



Cincinnati Properties.net

Policies & Procedures

Please Read Carefully

- 1) The premises may not be sublet nor is the lease assignable by the resident.
- 2) Rental units must be kept in a clean and sanitary condition at all times.
- 3) Rental units shall not house any person other than those listed on the rental application. Residents are subject to eviction if they have a "guest" who stays in the unit for more than five days without the approval of management.
- 4) No pets are allowed without written permission and a signed pet agreement (if applicable) with management. At no time can a visitor bring an animal on the premises.
- 5) Halls, stairways and all common areas must be kept free of all personal belongings.
- 6) No musical instrument, radio, television or stereo shall be operated in a manner that is disturbing or annoying to other residents. Loud or disturbing noise will not be tolerated. Residents shall conduct themselves and their guests in a manner that will not disturb their neighbor's peaceful enjoyment of the premises.
- 7) Residents must maintain patios and balconies in such a manner as to be in keeping with the décor of the community. Only outdoor patio furniture, flowers and plants are permitted. Do not hang anything over the railing. Any article, which the management feels is objectionable, must be removed.
- 8) Garbage and all trash must be placed in plastic trash bags, tied and put in designated containers. Littering is strictly prohibited.
- 9) State law prohibits use of residential apartments for business or any gainful enterprise.
- 10) Locks may not be added or changed.
- 11) No wires, cables, satellite dishes or exterior aerial shall be installed on the grounds or attached to any part of the building.
- 12) No motorcycles, mini-bikes, boats or trailers are permitted on the premises unless written permission from the management is given.
- 13) Laundry facilities are to be kept clean. Finished loads are to be promptly removed from the washer/dryer. Washer/dryers are not permitted in the apartment.
- 14) Curtains and/or drapes must be hung within two weeks of occupancy. Sheets or bed sheets are not permitted to be used in their place unless given permission by management.
- 15) Shower curtains must be used when showering.
- 16) No alteration of any kind is permitted without written permission from management. Absolutely no adhesive products will be approved. If changes are approved, the resident must restore to original condition upon vacating the apartment. No thumbtacks or nails are to be attached to doors or woodwork.
- 17) Management is not responsible for personal items in rental units or storage areas, which are lost, stolen or damaged. Management strongly suggests all residents obtain renters insurance.
- 18) Repair or service required for all fixtures including toilets, sinks, tubs and drain lines caused by flushing of foreign items (pampers, sanitary napkins, grease etc.) or neglect by residents will be charged to the resident.
- 19) Waterbeds are not permitted without the permission of the management.
- 20) Larger parties are not allowed. A quiet gathering of a small group of friends is permissible.
- 21) Air condition filters must be cleaned or replaced as needed to allow proper airflow.

- 22) A lockout fee of \$15 will be charged from 9:00 to 5:00 on weekdays. A \$25 fee will be charged for all other times. If the resident manager/management is not available, a locksmith must be called at the resident's expense.
- 23) Removal of personal property: If resident fails to remove their personal property when vacating, the property shall be deemed abandoned and tenant will be charged for its removal. Notification from the utility company that tenant has cancelled service and the service is now in landlords name shall be sufficient for determining property has been abandoned.
- 24) The Owner/Manager, with proper notice, has the right to inspect the premises and to show the premises to building inspectors, contractors and others.
- 25) Tenant(s) acknowledge that they have examined the premises and found them to be in good and clean condition. Tenants agree to notify Owner/Manager of any problems pertaining the habitability of the premises.
- 26) Working on cars on the property is strictly forbidden. Any vehicles that leak oil or fluids must be repaired immediately. Vehicles without proper tags or expired tags are subject to be towed from property at vehicle owners expense.

It is understood that management reserves the right to change or rescind any of these rules or to make further rules as may from time to time be necessary for the safety, care and cleanliness of the premises. Violations of any rule will be cause for eviction.

I have read and fully understand the Policies and Procedures.

Resident	Date
Resident	Date
Manager	Date