

## Residential Lease Agreement

This lease is made on \_\_\_\_\_

By and between: \_\_\_\_\_ (Tenants)

& \_\_\_\_\_ (Owner):

ADDRESS: \_\_\_\_\_

Only \_\_\_\_\_ are to occupy the unit.

**POSSESSION TAKEN ON:** \_\_\_\_\_

**TERM OF LEASE BEGINS:** \_\_\_\_\_

**TERM OF LEASE ENDS:** \_\_\_\_\_

Rent for the full term is: \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_).

Rent to be paid in advance on the first of each month in full installments of: \$\_\_\_\_\_

Tenants will be assigned an online account and shall make rental payments via EFT at:

[www.Coastwaymanagement.managebuilding.com](http://www.Coastwaymanagement.managebuilding.com)

All necessary payments shall be made prior to possession of the premises:

**SECURITY DEPOSIT:** \$\_\_\_\_\_

**MONTHLY RENT:** \$\_\_\_\_\_

**LAST MONTH:** \$\_\_\_\_\_

**TOTAL BEFORE OCCUPANCY:** \$\_\_\_\_\_

\_\_\_\_\_ Initials

- 1) **CONDITION OF PREMISES - MOVE-IN POLICY:** TENANT has inspected the Apartment and is satisfied with the physical condition thereof, and tenant's taking possession of the Apartment shall be conclusive evidence that the same was in good condition and repair unless expressly noted in writing. TENANT agrees that no representations as to the condition or repair of the Apartment have been made except as herein contained and that no promise to decorate, alter, repair or improve Apartment prior to or during the term has been made, unless expressly provided in this LEASE.
- 2) **CONDITION OF PREMISES:** TENANT shall take good care of the Apartment and its fixtures, furniture and furnishings, and shall report promptly in writing to the manager when any equipment or fixture or portion of the Apartment is known to be out of repair. TENANT shall be responsible for keeping clean the Apartment and any patios, balconies, wood decks or other areas that are reserved for private use of TENANT. No alterations, additions or improvements in the Apartment or the building or grounds in the complex of which the apartment is a part may be made by TENANT without the prior written consent of OWNER/AGENT. Any alterations, additions, improvements put in at the expense of the TENANT shall become the property of OWNER/AGENT and shall remain upon and be surrendered with the Apartment as permanent fixtures at the termination of this LEASE. If OWNER/ AGENT consents to any work, TENANT shall indemnify and hold OWNER harmless, against any and all claims, costs, damages, liabilities and expenses (including attorney's fees) which may be brought or imposed against or incurred by TENANT in connections with such work. All mechanics liens filed by reason of such work shall be discharged by TENANT, at his/her expense, within ten (10) days after filing. TENANT shall be responsible and liable for any and all injury or damage done to the Apartment or to the building or complex in which the same is located, or the lawns, grounds, trees, shrubbery, sidewalks and complex surrounding the building, or to any and all property of TENANT or other tenants caused by TENANT's acts or omission, or by those of TENANT's family, servants, agents, guests, permittee, invitee, other persons or pets whom TENANT permits to be in, on or about the Apartment, building or complex, including injury or damage due to the operation, maintenance or control of heating and cooling equipment, appliances, fixtures that are in good working order and TENANT shall also be liable for damage due to the failure to maintain heat therein to prevent damage to the Apartment. The extent and amount of damages to be charged to the TENANT shall be determined by the OWNER, based upon damages and subsequent costs incurred by OWNER, and shall be payable on demand by the TENANT to the OWNER. Should TENANT pay or be required to pay or have expense for any act or omission by virtue of TENANT's tenancy, or caused by, through or under LESSEE, his family, servants, agents, guests or others, then the same shall be paid by LESSEE as accrued additional rent.
- 3) **ABANDONMENT:** If Tenant vacates the premises without notice to the Owner/Agent, has removed substantially all possessions from the premises and does not pay rent for more than fifteen (15) days, an abandonment has occurred. If during the term of the tenancy, it is believed that the Tenant has abandoned the premises, Owner Agent will send a letter stating that unless a reply is received within seven (7) days, the Owner/Agent shall re-rent the premises. In the event Tenant shall be absent from the premises for a period more than ten (10) days, notice of such fact must be given to the Owner/Agent no later than the first (1st) day of the extended absence.
- 4) **ACCESS:** To provide both routine and emergency maintenance service, Owner/Agent has retained a key to the premises. Service requests placed by the Tenant shall be answered in a reasonable time. Except in case of emergency or unless it is impractical to do so, Owner/Agent will strive to give at least one (2) days or forty eight (48) hour notice of intent to enter and will only enter at reasonable times. If Owner/Agent enters the premises in Tenant's absence, Owner/Agent shall leave a card explaining the purpose of the call and the name of the representative. Owner/Agent may, during the term of the tenancy, show the premises to prospective tenants. Tenant agrees to notify Owner/Agent immediately when maintenance is required.
- 5) **ADDITIONAL PAYMENTS:** Tenant agrees to pay all late charges, awarded Attorney fees and court costs for breach of this lease: cost of repairs, replacements, redecorating and/or refurbishing the premises except for ordinary wear and tear; and a reasonable cleaning expense, provided Tenant does not leave the premises in a clean and rentable condition at the time Tenant vacate.
- 6) **ALTERATIONS:** Tenant shall not remodel, paint or make structural changes to the premises, nor shall Tenant attach or remove any fixtures without prior written permission.
- 7) **APPLIANCES:** Appliances supplied on the premises are: range, refrigerator, dishwasher, microwave, washer/dryer combo or any other appliance affixed to the premises.
- 8) **CANCELLATION-EMINENT DOMAIN:** In case of sale or condemnation by eminent domain of the leased premises, this Lease contract will automatically become null and void. And all damages awarded for such taking for public purpose shall belong to and be the property of the OWNER.
- 9) **COMMON AREAS:** No receptacles, vehicles, baby carriages or other obstruction shall be placed in the halls or other common areas or passageways. This violates local and state fire law.
- 10) **DAMAGES TO PREMISES:** Tenant agrees to pay for repair of the premises when caused by misuse of family, servants or visitors. **OWNER**

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Initials

**SHALL NOT BE RESPONSIBLE FOR DAMAGE OR LOSS OF PERSONAL PROPERTY STORED IN OR ABOUT THE PREMISES. FOR THIS REASON, OWNER ENCOURAGES TENANT(S) TO PROTECT PERSONAL PROPERTY WITH INSURANCE COVERAGE.**

- 11) **PERSONAL PROPERTY ON PREMISES:** Tenant may agree to maintain renter's insurance coverage during the term of this lease; it shall be the Tenant's obligation to insure the Tenant's personal property. The Landlord shall not be responsible for damages or loss of personal property of the Tenant stored in or about the premises.
- 12) **INSURANCE:** The OWNER's insurance policy does not cover Tenant's interests or possessions. Therefore, in order to protect Tenant, Tenant's belongings and Tenant's liability for other Tenants' belongings, Renter's insurance is **encouraged** for all Tenants. Tenant has two options for purchasing insurance: 1) Tenant may purchase Renter's insurance directly through Coastway Management's approved carrier as part of the application process within the Applicant/Resident Portal. Or, 2) Tenant may purchase Renter's insurance through a qualified agent. Tenant is encouraged to consult a qualified insurance agent for policy information. If the Tenant chooses to secure rental coverage, the Declaration/Certificate must reflect the Landlord listed on the Lease as an additional interest.
- 13) **DELINQUENT RENT PAYMENTS:** If any part of the rent is due and in arrears for five (5) days, **a fee of \$30.00 for additional rent will be charged.** No demand for rent, either in writing or oral is required. If any part of the rent is due and in arrears for fifteen (15) days Owner/Agent will send a written notice specifying the amount of rent in arrears, making demand for same and notifying Tenant that unless payment is received within five (5) days of the mailing of the notice, this lease will terminate and eviction proceedings will commence. Tenant shall be charged a twenty-five (\$25.00) fee for each returned check or reversed electronic payment.
- 14) **EXTERMINATION:** Owner/Agent shall take any and all reasonable action to exterminate pests upon notification and verification that these conditions exist.
- 15) **FIRE HAZARDS:** Tenant shall not permit any hazardous act which might cause fire or that will increase the rate of insurance on the premises. If the premises become totally inhabitable by reason of fire not caused by Tenant's negligence or Tenant's agent or servants, the rental due shall be suspended until the same has been restored to a habitable condition. Owner/Agent is not obligated to rebuild or restore the premises. Tenant is responsible for any costs incurred by negligence of any person on the premises with Tenant's permission or implied consent.
- 16) **HOLD-OVER TENANCY:** If a Tenant elects not to renew their lease at the end of the term, but wishes to remain on a month-to-month basis, approval must be obtained from the Owner/Agent. Upon approval, Tenant understands that the monthly rental rate will be increased by ten percent (10%) effective the first month after the expiration of the lease. Tenant is also reminded that a thirty (30) day written notice of intent to vacate will still be required prior to move-out approval.
- 17) **LAUNDRY:** Tenant agrees not to hang or place laundry on the exterior of any building or lawn unless specified areas are designated. Tenants may use laundry facilities located in the basement if provided. Tenants agree to keep the area clean.
- 18) **LIGHT BULBS/FIXTURES:** Owner/Agent shall supply the premises with electric light bulbs and fuses and smoke detector batteries at the time of move-in. Tenant agrees to furnish battery and bulb replacements and install thereafter and to maintain smoke & carbon dioxide detectors in working order for the duration of the Lease.
- 19) **LOCKS AND KEYS:** Owner/Agent shall provide a new lock for exterior doors, which is considered safe by industry standards. So as not to restrict the ability to provide Tenant with emergency and maintenance service, Tenant agrees that no additional locks shall be placed upon any entry doors of the premises nor shall *locks* be changed without prior written permission. Upon termination of this Lease, Tenant shall return all keys to the premises. A reasonable charge will be made for lockouts.
- 20) **MORTGAGE:** Tenant acknowledges that Owner/Agent has executed a mortgage on the premises and thereby agrees to subordinate the Lease to the existing mortgage or to any new mortgage that should be executed on the property. Tenant's execution of this Lease hereby constitutes and appoints the Owner/Agent and Tenant's attorney-in-fact to execute any such certificate or document necessary to achieve any original financing or refinancing desired by the Owner/Agent. If the Owner/Agent shall require any estoppel letter or other document, Tenant agrees to execute such document immediately upon receipt of the same.
- 21) **MOVING:** So as not to disturb neighbors, the moving of furniture is permitted to and from the premises between the hours of 8:00 a.m. and 6:00 p.m. only. Tenant or the moving company must remove any packing cases, barrels or boxes, which are used in moving. Tenant authorizes that Owner/Agent may keep moving companies or trucks off the premises if rent is not paid in accordance with the terms of

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this Lease.

- 22) **NOTICE AND EXTENSION OF LEASE:** This Lease expires on the date stated herein unless the Owner/Agent and the Tenant shall, in writing, extend the term. **The Owner/Agent must receive written notice from the Tenant no later than October 1<sup>st</sup> of the current lease term (for Leases beginning June 1<sup>st</sup>) requesting such an extension of the term. This notice must be sent to the office where the rent is paid or may be sent via the Tenant's online account.** Owner reserves the right to begin showing the unit after October 1<sup>st</sup> of the current lease term for the purposes of securing a viable Tenant for the following lease term. This provision does not give Tenant any right to hold-over at the expiration of the term. If the Tenant remains in possession without the Owner/Agent's consent after expiration of the term of this Lease, Owner/Agent may commence an eviction action.
- 23) **OCCUPANCY AND USE:** Tenant shall personally use and occupy the premises solely as a private dwelling. Tenant agrees that the number of occupants is not to exceed the number shown on the application. Tenant shall use the premises in such manner as to comply with all local, county and state laws and shall not use the premise or permit it to be for any disorderly or unlawful purpose. No waterbeds shall be used in the premises without prior written consent. Consent will be only given if proof of insurance coverage for possible resulting damages due to the use of waterbeds with notice of cancellation provided. In the event that any persons using the premises occupied by Tenant or visiting the same shall suffer any fall or any other injury, such person shall report to the Owner/Agent the date, time, place and conditions of such occurrence and names of all persons who have witnessed the same. Such report shall be given no later than three (3) business days after the occurrence.
- 24) **PARKING:** This lease includes parking for **(0)** passenger automobile(s). Tenants are responsible for snow removal. Should Landlord from time to time assist in snow removal this is shall no way be considered an obligation of the Landlord. During snowstorm, the vehicle must be moved to allow for proper plowing, as may be the needed. Registration numbers and vehicle information will be provided to Owner/Agent at lease signing; Tenant is responsible for keeping Owner/Agent's information current. The Owner/Agent at the Tenant's expense may remove disabled vehicles and unregistered vehicles at any time. No maintenance of vehicles is allowed; no exceptions. All tenants will cooperate with the Owner/Agent to permit snow removal. No trucks, boats, trailers or motorcycles may be parked on the premises without prior written permission.
- 25) **PARTIAL PAYMENTS:** tenant shall make all rental payments in full. Payment or receipt of a rental payment of less than the amount stated in the Lease shall be deemed to be nothing more than a partial payment on that month's account. Under no circumstance shall Owner/Agent's acceptance of a partial payment constitute accord and satisfaction. Nor will Owner/Agent's acceptance of a partial payment forfeit Owner/Agent's right to collect balance due on the account, despite any endorsement, stipulation or other statement on any check. Any modification of this Lease must be made in a letter signed by the Owner/Agent, in which the Owner/Agent states and agrees to the modification. The Owner/Agent may accept any partial payment check with any conditional endorsement without prejudice to his/ her right to recover the balance remaining due or to pursue any other remedy available under this Lease.
- 26) **PETS:** **NO ANIMALS, BIRDS OR PETS OF ANY KIND SHALL BE PERMITTED IN THE PREMISES** without written consent from Owner/Landlord. Any tenant found to be in violation of this section of the Lease **will be fined at a rate of \$50 per day** until the pet has been removed from the premises. This includes pets that are said to be "visiting".
- 27) **PLUMBING:** The water closets and waste pipes shall not be used for any other purpose other than those for which they were constructed, nor shall any sweepings, rubbish or any other improper articles be thrown into them. Tenant shall pay any damage to the building caused by misuse of such equipment.
- 28) **QUIET ENJOYMENT:** Tenant and any person on the premises with consent agree not to disturb neighbors' peaceful enjoyment of the premises. Tenant the volume of any radio, stereo, TV or musical instrument in the premises sufficiently reduced at all times so as not to disturb other tenants in the building. Tenant shall not conduct or permit to be conducted vocal or instrument practice in the premises.
- 29) **REMOVAL FOR BREACH OF RENTAL LEASE:** If Owner/Agent, at any time, finds Tenant's conduct or the conduct of such persons on the premises with Tenant's consent in noncompliance with the Lease, Owner/Agent will send written notice that such conduct is considered a breach of the Lease and that if Tenant does not remedy the breach within twenty (20) days of the mailing of the notice, this Lease will terminate, and Owner/Agent will commence eviction proceedings. A second notice will result in termination of the Lease.
- 30) **REMOVAL OF PERSONAL PROPERTY:** If after violation of any provision of this Lease, or upon the expiration of this Lease, Tenant moves out and fails to remove personal property or that property of anyone else being kept in the premises by Tenant's volition, the personal property shall belong to and be the property of Owner/Tenant.
- 31) **REPRESENTATIONS AND APPLICATIONS:** Owner/Agent enters into this Lease with Tenant on the basis of the representations contained

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in the application, which is made part of the Lease, and in the event any of the representations contained in the application shall be found to be misleading, incorrect or untrue, Owner/Agent shall have the right to cancel this Lease and to repossess the premises.

- 32) **RUBBISH:** Neat containment of trash and placing in receptacles provided shall be the responsibility of the Tenant. Trash is not allowed to be stored on patios, in halls or any other common areas. Tenant to comply with City Department of Public Works regarding proper use and storage of City-supplied garbage containers. Any damage or loss to/of the containers will be the responsibility of the Tenant. Any violations received as a result of improper use and storage of containers will be the Tenant's responsibility, including any associated fines.
- 33) **SECURITY DEPOSIT:** The security deposit paid by Tenant shall be held by the Owner/Agent until this Lease is terminated. An accounting of the security deposit and any funds due shall be forwarded to Tenant within twenty (20) days after Tenant moves out. Tenant agrees to allow Owner/Agent to deduct from the security deposit if they apply: (1) any indebtedness otherwise due to Owner/Agent; (2) unpaid late charges accrued to the account; (3) any attorney fees caused by breach of any provision of this Lease on the part of the Tenant; (4) any court costs caused by enforcement of the terms and provisions of this Lease; (5) the cost of any repairs, replacements, redecoration and/or refurbishing of the premises or any fixtures, systems or appliances caused by other than reasonable wear and tear; (6) costs and expenses incurred by Owner/Agent and arising from breach by Tenant of any provisions of this Lease; and (7) a reasonable cleaning expense, provided Tenant does not leave the premises in a clean and rental condition at the time the Tenant vacates.
- 34) **SEPARABILITY OF CLAUSES:** If any clause or paragraph of this agreement shall be determined to be unconstitutional, illegal or void by any court of competent jurisdiction, the remaining clauses or paragraph shall continue in full force and effect.
- 35) **SPECIAL PROVISIONS:** Service charges for physical damage beyond ordinary wear and tear apply to your occupancy and lease termination.
- 36) **STORAGE:** Tenant may use storage space provided outside the premises, when available, without additional charge, but at Tenant's own risk. *Only* storage space so designated by the Owner/Agent may be so used and at no time are patios/balconies to be used for storage other than summer furniture and plants.
- 37) **SUBLETTING/ASSIGNMENT/ASSIGN:** Tenant shall not sublet or assign this Lease without prior written approval.
- 38) **UTILITIES:** Upon occupancy of premises, Tenant will transfer all utilities (listed below) not provided in the rental fee in their name. If this is not done, utilities will be shut-off by Owner/Agent. The monthly rental fee shall include the cost of the following checked utilities:  
**COLD WATER( X)      SEWER( X)      HOT WATER( )      ELECTRIC( )      GAS/HEAT( )** Owner Agent shall not be liable for failure to furnish any of the above utility services in the event of accident, interruption or *loss* of service. Owner/Agent shall, however, exercise reasonable diligence to correct such failure. "Utility" as used in this paragraph shall mean electric, gas (natural, liquid or propane), water and oil.
- 39) **LEAD DISCLOSURE:** The Tenant acknowledges receipt of a lead paint warning and disclosure prior to signing this lease.
- 40) **INSPECTION AT MOVE-IN:** It is the responsibility of the Tenant to conduct a thorough walkthrough of the Premises at move-in and note on either a move-in inspection sheet or via your Resident portal any imperfections, damage or maintenance issue. The move-in inspection results must be submitted to the Landlord in writing within 48 hours of receiving a key to the premises. Failure of Tenant to provide this inspection report will indicate that Tenant has accepted the Leased premises in its current condition and all improvements are in good, habitable and acceptable condition as of the date of occupancy.
- 41) **POLICY AT MOVE-OUT:** To insure a proper transition, the following shall apply when moving: a) The last month's rent is due and payable as stated on page 1 of the Lease. SECURITY DEPOSIT will not, UNDER ANY CIRCUMSTANCES BE CONSIDERED AS FINAL RENT PAYMENT. DEDUCTIONS made for missing items; damages other than normal wear and tear and general lack of cleanliness will be made on a time and materials basis. The following outlines the Tenants Move-Out Policy in addition to the other provisions of this Lease Agreement: 1) **All kitchen and bathroom cabinets and drawers are to be cleaned,** 2) **Appliances on the premises are to be cleaned,** 3) **No hooks in ceiling or walls,** 4) **Bathroom fixtures are to be cleaned** (tub, toilet, etc.), 5) **Carpets/Hardwoods on premises to be vacuumed/cleaned,** 6) **All countertops and sinks to be cleaned,** 7) **All light bulbs and heat lamps are in working order.** Premises to be inspected by Owner/Agent prior to vacating. Tenant agrees that upon tenant's failure to comply with this policy, reasonable charges will be made by Owner/Agent and deducted from the tenant's security and clean-up fund.
- 42) **ATTORNEY FEES:** Tenant shall pay OWNER as accrued additional rent, all OWNER's costs, expenses and attorney's fees pertaining to the enforcement of the covenants and agreements of this LEASE, whether or not suit is filed.

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43) **BROKER REPRESENTATION:** Tenant(s) certifies/certify that they have not employed the services of a Real Estate Agent/Broker to facilitate the rental of this property. Initials\_\_\_\_\_

If a Broker was employed, please list the name of Real Estate Agent/Broker and Office:\_\_\_\_\_

The undersigned parties agree that they have read and understand the provisions of this Lease. It is further agreed that by signing of this Lease, the Tenant will be bound to all the terms and regulations contained herein.

\_\_\_\_\_  
Property Owner/ Agent

**PLEASE PRINT CLEARLY!**

\_\_\_\_\_  
Tenant Date Email Cell phone

\_\_\_\_\_  
Tenant Date Email Cell phone

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Tenant Date Email Cell phone

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Tenant Date Email Cell phone

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Tenant Date Email Cell phone

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Tenant Date Email Cell phone

**RULES & REGULATIONS  
AS THEY APPLY TO THIS PROPERTY**

- Walkways, stairways, the exterior surfaces of the unit and any other common areas shall not be decorated, obstructed or used for any purpose other than ingress and to egress from the units.
- No vehicle or means of conveyance (e.g. carriages, carts etc.) shall be parked in the hallways, public walkways, driveways or storage areas, but only in the areas designated for such use.
- Bicycles shall only be "parked", left or stored in the unit or an area, if any, specifically designated for bicycles by the Owner/ Agent.
- Common area storage is not permitted unless specific designated areas are assigned to occupant at occupant's *sole* risk. Shoes are not permitted in the hallways.
- Child swimming pools are not permitted.
- Smoking is prohibited in all common areas, hallways, laundry rooms, etc.

**USE OF UNITS:**

- Only the named occupant(s) on the Lease Agreement are permitted to reside in the unit. Any changes/additions to the specified occupants must be approved in writing by Owner/Agent.
- No resident shall permit or make any noises or odors which disturb another occupant nor do or permit anything to be done therein or outside which interferes with the rights, comforts or convenience of other occupants.
- No one shall play, or suffer to be played, any musical instrument, or permit to be operated any radio, television, etc. in such manner as to disturb or annoy any occupant.

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- Occupant shall not remodel, paint or make alterations (structural or otherwise) to the premises without prior written permission from Owner/Agent.
- Patios and balconies are to be used for summer furniture and plants only. No grills of any kind are to be used or stored on balconies or patios.
- No unit occupant shall make or suffer any unlawful use of the unit nor use it for any other purpose than a private residence.

**PARKING**

- Occupants are limited to the number of vehicles stipulated in the Lease Agreement, which includes company or employer-owned or provided vehicles.
- Vehicle information must be provided to Owner/Agent at time of move-in. Occupant is responsible for keeping Owner/Agent's information current.
- The Owner/Agent assumes **NO** responsibility for loss of or damage to cars or other vehicles parked on property
- Parking spaces are to be used for the private parking of passenger vehicles of occupants of the unit. NO large commercial vehicles, boats, RV's, trailers, snowmobiles, campers, motor bikes, mini bikes, ATV's etc. are to be operated, parked or utilized on the property, except to enter or leave the parking area.
- Non-operating or unregistered vehicles are prohibited. Unregistered or inoperable vehicles parked on the property for more than ten (10) days will be towed at the vehicle owner's expense.
- No automobile maintenance **OF ANY KIND** is to be performed in the parking areas, no exceptions.
- No vehicle shall be parked in such manner as to impede or prevent ready access to another parking space unless in tandem parking only is provided. If occupant parks in a space designated for another unit, he/she may be fined or towed at the discretion of the Owner/Agent if the occupant whose space is occupied registers a complaint.
- Occupant will cooperate with Owner/Agent to permit snow removal and/or parking lot maintenance.

**PETS:**

Pets are NOT allowed unless prior written permission is obtained from Owner/Agent. This rule includes visiting pets.

**TRASH DISPOSAL:**

Garbage shall be wrapped in plastic bags or other suitable containers. Where in practice, the blue box is to be used. Trash is never in halls, patios/balconies or other common areas.

**LAUNDRY:**

No laundry is to be hung on exterior of any building. Some locations may have clotheslines in place.

**GUESTS:**

- Occupants are responsible for the actions of their guests.
- Occupants may have a maximum of two (2) guests staying with them at any one time. Additional guests may be allowed with written permission.
- No guests may stay more than two (2) weeks in a given six (6) month period unless with prior written permission from Owner/Agent.
- Guests must adhere to the rules and regulations of the property.

**REQUESTS AND COMPLAINTS:**

- Requests for maintenance or repairs are to be made in writing to Owner/Agent.
- Complaints, requests and suggestions shall also be made in writing and given to Owner/Agent.

**MISCELLANEOUS:**

- Occupants are responsible for the actions of their children and all guests/visitors.
- Tenant is to update Owner/Agent with contact numbers and emergency contact as needed.
- Tenant will not change locks or add locks without the written permission of Owner/Agent. If permission is granted copies of keys for new locks will be provided to Owner/Agent.
- Waterbeds cannot be used in the premises without prior written permission.
- No occupant shall use or permit to be brought into the units any inflammable oils or fluids such as gasoline, kerosene, benzene or other explosives or articles deemed Extra hazardous to life, limb or property.
- All occupants will assist in maintaining the level of security at the premises. No doors will be left unlocked or propped open at any time.
- Postal areas shall be kept neat and clean. Unwanted mail and periodicals should be discarded. No grills or barbecues are to be used on patios or balconies if such applies to your situation.
- No radio or television aerials shall be attached to or hung from the exterior of the building (s) except with prior written approval of the Owner/Agent.

**NONCOMPLIANCE OF RULES:**

- Failure to adhere to any of the rules may warrant the institution of a reasonable fine to ensure compliance. Fines will be established by Owner/Agent based on the severity of the offense.
- From time to time, it may be necessary to change/modify the rules. A written notice of any such change or changes will be sent to tenants.

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