

RIDER "A"  
RESIDENT GUIDELINES

- 1) Rents must be mailed in time to reach our office by the first of each month.
- 2) Bad checks are subject to a \$50.00 charge, plus any resulting late charge or lost discount, which are additional rent payments.
- 3) Tenant agrees that for security reasons rent will be paid by check or money order. **CASH WILL NOT BE ACCEPTED.**
- 4) Personal checks will not be accepted for past due balances or to replace a bad check, nor for one year after two bad checks.
- 5) The security deposit **MAY NOT BE USED AS RENT.**
- 6) Lessee is responsible for cost of any repairs, replacements or service calls which are not deemed by Lessor to be normal wear and tear (windows, screens, plumbing obstructions, door handles, etc.), which must be paid as additional rent payments.
- 7) Windows and storm windows must be kept closed during the heating season.
- 8) No wallpaper or colored paint may be used. Waterbeds and aquariums are allowed, but must be specified on lease.
- 9) Lessor has no knowledge of lead-based paint and/or lead-based paint hazards, nor any reports or records pertaining to such in the apartment. Lessee acknowledges receipt of the pamphlet: "Protect Your Family From Lead in Your Home."
- 10) Renters insurance is required (See Lease - Section \_\_\_\_\_).
- 11) Lessee can obtain replacement keys by paying a \$10.00 fee to Lessor for each key. Lessee locked out who call for entry by Lessor's pass key will be charged a \$25.00 CASH service fee, payable as additional rent. Lessee adding or changing locks to their apartment shall provide Lessor a copy of key immediately.
- 12) Labels for doorbells and mailboxes are supplied for use of Lessee. Lessor will replace as necessary with \$10.00 charge to Lessee each occurrence. Names not on lease may not be posted without written permission.
- 13) If you must break your lease, please let us know as far in advance as possible; ask about our sublet policy.
- 14) Lessee is responsible for providing Lessor with his new and most current telephone number for his apartment and place of employment.

VILLAGE, ASSOCIATION AND BUILDING RULES

- 15) **NO DOGS ARE ALLOWED** in the building or on the premises at any time.
- 16) Honking of horns or any other noises which would disturb other residents are not allowed at any time.
- 17) Only INVESCO name plates may be displayed on mailboxes - maximum two names.
- 18) Hallways and common areas must be kept clear of personal items (bikes, toys, child swimming pools, garbage, shoes, etc.). Any personal property found in common areas will be deposited in dumpster at tenant's expense.
- 19) Barbecuing on balconies of combustible materials is strictly prohibited.
- 20) Children must be under adult supervision when outside their apartment. Use of wheeled toys in common areas is not allowed.
- 21) No personal property except outdoor furniture is allowed on balconies or patios. Children are not allowed on the balcony without an adult present. No objects placed on balconies or patios may extend beyond the edge.
- 22) Lessee agree to abide by any Association rules and regulations, and any Village rules pertaining to tenants now in effect or enacted later. Lessee acknowledges receipt of "Crime Free Lease Addendum."
- 23) No littering of common areas. All trash must be put into the dumpster and lid closed.
- 24) No congregating, drinking, parties, frisbees, ballplaying or bike riding is allowed in the parking lot, courtyards, on the sidewalks or other common areas. No smoking is permitted in the hallways or other common areas.
- 25) Windows must have proper coverings - curtains, blinds or shades (no sheets, blankets, newspapers, etc.). Signs, posters or stickers are not to be displayed on any window or building. Hanging planters,

lawn ornaments or items attached to the building are not permitted.

- 26) Physical or verbal abuse of other tenants is prohibited. No obscene gestures or exposing of private body parts.
- 27) Only one guest per resident is allowed in swimming pool. Children under ten (10) years of age will not be allowed to enter pool area without a parent or guardian. No swimming in or skating on ponds or lakes.

### VEHICLE AND PARKING RULES

- 28) No parking of unregistered or inoperable vehicles, vehicles with "For Sale" signs, commercial vehicles, campers, boats or trailers on premises - they will be towed. Motorcycles are allowed during summer months and must be parked in regular parking spaces. No more than two (2) vehicles per unit permitted.
- 29) No servicing of vehicles or changing of oil allowed in parking areas.
- 30) No driving on grass or sidewalks. Vehicles backed into a stall or abandoned may be towed immediately.
- 31) Parking allowed only in designated areas - violators will be towed IMMEDIATELY at owner's expense.
- 32) Complexes with assigned parking or stickered parking may only park in designated spot or guest spot - violators will be towed.

Stickers should be placed in rear window on driver's side.

### RELEASE OF THE SECURITY DEPOSIT IS SUBJECT TO THE FOLLOWING PROVISIONS:

- 33) Any unpaid charges or delinquent rents outstanding.
- 34) Any damage to property not deemed normal wear and tear by lessor. Small nail holes are permitted - (please use nails rather than adhesive tape for mounting pictures).
- 35) Any indentations or scratches in wood or resilient flooring.
- 36) The entire apartment must be cleaned, including the range, refrigerator, exhaust fans, bathroom, closets and cabinets. Refrigerator must be defrosted and running. Carpeting must be professionally steam cleaned by an approved company. Acceptability of any receipt is subject to Lessor's discretion.
- 37) Any additional costs incurred for the removal of furniture or other items. All debris, rubbish and discards must be placed in proper rubbish containers.
- 38) All keys must be returned or the cost of replacing the locks will be assessed. Forwarding address to be left with the office.
- 39) Full term of lease has expired (or see sublet policy).
- 40) In the event co-tenants sign the lease, each is responsible for any damages caused or rent unpaid by the others.
- 41) The security deposit will be refunded by check within 30 days, mailed to the forwarding address supplied to Lessor, and made payable to all persons signing the lease. Refunds cannot be picked up from the office.
- 42) We agree that the property manager need not maintain a separate account for security deposits.

### MY POLICY REGARDING MUNICIPAL HOUSING INSPECTIONS

You may let an inspector into my apartment;  Have the inspector call me;  I don't want inspections.

Tenant : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lessor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_