

Community Policies

Community <<PropAddr1>>
Resident <<AdultName1>> <<AdultName2>> <<AdultName3>>
<<AdultName4>> <<AdultName5>> <<AdultName6>>
Address <<UnitAddr1>> Unit <<UnitAddr2>>
<<UnitCity>>, <<UnitState>> <<UnitZip>>

The following Community Policies (“Addendum”) are attached and made part of the Lease Contract Agreement (“Lease”) between Landlord and Resident dated <<LeaseFromLongMonth>>. They were designed to establish a basis where all residents are provided a peaceful enjoyment. They are presented to each new resident at move-in and are reviewed each year at annual recertification. Any violations of rules and regulations herein contained are considered material non-compliance of your Lease and may result in a termination of your tenancy and/or rental assistance.

Rental Payments

We strongly urge that you do not drop your payment through the office door. We encourage you to use the rent drop box or deliver your rental payment to the community manager. Rent must be paid by check or money order. Cash is not accepted. Checks must be made out to <<PropAddr1>>. Checks made not made out to <<PropAddr1>> will be returned and late fees may be incurred.

Limitations on Occupancy

Resident covenants that the premises are to be used and occupied by resident as sole residence, as a private residential household, not for any unlawful purpose and not for any other purpose whatsoever.

Drug Free/Crime Free Housing

The Ross Management Group is committed to preserving a safe environment for all persons living at our properties. We will not tolerate the use or sale of illegal drugs or other criminal activity. Criminal background re-screening will be completed annually at time of recertification on all household members of legal age. Resident acknowledges and agrees to abide by the following:

1. Resident, any member of the resident’s household, or guest of the household shall not engage in criminal activity; including drug-related criminal activity, on or near the Community premises. *Drug-related criminal activity* means the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802)) and any violation of the following:
 - a. Statute 18-18-405 and Statute 18-18-426, Drug Paraphernalia;
 - b. Statute 18-3-204, Assault in the Third Degree; and
 - c. Statute 18-7-201, Prostitution

This also includes medical marijuana, regardless of State Law. Medical marijuana is illegal per Federal Law. You may not sell, distribute or use Medical Marijuana in Federally Assisted Housing.

2. Resident, any member of the resident’s household, or guest of the household shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, on or near the project premises, and INCLUDING disorderly conduct as defined in Statute 18-9-106.
3. Resident, any member of the resident’s household, or guest of the household shall not engage in acts of violence or threats of violence including, but not limited to, the unlawful discharge of firearms on or near the Community premises. Displaying a firearm on property or in public areas is not allowed except for police officers and courtesy patrol officers.
4. Resident, any member of the resident’s household, or guest of the household shall not engage in acts of physical or sexual harassment of other residents or site staff.
5. Resident, any member of the resident’s household, or guest of the household shall not engage in the consumption nor have an open container of alcohol in any common areas (grounds, halls, laundry room etc.).



Limitations on Resident's Conduct

Resident, any member of the resident's household, or guest of the household shall show due consideration for others and shall not behave in a loud or obnoxious manner, interfere with, disturb or threaten the rights, comfort, health, safety, convenience, quiet enjoyment and use of the community by the Landlord, Landlord's employees, Owner or Owner's Landlords or employees, other residents and occupants and any of their guests, invitees or the general public (collectively "others"). Landlord shall be the sole judge of acceptable conduct. In Landlord's sole discretion, they may limit or prohibit resident from photographing or videoing the community common areas or any person in the common areas. Resident shall not disrupt or interfere with Landlord's business operations or communicate in an unreasonable, abusive, rude, loud, boisterous or hostile manner with Landlord, Owner or their employees. Landlord may exclude from resident's apartment or the apartment community guests or others who, in Landlord's reasonable judgment, have been violating the law, violating these house rules or disturbing other residents, neighbors, visitors, or Landlord, its employees or others. Landlord may also exclude from apartment or any outside area or common area any person who refuses to show photo identification or refuses to identify themselves as a resident, any member of the resident's household, or a guest or other person under the resident's control. Resident agrees not to permit, commit or suffer any conduct disorderly or other nuisance whatsoever about the premises, having a tenancy to annoy or disturb others and to use no machinery, device or any other apparatus which would damage the premises or annoy others. Resident shall not injure Landlord or Owner's reputation by making bad faith allegations against Landlord or Owners to others.

Any household member or guest of a household member who is engaged in any involvement of any drug-related criminal activity, violent criminal activity, or other criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or household members; or criminal activity that would threaten the health or safety of the owner, any employee, contractor, subcontractor or agent of the owner who is involved in the housing operations; or if any member of the household is subject to a lifetime registration requirement program under a State sex offender registration program; or if a household member abuses or has a pattern of abuse of alcohol that interferes with the health, safety, or right to peaceful enjoyment of the premises by others..

One or more violations of the above provisions shall constitute a substantial violation of the lease and be a material violation of the lease and good cause for termination of tenancy and eviction from the unit.

A single violation of any of the provisions of this attachment shall be deemed a serious violation and a material noncompliance with the lease. It is understood and agreed that a single violation shall be good cause for termination of the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by a preponderance of the evidence.

Utilities

All utilities (gas, electric, water, sewer and trash) are provided by the owner. Resident can elect to get cable or phone in the unit. This is paid by the resident.

Transfers

Should a need arise for a current resident to transfer to either a smaller or larger unit, "in-place" residents will be given priority over applicants on the Waiting List. Unit Transfers shall be strictly limited to the following situations:

1. Reasonable Accommodation: When approved as a reasonable accommodation that would allow the tenant's full use of the property based on a disability related need.
2. Need for Accessible Unit.
3. Medical Necessity: Medical reason certified by a doctor.

Unit transfer approval may be granted once all required documentation is received. If written documentation of the need to accommodation is required, Management will inform the resident and request the resident's authorization for verification.

Resident's transferring must be current with rent and have no unresolved lease violation notices. Ross Management Group has elected to establish a policy of transferring the original security deposit paid to the new



unit. Any excessive damages deemed beyond normal wear and tear or caused by abuse, neglect or willful destruction shall be billed to the resident in the form of an itemized list of damages.

General

1. The unit is to be used for residential purposes only. A business may not be operated out of your unit.
2. Any violation of the lease and/or these House Rules may, at the discretion of management, be disclosed to law enforcement officials.
3. Residents may have a household guest stay no longer than a total of four (4) days in a ninety (90) day period. You are responsible for the conduct of your guests. If you require special arrangements for your guest, please contact the Management Office. No guests under 18, unless related to the resident and approved by Case Management and Property Management.
4. Residents are allowed to have 1 guest visit between the hours of 9 am to 10 pm. All guests must be registered with Management prior to arrival. All guests must check-in and provide government photo id. When a resident is requesting to have more than 1 guest Management must approve. No guests under 18, unless related to the resident and approved by Case Management and Property Management.
5. Opening a secured or locked entrance door for any person not visiting you is prohibited in all cases.
6. Foil must not be to cover drip pans in stove tops. Foil must also not be placed on windows.
7. Items may not be stored in your oven, bathtubs or showers.
8. Residents must notify management if they will be absent more than seven (7) days from their apartment. If resident does not notify management, management may assume apartment has been abandoned and eviction proceedings will begin.
9. Management will furnish one suitable light bulb in each lighting fixture at move-in.
10. The management office cannot accept any packages.
11. Signs, advertisements, notices, doorplates or similar items should not be inscribed, engraved or affixed to any part of the exterior of the apartment or in the interior of windows.
12. Changing the locks or placing additional locks is not permitted. Management must have a key to enter your apartment in case of an emergency. If maintenance is called out to let someone in who has locked him or herself out of his/her apartment, a \$25 charge will be assessed. If duplicate keys are needed, including the mailbox key, a charge equal to the actual cost of each key plus the time to duplicate the key will be charged.
13. Should you wish to add or change the window coverings in your apartment, the backings must have white lining. The original blinds must be in place upon vacating.
14. Please use small nails to hang pictures. Adhesives and molly bolts are not permitted.
15. Flat screen televisions must not be hung on walls unless approved by the Community Manager.
16. No personal belongings such as overshoes, rugs, bicycles, recreational items, trash, etc. are to be left in the Common Areas (i.e. entryways, lawns, hallways or laundry rooms). These areas are to remain cleared at all times. If items are left in Common Areas, maintenance staff will dispose them of immediately.
17. Playing/Loitering/Congregating in common areas (i.e. laundry rooms, hallways, parking lot and entry of building) at any time is not allowed. Items left in common areas are subject to disposal.



18. You are responsible for the conduct of your household members and their guests while on the premises. Management is not responsible for any accident that might happen to household members or guests either in the buildings or on the grounds.
19. Management will not admit friends, relatives or delivery personnel into your apartment at any time.
20. Moving-in and out of your apartment is only permitted during daylight hours so as not to disturb other residents.
21. We encourage you to store bicycles in bicycle racks, if provided at your Community.
22. Waterbeds are not allowed unless you have insurance with a loss payable clause to The Ross Management Group. A copy of this must be given to the Community Manager.

Pets

This community does **NOT** allows pets.

Visiting pets are not allowed.

Adding a Household Member After Initial Occupancy

A proposed new household member must be considered a new applicant and must participate in the eligibility determination and screening processes described in the current resident selection plan. Additions to households must pay an application fee and must meet both the criminal background screening requirements and income limits for the unit they are applying to. Additions to households will not be approved within the first twelve (12) months of residency.

The Community Manager must approve any new household member **prior** to them moving in.

Occupancy Standards

	Minimum	Maximum
0 bedroom	1 person	1 person
1 bedroom	1 person	1 person
2 bedroom	2 persons	2 persons

Apartment Inspections

Several times a year, there will be an inspection of your unit. At this time, we will be checking the appliances, furnace filters, screens, plumbing fixtures and the cleanliness of the unit. You will be notified of any problems that are found.

Fire Hazard and Fire Ordinances

1. Apartment doors are not to be left open.
2. Residents must not accumulate trash, waste materials or flammable materials, so as to create a hazard of any kind or violate health, safety or fire prevention rules.
3. Large furniture items should not be placed in front of windows.
4. Cords (i.e. extension cords, cable cords, etc.) should not be strung across floors, creating a trip hazard.
5. Propane tanks cannot be stored inside your apartment.
6. Items should be kept at least 12 inches away from HVAC closets.
7. Any items must not block breaker boxes.



These are Fire Department Ordinances, and the department will fine anyone in violation of these requirements.

The resident is financially responsible for the cost of the repair or the amount of the insurance deductible for a fire in an apartment or in or around the building that is caused intentionally, or by carelessness, on the part of the resident, any member of the resident's household, or a guest or other person under the resident's control shall. The resident is subject to receive a notice of termination of their tenancy. Please take a concerned attitude regarding prevention of fires.

Fire prevention tips:

1. Throwing liquid on a fire will not put it out.
2. Do not leave food cooking unattended.
3. Ensure all burners on stove are off when not in use.
4. Do not leave candles burning unattended.
5. Unplug irons when not in use.
6. Do not cook with excessive grease.
7. Do not cook at high temperatures.
8. Do not use indoor grills.

Smoke/CO Detectors

DO NOT remove or tamper with your smoke and/or CO detector alarms. They are there for you and your family's protection. If any detector is found missing, down, or dismantled, the resident will be responsible for any cost associated with the detector, including but not limited to any fines or charges from the fire department if called out, and violations could lead to termination of residency.

Maintenance Repairs

It is your responsibility to report any and all maintenance issues in your apartment to the Community Manager as soon as the problem is notice. If work is needed due to your negligence (i.e. diapers, napkins, etc. in toilets; bobby pins, grease, plastic, etc., in disposals) you will be charged for the repair. Broken windows and window screens are resident responsibility. Whenever damages are caused by carelessness, misuse, or neglect on the part of the resident, any member of the resident's household, or a guest of the household, the resident agrees to pay:

- a. The cost of all repairs and do so within 30 days after receipt of the Landlord's demand for the repair charges; and
- b. Rent for the period the unit is damaged whether or not the unit is habitable.

Alteration of any kind to the interior or exterior of the unit is prohibited. Any alteration made to the interior or exterior without written permission and approval may be grounds for eviction. Residents will be charged for all costs incurred to repair the alterations.

Except for emergency situations, maintenance personnel cannot respond to repair requests without a Work Order from the management office.

Good Housekeeping Practice Required

The resident agrees to keep the unit in a clean, safe, and sanitary condition; use all appliances, fixtures, and equipment in a safe manner and only for the purposes for which they were intended and keep them clean; not litter the grounds or common areas of the project; not destroy, deface, damage, or remove any part of the unit, common areas, or grounds; give the landlord prompt notice of any defects in the plumbing fixtures, appliances, heating and cooling equipment, or any other part of the unit or related facilities; and remove garbage and other waste from the unit in a clean, safe, and timely manner. Carpet and tile floors are to be kept clean.

Extermination



Extermination services will be provided as needed. If there is a pest problem in your apartment, you must notify the Community Manager. You will be required to prepare your apartment. A notice will be sent stating what needs to be done for preparation. If your apartment is ready per the instructions of the notice, the extermination will be provided at no charge to you. If your apartment is not ready per the instructions of the notice, you will be served an infraction notice and will be charged for a trip fee by the extermination company. More than one infraction could result in your eviction. Management's objective is to keep your unit and each unit in your building free of pests. If one unit is missing during extermination it causes the entire treatment to be ineffective, because pests in untreated units will spread throughout the entire building.

Trash Dumpsters

Trash dumpsters have been provided for your use. They are located outside the building. Trash must be taken to the dumpster immediately. It is prohibited to store or place trash outside your apartment, even temporarily. The trash dumpsters and chutes are meant for bagged trash only. Un-bagged trash should not be placed in these areas. Items not allowed in the trash areas include but are not limited to: cardboard boxes, furniture, appliances, electronic devices, mattresses/box springs, hazardous materials. The trash company will not remove these items. You will be charged for any of the above items to be removed.

Parking

Parking first come first serve. Visitor parking is not allowed. **Visitors must park on the street in a metered space.** A towing company monitors parking lots. Cars that are parked in an unauthorized space are subject to be towed.

Laundry Facilities

Washer and dryers are offered in each unit. Please do not overload your machines. Please make sure your pockets of clothing are empty. Overloading the machines and allowing things like coins, paperclips, keys, etc. inside the machines can cause damage and any associated cost to repair or replace the damaged machine will be the responsibility of the Resident.

Insurance

You should be aware of the fact that general insurance policies covering apartment buildings do not include coverage of each resident's personal property. If you wish to insure your personal belongings against fire, theft and damages of any insurable type (including damages caused by building defects), we strongly urge that you contact an insurance company of your choice regarding renter's insurance.

Quiet Enjoyment

Out of consideration of your neighbors, please maintain the volume of noise, including music, yelling, banging, running, etc., in your apartment at a reasonable level at all times. Reasonable quiet hours will be observed from 10 p.m. to 7 a.m.

No resident shall make or permit any disturbing noises by him or herself, his/her family, or his/her guests. Boisterous conduct at any time is prohibited. Remind your visitors that they are not to drive by or park and honk their horn for you. This practice is a terrible disruption of quiet enjoyment.

Automobiles

- 1. Cars, trucks, and motorcycles are not to be driven on the lawns or in any other than parking areas, streets, or driveways.**
2. Inoperable cars are not to be parked on the premises. Every car must have current license plates. Inoperable cars will be towed unless the office has been notified of the reason.
- 3. If parking permits are required at your Community, you will be required to show proof of registration and valid insurance in your name. All cars parked on the premises without a parking permit will be towed at the vehicle owner's expense.**
4. Changing the oil in your automobile or dismantling of automobiles on apartment paved parking spaces is strictly prohibited. Gas and solvents cause the black top to break up.



5. Loud pipes, inadequate mufflers, or poorly timed motors are most offensive to your neighbors. Please minimize this noise.
6. Car washing is not allowed on the premises.
7. For the safety of all residents, please keep the speed limit at 5 MPH while driving through the complex.
8. Direction signs must be followed at all time.
9. Do not use the driving areas of the complex as a racetrack for either cars or motorcycles. Please do not park in the marked areas, as these are fire lanes.
10. Do not park in spaces marked for the handicapped unless you have a legal handicap sticker in your vehicle or it will be towed immediately at the vehicle owner's expense.

Community Room

We have a Community Room available for resident use. There is an occupancy limit of 15 people. A rental agreement must be signed by resident upon providing deposit. A deposit of \$300 is required to rent the Community Room. The deposit is refundable providing there is no damage after use. Community Room hours are from 10am to 10pm.

Notice to Vacate

We hope that your stay with us will be a long and pleasant one. Should the time arrive when you have to move, please give the Community Manager a written notice of your intention. Please follow the procedures outlined below. Following these procedures will save you money.

Your notice to move out of the premises requires that promptly upon the expiration of the lease agreement, after giving thirty (30) days written notice of intent to vacate, that the notice to vacate must be given no less than (30) days before vacating. The 30-day notice of intent to vacate form may be picked up at the management office.

Rent for the entire month is due when notice to vacate is given. Should you fail to give such full notice at least 30 days prior to moving, a daily rate, based on your current monthly rent, will be assessed to include rent due for the period up to 30 days.

It is further agreed that in case said premises are left vacant and any part of the rent is unpaid, then we may, without any way being obligated to do so, and without terminating this lease, retake possession of said premises and rent the same for such rent and upon such conditions as the we may think best, making such changes and repairs as may be required, giving credit to the amount of rent herein reserved after deducting the cost of all expenses of such changes and repairs; and you shall be liable for the balance of the rent herein reserved until the expiration of this lease.

In order to receive your full deposit back, the terms of your lease must be fulfilled. The apartment should be left in the same clean condition as when originally rented. After you have moved out of the apartment, the management will perform a move-out inspection. You may arrange to be present and accompany the Community Manager during the move-out inspection. The move-out inspection will be completed during daylight hours. A list of cleaning, repair, damage, lock and key charges, if any, will be submitted to the management office. Your security deposit (if applicable) and a list of all charges, if any, will be mailed to you at the forwarding address given to us. Please note that checks cannot be picked up either at the leasing office or the Management Company's office.

By signing below, the resident certifies that he/she has received a copy of the Community Policies and understands that these rules are a component part of the lease agreement and that they will be enforced as



such. It is also agreed that any violations of rules and regulations herein contained are considered material non-compliance of your Lease and may result in a termination of your tenancy and/or rental assistance.

Resident Signature _____

Date / /

Community Manger _____

Date / /

