

## **SAMPLE House Rules**

### **OFFICE HOURS**

The office is open Monday through Friday from 9:00 a.m. to 3:00 p.m. The office is closed on Saturdays, Sundays and holidays. The office phone number is 555-1234. During the hours when the office is closed, a 24-hour answering service shall take all calls and relay the message to the persons on duty.

Please honor Resident privacy. Do not enter the office while another Resident is present.

### **EMERGENCY TELEPHONE NUMBERS:**

Resident Manager - 555-1234

Fire, Ambulance and Police - 911

### **RENT**

All rent is due and payable on the first day of each month. Rent not received by the fifth (5th) day of each month will be subject to a \$10.00 late charge. All returned checks are subject to a \$10.00 fee. Checks returned for whatever reason will also be considered late. Your security deposit will not be used as rent. For everyone's safety, rent will not be accepted in cash form. Cash given to anyone will be Resident's responsibility to recover.

### **KEYS**

A set of keys is issued to each Resident listed on the lease agreement. A separate key opens your apartment door (yours only) and your mailbox. Extra keys will be provided upon written request and a deposit of \$10 per key. Charges for lost keys will be made at the rate of \$2 per key. There shall be no alterations or replacement of locks without prior notification to the Manager, who must retain a mastered pass key to all premises to be used in case of emergencies and for maintenance. Should a recurring lockout problem exist, Resident may be charged \$10.00 per lockout.

### **NOISE**

Residents shall not make nor permit any disturbing noises in the buildings, parking areas, or common areas by themselves, their families, employees, agents, visitors, or licensees, nor shall Residents permit anything to be done by such persons which will interfere with the rights, comfort or convenience of others. Please do not play, or permit to be played, any musical instrument or operate any stereo, radio, or television on the premises in such a manner as to be disturbing or annoying to other occupants in the building during all hours, and, in particular, between the hours of 10:00 p.m. and 8:00 a.m.

### **CARE OF YOUR UNIT:**

1. If you line shelves and drawers, it must be done with non-contact paper.
2. Garbage disposals are to be used only when running cold water at "full blast". Continue to run the water for a few seconds after the disposal is shut off.
3. Make sure that none of the following are put into the disposal: Stones, bones, fruit pits, metal or fibrous material such as paper, cloth, tape, celery or corn silks.
4. If a disposal unit is damaged and has to be replaced because of negligent use, the Resident will be charged for the replacement.
5. Do not put sanitary napkins, disposable diapers, paper towels or any other object into the toilet. If there is a blockage caused by any such object being thrown or dropped into the toilet and a plumber needs to be called, the Resident will be charged for the call.
6. Please read your appliance operation manuals carefully before use. Foreign objects removed from the plumbing and/or appliances are not considered normal maintenance, and service and/or damage charges will be assessed.
7. Windows and window coverings: Exterior window cleaning is the responsibility of project management.
8. Interior window cleaning is the responsibility of the Resident. If assistance is needed in removing or replacing windows or screens, please contact the office.
9. Please close all windows and doors when necessary to avoid possible damage from storm, rain, or other elements. You shall be responsible for all damage resulting from failure to do so.
10. All broken windows are the Resident's responsibility unless another party is responsible, clearly identified and pays for the damage. Broken windows must be replaced within two days notification by management. If not replaced, Management will replace the window and charge the Resident.
11. Window coverings are provided and are intended to lend an overall uniform appearance. These shall not be replaced without prior written approval of the Manager.

## **PARKING**

Park only in a designated space. It is the Resident's responsibility to inform their guests to park on the street or in visitor designated areas to avoid towing. Car repairs of any kind are prohibited. All vehicles in an unacceptable condition, improperly parked, abandoned, non-operational or not registered will be towed with prior notice. Trailers, boats, campers, recreational vehicles, etc., may not be parked without written permission from Management. All motorcycles, motorbikes, etc., must be parked in the parking lot – they are not to be parked outside or inside the apartment. One automobile space per unit will be assigned to Residents owning an automobile. A copy of current registration and proof of insurance is required to be on file with Management at all times. Residents will be given written notice and time to remove any problem vehicle.

## **LAUNDRY ROOM:**

1. The laundry rooms are to be used between the hours of 8:00 a.m. and 10: 00 p.m. or other posted hours.
2. The laundry rooms are cleaned by management twice a week. It is the responsibility of all Residents to clean up after themselves during the interim. Spilled soap, tissues, etc. are to be cleaned from the machines, dryers and the floors. Also, the screens on the dryer exhaust are to be left clean.
3. Laundry facilities are provided for the use of the Residents only and for the washing and drying of personal and household articles.

## **TRASH DISPOSAL**

Trash is to be disposed of inside the dumpsters, not outside the dumpsters or in the dumpster enclosures. All trash is to be neatly and securely contained in appropriate sized trash bags. Cardboard boxes are to be flattened and placed in the dumpsters. Please do not leave items outside the dumpsters or in the dumpster areas.

## **MAINTENANCE**

Contact Management for repairs or maintenance during their posted office hours at the telephone number listed above, Monday through Friday. Emergency calls will be handled promptly. Residents will be charged for repairs caused by their damage or negligence by invoice from Management. The Resident will be given 30 days to pay for the damages or to begin a payment plan agreed to by Management. Resident is responsible to cooperate with Management in pest control.

## **ALTERATIONS AND LOCKS**

Please check with Management for acceptable methods of hanging pictures or posters so as to avoid excessive damage to the walls. Painting, staining, wall papering or changing or repairing locks will not be done without the prior written permission of Management.

## **CEILINGS**

Residents are not to hang plants, lamps, mobiles, etc. or to brush, clean or otherwise disturb the ceilings for whatever reason.

## **SIGNS**

No signs, advertisements, etc., shall be affixed to any part of the premises, which can be viewed by the general public.

## **SMOKE ALARMS AND LIGHT BULBS**

Each rental unit is completely furnished with operable smoke alarms and light bulbs for all fixtures. It is the Resident's responsibility to replace light bulbs thereafter, and to inform Management if smoke detector becomes inoperable.

## **STORAGE**

Bicycles, toys and other personal effects are not to be left in the common areas of the premises except in designated areas. No gasoline, paint or other flammable materials will be stored on the premises. No mops, brooms or similar items should be left within sight on patios.

## **COMMON AREAS**

Garage sales are not permitted on property without permission of management. No playing in parking lot and no

open containers of any alcoholic beverages are allowed in common areas. Residents are responsible for keeping entryways, railings and surrounding areas free of clutter. Dust rags, mops, and rugs shall not be shaken out of windows. Caution, care and cleanliness in the use of common areas and facilities is the responsibility of each Resident and guest. Management reserves the right to post additional rules regarding common area facilities.