



RULES AND REGULATIONS

ADDENDUM TO RENTAL AGREEMENT

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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, employees, tenants, and neighboring properties.

You will be responsible for the conduct of all family members and guests under your control. The term “Tenant” is defined broadly and includes all persons named in the rental agreement, their family members, and guests under their control. Landlord will not tolerate illegal and criminal activities 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 is open Monday to Friday with the hours listed on our website at 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 provided to you. **To avoid delays, please do not call the property manager with maintenance concerns.**

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 moving in and keep payments current. Failure to do so will result in a \$150.00 processing fee. Tenants are 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.
- b. If 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 and subject to eviction and payment of all costs associated with re-establishing the utilities necessary to protect the property.

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 receive when getting your keys reflects 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, mail or email 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 the Landlord **within seven (7) days of commencing your occupancy**. Please do not email or text these to the property manager.

- 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 to **info@doneff.com** at least thirty (30) days prior to the last day of the Tenant's final month of tenancy. Mailing must be sent to the Landlord at 5160 Expo Drive, Suite 100, Manitowoc, WI 54220 and post marked within the 30-day window. Such notice shall only be effective for termination of tenancy on the last day of a calendar month -- no exception. 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 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 charge 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. As a provision of your lease, it is expected that you will keep your apartment unit in a clean, safe and sanitary condition. Do not litter on 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.
- b. Bicycles/mopeds are not to be left on the grounds, sidewalks, or patios, nor can they be attached in any manner to the buildings. Tenants are responsible for maintaining a state of cleanliness in and around the premises.

Other restrictions:

- c. Unless approved by the landlord, use only the window coverings provided. Rugs, towels, sheets or blankets are not allowed.
- d. **You are responsible for replacing any lightbulbs within the rental unit. Replace the light bulb with the same type and wattage specified on the light fixture. Please contact maintenance regarding specialty bulbs or hard to reach locations.** (e.g. appliance bulbs)
- e. Neither garbage nor recyclable materials shall be kept on the patio, balcony, common areas or grounds. In no way are ashtrays or containers for cigarettes/cigars or any ash to be kept on the premises.
- f. **If you wish to dispose of large items such as beds couches and anything larger than a garbage bag for daily trash, 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 because of your failure to comply with the above will be your responsibility.
- g. 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. This includes common hallway areas for storage of items such as shoes.
- h. 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.
- c. Do not bring to the property or use swimming or wading pools, trampolines, slip 'n' slides, or any other water recreation devices.
- d. No use of air, pellet or BB guns/rifles, explosives, fireworks, sparklers,
- e. No candles, incense, or any other burning material or items in the apartment or on patio or balconies.
- f. No rummage sales or sales of any kind without the prior written consent of Landlord.
- g. No car washes, for profit or otherwise, may be held on the property.
- h. You agree to use all appliances, fixtures and equipment in a safe manner and only for the purpose for which it was intended.
- i. Using balconies or patios to store objects or equipment other than normal balcony/patio furniture is prohibited (no toys, bicycles, strollers, etc.).
- j. Do not use balconies or patios to hang clothing, rugs, or wash.
- k. No throwing any objects or garbage off the balcony (including cigarette butts).
- l. Do not install a cover on a balcony for wind protection or any other reason.
- m. Do not hang bird feeders anywhere on the property, the balcony, or patio. Wild animals may not be fed at any time.
- n. **No grills of any kind on balconies and if on patios must be covered when stored.** When in use, barbecue grills must comply with state and local fire codes and be placed at least 10 feet away from any building or structure. **Any violation of this clause will result in immediate removal of the grill from the property and subject to a \$50 fine.**
- o. Do not allow children to climb trees, play in flowerbeds, or ride bicycles inside the building.
- p. No live Christmas trees in the apartment or on the property.
- q. No soliciting on the premises.

9. MAINTENANCE REQUESTS

- 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 in the maintenance request:
 - Name of property, building number, and apartment number
 - Your name and phone number
 - A detailed description of the problem
 - If you have a pet or assistance animal
 - 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.**

10. DAMAGE TO PREMISES

- a. You are obliged to pay for all damage and repairs that are beyond normal wear and tear resulting from your actions or neglect. 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, flooring cuts or stains, or anything not reasonably maintained by the tenant through periodic cleaning or upkeep.
- 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 period. Note that on occasion it is not possible to match paint to cover nail holes and scratches and will require the apartment to be completely re-painted. Damage to walls from hanging items is not included in the life of paint expectations.
- c. Age of flooring, appliances, or length of tenancy are not factors that will cover issues caused by tenant neglect or damage.

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, refrigerators, microwaves, dishwashers, washing machines, dryers and ranges. **Please contact your manager with any questions about your appliances or appliance care.** It is the tenant's responsibility to make sure appliances are kept clean and to return them clean to avoid charges.

a. Refrigerators:

Some refrigerators come standard with water filters and will come standard with a bypass plug. If you wish to have a filter, a request can be made in your RentCafe portal as a work order and maintenance will install at our current cost of the filter, no labor cost. You will be responsible for notifying when filters need replaced. *Only OEM filters will be installed.*

b. **Sinks/Garbage disposals:**

These appliances are not food grinders but meant for any small scraps that would normally be caught in the sink strainer and allows for them to pass through the plumbing to avoid clogging. Properly clear dishes and plates in the garbage before rinsing in the sink.

Only run the disposal with the water running and let cold water run for a short time once it is turned off to clear the plumbing.

Do not put food items, peelings, pasta, rice, grease, or fat down the drain or into the disposal. These will clog the pipes and cause back-ups. Clogs due to tenant use will be charged back to the tenant.

c. **Stove/range ovens**

It is the tenant's responsibility to maintain a clean stovetop and oven. Spills on the stovetops should be cleaned up immediately to avoid baking on food and etching into the glass if the unit has a smooth glass surface. Only use cookware and cleaning materials appropriate for your appliance. Do not try to clean while the stove/range is still warm. Many ovens have a self-cleaning function for the oven, so please only run this when someone is present. No surface covers should be placed on the coils.

d. **Dishwashers**

Scrape large items off dishes before putting them in the dishwasher and it would be recommended to do a quick pre-rinse in the sink as well. Always clean out the filter and remove left over debris after each use to avoid clogging. Run the dishwasher periodically even if it is not used to avoid seals from drying out damaging the unit.

e. **Faucets and fixtures.**

Check under sinks and around/in toilets for leaks or running water on a regular basis and while your periodic cleaning. Darkening floors can be a sign of leaks around toilets as well as a toilet that continues to run after flushing and filling which should be reported to maintenance immediately. Do not flush food or grease in the toilet or bathroom sinks. Toilet disinfecting tablets are prohibited. Clogs to toilets or drains are billable back to the tenants if maintenance is called.

Bidets seats and faucet water filters are permitted only with review and approval. Do not self-install any device on the sink or toilet as this can cause damage and liability for the tenant. Please submit a work-order request for these items.

12. Flooring

Your apartment has been furnished with flooring that consists of carpet and linoleum or vinyl. All the materials have life expectancy that are different, but all require your attention to maintain them to avoid damage and premature expected wear and tear.

- Carpets should be vacuumed frequently, stains and dirt removed with shampooing.
- Vinyl and linoleum should be swept free of dirt and wet mopped when dirty.
- Avoid dragging furniture and other sharp or heavy objects on the floors to avoid damage.
- Tears, animal damage, stains, excessive dirt are considered tenant responsibility and will be billable regardless of the age of the flooring.

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. No 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 as soon as possible.

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. Monetary deposits and restrictions will apply.
- b. Landlord may remove such apparatus installed without written permission at the tenant expense.

16. TRASH/GARBAGE

- a. Report confidentially any suspected illegal dumping.
- b. Deposit rubbish in garbage bins or dumpsters in leak proof garbage bags.
- c. Pick up what you spill around trash area. Keep items from blowing away.
- d. Dumpster is for the usual domestic refuse only from the apartments.

For unusual bulk items such as furniture, appliances, etc., Tenant must arrange for special pick-up service at their own expense.

- e. **Break down, crush and deposit empty cartons and bulky items in dumpsters 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.
- g. 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.
- h. It is the Tenant's responsibility to properly dispose of household electronics.
- i. The following items are **not permitted** in our dumpsters:
 - Computer equipment or any another computer accessory
 - Television equipment
 - Cell phones
 - Batteries, Tires

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 committing 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 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. Tenants may not paint, varnish, or stain any walls, woodwork or appliances.
- g. Candles, incense, or any burning material or devices are not allowed. Tenants assume the hourly maintenance cost. (or subcontractor's invoice) to clean up black smoke marks or smells upon vacating the premises.
- h. No oversized furniture, such as organs, pianos or furniture of unusual dimensions is allowed without prior written permission.
- i. Waterbeds will be allowed on the premises if Tenant provides proof of insurance. Tenants will be liable for any damage caused by their waterbed.
- j.

19. PETS- include 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 besides cats and dogs be allowed outside the apartment. Please contact management if you are unsure of rules.

20. SMOKING

- a. Smoking is not allowed in or next to any building, including in the communal areas or garages. Please consult your manager for smoking locations unless your property is smokefree.
- b. Due to smoke damage that may occur because of smoking cigars, cigarettes, pipes, plant products, heated liquids (vaping), or any other smoking devices in the apartment, tenants who smoke automatically assume the cost to have walls and ceilings repainted, carpets professionally cleaned, blinds either cleaned or replaced and any odors removed.
- c. Cigarettes or cigar butts are not to be discarded on the property grounds or placed and left in any container on patios or decks. .
- d. Tenants responsible for improperly discarding cigarette or cigar butts on the grounds, patios, or decks will be charged a minimum of \$50.00 for removing and cleaning.

21. PEST CONTROL

- a. The Tenant is responsible for keeping the premise free of pests. Any suspected infestation of pests should be reported immediately, and any sign of bedbugs, cockroaches, or rodents should be reported immediately.
- b. Failure to do so or self-treatment without notification is considered a lease violation.
- c. Tenants will be required to pay for pest control services if such services are required and found to be due to tenant neglect. This includes responsibility for damage caused by the pests and/or pest treatment.

22. PARKING

- a. All vehicles parked on the Property must be registered with the property, properly tagged (if applicable) and updated as needed.
- b. Vehicles need to be operable and display unexpired motor vehicle plates. Vehicles parked on surface parking lots must be moved every 72 hours.
- 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.

- f. Apartments with garages are asked to consider parking vehicles in the garage when possible. Additional vehicles require property manager's approval.
- g. Visitors must park on the street or in designated visitor parking when available for less than 24 hours, limit 1 guest/day
- h. No vehicles (including vehicles used for moving) are allowed on the grass or sidewalks at any time.
- i. Oversized vehicles, trailers, boats, snowmobiles, etc., require written permission from the property manager to park in any of the parking lots.
- j. 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.
- k. No repairs or maintenance of a vehicle are 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 operate your vehicle at a low rate of speed especially when approaching entry and exits.
- c. When entering or exiting the garage, push the button on your garage door opener after approaching the door and allow the door to open completely, then drive through.
- 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 enter the underground garage.
- 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

There is an expectation that in a shared living setting, there will be some level of noise for people walking, moving items lightly, or even possible talking or music. But things may never be dead silent.

- a. We do ask that you be considerate of your neighbors and that gatherings do not become boisterous, obscene or objectionable to other tenants.
- b. You are responsible for the conduct of your guests, both within your apartments and on our premises, in accordance with these rules.
- c. Stereos, radios, and TVs are to be kept at a reasonable volume.
- d. Collaborating with other tenants on noise is welcome, but confrontation, harassing, or improper behavior is not ok.

- e. We encourage tenants to report any serious unresolved noise complaints to local law enforcement during the time of the disturbance. This will provide the property with documentation to act.

26. PERSONAL PROPERTY

- a. Each Tenant is responsible for the protection of his/her possessions from all hazards including, but not limited to, fire, theft, and water damage.
- b. **The purchase of Renters Insurance is strongly recommended as the property does not cover your losses.**
- c. Tenants are not allowed to store personal items or trash in any common areas (i.e., hallways, stairways, etc.)

27. GRILLS (fire pits and chimneys are prohibited)

- a. Open-flame cooking devices such as electric, charcoal, wood, and LP-gas barbecue grills **are not allowed** to be operated on balconies or patios.
- b. **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.**
- c. Charcoal must be completely cooled down with water before disposing in a non-combustible container.
- d. No open flame fire pits or chimneys anywhere.
- e. Open-flame devices allowed must be always attended when in use.

. It is unlawful to cook or store on balconies regardless of appliance.

- f. Grills may not be stored on balconies, nor left on the common grounds after cooling. Grills stored on patios should be always covered.
- g. 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

- a. Tenants locked out of the apartment or garage by fault will be charged a fee of **\$50.00** plus any time and travel after hours (4pm-7:30am M-F, all day weekends and holidays)
- b. 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.

29. APARTMENT TRANSFER

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

30. PRESENCE OF ILLEGAL DRUGS

- a. Illegal drugs are not permitted anywhere on the property.
- b. 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 Landlord's 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,
- c. 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

- a. Your apartment will be considered vacated only when the apartment keys have been turned in and all the property you were issued such as apartment keys, mail keys, garage door keys and opener(s), and parking tags have been returned.
- b. There will be a \$25.00 charge for each key not returned and a \$50.00 charge for each garage door opener not returned.
- c. Provide a forwarding address for your security deposit. Any personal mail will only be forwarded by USPS after they are informed by you.

32. CHANGES TO RULES AND REGULATIONS

- a. 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 with not less than fourteen (14) days prior to the effective date of change.