

Tenants are subject to the following rules, in addition the *DWELLING UNIT RENTAL AGREEMENT* and *ADDITIONAL PROVISIONS*.

1. Safety and Security

- A. **Entry Codes & Keys:** Tenant shall not disseminate any entry code or key to the apartment or apartment complex to any person that is not on the lease and/or approved by the Landlord.
- B. **Locks:** Tenants are prohibited from changing, altering, or installing doors and door locks of any kind without prior written consent from the Landlord. Tenants shall not leave propped entrances unattended. Patio doors must be locked when not in use.
- C. **Lock Out:** Any Tenant requesting entrance to his or her apartment because they have been locked out will be charged \$25 per occurrence from 9:00AM to 5:00PM weekdays. All other times, including weekends and holidays, the charge is \$75.
- D. **Fire System:** Tenant is responsible for changing batteries in smoke detectors and notifying Landlord of smoke detector malfunction or if a fire extinguisher needs to be recharged. Tenant shall not remove, disconnect, or otherwise tamper with smoke detectors or sprinklers. Tenant shall not hang anything from smoke detectors or sprinkler heads. There will be a charge of \$50 per incident of fire system vandalism or misuse. This charge in no way excuses Tenant from liability for damages caused by said vandalism or misuse.
- E. **Fire Prevention:** Tenant shall not leave candles, stove burners, ovens, or other exposed flame or heating element devices ablaze and unattended. Ovens may not be used to heat apartments in lieu of or in addition to the regular heating system.
 - I. **Heating Devices:** Use of portable heating devices, unless provided by the Landlord, is prohibited.
 - II. **Light Fixtures and Bulbs:** Tenant is responsible for changing light bulbs. Tenant shall not use light bulbs in excess of the fixture's maximum wattage. Tenant is responsible for damages caused by exceeding the fixture label. Tenant may contact Landlord for information about the proper wattage to use.

2. Vehicles

- A. **Registration:** All vehicles parking on the premises must be registered in the office. Tenants must notify office within 24 business hours of switching vehicles. Only one vehicle is allowed per tenant without written consent of the Landlord. No vehicles larger than eight-passenger vans are permitted. RVs, buses, boats, semis, and similar vehicle types may not be parked on the premises. Vehicles must display a current state/county license sticker.
- B. **Parking:**
 - I. **Permits:** All Tenant vehicles must properly display the assigned permit while parked on the premises. Tenants must obtain a permit for guests who will be parking on the premises longer than 48 hours.
 - II. **Spaces:** Unless otherwise marked, there are no assigned parking spaces. Vehicles must be parked within painted parking lines. At no time may vehicles be parked in a manner that obstructs other parking spaces, handicap spaces or loading areas, no-parking areas, driveways, lawns, building entrances, or sidewalks.
 - a. **Handicap Spaces:** State issued permit is required to park in a handicap space.
 - III. **Snow and Ice Removal:** Tenant must move vehicle to cleared spaces within 24 hours of measurable snowfall.
 - IV. **Storage:** Vehicles may not be stored on the premises.
- C. **Repairs:** Automobile repairs are permitted in emergencies only and are not to exceed 24 hours in duration.
- D. **Condition:** Vehicles must be in satisfactory and operable condition with an intact body and no fluid leaks. Vehicles may not be used for storage.
- E. **Violation:** Vehicles in violation of these rules will be subject to fees and ticketing/towing at the owner's expense.
- F. **Speed Limit:** Do not exceed five miles per hour in driveways and parking lots.

3. Common Areas

- A. **Definition:** Common areas shall include, but not be limited to hallways, vestibules, stairways, entrances, laundry rooms, parking lots, trash containers, and bicycle parking,.
- B. **Use:** Tenants shall not use common areas for any purpose other than what the area is intended.
 - I. Tenants shall keep these areas free from obstructions such as toys, bicycles, grills, doormats, or other Tenant belongings. If Tenant fails to keep his or her property out of these areas, he or she will be considered in violation of this rule. Landlord reserves the right to collect such property.
 - II. Tenants shall not leave shopping carts on the premises. Violations will result in a \$25 fee per occurrence. Repeat violators may be reported to the authorities.
- C. **House Utilities:** Use of House Utilities is not permitted without prior written consent of the Landlord. Examples of restricted uses are portable laundry machines, portable dishwashers, washing automobiles on the premises, and using hallway or laundry electrical outlets for any purpose.
- D. **Smoking:** Tenant shall not smoke in any common areas inside the building. Cigarette butts must be disposed of properly. Tenants will be charged \$10 per occurrence of disposal anywhere on the property, including, but not limited to, parking lots, hallways, entryways and landscaping. Smoking in your apartment will result in higher cleaning costs. No smoke or smoke odor shall be detectible in the hallway.
- E. **Alcoholic Beverages:** Neither Tenants or their guests shall not possess an open alcoholic beverage container in any common area.

F. Bicycles:

- I. Bicycles must be parked in the provided areas or kept in apartments.
- II. Bicycle Permit issued by Landlord is required to park a bicycle in the provided areas.
- III. Bicycles parked in provided areas must be maintained in a visibly acceptable condition.
- IV. **Violation:** Landlord reserves the right to remove any bicycles that are left in any unapproved common area, are unregistered, are kept in an unsatisfactory condition, or are left on the premises after a lease terminates.

G. Laundry Facilities: Tenant understands and agrees to the following:

- I. Laundry facilities are provided only for use by apartment tenants.
- II. Tenants use facilities at their own risk.
- III. Landlord assumes no responsibility for damage or loss suffered by tenants due to nonfunction or malfunction of the equipment.
- IV. All tenants agree to obey posted directions, rules, and regulations governing the use of the laundry equipment.
- V. Landlord further reserves the right to restrict Tenant's use of said equipment and to make additional rules, as it may deem necessary for its use and operation.
- VI. Tenant belongings left in the laundry room for three days or longer will be donated to charity.
- VII. Laundry room trash containers are for laundry refuse only. Improper use will result in a \$25 fee. Laundry refuse shall consist only of dryer lint, fabric softener sheets, and laundry detergent and softener containers.

4. STORAGE SPACE

Storage space is assigned gratuitously to the Tenant by the Landlord, when available. However, neither the owner, nor the Landlord shall be liable for any loss of or damage to the property kept therein. Tenant shall not keep any flammable or otherwise hazardous materials in the building or on the premises.

5. BALCONIES and PATIOS

- A. **Occupancy:** No more than four people may occupy a balcony at one time.
- B. **Cleanliness:** Tenants shall keep balcony or patio neat and clean at all times. Tenant shall not hang or drape rugs, towels, laundry or store other household items on the railings or other portions of the balcony or patio. Tenants shall not cause dirt, rubbish, trash, cigarette butts, or other items that will cause said debris to fall onto the property below or in any way annoy any resident below.
- C. **Grills:** The City of Ames Municipal Code prohibits use or storage of cooking devices on balconies or within 10 feet of buildings. **Under no circumstances may propane gas tanks be stored or used in apartments or on decks.**
- D. **Furniture:** Tenants shall only use furniture intended for outdoor use on decks and patios.

6. TENANT RESPONSIBILITIES

- A. **Quiet Enjoyment:** Each tenant has the right to quiet enjoyment. This right must be respected and protected at all times. No loud televisions, stereos, radios, musical instruments, or any other noise should be audible outside of the apartment. Large parties are prohibited.
- B. **Odors:** Tenant shall not cause or permit food, smoke, or any unusual or objectionable odor to be produced in or emanate from the Unit or elsewhere in the building or grounds.
- C. **Trash:** Garbage and trash must be placed inside plastic bags and disposed of in the proper containers as provided. Container lids must be kept closed. Landlord will charge a \$25 fee for the improper disposal of garbage. Furniture items and appliances (refrigerators, microwaves, etc.) left on the premises will be charged to the Tenant a rate of \$50 per piece.
- D. **Information Updates:** Tenant shall notify Landlord within seven (7) days if Tenant's primary employment or source of income changes. Additionally, Tenant shall notify Landlord in the event that Tenant's telephone or email address changes.
- E. **Air Conditioning:** Tenant is prohibited from operating the air conditioner when the outside temperature is below 50°F.

7. ADDITIONAL RULES and REGULATIONS**A. Pets**

- I. No pets of any kind, with the exception of tropical fish, are permitted without prior written permission from the Landlord and completed *PET AGREEMENT ADDENDUM*.
- II. Unauthorized pets in an apartment may result in the replacement of the carpet and professional extermination of fleas at the Tenant's expense and a fee of \$50.

- B. **Aquariums:** Tanks larger than 25 gallons require prior written approval from the Landlord and proof of adequate renter's insurance.
- C. **Coniferous (Live Cut) Christmas Trees:** Coniferous Christmas Trees or other evergreen hangings, including wreaths shall not be used in any apartment or building. Artificial decorations are allowed.
- D. **External Devices:** Radio/television dishes, air conditioners, or any other external fixture or device shall not be attached to, hung from, or installed in any rental unit or on the premises without prior written consent from the Landlord.
- E. **Signs:** Tenants shall not display or hang any lights or markings on the exterior of the dwelling unit or premises.
- F. **Business or Trade:** No Tenant shall use the premises to actively conduct any trade or business, including babysitting, without prior written permission from the Landlord.