

[PROJECT NAME] _____

HOUSE RULES

As an attachment to the Lease, these house rules outline certain procedures and policies for this development. Tenants agree to follow these rules as set forth.

I/WE AGREE TO:

1. Use the common areas in accordance with hours posted on the bulletin board and in accordance with any Resident Handbook (if one is provided). Private functions in community lounges or dining room will need prior manager approval. Laundromats and office hours will also be posted.

2. Follow the pet rules for this project [Place an "X" on the underline space to indicate which Pet rules are appropriate]. The pet rules are as follows:

____No Pets Unless They Are Animals In Accordance With Paragraph 5 Of The Lease. I/We agree not to house pets at this property unless a service animal is allowed under Paragraph 5 of the Lease. No visiting pets are allowed on the premises.

–OR –

____This project or a Specially Designated Portion of it is Elderly Housing and Pets are allowed in the Elderly Housing Units. Pets are allowed in units designated as elderly housing units. An additional pet security deposit must be paid in accordance with Paragraph 12 of the Lease. Any pet may be required to be removed from the project if its conduct is a nuisance or a threat to the health or safety of the project community. Permission to have a pet must be secured from _____ prior to Tenant bringing a pet onto the premises or the accompanying grounds. Any pets housed without management authorization will be considered a violation of house rules and Tenant's Lease and could lead to serious consequences, including termination of Tenant's lease. Pet policy covers the housing of domestic pets. Visiting pets are not allowed. Further pet rules are as follows:

a. Residents may house caged birds and small aquariums with fish, turtles or hamsters.

b. Dogs and cats are allowed under the following conditions:

(1) The weight of the full grown animal must be 30 pounds or below;

(2) Residents may have only one pet per household unless Owner/Management permission is received for more than one pet;

(3) Animals must be house trained, in good health with proof of all required immunizations, including rabies (as evidenced by a veterinarian's certificate), be neutered/spayed and licensed.

(4) A pet security deposit will be required in the amount equal to one month of tenant's rental contribution or \$200, whichever is less. The pet security deposit is above and beyond the Tenant's regular security deposit. Once the resident has moved or the pet is removed while the resident still occupies an apartment, a refund will be treated in the same manner as a security deposit under the Lease. The special pet deposit will be applied to any costs for fumigation, cleaning/ deodorizing, de-fleaing, emergency boarding, staff costs, etc.

(5) Tenant is totally responsible for care and cleanliness of Tenant's pet on the premises and accompanying grounds. When outside the unit, animals must be leashed and may not be left unattended. Dogs may not run loose outdoors. Resident is responsible for disposal of kitty litter and "pooper scooping" outdoor waste. An area will be designated for animal exercise on the grounds of the project.

(6) Tenant must provide management with a signed agreement naming another individual or entity to care for the pet on a temporary or permanent basis if the resident is no longer able to do so. Resident must agree to permit management to implement this agreement if the pet is improperly cared for, shows signs of abuse, or causes damage to the premises or presents a danger to others.

(7) Tenant acknowledges that Owner/Management is not responsible for any injury or illness to the pet.

(8) Should another resident or staff member consider the pet to be a nuisance (making noise for substantial lengths of time or at hours so as to disturb the peace and quiet or menace others) to the project, other residents, or other animals, he/she may file a complaint with management or law enforcement officers. The complaint will then be 2 discussed with the pet owner and may lead to management revoking approval for housing the pet, should allegations prove true.

(9) Should residents complain of allergies to pets, no pets will be allowed in the elevators or lounges. Pets may only be in common areas with the owner and may not be allowed on furniture.

(10) Tenant agrees that with written notice, these rules may be amended as Owner/Management deems necessary.

(11) At Landlord's request, Tenant agrees to obtain and maintain during the lease term liability insurance for any pet residing in the Premises in such amounts and coverages that are deemed reasonable by the Landlord. Any such insurance shall name the Landlord as an additional insured.

(12) Tenant shall at all times comply with any and all state and local laws and ordinances pertaining to the ownership and upkeep of any pet.

3. Park all vehicles in accordance with parking procedures as set forth in the handbook. No vehicles may be parked on the premises that are not in service or will not be used (i.e. cars left unused for winter months). No vehicles may have repairs or maintenance performed by tenants on the property (i.e., oil changes, etc.). No junk cars or inoperable vehicles may be parked on the site. No recreational vehicles (i.e., ATVs, minibikes, etc.) may be ridden on the property. All vehicles with kickstands kept in the parking area will use kickstand bases. All vehicles will be moved in accordance with snow season procedures posted each year.

4. Dispose of trash in tied plastic bags and leave trash in the trash room. Should pick-up days be designated in the handbook tenants will follow those procedures.

5. Authorize management to obtain utilities information and to sign the Permission Form that is an attachment to the Lease.

6. Install no additional locks to the unit doors without prior management approval. Upon vacating the unit all keys issued along with any copies made shall be turned in. In the event keys are lost, tenant will be charged total cost for replacement. In the event of a lockout, tenant will be charged all costs incurred to management for sending staff.

7. Be responsible for the conduct of all members of household, visitors and guests; and to follow all regulations regarding visitation, absence from the unit and adding persons to the household as stated in the Lease.

8. Written revisions of these rules with prior notice by management in accordance with program regulations may be made at any time. In addition, Resident Handbooks (if provided) regarding procedures, emergency contacts, etc., may be revised as needed with updated handbooks issued by management. Policy memos will always be issued in writing to tenants and posted on the community bulletin board.

I/WE HAVE READ THESE RULES, ACKNOWLEDGE THAT THESE RULES MUST BE FOLLOWED, AND AGREE TO FOLLOW THESE RULES.

Tenant

Date

Co-Tenant

Date

LEASE SUPPLEMENT
EMERGENCY NOTIFICATION

All residents of the _____ (project name) must sign this special Lease Supplement.

Tenant's Signature _____ Date _____

Name of Person to Notify in case of an Emergency: _____

Address: _____

Phone: _____

Name to Contact in Case of Death (if different from above): _____

Address: _____

Phone: _____

[PROJECT NAME]_____

TENANT PERMISSION TO OBTAIN UTILITY RECORDS

Residents of this complex are required by the Lease to pay electric and heating costs. A utility allowance is in effect for this property. Non-subsidized tenants may benefit from this allowance so long as giving all or part of the allowance does not bring the rental amount below the required minimum payment. Any subsidized tenant is entitled to receive the full benefit of the allowance. At least annually, per program regulations, an analysis of the utility cost must be completed to determine average kilowatt use and whether or not the current allowance figure is sufficient. The easiest way to compile this data is to obtain information directly from the utility company. The release form below is considered a Lease Attachment and gives the utility company approval to release information needed. In addition, it authorizes management to check that all required utilities are paid as per the Lease.

RELEASE OF INFORMATION - Residents of:

(Project Name)_____

I/We authorize any representative of _____ to obtain utility data as needed for my apartment at this complex. The utility company has my/our permission to release the requested information regarding utility use and/or payments during my/our tenancy in this complex.

Tenant Signature

Unit

Date

Co-Tenant Signature

Unit

Date

[PROJECT NAME] _____
PET POLICY

The pet policy to this project is as follows.

1. **Pet Policy.** [Indicate on form whether pets are allowed with an "X" in the underlined space].

____ **Pets Are Allowed.** This project is an elderly housing project or a portion of the project is specifically designed for elderly housing, and the Tenant lives in one of the units which is designated as elderly housing, therefore the Tenant may have pets. The project rules, which are attached to the Lease, and posted in the project office, more fully describe the project policy on pets and should be read carefully. Tenants shall not allow any visitors or guests to bring pets on the Premises or accompanying grounds.

OR

____ **Pets Are Not Allowed.** Tenants are not allowed to house pets on the Premises or on the accompanying grounds of projects (or portions of projects), which are not designated as elderly housing projects. Additionally, Tenants shall not allow any visitors or guests to bring pets on the Premises or accompanying grounds.

a. **Service Pets.** In all projects (whether or not the project or a portion of the project is designated as elderly housing), if a Tenant is handicapped or disabled and requires a service animal for assistance, such animal may reside on the Premises with verification of need and prior management permission.

2. **Pet Deposit.** If the tenant is allowed to have a pet and does in fact have one, a reasonable additional security deposit of \$ _____, (which may not be larger than one month's basic rent) will be charged. This provision does not apply in the event that the pet is a service animal and no additional security deposit will be charged for service animals.

TENANT ACKNOWLEDGMENT OF PET POLICY:

Signature: _____ Date: _____

[PROJECT NAME] _____
SECURITY DEPOSIT FORM

A security deposit is required for all tenants in this development. The required deposit is equal to one month's basic rent or \$ _____. This deposit will be placed in a Tenant security deposit trust account for the term of the Tenant's occupancy. Interest will accrue to the Tenant on the security deposit in accordance with the provisions of the Virginia Residential Landlord Tenant Act. The security deposit may NOT be applied to the last month's rent. At the time of move-out, after a unit inspection of the Premises has been conducted, a determination of refund will be made. Any charges to the Tenant will be deducted; after deductions, if any, any or all deposit money remaining will be refunded not later than forty five (45) days after termination of the Lease and delivery of possession of the Premises.

TENANT: _____ Unit Number: _____

MOVE-IN DATE: _____

REQUIRED SECURITY DEPOSIT: \$ _____

PAYMENTS MADE: \$ _____ DATE: _____

\$ _____ DATE: _____

\$ _____ DATE: _____

If the deposit is allowed to be paid in installments under the Lease, the entire amount must be paid in full within 3 months of move-in.

DATE PAID IN FULL: _____

TENANT ACKNOWLEDGMENT OF SECURITY DEPOSIT POLICY:

Signature: _____ Date: _____