



TENANT RULES AND REGULATIONS

MISCELLANEOUS:

1. If you lock yourself out, you may pick up a duplicate key during office hours which are 9-5 Monday thru Friday.
2. Eviction proceeding will start on the 6th day of the month if we have not received your rent. Tenant will pay court cost of the warrant and for other court costs.
3. Exterminating: College Parke will exterminate for bugs.
4. Tenants need to completely fill out Inspection Acceptance form and return to our office within 2 weeks of the date your rental agreement begins. We will keep this list in your file so that upon departure you will not be held responsible for the documented damages.
5. Renters insurance is recommended for personal belongings.

GENERAL:

1. Tenant is responsible for replacing burned out light bulbs.
2. College Parke will replace furnace filters every three months.
3. Tenant is responsible for necessary cleaning supplies and equipment such as brooms, mops, etc.
4. No pets allowed unless otherwise specified in your lease agreement. Security deposit is forfeited if one is found (if applicable) or you could face a fine or eviction, no exotic pets along with rabbits, racoon or squirrels.
5. Pick up after your pet, you could be subject to a fine if there are feces in your yard.
6. All trash should be placed in plastic bags and placed inside designated receptacles if not you could be subject to a fine.
7. Commode and Drain Stoppages: Each apartment/household should have their own

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- plunger. This includes kitchen and bathroom sink drains. Stoppages that result from placing items not designated for disposals (paper towels, heavy paper, sanitary napkins, grease, etc.) will be charged to the tenant
8. Use only dishwasher detergent designed for dishwashers. Use proper amount and never overload.
 9. Hot water heaters to be set at 150 degrees no higher.
 10. Tenants will be held responsible for any discoloration where plants have been placed. Be sure to have all plant containers in water tight protective trays.
 11. Park only in designated areas. It is necessary to keep drive ways open for other tenants, municipal and service vehicles (trash pick-up, fire trucks and police). Vehicles not in the proper parking space are subject to being towed at owner's expense without further notice, or you can be fined.
 12. Outside storage is not allowed without manager's consent. Towels, rags, clothing, or trashed furniture is strictly prohibited from being hung from rails or decks.
 13. No auxiliary heating sources such as kerosene or electric heaters are permitted for use in any of our properties.
 14. Speed limit of 10mph in complexes must be abided by at all times.
 15. No loitering or playing in the common areas. This includes the parking lot and grassy common area.
 16. Back patios are for socializing only. While grills are permitted (gas grills) no charcoal; at certain units, absolutely no storage is permitted of household appliances or furniture. Fines will be issued if you use this area for anything other than the above.
 17. Be respectful of your neighbors. Noise is to be kept at a minimum at all times
 18. If a guest of yours is evicted from the complex, you are also facing eviction and are responsible for any court cost.
 19. No inoperable cars are to be kept on the premises. No mechanical work of any kind may be conducted (this includes oil changes). Cars may be towed at owner's expense and without notification.
 20. Do not dispose of food anywhere outside your apartment. A fine could be issued if trash is not properly disposed of.
 21. All rules and regulations of the must be abided by.
 22. No overnight guests to stay on premises more than 48-72 hours without permission the management company. Failure to comply could result in eviction.

VACATING: Upon vacating the following items will be checked. Please see attached list of items required of tenants when vacating. If they are not clean, the tenant will be charged for cleaning:

1. Stove: clean all surfaces, oven and racks, including burner pans and rings.
2. Refrigerator: Turn off and wipe the inside of the refrigerator and freezer. Unplug the unit and leave the doors open.
3. Dishwasher: Wipe out the inside and run through a complete cycle.
4. Bathtubs: (acrylic, fiberglass, and synthetic marble surfaces) DO NOT use abrasive cleaners. As a result of the inability to use abrasive cleaners, more frequent cleaning will be necessary. Clean ceramic surroundings with any good household cleanser. Pay particular attention to grout joints and mildew buildup. A mildew prohibitive cleaner can be useful.
5. Kitchen: All cabinets should be wiped inside and out. Mop kitchen and bathroom floor(s). Clean small grooves in vinyl areas with a stiff brush. Vacuum entire apartment. Clean out all closets and sweep patios and decks. Carpets must be cleaned professionally with a receipt for verification.
6. Remember to have all personal belongings removed by the time your keys are turned in. We will not be held responsible for any items left in the apartment. I have full read and understand the above rules.

Signature _____

Date: _____