

## **Community Rules and Regulations**

### **1. General Conduct**

- All residents and visitors must maintain respectful behavior toward neighbors, staff, and community property.
- Noise levels must be kept to a minimum, particularly between [quiet hours, e.g., 10:00 PM - 7:00 AM].
- Residents must keep common areas clean and clear of personal belongings or trash; common areas are not to be used for resident storage or disposal of items (this includes but is not limited to hallways, stairways, laundry rooms, yards, sidewalks, parking areas, etc.)
- Overnight guests are limited to no more than 7 consecutive nights, no more than 14 nights in a 30-day period.
- Grills, firepits, bikes, hanging planters, hanging decorations, or any other excess items as determined by management must have management's written approval for use on patios or balconies. Without written approval, these items may be discarded at any time.
- Smoking is prohibited in all areas, interior and exterior.
- Residents consent to receive SMS/text message communication from our office regarding the management of their property.
- Residents must comply with written notices within the time frame provided on the written notice.
- No use, sale, promotion, or distribution of illegal substances or activities on the property; no public overindulgence of alcohol or public drunkenness on the property
- Residents must comply with all local, city, and state ordinances and laws.

### **2. Property Maintenance**

- Residents are responsible for keeping their units and surrounding areas clean and free of clutter.
- Tenants will use landlord provided appliances in a safe and reasonable manner.

- Any resident requested maintenance or work order will be assessed for potential resident responsibility; maintenance determined to be resident responsibility may be declined or charged back to the resident at management's discretion.
- The following are considered resident responsibilities:
  - Changing lightbulbs
  - Changing air filters
  - Changing water filters
  - Requested door code changes or rekeying door locks (done by management, but at resident's expense)
  - Replacing electronic door lock batteries
  - Replacing smoke detector batteries
  - Carpet Cleaning
  - Pest control if reported after 7 days of taking possession, at management's discretion.
  - Plumbing clogs or repairs if determined to be caused by resident action or negligence, at management's discretion.
  - Any other property damage if determined to be caused by resident action or negligence, at management's discretion.
- The following are considered landlord responsibilities, provided no resident action or negligence contributed to the damage:
  - HVAC repairs during hot and cold seasons
  - Electrical wiring
  - Plumbing
  - Structural repairs
  - Appliance replacement or repairs if the appliance is outside its useful life according to the IRS MACRS tables for appliances in rental properties.
  - Exterior and landscaping up-keep.
- Do not interfere or tamper with the building's plumbing, heating, cooling, or electrical systems.

- Do not flush sanitary napkins, pads, tampons, baby wipes, hygiene wipes, etc.
  - Clogs caused by these are a resident expense.
- The resident is responsible for closing windows and doors during storms; any damage resulting from open windows or doors will be the resident's financial responsibility.
- The resident understands that minor, infrequent insect activity is normal in any dwelling unit and that pest control or extermination requests may be considered resident responsibility at management's discretion.
- In the event a resident must be temporarily relocated due to maintenance at the property the resident agrees to 1) be relocated to a comparable unit owned by the landlord or 2) to accept a hotel reimbursement not to exceed \$100 per night; the choice between relocation to a comparable unit or to a hotel will be at management's discretion. Residents will be expected to contact renter's insurance for possible relocation compensation prior to being relocated.
- Residents must allow reasonable access to the unit and management may give 72 hour written notice to enter the property without the residents attendance or consent
- Management or maintenance technicians may enter the property without written or advance notice in issues maintenance deems an "emergency" such as, but not limited to plumbing leaks, storm damage, electrical damage, structural damage, etc.
- Trash must be disposed of in the appropriately provided receptacles; no large personal items or bulk trash may be left on the curb, sidewalks, yards, parking areas, or city streets. If you must dispose of bulk trash items contact the city for disposal instructions or take the item directly to the city dump
- If the city agrees to pick up your bulk item, you must inform our office in writing and the bulk item may only be left out on pickup day. If we are not informed and the maintenance team picks up the debris, you will be billed for these charges.
- Any items left in the unit after abandonment or return of possession will incur a removal charge.

### **3. Parking**

- Only registered vehicles may be parked on the premises.

- Guests must park in designated visitor areas.
- Where required and at move-in, management will provide one free resident parking pass. After that any parking passes will be replaced at the resident's expense. Only one parking pass per unit is allowed.
- Vehicles parked illegally are subject to towing at the owner's expense.
- Management is not responsible for damage to vehicles parked in the provided parking areas or while using public street parking.

#### **4. Amenity Usage**

- Guests must be accompanied by a resident at all times.
- Hours of operation and posted rules for each amenity must be observed.

#### **5. Pets**

- Pets must be registered with management.
- Owners must clean up after their pets and ensure they are leashed when outside.
- Excessive noise or aggressive behavior from pets is not permitted.

#### **6. Alterations and Decorations**

- No structural or aesthetic changes may be made to units or common areas without prior approval.
- Seasonal decorations must be removed within [e.g., two weeks] after the holiday.

#### **7. Safety and Security**

- Firearms, fireworks, and other hazardous materials are not allowed on the property.
- Report any suspicious activity to management immediately.
- Lock doors and windows when leaving your unit.

#### **8. Lease Compliance**

- All residents must adhere to the terms of their lease agreements.
- Subleasing or short-term rentals (e.g., Airbnb) are prohibited without prior authorization.
- The resident is financially responsible for all utilities. There may be additional administrative or late charges applied to the resident's ledger for any utilities

charged to the landlord that are listed as the resident's responsibility for setup in the lease.

- Management has a strict rent collection policy and late rent charges are applied on the 6<sup>th</sup> of the month or later.
- Management may send 5 Day Notice to Pay or Quit and seek eviction and/or collections against nonpaying residents
- Rent payment may be made online through the resident portal using direct deposit, debit or credit cards.
- Do not bring cash to the leasing office.
- If a resident accrues 2 insufficient fund notices (NSF) they will be required to pay via certified funds only and may be charged NSF fees

#### **9. Enforcement and Penalties**

- Violations of these rules may result in fines, loss of privileges, or lease termination.
- Repeated violations will escalate penalties accordingly.