

LANDLORD'S RULES AND REGULATIONS

1. DO NOT MAKE ANY CHANGES TO THE PROPERTY WITHOUT WRITTEN PERMISSION.

2. Air Conditioning/furnace filters are to be changed every thirty (30) days to obtain full operating efficiency from the unit and avoid damage to the unit. This procedure will prove beneficial in reference to your monthly utility billing. Please understand any damage to the unit caused by dirty filter(s) can be charged to you.

3. The property is equipped with at least one (1) smoke detector. Be advised that periodic testing is your responsibility and is required to ensure proper operation.

4. During winter months, residents shall ensure that proper precautions are taken to avoid any freeze breaks of plumbing pipes. It is suggested that during periods of below freezing temperatures if water is not being used for four hours or more leave the cold-water faucets dripping and open kitchen and bathroom cabinet doors under sink areas to allow circulation of heat to the pipes. If leaving the property overnight during the winter months leave the thermostat set on " heat" - "auto" and 55 to 60 degrees F.

5. It is not permissible at any time to park on the lawn. During the summer, months unless your lease states otherwise, you are responsible for maintaining your lawn including mowing edging and proper care of shrubs. Watering must be accomplished to preserve the landscape and to avoid any structural damage to the dwelling. Tenant should notify landlord immediately if any tree limbs are touching the roof of the primary dwelling or attached buildings.

6. Residents are advised you are financially liable for ALL damages to the property caused by negligence. Residents should ensure that you are thoroughly familiar with the circuit breaker box and water meter locations and with the operation of these items.

7. All repair requests must be in writing unless in an emergency situation and must be requested and signed by the lessee only.

8. Pets other than those permitted under the terms of the lease agreement are not allowed on the premises at any time.

9. If you lock yourself out of your dwelling after hours or on the weekends you will need to contact locksmith directly. However, if the person on call is available and willing to provide you with an additional key from our office there is a \$50 fee for this service. This fee is due when the extra key is picked up from our office.