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**Glenco Properties, Inc.**  
**Rules and Regulations / Lease Addendum**

Revised: March 9, 2006  
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**1. RENT PAYMENT:** RENT IS DUE ON THE FIRST (1<sup>ST</sup>) DAY OF EVERY MONTH. Glenco Properties, Inc. allows a grace period until the fifth (5<sup>th</sup>) of the month for rent to be considered on time (this is to allow for an unexpected delay in the mail). Any rent **received** after the fifth (5<sup>th</sup>) of the month will be considered late, and a \$50.00 late fee will be assessed. Late fees are assessed based on the date rent is **received**, not based on the postmark date.

Payments must be paid by **ONE** check or **ONE** money order per apartment. All checks or money orders should be made **payable to the apartment community's name** and mailed or delivered to the Glenco Properties, Inc. office. Your address and apartment number must be written on your rent payment. For all checks returned unpaid, there will be a \$30.00 processing fee (in addition to any late fee which may be due). After two checks are returned unpaid, resident may no longer pay by personal check (payment must then be made by money order or cashier's check). No two-party checks shall be accepted. All late fees, processing fees, and any other fees or charges under this lease shall be payable by tenant as additional rent under the lease.

**2. YOUR APARTMENT / CHARGES:** Your lease prohibits any alterations or additions to the premises without the prior written consent of management. We want you to regard your apartment as your home, and management therefore reserves the right to allow tasteful modifications on a case-by-case basis.

Your apartment (and locker and garage, if applicable) must be thoroughly cleaned at move-out. Charges will be assessed for items not left in the condition they were upon move-in (excepting normal wear and tear). NOTE: Normal wear and tear does not include leaving items dirty or damaged. **Cleaning and repairs will be billed at \$35.00 - \$55.00 per hour plus supplies.** After you move out, Glenco Properties, Inc. will have the carpet professionally cleaned. Any damage requiring stain removal, patching or premature replacement etc. will result in charges to the resident.

If the entire lease term is not fulfilled by the resident as named on the lease, landlord will attempt to re-rent the apartment, and resident will be responsible to pay any costs incurred for re-rental and/or readying your apartment for a new resident in accordance with applicable landlord / tenant laws and regulations. NOTE: This amount is in addition to all other charges due in accordance with your lease, including the current resident remaining responsible for paying rent until the end of the lease term, or until a new resident begins paying rent for the apartment. (Refer to the Glenco Properties "Lease Break Options" form for further information.)

**3. PERSONAL PROPERTY:** Each resident is responsible for the safety of his/her possessions from any and all hazards including, but not limited to fire, water damage and theft. **Our building insurance policy will not cover your possessions. Purchase of renter's insurance is strongly advised.**

Any locker or storage space is furnished gratuitously and is not part of the leased premises. It is the resident's responsibility to keep such storage area locked at all times. We strongly suggest not storing any valuable items in the locker, and all items should be placed on pallets off of the floor, in case of moisture or water in the basement from a pipe leak, seepage, etc. No storage of any highly flammable materials, fuels, papers, rags, trash or recyclables is permitted. Gas cans, propane tanks or any other gas powered equipment (whether empty or not) may not be stored in any part of the building.

Management reserves the right to allow waterbeds on a case-by-case basis. Proof of renter's insurance, including a specific waterbed rider, must be provided prior to installation of a waterbed on the premises. Residents may not bring any laundry machine on premises without prior written consent of landlord (except to be stored in an appropriate storage area).

**4. CONDUCT / COURTESY:** The apartment is to be used for residential purposes only. No business and/or sales (including rummage or automobile sales) may be conducted on the premises. Childcare is also prohibited. The only childcare that is permitted is occasional, unpaid, non-scheduled care for a friend or relative.

There shall be no loitering or playing in hallways, lobbies, basements, parking lots, or among shrubs and plantings.

All interior common areas (basements, hallways, etc.) are no smoking areas. Out of respect for your neighbors, laundry machines are to be used only between 8:00 AM and 9:00 PM (unless otherwise posted in the laundry areas). Individual apartment, mailbox, lobby and basement doors are to remain closed and locked (where applicable) except during ingress and egress. Apartment windows are to remain closed during heating season. No common area electricity may be used by residents, and no cords of any type are to be run outside of any resident's apartment.

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73 **5. COMMUNITY APPEARANCE:** For the benefit and pride of all residents, absolutely no items, including  
74 rugs or mats, are to be stored in any common area. Items left in common areas may be removed and disposed of  
75 by management, and the cost of such removal shall be charged to the resident responsible. No decorations  
76 (except as provided by landlord) are permitted in any common area, or outside of any apartment.

77  
78 Any patio or balcony area must be kept neat and clean, with only appropriate patio furnishings stored thereon (i.e.  
79 patio chairs, outdoor table, flower planters). No toys, bicycles, boxes, etc. shall be stored, and no laundry, rugs,  
80 etc. shall be hung or dried on patio or balcony. No items shall be set or mounted on the railing of any balcony.  
81 No feeding of birds or any other animals is permitted outside your apartment.

82  
83 Every apartment must have a proper window covering which presents a neat uniform appearance to the exterior  
84 (e.g. shades, blinds, curtains). Blankets, sheets, etc. are not acceptable window treatments. No window air  
85 conditioners are permitted except with the express written consent of landlord.

86  
87 **6. TRASH DISPOSAL / RECYCLING:** Appropriate trash containers are provided at the apartment community.  
88 Trash is not to be left in common areas (even temporarily) or outside of trash containers.

89  
90 Large items such as mattresses, TV's, furniture, etc. require special pick-up arrangements and may involve a  
91 charge to the resident. Contact your apartment manager to make arrangements for disposal of such items.  
92 Residents who improperly dispose of items will be charged an administrative fee for such disposal. Resident  
93 agrees to comply with all present and future laws, orders, and regulations regarding the collection, sorting,  
94 separation, and recycling of refuse.

95  
96 **7. PARKING:** Resident may use such vehicular parking spaces as landlord may designate. Resident must  
97 comply with all rules and regulations concerning parking. Resident shall not park unregistered, unlicensed, or  
98 inoperable vehicles, vehicles in poor condition, large trucks, trailers, campers, or other recreational vehicles on the  
99 premises. Any unauthorized or improperly parked vehicles may be subject to ticketing and/or towing. Guests are  
100 to use only those areas (if any) designated for visitor parking. Garage doors are to be kept fully closed at all  
101 times.

102  
103 No vehicle repairs, oil changes, etc. may be performed on the premises. Vehicles must be maintained in  
104 reasonably good condition, and shall not drip or leak any fluids or cause any damage to parking lots or garages.  
105 Resident shall be responsible for the cost of any repair or cleanup, due to their vehicles and those of their guests.

106  
107 Glenco Properties, Inc. assumes no responsibility for damage to, or theft of or from vehicles parked on the  
108 premises. We strongly suggest that you lock your vehicle at all times, and always keep valuable items out of  
109 sight.

110  
111 **8. KEYS AND LOCKOUTS:** If you misplace your key, contact your apartment manager for a duplicate, which  
112 may be issued at the sole discretion of Landlord, and will involve a charge.

113  
114 If you are locked out of your apartment, contact your apartment manager. Landlord reserves the right to charge  
115 tenant for lockouts. If there is a charge, it is due at the time the door is unlocked.

116  
117 Changes in locks will be made at the sole discretion of Glenco Properties, Inc. Resident will be charged \$50.00  
118 per lock for lock changes (and \$55.00 for replacement of garage door opener, if applicable).

119  
120 **9. MAINTENANCE / MANAGEMENT / COMMUNICATION:** Resident is responsible for replacing burned  
121 out light bulbs and garage door remote batteries. If you need assistance with replacing light bulbs or batteries,  
122 please contact your apartment manager.

123  
124 Routine maintenance will be completed during normal business hours. Please notify your apartment manager in  
125 writing of any necessary repairs. Damage or costs incurred (including maintenance and/or management time  
126 billed at \$35.00 - \$55.00 per hour plus supplies) resulting from tenant's (or guest's) actions, negligence, or failure  
127 to notify the management of required maintenance will be charged to the tenant and shall be payable by tenant as  
128 additional rent under the lease.

129  
130 Glenco Properties, Inc. reserves the right to contact you by telephone, email, facsimile or other means of  
131 communication regarding your residency or any other transaction between you and Glenco Properties, Inc.

132  
133 **10. GRILLING:** We encourage residents to take advantage of our grounds by using them, in part, for grilling.  
134 The following restrictions apply: Absolutely no grilling is permitted within ten feet of a structure or on any  
135 balconies. Only standard gas and coal cooking grills may be used; no fire pits, heaters, etc.

136  
137 After the coals have cooled, and can be touched, they should be disposed of only in the trash containers  
138 (dumpsters). To speed the cooling of coals, completely douse them with water. Grills must be removed from the  
139 common areas after use or stored neatly in an area as designated by your apartment manager. Gas grill tanks  
140 (whether empty or not) may not be stored in any part of the building.

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141 **11. PETS:** Glenco Properties, Inc. reserves the right to approve pets on a case-by-case basis. No pet is allowed  
142 on the premises (excepting fish and caged birds) without prior written authorization. The "Glenco Properties, Inc.  
143 Pet Rules" form must be completed and approved by management, and the terms of the form fulfilled prior to  
144 bringing any pet on the premises. If it is determined that an unauthorized pet was kept on the premises, Glenco  
145 may charge the resident(s) \$100.00 per unauthorized pet, plus monthly pet fees from the first (1<sup>st</sup>) date of the  
146 current lease.

147  
148 **12. SMOKE DETECTORS / FIRE PREVENTION:** Every apartment is provided with one or more smoke  
149 detectors. Please test the smoke detector(s) on a regular basis. It is your responsibility to report any problems to  
150 your apartment manager. It is the owner's and manager's responsibility to maintain the smoke detector. The  
151 smoke detector will be repaired or replaced within five (5) days of receipt of your written notice that it is not  
152 working properly.

153  
154 A chirping sound made by your smoke detector is an indication that the battery must be replaced. For your safety,  
155 please install a new battery immediately upon hearing the chirping sound. Contact your apartment manager if you  
156 need assistance with replacing the battery.

157  
158 If the smoke detector in your apartment is battery operated, a new battery was installed prior to your occupying  
159 the apartment. Once each year management will replace the battery for your smoke detector (unless your smoke  
160 detector is hard wired to the building electricity). **Do not ever disconnect smoke detectors; they are for your  
161 safety and the safety of your neighbors.**

162  
163 No flammable liquids or gases are to be stored in any apartment, locker or garage.  
164

**Resident(s) Please Complete The Following:**

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166  
167  
168 **Tenant agrees to comply at all times with the rules stated herein. It is understood that**  
169 **this agreement is an extension of and incorporated within Tenant's lease and any**  
170 **renewals thereof, and is enforceable therewith. Violations of these procedures shall be**  
171 **deemed a violation of Tenant's lease.**

172  
173 Apartment Address \_\_\_\_\_ Apt. # \_\_\_\_\_

174  
175 Print Name \_\_\_\_\_ Signature **X** \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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177 Print Name \_\_\_\_\_ Signature **X** \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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179 Print Name \_\_\_\_\_ Signature **X** \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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181 Print Name \_\_\_\_\_ Signature **X** \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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183 Print Name \_\_\_\_\_ Signature **X** \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
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185  
186 **Landlord**

187 By: Glenco Properties, Inc. Signature \_\_\_\_\_ Date \_\_\_\_\_

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