

APPENDIX A: FAMILY RULES

THE VIOLATION OF ANY OF THE FOLLOWING RULES MAY RESULT IN THE TERMINATION OF YOUR LEASE. DISCRETION WILL BE LEFT UP TO THE PROPERTY MANAGEMENT.

PLEASE READ CAREFULLY

1. **No smoking allowed on the property.** Do not smoke outside of the units, in the laundry facilities, on the stairways or the lawns, etc. If the Landlord or Manager at any time observes or smells smoke in or about your unit, you will be asked to vacate, and you will forfeit your security deposit. Do not burn incense at any time.
2. **No pets allowed.** This includes dogs, cats and domestic pets, birds in cages, and fish in aquariums. You will forfeit all of your security deposit if this rule is violated.
3. **Parking shall be in designated spaces only.** Tenants with more than one vehicle must park along the street.
4. **Rent is due on or before the first day of each month.** Checks & Money Orders are to be made payable as directed by the management. In the event that rent is paid after the first day of any month or a bad check is received, a flat late fee of \$35.00 will apply. You are instructed to deposit your rent in the rent box on the complex premises. Leaving cash in the rent box is done at your own risk. You may also bring your rent to the management office at 216 South 200 West.
5. **No business ventures such as baby-sitting services, etc. shall be allowed on the property.**
6. **The storing of hazardous or dangerous materials such as gasoline or other flammable material is expressly prohibited.**
7. **The unlawful possession of firearms is prohibited.**
8. **Criminal conduct is expressly prohibited, including disorderly conduct on the property.**
9. **Excessive noise from stereos, musical instruments, tenants or their guests and other items outside of normal daylight hours will not be tolerated.** Recurrent complaints from neighbors could lead to the forfeiture of your lease and eviction from your apartment.
10. **Each tenant will be issued 2 to 5 keys at initial occupancy:** In the event that one of these keys is lost, another may be purchased for \$10.00 from Management. In addition, in the event that all the keys are not returned at the time of vacating the apartment, \$10.00 for each key will be withheld from the Security Deposit. If the manager is not available, the tenant, at his/her own expense, will get a locksmith to open the lock instead of breaking the lock or door.
11. **No waterbeds allowed.**
12. **Vehicles are not allowed on lawns or landscaping.** Do not wash cars on the lawns or in the parking lots. Do not repair car engines, change oil, etc. on the parking lots or streets. Management is not responsible for items that get wet when the sprinklers are running. Do not use any of the building's exterior water faucets.
13. **Portable washers & dryers are not allowed. This includes stackable washer/dryers in Northfield – it blocks the circuit Breaker panel.**
14. **Do not operate outside barbecue close to the building as it may melt the siding and create fire hazards.** The tenant will pay to have the siding repaired.
15. **If the Landlord or manager is not notified about needed repairs or cleaning in the apartment by the new tenant within 3 days after moving in, management will not refund money or give additional credit on your rent or security deposit return because you repaired or cleaned the unit yourself.**
16. **Each tenant that is occupying a rent subsidized unit will need to re-certify each tenant's employment at the end of each tenant's year.** The management will notify the tenant when this needs to be completed.
17. **Northfield Apartment tenants only: You are responsible to protect the fire extinguisher from harm and vandalism in your respective unit, if your unit still has one. New larger extinguishers have been placed on the outsides of buildings.**

