

RULES AND REGULATIONS

12/1/15

The following rules have been adopted to promote the convenience, safety, and welfare of the tenants in the dwelling, to preserve the Landlord's property from abusive use, and to fairly distribute services and facilities which are provided for all the Tenants.

1. NOISE: Radios, television sets, stereos and other such devices shall not be played or operated at an unreasonable volume at any time, and shall not be played at a volume audible outside the leased premises between 10:00 o'clock p.m. and 8:00 o'clock a.m. Each Tenant(s) is required to conduct him or herself in a manner that will not disturb a neighbor's peaceful enjoyment of the premises.

2. BEHAVIOR: Unseemly behavior and conduct is absolutely prohibited, and said lessee obligates himself and those under him, not to do or permit to be done anything that will annoy, harass, embarrass, or inconvenience any of the other tenants or occupants in said or adjoining premises. Tenants shall not have more than 5 guests visit the premises at the same time. Tenants shall not have any beer kegs upon the property either empty or full.

3. UPKEEP OF DWELLING: Tenant(s) is responsible for maintaining clean and sanitary conditions within the dwelling unit. The management reserves the right to make periodic inspections of the dwelling unit to insure that desired standards of maintenance, cleanliness, and sanitation are maintained.

4. PARKING POLICY: One parking tag will be issued to each tenant on the lease. All tags are to be properly displayed when the vehicle is on the property. Tags are to be displayed only on the vehicles for which they are issued. Any other vehicles must be registered at the office. During winter, snow removal zones are indicated by signs in each parking lot. Vehicles not tagged, not registered, parked illegally, or parked in snow removal zones (during snow removal) are subject to being towed without notice at the vehicle owner's risk and expense.

5. SMOKING: For tenants' safety, all properties are non-smoking. Smoking of cigarettes, pipes or cigars is not permitted in dwelling units or the interior common areas of the buildings. Tenant(s) acknowledge that it can cause damage to the unit, which may be in the form of burns, stains, and odors offensive to non-smokers or similar damage. This type of damage will not be considered ordinary wear and tear, but will be treated as damage for which the Tenant(s) will be responsible. Treatment of damages may require deodorizing, sealing and painting surfaces and repairing or replacing carpet. Tenants who smoke outside of the leased dwelling shall dispose of all smoking materials (i.e. butts, empty packs, matches, etc.) in appropriate waste disposal receptacles.

6. COMMONS: The common areas of the premises such as the halls, stairways, laundry rooms, trash containers, storage areas, garages, driveways, parking lots, and entrances or exits to the building shall be used solely for their appropriate purpose such as entrance or exit. Tenant(s) shall not use any of these common areas for any other purpose and shall prevent their children, if any, from using such areas as play areas. All of these areas which are used for entrance and exit must be kept free of obstructions such as toys, bicycles, grills, or other personal property of Tenant(s). If a Tenant(s) repeatedly fails to keep his or her property out of these areas, he or she will be considered to have violated this rule. Landlord also reserves the right to pick such property up and dispose of it in order to protect other tenants from injuring themselves. Carports are for storage of cars only. Personal belongings should not be stored in common areas and are subject to removal...

7. ENERGY AND WATER CONSERVATION: Water: Tenant(s) is responsible for notifying the office of any dripping faucets, non-functioning shower-tub diverters, and running toilets, drain leaks, etc. Should we become aware of such problems without Tenant(s) notifying the office, management and staff have the right to enter the apartment and make necessary repairs. Should Tenant(s) not report these repairs, they will be subject to a fine. Heat: Leaving windows open during the heating season will subject Tenant(s) to a \$50.00 fine per occurrence. Landlord reserves the right to enter apartment for the purpose of closing windows. Our intentions are directed toward energy conservation and such fines will be directed to obvious flagrant violations of the above. If you are not able to control your temperature with your thermostat, contact the office immediately.

8. TEMPERATURE SETTINGS: During cold weather, all thermostats should be maintained at a minimum of at least 60 degrees, especially during absences to prevent pipes from freezing and damage caused by such Landlord. Tenant(s) will be liable for any repairs due to Tenant(s) failure to maintain thermostat setting. Landlord reserves the right to set the maximum temperature setting on the thermostat at 72°F during the heating season.

9. LIGHT BULBS/SMOKE DETECTORS: Landlord shall have all light bulbs and smoke detectors operational at move-in. It is the responsibility of the Tenant(s) to replace and maintain all light bulbs and batteries in smoke alarms inside their dwelling unit, and Tenant(s) shall have such operational at move-out. Tenant is subject to a service fee for any detectors found disconnected or without functioning batteries.

10. HOLIDAY DECORATIONS: No real Christmas trees or evergreen decorations will be allowed in the apartment.

11. PREMISES ALTERATIONS: Tenant(s) shall make no alterations or additions to the premises. Covering materials shall not be nailed or cemented to any floor, wall, or ceiling. Picture hanging will be allowed with small nails or pins. The 3M command strips are recommended. Tenants are not allowed to paint the unit.

- 12. VEHICLES:** Vehicles placed on the premises must be in an operable condition (i.e. no flat tires). The repair of motor vehicles anywhere on the premises are prohibited.
- 13. LOCKS:** No additional locks may be put on any door without the consent of the Landlord, nor shall any locks be changed by Tenant(s) without the consent of the Landlord.
- 14. SIGNS:** No signs, notices or advertisements shall be attached to or displayed by Tenant(s) on or about the premises.
- 15. WINDOWS:** Landlord shall furnish at Landlord's option either curtain rods or mini-blinds on windows. Bed sheets, blankets, or other such materials shall not be used to curtain or drape any windows. No articles of clothing shall be hung or shaken from any window, door, or deck.
- 16. PEST CONTROL:** Tenants must tell landlord if they experience a pest problem so proper action can be taken. Tenant will be responsible for the expense of extermination of cockroaches, bedbugs, etc.
- 17. GRILLS:** No grills on wood decks. This is a City of Ames violation and is subject to a fine.
- 18. WATERBEDS:** Waterbeds are not permitted in any of the premises, except upon written consent from the Landlord.
- 19. DAMAGE TO DWELLING OR EQUIPMENT:** All Tenants shall be responsible for damage caused by them or their guest, as a result of their negligence, carelessness, or misuse of the property or equipment. All damages should be reported promptly. It will be corrected by the Landlord at the expense of the Tenant(s).
- 20. LAUNDRY FACILITY:** Coin operated laundry facilities use is a privilege. Landlord/Agent reserves the right to restrict Tenant(s) use of laundry facilities and make or change rules and regulations in the use and operation of the facilities. Tenant(s) agrees to obey posted rules and regulations of the care and use of laundry facilities. Use of laundry equipment is at your own risk. Landlord/Agent will not be responsible for personal property.
- 21. ODORS:** Tenant(s) shall not cause or permit any unusual or objectionable odor to be produced or emanate from their dwelling or the building and grounds.
- 22. ILLEGAL DRUGS:** Landlord does not allow any illegal drugs or drug paraphernalia to be used or possessed. Tenant acknowledges that Landlord intends to cooperate with government authorities, including the police, by informing these authorities if Landlord has reasonable grounds to believe that tenant, tenant's guests or invitees are engaged in illegal activity on the property. If tenant, tenant's guests or invitee are found in possession of drugs or drug paraphernalia, Landlord reserves right to evict immediately.
- 23. RENEWING THE LEASE:** Tenant(s) are required to notify the Landlord by February 1st of their intentions to renew for the following August. Landlord reserves the right to lease the apartments that have not renewed by February 1st.
- 24. CHECKOUT PROCEDURES:**
1. Tenant(s) will vacate by 9:00 am the last day of the lease.
 2. Tenant(s) will, prior to surrender of possession, have the premises thoroughly cleaned, and if not so cleaned, agree to pay Landlord per hour for the time needed to clean the apartment and material. Hourly rates are subject to change as conditions warrant.
 3. Tenant(s) shall furnish Landlord with a forwarding address.
- 25. SATELLITE TELEVISION ANTENNA/DISH:** Tenant at no time will be allowed to permanently install or attach a satellite dish, antenna, cabling, or any other associated products to the permanent structure of the exterior or interior of the building.
- 26. DEPOSIT DEDUCTIONS/CHARGES:** We are attempting to offer good, clean, well-maintained dwellings. The dwelling you are moving into is in this condition. If you see anything to the contrary, please advise this office in writing at once. We will expect you to return the dwelling to us in the same condition. **Your security deposit cannot be used as partial payment of your rent.** It will be refunded to you after you have returned the dwelling to its original condition and it has been inspected by one of our representatives upon completion of your lease. Your security deposit less any deductions will be mailed to your forwarding address within 30 days after the lease expires.
- 27.** Your **carpets** were professionally cleaned using the extraction method prior to your move-in date. A receipt for carpet cleaning using the extraction method, shown at the time of your move-out inspection, would meet that obligation. You may coordinate carpet cleaning with your landlord if desired.
- 28.** Tenant agrees to be bound by these written rules and understands should Tenant break such rules, sufficient grounds exist for termination of occupancy by Landlord.