

# QUANTUM

*Management Services, Inc.*

## RULES AND REGULATIONS

The following rules of conduct and behavior have been established to ensure the peace and safety of all the Tenants. These rules will be enforced strictly by Management, so take the time to read them. Be sure you understand each of them. If you have questions, feel free to come to the office during business hours for clarification or explanation. Your cooperation in following the guidelines set forth below will be appreciated by everyone.

1. **Rent Payments:** \*\*For your own protection, it is advisable to make rent payments by money order, postal money order, personal check, bank check or cashiers check.\*\*

Monthly payments are due promptly on the first day of each month. The landlord may collect a fee, as defined in the Lease Agreement, if a check is not honored by their bank. If a Tenant bounces a check, thereafter, the owner may require the Tenant to pay rent by money order, cashier's check, bank check, etc. The charges discussed in this paragraph are in addition to the regular monthly rent payable by the Tenant.

2. **Late Charges:** Late rental payments made after the Close of Business on the fifth day of the month (or on the day stated in your Lease Agreement) will be subject to a late fee as stated in your Lease Agreement. "Close of Business" means the close of normal office hours. Prompt payment of rent each month is essential and repeated late payments can result in termination of a Tenant's Lease.
3. **Notice to Vacate:** The law requires Tenants who are planning to move to submit written notice of their intentions at least 20 days before the end of the month.
4. **Household Pets:** Only common household pets are allowed. Common household pets include small birds confined to cages, tropical fish in tanks no larger than 20 gallons, cats and dogs. Visitors must leave their pets at their own homes, and not bring them onto the complex.
5. **Noise:** Tenants and their friends, family and guests shall have due regard for the peace, comfort, and tranquility of their neighbors. Stereos, radios, TV's, musical instruments, etc., will be played at reasonable volumes and only during acceptable hours. Reasonable means that the volume on your device does not excessively disturb others. Continuous disturbance is cause for termination of a Tenant's Lease.
6. **Antennas:** No wires, aerials, antennas, ropes, string, etc., shall be installed anywhere except as permitted in writing by the Manager. Tenants will not add interior cables to the existing antenna or cable TV connections where holes must be drilled through walls, in ceilings, or where the cable must be routed up walls and suspended from ceilings or in any other way which displays an unfinished appearance. Custom antenna or cable installations may be accomplished only with prior written approval from Management.

7. **Subletting and Guests:** Tenants will not sublet (lease out) their apartments. Only those specific persons designated on the Rental Application, Tenant Certification, or Lease Agreement shall occupy said apartment. Any guests known to reside in the apartment, or any who stay overnight repeatedly will no longer be considered guests and will be ordered to vacate the premises immediately. All who wish to occupy the apartment must be approved by Management through the application process.
8. **Moving:** Moving into and out of an apartment will take place only during business hours. All Tenants who move out while owing rent and/or damages in excess of their deposit will be referred to a professional collection agency if payment is not received upon notification of debt. These agencies will use all legal means available to locate such persons and to recover all outstanding debts. The move-in and move-out inspection sheet is to be jointly completed and signed by both Tenant and Manager, and is to be done only during daylight hours.
9. **Damage:** Residents are required to pay for all breakage, damage, destruction and repairs beyond normal wear and tear, which is caused, by negligence, carelessness, sloppy housekeeping or willful intent. This includes common areas as well as within dwelling units. Tenants will be held accountable for the actions of their household members, guests, family, friends and visitors at all times. Damage caused by pets must be paid for by the Tenant.
10. **Responsibility:** Tenants must maintain their dwellings in a clean and sanitary fashion. Trash and garbage must be disposed of in a proper trash or recycling receptacle. Tenants should clean carpets and drapes professionally at least once a year and at move-out, unless otherwise stipulated by Management in writing. Blinds will be cleaned regularly by the Tenant. Tenants must properly use all appliances and fixtures. Tenants shall not create a public nuisance or health hazard such as pest infestation. When pest infestation or any other health hazard is caused by a Tenant, costs associated with restoration shall be the responsibility of the Tenant.
11. **Windows and Balcony:** Dust mops, brooms, tools, wet mops, rugs, sheets, bed spreads, etc., shall not be shaken, dried or left in any of the public areas or upon an window, door, deck, patio, fence or landing. Drapes, or other window coverings furnished by the complex, will not be removed or changed; thus, a uniform appearance of the property will be maintained. If the apartment has blinds, a neutral colored sheer curtain may be installed by the Tenant (at no cost to the complex). Management will provide guidance to Tenants wishing to install sheer curtains.
12. **In-House Transfers to Other Dwelling Units:** Tenants agree to transfer units when required due to a change in eligibility such as change in household composition, or due to making a handicapped unit available for a physically challenged individual or family. Management will give a 30-Day Notice stating the grounds for the change. A change solely for the convenience of the Tenant is not allowed. Tenants must thoroughly clean the unit being vacated. The unit must be inspected upon transfer as though the Tenant was

vacating the complex completely. The Security Deposit must be paid in full *prior* to the unit transfer. Any charges incurred in the prior unit will be subtracted from the original deposit and the balance refunded to the Tenant.

13. **Alterations:** Tenants are to make no alterations to their units without prior written approval from Management and upon following the Unit Modification Guidelines. This includes, but is not limited to, changes to lighting fixtures, entry door locks, attachment of any adhesive mirror tiles, wallpaper, appliqués, stick-ons, etc.
14. **Running Water:** Water shall not be left running unattended. Tenants shall promptly report all plumbing defects, plugged drains and dripping faucets to Management.
15. **Bicycles:** Wheeled vehicles such as bicycles, tricycles, roller blades, baby carriages, big wheels, etc., cannot be ridden on or parked upon the grass, bark, or planted areas.
16. **Landscape:** Tenants shall not alter, disturb or interfere in any way with the ground treatment without prior written approval of Management. Tenants agree to cooperate with requests from Management to pick-up or sweep the areas immediately adjacent to their apartment or to clean up a messy storage room. Any alterations to the landscaping of the complex must have prior written approval from Management.
17. **Play Areas:** Tenants are expected to provide adequate supervision of all play areas and recreation rooms during family member use. Neither the owners nor the Management can be responsible for accidents, injuries, or deaths caused by a family member's unsupervised activities. Household members under 5 years old *must* be accompanied by a responsible adult or supervisor.
18. **Motorized Vehicles:** No motorized vehicles shall be stored, repaired, or rebuilt anywhere on the premises, except as permitted by Management. With the exception of emergency starting procedures, no vehicle repair of any kind will be permitted. This includes the changing of oil or other engine fluids. Trailers, fifth-wheels, boats, campers, etc., shall not be parked or stored on the premises except for loading or unloading purposes. All vehicles must be properly maintained so that there are no fluids leaking from the vehicle onto parking surfaces. Any damage costs incurred due to vehicle leaks will be assumed by the Tenant. All vehicles illegally parked in designated fire lanes or disabled parking spaces will be towed immediately at the owner's expense. Inoperable motorized vehicles or vehicles with expired license tabs will be towed at the owner's expense subsequent to proper notice and notification by Management. Tenants shall respond promptly to car alarms.

Tenants and their guests, family, visitors, etc., shall have due regard for the safety of pedestrians and Tenants on or near the street. Speeding will not be tolerated. The speed limit everywhere in the complex is 15 mph or as posted. An adequate muffler system must be installed to avoid disturbing others. Vehicles shall not be left unattended with the

engine running. If there are numbered or reserved parking spaces, guests and visitors will not park in them. Guests and visitors shall park in unnumbered, unreserved spaces, or on the street.

- 19. Action of Family Members and Guests:** In all cases, the Tenant is held accountable for the behavior of his or her family members, friends, visitors, and guests, etc. Tenants agree to reimburse Management for any vandalism, destruction, breakage or damage caused by these individuals. Tenants who refuse to cooperate with management concerning the action or behavior of their family members or guests will be subject to eviction. Abusive/threatening language and/or actions which disturb the peace and tranquility of the complex will not be tolerated (as cited in the Lease Agreement).
- 20. Storage:** No storage of personal belongings or furnishings will be allowed in common areas. All storage rooms must be kept neat, clean, and tidy. Stored items should be placed in boxes, trunks, or suitcases. Storage of flammable and/or hazardous materials is absolutely forbidden. Storage rooms must be secured with a proper padlock provided by the Tenant.
- 21. Roof and Under-Floor Access:** Residents understand and agree that the roof top deck is made available at no extra charge but during limited hours. Resident understands that they must remain only on the pavers when using the roof top deck and agree not to walk on the open garden areas. Any damage to the structure and/or pavers of the roof top deck as a result of resident's actions or the actions of their family members/ guests, will be at resident's sole cost and expense.
- 22. Complaints:** All complaints or other problems should be reported to Management at once. Tenants are expected to cooperate with Management by putting their complaints in writing.
- 23. Maintenance:** All routine maintenance requested by Tenants must be submitted on a written Maintenance Request form and must be signed. On this form is a statement which MUST be filled out which grants (or denies) Management access to your apartment, without the Tenant's presence, to perform the maintenance.
- 24. Livability:** Management is not responsible for loss due to fire, theft, flood, natural disasters or any other cause. For your security, keep your doors locked at all times. A wooden dowel or broom handle placed in window tracks will serve as an additional deterrent to break-ins. It is highly advised that all Tenants purchase an inexpensive apartment renter's insurance policy.
- 25. Littering:** Tenants and their family members are prohibited from discarding any form of litter or trash upon the grounds, parking lot, laundry rooms or common areas. This includes, but is not limited to, cans, bottles, papers, candy wrappers, cigarette butts, newspapers, popsicle sticks, etc. Personal or household items, which are left for a period exceeding 24 hours and/or present a hazard will be picked up and stored by the Manager or their representative. These items will be stored for a period of time and, if unclaimed, will be donated to a suitable charity or otherwise disposed of. Tenants should not send smaller family members to empty trash unless they are certain the member is able to reach the opening in the container without spilling trash on the ground. Repeated violations could

result in termination of tenancy by Management and/or a litter fee will be assessed in the amount of \$5.00.

- 26. General:** Tenants and their guests agree to comply with any and all reasonable requests by Management with regard to their conduct, behavior or activities on the property. These rules may be amended, updated or deleted as deemed necessary by Management. A 60-Day Notice of any such changes will be furnished to Tenants if this occurs. Tenants understand and agree that violations or infractions of the above rules and regulations can lead to issuance of a Notice to Comply or Vacate the Premises. Repeated violations of the above rules or any interference with Management's attempt to enforce the rules will lead to termination of the Tenant's Lease Agreement by Management and eviction from the complex.