

Four Direction Dwellings

House Rules

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1. House Rules a Part of the Lease

The Lease, any attachments to the Lease, and these House Rules for Four Direction Dwellings set forth Tenants' rights and responsibilities. Tenants must abide by the following House Rules as part of the Tenants' Lease. The rules were designed to ensure that all Tenants are allowed to enjoy their home in peace and quiet comfort. These rules apply to all Tenants, their Guests, and their Providers contracted by the Tenant. Landlord encourages Tenant to ask questions when in doubt. Please read carefully and sign on the last page.

Tenants and members of Tenant's household (hereinafter jointly called "Tenant") and Guests and/or Providers engaged by the Tenant (hereinafter jointly called "Guests") shall obey and comply with all Federal laws, State laws, and City ordinances and shall abide by all leases, house rules, and regulations adopted by the Owner/Management Agent (hereinafter jointly called "Landlord"). Violation of these House Rules constitutes a lease violation and basis for lease termination and/or eviction.

2. Smoke Free Housing Policy

- i. Definition of "Smoke." The term "smoke" means to inhale, exhale, breathe, possess, or carry any lighted cigarette, e-cigarette, cigar, pipe, other tobacco product, marijuana (including "medical" marijuana in smoke form), herbal smoking products, "Legal Weed," products known as "bath salts," or other legal or illegal smoked substances.
- ii. Tenant agrees that Tenant, Tenant's household, and Tenant's guests will not smoke anywhere in the unit rented by Tenant, in the building where Tenant's unit is located, or in any of the interior or exterior common areas of the property.
- iii. In consideration of others, Tenant or Guests who are smoking outside must not stand within 15 feet of any building door or any open windows. Dropping cigarette butts on the grounds or sidewalks is not allowed. Tenant may be charged for the expense of cleaning up any accumulation of cigarette butts.
- iv. Landlord cannot guarantee a smoke-free environment for the Tenant, Tenant's household, or Tenant's guests. Tenant acknowledges that Landlord's adoption of a smoke-free policy does not make the Landlord the guarantor of Tenant's health or of the smoke-free condition of the Tenant's unit or the common areas. Landlord specifically disclaims any implied or express warranties that the property will have any higher or improved air-quality standards than any other rental property, will be safer, or will be more habitable. Landlord cannot and does not warrant or promise that the property will be free from secondhand smoke.
- v. If Tenant, Tenant's household, or Tenant's guests violate this smoke-free policy, Landlord may terminate Tenant's lease and/or evict Tenant.

3. Rent Payments

Landlord understands that there may be a circumstance that would prevent the Tenant from making a timely rental payment. If Tenant has an emergency, please contact the office before your next rent payment is due and Landlord, dependent on the circumstances, may be able to provide a payment plan.

See your Lease for additional information about rent payments.

4. Renters' Insurance

It is highly recommended that Tenant obtain Renters' Insurance to protect themselves from personal property losses and to protect themselves from liabilities they may create by living in a rental property.

Landlord is not responsible for damage or loss of any personal property belonging to Tenant. Tenant shall look to Tenant's own insurance for reimbursement for any loss, and hereby waives any and all claims of any nature against Landlord and any of its representatives and employees.

5. Moving In

Vehicles are not to be parked on the grass or sidewalks when moving into or out of a rental unit. Please use protective padding on furniture so doors, walls, woodwork, and corners are not damaged. Property staff should be consulted as they may have helpful suggestions.

6. Tenant's Responsibility for Unit Care

Tenant is required to maintain his or her own unit in a decent, safe, and sanitary manner and in compliance with sanitary codes.

Tenant will use appropriate climate control to prevent excessive moisture and other measures to retard and prevent mold and mildew from accumulating in the unit. The unit is equipped with an exhaust fan in the kitchen and bathroom. Tenant will regularly use these fans to remove excess moisture in the unit. Tenant will clean and dust on a regular basis and remove visible moisture accumulation on windows, walls, and other surfaces as soon as reasonably possible.

The building's air exchanger system is specifically designed to provide daily fresh air using vents. Tenant will not block or cover any heating, cooling, and/or ventilation ducts in the unit.

Tenant agrees to regularly clean all appliances, fixtures, cabinetry, heat vents, ceilings, walls, and doors, using appropriate methods to prevent damage to the unit.

Tenant agrees to regularly clean all flooring in the unit.

Carpet:

- Regular vacuuming is required. A mild solution of soap and water and a clean towel will usually take care of any spills.
- Periodic shampooing is recommended, but please exercise caution in shampooing the carpet to avoid excess residue and over-wetting which can damage the carpet and materials.
- Vinyl and other hard surface flooring require regular washing with a mild soap.

(A) Excessive Personal Property

Landlord shall have the right to set limits on the amount of furniture and personal property that Tenant is allowed to have in the unit to prevent damage, pests, or a fire hazard. If during any inspection or other unit entry the Landlord determines that there is excessive furniture and/or personal property, Tenant may be served a ten (10) day notice to remove the excessive items. Failure to comply with the notice is grounds for termination of tenancy.

(B) Damages to Unit

Tenant shall not damage, remove, or disturb any part of appliances, fixtures, cabinetry, ceilings, walls, doors, or floors in units in any way, including but not limited to:

- Installing hooks, nails, and/or other hardware into any wood surface, metal surface, the ceiling, doors, etc.;
- Drilling into the ceiling, cabinets, walls, or doors;
- Removing or damaging doors to cabinets or vanities;
- Hanging light fixtures, ceiling fans, or other objects from the ceiling without written approval from Landlord;
- Allowing water to accumulate on the floor;
- Painting, repairing, wallpapering, or making improvements with respect to the ceilings, walls, appliances, cabinetry, doors, or floors.

Tenant shall be responsible for damage to the unit and Tenant's personal property as well as injury to Tenant and Guests resulting from Tenant's failure to comply with unit and/or maintenance policies provided in the Lease and/or House Rules.

(C) Decorations

Tasteful holiday decorations may be placed in rental spaces, including outdoor rental spaces, that are under the exclusive use of Tenant no more than thirty (30) days before any recognized holiday. Landlord will be the final authority regarding whether such decorations meet the definition of "tasteful."

While you are free to decorate as you wish, decorations must be in good working order and may not create any sort of fire hazard or hazard to any Tenant (such as creating a tripping hazard or blocking an exit). Because they are a significant fire risk, cut pine trees, such as Christmas trees, are not allowed. Decorations are not to be secured to the building in any way that may cause holes or damage. Exterior electric decorations are permitted with Landlord's written consent.

All decorative lights (common area and exterior) must be turned off no later than 11:00 pm and decorative lights must not be on when the unit is not occupied.

Exterior and common area holiday decorations must be removed no more than fourteen (14) calendar days after the holiday. If Tenant fails to remove holiday decorations in a timely manner, the property staff will remove the decorations at Tenant's expense and dispose of them.

Permanent displays of any other decorations or symbols on doors, exterior walls, balconies, porches, or patios are prohibited.

(D) Pest Control including Bed Bugs, Cockroaches

Landlord seeks to keep the building clean and sanitary for all our tenants. Landlords need Tenants to cooperate to keep the building clean and sanitary. We look forward to your cooperation.

Tenant must cooperate fully with and assist Landlord in pest control inspections and treatments.

Landlord and/or the pest control contractor will give Tenants reasonable notice of scheduled pest control inspections and treatments and what Tenants must do to prepare their units for inspections and treatments. Tenants who are not prepared for pest control inspections or treatments must pay all fees charged by the pest control contractor to return to the property to complete the inspection or treatment.

Cleanliness and vigilance are the best preventative actions to control pests. Tenants must properly dispose of all garbage, waste, and excess paper and is not to accumulate these materials in their units. Tenants should store sugar, flour, grains, or like items in plastic or metal sealed containers.

Bedbugs can survive in sub-zero temperatures and live for long periods of time with no food source. Abandoned or discarded furniture could easily be infested with bedbugs. For these reasons, Tenants are barred from bringing furniture or other items into their units that have been retrieved from dumpsters or left for "free" on the street.

Some pests, like bed bugs, can "hitchhike" on people and their belongings. To avoid this problem, Tenants must exercise caution when bringing cardboard boxes, crates, luggage, laundry, or other similar items into their units. Tenants must inspect all furniture to ensure that the furniture is free of any insects and eggs before bringing furniture into the building. Items that are especially likely to carry bedbugs and other pests include bed frames, mattresses, and stuffed furniture.

The unit will be inspected and will be certified as bed-bug free before a new household moves in. Within thirty (30) days of move-in, any new Tenant agrees to cooperate in a unit inspection, which may include use of products used to detect bed bugs or other infestations. If the presence of bed bugs is discovered, a professional extermination company will be hired to investigate the source and to begin the eradication process.

If any Tenant suspects the presence of bed bugs or other pests, Tenant should attempt to contain the bed bugs/pest in a Ziploc or other sealed bag (Landlord will provide a sealable bag upon request) or in a jar that contains rubbing alcohol. Tenant should contact Landlord, and the container should be kept in the freezer until Landlord comes to the unit to investigate. Do not bring suspected bed bugs/pests to the management office or other areas of the property.

Tenants must immediately notify Landlord and/or on-site property staff if they see signs of any pests in the unit or common areas of the building. Prompt notification to Landlord and/or property staff is necessary to prevent pest infestation and the spread of pests to other units. Tenants must also seek Landlord's assistance in discarding items infested with pests so that Tenant does not spread pests. Tenant is required to comply with the written notices describing how to prepare units for treatment and how to maintain the units to ensure that the treatments work. In addition, if additional treatments become necessary because Tenant has not followed the written notices and instructions, Tenant may be charged for those additional treatments.

There are some treatments, such as for bed bugs, which may require the disposal of Tenant's furniture or other personal property. Tenant is responsible for all costs related to the disposal of furniture or other personal property. Landlord will not reimburse Tenant for or replace any furniture or other personal property that must be treated or thrown away. Tenant must follow the personal property treatment and disposal recommendations of the pest control contractor.

If Tenant's unit becomes infested with pests, upon notice from Landlord, Tenant agrees that he/she will not use the building's interior common areas, enter other tenants' units, or allow tenants to enter his/her unit until the infestation is treated and Landlord has provided notice to Tenant that he/she may again use common areas, enter other tenants' units, and allow other tenants in his/her unit.

Landlord relies on pest control professionals to diagnose and treat pest problems. These professionals have access to treatments not available to the public. Pest control treatments that can be purchased by members of the public are

usually not effective in treating certain types of pests and can hamper Landlord's treatment efforts. For this reason, Tenant is not allowed to use personal pest control treatments.

If it is determined that infestations are caused by Tenant or Guests, cost of eradication for pests present as a result of Tenant's or Guest's actions will be considered damage and will be charged to Tenant. This includes damage to other units and to common areas.

Failure to cooperate with pest management efforts or denial of unit entry to the pest control contractor is considered interference with management and a violation of lease.

Failure to notify Landlord of the presence of pests and failure to participate in the eradication process fully and properly is grounds for immediate termination of tenancy. If Tenant fails to notify Landlord and/or property staff of an infestation or if Tenant fails to participate in the eradication process fully and properly, Tenant will be charged for all costs associated with infestation of the unit and other areas. These charges will be considered damage.

7. Maintenance & Maintenance Requests

It is the responsibility of Tenant to promptly report any maintenance problem. Tenant is encouraged to report all maintenance requests no matter how minor they may seem. Landlord cannot respond to verbal requests for maintenance, except in the case of an emergency. Tenant is to provide a completed Maintenance Request Form, which is available on site or online.

Should a maintenance emergency occur during regular office hours, contact Landlord and/or property staff immediately via phone or in person.

In the event of a health, fire, or safety emergency, call 911 or your local emergency response agency immediately.

Tenant shall immediately report any sagging, warping, leaking, cracking, staining, holes, gas leak/smell (evacuate the building before calling), loss of heat, loss of utilities, or water accumulation on the ceilings, walls, doors or floors. Tenant is liable for damage caused by Tenant's failure to report maintenance or repair needs.

Light bulbs are installed and in good working order. Tenants will replace all burnt out light bulbs at their own expense. Exceptions are made for fluorescent tube bulbs, which Landlord will provide and install at no expense to Tenant.

Tenant is not to call for outside services or repairs. Landlord is not responsible for any expenses related to services or repairs retained by Tenant without Landlord's prior written approval.

8. Doors

Tenant may not install door locks, door bolts, chains, alarms, knockers, or any other attachments to any door.

Electrical cords and other wiring may not be run through or under doors.

Items are not to be hung over any door, such as hanging shoe racks, laundry racks, etc.

9. Locks / Keys

At move-in, Tenant will be issued one set of keys for each adult household member. The number of keys is not to exceed the number of persons in the household.

TENANT IS NOT PERMITTED TO PROVIDE KEYS TO ANYONE NOT ON THE LEASE, INCLUDING BUT NOT LIMITED TO RELATIVES, FRIENDS, GUESTS, OR PROVIDERS WITHOUT WRITTEN CONSENT OF LANDLORD. Tenant will not duplicate keys.

Tenant may not add or change locks on the unit. If a key is lost or stolen, it is the responsibility of Tenant to notify Landlord and/or property staff immediately. Tenant may be charged for key replacement, re-keying, or lock replacement expenses.

The property staff will assist Tenants who are inadvertently locked out of their units. Tenant may be charged \$25.00 for each lockout incident.

Tenant is responsible for the control of and return of all keys issued. Tenant further agrees to surrender all keys to Landlord upon vacating the unit. Failure to return all keys issued will result in charges for key replacement, re-keying, or lock replacement expenses.

10. Appliances

No provided equipment and/or appliances may be replaced, moved, or removed from the unit. All provided equipment and appliances must be permanently retained in the original location. No additional appliances may be installed in a unit without prior written permission from Landlord. This includes but is not limited to refrigerators, washing machines, clothes dryers, dishwashers, air conditioners, and freezers.

All appliances are to be kept clean and used for their intended purposes and in accordance with manufacturer's guidelines. Landlord can provide guidance on the proper operation of the appliances or help if any appliance appears not to be operating correctly.

Using the oven/stove for heat or storage is a violation of the Lease for which the Lease may be terminated and for which Tenant may be evicted. Tenant is not permitted to place aluminum foil under the stove burners or as lining in the oven.

Tenant is not permitted to repair any major appliance. If any appliance is not working properly, Tenant must notify Landlord and Landlord will repair the appliance. If Tenant attempts to repair an appliance and such attempts damage the appliance, Tenant will be charged for repair or replacement of the appliance.

(A) Laundry Machine Hook Ups

For units equipped with laundry machine hookups, Tenant may install, at their own risk, appliances in good working order. Landlord and/or property staff reserves the right to prohibit the installation of laundry machines that create a hazard or cause damage. Only laundry machines that fit the space and on the washing machine floor pan may be installed. Installation is permitted after Tenant has provided proof of Renter's Insurance to Landlord. Tenant is responsible for damage caused by the installation and/or use of Tenant's laundry equipment. Tenant is to keep the laundry area clear of clutter and to provide for regular cleaning to keep lint build up to a minimum.

11. Windows

Windows are not allowed to be nailed or in any way permanently shut. Window egress (the ability to exit through the window in the event of an emergency) cannot be blocked by any item that is taller than the windowsill. Tenant must keep unit interior windows clean and must not damage window screens, hardware, or glass.

Occasionally, during winter months, Tenant may notice some buildup of moisture or ice on the windows. Keep window coverings open and use the range hood and bathroom fans to circulate air within the unit to decrease the moisture and condensation around window areas. Tenant will be asked to remove any window covering that prevents air circulation around the windows (such as heavy closed curtains) to prevent moisture build up.

Window blinds have been provided and may not be removed. Only acceptable window coverings approved by Landlord may be added. Blankets, bed sheets, foil, film, etc. are not acceptable window coverings.

Tenant may install additional curtain rods by using proper-mounting screws into sheetrock surfaces. Tenant is responsible for any wall damage resulting from improper installation or removal of drapery hardware.

12. Sinks, Drains, and Countertops

Wipe the countertop down regularly, blot / clean up spills up immediately, do not put hot objects directly on the countertop such as pots or pans, and use coasters liquid-filled pots.

Flushing certain items down the drain is known to cause problems with plumbing. These items include but are not limited to grease, large food items, personal hygiene items, toys, and diapers. Tenant must not attempt to flush these items through the drainage system. Tenant may not dispose of paint or other chemicals in sinks, toilets, or drains. Tenant may not dispose of tobacco products (cigarettes, chewing tobacco, etc.) in sinks, toilets, or drains.

Tenant is allowed to attempt to plunge clogged drains. Use of "DRANO" and similar caustic substances should be avoided as they can damage pipes.

Overflowing toilets, baths, or sinks constitute a "maintenance emergency," and Tenant agrees to contact Landlord and/or property staff as quickly as possible, even if the event occurs after normal office hours.

Tenant will be billed for repair of damage caused by improper use of toilets, sinks, and plumbing.

13. Mechanical Systems

The building is equipped with various mechanical equipment for heating, cooling, and /or water heating (“mechanical equipment”). The mechanical equipment is maintained by Landlord. Tenant must not tamper with any system or system settings.

Tenant will be instructed on safe and efficient operation of the mechanical equipment at move-in and is encouraged to direct any questions at any time to Landlord and/or property staff. Malfunctions of any mechanical equipment should be reported immediately to Landlord and/or property staff.

The temperature of the unit is controlled by a thermostat located in the unit. To conserve energy in the winter the Tenant is encouraged to set the thermostat at 68 degrees. During the heating season at no time is a thermostat to be set higher than 72 degrees.

Use or storage of personal kerosene or propane heaters on the premises is strictly prohibited. Small electric ceramic heaters are allowed but must be used with appropriate supervision. Ceramic heaters must not be left unattended by Tenant.

(A) Mechanical Equipment

Mechanical equipment share space with the laundry equipment. Any kind of storage of Tenant’s personal items is not permitted in within five (5) feet of the mechanical equipment. This includes any clutter, clothing, hampers, trash, or combustibles.

(B) Heating Systems

Heat for your unit is provided by a furnace that is maintained by the Landlord. The furnace is not to be accessed by and/or tampered with by the Tenant. Clear access for Landlord must always be maintained, including keeping the area free of clutter. Storage of any kind near mechanical equipment is not permitted. Furnace filters are replaced by Landlord as needed.

(C) Hot Water Heater

The hot water heater is not to be accessed by Tenant. Tampering with the hot water heater is prohibited. Clear access for Landlord must be always maintained, including keeping the area free of clutter. Storage of any kind in close proximity to the hot water heater is not permitted.

(D) Air Conditioning

Tenant must not install any air conditioner that hangs out of the window or building, is attached to the building in anyway, or causes damage.

With prior approval from Management a portable floor air conditioner unit may be used. The portable floor air conditioner must meet the following requirements:

- Required to have a working auto shut off feature that will turn the air conditioner off when the water collection tank is full. (When purchasing an air conditioner, it is important that you look for this feature because not all portable air conditioners have the auto shut off.)
- Must not to be installed with the drainage hose for the water collection tank hung out the window.
- Must not to be permanently attached to windows, walls, or any other surfaces of the apartment. (For example, the exhaust window kit cannot be screwed into the window.)
- Is to be installed according to the instructions of the manufacturer and be in good working order.
- Must be used according to the manufacturer’s instructions.
- Can not to be used until Landlord has inspected the unit after installation.
- Is not to be left running when Tenant is not home.
- Will immediately be removed if requested by Landlord.

Tenants install air conditioners at their own risk and are responsible for repairs or damage to property.

14. Fire and/or Carbon Monoxide Detection/Alarm Systems

The property is equipped with various safety equipment such as smoke detectors and carbon monoxide detectors, and/or fire extinguishers ("safety equipment").

UNDER NO CIRCUMSTANCES MAY THE SAFETY EQUIPMENT BE TAMPERED WITH OR RENDERED INOPERABLE. SUCH ACTIVITY IS CONSIDERED A SERIOUS SAFETY THREAT TO THE TENANTS OF THE PROPERTY AND CONSTITUTES GROUNDS FOR IMMEDIATE EVICTION. Missing or damaged equipment due to tampering will be replaced at Tenant's expense.

The batteries will be replaced by Landlord and/or property staff on an annual basis at no cost to Tenant. From time to time the batteries will need to be replaced more often, and it is the responsibility of Tenant to immediately notify Landlord and/or property staff when a replacement is needed. Removal of or tampering with the battery by Tenant will result in a minimum replacement charge of \$25.00 per battery.

Tenant must notify the Landlord and/or property staff when a fire extinguisher has been discharged to allow for immediate replacement.

Each Tenant should devise and discuss with all household members a plan to deal with emergencies such as fire or dangerous weather. Because of various household differences no single plan has been devised for the building. If Tenants would like help preparing a plan for their households, they are encouraged to contact the local fire department.

15. Portable Oxygen Tanks

Smoking or the use of any other product that produces a flame is prohibited anywhere inside any unit where an oxygen tank or concentrator is present. Use of other devices that may create a fire hazard in such circumstances is also prohibited. Tenant agrees to become familiar with and comply with all safety precautions associated with use of portable oxygen.

16. Cable, Satellite, Internet and Other like Services

Running cable or wires across flooring, along and/or through walls, through windows, or through doors in or about the unit is prohibited. Tenant will not move or add cable, internet, or power outlets unless approved by Landlord. Installation of additional services must not create safety hazards such as blocking egress from the unit or creating a tripping hazard.

Tenant must have Landlord's written permission to install antenna, satellite dishes, or other similar devices. Any such dish or device may measure no more than one meter in diameter. In the event that Landlord installs a central satellite dish system that offers the same channels provided through current Tenant dish systems, Tenant is encouraged to utilize the service provided by Landlord.

Tenant may not install a satellite dish or other device outside of Tenant's unit, unless Tenant has a patio or balcony. Tenant is not to install or attach any personal satellite dishes, outside antennas, or other communications equipment on the building or in the common areas, including – but not limited to – exterior walls, railings, posts, and the roof, or in such a manner that may cause damage or alterations to the premises.

Any dish or other device installed by Tenant with Landlord's written permission must be professionally installed within Tenant's unit or on a patio or balcony that is part of Tenant's unit. Any dish or other device installed by Tenant with Landlord's written permission must be mounted in such a manner that it cannot become dislodged. Such dish or other device cannot extend beyond the edge of any patio or balcony railing. Such dish or other device shall not hang out from or protrude through any window. Tenant's professional dish or device installer cannot drill holes in railings, posts, exterior walls, the roof, doors, or any other location where holes may impair the building's weatherproofing or there is a risk of striking electrical or water lines.

Tenant must remove any satellite dish or other device installed by Tenant with Landlord's written permission upon vacating Tenant's unit. Tenant will be responsible for any damage caused by the installation, maintenance, or removal of any satellite dish or other device installed by Tenant with Landlord's written permission. Additionally, Tenant will be liable for any injury or damage caused to persons or property by such dish or other device. Landlord highly recommends that Tenant's renter's insurance policy includes liability coverage for such dish or other device.

17. Grounds

Tenant is responsible for the proper disposal of trash and is not to litter the grounds.

Property staff and/or Landlord are permitted to pick up any items left on the grounds for an extended period. Unclaimed items will be disposed of after thirty (30) days.

No alteration in landscaping is permitted without prior written permission from Landlord.

18. Outdoor Rental Space

Private entryways, porches, patios, and/or sidewalks to private entrances (“outdoor rental spaces”) are under the exclusive use by Tenant. Outdoor rental spaces are to be kept neat and tidy and free of all obstacles, debris, trash, or other items that may create an unsightly appearance. Using these areas for storage is not allowed.

Appropriate patio furniture and plants are allowed in outdoor rental spaces. Appropriate patio furniture must be in good repair and intended for outdoor use; indoor furniture is not permitted. Indoor/Outdoor carpet, Venetian or bamboo type hangings, hanging fixtures, electrical cords, and temporary or permanent clotheslines are not allowed in outdoor rental spaces. Tenant is not allowed to hang garments, towels, or other items over railings.

Landlord and/or property staff is not liable for the damage or theft of any personal property left outside of Tenant’s unit.

By November 1st of each year Tenants are responsible for clearing all items from outdoor rental spaces by removing and storing all personal items for the winter season.

No one is allowed to sit or stand on railings. Doing so may result in injury or death due to falls. Landlord will not be liable for injury or death caused by irresponsible behavior by Tenant or Guests.

Liquid bird feeders are allowed for units with ground floor windows or appropriate outdoor rental spaces. Liquid bird feeders are to be limited to one (1) feeder per unit. Seed bird feeders are prohibited. (Seed bird feeders attract rodents and seeds germinate in the landscaping.)

19. Outdoor Common Space Use

Pools, trampolines, portable basketball hoops, etc. are not allowed on the premises.

Tenant is responsible for the safe and courteous operation of bicycles, skateboards, scooters, and like items in outdoor common areas. All riders must always maintain control of their items and not ride the items in a way that endangers themselves, other Tenants, property staff, or Guests. The items may not be ridden on sidewalks (when people are walking on the sidewalk), through landscaped areas, down stairwells, in parking lots, or in other exterior common areas not typically used for such operation. (These items may not be ridden indoors.)

Riders must maintain safe speeds. Riders must follow product instructions and limitations, and the items must be in good working order. Riders must avoid always contact with fixed and moveable objects and other persons. Bicycles, skateboards, scooters, and other like items may not be ridden indoors.

In outside common areas, bicycles, skateboards, scooters, and other like items must be parked appropriately so as not to block sidewalks, entryways, or exits or to create a dangerous environment. At no time may bicycles, scooters, and like items be left on their sides on the lawn, on sidewalks, in driveways, in parking areas, or in the landscaped area of the property. Items cannot be stored outside when not in use unless Landlord has provided designated parking areas such as a bike rack.

Landlord reserves the right to designate parking areas for such items in outside common areas.

Landlord and/or property staff assumes no responsibility for injury to those using or riding bicycles, skateboards, scooters, or other like items. Landlord and/or property staff assumes no responsibility for damage to or theft of these items.

Where available, bicycles must be stored in the bike rack when not in use. During the winter months Tenant is responsible for removing and storing bicycles for the season.

The cost to repair damage beyond ordinary wear and tear caused by these items will be charged to the Tenant.

20. Charcoal and/or Gas Grills and Fire Pits

Charcoal grills and/or fire pits are prohibited on the premises. Gas grills are allowed when used at least fifteen (15) feet away from any structure.

21. Cars and/or Other Motorized Vehicles

In order to park within the community, vehicles must be in acceptable condition - to include having current registration and plates, being insured, being operable/running, having intact/inflated tires, having windows, and not leaking fluids. Vehicles must be utilized on a regular basis. Absent Landlord's written permission, vehicles cannot be parked for more than one (1) week without use. Storage of vehicles is not allowed.

Each Tenant is responsible for any damage caused by Tenant's or Guests' vehicle(s), including damage caused by any mechanical fluid leakage. To avoid damage or the collection of hazardous wastes, Tenant must clean up any fluid leaks. Any cleanup will be done by Landlord at the expense of Tenant. Vehicle repairs or any vehicle maintenance is prohibited on the premises.

Oversized vehicles (oversized does not include "standard" pickup trucks and vans), off road vehicles, trailers, and recreational vehicles (for example, all-terrain vehicles, snowmobiles, boats, campers, etc.) are not permitted on the grounds and must be parked or stored off-site.

Any vehicle not meeting the criteria of this section will be removed/towed at the expense of the vehicle owner without notice.

Tenant will not allow nuisance noise, including noise caused by a vehicle or an audio device, to interfere with the peace and enjoyment of the property.

Vehicles cannot be plugged in to any exterior or interior electrical building outlets that are not specifically designated for automotive plug-in use.

Landlord and/or property staff assumes no responsibility for damage, theft, or destruction of any vehicle or its contents parked on or around the community.

Without notice, any unauthorized vehicles, or vehicles in violation of the Lease or the House Rules will be towed by Landlord at the expense of the owner of the vehicle.

22. Parking

Parking on the grass or sidewalks or parking that blocks mailboxes, accessibility routes, or access by others is always prohibited.

Tenant will not be allowed to operate or park a vehicle on the property if continued use of a vehicle by a Tenant represents a threat to other Tenants or causes excessive or undue damage to the property. If parking privileges are revoked, vehicles registered to Tenant will be towed at the vehicle owner's expense.

Vehicles parked in violation of the rules may be towed without prior notice and at owner's expense.

(A) Parking Lot

Parking is provided on a first come, first-served basis. Exceptions can be made with prior Landlord written approval.

Parking lots are not to be used as a social gathering place unless Landlord provides written permission.

23. Trash

Tenant is responsible for the proper disposal of trash.

No trash accumulation is allowed in the unit. No trash shall be thrown out of windows, doors, or from any other part of the property. No discarded trash is allowed anywhere on the property and must be placed in trash receptacles.

Dumpsters are provided for the purpose of trash disposal. Dumpsters are reserved for personal use by tenants only. All trash must be placed in a plastic bag, tied/sealed, and properly placed inside the dumpster. Trash is not to be set in any common

area, trash is to be taken directly from the unit to the dumpster. Trash is not to be placed on top or beside the dumpster(s). The dumpster cover must be closed after placing trash in the dumpsters.

Recycling is encouraged where an optional recycling program exists. Tenants must recycle if mandated by the city or sanitation provider.

The placing or dumping of any highly flammable material, hazardous waste, grease, petroleum-based product, paint, acids, and other problem materials in any trash container is strictly prohibited and must be disposed of by Tenant in accordance with local code. If Tenant fails to properly dispose of any such item, the cost for the removal will be charged to Tenant.

It is the responsibility of Tenant to remove from the property, and properly dispose of, all unwanted household items or personal property. The placing of discarded furniture, electronics, mattresses, box springs, or other personal property in or around trash collection or other common areas, or within the property boundaries is strictly prohibited. Tenant may contact Landlord and/or property staff for information about removing such items. Cost of such removal is the responsibility of Tenant. Tenants are responsible for costs assessed for improper disposal of their trash, recycling, or large items.

24. Motorized Mobility Devices

Tenants are responsible for the safe and courteous operation of their motorized mobility devices (“devices”) in exterior and interior common areas. All operators must always maintain control of their devices and not operate the devices in a way that endangers themselves, other tenants, property staff, or Guests.

Operators must maintain safe speeds when using devices within the building or on its grounds. Inside buildings safe speeds are defined as no faster than the average walking speed. Operators must follow product instructions and limitations. For example, carrying passengers or towing, pushing, or pulling of other objects with a device is generally not allowed.

Operators must follow applicable Federal, State and local law with respect to the operation of the device.

- Tenants may not obstruct others’ ability to exit in an emergency or otherwise create a dangerous environment. Operators must avoid always contact with fixed and moveable objects and other persons. The cost to repair damage beyond ordinary wear and tear in a unit or in common areas caused by a device will be charged to the Tenant;
- Devices cannot obstruct any Tenant’s ability to come and go and use the common areas;
- Operators must maintain their devices in good working order and hygienic condition;
- Devices must be parked only where permitted by Landlord;
- Devices can only be charged in the unit.

25. Cameras and other Recording Devices

Tenant understands and acknowledges that surveillance cameras may be installed in various common areas of the property. Cameras may be present in the management office or any common areas throughout the property. The cameras are not intended to provide security to tenants, Guests, or others at the property. Any cameras deployed at the property are for the sole benefit and use of Landlord. Cameras may not be maintained in working condition and may not be monitored on a continuing or regular basis. Landlord is not responsible for the acts of Tenants or third parties, and Tenants, Guests, and others at the property should not rely on the cameras for any purpose, including for the provision of security.

Any communication, including but not limited to calls/texts/emails, made to Landlord or to property staff devices may be monitored and recorded.

In addition, Landlord may, from time-to-time, record Landlord related business activities conducted in a Tenant’s unit including completion of work orders, maintenance, extermination, individual meetings, or unit inspections by Landlord, property staff, vendors hired by Landlord, or governmental entities.

Tenant may not install a surveillance camera or other similar device outside of Tenant’s unit. Tenant is not to install or attach any personal equipment including cameras, outside antennas, or other equipment on the building or in the common areas, including – but not limited to – exterior walls, railings, posts, and the roof, or in such a manner that may cause damage or alterations to the premises.

26. Business Relationship

The relationship between a Landlord and/or property staff and Tenant is a business relationship. A courteous and businesslike attitude is required from both parties.

Landlord and/or property staff reserves the right to refuse to conduct business with anyone who is verbally abusive, swears, is disrespectful, exhibits threatening behavior, makes threats, attempts to intimidate the staff, uses discriminatory language, appears to be intoxicated or under the influence of alcohol or drugs, or is argumentative.

If an applicant/Tenant or Guest demonstrates unprofessional behavior in the presence of Landlord and/or property staff or other Tenants/applicants, the person will be required to leave the management office, return to his/her unit, and/or leave the premises.

Landlord and/or property staff will not interact with Tenant who is not appropriately attired. Tenants should be wearing shoes, shirts, and pants, shorts, or dresses/skirts. Sleepwear, housecoats, or clothes that allow the display of foundation garments or private body parts, slippers (or other indoor-only footwear), and clothing with inappropriate language or pictures are not permitted to be worn in the common areas of the building.

The use of cell phones or other devices is not allowed when engaging (in-person) with the property staff. If a Tenant is participating in a cell phone call, texting, reading a text, or otherwise using any electronic device, the property staff will discontinue any communication until Tenant is able to “disengage,” unless Tenant requires such electronic-device usage for a disability.

Use of cell phones or other electronic devices by Tenant (except those devices necessary for a disability) will not be allowed in the management office without express permission from the property staff.

Property staff is not permitted to accept any money, gifts, or services or conduct personal transactions connected with the application process or associated with any aspect of residency on this property. If property staff solicits any mandatory payment, not associated with the Lease, Tenant should notify Landlord.

A violation of any of these “business relationship” rules is a Lease violation.

27. Community Standards of Conduct

Tenant and their Guests will refrain from any conduct that conflicts with the rights of other Tenants to the peaceful enjoyment of the premises.

“Quiet hours” are between 10 p.m. and 7 a.m. and must be observed by Tenant and Guests. These “quiet hours” have been established to keep all tenants comfortable in their own homes.

Noise that is considered disturbing includes, but is not limited to, loud music or television sets, use of power tools, cars or motorcycles with excessively loud engines and/or exhaust, and shouting. Tenant must conduct themselves in such a way as to always ensure the quiet and peaceful enjoyment of the residence.

Tenants and their Guests are expected to dress appropriately when outside of individual units, including in the management office, hallways, laundry rooms, lobbies, and community rooms and other common areas. Sunbathing is only permitted in appropriate attire in private outside rental spaces.

28. Tenant Concerns, Complaints, Discrimination and Harassment

Excellence in maintenance and management is a top priority. If Tenant has a concern about this community or the unit or has a suggestion on how needs can be better met, please contact the property staff.

Tenants are encouraged to discuss with Landlord any concern or complaint they may have about the property staff and/or other Tenants. To have the most effect, Tenant complaints should be done in writing and submitted to Landlord in a timely manner. Generally speaking, it is the policy of Landlord not to issue lease violations or other warnings based on oral complaints. A written complaint is generally required. Assistance in writing up a Tenant Complaint can be provided upon request.

Property staff will endeavor to promptly respond to concerns or complaints, either in writing, over the telephone, or in person. As needed, property staff will seek the assistance of off-site supervisors to address a concern or complaint.

Tenant understands that enforcement of the Lease and property rules is the responsibility of Landlord and the property staff. Tenant will not “self-police” the property. Approaching another tenant to enforce the Lease or House Rules is considered interference with management and is strictly prohibited. If Tenant witnesses or suspects non-compliance with the Lease or if Tenant has a complaint, the proper action is to advise the property staff via written complaint.

While on or off the property’s premises, discrimination by Tenant or Guests against any persons including other Tenants, Guests, providers, or property staff because of that person’s race, color, national origin, religion, sex, sexual orientation, disability, familial status, or other protected class will not be tolerated, and is a violation of the Lease that may result in termination of the Lease and/or eviction.

While on or off the property’s premises, harassment or intimidation by Tenant or Guests against any persons including other tenants, guests, providers, or property staff will not be tolerated, and is a violation of the Lease that may result in termination of the Lease and/or eviction. Harassment can include offensive behavior, i.e., uninvited, or unsolicited words or conducts that cause annoyance, irritation, or persecution of another. Acts of harassment include but are not limited to: purposefully disturbing the right of any tenant to peace and quiet, bullying, gang activity, name calling, invasions of privacy, unwanted sexual advances, yelling, taunting, unwanted hand gestures, threats, and acts of intimidation.

29. Requests for Reasonable Accommodation or Modification

In accordance with the Fair Housing Act, Landlord will make reasonable accommodations and make or agree to modifications for individuals with disabilities (applicants or Tenants) if a member of the household is disabled, the requested accommodation/modification is necessary for the person with a disability to use and enjoy the premises, and the requested accommodation/modification is not an undue financial or administrative burden or a fundamental alteration of the housing program provided by Landlord. Please contact Landlord if you would like a copy of the reasonable accommodation/modification policy or if you would like to make a request for a reasonable accommodation or modification.

To ensure that Landlord understands the request, Landlord will ask Tenant to place the request in writing. If assistance is needed in completing a written request, please contact Landlord. If you are unable or unwilling to make a written request, please contact the Landlord for assistance.

30. Alcohol Use

The use of alcoholic beverages must be confined to Tenant’s unit. Alcoholic beverages are not permitted to be used in the common areas, including but not limited to parking lots and grounds. Any Tenant not of legal drinking age is prohibited from consuming or possessing alcoholic beverages of any kind, anywhere on the Property.

31. Firearms, Archery Equipment and/or Other Weapons

Openly carrying, displaying, brandishing, or using weapons, including firearms, is strictly prohibited within the boundaries of the property. Such acts constitute a material violation of the Lease and grounds for immediate Lease termination and/or eviction.

Firearms, archery equipment, and other weapons are not allowed in locations other than Tenant’s unit. All firearms, archery equipment, and other weapons in the possession of Tenant must be licensed and carried in accordance with State and local laws. Guests are banned from bringing firearms, archery equipment, and weapons onto the premises.

This includes, but is not limited to:

- Shotguns, handguns, pistols, rifles, etc.;
 - Ammunition of any type;
 - Pellet, B.B., air, air soft, or paint ball guns (pistols, rifles, etc.) of any type;
 - Archery equipment (bows, arrows, targets, etc.);
 - Any and all types of sling shots or any device that could shoot a projectile;
 - All sharp edged or pointed objects (i.e., knife, sword, etc.) used with the intent to threaten, intimidate, or harm another;
 - Any and all types of explosives or explosive devices, fireworks, and explosive chemical(s);
 - Any type of tear gas, tear gas compound, and electronic incapacitation device such as a Taser;
 - Any other type of instrument, object, and/or material that may be deemed a weapon when used with the intent to threaten, intimidate, or harm another.
-

Allowances are made for Tenant to transport firearms, archery equipment, and other weapons in an appropriate case directly to and from the unit. All firearms, archery equipment, and other weapons must be stored in locked cabinets in the unit and only removed from the unit for offsite use.

32. Disturbances or Inquiries Involving Law Enforcement

Tenants are expected to contact law enforcement if they witness any illegal activity or if they feel they are in need of law enforcement intervention or protection. For emergencies, Tenants are to call 911.

If any law enforcement agency is called to the property because of any type of disturbance and/or criminal violations caused by Tenant or Guests, such incident may be investigated by Landlord. If it is determined that Tenant or Guests were involved in criminal activity and/or other illegal behavior, such acts constitute a material violation of the Lease and grounds for immediate Lease termination and/or eviction.

Tenant shall not engage in conduct that results in a conduct notice; action alert; adverse action related to rental license, certificate of occupancy, or similar licensure; fine; citation; or similar notification from any local police department, other law enforcement agency, or local regulatory agency or authority. The receipt of such a notice by Landlord is a lease violation for which Landlord may terminate Tenant's lease.

Tenant will be responsible for any fines, fees, repairs, or other expenses charged to the property because of an incident, disturbance, and/or criminal violations caused by Tenant or Guests. Law enforcement has the right to enter the property and the power to make arrests as needed within the property.

33. Crime Free/Drug Free Housing

Tenant, any member of Tenant's household, Guest, Provider or other person under Tenant's control shall not engage in illegal activity, including drug-related illegal activity, on or near the said premises. "Drug-related illegal activity" means illegal manufacture, sale, distribution, purchase, use, or possession with intent to manufacture, sell, distribute, or use a controlled substance (as defined in Section 102 of the Controlled Substance Act [21 U.S.C 802]) or possession of drug paraphernalia. For purposes of this section, "illegal activity" includes felonies, gross misdemeanors, misdemeanors, and petty misdemeanors.

Tenant, any member of Tenant's household, Guest, Provider, or other person under Tenant's control shall not engage in any act intended to facilitate illegal activity, including drug-related illegal activity, on or near the premises.

Tenant or members of the household will not permit the dwelling to be used for or to facilitate illegal activity, including drug-related illegal activity, regardless of whether the individual engaging in such activity is a member of the household.

Tenant or members of the household will not engage in the manufacture, sale, or distribution of illegal drugs at ANY locations, whether on or near the premises or otherwise.

Tenant, any member of Tenant's household, Guest, Provider, or other person under Tenant's control shall not engage in acts of violence or threats of violence, including but not limited to the unlawful discharge of firearms, prostitution, criminal street gang activity, intimidation, or any other breach of the lease that otherwise jeopardizes the health, safety, or welfare of Landlord or tenants.

Tenant understands that if, after he/she begins occupying the unit, he/she or a household member commits a crime that would have caused Landlord to reject Tenant's application had the crime taken place before the start of the Lease, this will be grounds for Lease termination and/or eviction. Accepting rent, performing annual or interim certifications, and/or executing or modifying any Lease will not waive Landlord's right to terminate the Lease and/or evict Tenant for crimes occurring after the start date of the initial term of the initial Lease. Tenant agrees that Landlord may conduct criminal screening checks during Tenant's tenancy.

ANY VIOLATION OF THE ABOVE PROVISIONS SHALL BE VIOLATION OF THE LEASE AND GROUNDS FOR TERMINATION OF THE LEASE AND/OR EVICTION.

Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by the preponderance of the evidence.

34. Excessive Traffic

Excessive traffic to Tenant's unit is prohibited. Excessive traffic is three (3) or more visits by different guests (whether other Tenants or non-Tenants) to a unit in any twenty-four (24) hour period. In addition, if a pattern develops under which guests visit Tenant's unit for short intervals of time, Landlord in its sole discretion may suspend Tenant's guest privileges.

If a Tenant is planning a special activity in his/her unit that will involve three (3) or more visits by different guests in any twenty-four (24) hour period, Tenant should notify Landlord in advance and receive written permission for an exception to this rule.

Tenant is not permitted to engage in conduct that is associated with dealing illegal drugs or other substances. Such conduct includes, but is not limited to, frequently leaving the premises to travel to the street corner or the parking lot for short periods of time, frequently having different Guests in the Tenant's unit for short periods of time, frequently handing items through the windows of the unit or through windows of cars parked at or near the property, and frequently exchanging small items with individuals on the street at or near the complex. If Tenant engages in conduct that is associated with dealing illegal drugs or other substances, Landlord will meet with Tenant to warn Tenant that his/her conduct violates this rule. (It will not be a "defense" for the Tenant to claim that s/he is not dealing illegal drugs—the point of this rule is that conduct that is associated with dealing illegal drugs or other substances is not allowed at or near the property.) If after the meeting Tenant persists in such conduct, Landlord will have the right to terminate Tenant's Lease and/or evict Tenant.

35. Guests

Tenants are responsible for all actions of their Guests while on the property.

Guests are welcome as long as they abide by the Lease and House Rules, abide by Federal, State, and local laws, and are not unauthorized tenants. Landlord has the right to ban Guests if they disrupt the property or commit Lease violations. Tenant may not allow admission or access to the property of any person who has been ordered, whether orally or in writing, to depart from and stay away from the property, including any individual who has been issued a no trespass order. Tenant agrees that Landlord may trespass individuals, including Tenant's guests, who engage in lease violations or who otherwise threaten, harass, or discriminate against other tenants, staff, vendors, or other tenants' guests (on or off the premises, including other properties owned or managed by Landlord/management agent) or who damage property belonging to Landlord, vendors, staff, other tenants, or guests. Tenant acknowledges that Landlord may revoke Tenant's ability to extend apparent authority to be on any part of the premises to an individual or a guest who engages in the above-referenced acts. It is a lease violation to voluntarily allow a trespassed person onto any part of the premises.

A guest may not stay in Tenant's unit for more than (1) one visit of fourteen continuous days in any one-year period starting with the first day of the visit or (2) visits amounting to fourteen non-continuous days within any 90-day period.

Only individuals listed on the Lease may reside in the unit. A guest is not considered a member of the household who may occupy the unit until the guest applies for tenancy, is accepted by Landlord, and executes the necessary documents. If Tenant allows unauthorized individuals to occupy the unit, Landlord may terminate the lease or file an eviction action.

Guests are not to be present in unit if Tenant is not present.

Guests may access the community rooms and other common areas only when accompanied by Tenant.

36. Extended Absences from Unit

Tenant agrees to advise Landlord of any planned absence from the unit for a period of one (1) week or more and not to allow anyone to stay in the unit while Tenant is absent. If Tenant is absent from the unit for more than 60 continuous days (or more than 180 continuous days because of medical reasons), Landlord will have the right to terminate the Lease and/or file an eviction action.

37. Pet Rules

Absent written permission from Landlord, TENANT MAY NOT KEEP ANIMALS of any kind on the premises or on the accompanying grounds of the property with the exception that Tenants may have one (1) caged bird or one (1) fish tank up to 20 gallons. VISITING ANIMALS, no matter the length of time, are not allowed.

- a) If a Tenant is disabled and requires an assistance animal, such animal may reside on the premises after Landlord has obtained any necessary verifications and provided written permission to Tenant. Landlord may impose reasonable rules on assistance animals.
- b) Certain pets are permitted with written permission from the Landlord. A copy of the Pet Rules is available upon request.

38. Garage and/or Yard Sales

Garage and/or yard sales are not allowed.

39. Home-Based Business

Home-based businesses are not allowed. A home-based business is defined as an income-earning activity that is engaged in as more than a hobby and where no offsite space is leased, rented, or used as the majority location for the conduct of the business. Daycare (which is a home-based business) either for children or adults is not permitted.

Occasional "sitting" is allowed but must conform to the guest policies.

40. Solicitation/Sales

Tenants may sponsor housewares, home decorating, and other appropriate parties in their units in accordance with these House Rules. Other Tenants may be invited, but not pressured, to attend. Tenant is not allowed to sell cigarettes, beer, wine, or any other controlled or illegal items on the premises.

41. Military Service Policy

If Tenant is a member of the Armed Forces and receives change of station orders to permanently depart the local area, or is relieved from such active duty, this Tenant may terminate the Lease by giving written notice to Landlord. Such notice shall effectively terminate the Lease one (1) month after the next monthly rental payment is due. In such event, Tenant agrees to furnish Landlord a certified copy of the official orders that warrant termination of Lease. Military permission for base housing does not constitute a permanent change of station order.

42. Changes in Household Members

Tenant is strictly prohibited from allowing anyone to move into or out of the unit without the proper written approval from Landlord. Requests to add household members to Tenant's household are to be made in writing.

Additions to the household must be approved by Landlord before the new household member moves in. A copy of Landlord's Changes to the Household policy is available upon request.

43. Unit Transfers

Tenant can request transfer from their current unit to another unit within the property by providing a written request to Landlord. When Tenant requests a unit transfer, Tenant will be required to review and sign the unit transfer policy. A copy of the Unit Transfer policy is available upon request.

House Rules are a part of the Lease and the Landlord may make changes at any time by giving Tenant written notice. By signing this House Rules agreement, I am stating I have read, understand, and agree to abide by all terms of the House Rules as set forth above during the initial term and any extensions thereof. I acknowledge the receipt of a complete copy of the House Rules AND any attachments attached hereto.

Tenant Signature

Date

Management Representative

Date
