBING:** A charge will be made for unclogging plumbing equipment, in cases where malfunctions are caused by the introduction of improper objects therein, such as toys, cloth objects, grease and other foreign matter. The cost of repair or replacement of other equipment or furnishings of the Owner will be borne by you.
13. **LOCK OUTS:** If you find it necessary to have authorized personnel unlock the rental unit after hours you will be charged a fee payable at time of entry. If this service is not available it will be necessary to call a locksmith and you will be responsible for locksmith fees.
14. **DRAPERIES:** Window treatments must have white linings or a shade. Bed linens, towels, tin foil, flags, reflector film, etc. are not acceptable. You are requested to comply within ten (10) days of move-in.
15. **TELEPHONE HOOK-UPS:** Telephones may only be placed at previously wired locations provided by the telephone company. Additional drilling, cutting, or boring for wires is not permitted without written permission from Owner/Management.
16. **WATERBEDS:** Waterbeds are allowed subject to Owner/Management's prior written approval.

17. STORAGE: No goods or materials of any kind or description, which are combustible or would increase fire risk shall be placed in storage areas. Storage in such areas shall be your risk and Owner/Management shall not be responsible for any loss or damages. Heating/air conditioning or water heater closets are not to be used for storage purposes.

18. ANTENNAS: Radio, television, CB or other types of aerials or antennas should not be placed or erected by you on the roof or exterior of any building.

19. DISTURBING NOISES: Your family, invitees, licensees and guests shall have due regard for the comfort and enjoyment of your neighbors. Your Residence is your home, free from interruption by Owner/Management, unless you or your guests disturb your neighbors. Televisions, stereo units, radios and musical instruments are not to be played at such a volume or time that will annoy neighbors.

20. PATIOS: All balconies or patios must be kept clean and clear of storage items. Hanging of clothes, garments or rugs over railing of balconies or patios will not be permitted. Patios or balconies should not be used for anything except patio furniture, flower boxes and plants they are not to be used for storage under any circumstances. For safety, please do not place plants on balcony railings.

21. PETS: No pets allowed except with the permission of Owner/Management and the execution of a Pet Addendum. An additional fee will be required, a portion of which is non-refundable. The entire fee may be applied against damages to the residence in the event of default by you under the Lease Agreement.

22. ALTERATIONS: No alterations allowed without Owner/Management's prior written approval.

To avoid misunderstandings regarding the **SECURITY DEPOSITS** that are made at the time you sign your Lease Agreement, the following information is provided:

RELEASE OF THE SECURITY DEPOSIT IS SUBJECT TO THE FOLLOWING PROVISIONS:

1. Full term of lease has expired, and all persons have vacated the Residence.
2. A **written notice** of Intent to Vacate effective the end of the calendar month must be given by the 1st of the calendar month prior to said vacating.
3. No damage to property beyond normal wear and tear.
4. Entire Rental Unit including range, refrigerator, bathroom, closets and cupboards are clean. Refrigerator to be defrosted.
5. No unpaid legal charges, delinquent rents or late fees.
6. **All keys** must be returned.
7. **All debris**, rubbish and discards placed in proper rubbish containers.
8. Forwarding address left with Owner/Management.
9. "Move-in/Move Out Inspection Form" must be completed when you move in and signed by the Owner/property manager and you. This form must also be completed and signed by both parties when you move out.

QUESTIONS AND ANSWERS ON SECURITY DEPOSIT POLICY:

Q. What charges are made if the prerequisite conditions are not complied with?

A. The costs of labor and materials for cleaning and repairs will be deducted. Also, any delinquent payments including late charges will be deducted.

Q. How is the Security Deposit returned?

A. By a check mailed to your forwarding address. The check is jointly payable and addressed to all persons who sign the Lease Agreement. No pick-ups from the landlord or management.

Q. Can the Security Deposit be applied to any rent still outstanding during the lease term?

A. No. All rents must be paid separate and apart from the Security Deposit.

ADDITIONAL RULES AND REGULATIONS (if any):

INITIALS

I/we hereby acknowledge that I/we have read the foregoing Rules and Regulations and hereby agree to abide by each and every one.

Date

Resident

Resident