

**LOFTS AT ALAMEDA
RULES AND REGULATIONS-GENERAL INFORMAITON**

OFFICE HOURS

Our office is open from 9:00 AM-12:00 PM and 1:00 PM-5:00 PM Monday through Friday and 9:00 AM-12:00 PM on Saturdays. The office is closed on Sundays. We do observe most holidays, Notices will be posted on our office door as to office hours during the holidays All rent and late fees are due in accordance with lease regardless of holiday or regular hours.

CHECK-IN LIST

You will be provided with a check-in list which represents the condition of your rental unit prior to your occupancy. The check-in list should be completed, signed, and returned to our office within five (5) days after receipt. A copy is retained in our files to be used at the end of your rental period in determining deposit refund. If your signed copy is not returned to our office within the five (5) day period, our office copy will be used in your deposit refund process. Upon vacating unit, Tenant(s) agree to thoroughly clean all areas and provide a professional carpet cleaning receipt. If no receipt is received for carpet cleaning, Mathers Realty Inc. will arrange for carpet cleaning at the Tenant(s) expense.

PETS

PETS are allowed on the premises with a \$250.00 non refundable pet fee. Tenant(s) must provide a photo of pet(s) and current vaccination and shot records before pet is allowed on the premises. Tenant(s) have been approved by the Landlord to keep () dog(s) and or () cat(s) on the premises that are 35 pounds or less. In acceptance of pet(s) by the Landlord, the Tenant(s) warrants pet(s) will be restrained from activities objectionable to the Landlord, other Tenant(s), and or neighbors. Any damage resulting from pet(s) will be the sole responsibility of the Tenant(s) and that if such damaged exceed the amount of tenant's deposit the tenant(s) will be charged accordingly. There will be a nonrefundable pet fee of \$250.00 per animal.

PEST CONTROL

Pest control is performed on a Bi-Annual basis. Between our routine spraying, pest control is your responsibility. Any cost for extermination for any pest imported into the rental unit during move-in or occupancy of unit will be charged to Tenant(s) account.

MAINTENANCE REQUESTS

Tenant(s) are responsible for all light bulbs upon move-in and move-out of unit.

Non-emergencies should be reported during regular business hours.

- A. Often an electrical problem can be solved by simply checking the breaker box to see if a switch has tripped.
- B. If your garbage disposal is not working, try the reset button located on the bottom of the disposal before calling
- C. For minor drain stoppages use a plunger or liquid draino—Do Not use draino in toilets.

If you have a water leak, turn off the water at the source of the leak and place a container under the leak and call our office IMMEDIATELY. If Tenant(s) notice mold from any leaks, please notify the office immediately. If mold has grown due to Tenant(s) failure to report a leak, the Tenant(s) will be responsible for cleanup costs.

If you have a problem with heating/cooling, hot water heaters, etc., PLEASE DO NOT ATTEMPT TO START UP, SHUT DOWN, OR REPAIR THESE ITEMS. Please call us IMMEDIATELY.

As a general rule, you will not be held financially responsible for repairs due to "normal wear and tear" or routine maintenance. YOU WILL BE HELD RESPONSIBLE FOR THE REPAIR OF DAMAGE DUE TO YOUR NEGLIGENCE OR MIS-CONDUCT. Work Orders (even emergencies) can be called in at 522-4224. Emergencies consist of flood, fire, or gas problems. Please call us if work orders are not completed within 3 days of request.

SMOKE ALARMS

Tenant(s) shall maintain smoke alarm batteries and report necessary maintenance repairs to the Landlord.

BAR-B-Q GRILLS

Bar-B-Q grills are not allowed on balconies and walkways near apartment building. Any grills found will be removed from the premises.

SATALLITE DISHES

Satellite dishes are NOT allowed without the express written permission of the Landlord. All unauthorized dishes will be removed by the Landlord at the Tenant's expense.

LOCKOUT

If you lock yourself out during normal business hours, you may borrow our file key. Identification will be required to verify residency. If Landlord is required to unlock your apartment during working hours, a \$25.00 fee will be charged to your account. If you lock yourself out after business hours, call a locksmith at your own expense.

VEHICLES

Please do not block thoroughfares. Parking in yard areas is not allowed. Certain complexes require vehicle parking stickers. If you are residing at such complex, please make sure that you have received your current parking sticker and have it placed on your vehicle. Guests vehicles require visitor parking pass. All visitors are required to be in the Tenant(s) home while car is parked in Landlord's parking lot. Towing will occur at random times and any vehicle not properly tagged, will be towed at owners' expense. IT IS THE RESPONSIBILITY OF THE TENANT TO OBTAIN THEIR OWN AND THEIR VISITOR'S PARKING STICKERS.

CONDUCT

Tenants are responsible for proper conduct of themselves as well as that of their guests. Please observe the following rules:

- Noise levels must be kept to a minimum so as not to disturb other Tenant(s) peaceful enjoyment of the premises.
- Loud noise, partying, excessive drinking, criminal and/or violent activity or abuse property will be grounds for immediate eviction.
- If you are bothered by loud noise, partying, or violent activity, PLEASE CALL THE POLICE. To file a complaint against another Tenant(s) you must do so in writing.

I/We, TENANT(S) OF: _____, HAVE READ THE ABOVE RULES AND REGULATIONS AND AGREE TO COMPLY WITH THEM. I UNDERSTAND THAT IF THESE RULES AND REGULATIONS ARE VIOLATED, IT IS GROUNDS FOR TERMINATION OF MY TENANCY. I FURTHER UNDERSTAND THAT THESE RULES AND REGULATIONS ARE CONSIDERED AN ADDENDUM TO THE LEASE AND BECOME AN INTEGRAL PART OF THE LEASE AGREEMENT.

TENANT: _____ DATE: _____ TIME: _____

TENANT: _____ DATE: _____ TIME: _____