

QUANTUM

Management Services, Inc.

ARTSPACE EVERETT LOFTS RULES AND REGULATIONS

The following rules of conduct and behavior have been established to ensure the peace and safety of all the Residents. 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. A fee will be collected as defined in the Lease Agreement, if a check is not honored by the bank. If a Resident's check is returned because of Non-Sufficient Funds (NSF), Management will require the Resident to pay rent by money order, cashier's check, bank check, etc for six (6) months. The charges discussed in this paragraph are in addition to the regular monthly rent payable by the Resident. Repeated late payment of rent is grounds for termination of tenancy.
- 2. Late Charges:** Late rental payments made after the Close of Business on the fifth day of the month will be subject to a late fee as stated in the Lease Agreement. "Close of Business" means the close of normal office hours. Prompt payment of rent each month is required. Repeated late payments may result in termination of a Resident's Lease.
- 3. Notice to Vacate:** Washington State Law requires Residents who are planning to move to submit written notice of such intentions AT LEAST 20 days before the end of the month.
- 4. Household Pets:** With the exception of small birds, which are confined to cages, tropical fish in tanks no larger than 20 gallons, cats and dogs (limited to no more than 25 pounds), no pets or other animals of any kind will be permitted without prior written approval by management. Residents may have pets upon signing a pet agreement, payment of a pet deposit and approval by management. Handicapped or disabled Residents are allowed, under law, to have certified assistive animals upon written verification. Visitors must leave their pets at their own homes and may not bring them onto the property. Household pets and certified assistive animals should not be left to wander the hallways or any other common areas. Please do not use the rooftop deck as an area for your pet to eliminate waste.
- 5. Noise:** Residents and their friends, family and guests shall have due regard for the peace, comfort, and tranquility of their neighbors inside the units and in the common areas, including the Community Room and Rooftop Deck. 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. **Quiet hours are from 10:00 pm to 7:00 am Sunday through Thursday and from 11:00**

pm to 7:00 am Friday and Saturday. Continuous disturbance is cause for termination of a Resident's Lease.

6. **Antennas:** No wires, aerials, antennas, ropes, string, etc., shall be installed anywhere except as permitted in writing by the Manager. Residents 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. **Primary Residence and Permanent Occupancy:** The unit must be the resident's primary residence. Residents must live in the unit and the unit must be the resident's only place of residence. Residents shall use the premises only as a private dwelling for himself/herself and the individuals listed on the tenant income certification. Residents must not be away from their unit for more than 60 consecutive days per 12-month period unless for documented and verifiable emergency or health reasons. If the resident is away from their unit more than 60 days for reasons other than emergency or health reason, the owner/agent will request the resident to be removed from the lease or start termination of tenancy proceedings. If the absence is due to verifiable emergency or health reasons, termination of tenancy will begin after the resident is away from their unit for more than 180 days (6 months.) Current residents that are away from their unit for more than 14 consecutive days must notify management every 14 days where they can be contacted and when they expect to return.
8. **Subletting and Guests:** Residents will not sublet (lease out) their apartments. Only those specific persons designated on the Rental Application, Resident 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. See **Addition to Household Policy**.

Residents may have any one guest (someone staying with the Resident but who is not on the lease) for a period of fourteen (14) days per ninety (90) day period. ("Stay as used here includes all day and/or night.) Such guests must be registered with management at the onset of their stay. Guests staying longer than the allotted time must apply to be placed on the Resident's lease and their income must be factored into the calculation of the rent. The Resident may request a written management waiver allowing guests to stay for periods longer than normally allowed if necessary. Management will make the final determination as to whether the waiver is appropriate in each circumstance.

9. **Moving:** Moving into and out of an apartment will take place only during business hours via the front entry door and ramp. Doors cannot be blocked open and left unattended. The elevator shall not be 'blocked' open – there is a key control that can be made available via an arrangement with Management. All Residents 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 Resident and Manager, and is to be done only during business hours.

- 10. 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. Residents 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 Resident.
- 11. Responsibility:** Residents must maintain their dwellings in a clean and sanitary fashion. This includes your front door and the hallways leading to stairs and the elevator. If you spill something please clean up after yourself. Trash and garbage must be disposed of in a proper trash or recycling receptacle. Residents 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 Resident. Residents must clean the fan vents in the kitchen and restroom monthly, to **ensure** proper ventilation. Residents must properly use all appliances and fixtures. Residents 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 Resident, costs associated with restoration shall be the responsibility of the Resident.
- 12. 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 any window, door, deck, patio, fence or landing. Drapes, screens, 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 Resident (at no cost to the complex). Management will provide guidance to Residents wishing to install sheer curtains.
- 13. In-House Transfers to Other Dwelling Units:** Residents 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 Resident is not allowed. Residents must thoroughly clean the unit being vacated. The unit must be inspected upon transfer as though the Resident 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 Resident.
- 14. Alterations:** Residents are to make no alterations to their units without prior written approval from Management. This includes, but is not limited to, changes to lighting fixtures, built ins, shelving, entry door locks, attachment of any adhesive mirror tiles, wallpaper, appliqué, stick-ons, etc. **NO ADHESIVES.**
- 15. Running Water:** Water shall not be left running unattended. Residents shall immediately report all plumbing defects, plugged drains and dripping faucets to Management. Residents need to have their own toilet plungers for clogs. Please contact management if your plunger will not work to clear your clogged toilet. If a plumber needs to be called and the defect is

user related, you will be charged accordingly. Bidets and portable dishwashers or clothes washing machines are not allowed

16. **Bicycles:** Wheeled vehicles such as bicycles, tricycles, roller blades, baby carriages, big wheels, etc., cannot be ridden in the hallways, on the rooftop or parked upon the landscaped areas. When entering the property with a wheeled vehicle, please take care to wipe down the vehicle, so as not to track in mud and dirt that may damage the common area flooring. People powered vehicles stored in the Garage must be 'red tagged' and on record with the office.
17. **Landscape:** Residents shall not alter, disturb or interfere in any way with the ground treatment without prior written approval of Management. Residents agree to cooperate with requests from Management to pick-up or sweep the areas around their planter boxes. No items such additional planters, pots or other gardening items or tools should be stored in the rooftop deck without prior consent of management. Any alterations to the landscaping of the complex must have prior written approval from management. Please do not walk, stand, play or touch the landscaped areas of the rooftop deck, this includes the rocks around the perimeter of the roof top deck.
18. **Common Areas:** Residents are expected to provide adequate supervision of all common 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. Family members and visitors under **15** years old *must* be accompanied by a responsible adult or supervisor.
19. **Action of Family Members and Guests:** In all cases, the Resident is held accountable for the behavior of his or her family members, friends, visitors, and guests, etc. Residents agree to reimburse Management for any vandalism, destruction, breakage or damage caused by these individuals. Residents 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 tranquillity 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. With the exception of artworks that are hung securely on the walls (within 8"-10" from the unit door), or installations that are displayed with prior Management approval, there will be no storing of personal effects in the hallway. All storage rooms/janitor closets must be kept neat, clean, and tidy and are not to be used for personal storage. Storage of flammable and/or hazardous materials is absolutely forbidden. Additional storage is available in the garage for a monthly fee; please speak with management regarding your need.
21. **Complaints:** All complaints or other problems should be reported to Management at once. Residents are expected to cooperate with Management by putting their complaints in writing. Complaints are kept private and confidential.
22. **Maintenance:** All routine maintenance requested by Residents must be submitted on a written Maintenance Request form and must be signed. On this form is a statement that

MUST be filled out, which grants or denies Management access to your apartment, without the Resident's presence, to perform the maintenance.

23. **Liability** 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. Cars parked in the Garage should be locked to deter theft. It is highly advised that all Residents purchase an inexpensive apartment renter's insurance policy.
24. **Littering:** Residents and their friends, family, and guests 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, pet waste, etc. There will be no "free pile" including clothing, food, furniture and other personal and household items may not be left in the first floor, laundry room or Recycling room. Break down cardboard boxes flat. Recycling bins should be used for the intended items as outlined by the recycling agency.

Anything found left for a period exceeding 24 hours and/or present a hazard will be picked up and stored by the Manager or their representative in the lost and found for up to one month. These items if unclaimed, will be donated to a suitable charity or otherwise disposed of. Residents 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. No trash, including food waste should be left on the rooftop deck or in the laundry room. Yard waste should always be picked up and placed in the compost bin located on the roof top deck.

25. **Community Room:** The Community Room is available for the use and enjoyment of all residents on an equal basis. To reserve the room for an event, the Community Room Reservation form and calendar must be filled out and approved. The consumption of alcoholic beverages is not allowed in the Community Rooms or any other common area of the property unless accompanied by proper license. Drunken or disorderly conduct is not acceptable. **Quiet hours are from 10:00 pm to 7:00 am Sunday through Thursday and from 11:00 pm to 7:00 am Friday and Saturday.**
26. **Deliveries:** Management will NOT be available to accept parcel deliveries on behalf of the residents. Residents are responsible for arranging and receiving their own deliveries.
27. **Entry Doors:** Entry doors that open into a common hallway or other interior common area must be kept closed. All building entry doors must be secured at all times. Please do not allow anyone into the building who is not a Resident. Friends, family and guests of a Resident should be let in by the host Resident only. Tenants may not copy keys or sets of keys.
28. **Garbage Removal:** In buildings with interior hallways, garbage carried from the units through common areas must be secured in commercial grade plastic trash bags which are fastened shut to prevent leaks and stains in the halls, on stairs and in the elevator. All garbage must be placed inside the refuse container provided. Reasonable accommodations

will be made for those individuals who are physically unable to reach the dumpster. Garbage bags should not be stored by interior and/or exterior doors.

Box springs, old appliances and furniture are not permitted in the complex dumpster or in the garage. All costs associated with the removal of these items will be charged to the Resident.

29. **Grocery Carts:** The use and storage on the premises of commercial grocery carts is prohibited. Any costs incurred for the return of these carts will be charged to the Resident.
30. **Lockouts:** Management does not assume responsibility for lockouts when a key holder is unavailable. During normal business hours, key holders are available to unlock your unit. If you become locked out after-hours, and you are unable to reach a key holder, it is your responsibility to gain access into the apartment. Management suggests you call a locksmith at your own expense.

Frequent, repeated lockouts are a disruption to normal operations. After six (6) lockouts in any given year, management reserves the right to refuse service.

31. **Management:** Residents must cooperate with management in routine matters of apartment business. Interference with management will be considered material non-compliance with the lease. Anyone who refuses to cooperate with management, obstructs management from performing its duties or is abusive to management or staff will be subject to eviction.
32. **Barbecues:** Hibachis, smokers and coal barbecues are not permitted. Management approved Propane Gas grills ONLY. Residents must exercise caution when using barbecues and should pay attention to the health and safety of the apartment complex and the quiet enjoyment of neighbors. The barbecue should be positioned as far from the building structures as possible and be attended at all times. For additional information, please contact your site manager.
33. **General**—Residents 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 30-Day Notice of any such changes will be furnished to Residents if this occurs. Residents 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 Resident's Lease Agreement by Management and eviction from the complex.

By signing this, I acknowledge receiving and reading the Artspace Everett Loft's Rules and Regulations, and will adhere to them in the future.

Resident's Signature

Date

Resident's Signature

Date

Management Representative's Signature

Date

Artspace Everett Lofts	Unit: _____
2917 Hoyt Ave #102	
Everett, WA 98201	
(425) 252-5935	