

**PROPERTY RULES & REGULATIONS**

Name: \_\_\_\_\_

Unit #: \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_\_\_

It is our intent to operate this property as an outstanding residential community. We will strive to lend prompt and efficient service at all times and maintain the property in the best possible condition. In order to achieve this goal, we ask for your cooperation in observing the following rules which are incorporated by reference into your lease agreement.

1. **OFFICE HOURS:** The management office hours will be 8:00 A.M. to 4:30 P.M. Monday through Friday. Please conduct regular business with the management office during these hours. If you have an emergency, call the emergency maintenance number at (785) 532-9116.
2. **MAINTENANCE:** Please make requests for repairs or maintenance by calling or visiting the management office during regular office hours. Maintenance calls of an urgent nature may be made at any time by calling the emergency maintenance number (785) 532-9116.
3. **DISTURBANCES:** Any boisterous, abusive, or other conduct which disturbs the quiet and peaceful enjoyment of the premises by any tenant or tenant's guest is prohibited.
4. **KEYS:** Keys are issued at the time of rental unit occupancy. Alteration or replacement of locks or openers, installation of locks or bolts knockers, or other adjustments on the interior or exterior of any door or openers requires prior written consent of the management. Lost keys will be replaced at the expense of the resident. Damage to doors or door casings caused by the resident will be paid for by the resident.
5. **WINDOWS AND DOORS:** In order to present a uniform appearance, we have installed window and patio door blinds where appropriate throughout the property. Any other window coverings must be hung over these blinds. The management reserves the right to disapprove any window or door coverings other than those provided. No decals, stickers, foil, plastic or other such material will be allowed in or on the windows. No sign, advertisement, notice or other lettering or device may be affixed to any part of the premises which can be seen from outside the building.
6. **PICTURES:** Pictures should be hung with picture hanging nails to minimize damage done to the walls. Do not use paste-on hooks or screws to hang pictures. The walls, ceiling, and woodwork must not be marred by any adhesive or other material that might cause defacing. You are responsible for any damages caused to the walls, ceilings and woodwork.
7. **PARKING:** Cars should be parked only in designated parking areas. Cars parked in a "No Parking Zone" and abandoned cars are subject to be towed away at the owner's expense. Recreational vehicles, boats, commercial vehicles and campers shall not be stored on the property. No trucks or cars should ever be parked on the lawn areas.
8. **TRASH ENCLOSURES:** Please help keep the premises clean by using the trash container located in the trash enclosure. It is very important that all trash be placed inside the container, as appropriate, and the lid be closed securely. All garbage and refuse should be wrapped in self-contained trash sacks prior to being placed inside the dumpster. All boxes must be broken down before being placed in the trash enclosures. At the time of move-in, move-out, or such time that you have excessive refuse, please call the management office to arrange for a special pickup.

- 9. SOLICITORS:** Soliciting is not permitted on the premises unless the resident has personally invited the vendor or salesman to come. In all other cases, residents are asked to notify the management office immediately of the presence of solicitors or vendors on the premises.
- 10. APPLIANCES:** All appliances should be used in accordance with operating instructions provided by the manufacturer. If you are not familiar with an appliance or need any assistance in the use thereof, the management office will assist you. No freezers or any other such appliances will be allowed in any rental unit. Please carefully read the directions for the use of the garbage disposal. Any damage or repairs due to the abuse or misuse of any appliance will be the responsibility of the resident.
- 11. POWER TOOLS:** The use of power tools within the building is not allowed. Also, no automobile parts, tires or other foreign articles are allowed in the living unit for any purpose.
- 12. BICYCLES:** Bicycles will not be allowed on the lawn or sidewalks as this endangers other residents and causes damage to the lawn. No bicycles, tricycles, strollers, or articles of this kind will be permitted to remain on the grounds except when in use and shall be properly stored in your rental unit or additional storage, as appropriate. Management assumes no responsibility for the loss of or damage to any such article.
- 13. LIGHT BULBS:** Each rental unit is equipped at the time of occupancy with light bulbs. After move-in residents are expected to replace burned out bulbs with a comparable type, or as approved by the management office.
- 14. REDECORATING:** No alterations, additions or improvements, including ceiling fans and lighting fixtures shall be made in the rental unit without the written consent of the owner, which may be withheld in owner's sole and absolute discretion, and when so made, the owner shall have the option to require the removal and repair of any damages caused by the alterations, additions or improvements, or such shall become the property of the owner.
- 15. INSURANCE:** The owner strongly suggests that each resident obtain personal property insurance and personal liability insurance, also known as "Renter's Insurance". The owner has no insurable interest in the resident's personal property and will not be liable in the case of loss due to fire, tornado, theft or other circumstances beyond the control of the landlord.

**Resident(s) initials** \_\_\_\_\_

- 16. SWIMMING POOL/FITNESS CENTER:** The Resident has access to the Hilton Garden Inn's swimming pool and fitness center during the hours of operation as posted in the hotel. Rules and warning signs are posted in the pool and fitness areas. Please read these rules carefully before using the pool or fitness equipment. It is important that all residents and guests comply with the rules for their safety, convenience and enjoyment. Residents are limited to two guests at any one time and must accompany them at the pool.
- 17. WATERBEDS:** No waterbeds or other water filled furniture will be allowed in any unit without evidence of proper insurance for the hazards of waterbeds and the express written permission of the owner.
- 18. LAWN & GROUNDS:** It is our goal to keep the lawn and grounds mowed, groomed and litter free at all times, so that all residents can be proud of their home. Please help us by observing the lawn maintenance signs, such as "Keep off of the Grass", and by making sure that litter is disposed of properly. Specifically, no football, soccer, volleyball, or other active field sports are permitted on the property.
- 19. CAR REPAIR & WASHING:** No car maintenance, repair or washing is allowed on the property. You are only allowed to dry your car after washing it off property, change a tire, or top off your car fluids.

**20. LOCKOUTS:** In the event a resident is locked out of his apartment, it is agreed that the following charges will be assessed for the management's time for unlocking the residence. During office hours it will be free of charge. Outside of office hours you will be charged the following: First occurrence-free; second and succeeding occurrences-\$25.00. **This fee must be paid in cash at the time of lockout.**

**21. SATELLITE DISHES:** No wires, cables, antennae, or satellite dishes for communication, radio or television purposes shall be installed on the property without the written consent of the LANDLORD, which may be withheld in its sole and absolute discretion.

**22. SMOKING:** No resident or guest shall smoke cigarettes, cigars, or any other tobacco product inside their unit. Smoking is prohibited within common areas. Common areas include the building interior hallways, corridors, stairwells and elevators, property lawns and grounds and the adjacent hotel property where designated as non-smoking. **Smoking shall only be permitted on personal exterior patios and balconies or other areas specifically designated as such.**

The observance of the foregoing rules will help to make our property a pleasant home for you. They have been adopted to make your living experience here more enjoyable. Your full cooperation is requested.

I have read the rules of the 4<sup>th</sup> Street Lofts and understand that any violation of these rules or any City, State or Federal laws will be considered a violation of the covenants of the Lease. I further understand that management reserves the right to make additions and amendments to these rules and regulations which they feel are in the best interest of the project.

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date