

Hinez Property Management, LLC.

Rules and Regulations Addendum

This Rules and Regulations Addendum is part of the Lease Agreement dated _____ between HINEZ PROPERTY MANAGEMENT, LLC. , "Landlord/Agent"

and _____, "TENANT(S)"

Tenant is renting from Landlord/Agent the premises located at:

_____ Unit # (if applicable) _____

This addendum shall be and is incorporated into the Rental Agreement/Lease between Landlord/Agent and Tenant.

The following is a list of rules and regulations that are part of the Lease Agreement. These rules and regulations are for the purpose of maintaining the aesthetic appearance and comfortable living environment of the home and insure proper use of the rental and the premises. Tenant agrees to comply with all rules and regulations and understands that they are responsible and liable for the actions and behavior of their entire household, as well as their guests and visitors. Violations of the below rules and regulations will result in termination of tenancy.

Occupancy: Occupancy is limited to those listed on the Lease Agreement. Any additional person(s) staying in the home for a period of more than 14 days must complete an application and be approved for tenancy. Unapproved occupants staying in the home for more than 14 days will result in termination of tenancy for all occupants. For emergency purposes, please inform the landlord/manager of the name and license plate number of **any** person staying in the home for any amount of time.

Contact Information: Tenant shall keep the landlord/manager informed of current contact information at all times, including phone numbers, emails, and emergency contacts.

Smoking: Smoking in the home or within 25 feet of the building is prohibited. Tenant will be held liable for any smoke-related damage, including odor or stains in the walls, ceilings, carpets, flooring, and other damage caused by smoking. Tenants are responsible and liable for the actions of their guests and visitors.

Decks/Balconies/Patios: Decks, balconies, and patios must remain clear of debris, garbage, bicycles, furniture, shoes, and other clutter. Decks, balconies, and patios may not be used to dry clothes or as storage. *Barbecues, lawn furniture, and plants are the only acceptable items allowed on decks, balconies, and patios.*

Window Coverings: Tenants may not use bed sheets, blankets, or other similar materials for window coverings. Blinds must remain in the down position. Tenant's personal curtains and window coverings cannot be visible from the outside. Damaged blinds must be replaced immediately (within 24 hours).

Satellite Dishes/Antennas: Satellite dishes and antennas may not be installed or attached to the building. Satellite dishes must be free-standing and require prior written landlord/manager approval.

Walkways: All walkways and stairs are to be kept clear and free of debris at all times. Absolutely no storage or accumulation of any items on or near walkways or interior or exterior stairs. All brooms, mops, waste receptacles, etc. must be stored inside the rental.

Hinez Property Management, LLC.

Noise: Tenants shall respect their neighbor's rights to peace and quiet and shall keep all noise to a minimum, including keeping voices, music, stereos, vehicles, and television levels to a minimum. Tenants shall use the premises in a way as to not disturb neighbors, including not slamming doors, knocking on walls, stomping on floors, honking, revving engines, or in other ways being disruptive. **Any** noise between the hours of 10pm – 8am will not be tolerated.

Housekeeping: Tenants shall keep the premises clean, sanitary, and neat by performing routine housekeeping at regular intervals, including keeping clutter to a minimum, disposing of trash and garbage in a proper manner, sweeping, vacuuming and wiping down all surfaces. Tenant may not make any permanent changes to the dwelling (including painting) without written permission from the landlord/manager. Tenant is responsible for keeping light bulbs and detectors in working order for the duration of tenancy.

Use of Driveways/Parking Lot: Driveways and parking lots shall be used solely for vehicles. No skateboarding, skating, bicycling or playing is allowed in these areas.

Parking: Vehicles shall only be parked in designated parking spaces. Parking spaces are for tenants only. Vehicles must be operational. Absolutely no obstructing other vehicles, parking on the lawn, sidewalk, or walkways. Trailers, boats, and recreational vehicles shall not be parked on the premises. Vehicles in violation may be towed without further notice.

Trash/Garbage Receptacles: All trash and garbage shall be in tied plastic bags and placed in the proper receptacles. Receptacle lids must close completely after every use. Trash and garbage shall never be placed beside or behind the receptacles. The trash and garbage receptacle is for tenant use only. Absolutely no furniture is to be placed or disposed of in or near the receptacles. The cost of disposal of such large items will be charged to the owner of the items. Recycling bins are for the proper disposal of recyclable trash only. Flatten all boxes before putting them in the recycle bin. Each Resident is responsible for keeping the area directly surrounding their home clean. Single-Family Homes: Tenants shall adhere to their city's pick-up schedule.

Lockout/Lost Key: Lockout service may be requested between 10am-4pm, Monday – Friday for a \$50.00 Lockout Fee. After-hours lockouts will require the use of an independent locksmith. Tenants shall not change or add to the locks of the rental at any time. Lock changes shall be conducted only by the landlord/manager. New locks may be requested for a fee.

Laundry Facilities: Unless a single-family home, the laundry facilities shall only be used between the hours of 9am – 8pm daily. Personal belongings may not be left in the laundry rooms at any time.

Animals: No animals shall be permitted inside the rental or on the premises *at any time* unless tenant has authorization for the animal in writing from the landlord/manager.

Vehicle Maintenance: Vehicle maintenance and repairs shall not be conducted on the premises.

Cooking: Cooking shall only be conducted in the kitchen. A barbeque outside is permitted. **Tenant shall never pour cooking grease or other damaging/obstructing objects down toilets, sinks or drains.**

Weapons: Tenant shall not possess, use, or store deadly weapons in the rental or elsewhere on the premises, including firearms, unless the tenant has the proper registration and paperwork for firearms.

Maintenance: Maintenance requests must be made in writing. Tenant is liable for all expenses incurred that are a result of tenant misuse or neglect, including that done by guests and visitors.

Hinez Property Management, LLC.

Plumbing: Tenant shall report all drips and leaks immediately to the landlord/manager. Tenant is liable for all expenses or repairs resulting from tenant stopping of waste pipes or overflow from sinks, tubs, toilets, showers, washbasins or containers.

Vandalism/Illegal Activities: Vandalism of any kind will not be tolerated. Any tenant or guest who vandalizes the rental or grounds in any way is liable for criminal prosecution. Tenant is liable for all expenses associated with returning the premises to their proper condition. Illegal activity of any sort will not be tolerated. All illegal activities will be reported to the proper authorities and will result in immediate eviction.

Common Areas: Tenant shall not keep personal belongings in common areas or obstruct halls, stairways, elevators, laundry rooms, or other common areas.

Roof: Tenant shall not be permitted on the roof of the property at any time.

Window Screens: The landlord/manager is not obligated to provide screens for windows or doors. Screens can be provided at tenant's expense.

Carpets: Carpets must be professionally cleaned. The landlord/manager will arrange for carpets to be professionally cleaned after tenant vacates at tenant's expense. If tenant would like carpets cleaned during tenancy, they must contact the landlord/manager.

Inspections: Routine inspections of the premises will be conducted with proper notice.

Tenant(s) agree that they have read, understand, and will abide by these Rules and Regulations and understands that they are personally liable for the behavior and actions of their household, guests, and visitors.

Landlord/Manager Signature Date
Hinez Property Management, LLC.

Tenant/Lessee Signature Date

Tenant Print Name

Tenant Signature Date

Tenant/Lessee Signature Date

Tenant Print Name

Tenant Print Name

Tenant Signature Date

Tenant/Lessee Signature Date

Tenant Print Name

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