

EXECUTIVE GROUP PROPERTY MANAGEMENT, INC.

Executive Standards. Exceptional Service. Management You Trust.

Rules and Regulations

The following are the rules and regulations referred to in your lease agreement. They are designed to ensure maximum enjoyment and privacy for all residents, to preserve the character and maintenance of our buildings and grounds, and to develop a good and enduring relationship between residents and management. If you have questions concerning these policies, please ask your rental agent.

- 1.** Fire department regulations require that all sidewalks, corridors, passages, stairways, and common areas are to be kept free of all personal belongings (i.e., bikes, grills, boxes, etc.). Stairwells will be checked periodically. Please don't throw trash in the stairwells, and try to keep them as clean as possible. This will be appreciated by all.
- 2.** Management and ownership **DO NOT** provide snow and ice removal on sidewalks, porches, stoops, balconies, stairs, decks, or any other such means of ingress or egress. The tenant shall, at their own expense, be responsible to gain access to their rental unit during periods of rain, ice, and/or snow.
- 3.** All trash and garbage must be put in garbage bags and tied. Garbage, trash, and other waste materials must be placed securely inside the dumpster units or trash cans, and the lids always kept down. Please break down boxes before placing them inside the dumpster. Absolutely **NO** furniture may be placed outside the dumpster.
- 4.** In accordance with zoning regulations, signs, placards, etc., may not be placed in any windows or in any part of the building.
- 5.** Residents may not install outside radio or television antennas. Cable wiring is available in most units. Tenants wanting cable or phone lines in other rooms, after occupancy, **MUST** get written permission from the rental office first and follow required installation procedures.
- 6.** Locks may **NOT** be added or changed without written consent from management and in accordance with fire department regulations. A copy of every key to your unit must be left in the rental office.
- 7.** Automobiles must remain on paved and/or designated parking areas. Bikes and motorcycles must also be parked in the designated parking area. Under no circumstances will they be driven or parked on the lawn. **NO** heavy maintenance or oil changes are permitted. No inoperable motor vehicles will be permitted to stay in the parking area, as there is limited parking available to occupying tenants. All automobiles must have current license plates and be operable on a daily basis.
- 8.** Residents are expected to respect the rights and privacy of their neighbors at all times. Stereos, radios, televisions, and entertainment must be kept at such a level as not to disturb other residents. If there are excessive complaints on a particular tenant, management may have to take necessary action to ensure the rights and privacy of other tenants. If law officials are called for a disturbance, the first time is a warning; the second time may constitute an automatic eviction.
- 9.** There is a \$50.00 fee for lockouts in which an agent must take a key to your residence. During office hours, you may visit the office and request an additional key for \$15.00. After-hours lockouts will be \$100.00.
- 10.** Tenants are responsible for reporting maintenance problems to the rental office. Failure to do so, the tenant will be held responsible for the damages. This especially applies to frozen water lines, leaks, back-ups, etc.
- 11.** Sanitary napkins must not be disposed of in toilets.
- 12.** **DO NOT** use sharp items, such as knives or ice picks, to defrost your refrigerator. If the freezer liner is punctured, the tenant will be responsible for replacement of the refrigerator. (A pan of warm water, placed in the freezer, will speed up the defrosting.)
- 13.** A soft scrub soap must be used for cleaning molded fiberglass bathtubs. Under no circumstances should you use an abrasive cleaner.
- 14.** Pictures and wall decorations are permitted. Please use small nails or picture hangers that require nails. **DO NOT** use adhesive hangers or any wall anchors, as they may result in drywall damage. Also, be advised that you may be charged for excessive holes and large holes that require patching and painting of walls after you relocate. Damages will be deducted from your security deposit.

- 15.** Upon vacating the apartment, the resident is expected to return the premises in good, clean condition. Allowance will be made for normal wear and tear. If there is any cleaning required to bring the unit to our standards, deductions will be made from your security deposit. Tenant will receive a checkout sheet at the time their 30-day written notice is submitted, which states what needs to be cleaned and what will be checked by the agent when the tenant moves out.
- 16.** There will be a \$50.00 charge for all keys not turned in to the agent or rental office at the time of vacating the unit.
- 17.** The premises are leased as a private residence and are not to be used for any type of business.
- 18.** Outside hoses must be disconnected during the winter months or during extremely cold weather prior to or after winter.
- 19.** Patios and balconies must be maintained in such a manner as will be in keeping with the character and décor of the community.
- 20.** During the winter months, heat in the unit must be maintained at a minimum of sixty (60) degrees Fahrenheit or above to prevent freezing of the pipes in the property.
- 21.** Stove drip pans, smoke detector batteries, air filters, and working light bulbs in each fixture are provided in each unit. New drip pans, smoke detector batteries, air filters, and working light bulbs are necessary when the unit is checked out. The tenant is responsible for changing the air filter once a month, and smoke detector batteries should be checked once a month as well.
- 22.** These Rules and Regulations are subject to change and are part of your lease agreement.