



RULES AND REGULATIONS

1. In addition to the terms, covenants, and conditions contained in this lease agreement, Tenant covenants and agrees to be bound by the rules and regulations applicable to all Tenants and their guests. Tenant will be held responsible for any and all actions of their guests.
2. Landlord reserves the right to alter, modify, and amend these rules and regulations, provided that such amendment, modification or alteration shall serve the purpose of reasonably preserving the leased property and the rights and interests of the tenants to quiet enjoyment of the property.
3. The owner and/or agent reserves the right to reassign any apartment or tenant before or after a lease is signed for any reason deemed necessary by manager.
4. Tenant shall not make or permit any loud or excessive noise noises on the property by themselves, members of his family, guests or permit anything to be done that will interfere with the right, comforts, or convenience of other tenants. Tenant shall not play any loud musical instrument, loud stereo, loud television, loud radio or other audio equipment on the premises between ten o'clock p.m. and eight o'clock a.m. of the following day. A fine of \$100 will be charged for loud parties, loud music, loud car radios, and other disturbing noises. In addition, violation of this may lead to eviction.
5. Tenant shall be responsible for all damage or injury resulting from any violation of the rules and regulations including any and all damage caused by tenant's guests.
6. Tenant shall keep the property in good state of preservation and cleanliness. Any trash that is left on the grounds and porches will be removed to the dumpsters. The tenant(s) responsible for the trash will be charged a minimum cleaning charge of \$75 for trash removal. Neither tenants nor their guests shall throw cigarette butts or other trash on the grounds, paving, decks and porches. A minimum cleaning charge of \$50 will be charged to cover the cost of clean up.
7. A management fee of \$100 will be assessed for disobeying police/security/management personnel for any behavior deemed to be assaultive, abusive, dangerous, or behavior is total disregard to the rights, safety, and/or quiet enjoyment of other tenants, management or members of the general public.
8. A management fee of \$250 may be assessed against occupying resident of an apartment found to have a party with 16 or more people in the unit.
9. No items of any kind are to be left in the laundry or common areas. All items left will be disposed of without notification and a \$50 cleaning fee will be applied to the tenant's ledger.
10. The commodes and other water apparatus such as dishwashers and garbage disposals shall not be used for any other purpose other than that for which they are constructed nor shall any sanitary napkins, tampons, disposable diapers, rubbish, rags, paper towels, excessive food matter or any other improper articles be thrown into the same. Any damage resulting from misuse thereof shall be borne by the tenant upon whose property it shall have been caused. In additions, tenant(s) will be charged for the costs of repairs to any toilets and garbage disposals that have been clogged by foreign objects.
11. Garbage, refuse, and other waste matter shall be disposed of in the dumpster.
12. Tenant will not add, remove, enter or change any locks without prior written consent of the landlord or landlord's agent.



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13. Tenant shall not place any signs/posters/plackards/drawings in the Premises that are visible from the exterior of the building(s) of which the Premises are a part.
14. Fireworks: **Please be advised that Fireworks are strictly prohibited from use in and around the community.** Warning: If any tenant(s) is caught lighting or handling fireworks, you will be cited for a violation of your lease agreement and charged a management fee of \$500.00 per incident. Violations of your lease agreement are grounds for immediate termination of tenancy. We encourage all tenants to be vigilant in reporting violations. All complaints/reports will be kept confidential.
15. Tenant shall inspect the smoke detector weekly and is responsible for replacing batteries as needed. Landlord shall not be responsible for the malfunction of smoke detectors whether as a result of weak, defective, or inoperable battery or otherwise. Should Tenant fail to keep a charged battery in the detector or permit the smoke detector to be damaged in any way, Tenant shall be assessed a maintenance fee of \$25.00 plus any municipal fines. Tenant shall also be responsible for care and maintenance of the fire extinguisher. The fire extinguisher will be charged when resident moves in and must remain charged during tenancy and upon vacating. If for some reason the fire extinguisher is discharged, Tenant must make arrangements with Landlord's maintenance office to recharge it. The cost of recharging the extinguisher will be billed to all residents of the unit.
16. Tenant will maintain a minimum temperature of 55° F in all heated rooms of the dwelling. Also, upon leaving property for any extended period of time, Tenant shall provide for daily inspection of the property during cold periods. This inspection shall include checking on the heating system to insure that proper heat levels are being maintained. (KEROSENE BURNERS OR ANY TYPE OF AUXILIARY HEATERS ARE PROHIBITED). Tenant is responsible for any damage to unit that occurs because heat was turned below 55° F or off. Landlord may enter the leased premises to read the water meters and change furnace filters.
17. No sticky materials whatsoever or large nails, hooks, screws or string lights (such as holiday decorations) are to be put in/on walls or ceiling. Small nails (such as brads) may be used in walls to hang pictures. Painting labor and supply costs will be charged to tenant for damage repairs for excessive holes, dark marks, sticky materials, large nail holes, marks on ceiling or any other painting costs exceeding normal wear and tear.
18. Keys will be loaned to Tenant during reasonable business hours. Proof of I.D. and a \$5.00 deposit are required. If a key is lost or not returned at the end of the leased term, Landlord will charge Tenant for costs of changing lock.
19. Tenants are responsible to replace any non-functioning light bulbs with CFL low-energy replacement bulbs.
20. All bicycles and motorcycles shall be kept in designated areas and not on decks or porches.
21. Tenant shall permit only Tenant, his or family members and invited guests if accompanied by the Tenant, to use the recreational facilities, if any, provided by the Landlord at the Facility. All such facilities shall be used by such persons only in strict compliance with rules and regulations from time to time adopted by the Landlord with respect to such facilities.
22. Windows and doors at the Facility shall not be obstructed by Tenant. If Landlord provides blinds on windows, then such blinds shall not be removed by Tenant. If Tenant installs draperies or blinds, Tenant shall remove them at the end of the Term, and any damage to the Premises shall be repaired by Tenant at



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Tenant's expense. Any window treatment installed by the Tenant shall have white backing. Clothing, sheets, etc. shall not be hung from windows, porches, or balconies of the Facility. Tenant shall not throw anything out of the windows or doors. Tenant shall not leave windows or doors open during inclement weather. Tenant shall be liable for any damage to the Premises, including but not limited to paint, wall, cabinets, carpets, floors resulting from failure to exercise reasonable care.

23. Tenant shall keep neat and clean all patios, porches and balconies of the Premises and shall not use the same for storage of automobile tires, firewood or other unsightly or heavy items. Only outdoor furniture and related patio items may be placed on any patio, porch or balcony. No ash cans, trash bags or trash cans or other articles whatsoever shall be placed on the decks, staircases, or landings. Gas or charcoal grills on the patio/balcony of the Facility is prohibited. Use of colored light bulbs by Tenant on any exterior fixture is prohibited.
24. Tenant shall not place any unusually heavy objects on the floor, such as pool tables, waterbeds, etc. Tenant shall not use halogen lamps or candles in or around the Premises.
25. Washing vehicles and performing mechanical work on the Premises is prohibited unless special areas are designated in Landlord's sole discretion. Parking of racecars, junk cars or storage of any vehicle that is not operable is prohibited. Parking of boats, recreational or commercial vehicles is prohibited.
26. If applicable, internet and network access may be provided by service provider to the complex by the Landlord. All rules and regulations issued from time to time and at any time by the Landlord with respect to internet and network access shall apply to Tenant's use thereof. Landlord may, at its discretion from time to time change the Provider and make changes to the System. As an integrated communications provider, Provider offers its subscribers the means to acquire and disseminate a wealth of public, private, commercial and non-commercial information. Provider, Landlord and Agent want Tenant to be informed of his/her rights and obligations in connection with Tenant's use of the System and the Internet. Tenant agrees to conform and apply to all Terms & Conditions of Provider found here http://www.charter.com/footer/footerPage.jsp?tag=policies_resi_hsi_accep_use_policy.
27. Tenants are not permitted on rooftops.
28. Tenant agrees to give right of entry to pest control vendors when extermination is scheduled.
29. Notice shall be given to Landlord if the property is not going to be occupied for a period of time in excess of 14 days.
30. Beer kegs may not be brought to property, or Tenant will be charged a \$600.00 management fee, and/or may be evicted.
31. Tenant agrees to park in assigned parking spaces with parking permit visible on rear-view mirror or vehicle may be towed. Tenant(s) may not park on the grass or sidewalk at any time. In addition to the assessment of any costs to repair or replace the damaged grass and/or landscaping, a management fee of \$250 will be assessed for driving or parking on grass. Tenant(s) may not park any vehicles in the visitor spaces at any time. Visitor parking may not be longer than 2 days. Visitors must display the visitor permit on the rearview mirror with number on it visible or the car may be towed. Cars cannot be parked in fire lanes, along curbs, near dumpsters, behind another car, or any location other than designated parking spaces. Any cars parked in undesignated areas will be towed at owner's expense. Tenant is responsible for informing his guests of all policies contained in this lease. Tenant also agrees not to have more than one vehicle on the premises.



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32. Tenant must use an ironing board when ironing clothes. At no time should the Tenant place a hot or warm iron on the carpet. If carpet is burned by any means (iron, cigarette burns, candles, etc.) the ENTIRE carpet will be replaced at Tenant's expense.
33. Tenant may not move into the property until the security deposit, first month's rent (or partial first and last month's rent) have been paid and all utilities have been placed in Tenant's name with the utility companies, and the Personal Guaranties of the Lease have been signed. Tenant will provide confirmation number from utility companies prior to moving into the unit.
34. Occupancy limits shall be limited to the person(s) named on the Lease Agreement. Local ordinances determine the number of people allowed to live in a room and a violation constitutes a zoning violation, which may be subject to fines and/or criminal punishment. Tenants are specifically advised of the existence of this ordinance and should any violation occur or be alleged to have occurred, Tenant(s) agree to pay all fines, court costs, and attorney's fees associated with such violations or alleged violations whether a conviction results or not. Tenants will be charged \$800.00 per occupant for found to be in violation of this ordinance and/or in violation of named occupants on lease agreement.
35. As stated in the lease, Tenant may not sublet or assign apartment without Landlord's written approval. Sublet and assignment fees are \$500. The prospective Tenant must fill out and submit an application and application fee to Landlord. A violation of this sublet procedure will result in a \$500.00 charge per incident and any non-authorized parties may be evicted. All Tenants and sub-letters must sign the sublet agreement.
36. Tenant is responsible for inside phone line connections for single and multiple lines.
38. Misuse of fire alarms by Tenants or Tenants' guests will result in a management fee to the Tenants of \$1,000.00 plus any municipal, fire department, or police department charges.
39. Tenant(s) will be charged according to the rate schedule for violations of the rules and regulations:

a. Illegal Pets Minimum Charge	\$250.00 per incident
b. Check returned from Bank	\$25.00
c. Lockout after Office Hours	\$96.00
d. Additional Key/Lost Key	\$10.00
e. Lock Change	\$100.00
f. Lost Mail key	\$10.00
g. Beer keg	\$600.00 per incident
h. Failure to follow sublet procedure	\$500.00
i. Fire alarm misuse	\$1,000.00
j. Early utility turnoff	\$250.00 and \$50.00/additional month
k. Littering:	\$50.00
l. Fireworks:	\$500.00
m. Noise Violation:	\$100.00
n. Parking/Driving on Grass:	\$250.00
o. Disrespect Police/Security/Management	\$100.00
p. Party/Occupancy with 16 people or more	\$250.00
q. Smoke Alarm Misuse	\$25.00
r. Eviction Processing Fee:	\$75.00



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s. Occupancy with no lease signed: \$800.00

*****PLEASE NOTE: Any violation of the lease may result in a \$100.00 admin fee PLUS the actual Violation fee PLUS any damages that were caused.*****

CHECK OUT PROCEDURE

Please visit the Boltwood Website at <http://boltwoodgvsu.com/> for the complete check out procedure. Please note the following:

- CHARGES WILL BE ADDED TO YOUR LEDGER AND UNPAID BALANCES WILL BE CHARGED AGAINST YOUR SECURITY DEPOSIT IF THE CHECK OUT PROCEDURES ARE NOT FOLLOWED. ALSO, ALL DAMAGES BEYOND NORMAL WEAR AND TEAR WILL BE DEDUCTED FROM YOUR SECURITY DEPOSIT.
- YOU MUST NOTIFY YOUR LANDLORD IN WRITING WITHIN 4 DAYS AFTER YOU MOVE OUT OF A FORWARDING ADDRESS WHERE YOU CAN BE REACHED AND WHERE YOU WILL RECEIVE MAIL; OTHERWISE YOUR LANDLORD SHALL BE RELIEVED OF SENDING YOU AN ITEMIZED LIST OF DAMAGES AND THE PENALTIES ADHERENT TO THAT FAILURE.