

LANDLORD PROPERTY RULES
(Addendum to Rental Agreement)

RULES AND REGULATIONS

1. **AERIALS/ANTENNAE/CABLE/DISH.** Tenant agrees to not install or cause to be installed any aerials, antennae, cable, dish or other telecommunication equipment without prior written consent of Landlord. Such installation, if not done properly, could result in structural damage. Landlord or Landlord's representative must be present at all installations. Tenant agrees to pay for the cost of installation, removal, and/or damage cause by such installations.
2. **AIR CONDITIONERS.** Tenant agrees to not install or cause to be installed air conditioners without prior written consent of Landlord. Installation and removal of window air conditioners must be done with great care so as to avoid damage to window and building structure. Tenant agrees to pay for damage that may occur from such installation. Damage to window tracks can result in the need for window frame replacement, which can be very costly. If a screen is in place, Tenant agrees to notify Landlord to request removal, so Landlord may secure the screen in safe storage and reinstall at a later time.
3. **ALTERATIONS.** Tenant agrees not to alter the premises without prior written consent of Landlord. All changes made by Tenant must be reversible and property must be restored to original condition at end of tenancy, unless other arrangements have been made with Landlord. Tenant agrees to not do painting, wallpapering or structural modifications to the premises. Tenant agrees to not make alterations, changes or additions to plumbing fixtures, light fixtures, heating units, or locks. Tenant agrees to hold Landlord harmless for any mechanic's liens or proceedings that result from Tenant actions. Any alterations or additions made by Tenant become the property of Landlord when Tenant vacates. Tenant agrees to pay a penalty fee of one hundred fifty dollars (\$150) per violation.
4. **APPLIANCES.** Appliances included in the rental of the premises, as noted in the rental agreement, such as a refrigerator, range, dishwasher, clothes washer or clothes dryer, belong to Landlord. If Tenant wishes to use these appliances, Tenant agrees to use them properly in accordance with manufacturer instructions and assumes all responsibility for their care and cleaning. In the event there is a malfunction of an appliance or an appliance is in need of repair, Tenant agrees contact a professional service technician to repair appliance at tenant cost. Appliances are provided to tenant in working order per the tenant walk through report. If Tenant wishes to use their own appliances, Tenant agrees to contact Landlord in advance to obtain prior written approval and instructions.
5. **CANDLES & INCENSE.** Landlord discourages the burning of open flame candles, but will allow such if Tenant agrees to take safety precautions when burning candles, to use proper candleholders to catch all drippings and prevent burns, to not burn candles close to flammable materials, and to not leave burning candles unattended. Candles that produce

smoke and soot are not allowed. Landlord will not allow the burning of incense, as the smell permeates walls, woodwork and air ducts.

6. **CARPET CARE.** Tenant agrees to maintain carpet with regular vacuuming. If liquid is spilled on the carpet, Tenant agrees to immediately blot the spot with a clean cloth and to consult with Landlord for further cleaning instructions. Tenant agrees not to use carpet cleaning machines that add water to the carpet, as most consumer equipment can not adequately remove water that goes into the carpet and more damage is likely to result.
7. **CUTTING BOARDS.** When using cutting utensils, Tenant agrees to make appropriate use of a cutting board, so as to not damage countertops and other surfaces.
8. **DRAIN CLEANING PRODUCTS.** Tenant agrees not to use caustic drain cleaning chemicals in any of the drains or plumbing fixtures. Such products may cause damage to the plumbing system and may be hazardous to the environment. Tenant may be able to keep drains clean and clear with regular maintenance by pouring down the drain a quarter cup of baking soda followed by a half cup of vinegar. If there is a minor clog in the p-trap (the curved portion) of the pipe under the sink, Tenant may disconnect the pipe, clear the pipe manually, and reconnect the pipe to clear the clog or may call Landlord for assistance.
9. **DRAIN STOPPAGES.** As of the date of this Agreement, Landlord warrants that the dwelling's sewage drains are in good working order and that they will accept the normal household waste for which they were designed. They will not accept things such as paper diapers, sanitary napkins, tampons, wads of toilet paper, dental floss, balls of hair, grease, oil, table scraps, bones, clothing, rags, sand, dirt, rocks, newspapers, or children's toys. Tenant agrees to pay for clearing the drains of any and all stoppages except those, which the plumber who is called to clear the stoppage will attest to in writing, were caused by defective plumbing, tree roots, or a result of weather. Tenant agrees to keep on hand and properly use a plunger when necessary to unclog drains and to prevent water overflow from toilet, sinks and bathtub. Tenant agrees to notify Landlord in a timely manner of drain stoppages that they are unable to clear themselves.
10. **FEEDING ANIMALS OUTSIDE.** Tenant agrees to refrain from feeding stray animals and from leaving food outside for animals, as this can attract stray pets, wild animals, and insects to the property. Bird feeders are allowed, but should be at a sufficient distance as to lessen the chances of bird droppings falling on personal property.
11. **FIREPLACE.** Fireplaces, if provided, are for enjoyment only and not to be used as a heat source. Landlord agrees to maintain structural condition of the firebox/chimney. Tenant agrees to promptly report to Landlord, in writing, any defects or problems that arise with the fireplace or its use. When using the fireplace, Tenant agrees to:
 - a. not leave burning materials unattended.
 - b. keep all burnable objects at a safe distance from flame or surround.
 - c. make appropriate use of fireplace damper and spark screen, so as not to allow smoke to flow into the room or sparks to fly out of the fireplace.
 - d. use only seasoned firewood or manufactured logs in the fireplace.

- e. not burn paper, plastics or other materials.
- f. keep fireplace clean of ashes.
- g. dispose of ashes in a safe manner by waiting until ashes completely cool and by placing them in a metal container prior to disposal.

12. FIREWORKS. Fireworks may not be used on the premises.

13. FLOOR CARE. Tenant agrees to vacuum all carpets and clean all hard surface floors on a regular basis, or have such done by another party. Cleaning must be done in accordance with manufacturer instructions. Carpets and other flooring dirty quicker and wear out faster when outside footwear is worn indoors. Tenant agrees to provide extra cleaning if outdoor footwear is worn inside the residence.

14. FREEZING PIPES. Tenant agrees to take due precaution against freezing water or waste pipes and stoppage of same in and about said premises. This includes, but is not limited to disconnecting all garden hoses from outdoor faucets prior to freezing weather and opening cabinets under fixtures that are adjacent to outside walls to allow warm air circulation near water and waste pipes. If water or waste pipes are frozen Tenant will notify Landlord immediately and in writing. If Tenant did not take due precaution to prevent the freezing or fails to notify Landlord of the problem in a timely manner, Tenant will be held liable for all damage caused thereby.

15. FURNACE AND HOT WATER HEATER CLOSETS: Tenant agrees to not store items in furnace closets and hot water heater closets and agrees to maintain a clear space above and around furnaces and hot water heaters. This is for safety reasons. Electric and gas appliances become warm when in use. Gas appliances need sufficient air space around them to function properly.

16. GARBAGE & RECYCLING: Tenant agrees to dispose of garbage in a proper manner and agrees to recycle when possible according to the guidelines provided by the waste removal company. Contain garbage and items that cannot be recycled in a disposable bag and tie bag closed before placing in garbage. No loose garbage please, as loose garbage causes unsanitary conditions and attracts insects and vermin. Items that are too big to be bagged may be placed in the garbage bin as is. Extraordinary garbage that is too large to be placed in the garbage bin must be taken to the city dump and disposed of at Tenant's expense. Landlord supports the concept of "Reduce/Reuse/Recycle" and encourages Tenant to reduce, reuse or recycle material goods to the best of their ability in an effort to maintain the environment and better the community.

17. GUESTS. Landlord will allow Tenant to host guests on the premises and Tenant agrees to accept responsibility to ensure guests do not violate any of the terms of the rental agreement. Landlord may at any time ask guests to leave the premises for violation of any of the terms of the rental agreement.

18. HEATING, COOLING, AND VENTILATION SYSTEMS. Tenant agrees to maintain heating, cooling and ventilation systems on premises that are provided by Landlord. Tenant

agrees to notify Landlord in a timely manner, and in writing, of any problems that arise with these systems. Tenant agrees to keep heating and cooling systems in good working order and to take safety precautions in accordance with their use, following manufacturer and fire department recommendations. **TENANT WILL CHANGE AC FILTERS EVERY 20 DAYS.**

- a. Natural Gas furnace system: Tenant will not store items in the furnace closet, except for replacement filters. Tenant will allow Landlord to replace furnace filters when Landlord determines it necessary. Tenant agrees not to block air ducts (warm air output and cold air return) and to pay for any damage to the heating system caused by failure to do so.
- b. Electric baseboard and wall fan heaters: Tenant agrees not to block the heaters, to keep all flammable materials at least one foot from the heating device and to maintain ample air flow around heater. Tenant agrees to keep heaters clean of dust build up.
- c. Portable heaters: Tenant agrees to not install or cause to be installed portable heating devices without prior written consent of Landlord. Landlord must examine and approve any such device before use on the property. At no time will propane, kerosene or gas heating devices be allowed on the premises. Tenant agrees to maintain a clearance of three feet around any electric portable heating device and to follow manufacturer instructions for its use.

19. **HOME DECORATING.** Pictures and shelving may be attached only to drywall walls, using approved hanging devices. Approved hanging devices are available from Landlord at no extra charge. Walls must be returned to their original condition upon end of tenancy. Tenant agrees not to pierce any brick, masonry, woodwork, cabinet or door with nails, screws or any hanging device, as doing so would cause damage beyond repair. Painting is not allowed without prior written consent of Landlord. Holiday decorative lights may be used if they are in good condition, used according to manufacturer instructions, installed at a safe distance from flammable objects, and used in a safe manner, taking caution not to overload electrical circuits. Tenant agrees to not mount flat screen televisions or other heavy objects to walls, ceilings, or woodwork without prior written permission of Landlord.

20. **HOUSEKEEPING.** On an ongoing basis, Tenant agrees to keep the home in a clean, neat, and sanitary condition.

21. **ILLEGAL DRUGS.** It is forbidden to have, use, store, manufacture, or sell illegal drugs on the premises. Tenant agrees to keep the premises free of illegal drugs and drug-related activity.

22. **LANDSCAPING/YARD CARE.** Regular landscaping/yard care (mowing, edging, trimming, fertilizer, weed control) will be provided by ___ Tenant_____.

For all Tenants:

- a. Tenant agrees to keep yards, walkways, patios and decks clear and to keep premises free of junk and debris.
- b. Tenant accepts liability for all landscape damage and/or replacement of such, if caused by neglect, abuse or lack of water.

- c. Tenant may plant the beds adjacent to their dwelling to their liking, but only with those plants that are of appropriate size and type for the beds. All plants brought or caused to be brought to the property by Tenant will be cared for by Tenant.
- d. Tenant agrees not to cut or prune trees, hedges and shrubs. This will be Landlord's responsibility.
- e. Tenant agrees to properly dispose of all plant debris and agrees to not leave such on the property.
- f. Landlord will consider special Tenant requests for planting and removal of plants, shrubbery and trees, but reserves the right to determine the make-up of the landscaping.

For Tenants of single family homes only:

- a. Tenant agrees to mow, water, and keep the grass, lawn, flowers and shrubbery thereon in good order and condition, applying fertilizers and weed retardant as needed.
- b. If there is a failure of Tenant to keep the landscaping in good order and to follow these guidelines, Landlord reserves the right to hire a landscaping service at Tenant's expense (after a 10-day notice to perform covenant).
- c. Landlord reserves the right to restore the landscaping to its initial condition, as it was at the time Tenant began occupancy, or if improved during Tenant's occupancy, to the level of such improvement. Restoration will be at Tenant's expense.

23. **LAUNDRY ROOM:** If there is a shared laundry room on the premises, Tenant agrees to respect the needs of other residents by adherence to the following rules:

- a. use the laundry room only during the hours of 8:00 am to 10:00 pm;
- b. open/close outside door quietly;
- c. open/close appliance lids and doors quietly;
- d. remove clothing promptly from machines;
- e. clean lint filter before and after running a load in the dryer;
- f. keep the room clean and tidy.
- g. keep the outside door closed and locked.

24. **LIGHTBULBS:** When replacing light bulbs, Tenant agrees to not use any LED light bulb that is more than 60 watts. Compact Fluorescent Light bulbs (CFLs) and incandescent bulbs are NOT allowed. Use only light bulbs that are appropriate for the fixture. In appliances, use only appliance light bulbs (small 40 watt bulbs designed for use in ovens, stove hoods and refrigerators). Some fixtures require specialty bulbs. Using the wrong type of light bulb in a fixture can pose a fire hazard and/or damage the fixture.

25. **MOISTURE AND MOLD.** Tenant acknowledges that it is necessary for Tenant to maintain appropriate climate control, keep the dwelling unit clean, and take necessary measures to retard and prevent mold from accumulating in the dwelling unit. Tenant agrees to clean and dust the dwelling unit on a regular basis and to remove visible moisture accumulation on windows, window sills, walls, floors, ceilings and other surfaces as soon as reasonably possible. Tenant agrees to use the exhaust fans provided above the stove and in the bathroom when moisture is created by cooking or bathing and when moisture is still present in the room. It is advisable to keep fans on for at least 30 minutes after an activity that produces a

significant amount of moisture, such as after taking a shower. Tenant agrees not to block or cover any heating, ventilation or air-conditioning ducts. Tenant also agrees to report immediately and in writing to Landlord any of the following:

- a. evidence of a water leak or excessive moisture in the dwelling unit or on premises.
- b. evidence of mold that cannot be removed with a common household cleaner;
- c. failure or malfunction in heating, ventilation or air conditioning; and
- d. inoperable doors or windows.

Tenant understands they will be held responsible for damage to the premises and personal property, as well as any injury to Tenant and all others on the premises, resulting from Tenant's failure to comply with the terms of this mold instruction.

26. **MUSICAL INSTRUMENTS.** Musical instruments may be used on the premises, if used in a manner that does not disturb other people, either by sound or by vibration. Tenant agrees not to bring excessively heavy instruments, such as pianos, into the dwelling, without Landlord's prior written consent. Heavy instruments and furniture may cause structural damage to the building if moved or placed inappropriately.

27. **NOISE, PEACE & QUIET.** Tenants are entitled to the quiet enjoyment of their own dwelling, and their neighbors are entitled to the same. Tenant agrees to refrain from making loud noises and disturbances and to keep down the volume of their music and broadcast programs at all times so as not to disturb other people's peace and quiet.

28. **ODORS.** Tenant agrees to not create excessively strong odors that could permeate the unit, common areas, and/or disturb neighbors, such as cooking odors (fish, spices), incense, perfumes and other strong smells that could linger.

29. **PATHWAYS TO EXITS.** Tenant agrees to keep all pathways to exits clear and will not block doors and windows. This is essential for egress (exit from the building) in the case of an emergency. Tenant agrees to keep their residence clear of excessive belongings and clutter, as an excessive pile up of things creates a fire and safety hazard.

30. **PEST MANAGEMENT.** Tenant agrees to be responsible for maintaining a clean environment to discourage pest infestation and agrees to report to Landlord any signs of pest problems in a timely manner. Tenant agrees to pay for damages and pest eradication if pest infestation occurs as a result of their action or inaction. Multi-family buildings: Landlord will provide services for ongoing pest management. Single-family houses: **Tenant** agrees to provide for adequate pest control, including, but not limited to preventing and eliminating destructive insects, rodents, and reptiles found on the premises.

31. **PETS AND ANIMALS.** We have a No Pet Policy. This agreement specifically prohibits keeping pets/animals, or allowing the pets/animals of others on the premises, even temporarily, without the prior written consent of Landlord. "Pets/animals" include, but is not limited to, both warm- and cold-blooded animals, such as dogs, cats, fish, rabbits, hamsters, rats, birds, snakes, lizards, and insects. Tenant agrees to pay immediately for any damage, loss, or expense caused by such pets/animals. If Landlord grants permission for keeping a pet, Tenant must sign a Pet Agreement addendum for each pet, which may require additional

monthly rent and/or additional security deposits. Service animals are allowed for people with qualified disabilities upon request and completion of a Service Animal Agreement addendum.

32. **PROHIBITED ITEMS.** Swimming Pools, Trampolines and Fire Pits may not be set up or used on the premises without prior written consent of Landlord. If Landlord grants permission, Tenant agrees to take precautions to prevent injury and also to maintain adequate insurance coverage.
33. **REPAIRS.** Landlord has provided property in good working condition, all appliances and mechanical items sufficiently operate and have been placed in the care of the tenant for use. Tenant is responsible for all repairs to appliances, fixtures and any other items provided under the lease. It is the tenant's responsibility to contact local repair professionals to fix or repair items that become damaged or unusable during the term of the lease. Should tenant contact landlord to perform repairs tenant will be charged on site for any such repairs, minimum service call is \$85.00. See section 9 for plumbing issues and charges. Air conditioning system must be maintained by tenant, failures of the HVAC system should be reported to landlord immediately. Should the onsite AC technician review the scope of work and find that the AC system was not maintained (filters not changed) repairs will be billed to tenant. It is required that the AC filters be changed every 20-30 days.
34. **SCREENS.** Landlord will provide window screens as deemed necessary. If any window or door screens are presently installed, Landlord has no obligation to maintain or replace them. Tenant is responsible for damage done to window and door screens. Tenant agrees to notify Landlord upon removal of any screen, so it may be placed in safe storage.
35. **SHOWER CURTAINS/DOORS:** When using the shower, Tenant agrees to make appropriate use of the shower curtains or doors, to keep shower water and spray inside the tub surround. Tenant agrees to take action to prevent water from getting out onto the floor and walls, where it could cause damage. If not fitted with a shower door, a shower curtain and shower liner must be used. To properly use, place shower curtain liner inside the tub and decorative shower curtain outside of the tub while showering.
36. **SMOKING.** We have a No Smoking Policy. Tenant acknowledges the premises are designated as smoke-free and agrees not to smoke and will not allow any of their family or guests to smoke on the premises, either inside the unit or outside on adjoining grounds. Tenant agrees to abide by this no-smoking policy. This includes smoking tobacco, marijuana, any other substance and/or vaping chemicals. If Tenant smokes/vapes or allows others to smoke/vape on the premises, Tenant agrees to pay a penalty fee of one hundred fifty dollars (\$150) per violation.
37. **STORAGE.** Tenant agrees to not store items outside the dwelling unit unless contained in a proper storage unit. Tenant agrees to not pile or lean items against the building siding and fences. Tenant agrees to not store flammable liquids on the premises unless they are in small

quantity for personal use only, stored according to manufacturer instructions and properly labeled. Tenant agrees to not store items that are excessively odorous. Tenant agrees to keep doors to storage sheds closed.

38. **STOVE, OVEN, AND RANGE HOOD:** When cooking, Tenant agrees to use the range hood fan to clear cooking fumes out of the unit and to clean grease off appliances on a regular basis, as a build up of grease creates a fire hazard. If a stove top fire occurs, immediately turn off heat and smother fire with a lid or wet towel. Do not throw water on a grease fire and do not attempt to pick up the pan, as this will likely cause the fire to spread. In the case of an oven fire, turn off the heat and do not open the oven door; the fire should go out on its own. If the flame cannot be immediately tamed, quickly get out of the building and call 911 to report the fire.
39. **SUBSTANCE ABUSE.** Tenant agrees to not allow any person residing on the premises, or any guest, or invitee to use controlled substances (including alcohol and prescription medications) in a manner that will either disturb the peace and quiet enjoyment of other Tenants or neighbors adjacent to the premises; or endanger the health, safety, or well being of Tenant or any other person.
40. **VEHICLE REGISTRATION.** Tenant agrees to keep only up to a maximum of 2 vehicles on the premises. Tenant agrees to register their vehicles with Landlord and to update Landlord when changing vehicles. Motorcycles must have exhaust muffling comparable to that of a passenger car. Vehicles must be no bigger than would fit in a standard parking space. All vehicles must be both operable and properly licensed.
41. **VEHICLE PARKING.** Parking on premises is reserved for Tenants only. Tenant agrees to keep parking spaces clean of oil drippings. Vehicles may not be parked on the grass. Tenant agrees to advise their guests/visitors about parking and agrees to be responsible for improperly parked vehicles of their guests/visitors. Any assigned or unassigned parking spaces (or carport, if any) available for use by Tenant are limited to private passenger vehicles, and Tenant agrees not to store any recreational vehicle, trailer, furniture, appliances or any other property on said parking space or said carport without prior written consent of Landlord. Unauthorized vehicles or vehicles parked improperly are subject to tow. Tenant agrees to follow municipal code for proper parking on the street.
42. **VEHICLE REMOVAL.** Without notice and without liability, Landlord may order removal of any vehicle from any parking space or carport which is unauthorized to park on the premises, is parked illegally or which remains inoperable for a period of fourteen (14) consecutive days. Any vehicle owned by Tenant and remaining on the property after the termination of Tenant's right to occupancy may be immediately removed by Landlord with full immunity from damages for such removal. Tenant agrees to indemnify Landlord for towing/storage costs incurred.
43. **VEHICLE WASHING AND REPAIR.** Tenant agrees not to wash or repair vehicles on the premises without prior written consent of Landlord. Activities that cause excessive water runoff, a disturbance to the neighbors, or a public eyesore, will not be permitted.

44. WATER FEATURES AND LIQUID FILLED FURNITURE. Tenant agrees not to keep any water features (such as aquariums, water fountains, water coolers) and liquid-filled furniture (such as waterbeds) in their dwelling without prior written consent of Landlord. The weight of a waterbed could cause structural damage to the building. Water features may cause damage if water leaks out.

45. WINDOWS. Tenant agrees to be responsible for any windows that become cracked or broken in their dwelling while they live there, except for those windows that are noted in writing as being cracked or broken when Tenant moved in. This includes damage done by Tenant and damage done by others. If the damage is weather related, or a result of vandalism as outlined in a police report, Landlord may make an exception.

Tenant understands that violation of any of the above terms may lead to termination of the tenancy and or other legal action by Landlord. All other terms of the Rental Agreement are hereby affirmed.

Tenant Signature _____ Date _____

Tenant Signature _____ Date _____