

Attachment No. 3

House Rules for Sterling Park Apartments

This community is operated for the comfort and quiet enjoyment of the residents consistent with the Landlord's goal. The enjoyment of living here and the high quality of housing will depend on the way residents and their guests behave toward the structures, grounds and each other. These House Rules have been developed for this community to provide a fair set of guidelines to follow.

These rules apply equally to all residents and are always in force unless a resident has obtained prior written exception to a particular rule from the Landlord or its Management Company. These are considered part of your lease agreement and may be changed on a 30-day notice to all residents. Violating these rules is a violation of your lease agreement and may result in termination of your tenancy at this community

Moving: Initial move-ins and final move-outs are permitted only between 8:00am and 4:00pm by prior scheduled appointment with the management office. Current residents who wish to move furniture in or out of the unit must also notify management. Residents are responsible to use the designated elevator(s) and are responsible for any damage to common areas incurred in the moving process.

In order to protect the community from bed bug infestations, management has the right to inspect any furniture prior to allowing the furniture into the community.

Insurance: The Owner/Manager is not responsible for any of your personal belongings that you move onto the property. We recommend the purchase of renters' insurance policy to protect against damage or loss.

Rent Policy: All rents are due on the first day of each month. After the 5th day of the month, rent is considered delinquent and management will prepare a late notice and assess late fees. Repeated delinquencies can result in non-renewal of the lease or eviction. All rents shall be paid by check or money order. No cash will be accepted.

Utilities: Where tenants are responsible for their own utilities, all charges will be directly billed to the tenant by the utility provider. Tenants are required to ensure that utility services remain on in the unit at all times. The resident is independently responsible for contraction and assuming the responsibility for her/his personal telephone.

Emergencies: An emergency service number will be made available after office hours for emergency property issues. 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.

Lockouts: Anyone requesting a key from management to gain entry to his or her unit must be a leaseholder or occupant on the lease. All tenants will be assessed a \$20 fine for this service during normal business hours and a fine that covers management's actual costs (i.e., employee wages and travel time) after normal business hours.

Keycard replacement will result in charges assessed to the tenant in the amount of \$25.00. Management prohibits the duplication of keys and/or keycards.

- No Smoking:** Smoking of any substance (including but not limited to any and all tobacco products) will not be allowed in any building, in any unit, or in the common area (including the courtyard). Smoking can only occur more than 20 feet from any entrance area or as otherwise designated by law.
- Common Areas:** Common areas include hallways, elevators, stairwells, and any activity/ utility rooms (fitness room, computer room, lounges, laundry room) as well as the courtyard.
- Drinking of alcoholic beverages and/or drunkenness will not be permitted in the common areas of the building.
- Activity/ utility rooms are only available for the hours posted. Each room must only be used for what it is intended for. Residents who abuse or misuse the recreational equipment or activity areas will be barred from the equipment or areas. Ongoing of such incidents may lead to termination of lease.
- No littering is allowed in common areas.
- Decorating & Unit Care:** Residents shall not paint or decorate units without consulting management. All window coverings as seen from the outside must be white.
- No article of clothing or materials shall be left to dry or hanging in any publicly exposed area such as windows and railings and balconies.
- Safety & Inspections:** The Landlord's agent shall perform an annual inspection of all of the property's facilities and units, and other inspections as needed of all units and appliances for safety and fire prevention standards. The Management Agent shall designate a day or days when such inspections(s) shall be made and so notify the residents at least five days in advance.
- Maintenance:** Residents shall immediately inform the office of any need for maintenance or repair so that the work can be done promptly. Light bulbs shall be furnished to the unit upon occupancy and the resident shall replace bulbs thereafter.
- Resident shall be charged the repair cost of stoppage of any sewer caused by the resident's negligence and any other damage as proved under the lease. Any charges to the Resident will be paid within 30 days of billing.
- No additional large appliances for food preparation allowed without being inspected by the management for safety and fire protection standards before they are used in the unit. No walls may be painted or wall papered, nor may they be drilled into to hang bookshelves, heavy painting, or mirrors.
- Alterations:** Residents may not implement any alterations to the unit without managements consent. No services of private contractors can be solicited for alterations or repairs to the unit without consulting management.
- All pictures shall be hung by the use of brads or finishing nails. Due to weight limitations, and the location of the fire sprinkler system, no electrical fixtures or hanging objects such as plants, etc., can be suspended from the ceiling without prior written permission from the management.
- Garbage/Trash Removal:** Tenants must place all trash in a tied trash bag and place it in the trash chute or garbage dumpster, as appropriate. All trash must be wrapped so as not to litter the garbage area. Tenants are also responsible for removal from the unit of all trash items that are too large to be placed in the trash chute. Such items are to be placed in or near the dumpster outside the building.

- Extermination:** Residents' apartments and grounds will be exterminated as needed. Residents are asked to cooperate with management in their attempt at keeping the building pest free.
- Noise:** Excessive noise shall not be made before 7am and after 10pm. Each household shall be responsible for not disturbing other residents by loud playing of televisions, radios, musical instruments, or other of loud noises.
- Residents and their guests shall not commit or suffer to be committed any nuisance, or other act or thing which may disturb the quiet enjoyment of any other resident.
- Surveillance:** The community has a video surveillance system which records movements outside the building and in common areas. The purpose of the system is to discourage criminal activities and improve the quality of living for the residents. Video surveillance recordings may be used by management/ Owner to assist with documenting lease violations or turned over to the police for investigation of criminal activity.
- Parking Policy:** All vehicles must be registered in the Management Office and display a current permit sticker. Vehicles not displaying a current parking sticker will be considered illegally parked. Vehicles parked illegally or blocking access to other parking spaces are subject to towing at the vehicle owner's expense.
- There will be a \$25 charge for any lost or damaged parking permit or gate opener (as applicable).
- Visitors are to park outside on the public streets surrounding the property. No visitor's cars are allowed in the resident parking lots.
- No trailers, boats, recreational vehicles or vehicles other than personal passenger cars, light trucks or motorcycles may be parked in the parking areas. Using parking spaces for storage of personal property is prohibited. Personal property that is stored in the parking areas will be removed at the Resident's expense upon three (3) days' notice.
- If Resident or their guest(s) have a car alarm, Resident is responsible to ensure that the car alarm is operating properly and does not activate unnecessarily. If a car owner cannot be contacted to disable the car alarm, then the car will be towed away at the car owner's expense.
- Resident cannot perform maintenance work of any kind on any vehicle on the Premises, whether in a garage, carport or open space. Vehicles on the Premises cannot be inoperable, wrecked or leaking fluids.
- Pet Policy:** See Attachment No. 4 to this Lease Agreement.
- Curfew:** Local curfew laws for children must be adhered to by all residents.
- Kinship Care:** Tenants seeking to add a relative's child to the Lease as a member of the household must first make the request in writing to Management. Management shall consider the request and make a determination, in its sole discretion, based on the Tenant's history of Lease compliance, the current size of Tenant's household, the reasons warranting adding the child to the Lease, and such other factors Management deems appropriate. Within 30 days of such written request, Management shall provide a determination to Tenant. In the event a child is added to the household under kinship care, that child will also have to meet the Landlord's occupancy standards.
- Loitering:** Loitering and trespassing will not be allowed on Sterling Park Apartments property; violators will be prosecuted.

Smoke Detector Certification

Sterling Park Apartments is required to have, at a minimum one hard wired smoke/carbon monoxide detector in proper working conditions in each dwelling unit. Owners are required to inspect the smoke detectors to see if they are in proper working condition. Residents at Sterling Park Apartments have responsibilities to maintain and care for their unit, which extends to not tampering with smoke detectors. Residents are responsible for informing the owner (via the management agent) ~~of~~ any problems with the smoke detectors in the same manner that they are responsible for informing the owner of any malfunction of maintenance needs in their units. The management agent must keep records of smoke detector annual inspections on hand for three years and make them available upon request by the proper authorities.

Changes in House Rules:

Management reserves the right to rescind or change any of the foregoing rules and to make such rules and regulations from time to time as may be deemed needful for the safety of residents and the care and cleanliness of the property. Any such changes in the House Rules will be formally submitted to all residents in writing and shall become effective thirty (30) days following the date of delivery.

The Sterling Park Apartments House Rules/Lease Addendum is hereby agreed to by the undersigned resident(s) and shall form a part of the attached as an addendum to this lease dated _____.

Resident Signature: _____ Date: _____

Co-Resident Signature: _____ Date: _____

Co-Resident Signature: _____ Date: _____

Apartment No.: _____

Management Representative or Manager Signature: _____ Date: _____