



**APARTMENT AND COMMUNITY GUIDELINES, AGREEMENTS AND  
ADDENDA TO LEASE**

«property\_name»

RE: Resident Lease Agreement dated «lease\_generated\_on» (the "Lease"), between «responsible\_applicant\_names» ("Resident") and «property\_name» ("Owner") for Unit Common Area and Exclusive Space at Owner's apartment community generally located at «property\_street\_line1», «property\_city», «property\_county» County, Texas «property\_postal\_code».

The terms below herein this Apartment and Community Guidelines Agreement is hereby incorporated and added as part of the Lease. Resident should read the following Apartment and Community Guidelines Agreement. Terms used in Apartment and Community Guidelines Agreement shall have the same meaning as defined in the Lease. A single violation of these Apartment and Community Guidelines Agreement or a violation of fire, health, or criminal laws by Resident or Resident's guest(s) shall constitute a violation of the Lease; in which case, the Owner shall be entitled to pursue all rights and remedies pursuant to the Lease and applicable law. Resident shall sometimes be referred to herein as "I" or "you" or "You." Owner shall sometimes be referred to herein as "us" or "we" or "We." Terms used in these Apartment and Community Guidelines Agreement shall have the same meaning as in the Lease.

**SAMPLE**

## **A. APARTMENT AND COMMUNITY GUIDELINES AGREEMENT**

The following Apartment and Community Guidelines (the "Guidelines") are added as part of the Lease. Resident should read the following Guidelines carefully.

### **GENERAL GUIDELINES FOR RESIDENT:**

1. All blinds visible from the exterior must show white or off-white so as to give a generally uniform appearance to the community. You cannot use foil or other unsightly materials to cover the windows and you cannot display neon or flashing signs in the windows.
2. Garments, rugs or any other items may not be hung from the windows, patios, balconies, common hallway areas or any other exterior area of the community.
3. You must keep the patios, balconies and common hallway areas which are a part of the apartment clean and uncluttered. You cannot change the structure or appearance of any patio or balcony area. You cannot use patios or balconies for storage purposes and you cannot fence in, wire in, or otherwise enclose the patios or balconies. Furniture made for outdoor use can be used at our discretion.
4. You cannot distribute, post or hang any signs or notices in any portion of the community without our prior approval. You cannot throw objects from patios, balconies or windows.
5. Welcome mats can be placed in front of doors, but rugs or carpet remnants are not permitted.
6. No electrical and telephone wiring may be installed within the apartment. Antennas and satellite dishes must comply with rules promulgated by us.
7. Door locks can only be changed with our proper written approval. Keys to changed locks will be deposited with our representative. A fee in the minimum amount of \$50.00 will be assessed for all lock changes requested while residing in the apartment. Mailbox lock changes may be requested at a fee of \$50.00.
8. With our prior approval and proof that you have proper insurance which names our managing agent as "Additional Insureds", you can have water beds or water furniture in bottom floor apartment only.
9. No alarm systems or lock/hatch changes or rekeying is permitted unless we have approved it in writing.
10. You cannot modify the apartment's ceilings, floors, walls, shelves, or closets.
11. You need to be careful not to trigger the overhead sprinkler system in your apartment. A slight depression of the sprinkler head will result in a total draining of water from the system. We will not be responsible for any damages incurred from such situations. You will be responsible for the payment of all damages incurred from activating the system.
12. After you move into your apartment, you are responsible for replacing all interior light bulbs and/or fluorescent tubes in your apartment. Colored bulbs are not allowed in any exterior light fixture.
13. Halogen light bulbs/lamps must be used with extreme caution. Do not place halogen bulbs near draperies or other flammable materials. You must monitor the use of these bulbs, including the heat level. Owner will not be responsible for any damages incurred from halogen bulbs/lamps.
14. If you smoke in your apartment or create other types of odors, you need to use proper ventilation. Open windows and use ceiling fans or other fans to allow the odors to escape the apartment. If the carpet, furniture, furnishings, or other items in the apartment retain odors due to your use, you will be responsible for removing unwanted smells and odors. If the unwanted smells cannot be removed, we will replace any carpet, furniture, furnishings, or other items. The cost to remove the odors or replace the items will be deducted from your Security Deposit.
15. You or your guests may not anywhere in the community use unsupervised candles or kerosene lamps without our prior written approval.

### **ACCESS TO YOUR UNIT:**

You need to notify us of any expected guest(s), delivery service, maid service, etc. You will need to provide written permission authorizing us to release your apartment number, telephone number, or apartment/bedroom key. Your guest will be required to show a form of identification (e.g. driver's license, etc.). Otherwise we may deny access into the community and into your apartment. You expressly agree by executing these Guidelines that we may provide information on you or your rental history for law enforcement, governmental, or business purposes.

### **COMMON AREAS:**

1. Bicycles and other personal property cannot be parked or left outside an apartment, except on private patios, balconies, or bicycle racks that we may provide. You cannot hang your bicycles from the ceiling or wall of the patios or balconies or the interior of the apartment. You may not block stairwells, hallways, or other fire escape routes with bicycles or other items.
2. For your safety, team sports such as football, baseball, kickball, soccer, dodgeball, etc. are not permitted to be played in the parking areas and pool areas.
3. Use of the common areas of the community, including but not limited to, the clubhouse, pool & spa area, fitness center, basketball and volleyball facilities, game room, study lounge, and computer room is for you and other residents and

their guests (no more than two per resident(s)) except in the situation of a resident hosted function which we have previously approved. If you have any guests using these facilities, you must accompany your guest(s) at all times. If you or your guests use any of the facilities, all of you must comply with the guidelines which are posted at each area. If any person using the facilities is 14 years of age or under, that person should be accompanied by an adult.

#### **FIRE SAFETY:**

1. Barbecue grills are provided at the pool and/or throughout the community for resident use (where applicable). The use of all other grills or hibachis must comply with applicable laws and are prohibited from being used on balconies/patios or decks.
2. You cannot store or repair any gasoline or gas-fueled vehicle, motorcycle, moped, scooter or other similar vehicle in any area of the community or apartment.
3. You must not tamper with, interfere with, or damage any alarm equipment and/or installations.

#### **AFTER HOUR LOCK-OUTS:**

Contact the Office for after-hours lock-outs and emergencies. Lock-out emergencies are considered to be building and apartment entry doors only – not bedroom doors. For bedroom lock-outs, contact the office during normal business hours. A fee in the minimum amount of \$50.00 will be charged and is due payable the next business day. Call 911 or any other applicable emergency number in case of fire and other security concerns.

#### **PARKING AND TOWING:**

1. **Parking.** Resident acknowledges that this Lease does NOT include any right to park in the designated Resident parking area, unless Resident has executed the Parking Addendum with Owner, Resident has paid the monthly Parking Fee as defined in a Parking Addendum, and Resident properly displays a Parking Identification Sticker as further set forth in a Parking Addendum. If Resident has executed Parking Addendum with Owner, a copy of the same is attached to this Lease. Resident agrees to comply with the terms and conditions of the Parking Addendum and rules and regulations applicable to parking which may be promulgated by the Owner from time to time during the Term of this Lease. Parking is NOT guaranteed, due to the limited availability.

If Owner provides Resident with a sticker or decal, Resident must place same in the bottom passenger-side (right side) corner of the front windshield of your vehicle (if applicable) (or on a conspicuous place on Resident's vehicle if the vehicle does not have a front windshield). If Owner provides Resident with a hanging tag, Resident must hang same from rear-view mirror. Resident expressly understands that state law may require removal of rear-view mirror sticker when said vehicle is being operated.

Resident must forfeit Resident's vehicle identification sticker with Unit's keys and access devices when Resident moves out. Resident must display the parking identification sticker provided by Owner at all times on the driver's side of the front windshield of Resident's vehicle (or on a conspicuous place on Resident's vehicle if the vehicle does not have a front windshield). Owner reserves the right to designate and control the method, manner and time of parking in parking spaces in and around the Premises.

2. **Parking Rules.** Resident must comply with all parking rules and instructions posted by Owner. Neither Resident nor guests, invitees, licensees, family or others shall park in NO PARKING ZONES or other restricted areas. The Resident agrees to remove any unregistered, inoperable, or unauthorized vehicle from the Premises within twenty-four (24) hours when requested in writing by the Owner.
3. **Violation May Result in Vehicle Being Towed.** To the extent allowed by applicable law, Owner reserves the right to remove, at the Resident's expense and without prior notice, such motor vehicles, in the event that: (i) Resident fails to comply with the Owner's written request for removal; (ii) vehicle is illegally parked in a reserved handicapped accessible space; (iii) vehicle is parked in a manner which blocks other vehicles, dumpsters, drives, or walks; (iv) vehicle is illegally parked in a fire safety zone; (v) vehicle is parked on the grass or landscaping; (vi) vehicle is parked in more than one space; (vii) vehicle is a boat, trailer, recreational vehicle or other prohibited vehicle; (viii) vehicle is parked in any other manner which would allow towing pursuant to state statute. Owner is not responsible for any damages to any vehicles incurred while parked on the Premise.
4. **Other Parking Policies and Rules.** The Owner may regulate the time, manner and place of parking cars, trucks, motorcycles, bicycles. Owner may remove any illegally parked vehicles and have same towed away in accordance with state or local laws for any single violation of the Parking Addendum and these Guidelines. A violation of any single item below constitutes a material violation of the Parking Addendum and these Guidelines:
  - a. Vehicles in use at or around the Premises may not exceed a speed of fifteen (15) miles per hour.
  - b. If Resident improperly parks Resident's vehicle, it is subject to being towed away in accordance with state laws.
  - c. Washing your vehicle at the Premises is prohibited unless there is an expressly designated area for car washing.

- d. Resident is expressly prohibited from conducting repairs or performing other mechanical or maintenance work on any vehicle in the Premises.
- e. Commercial vehicles, trailers, campers, mobile homes, recreational vehicles, trucks (other than a standard size or smaller pick-up truck or van), inoperable vehicles of any kind, boats, or similar equipment or vehicles, are prohibited from being at the Premises except for the temporary purpose of loading or unloading of passengers or personal property. Commercial vehicles are defined as any vehicle larger than a standard size passenger pick-up or van (e.g. dump trucks or heavy equipment), vehicles that carry or are mounted with equipment used in a profession or employment (e.g. taxis, mini-buses, limousines, etc.).
- f. A vehicle is prohibited in the Premises if it: has flat tires or other conditions rendering it inoperable; has an expired government issued license or inspection sticker; takes up more than a single parking space; belongs to a resident who has moved out of his or her apartment or has been evicted; is parked in a marked handicap space without the required handicap insignia; blocks another vehicle from exiting or entering; is parked in a fire lane or designated "no parking area"; or is parked in a space marked for or assigned to other resident(s) or unit.
- g. It constitutes a violation of the Parking Addendum and these Guidelines if a vehicle is parked in an unauthorized fashion. A vehicle will be deemed to be parked in an unauthorized fashion if it is:
  - parked, stored, or situated anywhere within the Premises, except in an area or space specifically designed for parking.
  - in an inoperable condition, whether or not parked in a designated parking space.
  - parked in a parking space assigned to another resident, without the consent of the Resident.
  - parked in such a manner as to occupy more than one marked parking space.

WARNING: RESIDENT'S VEHICLE WILL BE TOWED IF RESIDENT FAILS TO COMPLY WITH THE OWNER'S PARKING POLICIES AND RULES SET FORTH IN THE PARKING ADDENDUM OR THIS THE APARTMENT AND COMMUNITY GUIDELINES, AGREEMENTS AND ADDENDA TO LEASE. OWNER IS NOT RESPONSIBLE FOR ANY DAMAGES INCURRED TO ANY VEHICLES TOWED WHILE BEING PARKED AT THE PREMISES.

**SERVICE REQUESTS:**

We offer 24-hour response to emergency service (non-security) requests. Call 911 or any other applicable emergency number in case of fire and any other security concerns. Emergencies are considered any situation which places life or property in jeopardy and requires immediate attention. For 24-hour emergencies, call the Office; the answering service will answer) and explain the situation. We will contact the proper service personnel. For normal service requests, please call during normal Office hours.



**MAIL AND PACKAGE:**

The mailbox is to be used jointly by all co-residents assigned to your apartment. Packages will be placed into the Parcel Pending locker system. Instructions to register for this service will be provided at move in, and a **one-time \$5** fee applies. Packages which cannot fit into the package boxes can be received at the office. We will not be responsible for any damages, loss, or theft of packages. Packages which are not claimed within thirty (30) days of delivery will not be held.

**UTILITIES:**

1. Unless we instruct you otherwise, you must, for 24-hours a day during freezing weather, (a) keep the apartment heated to at least 50 degrees Fahrenheit, (b) keep cabinet and closet doors open; and (c) drip hot and cold water faucets. You are liable for damage to your property and other's property if the damage is the result of the utilities being turned off or because of broken water pipes due to your violation of these requirements.
2. All utilities may be used only for normal household purposes and must not be wasted.
3. We will not be liable for any interruption, surge or failure of utility service to the apartment or any damage directly or indirectly caused by the interruption, surge or failure not caused by us.

**FITNESS CENTER POLICIES:**

1. Persons using the Fitness Center do so at their own risk. We assume no responsibility for accident or injury.
2. If you believe any equipment is malfunctioning, please notify the office immediately.
3. Persons under the age of 14 should have adult supervision.
4. Rubber sole shoes required. No hard sole shoes.
5. No animals allowed.
6. No food allowed.
7. Drinks are permitted if carried in plastic containers. No glass containers. Please properly dispose of all drinking containers.
8. No radios permitted without the use of headphones.
9. Guests must be accompanied by a resident. No more than 2 guests per resident.

10. Any person, who is in our sole judgment, under the influence of alcohol or other drugs, may be excluded from the fitness center.
11. We are not responsible for items which are lost, damaged or stolen.
12. No Smoking.
13. We reserve the right to restrict the use of this facility.
14. Do not use equipment if you are taking any medication that causes drowsiness.
15. Use the equipment only in the manner intended by the manufacturer. **Improper use of equipment may cause serious injury or death.**

**GAME ROOM POLICIES:**

The following policies are in affect for all communities with a Game Room:

1. Guests must be accompanied by a resident. No more than two (2) guests per resident.
2. No fighting, dangerous conduct, or noise which disturbs others.
3. No glass containers.
4. Do not leave personal items in this area. We are not responsible for any lost, stolen or damaged items.
5. Use the equipment only in the manner intended by manufacturer. Please handle the equipment with care.
6. Do not remove or damage equipment and supplies.
7. No Smoking.
8. We reserve the right to restrict the use of this facility.

**COMPUTER CENTER POLICIES:**

The following policies are in affect for all communities with a Computer Center:

1. This facility is provided for residents only.
2. Please show consideration to other residents waiting to use equipment.
3. Use the equipment only in the manner intended by the manufacturer. Please handle the equipment with care.
4. Do not remove or damage equipment and supplies.
5. Do not save or install any items onto the hard drive. Do not tamper with programs installed on the computer.
6. Do not leave personal items in this facility. We are not responsible for any lost, stolen or damaged items.
7. No Smoking.
8. No food or drinks can be close to equipment. No glass containers.
9. We reserve the right to restrict the use of this facility.
10. Residents are responsible for supplying their own paper.

SAMPLE

**POOL POLICIES:**

The following policies are in affect for all communities with a Pool:

1. The Pool hours are: 9:00 a.m. – 10:00 p.m.
2. Persons under the age of 14 should have adult supervision.
3. Persons using the pool do so at their own risk. We assume no responsibility for accident or injury.
4. No animals allowed.
5. Anyone with a communicable disease capable of infecting others is prohibited from pool.
6. No loud music.
7. No glass containers.
8. Pool yard gates may not be propped open or otherwise rendered inoperable, even temporarily.
9. No more than 2 guests per resident. Guests must be accompanied by a resident.
10. No running, horseplay, fighting, dangerous conduct or noise which disturbs others.
11. Diving is not permitted at any time.
12. We are not responsible for lost, damaged or stolen items.
13. Proper swimwear is to be worn. No cut-offs or thong bathing suits are allowed.
14. No drunkenness or profanity. Any person who is, in our sole judgment, under the influence of alcohol or other drugs may be excluded from the pool area.
15. No jumping or diving into pool or spa from balconies/patios.
16. We reserve the right to restrict the use of this facility.

**Warnings:**

- **NO DIVING**
- **NO LIFEGUARD ON DUTY**
- **PERSONS UNDER THE AGE OF 14 SHOULD NOT USE HOT TUB WITHOUT ADULT SUPERVISION**
- **Call 911 in case of emergency**

## MISCELLANEOUS:

1. Common area amenities are provided as a courtesy and access to these items may be altered or eliminated by Owner at any time without any adjustment to the rent that is owed by Resident.
2. Neither you nor your guests can make or permit to be made any loud, disturbing, or objectionable noises. Musical instruments, radio, CD players, television sets, amplifiers and other instruments or devices cannot be used or played in such a manner as may constitute a nuisance or disturbs other residents. We shall have the right, in the event of violations of these or any other rules, to assess a fee to be paid by you in an amount up to \$100 per violation.
3. Neither you nor your guests can use the common areas, parking lots or grounds in such a manner that interferes with the enjoyment of other residents.
4. Any general noise disturbances, (i.e. noise from pool music, parties, machinery, etc.) should be reported to the Office (during business hours) or the answering service (after hours). The answering service will contact the appropriate management personnel to handle the disturbance.
5. We have the right to exclude guests or others who, in our sole judgment, have been in violation of the law, violation of the Lease or any rules or policies of the community, or disturbing other residents, neighbors, visitors or our representatives. We can also exclude from any patio or common area, a person who refuses to or cannot identify himself or herself as your guest.
6. **IF YOU NEED TO REPLACE ACCESS CARDS, REMOTE CONTROL DEVICES OR KEYS, YOU WILL BE CHARGED A FEE IN THE MINIMUM AMOUNT OF \$50.00; IF YOU ARE IN NEED OF A REPLACEMENT PARKING DECAL, YOU WILL BE CHARGED A FEE IN THE MINIMUM AMOUNT OF \$50.00.**

## ANIMAL POLICIES AND RULES:

1. As indicated in Section 25 of the Lease, Animals (except for assistance animals as defined by the Fair Housing Act) are prohibited, even temporarily, in the Exclusive Space, Unit Common Area and Premises, unless Owner AND Resident and all Roommates, execute an Animal Addendum and Resident pays a non-refundable animal fee in the amount of \$«pet\_one\_time\_fee», an animal deposit in the amount \$«pet\_deposit\_total», and additional monthly Pet Rent in the amount of \$«pet\_recurring\_total». Assistance and Service animals will be allowed in accordance with federal, state and local fair housing laws.
2. Resident shall comply with the following rules regarding Resident's animal in addition to compliance with the terms of the Lease as well as any supplemental rules established by Owner with respect to animals or animals in the apartment community:
  - a. Animals must be fully grown (at least one (1) year of age).
  - b. Animals should not be unattended on patios or balconies.
  - c. Resident is responsible for immediately cleaning up any animal defecation and animal defecation must be dealt with as follows:
    - Cats -inside the litter box only
    - Dogs -outside, around the perimeter of the apartment property in designated animal walks or other designated areas only
  - d. Animals must not disturb neighbors or others in and around the apartment community, whether the animals are inside or outside the Premises.
  - e. Animals must not be tied to any fixed object anywhere outside the Premises.
  - f. Animals, other than assistance or service animals, must not be let into swimming pool areas, laundry rooms, offices, club rooms, or other recreational facilities or common areas.
  - g. Animals must not be fed or watered outside the Premises.
  - h. No more than two (2) animals per Unit are permitted.
  - i. Cats must be neutered and declawed.
  - j. Aggressive breed canines and exotic animals including, but not limited to the following will not be permitted: Akita Inu, Alaskan Malamutes, American Bandogge, American Bulldog, Basenji, Boew Boel, Bull Terrier, Cane Corso, Caucasian, Chow, Doberman Pinschers, Dogo Argentino, Fila Brasileiro, German Shepherd, Great Dane, Gull Dong, Huskies, Perro de Presa Canario, Pitbull, Rhodesian Ridgeback, Rottweiler, Saint Bernard, Tosa Inu, Wolf Hybrid; Poisonous Animals (i.e. spiders, snakes); and/or, other Exotic Animals (e.g. monkey, ape, iguana, ferret, sugar gliders, snakes).
  - k. With the exception of a non-restricted breed or size of either a feline, canine, and/or fish in an aquarium no larger than one (1) gallon, all other animals shall be considered to be Exotic Animals
  - l. Animals shall be kept on a leash and under the Resident's supervision when outside of the Premises. The Owner or Owner's representative has the right to pick up unleashed animals or report them to the proper authorities.
  - m. Visiting animals are not allowed.
3. The Owner shall comply with all federal and state laws, including, but not limited to the Fair Housing Act. Under the Fair Housing Act, an Assistance Animal is a reasonable accommodation to a person with a disability as necessary because of that disability. Breed, size and weight limitations are NOT applied to properly verified and approved Assistance Animals. Pet Fees, Pet Deposit and/or Pet Rent are NOT applied to properly verified and approved Assistance Animals. For additional

information, see Lease Addendum for Resident with Assistant Animal in the Apartment and Community Guidelines, Agreements and Addenda to Lease.

**VIOLATIONS:**

As indicated above, a violation of these Guidelines shall constitute a violation of the Lease and shall entitle us to pursue any rights or remedies pursuant to the Lease and applicable law including seeking possession of the apartment. Additionally, we shall have the right, in the event of violations, to assess a fee for each violation. In the event you are assessed a fee and you do not pay the fee within ten (10) days of being notified, all monies paid by you for rent or otherwise shall be applied to non-rent items first and then to rent due and owing. If you fail to pay all amounts due, you will be delinquent in the payment of rent; in which case, we shall be entitled to pursue its rights and remedies under the Lease as if you failed to pay rent.

**MODIFICATION OF GUIDELINES:**

You and your guests will be required to comply with all of the requirements set forth in these Guidelines. We have the right to change them from time to time as we deem necessary. Any changes to these Guidelines will be effective and a part of the Lease once they have been delivered to you or posted in a public area of the community used for such purposes. You are responsible for your guest's compliance with all Guidelines. We will use reasonable efforts to get all residents and other persons to comply with the Guidelines, but we will not be responsible to you if we fail to cause any person's compliance.

**The terms of these Guidelines are effective as of the date of the Lease and are agreed to and accepted by Resident.**

**SAMPLE**

**B. FURNITURE AGREEMENT**

**THE UNIT IS FURNISHED AND FURNITURE FEE IS INCLUDED IN THE BASE FEE UNDER SECTION 3 OF THE LEASE. THE FURNITURE AGREEMENT IS APPLICABLE.**

This Furniture Agreement (this "Agreement") is made and entered into by and between Resident and Owner identified in the Lease. The terms of this Agreement are subject to the terms of the Lease; the defined terms in the Lease shall be deemed to have the same meaning as in this Agreement. In consideration of the mutual promises contained herein and in the Lease and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by all parties, the parties agree as follows:

1. **Furniture provided in the apartment.** You acknowledge that furniture and/or electronics (collectively the "Furniture") has been provided by us to you for your use in the apartment. Typical furniture packages may contain any or all of the following in the Exclusive Space (i.e. bedroom) and the Unit Common Area:

**Living Room**

Sofa  
Chair  
End Table(s)  
Coffee Table

**Dining Area/Kitchen**

Chair(s)  
Table  
Bar Stool(s)

**Bedroom**

Mattress  
Bed (frame, box spring)  
Headboard  
Dresser/Drawers  
Chair  
Desk

**YOU SHALL EXAMINE ALL FURNITURE LISTED ABOVE AND NOTIFY US IN WRITING OF ANY DEFECTS IN THE FURNITURE WITHIN 24 HOURS AFTER YOU MOVE IN. IF YOU FAIL TO NOTIFY US OF ANY DEFECTS IN THE FURNITURE WITHIN SUCH 24 HOUR PERIOD, ALL FURNITURE SHALL BE DEEMED TO BE IN GOOD CONDITION.**

2. **Disclaimer of Warranties and Representations.** TO THE FULLEST EXTENT ALLOWED BY APPLICABLE LAW, OWNER EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES, WHETHER EXPRESSED OR IMPLIED, RELATING TO ANY FURNITURE, FURNISHING EQUIPMENT OR APPLIANCES, IF ANY, IDENTIFIED HEREIN OR OTHERWISE IN THE APARTMENT OR THE UNIT INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY, FITNESS FOR SUITABILITY.  
**SAMPLE**
3. **Maintenance of Furniture.** You shall maintain the Furniture in a clean condition, reasonable wear and tear excepted and shall not remove any items of Furniture from the apartment during the term of the Lease. All items of Furniture shall be kept in the apartment and returned to us when you vacate the apartment at the expiration of the term of the Lease or when your right to possession of the apartment is terminated, whichever is sooner. When you vacate the apartment, all Furniture shall be returned to the location in the apartment and in the Unit that such Furniture were in as of the move-in date. You shall be responsible for any damages or cleaning charges incurred by us with respect to use or condition of any Furniture in the apartment owned by us.
4. **Default.** In the event the Furniture are not maintained, are damaged or are otherwise not returned to us at the expiration of the term of the Lease or when your right to possession of the apartment is terminated, whichever is sooner, in a condition satisfactory to us, you shall pay to us, upon demand, the cost to repair or replace, as determined by us, the Furniture. We shall have the right to deduct any amounts owed hereunder from the security deposit paid by you under the Lease. In addition to the foregoing, in the event of any default under this Agreement, we shall have the right to pursue any and all rights or remedies under the Lease or applicable law as if you defaulted under the Lease. See estimated replacement costs below:

The terms of this Agreement are effective as of the date of the Lease and are agreed to and accepted by Resident.



### **C. REMOTE CONTROL, CARD OR CODE ACCESS GATE ADDENDUM**

This Remote Control, Card or Code Access Gate Addendum ("Addendum") is executed by both the Resident and Owner and is hereby incorporated and added as part of the Lease

#### **1. Remote control/cards/code for gate access.**

**Remote control for gate/building/amenity access.** Each person who is 18 years of age or older and listed as a resident on the lease will be given a remote control at no cost to use during his or her residency. Each additional remote control for you or your children or other occupants will require a **\$50.00** non-refundable fee.

**Cards for gate/building/amenity access.** Each person who is 18 years of age or older and listed as a resident on the lease will be given a card at no cost to use during his or her residency. Each additional card for you or your children or other occupants will require a **\$50.00** non-refundable fee.

#### **2. Damaged, lost or unreturned remote controls, cards or code changes.**

If a remote control is lost, stolen or damaged, a **\$50.00** fee will be charged for a replacement. If a remote control is not returned or is returned damaged when you move out, there will be a **\$50.00** deduction from the security deposit. If a card is lost, stolen or damaged, a **\$50.00** fee will be charged for a replacement card. If a card is not returned or is returned damaged when you move out, there will be a **\$50.00** deduction from the security deposit.

#### **3. Report damage or malfunctions.** Please immediately report to the office any malfunction or damage to gates, fencing, locks or related equipment.

#### **4. Follow written instructions.** We ask that you and all other occupants read the written instructions that have been furnished to you regarding the access gates. This is important because if the gates are damaged by you or your family, guest or invitee through negligence or misuse, you are liable for the damages under your lease, and collection of damage amounts will be pursued.

#### **5. Personal injury and/or personal property damage.** Except as specifically required by law, we have no duty to maintain the gates and cannot guarantee against malfunctions. We make no representations or guarantees to you concerning security of the community. Any measures, devices or activities taken by us are solely for the benefit of us and for the protection of our property and interests, and any benefit to you of the same is purely incidental. Anything mechanical or electronic is subject to malfunction. Fencing, gates or other devices will not prevent all crime. No security system or device is foolproof or 100 percent successful in deterring crime. Crime can still occur. Protecting residents, their families, occupants, guests and invitees from crime is the sole responsibility of residents, occupants and law enforcement agencies. You should first call 911 or other appropriate emergency police numbers if a crime occurs or is suspected. We are not liable to any resident, family member, guest, occupant or invitee for personal injury, death or damage/loss of personal property from incidents related to perimeter fencing, automobile access gates and/or pedestrian access gates. We reserve the right to modify or eliminate security systems other than those statutorily required. You will be held responsible for the actions of any persons to whom you provide access to the community.

#### **6. Rules in using vehicle gates**

Always approach entry and exit gates with caution and at a very slow rate of speed.

- Never stop your car where the gate can hit your vehicle as the gate opens or closes.
- Never follow another vehicle into an open gate. Always use your card to gain entry.
- Report to management the vehicle license plate number of any vehicle that piggybacks through the gate.
- Never force the gate open with your car.
- Never get out of your vehicle while the gates are opening or closing.
- If you are using the gates with a boat or trailer, please contact management for assistance. The length and width of the trailer may cause recognition problems with the safely loop detector and could cause damage.
- Do not operate the gate if there are small children nearby who might get caught in it as it opens or closes.
- If you lose your card, please contact the management office immediately.
- Do not give your card or code to anyone else.
- Do not tamper with gate or allow your occupants to tamper or play with gates.

The terms of this Addendum are effective as of the date of the Lease and are agreed to and accepted by Resident.

### **D. VALET WASTE ADDENDUM**

Valet trash service will be provided for each resident **7 nights per week**. A container will be provided to each resident and must be used in conjunction with the valet service. **Containers with bagged trash should be placed outside front door only**

**between the hours of 6:00pm - 8:00pm.** Service will begin after **8:00pm.** All trash must be in bags and securely tied. Bags must be placed inside the container. No loose trash will be collected. All boxes must be broken down and flattened. After collection, residents are required to bring containers inside by **9:00am** the following morning. Containers are the property of Valet Waste Inc. It is the responsibility of each resident to keep his or her container clean. There will be a \$50.00 charge to the resident if an additional or replacement container is needed or if you take the container with you when you move out.

If any resident misses service on any of the designated nights, it is their responsibility to bring trash to the designated compactor or dumpster area or keep the trash inside his or her apartment until the next collection evening. **Containers/trash may NOT be left out for any reason during non-designated times.** If not complied with, resident will receive a warning. If after the first warning the resident is again in violation, his or her container may be removed and/or a fine of \$50 will be issued. Containers may be returned after a return fee is paid and with the resident's thorough understanding of the procedures for the service. If this problem continues beyond that, valet service for that resident will be terminated and disposing of trash will become the resident's responsibility.

The Owner hopes all residents will follow the rules to enjoy this amenity. By not following the rules for our community, you are in violation of your Lease and such violation will be handled accordingly.

The Owner Requests that everyone do his or her part in keeping the Premises clean and beautiful.

The terms of this Addendum are effective as of the date of the Lease and are agreed to and accepted by Resident

# SAMPLE

## **E. SATELLITE DISH OR ANTENNA LEASE ADDENDUM**

Under a Federal Communications Commission (FCC) order, you as our resident have a right to install a transmitting or receiving satellite dish or antenna on the Unit, subject to FCC limitations. We as a rental housing owner are allowed to impose reasonable restrictions relating to such installation. You are required to comply with these restrictions as a condition of installing such equipment. This addendum contains the restrictions that you and we agree to follow.

1. **Addendum.** This Satellite Dish or Antenna Lease Addendum to the Lease ("Addendum") is executed by both the Resident and Owner and is hereby incorporated and added as part of the Lease.
2. **Number and size.** You may install **one 1** satellite dish or antenna(s) on the Unit. A satellite dish may not exceed one (1) meter (approximately 3.3 feet) in diameter. Antennas that only transmit signals or that are not covered by 47 CFR § 1.4000 are prohibited.
3. **Location.** Your satellite dish or antenna must be located: (1) inside your dwelling; or (2) in an area outside your dwelling such as a balcony, patio, yard, etc. of which you have exclusive use under your Lease. Installation is not permitted on any parking area, roof, exterior wall, window, window sill, fence or common area, or in an area that other residents are allowed to use. A satellite dish or antenna may not protrude beyond the vertical and horizontal space that is leased to you for your exclusive use.
4. **Safety and non-interference.** Your installation: (1) must comply with all applicable ordinances and laws and all reasonable safety standards; (2) may not interfere with our cable, telephone or electrical systems or those of neighboring properties; (3) may not be connected to our telecommunication systems; and (4) may not be connected to our electrical system except by plugging into a 110-volt duplex receptacle. If the satellite dish or antenna is placed in a permitted outside area, it must be safely secured by one of three methods: (1) securely attaching it to a portable, heavy object such as a small slab of concrete; (2) clamping it to a part of the building's exterior that lies within the Unit (such as a balcony or patio railing); or (3) any other method approved by us in writing. No other methods are allowed. We may require reasonable screening of the satellite dish or antenna from plants, etc. so long as it does not impair reception.
5. **Signal transmission from exterior dish or antenna to interior of dwelling.** Under the FCC order, you may not damage or alter the Unit and may not drill holes through outside walls, door jams, window sills, etc. If your satellite dish or antenna is installed outside your dwelling (on a balcony, patio, etc.), the signals received by it may be transmitted to the interior of your dwelling only by the following methods: (1) running a "flat" cable under a door jam or window sill in a manner that does not physically alter the premises; and does not interfere with proper operation of the door or window; (2) running a traditional or flat cable through a pre-existing hole in the wall (that will not need to be enlarged to accommodate the cable); (3) connecting cables "through a window pane," similar to how an external car antenna for a cellular phone can be connected to inside wiring by a device glued to either side of the window--without drilling a hole through the window; (4) wireless transmission of the signal from the satellite dish or antenna to a device inside the dwelling; or (5) any other method approved by us in writing.
6. **Safety in installation.** In order to assure safety, the strength and type of materials used for installation must be approved by us. Installation must be done by a qualified person or company approved by us. Our approval will not be unreasonably withheld. An installer provided by the seller of the satellite dish or antenna is presumed to be qualified.
7. **Maintenance.** You will have the sole responsibility for maintaining your satellite dish, antenna and all related equipment.
8. **Removal and damages.** You must remove the satellite dish or antenna and all related equipment when you move out of the dwelling. In accordance with the Lease Contract, you must pay for any damages and for the cost of repairs or repainting caused by negligence, carelessness, accident or abuse which may be reasonably necessary to restore the Unit to its condition prior to the installation of your satellite dish, antenna or related equipment. You will not be responsible for normal wear.
9. **Liability insurance and indemnity.** You must take full responsibility for the satellite dish, antenna and related equipment. If the dish or antenna is installed at a height or in some other way that could result in injury to others if it becomes unattached and falls, you must provide us with evidence of liability insurance to protect us against claims of personal injury and property damage to others, related to your satellite dish, antenna and related equipment. The insurance coverage must be **\$100,000.00** which is an amount reasonably determined by us to accomplish that purpose. Factors affecting the amount of insurance include height of installation above ground level, potential wind velocities, risk of the dish/antenna becoming unattached and falling on someone, etc. You agree to hold us harmless and indemnify us against any of the above claims by others.

**10. Security deposit.** Your security deposit (as stated in your Lease Contract) may be increased by an additional reasonable sum of **\$150.00** effective at the time of installation or effective within days of installation to help protect us against possible repair costs, damages, or failure to remove the satellite dish, antenna and related equipment at time of move-out. Factors affecting any security deposit may vary, depending on: (1) how the dish or antenna is attached (nails, screws, lag bolts drilled into walls); (2) whether holes were permitted to be drilled through walls for the cable between the satellite dish and the TV; and (3) the difficulty and cost of repair or restoration after removal. Etc.

**11. When you may begin installation.** You may start installation of your satellite dish, antenna or related equipment only after you have: (1) signed this addendum; (2) provided us with written evidence of the liability insurance referred to in paragraph 9 of this addendum (if required); (3) paid us the additional security deposit, if applicable, in paragraph 10; and (4) received our written approval, which may not be unreasonably withheld, of the installation materials and the person or company that will do the installation.

**Miscellaneous.** If additional satellite dishes or antennas are desired, an additional lease addendum must be executed. The terms of this Addendum are effective as of the date of the Lease and are agreed to and accepted by Resident.

# SAMPLE

## F. SECURITY ADDENDUM

This Security Addendum (this "Addendum") is executed by both the Resident and Owner and is hereby incorporated and added as part of the Lease. In consideration of the mutual promises contained herein and in the Lease and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by all parties, the parties agree as follows:

- 12. Resident's Responsibility for Security.** No matter what steps Owner takes with respect to security issues, it is absolutely imperative that Resident realize that there is nothing Owner can do to prevent crime from occurring. Unfortunately, crime appears to be a fact of life. There is no guarantee that any effort by Owner will in any way increase Resident's personal security or the safety of Resident's family or guests or Resident's belongings. Resident should not rely upon any measures Owner takes for Resident's personal security or the safety of Resident's family or guests. Owner cannot assume responsibility for the criminal action of third parties. Owner's employees and representatives are not trained police officers and like Resident, will rely on the police for security matters and to enforce laws. The only way that Resident can effectively avert the impact which the criminal element of our society has upon Resident and Resident's guests is to use common sense and take precautions with respect to security issues. It is essential that Resident realize that Resident and the local law enforcement agencies are responsible for Resident's security and the security of all guests.
- 13. Door Locks and Window Latches.** Owner will comply with the requirements of state law with respect to providing door locks and window latches to units at the property. Owner will change locks as required by applicable law. All lock change requests must be made in writing. Owner may require Resident to pay charges in advance for which Resident is liable to pay under the circumstances and conditions allowed by applicable law. Although Owner will not require Resident to pay for a repair or replacement of a security device due to normal wear and tear, Owner reserves the right to require Resident to pay for repair or replacement of a security device if the repair or replacement is necessitated by misuse or damage by Resident, an occupant of Resident's premises or a guest.
- 14. Intrusion Alarms.** If, as part of the Base Fee component of Resident's Rent paid pursuant to the Lease, an intrusion alarm is included, Resident acknowledges that a monitoring alarm company, independent from Owner, is responsible for monitoring the alarm and Resident agrees that the Owner is not responsible for damage, loss or injury to person or property as a result of the failure of the alarm or the failure of the company responsible for monitoring the alarm to properly respond to an alarm signal. In addition, Resident acknowledges that a common telephone line to the Unit is required to monitor the alarm.

In order to secure the use of the alarm, the municipality in which the property is located or other governmental entity or agency having jurisdiction over the property may require Resident to apply for and obtain a burglar alarm permit. Resident agrees that any required permit will be obtained and maintained in Resident's own name throughout the term of the Lease. Resident also agrees to be responsible for all fines, penalties and charges imposed by any governmental entity or agency relating to or as a result of Resident's use of the alarm including, but not limited to, all false alarm charges imposed.

Resident agrees: (i) that Resident has been instructed on how to operate the alarm, that Resident has inspected the alarm and that Resident finds the alarm to be in good working order; (ii) Resident shall use reasonable care in the operation of the alarm, follow manufacturer's recommended operating procedures and comply with any and all instructions, rules or procedures instituted by Owner or the company responsible for monitoring the alarm regarding the operation of the alarm; and (iii) it is Resident's duty to regularly test and monitor the alarm and to promptly notify the alarm company responsible for monitoring the alarm in writing of any problem, defect, malfunction or failure of the alarm.

RESIDENT ACKNOWLEDGES THAT OWNER DOES NOT MAKE ANY GUARANTY OR WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO THE ALARM. OWNER DISCLAIMS AND DENIES THAT THERE IS AN IMPLIED WARRANTY OF MERCHANTABILITY, SUITABILITY, HABITABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE EXISTENCE, USE OR FUNCTION OF THE ALARM. RESIDENT FURTHER ACKNOWLEDGES THAT OWNER DOES NOT EXPRESSLY OR IMPLIEDLY GUARANTY OR WARRANTY THAT THE ALARM WILL AVERT OR PREVENT OCCURRENCES OR CONSEQUENCES RELATING TO THE CRIMINAL ACTIVITIES OF OTHERS. Resident acknowledges that the alarm is a mechanical device and can be rendered inoperative at any time. Resident also acknowledges that the alarm requires Resident to properly code the alarm in order for it to function properly. Resident agrees that the Owner's installation of the alarm and retention of a company to monitor the alarm does not constitute a voluntary undertaking or agreement by Owner to provide security to Resident or any guest or occupants of Resident's premises or Resident's unit. There is absolutely no guarantee that the presence of the alarm will in any way increase Resident's personal security or the safety of any guests or occupants of the Premises or the Unit.

- 15. Limited Access.** In the event the community has limited access gates or building entry doors, while Owner certainly hopes that these access gates and doors will be used by persons as they are intended, Resident recognizes that the access gates and doors will not prevent unauthorized persons from coming onto the property. The access gates and doors are mechanical devices that can be rendered inoperative or malfunction at any time, are only designed for the purpose of assisting to control

access in and out of our community and are not designed or operated in a manner so as to provide personal security for residents~ occupants or guests. Additionally, there is the possibility that someone will walk through the gates or doors unnoticed and without proper authority. There is also no way to stop someone who enters the property in an authorized fashion but then proceeds to an alternate destination to perform a criminal act. If Resident sees strangers in or around the property, please contact the police immediately.

16. **Cameras on the Property.** In the event that cameras have been placed in "the amenity areas or clubhouse, please understand that these cameras are not manned on a 24 hour basis and are designed only to serve as additional eyes for the Owner of the property. This feature is not designed to provide personal security services for anyone; the cameras should not be relied upon to provide protection. In the event that you have a problem of a security nature anywhere on the property including those areas at which a camera is located, the police should be contacted.
17. **Off Duty Officers.** In the event that a police officer resides at or patrols the property, please understand that the officer is not equipped to provide personal security to residents or their guests or occupants of any unit. The officer is to act as additional eyes and ears for the Owner and is advised to contact the local law enforcement agency if there is a need for police services. Please remember that the officer is not to be relied on for security services. Someone with a criminal intent can circumvent any procedure used by the officer and commit a crime on the property. Residents are encouraged to contact the local law enforcement agency in the event they have any security concerns and to contact 911 in the event of an emergency.
18. **Patrol Services.** In the event that there are patrol personnel patrolling the property, please understand that these persons are employees of a private patrol service retained by the Owner and are not employees of the Owner. The patrol personnel are not responsible for providing personal security to residents or their guests or occupants of any unit. The patrol personnel are to act as additional eyes and ears for the management at the property and are advised to contact the local law enforcement agency if there is a need for police services. Please remember that the patrol personnel are not equipped to provide personal security services, are not intended to provide personal security services, and are not to be relied on for these types of services. Someone with a criminal intent can circumvent any procedure used by the patrol personnel or the company which they are employed by to commit a crime on the property. Do not rely upon these procedures for your personal security. Residents are encouraged to contact the local law enforcement agency in the event they are in need of any security concerns and to contact 911 in the event of an emergency.
19. **Suggestions Regarding Security Issues.** Resident should always be as cautious as possible with respect to Resident's property and Resident's surroundings. Here are a few tips which Owner would suggest that Resident (referred to as "you" or "your" below) follow:

- Review the Lease and other documents governing your occupancy of the premises and unit; know your responsibilities regarding security issues.
- Always contact the local law enforcement agency whenever you are in need of security services. Do not contact the answering service, the management office or any courtesy officers for this can only delay the response time.
- Keep the telephone number of the local law enforcement agency in a readily accessible place; call "911" or other applicable emergency number in the event of an emergency.
- Get to know your neighbors. Be able to recognize whether there are strangers in your area of the property.
- Contact the local law enforcement agency if you see that a neighbor's security is threatened; request that they do the same for you.
- Always lock your apartment door whenever you leave the apartment even if only gone momentarily.
- Always lock your car door whenever the car is left unattended in the parking garage or in the parking lot.
- If you have occasion to walk around the property at night, try to refrain from walking alone.

Be sure that you have a sufficient amount of insurance on your own person, your personal belongings, and the personal belongings of your guests.

Be aware of criminal activities in the area. If you have questions about crime in the area, contact the local law enforcement. The terms of this Addendum are effective as of the date of the Lease and are agreed to and accepted by Resident.

**G. LEASE ADDENDUM FOR RESIDENT WITH ASSISTANCE ANIMAL**

1. **Addendum is Incorporated as Part of the Lease.** This Addendum Regarding Assistance or Service Animals ("Addendum") is executed by both the Resident and Owner and is hereby incorporated and added as part of the Lease.
2. **Assistance Animal.** The Landlord shall comply with all federal and state laws, including, but not limited to the Fair Housing Act. Under the Fair Housing Act, an Assistance Animal is a reasonable accommodation to a person with a disability as necessary because of that disability.

Should the Resident have a disability that is not readily apparent or known and/or the disability-related need for Resident's assistance animal is not readily apparent, the Landlord may require appropriate verification of the disability or need for the assistance animal from a reliable third party source.

3. **Resident's Acknowledgments.** Resident and Landlord expressly acknowledge the following should Resident be permitted an accommodation for an Assistance Animal under the Fair Housing Act:

a. Resident must take actions to assure the following:

- The Assistance Animal is not out of control;
- The Assistance Animal is leashed, crated, or otherwise effectively restrained at all times when outside of the apartment unit;
- The Assistance Animal is supervised by a responsible person at all times when outside of the apartment unit;
- The Assistance Animal is housebroken;
- The Assistance Animal does not create a nuisance on the premises;
- The Assistance Animal complies with all local and state regulations regarding vaccinations;
- The Assistance Animal is spayed or neutered, absent any medical reason for exemption;
- The Assistance Animal does not pose a direct threat to the health or safety of other Residents staying at the Landlord's apartment community; and

b. Resident is responsible for a clean-up of waste from the Assistance Animal. Clean-up must be performed contemporaneously with the animal's relief. The Assistance Animal shall not be permitted to relieve itself on the balcony or patio of any apartment unit.

4. **Restrictions NOT applicable to Assistance Animal:**

- a. Breed, size and weight limitations are not applied to properly verified and approved Assistance Animals.
- b. Pet Fees, Pet Deposit and/or Pet Rent are not applied to properly verified and approved Assistance Animals.

**In compliance with State and Federal law, Resident expressly acknowledges that Resident will be responsible for any damages beyond normal wear and tear to Exclusive Space, Unit Common Area and Premises caused by Resident's Assistance Animal.** The terms of this Addendum are effective as of the date of the Lease and are agreed to and accepted by Resident.

## H. BEDBUG ADDENDUM

The Bedbug Addendum ("Addendum") is executed by both the Resident and Owner and is hereby incorporated and added as part of the Lease.

By signing this Addendum either by hand or electronically, Resident agrees to the following:

Residents acknowledge that the Owner/Agent has inspected the unit and is aware of no bedbug infestation; AND, Residents claim that all furnishings and personal properties that will be moved into the premises are free of bedbugs.

Resident(s) hereby agree to prevent and control possible infestation by adhering to the below list of responsibilities:

1. Check for hitch-hiking bedbugs. If you stay in a hotel or another home, inspect your clothing, luggage, shoes and personal belongings for signs of bedbugs before re-entering your apartment. Check backpacks, shoes, and clothing after using public transportation or visiting theaters. After guests visit, inspect beds, bedding and upholstered furniture for signs of bedbug infestation.
2. Resident shall report any problems immediately to Owner/Agent. Even a few bedbugs can rapidly multiply to create a major infestation that can spread to other units.
3. Resident shall cooperate with pest control efforts. If your unit or a neighbor's unit is infested, a pest management professional may be called in to eradicate the problem. Your Unit must be properly prepared for treatment. Resident must comply with recommendations and request from the pest control specialist prior to professional treatment including but not limited to:
  - Placing all bedding, drapes, curtains and small rugs in bags for transport to laundry or dry cleaners.
  - Heavily infested mattresses are not salvageable and must be sealed in plastic and disposed of properly.
  - Empty dressers, nightstands and closets. Remove all items from floors, bag all clothing, shoes, boxes, toys, etc. Bag and tightly seal washable and non-washable items separately. Used bags must be disposed of properly.
  - Vacuum all floors, including inside closets. Vacuum all furniture, including inside beds and nightstands. Vacuum mattresses and box springs. Carefully remove vacuum bags, sealing them tightly in plastic and discarding of properly.
  - Wash all machine washable bedding, drapes, and clothing, etc. on the hottest water temperature and dry on the highest heat setting. Take other items to the dry cleaner making sure to inform the dry cleaner that the items are infested with bedbugs. Discard any items that cannot be decontaminated.
  - Move furniture toward the center of the room so that technicians can easily treat carpet edges where bedbugs congregate, as well as walls and furniture surfaces. Be sure to leave easy access to closets.
4. Resident agrees to indemnify and hold the Owner/Agent harmless from any actions, claims, losses, damages and expenses including but not limited to attorneys' fees that Owner/Agent may incur as a result of the negligence of the Resident(s) or any guest occupying or using the premises.
5. It is acknowledge that the Owner/Agent shall not be liable for any loss of personal property to the Resident, as a result of an infestation of bedbugs. Resident agrees to have personal property insurance to cover such losses.

The terms of this Addendum are effective as of the date of the Lease and are agreed to and accepted by Resident.



## **I. MOLD INFORMATION AND PREVENTION ADDENDUM**

Note: It is Owner's goal to maintain a quality living environment for its residents. To help achieve this goal, it is important to work together to minimize any mold growth in your dwelling. That is why this addendum contains important information for you, and responsibilities for both you and us.

1. **ADDENDUM.** This Mold Information and Prevention Addendum ("Addendum") is executed by both the Resident and Owner and is hereby incorporated and added as part of the Lease.
2. **ABOUT MOLD.** Mold is found virtually everywhere in our environment--both indoors and outdoors and in both new and old structures. Molds are naturally occurring microscopic organisms which reproduce by spores and have existed practically from the beginning of time. All of us have lived with mold spores all our lives. Without molds we would all be struggling with large amounts of dead organic matter.

Mold breaks down organic matter in the environment and uses the end product for its food. Mold spores (like plant pollen) spread through the air and are commonly transported by shoes, clothing and other materials. When excess moisture is present inside a dwelling, mold can grow. There is conflicting scientific evidence as to what constitutes a sufficient accumulation of mold which could lead to adverse health effects. Nonetheless, appropriate precautions need to be taken.

3. **PREVENTING MOLD BEGINS WITH YOU.** In order to minimize the potential for mold growth in your dwelling, you must do the following:

- Keep your Exclusive Space and Unit Common Area clean-particularly the kitchen, the bathroom(s), carpets and floors. Regular vacuuming, mopping and using a household cleaner to clean hard surfaces is important to remove the household dirt and debris that harbor mold or food for mold. Immediately discard moldy food.
- Remove visible moisture accumulation on windows, walls ceilings, floors and other surfaces as soon as reasonably possible. Look for leaks in washing machine hoses and dishwashing lines, especially if the leak is large enough for water to infiltrate nearby walls. Turn-on air exhaust fans in the bathroom and kitchen before you start showering or cooking. When showering, be sure to keep the shower curtain inside the tub or fully close the shower doors. Also, it is recommend that after taking a shower or bath, you: (1) wipe any moisture off of shower walls, shower doors, the bathtub and the bathroom floor; (2) leave the bathroom door open until all moisture on the mirrors and bathroom walls and tile surfaces has dissipated, and (3) hang up your towels and bath mats so they will completely dry out.
- Promptly notify Owner in writing about any air conditioning or heating system problems you discover. Follow Owners rules, if any, regarding replacement of air filters. Also, it is recommended that you periodically open windows and doors on days when the outdoor weather is dry (i.e., humidity is below 50 percent) to help humid areas of your dwelling dry out.
- Promptly notify Owner in writing about any signs of water leaks, water infiltration or mold. Owner will respond in accordance with state law and the Lease to repair or remedy the situation, as necessary.

4. **IN ORDER TO AVOID MOLD GROWTH,** it is important to prevent excessive moisture buildup in your dwelling. Your failure to be cognizant may allow leaks and moisture that might accumulate on dwelling surfaces or that might get inside walls or ceilings can encourage mold growth. Prolonged moisture can result from a wide variety of sources, such as:

- rainwater leaking from roofs, windows, doors and outside walls, as well as flood waters rising above floor level;
- overflows from showers, bathtubs, toilets, lavatories, sinks, washing machines, dehumidifiers, refrigerator or A/C drip pans or clogged up A/C condensation lines;
- leaks from plumbing lines or fixtures, and leaks into walls from bad or missing grouting/caulking around showers, tubs or sinks;
- washing machine hose leaks, plant watering overflows, pet urine, cooking spills, beverage spills and steam from excessive open-pot cooking;
- leaks from clothes dryer discharge vents (which can put lots of moisture into the air); and
- insufficient drying of carpets, carpet pads, shower walls and bathroom floors

5. **IF SMALL AREAS OF MOLD HAVE ALREADY OCCURRED ON NON-POROUS SURFACES** (such as ceramic tile, Formica, vinyl flooring, metal, wood or plastic), the federal Environmental Protection Agency (EPA) recommends that you first clean the areas with soap (or detergent) and water, let the surface dry, and then within twenty-four (24) hours apply a pre-mixed, spray-on-type household biocide, such as Lysol Disinfectant®, Pine-Sol Disinfectant® (original pine-scented), Tilex Mildew Remover® or Clorox Cleanup®. (Note: Only a few of the common household cleaners will actually kill mold). Tilex® and Clorox® contain bleach which can discolor or stain. Be sure to follow the instructions on the container. Applying

biocides without first cleaning away dirt and oils from the surface is like painting over old paint without first cleaning and preparing the surface.

Always clean and apply a biocide to an area 5 or 6 times larger than any visible mold because mold may be adjacent in quantities not yet visible to the naked eye. A vacuum cleaner with a high-efficiency, particulate air (HEPA) filter can be used to help remove nonvisible mold products from porous items, such as fibers in sofas, chairs, drapes and carpets - provided the fibers are completely dry. Machine washing or dry cleaning will remove mold from clothes.

6. DO NOT CLEAN OR APPLY BIOCIDES TO: (1) visible mold on porous surfaces such as sheetrock walls or ceilings, or (2) large areas of visible mold on Non-porous surfaces. Instead, notify Owner in writing and Owner will take appropriate action.

COMPLIANCE. Complying with this Addendum will help prevent mold growth in your Exclusive Space and Unit Common Area, and both you and Owner will be able to respond correctly if problems develop that could lead to mold growth. If you have questions regarding this Addendum, please contact the management office. If you fail to comply with this Addendum, you can be held responsible for property damage to the Exclusive Space and Unit Common Area and any health problems that may result.

# SAMPLE

**J. POLICIES AND PROCEDURES FOR TANNING FACILITY (IF APPLICABLE)**

The following policies are in affect for all communities with a Tanning Facility:

Use of tanning facility is restricted to only residents at the Premises who have executed this Apartment and Community Guidelines, Agreements and Addenda to Lease. Owner makes no representation or warranty that its property has a Tanning Facility. These Policies and Procedures for Tanning Facility are only applicable to the extent that the Premises has a Tanning Facility situated onsite.

To the extent allowed by applicable law, we and our employees and agents are NOT liable for any injury to person or property caused in any way by use of this tanning facility. By your signature below, you represent that: (i) you know and understand how to use the tanning facility; (ii) you have no health issues which would increase the risk of injury or disease when using this tanning facility; and (iii) you assume all risks, including risks of injury or disease, relating to your use of this tanning facility. Also, we are not liable for loss or theft of any personal property. By your signature below, you agree to be responsible for safeguarding your own property.

- a) This serves as the Owner's written warning to Resident of the following:
  - i. *Failure to use the eye protection provided to the customer by the tanning facility may result in damage to the eyes,*
  - ii. *Overexposure to ultraviolet light causes burns,*
  - iii. *Repeated exposure may result in premature aging of the skin and skin cancer,*
  - iv. *Abnormal skin sensitivity or burning may be caused by reactions of ultraviolet light to certain:*
    - 1) Foods
    - 2) Cosmetics
    - 3) medications, including: (a) tranquilizers (b) diuretics (c) antibiotics (d) high blood pressure medicines (e) birth control pills
  - v. *Any person taking a prescription or over-the-counter drug should consult a physician before using a tanning device.*
  - vi. *Pregnant women should consult their physicians before using a tanning device.*
  - vii. *A person with skin that always burns easily and never tans should avoid a tanning device;*
  - viii. *A person with a family or past medical history of skin cancer should avoid a tanning device.*
- b) If an operator suspects that possible harm may result from tanning, the consumer should be advised to consult their private physician.
- c) Compliance with the notice requirement does not affect the liability of a tanning facility operator or a manufacturer of a tanning device.

**SAMPLE**

**"I have read and understood all of the above and the warning signs posted before using the tanning device and agree to use protective eyewear."**

## **K. INTERNET ACCESS SERVICE AGREEMENT AND GUIDELINES FOR ACCEPTABLE USE**

### **Introduction.**

Please read these Guidelines for Acceptable Use ("Guidelines") carefully. Together with the Internet Access Service Agreement ("Agreement"), they govern your use of the Internet access and other information, communication and transaction services (collectively called the "Service") provided to you by Owner. These Guidelines and the Agreement supersede all prior communications and agreements with regard to their subject matter; the current version of each may be found at the management office.

Failing to comply with these or any other guidelines made available to you from time to time by Owner, or interfering with any other person's use and enjoyment of the Service or any other online service, shall constitute a violation of your Resident Lease Agreement (the "Lease"); in which event, Owner shall be entitled to pursue all rights and remedies under the Lease or applicable law. Additionally, a violation of these Guidelines may result in termination of your access.

1. **Access to the Service.** You acknowledge that the rent you pay pursuant to your lease includes the Service.
2. **Service.** You agree to accept the terms of the Agreement whether or not you use the Service or sign this Agreement. Owner may change this Agreement at any time; such changes will be effective immediately upon transmission of notice by e-mail, postal mail, or any other means. Each time you use the Service reaffirms your acceptance of the then-current Agreement.

Owner may discontinue or alter any service level or aspect of the Service at any time, without notice, without liability and in Owner's sole discretion.

3. **Your Obligations.** You agree in using the Service to comply with this Agreement. You acknowledge that the Service is provided only for personal use by you and not for corporate, commercial or excessive use or for use by organizations or other groups of users.

You agree that Owner may establish general practices and limits concerning use of the Service and the maximum duration for which a user may access the Service in a given period of time. You also acknowledge that Owner reserves the right to change these general practices and limits at any time, in its sole discretion, with or without notice.

4. **Content.** You acknowledge that information, communications, photographs, video, graphics, software, music, sounds and other materials may be accessible to you through your use of the Service. You acknowledge that, as a matter of policy, Owner does not pre-screen such materials. You further acknowledge, however, that Owner does not have the capability to monitor, review, restrict, edit, or remove materials made available by third parties on the Internet, and you agree that you must evaluate, and bear all risks associated with, the use of any materials, including any reliance on the accuracy, completeness, or usefulness of such materials. The fact that Owner provides a link to a particular Web page is not an indication that we endorse that site's policies or the content or products available from that particular site.

You acknowledge that materials available through the Service may be protected by copyright, trademarks, and other intellectual property rights. You agree that your use of such materials is governed by all applicable laws and regulations, and by any further restrictions placed on such materials by their owners or licensors.

5. **Service Availability.** Owner will use commercially reasonable efforts to maintain the Service so that the Service is reasonably available for access on a 24 hours per day, 7 days a week basis. However, you acknowledge that Owner will need to make the Service unavailable from time to time in order to accomplish normal system maintenance and implementation of software enhancements, and that such maintenance services may diminish the overall performance of the Service. You also acknowledge that hardware or software operational or performance problems that diminish or render unavailable the Service will occur from time to time. In the event of any failure by Owner to maintain the Service on a 24 hours per day, 7 days a week basis, your sole and exclusive remedy shall be to terminate this Agreement by ceasing all use of the Service. Under no circumstances shall Owner be liable to you for damages resulting from interruption or unavailability of Service.
6. **Limitation of Services.** The use of one or more of the following services is hereby limited. You will be able to use one or more of the services listed below. However, Owner has limited the extent of the Service available to these services. Therefore, the availability of these services or the amount of bandwidth available for these services will be significantly decreased than if Owner had not limited these services:
  - Voice over IP or any other service that allows making telephone calls, local, long distance or international utilizing the Internet ("telephony services");
  - KAZAA or any activity similar to KAZAA;

- Internet based games of any kind;
- Video conferencing;
- Any other activity or use now available or hereafter developed that consumes large amounts of bandwidth; and,
- in Owner's determination, unreasonably increases network latency.

Owner, nor its management, will not supply an email server. Residents must use their university email, Yahoo mail, Hotmail, Gmail or other commercial email.

**7. General Guidelines Regarding Connection**

The following guidelines apply to your connection to the Service:

- You agree that your access may not be used to maintain a persistent and continuous connection to the Internet, and you may not engage in any practice (such as automated and/or persistent checking of the host server) or use any software or in an effort to maintain a persistent and continuous connection;
- You agree that Owner may terminate your connection after a period of inactivity and/or if necessary, each as determined in Owner's sole discretion, to restore or maintain general availability of access to the Service by, and/or appropriate allocation of resources among, Owner's users.
- You may not create "simultaneous sessions" (defined as the use of a single access on the Service by two or more computers using a switch or other multi-homing devices).

**8. Resale.**

You may not resell the Service or any part of the Service.

**9. Impersonation or Header Forgery.**

You may not attempt to send e-mail or post articles to newsgroups, mailing lists or other forums using a name and address of someone other than himself/herself. Attempting to impersonate any person, using forged headers or other forged identifying or transmission path information or knowingly permitting another person to falsely identify your account as the origin of such transmission is prohibited and cause for immediate termination.

**10. Password Solicitation and Other Security Attacks.**

Use of the Service to compromise the security or damage the resources of any other internet user or site is strictly prohibited. Use or distribution of tools designed for compromising security is prohibited. The Service may not be used to transmit or receive replies to password solicitations.

**11. Viruses.**

The Service may not be used to transmit or post any material that contains software viruses or any other computer code designed to interrupt, destroy, or limit the functionality of any computer software or hardware or telecommunications equipment.

**12. Infringement.**

You agree to post, upload or transmit on or through the Service only material that is not subject to any third party rights or material for which you have obtained from the Owner of the rights in such material the express authorization to distribute the material on or through the Service. Any violation may result in civil or criminal liability.

**13. Illegal Activity.**

Internet access provided to Owner's users may be used for lawful purposes only, and use of the Owner service for the transmission or storage of any information, data or material in violation of any federal or state regulation or law is strictly prohibited. Notification of claimed copyright infringement or any other illegal activity should be sent to: Internet Service – Dinerstein Management Company – 3411 Richmond Ave. Suite 200, Houston, TX 77046.

**14. E-mail**

- **Unsolicited Commercial E-mail.** Access may not be used to send unsolicited advertisements for goods or services of any kind, free or for profit. Furthermore, access may not be used as a "drop box" or repository for responses to an unsolicited advertisement (including, but not limited to, inquiries, complaints, unsubscribe replies or bounced messages).
- **Mass Mailings.** You may not use the Service to disseminate any e-mail message in a broad-based mailing. Whether a given mailing constitutes a "mass mailing" is determined by Owner in its sole discretion, based on criteria which may include the size of the message being sent and the number of recipients. Sending chain letters through the Service is prohibited. Using your access to participate in a pyramid scheme is prohibited. Pyramid schemes are illegal operations

in which an e-mail recipient is encouraged to send money to a list of several people, replace one name on the list with his/her own, and forward the e-mail in bulk to others.

- **Threats.** You may not use the Service to transmit any harmful, threatening, abusive, harassing, defamatory, hateful or other offensive material. For everyone's safety and comfort, Owner is obligated to take threats seriously. If you make a threat, your access may be terminated even if you were joking or did not intend to follow through on the stated threat.
- **Spamming.** The use of your access to spam is prohibited. Spamming is defined as sending numerous and/or unusually large files or messages to one or more recipients with malicious intent.
- **Harassment.** E-mail harassment is prohibited. Harassment is defined as sending unsolicited messages which interfere with other's enjoyment of the Internet. A message does not need to be overtly threatening or have obscene content to qualify as harassment. Unlike threatening messages, harassing mail can sometimes be the unintended result of mail repeatedly sent to a misspelled or otherwise incorrect address, a poorly maintained mailing list or indiscriminate use of the "reply to all" function. You can avoid unintentionally harassing other Internet users by:
  - Making sure you know all the people to whom your message is addressed before sending it;
  - Making sure that the addresses entered in your Address Book are entered correctly;
  - NOT selecting "Reply to All" without knowing who all the recipients are and being sure that they welcome mail from you; and
  - Refraining from e-mailing any person who has stated that he or she does not wish to receive mail from you.

## 15. Newsgroups

- **Newsgroup Spamming.** Excessive cross-posting, or posting of the same article to multiple newsgroups, is prohibited. Generally accepted standards allow posting of a single article (or substantially similar articles) to no more than 15 newsgroups. Reported incidents of newsgroup cross-posting will be investigated and may lead to termination of your access.
- **Off-Topic or Harassing Posting.** Articles posted using the Service must comply with the written charter/FAQ of the newsgroup to which they are posted. If a newsgroup does not have a charter or FAQ, it is the responsibility of the user to determine the rules of the newsgroup before posting. Please note that the vast majority of newsgroups prohibit posts such as chain letters, pyramid schemes, electronic junk (such as images or sound files), job offers or listings and personal ads.

- 16. No Warranties.** You agree that use of the Service is at your sole risk. You acknowledge that the Service may provide access to the Internet, but that the Internet is not owned, operated or managed by Owner.

With respect to information, goods and services provided or accessed on or through the Service or otherwise available on the Internet, Owner (i) has no responsibility or obligation with respect to (and does not endorse) any information, goods or service, (ii) MAKES NO WARRANTIES WHATSOEVER (EXPRESS OR IMPLIED) WITH REGARD TO ANY INFORMATION, GOOD OR SERVICE (INCLUDING, WITHOUT LIMITATION, WARRANTIES OF ACCURACY, COMPLETENESS, USEFULNESS, MERCHANTABILITY, SAFETY OR FITNESS FOR A PARTICULAR PURPOSE), (iii) will not be a party to a transaction between you and any other user of the Service and (iv) will not be liable, under any circumstances, for any loss, cost or damage arising directly or indirectly from any act or omission of any person or from any information, good or service; except to the extent the foregoing may not be disclaimed under law. Owner does not assume liability to subscribers or others for any failure to enforce this Agreement.

OWNER DOES NOT WARRANT THAT THE SERVICE WILL BE UNINTERRUPTED OR ERROR FREE NOR MAKE ANY WARRANTY AS TO THE RESULTS OBTAINED FROM THE USE OF THE SERVICE. OWNER DOES NOT GUARANTEE CONNECTIVITY AT ANY TIME, FOR ANY LENGTH OF TIME OR AT ANY SPEED. THE SERVICE IS PROVIDED ON AN "AS IS", "AS AVAILABLE" BASIS WITHOUT ANY WARRANTIES WHATSOEVER (EITHER EXPRESS OR IMPLIED), INCLUDING, WITHOUT LIMITATION, WARRANTIES OF TITLE OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. NO ORAL ADVICE OR WRITTEN (INCLUDING ELECTRONIC) INFORMATION PROVIDED BY OWNER, ITS EMPLOYEES, AFFILIATES, AGENTS, REPRESENTATIVES, LICENSORS OR AUTHORIZED USERS WILL CREATE A WARRANTY, NOR SHOULD YOU RELY ON ANY SUCH ADVICE OR INFORMATION.

UNDER NO CIRCUMSTANCE (INCLUDING OWNER'S OWN NEGLIGENCE) WILL OWNER OR ANYONE ELSE INVOLVED IN PROVIDING THE SERVICE BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES OR LOSSES FROM OR THROUGH THE USE OF OR INABILITY TO USE THE SERVICE THAT RESULT FROM MISTAKES, OMISSIONS, INTERRUPTIONS, DELETION OF FILES OR E-MAIL, DEFECTS, VIRUSES, DELAYS IN OPERATION OR TRANSMISSION OR ANY FAILURE OF PERFORMANCE, EVEN IF ADVISED OF THE POSSIBILITY THEREOF. OWNER'S ENTIRE LIABILITY AND YOUR EXCLUSIVE REMEDY WITH RESPECT TO THE SERVICE WILL BE TO TERMINATE USE OF THE SERVICE.

WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, OWNER SPECIFICALLY DISCLAIMS ANY AND ALL LIABILITY RESULTING FROM OR RELATED TO THE EVENTS DESCRIBED IN THIS PARAGRAPH. OWNER DOES NOT AND CANNOT CONTROL THE FLOW OF DATA TO OR FROM OWNER'S NETWORK AND OTHER PORTIONS OF THE INTERNET. SUCH FLOW DEPENDS IN LARGE PART ON THE PERFORMANCE OF INTERNET SERVICES PROVIDED OR CONTROLLED BY THIRD PARTIES. AT TIMES, ACTIONS OR INACTIONS OF SUCH THIRD PARTIES CAN IMPAIR OR DISRUPT YOUR CONNECTIONS TO THE INTERNET (OR PORTIONS THEREOF). ALTHOUGH OWNER WILL USE COMMERCIALY REASONABLE EFFORTS TO TAKE ALL ACTIONS IT DEEMS APPROPRIATE TO REMEDY AND AVOID SUCH EVENTS, OWNER CANNOT GUARANTEE THAT SUCH EVENTS WILL NOT OCCUR.

- 17. **Indemnification.** You agree to indemnify Owner and its affiliates against liability arising from your use of the Service (including, without limitation, your dissemination of any information on the Service).
- 18. **Termination.** Owner may terminate your access to the Service for cause or for no cause, with or without written (including electronic) notice. You may terminate this Agreement at any time and for any reason by ceasing all use of the Service and providing written notice to Owner. Upon the termination of this Agreement for any reason, you will have no right to continue to access and use the Service.
- 19. **Miscellaneous.** The failure of either you or Owner to insist upon or enforce strict performance by the other of any provision of the Agreement will not be construed as a waiver of any provision or right. Neither the course of conduct between you and Owner nor trade practice will act to modify any provision of the Agreement.

If any provision of this Agreement is held to be unenforceable for any reason, that provision will be reformed only to the extent necessary to effect the original intentions of the parties, and the remainder of this Agreement will remain in full force and effect.

These Guidelines and enforcement thereof will be governed by, and construed in accordance with, the laws of the State of Texas, without regard to conflicts of law principles. Any controversy, claim, or dispute arising out of or related to this Agreement or the interpretation, performance, or breach thereof shall be resolved solely and exclusively by final and binding arbitration initiated and conducted according to the JAMS/Endispute Comprehensive Arbitration Rules and Procedures in effect as of the date hereof, including the Optional Appeal Procedure provided under such rules.

The terms of these Guidelines are effective as of the date of the Lease and have been agreed to and accepted by Resident.

**SAMPLE**

**L. NO-SMOKING and ILLEGAL DRUGS ZERO TOLLERANCE ADDENDUM**

This No-Smoking and Illegal Drugs Zero Tolerance Addendum (collectively, this "Addendum") is made and entered by and between Resident and Owner identified on the Resident Lease Agreement (the "Lease"). In the event of any conflict between the terms of the Lease and this Addendum, the terms of this Addendum shall govern and control. The defined terms in this Addendum shall be deemed to have the same meaning as the defined terms in the Lease.

1. **Smoking Anywhere Inside Buildings of the Apartment Community is Strictly Prohibited.** Except as permitted under Section 2 of this Addendum, all forms of smoking inside or outside any apartment, building, balcony, or interior of any portion of the apartment community is strictly prohibited. Any violation of the no-smoking policy is a material and substantial violation of this Addendum and the Lease. The smoking prohibition extends to all residents, their occupants, guests, invitees and all other who are present on or in any portion of the apartment community. The no-smoking policy and rules extend to, but are not limited to the management and leasing offices, building interiors and hallways, building common areas, balconies, club house, independent apartment units, exercise or spa facility, tennis courts, all interior areas of the apartment community, commercial shops, businesses, and spaces, work areas, and all other spaces whether in the interior of the apartment community or the surrounding community grounds. Smoking is harmful to the health, safety, and welfare of other residents is also prohibited by this Addendum and other provisions of the Lease inside any apartment or building.
2. **Smoking Outside Buildings of the Apartment Community.** Smoking is permitted only in specially designated areas, if any, outside the buildings of the apartment community. The smoking permissible areas, if any, are marked by signage. Smoking on balconies, if any, patios, and limited common areas attached to or outside of your apartment is also prohibited.
3. **Your Responsibility for Damages and Cleaning.** You are responsible for immediate payment of all costs and damages as determined by Owner at its sole judgment to your apartment, other residents' apartments, or any other portion of the apartment community including but not limited to repair, replacement, cleaning or lost rent due to smoking or smoke related damage caused by you or your occupants, family, guests, or invitees, regardless of whether such use was a violation of this Addendum. Any costs or damages we incur related to repairs, replacement, cleaning or lost rent due to your smoking or due to your violation of the non-smoking provisions of the Lease are in excess of normal wear and tear. Smoke related damage, including but not limited to, the smell of tobacco smoke which permeates carpet, carpeting, wood, insulation, or other components of the apartment or building in excess of normal wear and tear in our smoke-free apartment community. Payment of such damage(s) does not constitute any default.
4. **Your Responsibility for Loss of Rental Income and Economic Damages Regarding Other Residents.** You are responsible for payment of all lost rental income or other economic and financial damages or loss to us due to smoking or smoke related damage caused by you or your occupants, family, guests, or invitees which results in or causes other residents to vacate their apartments, results in disruption of other residents' quiet enjoyment, or adversely affects other residents' or occupants' health, safety, or welfare. Such loss rental includes, but is not limited to, the loss of rental income from another resident(s) over a violation of this Addendum.
5. **ZERO TOLERANCE OF MARIJUANA.** Resident (or Resident's guest/visitor) may not at any time possess nor use marijuana or marijuana paraphernalia in or around the apartment community. This is strictly prohibited. If the Owner detects the presence of marijuana or marijuana paraphernalia in a Resident's unit regardless of origination or ownership, such violation is grounds for immediate termination of tenancy. The smell of marijuana in the unit is also strictly prohibited regardless of the origination of said odor.
6. **Zero Tolerance Drug Activity.** Neither the Resident nor Resident's guests may possess, manufacture, or distribute a controlled substance or a counterfeit substance. Drug-related criminal activity includes, but is not limited to: the manufacturing, distribution, sale, possession, storage, possession with intent to manufacture, or dispensing of a controlled substance or a counterfeit substance, INCLUDING BUT NOT LIMITED TO MARIJUANA. Drug-related criminal activity may also include the attempt to manufacture, distribute, or possess a controlled substance or counterfeit substance, INCLUDING BUT NOT LIMITED TO MARIJUANA. Drug-related criminal activity may also include the possession or storage of materials known as "precursors," that is, materials used to manufacture or used in the attempt to manufacture controlled substances.
7. **Lease Termination for Violation of the Addendum.** We have the right to terminate your right of occupancy of the apartment unit for any violation of this Addendum. Violation of the no-smoking provisions is a material and substantial default or violation of the Lease. Despite the termination of the Lease or your occupancy, you remain fully liable for rent through the end of the Lease term or the date on which the apartment is re-rented to a new resident, whichever comes first. You are responsible for payment of rent after you vacate the apartment unit even though you are no longer living in the apartment. If the apartment unit is re-rented to a new resident, you remain fully liable for any short fall in rent between your rent amount and the amount paid by the new resident.



8. **Extent of Your Liability for Losses Due to Smoking.** Your responsibility for damages, cleaning, loss of rental income, and loss of other economic damages under this Addendum are in addition to and not in lieu of, your responsibility for any other damages or loss under the Lease or any other Addendum.
9. **Your Responsibility for Conduct of Occupants, Family Members, and Guests.** You are responsible for communicating this community's no-smoking policy and for ensuring compliance with this Addendum by your guests, and invitees.
10. **There Is No Warranty of a Smoke Free Environment.** Although we prohibit smoking in all interior parts of the apartment community, there is no warranty or guarantee of any kind that your apartment or the apartment community is smoke free. Smoking in certain limited outside areas is allowed as provided above. Enforcement of our no-smoking policy is a joint responsibility which requires your cooperation in reporting incidents or suspected violations of smoking. You must report violations of our no-smoking policy before we are obligated to investigate and act, and you must thereafter cooperate with us in prosecution of such violations.
11. **ANY VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL VIOLATION OF THE LEASE AND CAUSE FOR TERMINATION OF TENANCY.** A single violation of any of the provisions of this Addendum shall be deemed a serious violation and material non-compliance with the Lease.

**SAMPLE**

**M. RESIDENT'S PHOTOGRAPH WAIVER AND RELEASE**

I hereby authorize the Owner, and its management and their employees, unlimited and irrevocable right to use and reproduce any and all photographs, video clips and/or audio clips of the lease holder/s or any occupants on the lease contract signed by myself and any other lease holder/s. Photographs, video clips and/or audio clips may be taken at a program, event or activity hosted or sponsored by the Owner. I hereby waive the right to inspect or approve the finished version of such images, including any written copy that may be created in connection therewith.

I understand that publications may be accomplished electronically via the Internet/World Wide Web and that after publication, Owner will be unable to prevent persons from gaining access to the Internet/World Wide Web, copying my photographs and video, and subsequently using, altering, or republishing it without my consent. I waive any claim for damages against Owner, its management, their employees or assigns, from the unauthorized use, alteration, or republication of my photographs and video by third parties accessing the Internet/World Wide Web or obtaining copies of the print or video material.

**SAMPLE**

**N. BALCONY USAGE ADDENDUM (If Applicable)**

This Balcony Usage Addendum ("Addendum") is executed by both the Resident and Owner and is hereby incorporated and added as part of the Lease.

Improper usage of a balcony could result in death and/or serious personal injury. The safety of our residents is important to Owner. The Owner encourages good judgment and attention to common sense.

**Important Balcony Safety Warnings and Guidelines**

To reduce the risk of collapse, fire hazards, and other safety concerns, Resident(s) and their guest(s) shall fully comply with the following:

1. Resident(s) should always exercise control over balcony usage. Never overload the balcony with excessive weight. Always limit the number of people and personal items. Careful consideration should be made of the amount of weight on the balcony at any one time. A balcony should only be used by a few individuals at a time factoring in the weight of outdoor furniture, plants or other items already on the balcony. If you have guests in your Apartment, you are responsible to exercise caution and limit the number of guests and invitees on your balcony. To avoid the possibility of overload, you should consider not using your balcony if you expect numerous guests or invitees.
2. An apartment balcony is only designed for light residential traffic- a few people.
3. Never sit or lean against or over the rails (this includes Juliette Balcony rails).
4. Never use a balcony for storage.
5. Never hang anything from the balcony rails.
6. Use caution when watering plants so that excessive water does not leak onto other nearby balconies.
7. Use caution so that nothing has the potential to fall from your balcony. Factor in the possibility of a sudden wind event when keeping personal items on the balcony.
8. Do not use combustible fertilizers or potting materials. Only use natural dirt.
9. Patios and balconies are to be kept in clean and neat condition at all times. No trash containers are allowed to be kept or stored on any patios/balconies at any time.
10. No bikes and/or motorcycles or any other motorized vehicle are allowed to be kept on patios or balconies at any time.
11. Satellite dishes and/or antennas are only permitted on the written consent of Landlord in compliance with the Community Rules and Regulations.
12. Resident(s) shall be responsible for the conduct as well as all costs, damages, and claims associated with such improper use of the balcony by the Resident(s) or their guest(s).
13. If you see improper use of a balcony or other concern, immediately report it to the leasing office.
14. The following rules apply to grills, portable fire pits and patio campfires:
  - No grills (whether charcoal, gas, or other type) are allowed on any balcony or patio.
  - Cooking is not permitted on any balcony.
  - Portable fire pits, patio campfires, fire pit kettles, or other such products are not allowed.

The terms of this Addendum are effective as of the date of the Lease and are agreed to and accepted by Resident.

**O. CONCESSION AND REWARD CARD LEASE ADDENDUM (If Applicable)**

This Concession and Reward Card Lease Addendum ("Addendum") is executed by both the Resident and Owner and is hereby incorporated and added as part of the Lease.

1. **Rent Concession or Discount (if applicable).** As an incentive and bonus to you for signing the Lease, choosing our property, and agreeing to fulfill your obligations for the entire term of the Lease, you will receive a rent concession, monthly discount, or other incentive described below.
2. **Reward Cards.** If you are eligible to receive a Reward Card and choose to accept such Reward Card, you agree to the following:
  - You will receive an email with instruction on how to claim your Reward Card
  - You shall have sixty (60) days from receipt of that email to claim your Reward Card.
  - If you fail to claim your Reward Card during that sixty (60) day period you forfeit your right to the Reward Card.
  - If you claim the MasterCard Reward Card during the sixty (60) day period, you shall have six (6) months to use the full value of the Card.
  - Reward Cards are subject to the expiration date on the face of the Card. Upon expiration of the Card, the Card shall be terminated.
  - If you claim the Amazon Reward Card during the sixty (60) day period, you shall have no spending limits on the value of the reward card when applied to your amazon account. Card Fees: Physical MasterCard Shipping Fee: \$3.95. Virtual MasterCard Convenience Fee: \$1.95. There are no fees associated with the Amazon reward card.
  - If you move out or terminate the Lease early, you may be liable for returning the full amount of this Reward Card.
3. **Market rent.** The market rent for this dwelling is the rent stated in the Lease. You acknowledge that the market rent is a fair representation of what the specific dwelling would actually rent for at the time the Lease was negotiated and executed, and is reflective of the rent for a similar dwelling at comparable properties.

4. **Payment or repayment for early move out.** You move out or terminate your Lease early, in violation of the Lease, this Addendum will be immediately terminated.

You can fulfill your obligations for rent due under the Lease by immediately paying us for all remaining months of rent owed until the end of the Lease term. Rent owed you will be based on market rent as stated in the Lease if a one (1)-time concession was provided or the rent under Section 3 of the Lease.

If you fail to pay all of your obligations for the rent due under the Lease, as stated above, then you will be required to immediately repay us the amounts of all concessions, reward cards and/or discounts that you actually received from us for the months you resided in your Unit, in addition to all other sums due under the Lease Contract for a lease violation. Moreover, you will also be required to repay us the amount equal to the value of any other incentive or concession including, but not limited to those listed herein above in this Addendum.

5. **Mitigation of Damages.** We will exercise customary diligence to relet and minimize damages. We will credit all subsequent rent that we actually receive from successor residents against all future rent paid by you to satisfy the terms of this addendum.

The terms of this Addendum are effective as of the date of the Lease and are agreed to and accepted by Resident.

**P. PANDEMIC COMMUNITY RULES RELATED TO USAGE OF AMENITIES AND COMMON AREAS ACKNOWLEDGEMENT**

This Pandemic Community Rules Related to Usage of Amenities and Common Areas Acknowledgement (collectively, this "Acknowledgement") is made and entered by and between «responsible\_applicant\_names» (Resident, also sometimes referred to as "you" or "your") and «property\_name» (Owner) identified in the Lease Contract (the "Lease"). In the event of any conflict between the terms of the Lease or any other community policies, and this Acknowledgement, the terms of this Acknowledgement shall govern and control. The defined terms in this Acknowledgement shall be deemed to have the same meaning as the defined terms in the Lease.

The information provided below was developed in response to the COVID-19 pandemic in 2020, including cleaning, disinfecting, hygiene and social distancing best practices and protocols. If another pandemic is encountered, these community rules may apply to that specific pandemic in replacement of "COVID-19" within these policies.

**1. Pandemic response.** Given the seriousness of the situation, we ask and expect full cooperation from our Residents who come to utilize the reopened amenities and common areas in response to a pandemic.

**2. Amenities and common areas usage.** We encourage Residents to refrain from using amenities and common areas if they are concerned about their personal health. You should factor in:

- Personal medical status.
- Advice from your medical professional.
- Updated information from local, state, and federal officials.

**3. Resident shall not use of the amenities and common areas if:**

- Resident, or anyone in Resident's family, has tested positive for COVID-19, remains positive for COVID-19, or suspects that they are positive for COVID-19.
- Resident, or anyone in Resident's family, has recently been in contact with a person that has tested positive for COVID-19.
- Resident, or anyone in Resident's family, has recently been in contact with a person that is in the process of being tested positive for COVID-19.
- Resident, or anyone in Resident's family, has had (in the past 24 hours) a fever of 100° F or higher, sore throat, body aches, diarrhea, trouble breathing, coughing, loss of smell or taste or other flu like symptoms.

**4. Resident must comply with the following when using any amenities or common area:**

- Resident has self-screened before utilizing any amenity or entering any enclosed common area for any of the following new or worsening signs or symptoms of possible COVID-19: Cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headaches, sore throat, loss of taste or smell, diarrhea, feeling feverish or measured temperature greater than or equal to 100° F, or known close contact with a person who is lab-confirmed to have COVID-19.
- Residents are strongly encouraged to wear a face covering (covering both nose and mouth) when they are within six (6) feet of another resident or property employees.
- Property reserves right to require face covering for specific areas of the property if needed.
- Maintain a minimum distance of six (6) feet away from others at all times, except members of the same apartment.
- Do not use equipment or furniture that are within 6 feet of another resident.
- Clean/sanitize equipment, machines, furniture, and any other high touch areas before and after use.
- No guests or visitors are permitted (except in Resident's individual apartment) until property notifies entire property when visitors are ok.
- Do not gather in groups while entering, leaving, or using amenities or common areas.
- Comply with all posted signs and published rules relating to specific common area or amenities, including occupancy limits and protective measures.
- Utilize reservation system for amenities (when applicable) and respect any time limits that apply for usage of amenities or common areas.
- Leave all furniture where it has been placed; do not move furniture.
- Limit elevator occupancy to no more than two (2) persons unless otherwise instructed by authorized signage.
- Video recordings and photographs while in amenities or common areas are discouraged.

**5. Personal recommendations:**

- Refrain from making direct skin contact with doorknobs, buttons, or exercise equipment by using gloves, a clean towel or other item.
- Wash hands frequently with soap and water for at least 20 seconds especially after Resident has been in a public place, or after blowing nose, coughing, or sneezing.
- If soap and water are not readily available, Resident should use hand sanitizer that contains at least 60% alcohol. Resident should cover all surfaces of Resident's hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay in your apartment if feeling unwell and seek medical help (this is not intended to prevent you from seeking help for emergencies).
- Avoid close contact with people who are sick, even inside your apartment.
- Frequently wipe commonly touched surfaces with soap and water or disinfectant.
- In the abundance of caution, treat areas with the assumption there are COVID-19 positive residents in the apartment community.
- Follow health and safety guidance from state/local/national officials and public health authorities.

**6. Additional resources can be found online at:**

- World Health Organization – [www.who.int/en](http://www.who.int/en)
- Centers for Disease Control and Prevention – [www.coronavirus.gov](http://www.coronavirus.gov)
- Local and State Department of Health Services online resources
- National, State, or Local Reopening guidance

**7. Zero tolerance of failure to comply with rules related to usage of amenities and common areas.** Resident shall comply with the rules related to usage of amenities and common areas in or around the apartment community. Violation is strictly prohibited. Any violation is grounds for immediate termination of tenancy.

**8. Resident liability for losses due to COVID-19.** In the event of your failure to comply with these terms of this Acknowledgement, you are responsible for damages, cleaning, loss of rental income, and loss of other economic damages under this Acknowledgement are in addition to and not in lieu of, your responsibility for any other damages or loss under the Lease or any other Addendum.

**9. Resident responsibility for conduct of third parties – guests, occupants, and family members.** Once property is open to visitors, you are responsible for communicating these rules related to usage of amenities and common areas and zero tolerance for failure to comply with rules related to usage of amenities and common areas and for ensuring full compliance with this Acknowledgement by your visitors, family, guests, and invitees regardless of their length of stay.

**10. There is no Warranty of a COVID-19 free environment.** Although we enacted rules related to usage of amenities and common areas in all interior parts of the apartment community, there is no warranty or guarantee of any kind that your apartment or the apartment community is COVID-19 free. We make no representations on the level of cleanliness of the amenities and common areas. We disclaim any implied warranties regarding the level of cleanliness as permitted by law.

**11. Any violation of the above provisions shall be a material violation of the Lease and cause for termination of tenancy.** A single violation of any of the provisions in this Acknowledgement shall be deemed a material default under the Lease. Owner has the right to terminate your right of occupancy of the apartment unit for any violation of this Acknowledgement. Violation of the rules related to usage of amenities and common areas is a material and substantial default or violation of the Lease. Despite the termination of the Lease or your occupancy, you remain fully liable for rent through the end of the Lease term or the date on which the apartment is re-rented to a new resident, whichever comes first. You are responsible for payment of rent after you vacate the apartment unit even though you are no longer living in the apartment. If the apartment unit is re-rented to a new resident, you remain fully liable for any short fall in rent between your rent amount and the amount paid by the new resident.

**12. Assumption of risk.** Resident fully understands and expressly acknowledges that, due to COVID-19, the amenities and common areas of the apartment community are dangerous environments with risks and dangers of serious bodily injury, including permanent disability, illness, and death; these risks and dangers may be caused by Resident's own actions or inactions and/or the actions and inactions of others. **RESIDENT EXPRESSLY AND SPECIFICALLY ASSUMES THE FOREGOING RISK OF ANY PERSONAL PROPERTY DAMAGE, PERSONAL INJURY AND/OR HARM IN THESE ACTIVITIES.**

**13. Release and waiver.** Resident hereby releases, discharges, and covenants not to sue the Apartment Community, «property\_name» their affiliates, parents, shareholders, owners, partners, officers, directors, agents, employees, managers, representatives, heirs, attorneys, successors and assigns, and all related parties, whether named herein or not (collectively, the "Released Party") from any and all liability, claims, demands, any and all damages, losses, lost wages, injury, responsibility, future medical expenses, future lost wages, or causes of action of any nature whatsoever,

whether in contract, in tort or by statute, whether known or unknown, fixed or contingent, that Resident may have against any Released Party, relating to, arising out of, or in any way connected with COVID-19 and the usage of the common areas and amenities of the apartment community.

This is an important and binding legal document. By signing this Acknowledgement, you are acknowledging that any violation could lead to immediate termination of your rights of possession. You should carefully consider whether you will be able to abide by the terms of this Acknowledgement.

**PARTIES' EXECUTION  
APARTMENT AND COMMUNITY GUIDELINES AGREEMENT AND ADDENDA TO LEASE:**

**RESIDENT:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SAMPLE**