

## APARTMENT RULES AND REGULATIONS

1. Tenant shall keep premises in good condition.
2. Tenant shall not interfere with other tenant's premises.
3. Tenants are to do their part in keeping all common areas, including but not limited to staircases, elevators, hallways and sidewalks in proper good condition.
4. Tenants are responsible for accurately designating and accounting for their payments within the designated payment portal. Landlord shall not be obligated to track or allocate payments among individual tenants, nor to reconcile charges, fees, or over/underpayments, except in cases of a proven posting error made by the Landlord. Any overpayments submitted will be applied as a credit toward future charges on the unit's account.
5. Access: Tenants permit access by landlord for prospective tenants with 24-hours written notice.
6. Tenants are not to leave any trash in common areas. If any removal of tenant's trash from the common areas occurs, tenants will be subject to maintenance fees of \$150 per occurrence.
7. Tenants are to dispose of all trash in the proper waste receptacles as specified by the landlord. If tenants repeatedly dispose of waste improperly or in non-designated receptacles tenants will be subject to maintenance fees of \$150 per occurrence.
8. Promptly after move-in, remove all moving cases or boxes from the premises and place them in the trash dumpster.
9. Tenant shall pay rent promptly on the due date at the beginning of each quarter.
10. Tenant shall not make any major or structural alterations to the premises or additions to the rental unit or to the buildings of which the unit is a part. Any alteration made with the Landlord's written consent must be restored to the original condition at the tenant's expense at such time as the tenant vacates the rental unit. This includes painting or paper hanging.
11. Tenant shall keep proper liability, fire and/or other damage insurance on the contents of the premises leased.
12. Tenants shall not receive a refund of the damage deposit until landlord is certain that the premises are free of damages upon the surrender of the premises.
13. No tenant shall interfere in any manner with any portion either of the heating or lighting or other apparatus in or about the building.
14. Tenants shall keep noise to a fair and respectful level so as to not interfere with the quiet enjoyment of any other tenants in the building.
15. Automobiles must be kept within white lines of the parking lot areas and in each tenant's assigned numbered space. If you need additional yearly parking spots, they are to be purchased with the leasing office (if available).

16. No Persons shall drive any vehicle including moving vans and trucks on the grass, flower beds, curbs or sidewalks. There is a two-hundred (\$200) dollar fine for violators.
17. Sanitary napkins shall not be deposited in toilets but shall be wrapped and deposited with other waste matter and refuse.
18. Tenant shall be responsible for closing of windows in his or her apartment during storms or while HVAC system is in use.
19. Tenant shall not install outside aerials, wires or equipment in connection with any radio, television, or other equipment which Landlord may deem to be beyond the proper or safe capacity of the electrical system.
20. Doors to apartments shall be kept closed at all times. Tenant is responsible for keeping doors locked and closed properly to prevent incident. Landlord is not liable for loss or damage to personal goods.
21. Tenant Shall not place any sign, notice, or advertising on any part of the building including doors, windows and mailbox areas.
22. Owner shall have the right to inspect apartment at reasonable times with the proper notice as specified in the lease.
23. There shall be no door-to-door soliciting of any kind on said premises.
24. Landlord shall furnish one unit key for each resident and one building key fob for each resident. Landlord will replace lost unit keys for \$50.00 each. Landlord will replace building key fob for \$50 each. Upon the expiration of lease, tenant shall account for all keys delivered by owner. If keys are missing or lost upon return of the premises, the proper fee per key shall be deducted from the security deposit.
25. Tenants are not permitted to make copies of the unit keys on their own. If you need an additional key, please make this request through management.
26. Tenant shall notify the Landlord of any maintenance issues within 48 hours to prevent further damage and future issue. All maintenance requests must be made through Buildium, unless an emergency. **For emergency repairs email both: [thenest@canonhm.com](mailto:thenest@canonhm.com) & [raj.p@canonhm.com](mailto:raj.p@canonhm.com)**
27. Management will not unlock tenant's apartments for moving vans, cable hook-up or furniture deliveries.
28. Nothing shall be attached to walls or woodwork except the stick-on type fasteners.
29. If tenants are locked out of the building and a property manager needs to come out to provide access to the building or their individual unit the fees shall be as follow
  - a. 8AM – 5PM: \$50.00
  - b. 5PM – 10PM: \$100.00
  - c. 10PM – 8AM: \$200.00

d. Holidays & Weekends: \$200.00

\*All fees must be paid to the arriving property manager at the time of the occurrence by cash, check or Venmo.

30. If in any event a locksmith is required to change locks or replace keys at the fault of the occupants, those occupants will be solely responsible for the cost of replacement/repair.
31. The landlord reserves the right to change any of the foregoing rules by rescinding or amending, or to make such other rules or regulations as are deemed necessary to provide for the comfort and convenience of all tenants, and for the safety, care, proper maintenance, and cleanliness of the premises.
32. Any assignments of lease after the date of original signing are at the sole discretion of the LANDLORD (unless included with a lease renewal) and may incur a \$250 fee.
33. Tenants will not prop open doors or elevators to allow guests to enter freely. Tenants will always securely close doors to prevent unwanted visitors from gaining access.
34. The Landlord and its employees shall not be responsible for any lost or stolen packages delivered to the complex. If you think a package will be too large to fit in your mailbox and you want to ensure safe arrival it is best to send these to a post office, amazon drop box or other monitored delivery location.
35. Tenants will park ONLY in the spots designated for them as assigned by the Landlord. Vehicles parked in non-resident parking areas are subject to towing at the owners expense.
36. Tenants are not permitted to perform motor vehicle repairs including oil changes, anywhere in the complex, with the exception of changing a flat tire. Not wash, clean, or polish any motor vehicle anywhere in the complex.
37. Not park in the fire lanes. Cars parked in the fire lanes will be towed at the owner's expense, without prior notice.
38. Tenant Shall not use the plumbing apparatus for any purpose other than that for which it was constructed, nor place any sweepings, rubbish, rags, disposable diapers, sanitary napkins or other improper articles (including toys) therein. The tenant will be charged for any damage that results from the above.
39. Tenant shall maintain smoke detectors in good working order and notify Landlord immediately if broken. Tenant will be responsible for any damage to property or persons resulting from failure to comply with these requirements.
40. Tenant Shall not furnish the Premises with a waterbed or place any unusual weight in any portion of the Unit.
41. Tenant Shall Not have parties, which shall be determined in Landlord's sole discretion, to disturb the peace and quiet enjoyment of other tenants. In the event such a party is held, this Lease may be automatically terminated by the Landlord.
42. Tenant Shall Not keep/use Kegs or Beer Taps at the Unit at anytime. Landlord has the right to remove any Keg or Beer Tap at anytime and charge the Tenants for the removal. If any kegs or beer

tabs are found in an apartment Tenants shall be fined Two Hundred Fifty (\$250) dollars.

43. Tenant Shall Complete the Move-In Inspection Form. If said move-in inspection sheet is not completed and delivered to manager within one week after the premises are available to the tenant, it will be assumed that the unit is delivered in first class condition free of any defects or damages.
44. Tenant Shall not use any barbecue, grill or other cooking facility (other than the existing range provided by Landlord) in any part of the premises or on any part of the land or building of which the premises is a part.
45. No persons will be permitted on the roof at any time, for any reason. If any tenants or guests of tenants are found to have been on the roof for any reason the tenants shall be fined five-hundred (\$500) dollars.