

SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS

Property: _____

Report	# of Pages
Fresno Non-Smoking Ordinance Addendum	2
Smoking Areas Addendum	2
Renters Insurance Addendum facts for residents	1
Smoke Detector Addendum	1
Satellite dish and antenna Addendum	2
Grilling Addendum	2
Asbestos Disclosure Addendum	1
Unlawful Activity Addendum	1
Resident policies & house rules Addendum	2

I, the undersigned, acknowledge receipt of the reports designated above.

I also agree not to loan, transfer, give possession for misuse, modify or alter keys associated with the property. I further agree not to cause, allow or contribute to the making of any unauthorized copies of any keys/remotes. I also understand that it is my responsibility to return all keys/remotes issued to me to my Property Manager. I understand any loss of common area Keys or Passes or Vehicle Stickers or Remote Controls – Tenant shall be responsible for the cost to obtain a duplicate.

I have read and understood ALL of the Above Documents and by signing below agree to follow the rules or face citation with possible fines, suspension of common area privileges, and potential eviction. The responsibility to pay such fines shall be the Tenants' only.

Acceptance:

Date: _____

Date: _____

X _____
Tenant1 -X _____
Spenser Koleen, IPS Property Management Inc.X _____
Tenant2 -

FRESNO NON-SMOKING ORDINANCE ADDENDUM

(For use with Units in Multiunit Rental Properties, as defined by Fresno Municipal Code Section 10-2001(f))

This document is an Addendum and is part of the Rental/Lease Agreement, dated _____ between
(Date)

IPS PROPERTY MANAGEMENT INC.

(Landlord) and

(Name of Landlord)

See "SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS"

(Resident) for the

(List all Residents as listed on the Rental/Lease Agreement)

rental unit located at _____ See "SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS" _____, Unit # (if applicable) _____
(Street Address)

Fresno, CA _____

Notice of Applicability of Ordinance Prohibiting Smoking In and Around Multiunit Rental Properties. Resident is hereby notified that the above-referenced rental unit and premises upon which it is located is subject to Article XX of Chapter 10 of the Fresno Municipal Code (hereinafter the "Ordinance"), which prohibits smoking in and around multiunit rental properties. As required by Sections 10-2003(a), Resident is notified that:

- (1) Effective January 1, 2022, it is a material breach of this Agreement to: 1) smoke or allow smoking in the rental unit, excluding exclusive use outdoor areas (if smoking is otherwise permitted in exclusive outdoor areas at the premises); 2) smoke or allow smoking in any common area of the multi-unit rental property other than a designated smoking area (if designated smoking areas are present); 3) violate any law regulating smoking while anywhere on the premises, or to allow any person subject to the control of the resident to engage in such behavior. Fresno Municipal Code (FMC) § 10.2003(a)(1)-(2).
- (2) Third-party beneficiary status is conveyed to all occupants of the multi-unit rental property as to the smoking provisions of the lease or other rental agreement. FMC § 10.2003(a)(3).
- (3) A resident who breaches or allows any other person subject to control of the resident to breach, a smoking provision of a lease or other rental agreement for the occupancy of a rental unit in a multi-unit rental property shall be liable for the breach to (1) the landlord; and (2) any occupant of the multi-unit rental property who is exposed to smoke or who suffers damage as a result of the breach. The ordinance does not create a private right of action for a resident against a landlord for any damages the resident may suffer due to another resident's breach of any smoking provision in a lease or other rental agreement, so long as the landlord has fully complied with the terms of this Ordinance. FMC § 10.2003(c).
- (4) Failure to enforce any smoking provision by this Ordinance shall not affect the right to enforce such provision in the future, nor shall a waiver of any breach constitute a waiver of any subsequent breach or a waiver of the provision itself. FMC § 10.2003(d).

As further required by Section 10-2003(a), the "Lease Addendum" prepared by the City of Fresno and a copy of the Ordinance are attached to this Addendum.

City of Fresno Advisory Regarding Ordinance. The following advisory regarding the Ordinance was prepared by the City of Fresno:

"As of January 1, 2022, smoking is prohibited in all units, common areas, **and outdoor** areas, except for **specifically designated smoking** areas.

On October 14, 2021, the Fresno City Council passed Ordinance 2021-045 prohibiting smoking in all multi-unit rental properties in Fresno (Ordinance). The Ordinance will go into effect on January 1, 2022.

According to section 10-2004(a)-(b) of the Ordinance, all existing tenants must receive a written notice of the Ordinance



no later than January 1, 2022. All new leases initiated after January 1, 2022, will include non-smoking provisions. Please note the new law prohibits smoking in all units and common areas, excluding any exclusive use outdoor areas, regardless of whether it is included in the lease, and violators of the law may be subject to a fine.

Under the smoke-free ordinance, "Multi-unit residence" means residential property confining two or more rental units where the majority of the units share at least one common wall with an adjacent unit. "Smoking" means inhaling, exhaling, or burning any tobacco, nicotine, or marijuana, or plant product, whether natural or synthetic, intended for inhalation, or using an electronic smoking device. "Exclusive Use Outdoor Area" means an area accessible only by the occupant of a unit, such as a private balcony, deck, porch, or patio. For additional provisions, see attached Ordinance.

The U.S. Surgeon General's find that there is no safe level of exposure to secondhand smoke and the California Air Resources Board's decision to classify secondhand smoke as a toxic air contaminant has prompted jurisdictions across the state and country to reduce multi-unit residents' exposure to secondhand smoke."

More Restrictive Smoking Policy in Rental/Lease Agreement Controls. The Ordinance does not affect or prohibit the implementation or enforcement of a more restrictive smoking policy than set forth in the Ordinance. Therefore, Resident is notified that if the Rental/Lease Agreement contains a more restrictive smoking policy than is required by the Ordinance, the smoking policy in the Rental/Lease Agreement controls.

Except as modified in this Addendum, the terms of the Agreement, and all attachments to the Agreement are and shall remain the same and in full force and effect.

The undersigned Resident(s) acknowledge(s) having read and understood the foregoing.

See "SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS"

Date

Resident

Date

Resident

Date

Resident

Date

Resident

Date

Resident

Date

Resident

Landlord by **IPS PROPERTY MANAGEMENT INC.** Agent for Landlord

Individual Signing for Landlord

"Management Co. (If Applicable)"

Landlord O by _____ Agent for Landlord

Individual Signing for Landlord

Management Co. (If Applicable)

California Apartment Association Approved Form

www.caanet.org

Form FR-001-C/eaefz 11/21 - O•2021 - All Rights Reserved



Page 2 of 16

Unauthorized Reproduction of
Blank Forms is Illegal.



SMOKING POLICY ADDENDUM

This document is an Addendum and is part of the Rental/Lease Agreement, dated _____ between
(Date)

IPS PROPERTY MANAGEMENT INC. _____ (Owner/Agent) and
(Name of Owner/Agent)

See "SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS" _____ (Resident) for the
(List all Residents as listed on the Rental/Lease Agreement)

premises located at _____ See "SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS" _____, Unit # (if applicable) _____
(Street Address)

_____ , CA _____.

(City) (Zip)

1. Smoking Policy

Check one:

Smoking of tobacco products is **allowed** on the entire property, including individual units, common areas, every building and adjoining grounds.

Smoking of tobacco products is **prohibited** on the entire property, including individual units, common areas, every building and adjoining grounds.

Smoking of tobacco products is **prohibited** on the entire property except the following areas:

2. Non-Smoking Areas: Resident and members of Resident's household shall not smoke tobacco products in area in which smoking is prohibited, nor shall Resident permit any guest or visitor under the control of Resident to do so. Resident shall inform his or her guest(s) of any Non-Smoking Areas. Resident shall promptly notify Owner/Agent in writing of any incident where tobacco smoke is migrating into Resident's unit from Non-Smoking Areas.

3. Owner/Agent Not Guarantor of Smoke-Free Environment: Resident acknowledges that Owner/Agent's adoption of Non-Smoking Areas, does not make the Owner/Agent the guarantor of the Resident's health or of the smoke-free condition of the areas in which smoking is prohibited. However, Owner/Agent shall take reasonable steps to enforce this addendum. Owner/Agent shall not be required to take steps in response to smoking unless Owner/Agent has actual knowledge or has been provided written notice.

4. Other Residents Are Third Party Beneficiaries of this Addendum: Owner/Agent and Resident agree that the other residents of the property are the third party beneficiaries of this Addendum. A resident may sue another resident to enforce this Addendum but does not have the right to evict another resident. Any lawsuit between residents regarding this Addendum shall not create a presumption that the Owner/Agent has breached this Addendum.

5. Effect of Breach: A breach of this Addendum by the Resident shall be deemed a material breach of the Rental/Lease Agreement and grounds for immediate termination of the Rental/Lease Agreement by the Owner/Agent.



6. Disclaimer: Resident acknowledges that this Addendum and Owner/Agent's efforts to designate Non-Smoking Areas do not in any way change the standard of care that the Owner/Agent would have to any Resident household to render buildings and premises designated as non-smoking any safer, more habitable, or improved in terms of air quality than any other rental premises. Owner/Agent specifically disclaims any implied or express warranties that the building common areas or Resident's premises will have any higher or improved air quality standards than any other rental property. Owner/Agent cannot and does not warrant or promise that the Rental Premises or any other portion of the property including common areas will be free from secondhand smoke. Resident acknowledges that Owner/Agent's ability to police, monitor or enforce this Addendum is dependent in significant part on voluntary compliance by Resident and Resident's guests.

7. Damage to the Unit: Resident acknowledges that the damage caused by smoking tobacco products is considered above normal wear and tear and will damage surfaces and fixtures, including, the carpet, carpet pad, wallboard, window coverings and ceilings. Depending on the severity of the damage, costs for restoration of the unit may include, but are not limited to, cleaning, sealing, painting, deodorizing, and possible replacement of fixtures and various surface materials.

8. Effect on Current Tenants: Resident acknowledges that current residents of the rental community under a prior Rental/Lease Agreement will not be immediately subject to the terms of this Addendum. As residents move out, or enter into new Rental/Lease Agreements, this Addendum will become effective for their unit or new agreement.

The undersigned Resident(s) acknowledge(s) having read and understood the foregoing.

Date

Resident

Date

Resident

See "SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS"

IPS PROPERTY MANAGEMENT INC.

Date

Owner/Agent

Resident



RENTERS INSURANCE ADDENDUM

This document is an Addendum and is part of the Rental/Lease Agreement, dated _____ between

IPS PROPERTY MANAGEMENT INC.

(Owner/Agent) and

See "SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS"
(List all Residents as listed on the Rental/Lease Agreement)

premises located at See "SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS"
(Street Address)
_____, CA _____
(City) _____, CA _____
(Zip) _____.

X Resident is required to maintain renters insurance throughout the duration of the tenancy that includes:

- (1) Coverage of at least \$250,000 in personal liability (bodily injury and property damage) for each occurrence;
- (2) The premises listed above must be listed as the location of resident insured;
- (3) Owner is listed as a Certificate Holder
- (4) Notification that the carrier must provide 30 days' notice of cancellation, non-renewal, or material change in coverage, to the Owner/Agent

Resident must provide proof of such insurance to the Owner/Agent within 30 days of the inception of the tenancy. Failure to comply with this requirement is a material violation of the Rental/Lease Agreement.

_____ Resident is encouraged to obtain renters insurance.

Insurance Facts for Residents

1. Generally, except under special circumstances, the OWNER IS NOT legally responsible for loss to the resident's personal property, possessions or personal liability, and OWNER'S INSURANCE WILL NOT COVER such losses or damages.
2. If damages or injury to owner's property is caused by resident, resident's guest(s) or child (children), the owner's insurance company may have the right to attempt to recover from the resident(s) payments made under owner's policy.
3. Following is a non-inclusive list of examples of possible costly misfortunes that, except for special circumstances, you could be held legally responsible for:
 - a. Your babysitter injures herself in your unit.
 - b. Your defective electrical extension cord starts a fire which causes damage to the building and your personal property and or the personal property of others.
 - c. A friend, or your handyman, is injured while helping you slide out your refrigerator so you can clean behind it.
 - d. While fixing your television set, a handyman hired by you is injured when he slips on the floor you have just waxed.
 - e. Your locked car is broken into and your personal property, and that of a friend, is stolen.
 - f. A burglar breaks your front door lock and steals your valuables or personal property.
4. If you desire to protect yourself and your property against loss, damage, or liability, the owner strongly recommends you consult with your insurance agent and obtain appropriate coverage for fire, theft, liability, workers' compensation and other perils.

The cost is reasonable considering the peace of mind, the protection, and the financial recovery of loss that you get if you are adequately protected by insurance.

Date _____ Resident _____
See "SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS"

Date _____ Resident _____

Date _____ Resident _____

Date _____ Resident _____

IPS PROPERTY MANAGEMENT INC.

Date _____ Owner/Agent _____



California Apartment Association Approved Form
www.caanet.org
Form 12.0-MF – Revised 1/12 - ©2012 – All Rights Reserved
Page 1 of 1

**Unauthorized Reproduction
of Blank Forms is Illegal.**



SMOKE DETECTOR ADDENDUM

This document is an Addendum and is part of the Rental/Lease Agreement, dated _____ between
(Date)
IPS PROPERTY MANAGEMENT INC. (Owner/Agent) and
(Name of Owner/Agent)

See **"SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS"** (Resident) for the
(List all Residents as listed on the Rental/Lease Agreement)

premises located at **See "SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS"** (Street Address), Unit # (if applicable) _____

_____, CA _____.
(City) (Zip)

1. The premises is equipped with a smoke detection device(s).
2. Resident acknowledges the smoke detection device(s) was/were tested and its operation explained by Owner/Agent in the presence of Resident at time of initial occupancy and the detector(s) was/were operating properly at that time.
3. Resident shall perform the manufacturer's recommended test at least once a week to determine if the smoke detector(s) is/are operating properly.
4. Resident may not disable, disconnect or remove the detector.
5. ONLY if BATTERY OPERATED: _____

Each Resident understands that said smoke detector(s) and alarm is a battery-operated unit and it shall be each Resident's responsibility to:

- a. ensure that the battery is in operating condition at all times;
- b. replace the battery as needed (unless otherwise provided by law); and
- c. if, after replacing the battery, the smoke detector(s) do not work, inform the Owner/Agent immediately.

6. Resident(s) must inform the Owner/Agent immediately in writing of any defect, malfunction or failure of any detector(s).
7. In accordance with California law, Resident shall allow Owner/Agent access to the premises for that purpose.

The undersigned Resident(s) acknowledge(s) having read and understood the foregoing.

Date *Resident*
See "SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS"

Date

Resident

Date *Resident*

Date

Resident

IPS PROPERTY MANAGEMENT INC.

Date *Owner/Agent*



SATELLITE DISH AND ANTENNA ADDENDUM

This document is an Addendum and is part of the Rental/Lease Agreement, dated _____ between
(Date)

IPS PROPERTY MANAGEMENT INC.

(Owner/Agent) and

(Name of Owner/Agent)

See **"SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS"**

(Resident) for the

(List all Residents as listed on the Rental/Lease Agreement)

premises located at See "SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS", Unit # (if applicable) _____
(Street Address)

(City)

, CA

(Zip)

Under the rules of the Federal Communications Commission (FCC), Owners/Agents may not prohibit the installation of satellite dishes and/or receiving antennas within leased premises. However, an Owner/Agent may impose reasonable restrictions relating to the installation and maintenance of any satellite dish and receiving antenna with which a resident must comply as a condition of installing such equipment.

Resident agrees to comply with the following restrictions:

- Size:** A satellite dish may not exceed 39 inches (1 meter) in diameter. An antenna or dish may receive but not transmit signals.
- Location:** A satellite dish or antenna may only be located (1) inside Resident's dwelling, or (2) in an area outside Resident's dwelling such as Resident's balcony, patio, yard, etc., of which Resident has exclusive use under the lease. Installation is not permitted on any parking area, roof, exterior wall, window, fence or common area, or in an area that other Residents are allowed to use. A satellite dish or antenna may not protrude beyond the vertical and horizontal space that is leased to Resident for Resident's exclusive use. Allowable locations may not provide optimum signal. Owner/Agent is not required to provide alternate locations if allowable locations are not suitable.
- Safety and Non-Interference:** Satellite dish/antenna installation: (1) must comply with reasonable safety standards; (2) may not interfere with Owner/Agent's cable, telephone or electrical systems or those of neighboring properties. It may not be connected to Owner/Agent's telecommunication systems, and may not be connected to Owner/Agent's electrical system except by plugging into a 110-volt duplex receptacle.
- Outside Installation:** If a satellite dish or antenna is placed in a permitted area outside the dwelling unit, it must be safely secured by one of three methods: (1) securely attaching to a portable, heavy object; (2) clamping it to a part of the building's exterior that lies within Resident's leased premises (such as a balcony or patio railing) or (3) any other method approved by Owner/Agent. No other methods are allowed. Owner/Agent may require that Resident block a satellite dish or antenna with plants, etc., so long as it does not impair Resident's reception.
- Signal Transmission from Outside Installation:** If a satellite dish or antenna is installed outside the dwelling unit, signals may be transmitted to the interior of Resident's dwelling only by: (1) running a "flat" cable under a door jam or window sill in a manner that does not physically alter the premises and does not interfere with proper operation of the door or window; (2) running a traditional or flat cable through a pre-existing hole in the wall (that will not need to be enlarged to accommodate the cable); or (3) any other method approved by Owner/Agent.
- Installation and Workmanship:** For safety purposes, Resident must obtain Owner/Agent's approval of (1) the strength and type of materials to be used for installation and (2) the person or company who will perform the installation. Installation must be done by a qualified person or a company that has workers' compensation insurance and adequate public liability insurance. Owner/Agent's approval will not be unreasonably withheld. Resident must obtain any permits required by local ordinances for the installation and must comply with any applicable local ordinances and state laws. Resident may not damage or alter the leased premises and may not drill holes through outside walls, door jams, window sills, etc., to install a satellite dish, antenna, and related equipment.



7. **Maintenance:** Resident will have the sole responsibility for maintaining a satellite dish or antenna and all related equipment. Owner/Agent may temporarily remove any satellite dish or antenna if necessary to make repairs to the building.
8. **Removal and Damages:** Any satellite dish, antenna, and all related equipment must be removed by the Resident when Resident moves out of the dwelling. Resident must pay for any damages and for the cost of repairs or repainting that may be reasonably necessary to restore the leased premises to its condition prior to the installation of a satellite dish or antenna and related equipment.
9. **Liability Insurance and Indemnity:** Resident is fully responsible for any satellite dish or antenna and related equipment. **Owner/Agent Xdoes not require evidence of liability insurance.** If Owner/Agent does require insurance, prior to installation, Resident must provide Owner/Agent with evidence of liability insurance to protect Owner/Agent against claims of personal injury to others and property damage related to Resident's satellite dish, antenna, or related equipment. The insurance coverage must be no less than \$ (which is an amount reasonably determined by Owner/Agent to accomplish that purpose) and must remain in force while the satellite dish or antenna remains installed. Resident agrees to defend, indemnify, and hold Owner/Agent harmless from the above claims by others.
10. **Deposit Increase. Owner/Agent Xdoes not require an additional security deposit (in connection with having a satellite dish or antenna):** If Owner/Agent does require an increased deposit, Resident agrees to pay an additional security deposit in the amount of \$ to help protect Owner/Agent against possible repair costs, damages, or any failure to remove the satellite dish or antenna and related equipment at the time of move-out. A security deposit increase does not imply a right to drill into or alter the leased premises. In no case will the total amount of all security deposits Resident pays to Owner/Agent be more than that which is allowed by law (two times the amount of rent for an unfurnished unit and three times the amount of rent for a furnished unit).
11. **When Resident may begin Installation:** Resident may start installation of a satellite dish or antenna only after Resident has: (1) signed this addendum; (2) provided Owner/Agent with written evidence of the liability insurance referred to in paragraph 9 of this addendum, if applicable; (3) paid Owner/Agent the additional security deposit, if applicable, referred to in paragraph 10; and (4) received Owner/Agent's written approval of the installation materials and the person or company who will do the installation.

The undersigned Resident(s) acknowledge(s) having read and understood the foregoing.

See "SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS"

Date _____ *Resident* _____ *Date* _____ *Resident* _____

Date _____ *Resident* _____ *Date* _____ *Resident* _____

IPS PROPERTY MANAGEMENT INC.

Date _____ *Owner/Agent* _____



GRILLING ADDENDUM

This document is an Addendum and is part of the Rental/Lease Agreement, dated _____ between
IPS PROPERTY MANAGEMENT INC. _____ (Owner/Agent) and
See "SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS" _____ (Resident) for the

Premises located at See "SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS", Unit # (if applicable) _____
(Street Address)

_____, CA _____
(City) _____ (Zip) _____

1. The Rental/Lease Agreement provides that without Owner/Agent's prior written consent, no charcoal burners or other open-flame cooking devices, or liquefied petroleum gas fueled cooking devices (hereinafter "grill") shall be allowed in or about the premises.
2. Owner/Agent consents to Resident keeping and operating the type of grill described here:
In backyard / out of sight – in a space that would NOT cause any damage to building or grounds
3. In the event of default by Resident of any of the terms in this Addendum, Resident agrees, within three days after receiving written notice of default from Owner/Agent, to cure the default or vacate the premises. Resident agrees Owner/Agent may revoke permission to keep and operate said grill on the premises by giving Resident written thirty (30) day notice.
4. Resident agrees to comply with all applicable ordinances, regulations and laws governing grills and storage combustibles.
5. Resident agrees that the grill will not be used except in the following area(s):

6. Resident agrees to maintain and operate the grill in a safe manner. Resident agrees to uphold this responsibility in part by complying with the following list of responsibilities:
 - Follow manufacturers' directions for safe operation, storage, and maintenance of your grill. If the manual is missing, contact the manufacturer for a replacement or check the company's website for an online copy.
 - Check to see that the grill is in good working order. For gas grills, be sure that all gas lines and valves are intact. For charcoal grills, check for holes where ash or coals can fall through. Ensure that the grill is stable and will not tip over.
 - Set up the grill in a safe place. Choose a firm, level surface at least 10 feet away from walls, siding, and deck rails; overhangs, eaves, and awnings; shrubs and branches; and furniture and other combustibles.
 - Only use gas and charcoal grills outdoors. When burned, gas and charcoal produce deadly carbon monoxide, an odorless, colorless gas that can kill in a matter of minutes. Never use a grill indoors, or in a garage, even if the door is open. Carbon monoxide can enter the apartment and injure or kill the people inside very quickly.
 - Have a fire extinguisher (ABC type) or a bucket of water handy in case of a fire.
 - Have a spray bottle of water ready to control flare ups.
 - Have access to a phone in case of emergencies.
 - Start the grill properly, using only approved methods. Before lighting a gas grill, open the cover.
 - Stay by the grill while it is in use and while it is still hot.
 - If Resident smells gas while cooking: Turn off the grill. Move away from the grill. Keep everyone away. Do not move, use, or light the grill until it has been inspected and repaired.
 - Use appropriate grilling tools. Choose long-handled heat-resistant cooking tools and heat-resistant mitts.
 - Keep people away from the grill, especially children.
 - Do not attempt to move a grill that is in use.
 - Clean the grill after use, removing food fragments, sauces and marinades, and accumulated fat or grease. All these increase the risk of flare-ups and fires.



Form Provided by Contemporary Information Corp.
For Membership Information or to Order Forms Call (800) 288-4757
or Visit our Website at www.contemporaryinfo.com

7. Resident agrees to use the following special precautions for gas grills (if applicable):

Before using the grill:

- Check the hose or tubes for leaks, cracks, brittleness, holes, and kinks. Make sure there are no sharp bends in the hose or tubing. Using a pipe cleaner or wire, clear any blockages caused by dirt, insects, etc.
- Check the connections between the tank, hoses or tubes, and the burner, to ensure that they have been connected properly and completely.
- Check for gas leaks. Before using the gas grill, and especially after attaching the propane tank, apply soapy water to the hose and connections; any leaks will be made evident by the escaping bubbles. *Never use a match or lighter to look for a gas leak!* If you can smell gas, then there is a gas leak.
- If the grill has a gas leak, do not use it. Contact a qualified technician for repairs before using the grill.
- Test the spark igniter. Every time you activate the igniter, it should make a spark to create a flame and ignite the gas.
- Do not attempt to repair the grill yourself. If the tank valves or connections are leaking, broken, or malfunctioning, do not attempt to repair them; contact a qualified technician or discard the unit.
- Protect the gas tubes and hoses from hot surfaces, grease, and bumps.
- Store propane gas cylinders inside buildings or garages. If you store your gas grill indoors when it is not in use, disconnect the gas cylinder and leave it outside.
- Do not store filled gas cylinders in a vehicle which might become hot. Heat will raise the pressure inside the tank, increasing the risk of leaks through the relief valve.
- Keep flammable and combustible materials away from the grill and gas tanks.

8. Resident shall be liable to Owner/Agent for all damages or expenses incurred by or in connection with grill, and shall hold Owner/Agent harmless and indemnify Owner/Agent for any and all damages or costs in connection with grill.

9. Resident shall deposit with Owner/Agent an additional security deposit of \$_____.

Owner/Agent Does Does Not (Check One) require Resident to carry renter's insurance to cover damages caused by use and/or storage of the grill.

The undersigned Resident(s) acknowledge(s) having read and understood the aforementioned.

Date _____

Resident _____

Date _____

Resident _____

See **"SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS"**

Date _____

Resident _____

Date _____

Resident _____

IPS PROPERTY MANAGEMENT INC.

Date _____

Owner/Agent _____

RENTAL AGREEMENT/LEASE AGREEMENT ADDENDUM PERTAINING TO ASBESTOS

THIS AGREEMENT made and entered into between IPS PROPERTY MANAGEMENT INC., "Owner/Agent" and See "SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS", "Resident".

Resident is renting from Owner/Agent the premises located at:

See "SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS" _____, Unit # (if applicable) _____
(Street Address)
_____, CA _____.
(City) (Zip)

(Owner/Agent: check one)

This property **may** contain asbestos. OR

This property contains asbestos. This hazardous substance is contained in some of the original building materials and in some of the products and materials used to maintain the property. Disturbance or damage to certain interior apartment surfaces may increase the potential exposure to these substances.

1. Resident or the Resident's guest(s), employees and contractors shall not take or permit any action which in any way damages or disturbs the Premises or any part thereof, including, but not limited to:
 - (i) piercing the surface of the ceiling by drilling or any other method;
 - (ii) hanging plants, mobiles, or other objects from the ceiling;
 - (iii) attaching any fixtures to the ceiling;
 - (vi) allowing any objects to come in contact with the ceiling;
 - (v) permitting water or any liquid, other than ordinary steam condensation, to come into contact with the ceiling;
 - (vi) painting, cleaning, or undertaking any repairs of any portion of the ceiling;
 - (vii) replacing light fixtures;
 - (viii) undertaking any activity which results in building vibration that may cause damage to the ceiling.
2. Resident shall notify Owner/Agent immediately in writing (i) if there is any damage to or deterioration of the ceiling in the Premises or any portion thereof, including, without limitation, flaking, loose, cracking, hanging or dislodged material, water leaks, or stains in the ceiling, or (ii) upon the occurrence of any of the events described in Paragraph 1 above.
3. This addendum is incorporated into and is a part of the Rental Agreement/Lease to which it is attached.

See "SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS"

Date

Resident

Date

Resident

IPS PROPERTY MANAGEMENT INC.

Date

Owner/Agent



UNLAWFUL ACTIVITY ADDENDUM

This document is an Addendum and is part of the Rental/Lease Agreement, dated _____ between
(Date)

IPS PROPERTY MANAGEMENT INC. _____ (Owner/Agent) and
(Name of Owner/Agent)

See **“SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS”** _____ (Resident) for the
(List all Residents as listed on the Rental/Lease Agreement)

premises located at See “SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS” _____, Unit # (if applicable) _____
(Street Address)

_____, CA _____.
(City) (Zip)

1. Resident, members of the Resident's household, and any guest or other persons under the Resident's control shall not engage in criminal activity, including drug-related criminal activity, on or near property premises. "Drug-related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in section 102 of the Controlled Substance Act (21 U.S.C. 802)).
2. Resident, members of the Resident's household, and any guest or other persons under the Resident's control *shall not engage in any act intended to facilitate criminal activity*, including drug-related criminal activity, on or near property premises.
3. Resident and members of the household *will not permit the dwelling unit to be used for, or to facilitate, criminal activity*, including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or a guest.
4. Resident and members of the household will not engage in the manufacture, sale, or distribution of illegal drugs at any location, whether on or near premises and property or otherwise.
5. Resident, any member of the Resident's household, or a guest or other person under the Resident's control shall not engage in acts of violence or threats of violence, including, but not limited to the unlawful discharge of firearms on or near property/premises.
6. ***VIOLATION OF ANY OF THE ABOVE PROVISIONS SHALL BE A MATERIAL VIOLATION OF THE RENTAL/LEASE AGREEMENT AND GOOD CAUSE FOR TERMINATION OF TENANCY.*** A single violation of any of the provisions of this Addendum shall be deemed a serious and material violation of the Rental/Lease Agreement. It is understood and agreed that a single violation shall be good cause for termination of the Rental/Lease Agreement. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by a preponderance of the evidence.
7. In case of conflict between the provisions of this Addendum and any other provisions of the Rental/Lease Agreement, the provisions of this Addendum shall govern.

The undersigned Resident(s) acknowledge(s) having read and understood the foregoing.

Date _____ *Resident* _____
See “SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS”

Date _____ *Resident* _____

Date _____ *Resident* _____
IPS PROPERTY MANAGEMENT INC.

Date _____ *Resident* _____

Date _____ *Owner/Agent* _____



RESIDENT POLICIES AND "HOUSE RULES" ADDENDUM

I. GENERAL

1. This document is an Addendum and is part of the Rental/Lease Agreement, dated _____ between _____ (Owner/Agent) and _____ (Resident) for the

IPS PROPERTY MANAGEMENT INC. _____ (Resident) for the
(List all Residents as listed on the Rental/Lease Agreement)

premises located at See "SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS" _____, Unit # (if applicable) _____
(Street Address) _____, CA _____
(City) _____ (Zip)

2. New policies and rules or amendments to this document may be adopted by Owner/Agent upon giving 30 days' notice in writing to Resident.
3. Guests who stay more than 14 days in a 1x month month period constitutes a breach of the Rental/Lease Agreement. At the discretion of the Owner/Agent, guests may be required to go through the application process and, if approved, must sign a Rental/Lease Agreement.
4. Resident may be assessed a charge for the actual costs, including out of pocket expenses, incurred by the Owner/Agent for any lock-out.
5. Resident is responsible for any violation of these rules by Resident's guest(s).

II. NOISE AND CONDUCT

1. Resident shall not make or allow any excessive noise in the unit nor permit any actions which will interfere with the rights, comforts or conveniences of other persons.
2. Resident shall refrain from playing musical instruments, television sets, stereos, radios, and other devices at a volume which will disturb other persons.
3. Resident shall refrain from activities and conduct outside of the unit (in common areas, parking areas, or recreational facilities) which are likely to annoy or disturb other persons.
4. Resident shall refrain from creating, or allowing to be created, any noise that is disturbing to other residents between the hours of 10:00 p.m. and 7:00 a.m.

III. CLEANLINESS AND TRASH

1. Resident shall keep the unit clean, sanitary and free from objectionable odors at all times.
2. Resident shall ensure that papers, cigarette butts and trash are placed in appropriate receptacles so that litter is not created on or about Resident's unit.
3. Resident shall ensure that trash and other materials are not permitted to accumulate so as to cause a hazard or be in violation of any health, fire or safety ordinance or regulation.
4. Resident shall ensure that garbage is not permitted to accumulate and that it is placed on a daily basis in the trash containers provided for that purpose. Resident shall ensure that large boxes are broken apart before being placed in the trash containers. Resident shall be responsible, at Resident's expense, for hauling to the dump those items too large to fit in the trash containers.
5. Resident shall ensure that furniture is kept inside the unit and that unsightly items are kept out of view.
6. Resident shall refrain from leaving articles in the hallways or other common areas.
7. Resident shall refrain from shaking or hanging clothing, curtains, rugs, and other coverings and cloths outside of any window, ledge, or balcony.
8. Resident shall refrain from disposing of any combustible or hazardous material in trash containers or bins.



IV. SAFETY/SECURITY

1. Security is the responsibility of each Resident and each guest. Owner/Agent assumes no responsibility or liability, unless otherwise provided by law, for Resident's and guests' safety and security, or for injury or damage caused by the criminal acts of other persons.
2. Resident shall ensure that all doors are locked during Resident's absence. Resident must notify Owner/Agent if locks become inoperable.
3. Resident shall ensure that all appliances are turned off before departing from the premises.
4. When leaving for more than one week, Resident should notify Owner/Agent how long Resident will be away.
5. Prior to any planned absence from the unit, Resident shall provide Owner/Agent with the name of any person or entity permitted by Resident to enter the unit.
6. Resident shall refrain from smoking in bed.
7. Resident shall refrain from using or storing gasoline, cleaning solvent or other combustibles in the unit.
8. Resident shall ensure that no personal belongings, including bicycles, play equipment or other items shall be left unattended in the halls, stairways or about the building.

V. MAINTENANCE, REPAIRS AND ALTERATIONS

1. Resident shall advise Owner/Agent of any items requiring repair, such as light switches or dripping faucets. Resident shall make repair requests as soon after the defect is noted as is practical.
2. Resident shall refrain from making service requests directly to maintenance personnel unless Resident is directed to do so by Owner/Agent.
3. Resident shall refrain from making any alterations or improvements to the unit without the consent of Owner/Agent. Resident shall refrain from using adhesives, glue or tape to affix pictures or decorations.
4. Resident shall refrain from using aluminum foil as a window covering and shall obtain the approval of Owner/Agent before using any window covering visible from the exterior of the building.
5. Costs of repair or clearance of stoppages in waste pipes or drains, water pipes or plumbing fixtures caused by Resident's negligence or improper usage are the responsibility of the Resident. Resident shall reimburse Owner/Agent for these costs on demand.

VI. PARKING

1. Number of parking spaces assigned to Resident's unit_____ . Only one vehicle may be parked in each space.
2. Resident shall only use assigned parking spaces and shall ensure that guests park only in unassigned areas or designated guest parking areas. Resident shall ensure that posted and designated fire zones or "No Parking" areas remain clear of vehicles at all times. Resident shall refrain from parking in unauthorized areas or in another resident's designated parking space. (Vehicles parked in unauthorized areas or in another resident's space may be towed away at the vehicle owner's expense.)
3. Only currently registered vehicles may be parked on the property. A vehicle that lacks an engine, transmission, wheels, tires, doors, windshield, or any other major part or equipment necessary to operate safely on the highways, is subject to tow under California Vehicle Code 22658. Vehicles parked in violation of local laws/ordinance are subject to tow.

The undersigned Resident(s) acknowledge(s) having read and understood the foregoing.

Date _____ Resident _____
See "SUMMARY & SIGNATURES OF RECEIVED DOCUMENTS"

Date _____

Resident _____

Date _____ Resident _____
IPS PROPERTY MANAGEMENT INC.

Date _____

Resident _____

Date _____ Owner/Agent _____

