

[Project Name] House Rules

Since this apartment community is your home, we ask that you assist the Management Team in keeping up the community appearance. With your help, we can have an attractive and safe place in which to live, raise your families, and entertain your guests. We ask that you abide by the following policies to maintain an attractive community as well as a safe environment for you and your family.

1. Move-in/Move-out

In order to minimize noise at initial move-ins and/or move-outs we ask that you move between the hours of 7:00 a.m. and 7:00p.m.

2. Payment of Rent

- a. Rent is due and payable on or before the first (1st) calendar day of the month and considered delinquent if not received by close of business on the fifth (5th) calendar day of the month.
- b. If the Tenant does not pay the full amount of the rent by the end of the 5th day of the month, the Landlord may collect a fee on the 6th day of the month according to the following scale:

If tenant rent is between	Late charge due
\$1 and \$100	\$5
\$101 and \$600	\$10
\$601 and \$700	\$15
\$701 and \$800	\$20
\$801 and \$900	\$25
\$901 and \$1000	\$30
\$1000 and \$1100	\$35
\$1101 and \$1200	\$40

- c. For those residents who derive all or part of their income from a government benefit, such as SSI payments, and whose benefit check arrives after the first of the month, rent will not be considered late until seven days after the date of the check. It is the responsibility of the resident to document the date of the check to have late fees waived.
- d. Partial payment of rent will not be accepted unless the Resident and Management enter into a stipulation of settlement agreement through the court and outlines payment terms that, at a minimum, require one-half of the amount due be payable upon signing the agreement with the balance to be paid within a four month

period. Management may, at its sole discretion and on a case-by-case basis, enter into a payment agreement outside of the court process for outstanding rent.

- e. Subject to the grievance procedures for PHA units and except as provided in subparagraph d above, a lawsuit for rent and possession will be initiated after the expiration of the 14-day notice to terminate.

Please mail or bring your check or money order (NO CASH PLEASE) made payable to Interstate Realty Management Company (IRM Co.) to:

Chicago, IL _____

3. Resident Insurance

We strongly recommend that you contact an insurance agent to obtain details concerning Apartment Renters' Insurance, Household Goods and Liability Insurance, or some other similar policy to cover your personal belongings against vandalism, fire, burglary, and certain weather damage as well as personal liability. Our insurance does not cover personal belongings or liability, however, if damage is due to Management negligence or intentional conduct, a damage claim may be completed at the Management Office.

4. Utilities

Upon your move-in, you must notify all applicable utility companies that you will assume payment for utilities beginning on your move-in date. In addition, all utilities that are the tenant's responsibility will require a utility transfer to be completed. A utility transfer is a form that declares that the day you move in is the day you assume the utility payments for your apartment.

5. Keys and Locks

We supply a key to your apartment door and your mailbox. All keys are to be returned to the Management Office upon vacating the premises. Residents are not permitted to alter any lock or install any new or additional locks or attachments on the door without Management's written permission.

Please be sure to keep your house key with you at all times. If you cannot gain entry into your apartment, our staff will let you in during office hours at a cost of \$5.00. After office hours and on holidays there will be a charge of \$20.00 assessed for lockouts.

6. Family and Guest

Residents are responsible for the conduct of their family and guest. Please do not leave bicycles, toys, tricycles, grills, chairs and other personal items on sidewalks, in front of the apartment door, in the laundry room, or on any other part of the community property.

These items can be a potential hazard to the safety of others, are unattractive, and are an inconvenience to neighbors.

Throwing balls, Frisbees, and playing on the parking lots are not allowed.

7. Disturbances

In the best interest of good neighbor relations, radios, televisions, stereos, or musical instruments should never be played so loud as to disturb other residents. Residents are entirely responsible for the conduct of their guests inside the apartment or outside in the common areas. Residents should advise their guests that disturbing the peace and quiet of the neighborhood will not be allowed. Continual disregard may lead to the termination of your residency.

8. Automobiles

All vehicles must be registered with the Management Office. A parking sticker for (Insert Community Name) must be displayed in the rear window of your vehicle.

9. Pets

No dogs, cats or other household animals are allowed on the premises except with the written consent of Management, which will be given in accordance with Management's pet policy and state and federal law.

10. Emergencies

An emergency service number will be made available for use after office hours. Emergencies include, but are not limited to, fire, flood, no electricity, no heat, no hot water, no elevator service, gas leaks, loss of keys and other dangerous and hazardous conditions.

11. Alterations

Residents may not alter their unit without written approval from Management.

12. Decorating

Residents may not paint, install wallpaper, contact paper or change the color of the blinds without written approval from Management. All window coverings that can be seen from the outside should be attractive and have a white or beige backing. Sheets, blankets, aluminum, foil, plastic, and other such items are not acceptable window coverings.

13. Garbage/Trash Removal

Residents must place all trash in a trash bag, tie it up and place it in the appropriate trash removal container. Residents are responsible for removal of trash items that are too large to be placed in a trash bag. Such items are to be placed in an area designated by the Management.

14. Vacuum Cleaners

In order to assist Residents in maintaining their units as provided in the lease, Management will make available vacuum cleaners for residents who wish to use them to vacuum their carpets. Residents must return the vacuum cleaner within three (3) hours of receiving it. They must be signed out and residents are responsible for them. Photo identification or a \$20.00 deposit is required.

15. Curfew

All residents must adhere to local curfew laws for children. Curfew hours are set by ordinance of the City of Chicago and shall be posted in the management office.

16. Loitering

Loitering will not be allowed in areas posted by “No Loitering” signs.

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