

HOLSTEN MANAGEMENT CORPORATION
BUILDING RULES

1. Passages, public halls, stairways and landings, shall not be obstructed or used for any purposes other than entry and exit from the building nor shall anyone be permitted to congregate or play in or around the common interior area of the building. All personal possessions must be kept in the apartment.
2. All furniture, supplies, goods and packages of every kind shall be delivered via freight elevator.
3. Carriages, bicycles, sleds and the like are not allowed in the stairways or halls of the building and are only to be stored in your apartment.
4. Garbage must be regularly removed from apartments and deposited in the garbage chutes located on each floor. Appropriate refuse bags (plastic or paper) should be utilized. If the dumpster is full, do not leave open trash on the ground, etc. The Resident Manager should be notified if there is insufficient space for garbage disposal so that an alternative, temporary refuse container might be set up. Tenants or their guest are not to litter (drop paper, wrappers, cigarette butts, etc.) in or around the premises including, but not limited to the parkways, courtyards, gangways, lobbies, hallways, laundry rooms, etc. Litter should be deposited in wastebaskets or garbage chutes. No cardboard boxes are allowed in chutes.
5. No sign, signal, illumination, advertisement, notice or any other lettering or equipment shall be exhibited, inscribed, painted, affixed or exposed on any part of the building.
6. No awnings or other projections, television or radio antennas or wiring shall be attached or extended from beyond the outside walls of the building.
7. No waste receptacles, supplies, footwear, umbrellas or other articles shall be placed in the halls, on the staircase landings nor shall anything be hung or shaken from the windows or balconies or placed upon the outside windowsills.
8. No loud noises are allowed, which disrupt other tenants' or neighbors' peaceful enjoyment of their home. Noises should only be audible within a tenant's personal unit. Loud noises include, but are limited to: Stereos, radios, televisions, and conversation, yelling, etc. *Quiet hours are: After 10:00 pm Sunday through Thursday nights until 8:00 am. Monday through Friday mornings; and after 11:00 pm – Friday and Saturday nights until 9:00 am Saturday and Sunday mornings.*
9. Each tenant is responsible and shall be held accountable for the behavior of any and all visitors. Bad company can cause your eviction.
10. Tenants and guests of tenants are not permitted to loiter on the exterior stairwells.
11. Barbecuing is permitted in designated areas approved by the Property Management Agent.
12. No waterbeds or liquid furniture are allowed without written permission of the management.
13. No animals except fish or exotic birds (no pigeons) are allowed. All pets must have written consent of Property Management Staff (which may be revoked on ten- (10) day's notice at any time and for any reason). Pets are to be supervised at all times. Tenants must control their pet's noise and housekeeping such that the "Building Rules" on noise and trash/litter are observed. Tenants **MUST** clean up after their pet(s) as stipulated in the City of Chicago's Ordinance on Pets.
14. Clothes washers and dryers and dishwashers are not allowed in individual apartments unless utilities are there for the specific purpose.
15. The tenant shall not alter any lock or install a new lock or a knocker or other attachment on any door of the apartment without written consent of the Lessor. Do not give keys to non-building residents.

16. The toilets or other plumbing fixtures shall not be used for any purpose other than those for which they were designed. No sweepings, rubbish, rags, or any other improper articles shall be thrown in them. The tenant shall pay for any damage resulting from misuse of such facilities.
17. Holsten Management Corporation is **not** responsible for your property anywhere in the building. To protect your belongings we strongly recommend that tenants consult an insurance agent for renter's insurance.
18. Drug use will not be tolerated. The lease of any tenant involved in the use, trafficking, storing, purchasing, selling, manufacturing, etc. of any controlled substance within the tenant's unit, in the common areas, or within the property immediately surrounding the premises will result in immediate termination. There will be no consumption of alcohol in the common areas of property immediately surrounding the premises. Alcohol consumption is to be confined to one's own apartment.
19. No long-term guest is allowed. Please notify your Resident Manager if you will be having guests overnight. For your safety, all guests are required to sign in at the front desk. **MOVING IN OF ADDITIONAL HOUSEHOLD MEMBERS (THIS EXCLUDES GAINING CUSTODY OF MINORS) IS STRICTLY PROHIBITED. ANY VIOLATION OF THIS NATURE WILL FORCE US TO TERMINATE YOUR LEASE.**
20. Your apartment is equipped with an electric smoke detector for your safety. Ask your Resident Manager for a demonstration if you are unclear. The smoke detector does not require batteries and is not to be altered by the tenant.
21. Replacement bulbs are your responsibility – please make sure you use the same wattage (size/type) or less. Use of large-wattage bulbs can become a fire hazard.
22. Your lease is a legal document enforceable by law. The rent level is based on your occupying the apartment for the full lease term. Breaking your lease will be treated seriously by **HOLSTEN MANAGEMENT CORPORATION** and legal consequences will result.
23. Illegal activity will not be tolerated. Tenants sporting gang paraphernalia (dress, caps, colors, etc.) will be subject to eviction. Tenants are responsible for their activities and actions and that of their guests. Tenants are not to be involved in **any** illegal activities. Failure to follow these rules will result in termination of your lease.
24. Loitering in or around the property in common areas or in public areas immediately adjacent to the property will not be tolerated. The term "**loitering**" refers, but is not limited to, congregating as individuals or in groups at or around the building other than in areas specifically designated for such activity. For example, loitering is considered sitting on cars parked in front or to the side of buildings, congregating in the courtyards, parkways, or on the sidewalk in the front of the building or in the alleys behind the building. Activity that would not be referred to as loitering includes use of benches and parks for appropriate activity.
25. **DO NOT USE YOUR COOK TOP BURNERS OR OVEN FOR HEAT. THIS IS A SERIOUS FIRE HAZARD.** Contact your Resident Manager if you have heat problems.
26. Playing in common areas of the building (i.e. hallways, lobbies, courtyard, gangways, front and rear stairwells, parkways) is **not** permitted by **anyone**. Swinging in trees or riding bicycles in the common areas (or on the sidewalks or in a parkway, in violation of the **City of Chicago Ordinances** relating to bicycle traffic) is **not** permitted by **anyone**. Tenants and their guests must not infringe on the rights of other tenants or neighbors including, but not limited to, being disrespectful of other's rights to enjoy peace and quiet in their homes, yards, and common areas. Trespassing on other properties will not be tolerated. Tenants who are parents or legal guardians of a minor(s) are responsible for supervising such minors at **ALL** times both inside and outside of their apartment, enforcing curfew and truancy laws in accordance with the **City of Chicago Ordinances** and for any actions which may cause damage (financially or otherwise) to the building property other tenant's personal property or the property of neighbors.

27. **NO SMOKING** in common areas, this includes but is not limited to, lobby, elevators, vestibule, hallways, stairwells, etc.
28. HOLSTEN MANAGEMENT CORPORATION reserves the right to inspect every tenants' unit monthly with 48 hours notice.
29. Please refer to your **Check-In/Check-Out** form for a schedule of charges pertaining to repairs or cleaning made necessary by damage beyond normal wear and tear. You Resident Manager will be inspecting your apartment, within 48 hours notice, periodically throughout the year. Damage noted must be corrected at that time, and charges will be billed to you as additional rent.

Signatures of all Adult Household Members are Required:

Signed By:

Date:

Signed By:

Date:

Signed By:

Date:

Signed By:

Date:

