

DONEFF COMPANIES

LLC

PROPERTY MANAGEMENT & DEVELOPMENT

**RULES AND REGULATIONS**  
**ADDENDUM TO RENTAL AGREEMENT**

August 2022

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## **RULES AND REGULATIONS**

### **Addendum to Rental Agreement**

We are very pleased that you have chosen to make your home with us, and we hope that you will find your new home a pleasant and comfortable place to live. These rules and regulations are necessary for the comfort, convenience and benefit of all tenants, and to ensure the protection and safety of the Landlord, his employees, other tenants, and neighbors.

You will be responsible for the conduct of any and all family members, guests, invitees, and/or others under your control. The term "Tenant" is defined broadly and includes all persons named in the rental agreement, their family members, guests, invitees, and/or others under their control. Landlord will not tolerate criminal activity or any other activity that disturbs others or damages the property.

Landlord has the right to make other reasonable rules and regulations as may be necessary for the safety of others and the property. *A violation of these rules and regulations constitutes a material breach of Tenant's rental agreement and may result in termination of tenancy and eviction.* These rules and regulations will be enforced strictly and without exception.

#### **1. CONTACT INFORMATION**

- a. Doneff Companies LLC is the Landlord's agent and manager of this property. The company's main office is located at **5160 Expo Drive Suite 100, Manitowoc, WI 54220**. The main office phone number is (920) 682-0066. The office hours are Monday to Friday with the hours listed on our website at [www.doneff.com](http://www.doneff.com). All questions regarding your apartment may be directed to your property manager or to the main office. In case of a medical or security emergency, please dial 911. Maintenance requests can be submitted online through your tenant portal or call the emergency maintenance line you provided to you.

#### **2. UTILITIES**

- a. It is the responsibility of each Tenant to establish electric, gas, water, and sewer, **as applicable**, in his/her name prior to move-in and keep payments current. Failure to do so will result in a \$50.00 processing fee. Tenant is also responsible for switching utilities out of their name at the time of their move-out, and for ensuring that the final bills are sent to their forwarding address. Any final utility bill(s) not paid prior to the date of return of the security deposit will be deducted from the same, in addition to a \$50.00 processing fee.
- b. In the event that a Tenant has their utilities shut off by the municipality, the Tenant has 24-hours from time of shutoff to have them turned back on or they will be in violation of their lease agreement.

#### **3. MOVE-IN INSPECTION**

- a. Landlord agrees to have your apartment in a clean, sanitized, and habitable condition at the time of your occupancy. The Move-In Inspection sheet you received describes the condition of the apartment unit at the time of your occupancy. If you agree with the condition of your apartment as noted on the Move-In Inspection sheet, please sign the document and return it to the property manager or mail to the Landlord within seven (7) days of commencing your occupancy. If you disagree with any item on the Move-In Inspection sheet, or if you believe the apartment is not in satisfactory condition upon moving in, please write down your observations on the Move-In Inspection sheet and submit the sheet to the property manager or mail to the Landlord within seven (7) days of commencing your occupancy.

- b. Please note that unless your signed Move-In Inspection sheet is received by the Landlord no later than seven (7) days from the date you took occupancy of your apartment, the Move-In Inspection sheet presented to you shall be considered the document of record. Upon your move-out, the condition of the apartment will be compared to the condition as described by the original Move-In inspection sheet. Any repairs or cleaning expenses beyond normal wear and tear required to bring the apartment back to the rentable condition in which it was issued to you shall be your responsibility.

#### **4. NOTICE TO VACATE**

- a. A Notice to Vacate must be submitted in writing or via email at least thirty (30) days prior to the last day of the Tenant's final month of tenancy to the Landlord at 5160 Expo Drive, Suite 100, Manitowoc, WI 54220. Such notice shall only be effective for termination of tenancy on the last day of a calendar month -- no exceptions. If a Tenant on an annual lease fails to give proper and written Notice to Vacate, Tenant will be held responsible for all rental loss through the duration of the lease contract, or for rental loss incurred until the apartment is re-rented and income producing, in accordance with the Rental Agreement. The charge will also include any advertising charges, re-rent fees, utilities, and any rental incentives given to a new Tenant(s). In no instance will the charges for failure to provide proper and written Notice to Vacate will be less than \$400.00

#### **5. BREACH OF LEASE**

- a. In the event that Tenant is evicted for failure to abide by the terms of the lease, or otherwise leaves the premises prior to the expiration of the lease, the Tenant will remain liable for all rental loss through the duration of the lease as well as any advertising charges, re-rent fees, utilities, and any rental incentives given to new tenants. In no instance will the charges for Breach of Lease be less than \$400.00.

#### **6. ROOMMATES**

- a. Tenant may not add any roommates without prior Landlord approval. An additional rental charge of \$200.00 per month will be assessed for every additional occupant residing in the apartment more than seven (7) days in one month.

#### **7. APPEARANCE AND UPKEEP OF THE PROPERTY**

- a. We would like to keep the appearance of our apartment community as attractive as possible. Please keep your apartment unit in a clean, safe and sanitary condition. Do not litter the Property. Absolutely no, signs, advertisements, notices, displays or items of any kind are to be hung from or placed on the face of the building, balconies, patios, windows, outside the rental unit or on the property without the Landlord's prior written consent. Bicycles/mopeds are not to be left on the grounds, sidewalks, or patios, nor can they be attached in any manner to the buildings. Use bicycle racks where provided. Tenant is responsible for maintaining a state of cleanliness in and around the premises. Other restrictions:
  - b. Use only the window coverings provided. Rugs, towels, sheets or blankets are not allowed.
  - c. You are responsible for replacing any lightbulbs within the rental unit. Replace the lightbulb with the same type and wattage specified on the light fixture.
  - d. Neither garbage nor recyclable materials shall be kept on the patio, balcony, common areas or grounds.
  - e. If you wish to dispose of large items, it is your responsibility to make the proper arrangements in accordance with local law and ordinances to dispose of such items. Any costs incurred by the Landlord as a result of your failure to comply with the above will be your responsibility.
  - f. Keep all personal property within your apartment unit or assigned storage area. Personal property shall not be kept in common areas or on the grounds and will be immediately removed and

disposed of by Landlord. You will be responsible for any costs incurred to remove the personal property.

- g. You are responsible for promptly notifying Landlord of any maintenance or repair issues.

## 8. USE OF YOUR APARTMENT HOME

- a. Your apartment home is to be used as a personal residence only and is for the individuals listed on the rental agreement only. It shall not be used to operate any form of business for any reason including, but not limited to, a child-care facility or cat-sitting facility. The property shall not be used for any illegal activity whatsoever or for any activity that in the opinion of the Landlord, will damage the property. Other restrictions:
- b. Do not keep hazardous, combustible, or flammable items on or inside the property. Propane gas containers greater than one pound are not allowed inside the building or basement.
- c. Do not bring to the property or use swimming or wading pools, trampolines, slip 'n' slides, or any other water recreation devices; air, pellet or BB guns/rifles, explosives, fireworks, sparklers, candles, space heaters or any other items that, in the opinion of the Landlord, create an unreasonable risk of injury without the prior written consent of Landlord.
- d. No rummage sales or sales of any kind without the prior written consent of Landlord.
- e. No car washes, for profit or otherwise, may be held on the property without the prior written consent of the Landlord.
- f. You agree to use all appliances, fixtures and equipment in a safe manner and only for the purpose for which it was intended.

The following is NOT ALLOWED:

- g. Using balconies or patios to store objects or equipment other than normal balcony/patio furniture (no toys, bicycles, strollers, etc.).
- h. Using balconies or patios to hang clothing, rugs, or wash.
- i. Throwing any objects or garbage off the balcony (includes cigarette butts).
- j. Install a covering on a balcony.
- k. Hang bird feeders in the balcony or patio. Animals may not be fed at any time.
- l. Store barbecue grills on balconies. When in use, barbecue grills must comply with state and local fire codes and placed at least 10 feet away from any building or structure.
- m. Open flame fire pits or chimneys
- n. Allow children to climb trees, play in flowerbeds or with faucets, or ride bicycles inside the building.
- o. Place live Christmas trees in their premises.
- p. Access the roof at any time.
- q. Solicit on the premises.

## 9. MAINTENANCE REQUEST

- a. Submit a maintenance request by following the online portal instructions provided to you or contacting your maintenance team at the number provided in the building.
- b. Please ensure the following items are included on the maintenance request:
  - i) Name of property, building number, and apartment number
  - ii) Your name and phone number
  - iii) A detailed description of the problem
  - iv) If you have a pet or assistance animal
  - v) Permission for the maintenance staff to enter your apartment if you are not at home.
- c. Unless it is an emergency, please submit your maintenance requests first thing in the morning to allow us to schedule the work as soon as possible. **Maintenance is usually able to respond to non-emergency work requests within 72 hours.**
- d. **COVID Notifications**  
During maintenance repairs in the tenant's apartment, either at request or for mandatory maintenance repairs, tenant will be accepting increased risk for exposure to COVID-19 by allowing

people into the apartment for necessary maintenance despite appropriate precautions that will be taken. Before such maintenance occurs verification to the best of the tenant's knowledge there is no one living or visiting in the apartment with known active COVID-19 infection or exposure per the CDC guidelines. Tenant is responsible for the ultimate sanitizing of property after a repair.

## **10. DAMAGE TO PREMISES**

- a. You are obligated to pay for all damage and repairs that are beyond normal wear and tear resulting from your actions. This includes, but is not limited to, clogged drains, clogged toilets, frozen pipes, fires, and damage to air conditioners, garbage disposal, range, refrigerator, dishwasher, washing machine and clothes dryer.
- b. The life of a newly re-painted apartment is expected to last at least three years. You must pay any prorated cost of painting if it becomes necessary to paint the apartment prior to the three-year time period. Note that on occasion it is not possible to match paint in order to cover nail holes and scratches and will require the apartment be completely re-painted. Damage to walls from hanging pictures is not included in the life of paint expectations.

## **11. APPLIANCES**

Do not repair, tamper with, or interfere with any of the appliances, components, or equipment. You are responsible for the cost of repairs resulting from the improper use of any of the appliances. Do not leave the apartment with any appliances in operation. This includes, but is not limited to, dishwashers, washing machines, dryers and ranges. Refrigerators with water filters will be fitted with a bypass plug. If you wish to have a filter, this will be done by maintenance at our current cost of the filter. You will be responsible for notifying when filters need replaced.

Toilets and other water apparatus shall not be used for any purpose other than that for which they were constructed, so please do not dump items such as cooking grease in the toilet. Tenant will be responsible for clogs and plunging toilets due to their use. Maintenance calls to unplug toilets or appliances due to the tenant use will be charged back to the tenant. In addition, do not place any colored cleaning or disinfectant tablets in the toilet tank or toilet bowl. Repairs resulting in damage to these items from misuse of any nature shall be paid by Tenant.

## **12. SINK GARBAGE DISPOSAL**

- a. The sink garbage disposal unit is for small, soft garbage only. Large volume, bulky garbage and all bones should be disposed of in the garbage bin. A strong flow of cold water must be used when using the disposal.
- b. Do not grind anything that is stringy like rhubarb, celery or hard material such as fruit pits.
- c. Do dispose of small amounts of fats and grease in your disposal. Be sure to have the disposal unit operating and use a strong flow of cold water. If you have a large amount of fat and grease, we suggest you place it in a container, allow it to solidify, and then dispose of it in the garbage. Do not dump cooking grease in the toilets.
- d. Your garbage disposal is connected into an electrical outlet under your kitchen sink. If your disposal doesn't work, check the plug is connected properly. Also check the ground fault interrupter (GFI) in the kitchen.
- e. You received an angled wrench with your garbage disposal. Should your disposal become clogged, insert wrench in hole on bottom of disposal and turn wrench. This should free the blades.
- f. If you should overload your garbage disposal, there is a safety switch that will shut your disposal off. To continue operation, remediate the overload condition and press the reset button on the bottom of the garbage disposal. If the disposal fails to operate, submit a maintenance work request. Clogs due to tenant use will be charged back to the tenant.

### 13. DOORS & WINDOWS

- a. Please open doors carefully and remain in control of the door to avoid damage from wind. Ensure that all doors are closed properly behind you.
- b. Avoid scraping or damaging doors when carrying articles in or out.
- c. Use thoughtful care in propping doors when moving in or out. Fire doors may not be propped open.
- d. Do not leave windows open when no one is home.
- e. Do not cover or obstruct any window or door with any item not approved in writing by Landlord.
- f. Window blinds may not be removed, replaced, or altered in any way without written approval from the property manager.
- g. Tenant shall pay for the cost of replacing any broken window glass, window screens and blinds.
- h. Tenant is responsible for cleaning the interior and exterior of windows on first floor apartments, and interior windows on second floor apartments and above.

### 14. THERMOSTAT – HEATING

- a. Be thoughtful and considerate in your energy usage. We want you to be comfortable; however, please don't be wasteful.
- b. When a cooler temperature is desired, turn the thermostat to the desired setting. Do not leave your thermostat on high and open windows. Your apartment will only get warmer, not cooler.
- c. When more heat is desired, do not set thermostat above the desired temperature. It will not result in heating the apartment any faster but does lead to wasting energy.
- d. When leaving your apartment for more than two days in winter, set the temperature to 65 degrees.
- e. If you experience heating problems, please notify the property manager so adjustments can be made.

### 15. SATELLITE AND TELEPHONE LINES

- a. Telephone lines, outlets, or satellite dishes cannot be added, moved, or altered in any way without approval from the landlord and signed agreements. Monetary deposits and restrictions will apply.
- b. Landlord may remove at the expense of the Tenant any such apparatus installed without having obtained written permission from the property manager.

### 16. TRASH/GARBAGE DISPOSAL

- a. Deposit rubbish in garbage bins or dumpsters in leak proof garbage bags.
- b. Do not allow children who are incapable of properly reaching and placing rubbish properly into the dumpster, to deposit rubbish. Please pick up what you spill around the garbage and recycling bins.
- c. Keep loose paper, etc., from blowing out of bags and dumpster.
- d. Dumpster is for the usual domestic refuse only. For unusual bulk items such as furniture, appliances, etc., Tenant must arrange for special pick-up service at their own expense.
- e. Please knock down, crush and deposit empty cartons and moving boxes and bulky items in dumpster in such a way as to take up a minimum amount of space.
- f. It is your responsibility to place all trash and recyclables in appropriate containers. No bundles refuse or articles should be left on balconies, patios, laundry area or the common area. Tenant understands that recycling is mandatory by state and local Laws, and it is their responsibility to comply with the recycling program. Tenants will be fined a minimum of \$100.00 or more for improper placement of garbage and recyclables or our cost of removal.
- g. It is the Tenant's responsibility to properly dispose of household electronics. The following items are ***not permitted*** in our dumpsters: computers, monitors, keyboards or any another computer accessory that includes, but is not limited to, hard drives, speakers, flash drives and modems, desktop printers, scanners and/or faxes. Televisions, VCRs and DVRs, and cell phones are also

banned from Wisconsin landfills and incinerators. The expense of removing and disposing of any item not disposed of properly will be billed back to the Tenant in addition to the \$100.00 fine.

**17. SMOKE ALARMS AND DETECTORS: IN THE EVENT OF A FIRE, CALL 911**

- a. All required smoke detectors and fire equipment have been properly installed on the premises for the protection of all our tenants.
- b. Wisconsin State Statutes 941.12 states that whoever interferes with, tampers with, or removes, without authorization, any smoke detector, fire extinguisher, or other fire equipment is guilty of a felony.
- c. Smoke detectors will be checked on a regular basis, and if discovered that any smoke detector has been tampered with or removed, The Tenant is subject to a fine.
- d. It is the responsibility of the Tenant during the term of his/her tenancy to inform the property manager in writing of any malfunction of smoke detector, including the need for a new battery. Landlord shall have five (5) days upon receipt of said notice to comply with the request to repair or replace the smoke detector and/or battery. If you fail to notify the property manager in writing, or if you remove the battery for some reason and your apartment and other areas of the building are damaged by fire that started in your apartment, you will be held liable for such damage.

**18. DECORATING**

- a. Accessories make a home, and we certainly do not expect you to live with bare walls. Please use finishing nails to hang pictures and do not use gummed or sticky wall adhesive to hang items as they can be very damaging to walls.
- b. Adhesive backed shelving paper is not allowed.
- c. Adhesive wall décor, such as stars or lettering, are not allowed without prior written permission from the property manager.
- d. TV mounting brackets are allowed to be installed on drywall; however, Tenant will be charged for the cost of repairing the screw holes and painting to match, as well as any other damage to drywall. The use of a TV stand is strongly recommended over the use of a mounting bracket.
- e. Rubber or latex backed rugs are not allowed.
- f. Tenant may not paint, varnish, or stain any walls, woodwork or appliances
- g. Candles are not allowed. Tenants assume the hourly maintenance cost. (or subcontractor's invoice) to clean up black smoke marks on the wall upon vacating the premises.
- h. No oversized furniture, such as organs, pianos or furniture of unusual dimension is allowed without prior written permission.
- i. Waterbeds will be allowed on the premises as long as Tenant provides proof of insurance. Tenant will be liable for any damage caused by their waterbed.



## **19. PETS- includes dogs, cats, and other domestic animals**

No dogs or cats will be allowed in any apartment unless otherwise specified in the lease Pet addendum. Even a visiting dog or cat is in violation of the lease agreement. Any Tenant with an unauthorized pet of any kind is subject to a \$350.00 fine per animal, so please keep the property manager informed of any pet that you would like to add to your lease. Walk and curb dogs only in the areas designated for that purpose to avoid fines. Clean-up or damage to property due to urination or defecation will result in a minimum fine of \$50.00 or actual cost for clean-up or repair.

Other animal rules:

- (i) Rabbits-up-to 1 caged; Requires management approval plus a \$350 refundable deposit
- (ii) Birds- not allowed/prohibited
- (iii) Fish Tanks-up to two 15-gallon tanks (must be insured)
- (iv) Snakes/Reptiles- up to two 15-gallon or less - 2 animals maximum
- (v) Rodents- up to two 15-gallon tanks- 2 animals maximum

At no time will a tenant house any undomesticated, exotic, or dangerous animal/pet (e.g.: rabid, venomous) that could present harm to those in the apartment or other building tenants. At no time will any pets beside cats and dogs be allowed outside the apartment. Please contact management if you are unsure of rules.

## **20. SMOKING**

- a. Applies to properties or buildings where smoking is permitted. Due to smoke damage that may occur as a result of smoking cigars, cigarettes, pipes, plant products, heated liquids (vaping) etc., in the apartment, tenants who smoke automatically assume the cost to have walls and ceilings repainted, carpets professionally cleaned, blinds either cleaned or replaced.
- b. Smoking is not allowed in the common areas or garages.
- c. Cigarette or cigar butts are not to be discarded on the property grounds. Tenants responsible for improperly discarding cigarette or cigar butts will be charged a minimum of \$50.00 for cleaning.

## **21. PEST CONTROL**

The Tenant is responsible for keeping the premise free of pests. The Tenant will be required to pay for pest control services if such services are required. The Tenant is responsible for damage occurred by the pests and/or pest treatment.

## **22. PARKING**

- a. All vehicles parked on the Property must be registered with the property and updated as needed.
- b. Vehicles need to be operable and display current motor vehicle plates. Vehicles parked on surface parking lots must be moved every 72 hours without landlord approval.
- c. All vehicles must be removed from the parking area per the property winter communication on snow removal procedures. Please look for the annual communication and rules about moving vehicles. Tenants with vehicles that are not in compliance with this rule are subject to fines and towing charges.
- d. No parking is permitted in traffic lanes, in front of garbage dumpsters or garages.
- e. No more than two (2) vehicles per apartment are permitted on the premises. Apartments with garages are asked to consider parking vehicles in the garage when possible. Additional vehicles require property manager's approval.

- f. Visitors must park on the street or in designated visitor parking for less than 24 hours, limit 1 guest/day
- g. No vehicles (including vehicles used for moving) are allowed on the grass or sidewalks at any time.
- h. Oversized vehicles, trailers, boats, snowmobiles, etc., require written permission from the property manager to park in any of the parking lots.
- i. Disabled, unused, or stored vehicles must be removed from the parking lot immediately unless written permission to keep them is obtained from the property manager.
- j. Please Park straight in the middle of your parking space.
- k. No repairs or maintenance of a vehicle is permitted in a parking space or garage including oil changes and car washing. Waxing, polishing or interior cleaning of the vehicle is permissible.
- l. Tenants are to remove a vehicle that leaks oil or any other fluids within twenty-four (24) hours of receiving notice from the property manager. The leaking vehicle is not allowed back on the premises until leak has been repaired, and proof of the repair submitted to property manager. Tenant will be assessed a clean-up fee.
- m. All parking violations by either Tenant(s) or their guest(s) are subject to fines, ticketing, booting, or towing at the owner's expense.

### **23. UNDERGROUND PARKING**

- a. For properties with underground parking, please observe the following precautions when entering or exiting the garage:
  - b. Always approach entry and exit with caution and at a very slow rate of speed.
  - c. When entering the garage, push the button on your garage door opener and allow the door to open completely, then enter immediately. If you are delayed for any reason, please allow the garage door to close completely before attempting to re-open.
  - d. Never follow the vehicle who opened the garage door (tailgate). The garage door may start closing and result in damage to your vehicle. Always use your remote garage door opener to gain entry into the underground garage. Landlord is not responsible for any damage to your vehicle caused by the garage door.
  - e. Never get out of your vehicle while the garage door is opening or closing.
  - f. To ensure the security of all residents, please contact the office immediately if you lose your remote garage door opener.
  - g. Don't give or lend your remote garage door opener to anyone.

### **24. UNOCCUPIED PREMISES**

For security reasons, the Tenant must notify the property manager before leaving the premises unoccupied for a period longer than five (5) days. In winter, please ensure the thermostat is set no lower than 65 degrees when leaving premises unoccupied.

### **25. LOUD AND OFFENSIVE NOISE**

We want you to enjoy living in your apartment home. Sociable and friendly gatherings are welcome. We do ask that you be considerate of your neighbors and that gatherings do not become boisterous, obscene or objectionable to other tenants. You are responsible for the conduct of your guests, both within your apartments and on our premises, in accordance with these rules. Stereos, radios, and TVs are to be kept at a reasonable volume.

Loud, offensive noise will not be tolerated. This includes, but is not limited to, loud stereos, TV's, parties, etc. Violations will be dealt with in the following manner:

**First violation** – A warning will be issued to the Tenant.

**Second violation** – A 5-day notice to remedy the violation or vacate the premises will be issued to Tenant.

**Third violation** – Eviction proceedings will be initiated.

## **26. PERSONAL PROPERTY**

Each Tenant is responsible for the protection of his/her possessions from all hazards including, but not limited to, fire, theft, and water damage. The purchase of Renters Insurance is strongly recommended. Please understand that without a Renters Insurance policy, you are self-insured, which means you absorb all losses.

Tenant is not allowed to store personal items or trash in any common areas (i.e., hallways, stairways, etc.) Personal items may be stored in individually assigned basement storage bins at Tenant's own risk.

## **27. BARBECUE GRILLS (not fire pits or chimneys)**

**Operating a barbecue grill:** Open-flame cooking devices such as charcoal, wood, and LP-gas barbecue grills are not allowed to be operated on balconies or combustible patios. **When operating a charcoal or gas grill, the State of Wisconsin Fire Code requires the grill to be located at least 10 feet away from combustible construction, partition wall, overhang, exterior window, or exit.** Any time there are glowing or hot coals in the grill, or anytime a gas grill is lit, it must be **10 feet away from the building or structure.** Charcoal must be completely cooled down with water before disposing in a non-combustible container. Open-flame devices must be attended at all times when in use.

**Electric Grills:** The use of electric grills on balconies is not allowed at any Property. **It is unlawful to cook on balconies regardless of appliance.**

**Storing barbecue grills:** Charcoal or gas barbecue grills may not be stored on balconies, nor left on the common grounds after cooled. Grills stored on patios should be covered, when possible, to signal not in use. LP-gas grills having a gas container larger than one-pound capacity shall not be stored anywhere inside the building or basement.

## **28. LOCK-OUTS**

If you are locked out of your apartment and the property manager or other staff member is called to unlock your door or garage, you will be charged a fee of **\$50.00 WHICH IS PAYABLE PRIOR TO THE UNLOCKING.** We will not let children under the age of 18 into the apartment without parent(s) permission nor will we let anyone into the apartment other than the Tenant(s) listed on the lease. This service is usually available from 8:00 AM – 5:00 PM on weekdays (see property manager to confirm schedule). Outside of these hours, you will have to call a locksmith and be responsible for the cost. We suggest that you leave a copy of your key with a trusted neighbor or relative who can let you in if you are locked out.

## **29. APARTMENT TRANSFER**

If you wish to transfer from one apartment to another, please contact your property manager.

## **30. PRESENCE OF ILLEGAL DRUGS**

Illegal drugs are not permitted anywhere on the property. Tenant shall not engage in or permit any drug-related criminal activity, or any activity that endangers or is likely to endanger the health or safety of other residents, in Landlords sole discretion, or any activity that is in Landlord's sole discretion otherwise injurious to the property. Such conduct includes, but is not limited to, Tenant permitting any co-Tenant, occupant, member of Tenant's household or family, guest, or any other persons Tenant permits to occupy or use the premises, to use, manufacture, purchase, sell, or otherwise distribute illegal drugs and related paraphernalia in or about the premises.

### **31. MOVING OUT**

Your apartment will be considered vacated only when the apartment keys have been turned in and all the property you were issued such as keys, garage door opener(s), etc., has been returned. There will be a \$25.00 charge for each key not returned and a \$50.00 charge for each garage door opener not returned. Apartment must be in the same condition it was received except for normal wear and tear. At the time you leave, you must give us your forwarding address so that we may return your security deposit promptly. Also, please provide the Post Office your forwarding address; we will not forward your mail. Finally, note that the security deposit may not be applied to your last month's rent.

### **32. CHANGES TO RULES AND REGULATIONS**

Landlord reserves the right to alter or change these rules and regulations as may be deemed necessary by the Landlord to ensure the safety and well-being of Tenants and other residents or guests. Tenant shall be notified in writing of any such changes no later than fourteen (14) days prior to the effective date of change.