



House Rules Addendum

This addendum is made part of the rental agreement entered into on this date _____, between the below named individual(s) and **Front Porch Property Management**, for the premises described on the lease agreement.

The policies and rules contained herein may be modified and new policies and rules adopted by owner or management, and shall become effective on the date indicated on the addendum, or thirty days after delivery of a copy of the amendment, or amended rules, to resident, whichever is later.

1. **AIR CONDITIONER/FURNANCE FILTERS**: The filters should be cleaned or changed once a month. Dirty filters cause maintenance problems for us and higher electricity bills for you plus it reduces units cooling and heating capacity. If there is a maintenance issue that is tied to a dirty filter you will be charged for HVAC repair.
2. **ACTIONS OF GUESTS**: Residents are totally responsible for the actions of their guests, friends, family members, other occupants and anyone who visits and enters your residence.
3. **ADDITIONAL APPLIANCES**: No window air conditioners. Washing machine and clothes dryer are to be installed in designated areas only. You are responsible for any damage caused during installation and any water leakage incurred by the washer for the life of your tenancy.
4. **ALTERATIONS**: Resident shall not paint, wallpaper, or alter in any way the features of the premises without prior consent of Management. Resident shall not use screws, fastening devices, large nails, or adhesive materials (including contact-type paper); or place signs, displays, or other exhibits, on or in any portion of the premises without the written consent of the owner/management.
5. **CANDLES & COMBUSTIBLE SUBSTANCES**: The resident is prohibited from using candles or kerosene lamps without permission and residents are prohibited from using or keeping in their homes, garages or storage spaces any gasoline, explosives, or inflammable/combustible materials.
6. **COMMON GROUNDS**: Patios and porches must be clear of debris, garbage, and personal items. All furniture left outside must be weather resistant and suited for outside use.
7. **DECORATIONS**: Decorations shall be installed in such a way as not to damage substantially the walls, floors, and carpets. No decorations shall be installed on or from the ceilings, doors, windows, their frames, or any existing cabinetry.
8. **ELECTRICAL OVERLOAD**: If the resident overloads an electrical circuit or blows a fuse, the resident will be charged for the problem to be corrected.
9. **EXTENDED ABSENCE**: Resident shall notify management of any extended absences (more than 7 days) from the premises. During extended absences by resident, owner or management will provide access to no other persons, unless expressly requested to do so by resident in writing. Management reserves the right to arrange for reasonable or emergency inspection during an extended absence.

10. **FIRE EMERGENCY PROCEDURES:**

- a. If you hear a smoke alarm and/or see smoke or fire, call 911
- b. Alert any family members in the dwelling to exit.
- c. Stay near the floor if you must evacuate through a smoke-filled corridor. Smoke rises, so the clearest air will be at floor level. Breathe sparingly and move quickly as possible toward the nearest exit.
- d. Leave the fire area, closing all doors behind you, but do not lock them.
- e. Never go back into a burning building to save pets or personal possessions – no matter how valuable they are you.

11. **GARBAGE DISPOSAL:** Residents will not use the kitchen sink or toilet for garbage or waste. Garbage and rubbish and recyclable materials shall be disposed of in containers designated for that purpose.

12. **HAZARDOUS DISPOSAL:** No hazardous substances may be disposed of in the garbage containers, but must be disposed of as required by applicable health and safety regulations and codes.

13. **HOUSE GUESTS:** Any guest staying in the home in excess of 10 days in a 90 day period must undergo a criminal background check performed by management. Management also reserves the right to add additional guests to the lease agreement.

14. **ILLEGAL DRUGS:** No illegal drugs of any kind are permitted on the premises, stored, used or sold.

15. **LANGUAGE AND LOITERING:** No profane language, loitering, and loud music from car audio systems, which interferes with the quiet enjoyment of neighbors is permitted outside the rental. In addition, playing, skate boarding, roller skating or bicycle riding on the sidewalks, driveway, parking areas, steps or in common areas in such a way that causes damages to others personal property or blocks passage or free use of occupants or neighbor is prohibited. Residents are responsible for asking all occupants, guests and visitors to the premises to abide by this policy and Residents will be held liable for the actions of anyone coming to or from home or apartment, and subject to eviction for repeat violations of this policy.

16. **LIQUID FILLED FURNISHINGS:** No liquid filled furniture or receptacle containing more than 4 gallons of liquid is permitted without prior written consent and meeting the requirements of the Owner/Management. Resident also agrees to carry insurance deemed appropriate by Owner/Management to cover possible losses that may be caused by such items.

17. **LOCKS:** Residents will not change or install additional locks to the doors or windows or any of the common areas. With regard to broken or uncooperative locks, resident shall immediately notify management if any door or window lock in the home becomes unserviceable.

18. **NOISE/CONDUCT:** Resident, family, and guests shall not make or allow loud or unreasonable noise or sounds. Resident and/or guests shall not disturb other Residents' peaceful enjoyment of the premises. Resident shall refrain from playing any musical instrument, radio, music system, entertainment system, or television set at a volume that can be

heard outside the home and that causes disturbance to other residents. Loud noise or disorderly conduct will result in a notice to vacate the premises and termination of agreement. In addition, Residents are responsible for all actions and damages caused by Resident's guests.

19. **OFF LIMITS:** Residents shall not go upon the roof of the house, townhome, or apartment building. Residents shall not enter any area clearly designated as being closed to residents and others.
20. **OUTDOOR TOYS:** No bicycles play equipment, toys, skateboards, or other personal belongings shall be left outside of the premises when not in immediate use.
21. **PARKING:** No unauthorized vehicle may be parked on the premises. No disabled or unregistered vehicles or vehicles with expired registration shall be parked on the premises. If the car does not run it is not allowed on the property. Vehicles must be parked only on paved or designated areas. Resident also agrees never to park or store a recreational vehicle, motor home, or trailer of any type. Such vehicles will be towed to a storage yard at the car owner's expense. There are two (2) spaces for each apartment/townhome.
22. **PEST CONTROL:** The home was treated for pests before you moved in. Resident acknowledges that the rental is free of pests at beginning of the occupancy and agrees that resident is responsible for keeping the premises clean and free of pests and will pay for pest control service if desired or needed.
23. **PETS/STRAYS:** Any animal discovered on or around the property will be considered a stray. All strays will be reported to the proper authorities and removed at the resident's expense.
24. **PICTURE HANGINGS:** Excessive displaying of objects on the walls damages the walls. Do not hang anything on walls with wallpaper, tile, brick, or backsplash – use only small nails with metal brackets. If you have a large object that you would like to hang, contact the management for instructions.
25. **PLUMBING:** Residents shall be responsible for keeping the kitchen and bathroom drains free of things that may tend to cause clogging. Grease and objects other than toilet paper will stop up the plumbing. Sanitary napkins, tampons, and paper towels should not be flushed. Drain stoppages are your responsibility. It costs a minimum of \$75 to unplug a drain. If you do not let grease, food, hair or other objects go down the drains, you should never have a problem.
26. **POLICE REQUESTED:** If police are called to the home or apartment on more than one occasion for a resident related problem or disturbance, this agreement is subject to termination.
27. **REPAIR NOTIFICATION:** Resident shall notify management of any necessary repairs to the premises or emergency situations as soon after the discovery thereof as possible. For example, notify management if there is flooding from a plumbing break, no heat in the winter, damage caused by wind, storm or fire, sewer back up, roof leak, gas leak or electrical failure. Residents will be held responsible for any damages if damage was the result of resident neglecting to promptly report needed repairs.
28. **SATELLITE DISH/CABLE TV:** Resident shall not attach, install or have installed by anyone else an antenna, satellite dish, cable TV or computer-related wiring or any other equipment to the dwelling exterior without the owner's or management's written permission.

29. **SIGNS**: No signs, notices or visual displays of any kind are to be posted on doors or exterior walls.
30. **SNOW/ICE**: Resident agrees to keep walkways clear from snow and ice. Should management have to hire someone to remove snow or ice left unattended, the resident will be charged for the service.
31. **SMOKE DETECTORS**: For resident safety, resident agrees to check each smoke detector twice a year to make sure the smoke detector battery is working. It is your responsibility to replace the battery or notify owner or management that the smoke detector is not working.
32. **SMOKING**: No, smoking is not permitted in residence.
33. **TEMPERATURE**: During the heating season, Resident agrees to maintain the heat in their home at a minimum temperature, (no less than 65 degrees) sufficient to protect the pipes and water facilities from damage by freezing. If residents are negligent in this regard, they are responsible for repair.
34. **TRASH REMOVAL**: Resident shall maintain the home (inside and out) free of accumulations of trash and garbage at all times and agrees to dispose of trash in appropriate receptacles. Resident is responsible for hauling away anything too large for normal collection. Management will hire someone, at resident's expense, to pick up trash or debris if left neglected for more than one week.
35. **UNAUTHORIZED COOKING**: Resident shall not use barbecues, grills (gas or charcoal), or other outdoor cooking equipment indoors. They are not to be used outside without permission or used in such a way as to create a fire hazard or substantial risk of damage to the rental or common areas.
36. **VEHICLE MAINTENANCE**: You are responsible for cleanup of any oil leaks. If oil leaks are a problem with your car it must be repaired and any oil must be cleaned immediately. Management reserves the right to power wash the parking area and charge the fee back to you. Resident further understands that no repairing or servicing of the vehicle is permitted on the premises which cannot be completed in a single day and completely cleaned of all equipment and auto parts.
37. **WATER LEAKS**: Please report all water leaks IMMEDIATELY. A small leak can cause high water damage and sewage bills. Check your commode for continuous turning on and off.
38. **WINDOW COVERINGS**: Window coverings shall be restricted to those provided by owner or management already existing in the home at the time of move-in or those approved by management. Under no circumstances shall sheets, clothing, flags, aluminum or any metal foil, newspapers, or any other such items be used as a window covering. No other items shall be hung from, or out of windows.
39. **WINDOWS CLOSED**: In the event of inclement weather (rain, snow, sleet, hail or high winds), residents are required to close all windows. Damage to the window treatments, property interior or floor coverings resulting from the violation of this rule will be charged to the resident.
40. **WINDOWS**: The resident is responsible for payment of any window that is broken, regardless of cause, during the rental term and the glass must be replaced with that of equal or better quality.

41. **YARD/GROUNDS:** Resident shall properly care for the lawn, shrubbery and grounds, and remove weeds. If yard is not properly maintained, management reserves the right to hire someone to care for the yard and charge the expense to Resident as additional rent, after first advising Resident that they have 72 hours to handle the responsibility.

RECEIPT OF COPY ACKNOWLEDGED: Residents hereby acknowledge that they have read these Rules and Policies and understand that this addendum is incorporated into and made part of the lease. Residents understand it, agree to it, and have been given a copy.

Resident's Signature _____ Date _____

Resident's Signature _____ Date _____

Owner/Management's _____ Date _____