

## Policies and Rules

We are proud of this property and we hope that your living experience here will be pleasant and comfortable. The support and cooperation of you, as our tenant, is necessary for us to maintain our high standards.

This is your personal copy of our Policies and Rules. Please read it carefully as it is an integral part of your rental agreement. When you sign your rental agreement, you agree to abide by the policies and rules for this rental property, and they are considered legally binding provisions of your rental agreement. If you have any questions, please contact us and we will be glad to help.

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This document is an addendum and is part of the Lease or Rental Agreement, dated \_\_\_\_\_, by and between \_\_\_\_\_, "Owner," and \_\_\_\_\_ "Tenant", for the premises located at: \_\_\_\_\_.

New policies and rules or amendments to this document may be adopted by Owner upon giving thirty (30) days written notice to tenant.

**Guests** – Tenant is responsible for their own proper conduct and that of all guests, including the responsibility for understanding and observing all policies and rules.

**Noise** – While the Premises are well constructed, they are not completely soundproof and reasonable consideration for neighbors is important. Either inside or outside of the Premises, no tenant or their guest shall use, or allow to be used, any sound emitting device at a sound level that may annoy, disturb or otherwise interfere with the rights, comforts or conveniences of other tenants or neighbors. Particular care must be taken between the hours of 9 p.m. and 9 a.m.

**Parking** – No vehicle belonging to a Tenant shall be parked in such a manner as to impede passage in the street or to prevent access to the property. Tenant shall only use assigned and designated parking spaces. Tenant shall ensure that all posted handicap, fire zones or other no parking areas remain clear of vehicles at all times. Vehicles parked in unauthorized areas or in another tenant's designated parking space may be towed away at the vehicle owner's expense. Vehicles may not be backed in and repairs and maintenance of any sort are not allowed on the premises. All vehicles must be currently registered and in operative condition. No trucks, commercial vehicles, recreational vehicles, motorcycles, bicycles, boats, or trailers are allowed anywhere on the Premises without advance written approval of the Owner. All vehicles must be parked properly between the lines of the parking space. Tenant shall ensure that their guests abide by all of these parking policies and rules.

**Patios/Balconies and Entry areas** – Patios/balconies and entry areas are restricted to patio type furniture and are to be kept clean and orderly. No barbeques or similar cooking devices may be used on the Premises without advance written approval. No items may be hung from the Premises at anytime and all entryways and walkways must be kept free from items that could be a hazard. Owner reserves the right to require that items that detract from the appearance of the Premises be removed immediately upon request. No unauthorized storage is allowed at any time.

**Wall Hangings** – Pictures may be hung on a thin nail. Mirrors, wall units, hanging wall or light fixtures, etc. need special attention and professional installation. Please contact the Owner for approval in advance as damage to the Premises will be the responsibility of the Tenant.

**Trash** – Tenant is responsible for keeping the inside and outside of the Premises clean, sanitary and free from objectionable odors at all times. Tenant shall ensure that all trash, papers, cigarette butts and similar items are sealed in trash bags and placed in appropriate receptacles. No trash or other materials shall be allowed to accumulate so as to cause a hazard or be in violation of any health, fire or safety ordinance or regulation. Tenant shall refrain from disposing of any combustible or hazardous material and all trash shall be disposed of routinely per the local trash collection procedures.

**Animals or Pets** – No animals or pets may be kept or are allowed on the Premises by the Tenant or their guests unless the Tenant and Owner have approved an Animal Agreement in advance.

**Maintenance** – Tenant agrees to promptly notify Owner of any items requiring repair at the Premises. Requests for repairs or maintenance should be made by contacting the Owner or their agent during normal business hours, when possible. Emergencies involving any immediate health and safety matter should be handled by the appropriate governmental agency (Police, fire, paramedic) and the Owner shall be contacted as soon as practical thereafter. Costs for any repairs, including repair or clearance of stoppages in waste pipes or drains, water pipes or plumbing fixtures caused by the negligence of the Tenant or their guests are the responsibility of the Tenant.

**Inclement Weather** – Tenant shall close all windows, doors and other building openings tightly when leaving the Premises to prevent damage from the elements to the Premises. When tenant will be away from the Premises during the heating season, the thermostat shall be placed at a minimum of 50 degrees to avoid freezing of pipes and other damage.

**Keys** – If you lose your key and need a new one there will be a minimum replacement charge during normal business hours for the first request. Subsequent requests or after-hours lockout service will be handled at a charge of \$20.

**Key Release** – Owner will not give a key to the Premises to anyone unless their name is on the rental agreement or Tenant has provided Owner in advance with a written key release request. This is for the Tenant's protection, so if you are expecting guests or relatives, please be sure they will have access to the Premises.

**Window Treatments** – Tenant is not allowed to make any alterations to the existing window coverings without the advance written approval of the Owner. Only white or neutral color window treatments will be allowed and Tenant shall refrain from using aluminum foil or any other material visible from the exterior of the Premises.

**Insurance** – The Owner's insurance coverage offers no protection for your personal property or any liability claims against the Tenant. The Tenant should obtain Renter's Insurance coverage for fire, water, wind, vandalism, theft, earthquake, hurricane, tornado or other damage. This includes your vehicles, furnishings, and all other personal property.

**Right to Enter** – Owner reserves the right to enter the Premises with 24 hours notice with or without the Tenant's permission at any reasonable hour for any lawful reason or without notice in the event of an emergency.

**Safety/Security** – Safety and security is the sole responsibility of each Tenant and their guests. Owner or their agent assumes no responsibility or liability, unless otherwise provided by law, for the safety or security of the Tenant or their guests, or for injury caused by the criminal acts of other persons. Tenant should ensure that all doors and windows are locked at all times and Tenant must immediately notify Owner if any locks become inoperative. Tenant should turn off all appliances when departing from the premises and notify Owner when leaving for an extended period. Tenant shall not smoke in bed or use or store any combustibles on the Premises.