

## OWNER'S RULES AND POLICIES

(To be included as indicated in Paragraph 43)

1. The Property Manager will not perform a walk-through survey prior to move-in. Upon move-in, Resident will be provided a Move-in Inventory and Condition form to be completed by the Resident and returned to the Property Management Company within 48 hours of move-in date. This is for your protection. If the Move-in Inventory and Condition form is not returned to the Property Management Company, any damage found to the property at the move-out survey will be charged to the Resident.
2. The lighting of pilot lights and furnaces shall be the responsibility of the Resident.
3. Resident is required to carry appropriate renter's insurance, including at least \$300,000 liability.
4. Resident, at the Resident's expense, shall change the Air Conditioning/Heating filter at least monthly. Landlord or Landlord's Agent may do inspections at reasonable times to check the condition of the filter. Resident is responsible for any damage to the HVAC system caused by the Resident's negligence.
5. Within 60 days from the expiration of the Lease, Landlord may place a sign on the property and have a key available on the premises in a key-safe box to facilitate the showing of the property to prospective buyers and/or Residents by the Landlord or Landlord's agent. The property may be shown at reasonable times after the first attempt to contact the Resident.
6. Refrigerators, water softener/filters, washers, dryers, ceiling fans, and garage door openers are courtesy items and shall not be the responsibility of the owner to repair should servicing be necessary. Should one of these items malfunction, the following events may occur:
  - a) Resident may opt to repair the appliance at the Resident's sole expense. Expenditures by the Resident do not give the Resident ownership rights to the item, without expressed written agreement;
  - b) Owner may repair the item;
  - c) Owner may remove the inoperable appliance from the property. Owner is under no obligation to replace any of the above items, if they subsequently become inoperable.
7. Should Resident get "locked out" of the property without a key, Resident shall call a locksmith for access, not the owner or Property Manager.
8. Rent shall not be paid in cash, nor will the Landlord or Property Management Company accept cash for payment of rent. Rent is due by 5:00 p.m. on the day indicated in your lease.
9. Pest control (for roaches, fleas, etc.) shall be at the expense of the Resident, including, but not limited to, keeping ants out of the air conditioning electrical contacts.
10. All repair requests shall be in writing to the Property Management Company, with a detailed description of the problem. For Friday-Sunday move-ins, non-emergency maintenance requests cannot be accepted until the following Monday.
11. EMERGENCY REPAIRS: Emergencies are defined in paragraph 26 of your lease (immediate danger to

person and/or property). You should first call 911 if appropriate, then call the property manager as soon as possible. If the manager is out, and/or it is after hours, please call the emergency phone number. Any non-emergency calls received on the emergency phone number will be charged a \$25.00 nuisance fee, at the manager's discretion.

12. Resident is financially responsible for all Resident-caused damage, breakage and/or misuse of all property, both real and personal, that is included in the lease. We will charge you a contractor's fee for all repairs performed that are charged to the resident.

13. Smoking is not allowed inside the leased premises unless agreed to in writing.

14. Resident, at Resident's expense, shall be responsible for repair or maintenance functions to include, but not limited to:

- a) Resetting of circuit breakers or fuses;
- b) All plumbing backups (except that caused by tree roots) and frozen pipes;
- c) Proper septic tank and/or well maintenance;
- d) Operational maintenance of any water softener, swimming pool and/or hot tub;
- e) Damage resulting from forceful entry and/or burglary;
- f) Damage resulting from failure to promptly report to the Management Company any malfunctions or abnormal operations of equipment within the rented property;
- g) Replacement of non-working light bulbs, HVAC filters, and smoke alarm batteries;
- h) Tightening of screws, nuts and bolts on hardware not requiring specialized training;
- i) Excessively high water or utility bills resulting from the failure to report running water systems; i.e. - dripping water faucets, toilets, etc.;
- j) All screen repair or replacement;
- k) All cracked or broken glass repair (including mirrors and light fixtures).

15. Property Manager will allow no reimbursement to Resident for repairs performed and/or ordered by Resident without prior written authorization.

16. The following items are not warranted or included as repair items: 1) Garage door locks and openers; 2) Pools, hot tubs and/or whirlpool baths; 3) Appliances as courtesy items; 4) Jacks and wiring to phone, internet, audio/video, cable, satellite dish, alarm systems, intercom, and any other specialty wiring.

17. Resident is responsible for reimbursement of any utility bills invoiced to the Property Management Company, which cover the time of the Residents occupancy. Utilities must be left on until the second full business day after move-out so that the property can be inspected and cleaned if necessary. You will be charged for temporary utilities if not left on.

18. The Property Manager will commercially clean the carpets upon move-out. You may pay for it at the time of cleaning; or, it will be retained from the property deposit.

19. Resident is responsible for obtaining receipts for all money and/or documents turned into the Property Management Company, and Resident is responsible for showing proof of turning in the above items.

20. In the event legal action or eviction proceedings are initiated against the Residents, Residents agree to pay all of the applicable court costs, plus a \$200.00 processing fee to The Property Management Company.

I have read, understand and agree to the above information:

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Resident Date Resident