

**HOUSE RULES AND REGULATIONS
LEASE ADDENDUM**

Property Name: _____

These Rules and Regulations have been established to make your community a better place to live. The Management, through the Resident Manager, Property Manager, and other representatives, will be responsible for the enforcement of these rules.

- 1. If the Tenant does not pay the full amount of the rent shown in the lease by the 5th of the month, then a \$40.00 charge will be assessed.** The landlord may not terminate the Agreement for failure to pay late charges, but may terminate this Agreement for non-payment of rent. Said late charge is in addition to the regular monthly rent payable by the Tenant.
2. The resident shall take good care of the residence and the grounds. The Resident shall maintain the apartment in a clean and neat manner so as to preserve the value of the property and to promote the general health and welfare of the community. The Resident shall be responsible for any damage done to the residence or the grounds, normal wear and tear excepted. Resident should notify Management who shall have any such damage repaired and Resident shall pay for such repairs. Examples of damage that are beyond normal wear and tear are: holes in the wall, broken windows, bent, torn, or missing screens, stains, and discoloration of floors and walls.
3. The Community is to be used as a residence for the Resident, and his/her immediate family or individuals listed on the rental application or HUD Certification and Rectification of Tenant Eligibility. The only persons who shall occupy the residence are the members of the Resident's family who are named on the application for a lease and those children born into, or legally adopted into the Resident's family after the signing of the lease. If the Resident would like a relative whom is not a member of his/her family to reside in the apartment for the greater than two weeks during the term of the lease, the written approval of the Resident Manager shall be obtained prior to this relative moving in..... Similar approval shall be secured before any person related to the Resident occupies the apartment for a stay of more than one week.
4. NO business shall be conducted from the residence.
5. The Resident shall not attach anything to the outside of the building. Nothing shall be attached to the interior of the residence except the window shade brackets, pictures, and screening devices may be installed as required.
6. Approval of the Management shall be obtained before any major appliance, waterbed, or other heavy equipment is installed in residence.
7. No rent discounts and or concessions will be given for loss of air conditioning, heating, hot water, or water damage from roof/plumbing leaks in your residence. It is highly recommended in your lease to obtain renters insurance. This insurance can cover the cost of finding temporary suitable living conditions, if any of these problems stated exist in your residence for extended periods of time. Consult with your insurance agent when obtaining renters insurance to make sure this coverage is available with the policy you are purchasing.

Work Orders & Emergency Information

8. The Resident should not attempt to repair any of the electrical, mechanical, or plumbing equipment. This is the responsibility of the Management. If any of the mechanical equipment is broken or made inoperative by improper use by the Resident, the Resident agrees to pay for having the equipment repaired. Work orders shall be telephoned to the Resident Manager only during normal working hours except when an emergency exists. An emergency may be defined as:

- **No Heat**
(if outside temperature fall below 45 degrees)
- **Complete Electrical Failure**
- **No Water**
- **Flooding due to plumbing or roof leak**
- **Sewer Backup**
- **Water / Gas Leak**

In the event of a maintenance emergency of this nature please call _____
***In the event of a fire or another other life threatening emergency, immediately call 911.**

9. The Resident shall not make or permit anyone whom given permission to enter their residence to make any noise or disturbance, which will interfere with the rights, comforts, or convenience to other residents. The Resident may give no music or voice lessons in the residence and shall not play music or musical instruments that can be heard outside of their residence.

10. Neither pets nor pet visitors are allowed in the residence or on the grounds unless Tenant has obtained prior written permission of management. Should permission be granted, and additional pet security deposit of \$ _____ shall be kept against the possibility of damages caused by the pet.

11. The Resident agrees to comply with the Rules and Regulations put in effect by the Management or the lesser of the space the equipment occupies for the operation of the coin laundry machines/vending machines, and understands that management/ ownership is not responsible for refunds from these machines

Resident Key Charges and Lock Out Policies

12. If the Resident misplaces his/her key and request and receives the service of Management in opening the residence during normal business hours there might be a \$5.00 charge for this service. After normal business hours, holidays, or on weekends, there will be a \$25.00 service charge for lockouts with a 1 hour minimum wait time for this said action to take place.

There will be a charge of \$ 5.00 for any new key, which the Management has to furnish to the Resident because the Resident lost the original key or mailbox key. If the Resident fails to return all the keys issued to him/her on vacating the premises, the Management will charge the Resident \$35.00 for replacing the keys and for exchanging the lock.

13. The Resident agrees to park in the designated parking area or the parking space assigned to them only, and to park in such a manner as not to hinder the full use of the other parking spaces and the driveway area. The Resident agrees to operate all motor vehicles in a safe manner. Non-operative vehicles and vehicles with expired tags are not permitted on the premises. Management may remove any such non-operative vehicle at the Resident's expense and the Resident owning the vehicle shall have no right of recourse against Management therefore. Motorcycles and motor-driven two-wheel vehicles may park in designated

**SKIP TRACE & POST-COLLECTIONS
NOTICE**

In signing this form you are giving D&S Management, Inc. (the owners agent) the right to use any means of skip tracing possible in the event that you neglect to fulfill the obligations of your lease and or the addendums to the lease.

Which includes but not limited to:

- Moving out with a balance owed for rent or other charges
- Damages to the residence discovered after you vacate
- Not fulfilling the term of your lease in its entirety

NOTICE of SKIP TRACING:

In order to find you if you do not leave a forwarding address we will pull your credit report, call your personal references, and possibly hire private investigators to find out about your current address and employment.

D&S Management, Inc. in behalf of the owner will file small claims suit against you for any damages assessed or owed, if you do not attempt to pay us for the balance owed. D&S Management, Inc. will proceed with garnishments if the judgment rendered is not settled at the time of court date and other arrangements are not made at that time.

If you do not understand any part of this addendum, Contact D&S accounts receivable at

405-691-0740 EXT 306

ALL RESIDENTS MUST SIGN AND FILL OUT INFORMATION:

RESIDENT	DATE	AGENT	DATE
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SSN	DOB
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RESIDENT	DATE
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SSN	DOB
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PERSONAL REFERENCES

All Tenants are to provide us with at least four (4) names and phone numbers of friends or relatives. This needs to be updated every 6 months.

<i>NAME</i>	<i>RELATIONSHIP</i>	<i>PHONE NUMBER</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

These numbers will only be utilized in the event we are unable to contact you. It is very important that all personal information stay current. Please update the management office if these contacts and or numbers need to be updated.

