

APARTMENT RULES AND REGULATIONS

#19 – 11/10/2015

These rules and regulations have been established as Community Policies and are for the mutual benefit of all Tenants, and will be enforced to assure your right to the peaceful enjoyment of your apartment. Management reserves the right to make additional rules from time to time as necessary.

1. An apartment shall be occupied only by persons whose signatures appear on the lease.
2. The sidewalk, entrance hall, passages, stairway, or fire escapes shall not be obstructed by Tenants or used by them for any other purpose than those of ingress or egress from their respective apartments. These requirements have been established by the State Fire Marshall.
3. Tenant shall not paint, mark, drive nails or screw into, deface in any way, or make any alterations or improvements to the walls, ceilings, floors, windows, cabinets, woodwork, stone, ironwork, or other parts of the apartment, inside or outside, without Management's prior written consent. The use of mirror or cork tiles, wallpaper or paint is not permitted. Any damage to the walls from this abuse will be charged to the Tenant. **DO NOT USE ANY PRODUCTS WITH AN ADHESIVE. TENANT WILL BE SUBJECT TO A MINIMUM CHARGE OF \$5.00 PER ADHESIVE MARK LEFT ON ANY SURFACE.** No satellite dish shall be installed on the roof or exterior walls of the building. Satellite dishes may not be installed without prior written approval from Management. All alterations or improvements made by Tenant shall become and remain a part of the apartment unless otherwise specified by Management in writing.
MINIMUM charges that may apply:

screw holes	\$3.00 each		
standard nail hole	\$2.00 each	adhesives	\$5.00 each
large nail hole	\$3.00 each	blue or yellow putty adhesives	\$3.00 each
4. Tenant may not install or use any additional major appliances such as washers, dryers, freezers, portable dishwashers, waterbeds, air conditioners, etc. without prior written permission from Management. Tenant shall not use alternative heating appliances (ex: electric space heaters, etc.) to heat said apartment. Tenants will be subject to a minimum charge of \$50.00 per month for using alternative heating appliance unless Tenant has Management's express permission to do so.
5. No noisy or disorderly conduct or any conduct annoying or disturbing to the Tenants of the building, including the playing of a musical instrument, or operating a television set, radio, or stereo in the leased unit at any time of the day or night, shall be permitted in any part thereof. According to the Landlord Tenant Law, all Tenants must conduct themselves, and require their guests on the premises with their consent, to conduct themselves in a manner that will not disturb their neighbors' peaceful enjoyment of the premises. Any damage caused, regardless of the nature, by Tenant's invitees, shall be the responsibility of the Tenant.
6. Children: Parents will be liable for any and all damage to any property or to the premises by the acts or actions of their children. Children must be supervised at all times in order that all Tenants enjoy a quiet, peaceful residency.
7. Automobiles:
 - a. Tenant agrees to provide Management with the model, color, license plate and current registration of all automobiles, and to notify Management of any change in same. Tenant will receive a parking sticker to be placed visibly in back of the automobile upon presenting Management with above required information. Management will provide parking stickers to cars registered in Tenant's name only. Sticker must be displayed in the bottom left corner of the rear window of the automobile. Any replacement parking sticker will be at a cost of \$10.00 each.
 - b. Parking is available on a "first come-first serve" basis. A parking sticker does not guarantee Tenant a parking spot.
 - c. Commercial vehicles, recreational vehicles, boats and trucks must be kept off the premises.
 - d. Tenant agrees to park only in areas designated by Management, and Management reserves the right from time to time to change such designated areas in order to avoid congestion. Tenant will not park in "No Parking" areas and will park his/her car in such a manner as to maximize the use of the apartment's parking lots. Failure to do so may result in your vehicle being towed at your expense even though you have a valid parking sticker.
 - e. Any vehicle with or without a parking sticker may be towed at Management's discretion. **PARKING IS FOR TENANTS ONLY.**
 - f. Management reserves the right to limit the number of vehicles that may be registered by each unit.
 - g. A Tenant is entitled to **ONE** parking sticker at a time.
 - h. Management will tow any cars parked on the grass or cars improperly parked at any time.
 - i. Tenant agrees not to wash or make repairs to automobiles on the premises and agrees not to bring onto or leave on the premises any inoperable or unlicensed automobile.
 - j. Any Tenant who falsely secures a parking sticker will forfeit all rights to have a parking sticker.
 - k. Management will not provide a parking sticker or temporary parking sticker without a copy of Tenants current registration.
 - l. Parking stickers are non-transferable. If a tenant changes vehicles during the leasing period, they must register their new vehicle and a \$10.00 charge will be assessed for a new parking sticker.
8. Upon proof of identification, a key may be borrowed by the Tenant from Management for a lock out during office hours. After office hours, Management reserves the right to call a locksmith if one is needed for a lock out. A key borrowed from Management must be returned within twenty-four (24) hours or a key will be presumed lost and a lock change will be incurred at tenant's expense.
9. Management shall not be responsible for loss or misplacement of personal property, money, securities, etc.
10. Upon termination of the lease, Tenant shall thoroughly clean the apartment and restore it to its original condition of repair, safety and appearance, ordinary wear and tear excepted. If Tenant fails to do so, Tenant shall pay Management the cost of doing so. Management will clean carpet upon termination of lease and charge Tenant for said cost.

11. There should never be any objects placed on balconies or porches. Barbecue grills, hibachis, etc. will not be allowed on balconies or porches and cannot be used outside of the building unless further than fifteen (15) feet from any building per Ohio fire codes.
12. Air conditioners are not included as standard equipment (even if an air conditioner sleeve exists in unit) unless specified in lease.
13. For any maintenance that is requested by the Tenant which is found to have been due to negligence on the part of the Tenant, there will be a MINIMUM service call charge of \$50.00 to the Tenant. This includes, but is not limited to, disabling or removing a smoke detector.
14. Absolutely NO complex parties are permitted. Tenant gatherings must be contained within the premises of the unit itself. No common areas may be used. In the event Tenant violates this clause, Management will assess any damages or cleanup costs to Tenants.
15. Bicycles may not be stored inside any unit.
16. Any garbage or trash left outside a unit will be removed without notice to the Tenants, and a minimum charge of \$20.00 per bag of trash will be assessed to the Tenants.
17. Tenant must sign up for utilities at the appropriate utility office prior to taking possession of the premises. Landlord will not keep utilities on in Landlord's name after the start of the lease. Tenant is responsible for any charges by utility providers to activate or terminate utility service.
18. Failure to hand in any keys and/or garage door openers by lease termination date will result in a lock change charge which shall be assessed to Tenants.
19. Candles are not permitted in rental units. Tenants shall be charged for repainting due to smoke damage or for removing wax.
20. Any pools, trampolines, or overstuffed furniture in yards or common areas is prohibited.
21. Management may refuse to remove furniture from a furnished unit. If Management agrees to remove furniture, the charges listed below will apply:

\$25.00 per bed – complete	\$25.00 per dresser
\$80.00 per complete set of living room furniture	\$40.00 per dining table and chairs
\$150.00 to remove all furniture	
- **All charges must be paid in advance before furniture will be removed.**
22. The above prices for furniture removal will apply at twice the listed rate for tenant furniture left at lease termination.
23. Management will charge to remove any partition erected "illegally" in an apartment and shall assess Tenants for removal plus any charges to repair damaged areas.
24. NO LOITERING OR SMOKING IN THE COMMON AREAS OR THE LAUNDRIES.
25. Fire pits of any kind in yards or common areas are prohibited.
26. **TENANTS ARE REQUIRED TO DESIGNATE (1) ONE PERSON AS THE RECIPIENT OF THE SECURITY DEPOSIT RETURN. IT IS THE RESPONSIBILITY OF THE DESIGNATED PERSON TO NOTIFY AND DISTRIBUTE THE SECURITY DEPOSIT TO ALL PERSONS ON THE LEASE AGREEMENT. IF TENANTS DO NOT DESIGNATE SOMEONE, THE FIRST PERSON WHO SIGNED THE LEASE WILL BE THE DESIGNATED RECIPIENT OF THE SECURITY DEPOSIT RETURN. TENANTS ARE REQUIRED TO PROVIDE A SELF-ADDRESSED, STAMPED ENVELOPE FOR THE RETURN OF THE SECURITY DEPOSIT. THERE WILL BE A \$3.00 CHARGE IF NO ENVELOPE IS PROVIDED AT THE TIME ALL APARTMENT KEYS ARE RETURNED.**
27. Tenants may not carry or possess firearms, BB guns, pellet guns, stun guns, lasers, crossbows and arrows, sling shots, knives or weapons of any kind on Landlord's property.

28. SCHEDULE OF "MINIMUM" CHARGES FOR CLEANING, DAMAGE, & REPAIRS

KITCHEN:

Microwave (cleaning)	\$20.00
Microwave (replace)	140.00
Range (replace)	525.00
Range top cleaning	25.00
Oven cleaning	40.00
Range hood cleaning	5.00
Kitchen vinyl floor cleaning	40.00
Broiler pan	25.00
Refrigerator (replace)	675.00
Refrigerator cleaning	35.00
Refrigerator door	185.00
Refrigerator door rails	69.00
Refrigerator door rail clips	29.00
Refrigerator crisper shelf	80.00
Refrigerator drawer	75.00
Dishwasher	450.00
Dishwasher front panel	85.00
Garbage disposal	175.00
Unplug garbage disposal	35.00
Kitchen sink stopper	15.00
Kitchen cabinet door	80.00

BATH:

Toilet (replacement)	250.00
Toilet seat	30.00
Toilet paper holder	20.00
Towel bar	25.00
Faucet Replacement	120.00
Bathroom mirror	45.00
Tub pop-up drain stopper	25.00
Bathroom, laundry vinyl floor cleaning	20.00
Wipe out cabinets	10.00
Bathroom cleaning (full)	70.00
Bath tub cleaning	25.00
Toilet cleaning	15.00
Sink/vanity cleaning	10.00
Unplug toilet	25.00 *min. service call \$50.00
Shower head	55.00
Shower rod	20.00

LIVING ROOM:

Smoke detectors (electric)	75.00
Smoke detectors (battery)	20.00
Vacuum carpet (per room)	15.00
Permanent spots in carpet (each)	25.00
Wax/gum spots in carpet (each)	25.00
Carpet replacement	20.50/sq. yd.
Vinyl floor replacement	19.00/sq. yd.
Cuts/rips in vinyl floor (each)	25.00
Cigarette burns (each)	25.00
Moving furniture "back" to living room:	
• per bed – complete	25.00
• per complete set of living room furniture	80.00
• to remove all furniture	150.00
• per dresser	25.00
• per dining table and chairs	40.00

MISCELLANEOUS:

Exterior door	425.00
Interior door	200.00
Lockset (exterior)	Locksmith's Rate
Lockset (interior)	30.00
Nail/screw hole in interior door	15.00
Switch plate	5.00
Storm door	225.00
Storm door handle	30.00
Storm door closer	30.00
Storm door rescreen	35.00
Storm door screen	55.00
Storm door window	65.00
Window screen	55.00
Window rescreen	35.00
Storm window	65.00
Replacement window	300.00
Painting (full room)	150.00
Nail/screw holes in paneling (each)	10.00
Tape marks/adhesive	15.00
Wall gouges/scrapes	15.00
Mini blind (standard)	35.00 min.
Light globe	18.00
Range drip pans (4) \$5.00 each	20.00
Smoke alarm battery	5.00
Thermostat	75.00
Drywall: 1" to 12"	125.00 minimum/hole
Ceramic Tile	75.00 min./tile
Mailbox key – lock replacement	50.00 min.
Door stops	5.00 each
Countertop	275.00 min.
Molding and trim	7.50 per foot

FURNITURE:

Kitchen table	250.00
Chair	50.00 each
Living room chair	350.00
Couch	500.00
Cushions	350.00 set of 5
Cleaning	100.00 set
Bedroom single bed with frame: (\$350.00 total)	200.00 mattress 100.00 box spring 50.00 frame
Dresser	325.00 each
Replace coffee table	350.00
End table (refinish \$100.00)	250.00 each

CARPET CLEANING:

Carpet cleaning	
1 bedroom	95.00
2 bedroom	150.00
3 bedroom	195.00

WASHER AND DRYER:

Washer	525.00
Dryer	525.00

All cleaning and repair not covered above will be billed at \$35.00 per hour plus cost of materials.

If all exterior door keys are not returned, all exterior locksets and dead-bolts will be changed at cost to tenant (\$130.00 min. cost per door by Brass Key Shop).