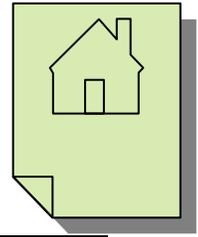


House Rules



Lease Addendum for property at _____

THE RULES AND POLICIES SET FORTH IN THIS LEASE ADDENDUM ARE FOR THE BENEFIT OF ALL RESIDENTS. FAILURE TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS LEASE ADDENDUM SHALL BE CONSIDERED A VIOLATION OF THE LEASE.

- _____ **1. ABUSIVE LANGUAGE:** Abusive or foul language interferes with other Residents' right to the quiet enjoyment of the premises. Such language is not allowed in common areas or in other areas where people congregate.

- _____ **2. ACTION OF FAMILY MEMBERS AND GUESTS:** Guests are defined as individuals staying in the dwelling three (3) days or less per month. Any individual staying more than three (3) days per month is deemed an additional occupant. Unauthorized additional occupancy may result in eviction. Residents are responsible for:
 - the conduct and actions of their family members and guests. Guests who create disturbances and nuisances or damage the property will be asked to leave the property. Residents agree to reimburse the owner for any damage caused by their family members or guests.
 - ensuring family members and guests adhere to all House Rules.
 - any behavior that is loud or otherwise disrupts the right to quiet enjoyment of other Residents by family members or guests or.
 - ensuring family members and guests do not loiter or run in common, landscaped or parking areas.

- _____ **3. ALCOHOLIC BEVERAGES:** Drinking alcoholic beverages is strictly prohibited anywhere on the property except in the Residents' units.

- _____ **4. ALTERATIONS:** Changes to any fixture, wiring, wall, cabinetry, or any other part of the unit, including entry door locks, are strictly prohibited without the advance written consent approval of the owner. Approval must be obtained prior to hanging or attaching any object on a wall or ceiling that weighs in excess of five pounds. No ceiling hooks or adhesive mirror tiles are allowed. No credit will be given for repairs, painting, or other work done in a unit by a Resident without the express advance written consent of the owner.
 - Alterations include but are not limited to:
 - a. Installing screen doors, or other permanent hardware;
 - b. Changing or removing any part of appliances, fixtures or equipment in the unit;
 - c. Painting or applying wallpaper or contact paper in the unit;
 - d. Installing awnings or window guards or security bars in the unit.

- _____ **5. BREAKAGE:** Residents shall pay for all breakage, damage and cleaning beyond normal wear and tear to the premises or any furnishings in the premises. This includes, but is not limited to drapes, blinds, carpet, and common area furnishings.

- _____ **6. BUSINESSES:** A Resident may not operate a business in his or her unit or on the premises without the owner's prior written consent, and compliance with local ordinances.
- _____ **7. CHILDREN:** Children are prohibited from playing in the hallways or common areas, excluding the yard. No children under the age of twelve (12) years are to be left unattended in the rental unit or on the grounds.
- _____ **8. CLEANING:** Residents are responsible for cleaning the unit, appliances, drapes/blinds, inside of windows, and carpets during their tenancy and when they move out.
- _____ **9. COMPLAINTS:** All complaints shall be made in writing to the property owner or by U.S. Mail to _____
(Notices to repair must be sent to the person or at the place the tenant pays rent.)
- _____ **10. CONSERVATION:** Residents are expected to use energy wisely. Conservation is essential to the efficient operation of the property. Every resident shall participate in the efforts of the City to promote conservation.
- _____ **11. CRIMINAL ACTIVITIES:** The illegal use, sale, or distribution of drugs, any criminal activity and/or any physical violence to persons or property by any Resident or member of a Resident's household is prohibited and will result in eviction.
- _____ **12. DANGEROUS MATERIALS:** Gasoline, oils, or any flammable material, and all hazardous materials must be properly, safely and legally disposed. None of these materials are permitted in any dwelling unit.
- _____ **13. DELIVERY:** The owner assumes no responsibility for accepting deliveries of packages, mail, etc. on behalf of any Resident.
- _____ **14. ENTRY DOORS TO UNITS:** In order to maintain the fire rating of an apartment building, and to ensure the privacy and security of all Residents, all unit entry doors must be closed except when in use. They may not be propped open at any time. Do not admit strangers through security doors.
- _____ **15. EXTERIOR ATTACHMENTS:** No wires, aerials, antennas or satellite dishes for radio or television, or wires, ropes, or other material or device for clothes drying, or other personal use shall be installed on the roof, decks, patios or other parts of the building. No attachments to the building structure are permitted with the owner's prior written consent. No extensions are allowed beyond the Resident's private rented space.
- _____ **16. GARBAGE REMOVAL:** Residents may contact the owner or City waste collector to find out the correct way to dispose of any trash, garbage or other waste material.

_____ **17. GROCERY CARTS:** Leaving commercial grocery carts on or about the premises is prohibited. Any costs incurred in returning a cart will be charged to the Resident.

_____ **18. HALLWAYS AND COMMON AREAS:** Hallways and common areas are to be kept clear of clutter. No personal items may be kept or stored in the hallways, stairways, or other common areas in or about the premises without the owner's permission in advance.

_____ **19. HAZARDOUS ITEMS:** Keeping anything that may be considered a hazard to the health or safety of other persons is prohibited. (Gasoline storage in unit, possessing weapons, etc.)

_____ **20. KEYS:** The owner will provide each adult resident with a set of keys. Residents are not to change, alter, or add additional locks. If you desire an additional lock on your outside access door(s) for additional security or an additional lock on your patio door(s), please contact the Owner. The tenant must pay for the labor to install the additional lock. The Owner will supply the lock and oversee the installation. The lock will remain the property of the Owner.

- If you lock yourself out of your apartment, there will be a minimum charge of \$_____ per occurrence. If this occurs after 9:00 p.m., there will be a minimum charge of \$_____ per occurrence. This charge must be paid in advance. A minimum charge of \$_____ will be assessed to replace lost keys.

_____ **21. LANDSCAPE:** The Resident shall not alter, disturb, or interfere in any way with the grounds or landscaping. Residents who wish to add plant materials, ornaments or signs to a planting area must obtain prior owner approval. Residents with individual yards are responsible for mowing, watering and general upkeep to ensure that their landscaping is maintained in good condition and in compliance with local ordinances. Residents who fail to maintain their yards will be subject to lease enforcement, including eviction. Residents may also be subject to criminal prosecution by the City.

_____ **22. LAUNDRY FACILITY:** Laundry facilities are for **Resident use only**. Any keys issued for laundry room access may not be duplicated or given to non-Residents.

_____ **23. LIGHT FIXTURES:** The use of light bulbs with a higher wattage than is allowed in any light fixture is a fire hazard and is strictly prohibited. Replacement of light bulbs is at the Residents' expense.

_____ **24. LITTERING:** Littering the grounds, landscaping and parking areas is strictly prohibited. This includes putting out cigarettes on the sidewalks and in driveways or dumping ashtrays on the grounds or in parking areas.

_____ **25. MAILBOXES:** No names are permitted on mailboxes other than those Resident(s) which are a party to the Lease Agreement.

- _____ **26. MOTOR VEHICLES:** All vehicles kept on the premises must be both operable and currently licensed. Cars may not be repaired on the premises.
- _____ **27. NOISE:** Residents, family members and guests shall keep the volume of musical instruments, radios, televisions, record players, etc. at a level that will not disturb neighbors. Playing sound producing devices at volumes that disturb other Residents is a lease violation and grounds for eviction.
- _____ **28. OXYGEN TANK USE:** Residents may have oxygen tanks for medical reason. The use of commercial oxygen, however, poses a potentially life-threatening hazard if not used properly.
- _____ **29. PUBLIC AREAS:** Public areas shall be used exclusively for entrance and exit of the premises. Tenant shall not use such areas for loitering and shall not store any trash, junk, or valuables outside of the building or in hallways or porches.
- _____ **30. RENTER'S INSURANCE:** The owner is NOT RESPONSIBLE for fire, theft, water or any other damage to a Resident's personal belongings when the damage is caused by the Resident's intentional, negligent or reckless behavior. IT IS SUGGESTED THAT RESIDENTS CONSIDER OBTAINING APARTMENT RENTERS' INSURANCE TO COVER LOSS OF THEIR PERSONAL PROPERTY.
- _____ **31. SAFETY, FIRE, LIFE SYSTEMS:** Residents shall not tamper with fire suppression sprinklers, fire extinguishers, equipment or fuse boxes.
- _____ **32. SATELLITES:** Free-standing satellite dishes less than one (1) meter in diameter may be allowed with prior owner approval.
- _____ **33. SCREENS:** Screens shall not be removed from windows for any reason other than an emergency. Packages or other items cannot be passed through windows.
- _____ **34. SMOKING:** Residents are responsible for the proper and safe disposal of their matches and cigarette butts, so as not to pose a fire hazard or litter the grounds. No smoking is allowed in the commons areas which includes entry walkways, and patio areas, unless such an area is a designated smoking area. Residents who smoke in their units should keep their doors closed to prevent smoke from entering the halls and common areas.
- _____ **35. STRAY ANIMALS:** Feeding stray animals or wildlife, including birds, creates a nuisance and a health and safety hazard and is not permitted on or near the premises.
- _____ **36. THREATS:** Any act or threat to the Landlord, his agents, or to any person is prohibited.
- _____ **37. TRESPASS NOTICES:** Trespass notices issued by the Landlord or his agents must be honored by tenants and guests.

_____ **38. TOYS:** All toys (including, but not limited to, bicycles, tricycles, and wagons) must be kept in your rental unit, storage unit or garage (if applicable). If these items are left outside the building or in the common areas, they will be deemed litter and thus disposed of.

_____ **39. VACATING YOUR UNIT:** Residents must contact the owner in accordance with the lease not less than 30 days prior to the end of the last full month of tenancy.

_____ **40. WATER USE:** Water shall not be wasted or left running unattended in the kitchen, bathroom, or elsewhere. All plumbing defects must promptly be reported to owner. Residents who cause damage to, or obstruct plumbing will be required to pay the cost of any needed repairs.

_____ **41. WHEELED DEVICES:** All wheeled vehicles and devices including, but not limited to, bicycles, scooters and wheeled chairs must be used in a safe and courteous manner. Wheeled vehicles and devices may not be used or ridden on the grass or in planted areas. Wheeled vehicles and devices should not be stored on walkways, stairways, hallways, porches, or other public areas, except as specified and approved by the owner.

_____ **42. WINDOWS:** Exterior sills and ledges shall not be used for the storage of bottles, food, etc. Only window drapes, mini-blinds, and vertical blinds are allowed as unit window coverings.

A signed copy of these rules and regulations will be kept in each Tenant's file.

I have read and agree to the above Resident Rules & Regulations. I understand and accept that a violation of any of these is grounds for eviction.

Owner/Landlord

Date

Resident

Date

A WORD TO THE WISE



Did you know that in the City of Cleveland it is illegal to?

- Have high grass and/or weeds in excess of 8 inches?
- Set out your trash before 12 noon the day before collection
- Allow your trash cans to remain in front of your house past 12 p.m. the day after collection?
- Store your trash cans on a porch or between the sidewalk and front of a house?
- Park on any unpaved or soft surface (ex: tree lawn, yard and vacant lots)?
- Place upholstered indoor furniture posing a health or safety hazard on a porch?
- Use an outdoor grill within 15 feet of a home?

It is true—all of these activities are illegal, and you could face criminal and/or civil penalties if you do not follow the law. If you have questions about what the Cleveland Code requires, or need assistance in correcting these nuisance conditions, you may wish to contact the Department of Building & Housing Hotline at **664-2007** or Health Department at **664-2300**.



- Liquor control violations
- Obscenity or sex offenses
- Offenses against a person
- Offenses against property
- Theft violations
- Weapons and explosives violations
- Firearms violations (possession by minors)
- Handgun possession or sale violations
- Sound device violations
- Massage establishment violations
- Explosives violations
- Open burning violations

The City, through C.C.O.§ 630.02 may declare the property a nuisance when 3 or more of the following criminal activities occur within 30 days on the same property:

- Animal violations (eg: animals at large)
- Disorderly conduct
- Drug abuse
- Family offenses (eg: contributing to delinquency)
- Gambling violations
- Littering violations

In addition to declaring the property a nuisance, the City may take action to eliminate it, at the owner's expense.

If a property owner has been billed 3 times within a two year period for costs associated with abating a nuisance, the City can criminally charge the owner with a second degree misdemeanor – the maximum penalty for which is 90 days in jail and a fine of \$750.