

FOOTHILLS PROPERTY MANAGEMENT

TENANT RULES AND REGULATIONS

Addendum to Rental Agreement for _____

1. **MOVE IN REPORTS:** Pick up a Move In/Out Report at our office and turn the list into our office within two weeks of the date you occupy. Turn in a separate list of any repairs that need immediate attention.
2. **EVICTION PROCEEDINGS may start on the 6th day of the month, if your rent has not been received in our office. Tenant will pay cost of the warrant and other court costs.**
3. **CHECKS:** If your rent check is returned, a late fee of \$25.00 and returned check fee of \$30.00 will be due when check is satisfied. If more than two checks are returned, future payments will only be accepted in cashiers check or money order. Two party checks will NOT be accepted for payment of any charges. Cash is not accepted.
4. **PARKING** must be done in an orderly manner to prevent inconveniences to other residents: please park within line of each parking space. We do not guarantee spaces for all tenant's cars. Boats, RV's, large vans, buses, commercial vehicles and trailers are not allowed on the property unless written permission is given. Cars which block fire lanes, drives, dumpsters, or that park in landscaped areas may be towed at the owner's expense. **Parking permit decals are required in ALL Towing zones. You can obtain your permit from the designated towing company for your apartment complex. Vehicles without a current tag or inoperable vehicles will be towed at owner's expense.**
5. **KEYS:** Tenant will be charged for the cost of replacement locks if keys are not returned upon vacating. Tenants will be billed for locks or duplicate keys. No security deposits will be refunded until keys are returned. If you lock yourself out, you may pick up a duplicate key during office hours for a \$10.00 deposit. If office personnel are required to open the apartment, the following charges apply: \$20.00 during office hours. After normal hours, call a locksmith. You shall provide us with a key if you change the locks.
6. **AUXILIARY HEATING SOURCES** such as kerosene or electric heaters, are not permitted in our properties.
7. **GARBAGE** and trash should be put in plastic bags and placed inside receptacles. Tenant is responsible for the condition of his city owned "roll cart". Fines will be assessed for any trash found outside of receptacles.
8. **PETS** are not allowed. This includes any visiting pets. Violators will be fined \$100.00 per day and subject to eviction.
9. **WATERBEDS** are not allowed. Also, **SATELLITE DISHES** are not to be attached to the building.
10. **PAINTING:** Tenants are not allowed to paint or wall paper without written approval from the Property Manager.
11. **BALCONIES, DECKS, PATIOS, AND BREEZEWAYS** (a) may not be used for drying clothes. Fine - \$20.00. (b) May not be used to store trash. Fine- \$25. (c) May not be used for grilling, nor is outdoor grilling permitted on or in the building. Fine - \$100. (d) Only outdoor furniture may be placed/stored. Fine - \$100.
12. **WINDOWS AND SCREENS** are the responsibility of the tenant at full replacement cost.
13. **SMOKE ALARM** batteries, HVAC filters, and light bulb replacement shall be the responsibility of the tenant.
14. **TENANTS** will be charged for (1)Trash improperly stored or litter at the mailbox. (2) Service calls to disposal with foreign objects (coins, pop-tops, silverware, etc.). Do not try to grind banana peel, corn shuck, egg shell, onion, celery). NOTE: Unserviceable disposals may not be replaced (3) Service calls for commode and drain stoppages, NOTE: Obtain a toilet plunger –it will pay for itself; (4) Any service calls that are unwarranted and /or caused by tenant's misuse.
15. **TENANTS** will keep grounds, including parking area, mail box area and dumpster area free of litter and debris. Fines up to \$100.00.
16. **CARPET** must be steam cleaned by a professional (truck-mount) steam cleaning company after vacating the property. It must be steam cleaned to industry standards or an administrative fee of \$25 will be charged (in addition to the cleaning fee). A receipt for the cleaning must be provided at check out. You will be held responsible for any discoloration of carpets. Be sure to keep plants in water tight containers. If you had a pet, deodorizing during carpet cleaning is required.
17. **EXTERMINATING:** We will spray ONCE if bugs are reported the first 30 days of occupancy, after that time it is the Tenant's responsibility.
18. **ASSOCIATION RULES:** Tenants agree to abide by any Rules & Regulations adopted by the Homeowners Association of their property.
19. **RE-LEASING FEE:** In the event you should employ FPM to re-rent your unit or house before the lease term expires, a fee of \$100.00 will be paid for this service. This does not release you from the obligation you have to complete the terms of your lease, but if FPM is successful in re-renting it, you will owe this fee.
20. **FILTERS:** Filters must be replaced no less than every 60 days to insure proper HVAC operation. We recommend A/C remain on at least 77 degrees during high humidity months- typically May through September.
21. **NO KEGS ALLOWED** – Fine \$200 each
22. **NO BONFIRES OR FIRE PITS ALLOWED** - \$300 Fine
23. **AFTER HOURS EMERGENCIES:** The following are considered emergency situations: sewer line backups and breaks; burst water heater; un-contained water leaks; no heat; safety issues (windows, doors, steps, stairs, fire, gas, and electrical); toilets – if only one; extensive storm damage. **Non-emergency items** are no air; no hot water; frozen pipes.
24. **END OF LEASE:** Utilities must be left on throughout the duration of the lease. Staying beyond the lease end is prohibited unless written permission is given.
25. FPM reserves the right to alter "rules and regulations" or are "subject to change" as is deemed necessary.

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