

**COMMUNITY HOUSING ADVOCACY & DEVELOPMENT
RULES & REGULATIONS**

The Rules and Regulations are hereby made part of and incorporated into the Lease, and Tenant, Tenant's occupants, guests, invitees shall abide by and strictly observe them. Failure to comply constitutes a material breach of the Lease and a failure to observe them shall be of same effect as non-compliance with the terms and conditions of the Lease and may result in termination of tenancy. Tenant shall abide by and observe any additional rules or regulations which Landlord, or its agent, promulgates from time to time as Landlord deems necessary to keep the Premises and Property, of which the Premises are a part, in proper and orderly care. Landlord reserves the right to change, alter or expand these Rules and Regulations at any time, without prior notice to Tenant. Tenant shall inform Tenant's occupants, guests and invitees of the Rules and Regulations and is entirely responsible for their conduct. In the event that any provision of the Rules and Regulations conflicts with the printed form of the Standard Form Residential Lease, then the provisions of the Rules and Regulations shall prevail.

1. **UTILITIES & APPLIANCES** - All appropriate utility services which are the responsibility of Tenant pursuant to the terms of the Lease shall be placed in the Tenant's name on day Tenant takes possession of the Premises. Light bulbs are furnished with the Premises at time of Possession; however, Tenant is responsible for replacing bulbs as needed. Tenant shall not store, keep, maintain, install or operate within the Premises any machinery, refrigeration or heating devices, including but not limited to any clothes washers and dryers and dishwashers, other than a microwave oven and those appliances which may be supplied by the Landlord. Tenant cannot replace appliances provided by the Landlord.

Notwithstanding the foregoing, Tenant may install or operate an extra freezer with Landlord's prior written consent and the execution of a Freezer Addendum. Tenant shall be solely responsible for the operation, maintenance and repair thereof at Tenant's own cost and expense, and Tenant shall indemnify and hold Landlord harmless for any damage thereof for any reason or occurrence including, but not limited to vandalism, fire or flood.

2. **GUESTS** - Permanent occupancy of the Premises is restricted to those occupants listed on the Lease. Guest may visit for no more than 14 total days within a twelve-month period of the Lease. Tenants are responsible for their guests on the Premises and in all common areas. Landlord does not provide any guest parking. Tenant must make other arrangements for guest parking.
3. **CHILDREN** - Leaseholders are responsible for the actions and conduct of any children in their unit. Children are not permitted to play in the hallways, stairways, parking areas or anywhere they may endanger themselves or others. Children under the age of thirteen (13) must have proper adult supervision at all times.
4. **ADULT OCCUPANTS** – All occupants who turn eighteen (18) years of age after the initial move-in will need to have a credit and criminal background screening completed and approved. Leaseholders will be charged a minimal fee for this screening which is

based on the third-party company used for screening. All 18 and older occupants are or become leaseholders; therefore, contractually responsible and must adhere to the lease and addendums. This includes having the same rights to the security deposit at move-out.

Tenant must notify Landlord immediately if there is a change in the household size. Tenant must provide the proper documentation prior to an occupant being added or removed from the lease whether as an occupant only or a lessee.

5. **LOCKS, KEYS and FEES** – All necessary keys will be furnished by the Landlord. The Tenant shall not permit any duplicate keys to be made. All keys must be returned to Landlord upon move-out. Tenant shall not install or permit to be installed any replacement, new, or additional locks or chains upon any doors of the leased Premises. Landlord shall have the right to remove the same and charge the cost of said removal to Tenant. Landlord will further attempt to assist with any lockouts but shall have no obligation to provide Tenant with assistance in entering the Premises at any given time. A fee of fifty (\$50.00) Dollars shall be charged to Tenant for any assistance provided to Tenant in regard to assisted entry to the Premises as a result of any lockouts. In addition, upon Tenant’s request and payment of a lock change fee of Seventy-five (\$75.00) Dollars per lock, Landlord may agree to change the locks of any leased Premises. All fees described above shall constitute additional Rent immediately due and payable to Landlord.
6. **SMOKE AND CARBON MONOXIDE DETECTORS** - Working smoke and carbon monoxide detectors are provided in each unit. Tenant may not disconnect or disable the smoke or carbon monoxide detector(s) at any time. At the time of move-in a new battery (if applicable) will be placed in each detector in the Premises. Tenant is responsible for replacing the battery as necessary and at least every six months. If any smoke or carbon monoxide detector(s) are found disconnected or inoperable, Landlord may fix or replace said smoke or carbon monoxide detector(s) and charge Tenant for Landlord’s expense (including fees for labor and materials) associated with same. Said charges shall constitute additional Rent immediately due and payable to Landlord upon delivery of bill for same to Tenant. Tenant agrees to maintain and repair the detectors provided in the Premises as needed including maintaining the energy source. Tenant shall notify Landlord immediately of any problem with detectors.
7. **FIRE EXTINGUISHERS** - All Fire Extinguishers provided on the Property shall be kept intact and, if used, Tenant must notify Landlord so that Extinguisher may be recharged or replaced.
8. **FLOOR COVERINGS** - All units are equipped with floor coverings. Existing flooring including, but not limited to carpeting, laminate or hardwood flooring and/or tile cannot be removed or altered in any manner. Tenants will be responsible for any damage beyond normal wear and tear.
9. **WINDOW COVERINGS** – Landlord will provide blinds for all windows. Tenant may install appropriate drapes or curtains in addition to the blinds. Appropriate window coverings must be placed at all windows. Appropriate window coverings include drapes,

curtains, horizontal or vertical blinds— Newspaper, bed sheets, flags, paint, etc., are not considered appropriate window coverings. All holes must be patched prior to move out.

10. **DOORS, WINDOWS AND WALLS** - Pasting, gluing, or nailing anything to the door(s), exterior of the Premises or Property or mailboxes is strictly prohibited. Any damage to the surface of the said door(s), exterior of the Premises or Property, or mailboxes will be the responsibility of the Tenant. No sign, signal, illumination, advertisement, notice, or any other lettering or equipment shall be exhibited, inscribed, painted, affixed, or exposed on or at any window or on any part of the exterior or interior of the Premises or Property.
11. **GROUND AND PUBLIC AREAS** - Grounds and public areas are for the use of Tenants and their occupants only. Abuse, alterations, littering, or damage of grounds or public areas is prohibited. Tenants will be responsible for all damages caused by themselves and/or their occupants or guests. Observance of all posted signs is mandatory. Passageways, public halls, stairways, elevators and landings shall not be obstructed or be used for children's play or for any other purpose than for entry and exit from the buildings or apartments. Children shall not be permitted to congregate or play in or around the common interior areas of the building. Carriages, bicycles, sleds, and the like shall not be stored in the lobbies, public halls, passageways, courts, or surrounding common areas of the buildings. All personal possessions must be kept in the Premises or in other storage areas if provided by Landlord. Waste receptacles supplies, footwear, umbrellas, or other articles shall not be placed in the hallways at the staircase landings, nor shall anything be hung or shaken from the windows or placed upon the outside windowsills.
12. **DISRUPTION OF THE QUIET ENJOYMENT OF OTHERS** - No soliciting or loitering will be permitted. All CHAD properties are in communities. Be respectful and courteous of your neighbors. All residents and neighbors have the right to enjoy their homes in peace and quiet. Tenant, occupants and guests shall not behave in a loud manner that disrupts other tenants or neighbors. **Consumption of alcohol in public areas is prohibited. Profane, obscene, loud or boisterous language, gestures, unseemly behavior OR harassment of other Tenants, or Tenant's occupants, guests, invitees or licensees or CHAD's employees, agents or vendors or others at the Property is prohibited.** Conduct that threatens or endangers the rights, comfort, health, safety or convenience of others in and around the Property is also prohibited. No smoking shall be allowed in any interior common areas. Excessive smoking inside the individual units may result in termination of this Lease and/or necessary repairs. Tenant shall be liable for said repairs and shall promptly reimburse Landlord for same which shall be deemed "additional rent."

Landlord may bar any guests or others who, in Landlord's sole discretion, have been violating the law or the terms of the Lease. If Tenant allows a barred person on the Property, it is cause for termination of Tenant's tenancy.

13. **USE OF PREMISES** - Tenant shall only cook in the kitchen and shall not barbeque on porches or balconies. Washrooms, Kitchens, Laundry Rooms and other common facilities provided for the benefit of Tenants shall not be used for any purpose other than that for

which they are designed, and Tenant shall not run water from any source in the Premises or Property for an unreasonable length of time. Fire pits, pools, trampolines, swing sets, inflatable slides/jump houses, barbeque smokers, gas or charcoal grills are **not** permitted on the premises. In addition, no rubbish rags, or injurious items shall be placed in plumbing facilities or receptacles, nor shall Tenant undertake any action or interference, including the failure to inform Landlord of the need to repair or replace any fixtures associated with the Premises or Property, which will in any way harm the use, safety or effectiveness of said fixtures, including but not limited to any interference in any manner with the heating or lighting or other fixtures in the building or running extension cords or electrical appliances in violation of the Building Code. Tenant shall not conduct, or allow to be conducted, business of any kind in the Premises, including childcare. If the Premises includes basement **or** attic space, the Tenant is expressly prohibited from using basement for livable space including, but not limited to, sleeping, recreational or living areas.

14. **HOUSEKEEPING** – As set forth in the Lease, Tenant is responsible for maintaining the entire Premises at the Tenant’s sole expense which includes the regular cleaning of all areas of the Premises, including but not limited to, living room, dining room, kitchen, hallways, laundry room, bedrooms, closets, bathrooms, outdoor walkways, basements, patios, balconies and garage and/or parking spaces as provided. Without limiting the generality of the housekeeping and maintenance requirements or without appearing to create an exhaustive list of housekeeping rules, Tenant shall, at the very least:

- Clean flooring weekly by vacuuming carpeting and sweeping or vacuuming all other forms of flooring;
- Clean bathrooms weekly, and, yet, as frequently as needed, to prevent the formation of mold and mildew;
- Keep all air conditioning filters and window air conditioning units clean and free from dirt and debris;
- Replace HVAC filters monthly;
- Keep all sinks, toilets, and all other water and plumbing apparatus in good order and repair and use same only for the purposes for which they were intended. Tenant shall not allow any sweepings, rubbish, sand, rags, hair, ashes, fabric towels, paper towels, diapers, baby wipes (whether flushable or not), sanitary napkins or other similar substances to be thrown or deposited therein, Tenant shall be liable for any plumbing costs associated with stoppages, and said repair costs shall be deemed “additional rent” and payable without demand;
- Maintain and properly use appliances. Tenant shall be liable for any damage done to appliances resulting from Tenant or Tenant’s occupants or guests’ misuse or negligence this includes but is not limited to: damage to clothes washer and dryer due to coins or debris left in pockets or failure to regularly clean the lint trap; damaged air conditioning units because of blocked air intake, and damaged refrigerators because of overfilling or blocking of air flow. As stated throughout the Lease and addenda, the storing or placing of trash or any personal belongings cannot be stored in the hallways, common areas, laundry rooms or outside areas is strictly prohibited.

Failure to maintain the condition of the Premises or abide by the Lease and these Rules and Regulations will result in termination of tenancy as well as any reasonable cleaning charges, as additional rent, to clean the Premises including, but not limited to, the walls, flooring, window treatments, furniture, cabinetry, sinks, vanities, toilets, tubs/showers, hardware, shelving, appliances, counter surfaces and trash removal. Landlord reserves the right to hire a professional cleaning service if the Tenant does not maintain the Premises during their tenancy, or after the Tenant has vacated, to clean the Premises as a result of Landlord's own judgment. Said expense will also be the responsibility of the Tenant and deemed additional rent.

15. **INSPECTIONS** – Tenant shall comply with all inspections which Landlord requires including, but not limited to those that Landlord must conduct pursuant to any governmental body and/or grant or funding body's rules, policies, regulations or other requirements. Tenant shall not interfere with same. Said conduct constituting interference includes, but is not limited to, refusing Landlord and/or Landlord's agent's access, failing to or refusing to schedule an inspection, or repeated re-scheduling of inspection.

Landlord shall, at the very least, conduct two (2) inspections during the Tenant's occupancy: (1) Post Move-In Inspection within 45 – 90 days of Tenant taking possession of the Premises; and (2) Move-Out Inspection. If Landlord offers, and Tenant accepts, a lease renewal, Landlord will require at least two (2) additional inspections which are called Housing Quality Standard or "HQS" inspections. Unless otherwise required or set forth in the Lease and addenda, Landlord shall provide a minimum of 48 hours' written notice to Tenant of the date and time of the inspection. The home must be in good condition free from any housekeeping issues or lease violations.

16. **MOVE OUT INSPECTION**
Tenant must be in full compliance with the terms of the Lease including, but not limited to, housekeeping and trash rules such as (but not an exhaustive list):
- Entire Premises must be thoroughly or professionally cleaned;
 - All nails must be removed;
 - All holes in walls must be patched and painted professionally;
 - All flooring must be thoroughly or professionally cleaned;
 - All personal belongings and all trash must be removed from the Premises and properly disposed of in the dedicated receptacle.
 - If disposing of large furniture, Tenant must coordinate an extra trash pick-up with Landlord's Maintenance team at Tenant's full expense.
 - Any additional charges incurred for trash pick up will be charged to the Tenant's rental account. Any damages or charges will be deducted from the security deposit. The remaining balance of the security deposit will be mailed to the address provided within 30 days from the move-out date and shall be due upon receipt.

17. **ASSOCIATIONS**
As set forth in the Lease, Tenant and Tenant's occupants and guests shall comply with all rules, regulations and by-laws of any applicable homeowners or condominium

association(s). Should the association charge Landlord for any fines as result of Tenant's and/or Tenant's occupants and/or guests conduct, Tenant agrees Tenant is liable for said fines which shall be due and payable immediately without further written demand and shall be deemed additional rent.

18. **PEST CONTROL** - Tenant shall use and maintain the Premises and use the Property so as to prevent the presence or infestation by insects, pests, vermin including but not limited to mice, roaches, lice, bed bugs. Landlord shall not be responsible for any attorney's fees, expenses or costs to remediate or exterminate caused by Tenant's act or omission which leads to introduction, presence or infestation of insects, pests and/or vermin and any and all damages resulting thereof. Tenant agrees to indemnify Landlord and hold Landlord harmless of any Tenant's conduct that leads to introduction, presence or infestation of insects, pests or vermin or damages resulting thereof, including attorney's fees, expenses and costs.

Tenant shall immediately and promptly notify Landlord of any potential or actual insect, pest and/or vermin problems regardless of cause of problem and shall permit Landlord, Landlord's employees or Landlord's vendors or agents immediate access to the Premises to remediate and/or exterminate should Landlord provide Tenant reasonable written notice of Landlord's intention to remediate and/or terminate. Tenant shall not undertake any self-help measures to remediate any bed bug problems. Tenant agrees to comply with all preparation, instructions and treatment provided by Landlord's employees, vendors and/or agents during remediation and/or extermination. Tenant's failure to comply with any of the covenants and terms set forth herein or interference with Landlord's remediation and/or extermination efforts shall be cause for termination of tenancy.

Tenant agrees that Tenant nor Tenant's occupants nor guests shall interfere with any extermination or remediation efforts. Said conduct constituting interference includes, but is not limited to, refusing Landlord and/or Landlord's agent's access, failing to or refusing to schedule an inspection or treatment, or repeated re-scheduling of inspections or treatments.

Failure to comply with the Lease and Rules and Regulations regarding pest control may not only result in termination of tenancy but also Tenant shall incur fees for such non-compliance. Each offense is \$100.00.

Landlord shall provide notice for inspection and/or treatment to Tenant pursuant to the terms of the Lease. Tenant shall be fully liable for any and all bedbugs, bedbug removal and/or remediation.

Any charges or fees which Tenant incurs hereunder will be deemed additional rent and are due and payable without further demand.

19. **HOME SECURITY DEVICES** – Unless otherwise prohibited per local rule or the association's rules and regulations, security devices are permitted. Tenant is permitted to install video cameras without damaging the exterior or interior to the Premises. Any

damage will be charged to the Tenant and deemed as additional rent. Tenant is prohibited from installing or connecting any security and/or camera devices which are hard-wired to the Premises or require passcodes (such as ADT or Xfinity). Prior to installation, Tenant must obtain Landlord's prior written consent for device installation. Should any association rules and regulations regarding home security devices conflict with this paragraph, then the association's rules and regulations shall supersede CHAD's Rules and Regulations and/or the Lease.

20. **BALCONIES AND PATIOS** - Balconies and patios are intended for outdoor enjoyment and for beautification of the Property. Potted plants and flower boxes are encouraged. Balconies and patios must be kept neat and free from excessive clutter. Balconies and patios are not to be used for storage of household items, tires or wheels, excess furniture, garbage, etc. In addition, no gas or charcoal grills may be kept or used on the balconies or patios. If any association rules and regulations regarding balconies and patios conflict with this paragraph, then the association's rules and regulations shall supersede.
21. **REFUSE** - The use of the garbage receptacles shall be in accordance with local ordinance. Garbage and refuse **MUST** be wrapped in tight parcels or plastic bags and must be placed **INSIDE** the dedicated receptacle or dumpster. Tenant must remove any collected trash and food waste from the Premises at least once a week. Garbage cannot be temporarily placed or stored in hallways or common areas. In accordance with health and safety regulations, children are not to play in or about designated garbage areas.
22. **LAUNDRY** - All laundry must be done in the appropriately designated area. Unless provided by the Landlord, washing machines and dryers are not permitted in the unit. Laundry facilities provided with the Premises are for the use of Tenants only and must be used in strict accordance with all posted directions. Laundry Room hours are 6:00 a.m. to 10:00 p.m. and the last load should be started no later than 8:30 p.m. Laundry Room doors must remain closed at all times. Tenants should not overload the washer/dryer as this could cause damage to the appliance. Tenants cannot leave clothes inside the washers/dryers unattended. All clothing items must be removed when the wash/dry cycles are completed.
23. **WATER-FILLED FURNISHINGS** - Waterbeds, water-filled furniture, fish tanks in excess of 10 gallons and any size pools are strictly prohibited in the Premises and Property.
24. **PERSONAL PROPERTY INSURANCE** - Landlord does not insure your personal belongings. Tenants are strongly urged to provide their own Renter's insurance.
25. **DISTURBANCES AND NOISE** - Tenants are responsible for the conduct of their occupants, guests, invitees and licensees in the Premises and on the Property. Noise from musical or sound-producing instruments or devices (including but not limited to televisions, radios, stereos, and car alarms) is to be kept at minimum levels so as not to disturb neighbors.
26. **MAINTENANCE/REPAIRS/SERVICE REQUESTS** - Non-emergency repairs can be requested by phone at the Landlord's Rental Office during normal business hours, Monday

through Fridays from 8:00 - 4:30. A 24-hour answering service is available for after office hours emergency service. Emergency service shall be defined as: no water, no heat, an odor of gas, fire, a plumbing leak or sewer stoppage which might damage personal belongings, the Premises or the Property or anything that could be hazardous to residents or the Property. No charge is made for repairs or maintenance unless such repairs or maintenance are the result of negligence or mistreatment by a Tenant or Tenant's occupant or guest. Tenants must promptly notify the Landlord of all repairs needed, including but not limited to, any issues with ceilings such as stress cracks, popped nails, or water stains.

27. **CARS** - Cars parked on the Property must be operable and properly owned, licensed and registered by Tenants only. Landlord requires parking permits for all properties. Tenant must **obtain from Landlord car restrictions or specific parking rules at Tenant's building, all of which must be observed by Tenant.** In the absence of any specific restrictions or rules in regard to Tenant's building, Tenant(s) may be allowed to park one (1) car per licensed driver in the buildings designated parking areas subject to availability. Tenant understands that the parking facilities will be on a first-come, first-served basis and that Tenant's building may not have reserved parking spaces. Tenant may not work-on, wash, repair, or maintain cars on the Property. Parking of any commercial or recreational vehicles including, but not limited to taxi cabs, trailers, campers, boats, boat trailers, etc., is prohibited. No parking in fire lanes or "no parking" zones. No parking in designated "handicapped-only" parking spaces without proper identification for said parking use. Failure to comply with the applicable local, state and federal laws as well as Landlord's parking rules and regulations may result in Landlord towing the car at the vehicle owner's expense and is cause for termination of tenancy. Landlord does not provide any guest parking at any of Landlord's properties. Tenant must make other arrangements for guest parking.
28. **GRASS CUTTING AND SNOW/ICE REMOVAL** - Unless otherwise provided by the terms of Lease, the responsibility for grass cutting and snow and/or ice removal ("Snow Removal") shall be as follows:
- A. Single-family homes. Tenants are responsible for the maintenance of the lawn and snow removal. Maintenance of lawn includes trimming bushes and/or shrubs and pulling out weeds.
 - B. Townhouses. For those townhouses that are part of a large complex, lawn maintenance and snow removal is provided. When it is not provided, the Tenant is responsible for same.
 - C. Two Flats, Duplexes and buildings with four or more units. CHAD will provide for lawn maintenance and snow removal in parking lots.
29. **AMENITIES** - Tenant agrees that use of the amenities by Tenant and/or Tenant's occupants, guests, invitees or licensees are at users' own risk. Tenant and Tenant's occupants, guests, invitees or licensees agree to release Landlord from any and all liability and damages associated with use of the amenities. No more than 2 guests may accompany

Tenant or Tenant's occupants who are at least 18 or over. Children under the age of 16 must be supervised and accompanied by an adult. Tenant and/or Tenant's occupants, guests, invitees or licensees shall strictly follow all of Landlord's rules and regulations governing use of the amenities. Access to and use of the amenities is a privilege and not a contractual right. Landlord reserves the right to revoke said privilege if in Landlord's sole discretion, Landlord determines Tenant or Tenant's occupants, guests, invitees or licensees fails to comply with the terms of the Lease or any of Landlord's rules and regulations. Further, Tenant may also be deemed in default if Landlord determines Tenant or Tenant's occupants, guests, invitees or licensees fail to comply with Landlord's rules and regulations regarding use of amenities.

Failure to comply constitutes a material breach of the Lease and a failure to observe them shall be of same effect as non-compliance with the terms and conditions of the Lease and may result in termination of the tenancy. By affixing of signature hereto, Tenant acknowledges receipt and understanding of the above Rules and Regulations and further agrees to abide by same during the full term(s) of the Lease.

Tenant : _____ Date : _____

Tenant : _____ Date : _____

Tenant : _____ Date : _____

Tenant : _____ Date : _____

Tenant : _____ Date : _____

Landlord : _____ Date : _____