

## RULES AND REGULATIONS

It is the desire of PHA to provide a peaceful environment for their residents, maintain the property in optimal condition and respect their surrounding community. In that effort, the following rules are hereby adopted:

1) Residents are responsible for their own actions, as well as the actions of their guests, children of guests, children or other household members. Inappropriate behavior which may be cause for termination of a lease, includes but is not limited to the following:

- a) Loitering in common areas
- b) Operating musical instruments, radios, televisions, or sound receivers/transmitters at a level that disturbs other residents or violates city ordinance. All noise must cease by 10:00 p.m.
- c) Noise that disturbs the peaceful enjoyment of other residents. All noise must cease by 10:00 p.m.
- d) Use or consumption of alcoholic beverages in any common area
- e) Public intoxication in any common areas
- f) Smoking in any indoor common areas
- g) Any illegal activity
- h) Abusive language, obscene gestures, threats or actions which may harm any other resident or employee

2) Late Charge. A \$25.00 late charge will be added to the rent and/or other charges if not paid by the 5<sup>th</sup> business day of each month. Thereafter, a "Notice to Pay Rent or Vacate" will be issued for non-payment of rent. If a resident's payment by check is returned, in addition to the late charge, an additional returned check fee will be charged in an amount equal to the amount charged by our financial institution plus \$25.00

3) Proper Maintenance of Residence and Common Areas: In an effort to maintain the building in optimal condition, the following property rules must be followed:

- a) No wires, aerials, antennas or dishes for radio, television or stereo reception, or ropes for clothes drying shall be installed and/or attached to any interior or exterior part of the building or on the property without written permission from management. PHA reserves the right to remove or confiscate any of the above-mentioned items if installed and/or attached without written permission.
- b) The residents shall notify management promptly of the need for any repairs to the premises, including but not limited to leaking faucets, toilets, broken windows or doors, situational defects, or defective appliances. Failure to not report may result in charges to the resident for necessary repairs that are a direct result of the resident's negligence. Repairs are not to be made by the residents.
- c) Water shall not be left running in the kitchen, bathroom, laundry, outside faucets, or elsewhere. Promptly report all plumbing defects to the management. Residents will be required to pay for damage due to their neglect. Residents may be charged for improper usage of exterior water faucets. Exterior water faucets have been provided for proper lawn care and exterior maintenance only.
- d) Bicycles must be walked into the building, after assuring that no mud or debris will be tracked onto the flooring. Bicycles must be either stored within the residents' unit or with permission, in designated areas. Bicycles may not be left in any hallway or common areas.
- e) Residents who wish to hang pictures, mirrors, posters, etc. must use picture hooks or small nails. No usage of stick-on materials is allowed. Residents who have concrete walls may utilize easily removable adhesive mounts. Approval must be obtained prior to the hanging of any heavy object on the walls or ceiling.
- f) No alterations to the property are allowed without the written permission of management. This includes, but is not limited to, painting, staining, papering, changing entry door locks, and changing permanent fixtures. If management discovers a resident has made alterations without the written permission of



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management, management reserves the right to return the property to the original condition and charge the cost to the resident. Any permanent alteration must remain upon vacating the apartment.

- g) No storage of personal belongings will be permitted in hallways or other common areas.
- h) Only lawn or patio type furniture designed for exterior usage may be placed on patios, lawns, porches, balconies, carports or storage areas.
- i) No paint, oils, gasoline, flammable, or environmentally hazardous materials are permitted in the apartments, on patios or balconies, in carports or storage areas.
- j) Oxygen tanks are permitted only with written permission from management. No oxygen tanks are permitted in a residence where residents or guest's smoke.
- k) Residents are responsible for trash removal. All garbage must be bagged. All boxes must be broken down and taken to the dumpsters. Trash and boxes may not be stored on patio/carports, hallways, or common areas.
- l) Apartments must be maintained in clean and sanitary condition. The residents may not create an environment that would create either a safety or health hazard, including infestation of pets. Residents are responsible for cost of treatment when infestation is caused by residents' negligence.
- m) All equipment, including but not limited to plumbing, electrical, and appliances in the residence, must be used only for the purpose it was intended. No dyeing in bathtubs, sinks or washer/dryers. No laundry for people who do not reside in the unit may be done.

4) Household Pets. **NO** animals will be permitted without written permission from the management, even on a visiting basis. The Pet Policy, which sets the standards for acceptable animals, has been made an attachment to this lease. Pets are not allowed at Homestead Apartments, Eklund Heights, Sunbelt Apartments or The Outpost.

#### 5) Security

- a) Residents are discouraged from giving their keys to any person who is not on the lease.
- b) Residents may not change their own entry door locks.
- c) Apartment entry door should not be left open or propped open.
- d) Common area doors and windows may not be propped open or left open at any time.
- e) Residents are not permitted access to the attics or roofs
- f) Residents who give common area door keys to people not on the lease may be subject to all costs involved with re-keying the building.
- g) Residents who lose their keys will be charged all costs involved with re-keying their apartment.
- h) Residents who forget their key during normal hours (8:00 a.m. to 4:00 p.m. will be let in at no cost. Residents requesting entry after hours will be required to verify their right to enter and will be charged according to Schedule K – Maintenance Charges.

6) Moving. Moving hours are from 8:00 a.m. to 8:00 p.m.

7) Damages: Residents will be required to pay for all cleaning and damages beyond normal wear and tear to the premises, furnishings, including blinds and flooring, when caused by the resident, family members and/or household guests.

#### 8) Windows

- a) The residents shall not display signs, placards, posters, or articles of any description in their windows.
- b) Dust mops, rugs, tablecloths and clothing shall not be shaken, cleaned or left in any common area or on any window or door.
- c) Exterior windowsills and ledges shall not be used for storage of bottles, food, or any item, which may fall to a lower level and cause injury.



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d) Blinds and/or drapes, which have been provided, must be used and may not be replaced with other window coverings without written permission from management.

9) Water Beds. No waterbeds are permitted.

10) GUESTS: Residents are required to advise management in writing of any guest who will be staying longer than 3 nights, and no guest will be allowed to stay longer than 14 nights in any 12-month period. Requests for any deviation from policy must be in writing and prior approval must be given by PHA. ***Registered Sex Offenders are not allowed on any property or in any building, even as guests.***

11) Complaints. All complaints shall be made in writing to the property management. All residents are requested to report at once to the management any instance where an employee is discourteous or neglects his/her duties toward the resident at any time.

12) Responsibility. The Managing Agent is not responsible for fire, theft or damage to personal effects, etc. in the unit, laundry, storage areas, yards, carports, parking areas or any portion of the buildings. Management encourages all residents to purchase renters' insurance.

13) Smoke Detectors. Each unit has an operational smoke/CO2 detector when rented. It is the responsibility of the tenant to keep the smoke/CO2 detector operational, including replacement of batteries. Smoke/CO2 detectors are not to be disconnected under any circumstances.

14) Yards and Play Areas: Parents are required to provide proper supervision of their children in all common areas, play areas, driveways, streets, and community rooms. Children under the age of five (5) must be accompanied by an adult in any of those areas at all times. Wading pools may be used only with adult supervision and may not be left unattended at any time. No swimming pools, trampolines or swing sets

15) Parking: No vehicle may be in violation of the parking policy, including vehicles of guests.

16) Landscaping and Lawns: Management accepts responsibility for grounds maintenance. **AT NO TIME WILL RESIDENTS BE ALLOWED TO PARK ON LAWNS.**

Signed:  
Resident: \_\_\_\_\_ Date: \_\_\_\_\_

Resident: \_\_\_\_\_ Date: \_\_\_\_\_

Resident: \_\_\_\_\_ Date: \_\_\_\_\_

Property Manager: \_\_\_\_\_ Date: \_\_\_\_\_



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