

Attachment I:

RULES AND REGULATIONS

1. Signs, advertisements, notices, or other lettering shall NOT be exhibited by any TENANT either inside or outside the leased premises without the prior written consent of the LANDLORD.
2. Awnings or other projections with the exception of those installed by the LANDLORD shall NOT be attached to the outside or other parts of the building, and screens, attachments or contrivances of any kind shall not be attached to, hung in, or used in connection with any window or door of the leased premises, nor shall any TENANT install or use any satellite dish, radio aerial or television antenna without the prior written consent of the LANDLORD. TENANT shall install only the type of curtains as prescribed by LANDLORD.
3. Laundry or other articles shall NOT be hung for any purpose from the outside of TENANT'S apartment. "Outside" shall include balconies and patios of TENANT'S apartment. Clotheslines, other than those provided by the LANDLORD, shall NOT be erected or used at any time and all laundry shall be hung for airing and drying only on the lines provided by the LANDLORD.
4. Apartment garbage, rubbish, and other waste shall be removed in a clean and safe manner and all such matter shall be placed in receptacles provided. The littering or defacing of the common areas of the premises shall not be permitted. The common areas shall be defined as those areas outside TENANT'S apartment excluding porches and patios.
5. Explosives or any flammable fluids or material of any kind shall NOT be kept in or about the apartment or premises. This includes, but is not limited to, GAS GRILLS, CHARCOAL GRILLS or any other cooking device with a flame.
6. Waterbeds shall NOT be placed in the apartment without the approval of LANDLORD. If a waterbed is allowed, the TENANT shall provide proof of waterbed insurance sufficient to cover any and all damages that could be caused by the waterbed.
7. TENANT is to conduct himself and require other persons in the apartment or on the premises, with his consent, to conduct themselves in such a manner that other TENANTS' peaceful and quiet enjoyment of the premises is not disturbed and to assure that actions are not offensive, noisy, dangerous, or disruptive to the rights, privileges and welfare of other TENANTS and persons.
8. All TENANT complaints must be filed in writing. All such complaints will be reviewed by the LANDLORD and a response, if necessary, will be given in a timely manner.
9. The sidewalks, entrances, porches, floors, and back yards shall be kept free from rubbish. Bicycles, baby carriages or other similar articles shall not be permitted to block sidewalks, entries, passages, and stairwells. The TENANT shall not keep any furniture (other than appropriate porch furniture), trash containers, or toys of any kind on porches, patios, stairwells or common areas.
10. Fences, enclosures, or structures of any kind shall not be erected or placed upon the grounds.
11. Neither automotive repair nor the washing of any vehicle is to be performed on the premises. Any vehicle that is leaking fluids of any kind must be repaired within a reasonable time determined by the LANDLORD or be removed from the premises. The TENANT will be responsible to clean the area of any leak or pay for its cleaning.
12. The TENANT shall remove any abandoned vehicle within 48 hours of notice to do the same. Failure to do so is a violation of the terms of this agreement and the LANDLORD reserves the right to terminate the TENANT's Lease and have the abandoned vehicle towed at owner's expense. An abandoned vehicle is defined as one without current state registration, inspection sticker or license plate not displayed, or a vehicle that is not covered by insurance mandated by state law, or a vehicle that is not operable, or a vehicle parked upon the lawn, sidewalk, or other areas not designated for parking. LANDLORD agrees to retain and dispose of any other property abandoned by TENANT as provided by state law.
13. The LANDLORD may retain a pass key to the premises. TENANT shall not alter any lock or install new locks without the written consent of the LANDLORD. If TENANT requests the LANDLORD to unlock an apartment door for any reason, i.e., lost keys, misplaced keys, etc. a fee of \$_____ must be paid at the time of service.
14. Flower beds or gardens may not be planted by the TENANT without the prior written consent of the LANDLORD.
15. TENANT will not move from one apartment to another in the complex without permission of the LANDLORD.
16. TENANT shall use all utilities, services, facilities, appliances, plumbing, and equipment provided by LANDLORD in a reasonable and proper manner; to keep all appliances and equipment within the apartment or on the premises in good and clean condition, reasonable wear and tear excepted, and not to place fixtures, signs, or fences in or about the apartment or premises. Any costs to repair damages resulting from misuse of appliances, equipment, facilities, or plumbing by TENANT shall be borne by TENANT.
17. TENANT, his employees or agents, shall not paint, drill or in any way deface walls, ceilings, partitions, floors, wood, stone or iron work.
18. All maintenance requests shall be given to the LANDLORD in writing with the exception of emergencies. The LANDLORD will provide a "TENANT MAINTENANCE REQUEST" (TMR) form for reporting maintenance requests. The TMR Form give the LANDLORD or contractor the right to enter the unit during reasonable hours to make all requested repairs. Reasonable hours are defined as hours between 8 AM and 6 PM.
19. Boats, campers, trailers, buses, or motorcycles are not to be parked, kept, or stored on the premises without prior registration with LANDLORD. These vehicles are to be parked in areas designated by the LANDLORD.

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20. TENANT shall neither deliberately nor negligently destroy, deface, damage, impair, nor remove any part of the apartment or premises, or permit or to fail to prevent any person in the apartment or on the premises to do so (whether known or unknown by TENANT). TENANT shall immediately notify the LANDLORD as to any damages that occur and shall reimburse the LANDLORD for damages within 30 days of receipt of written statement from LANDLORD.
21. TENANT and invited guests will be allowed to use the recreational facilities located on the premises. LANDLORD, however, reserves the right to discontinue the use of these facilities at any time deemed necessary to protect the interest of the complex. If the complex has a community room, TENANT may use the facility on a first come basis. TENANT should contact LANDLORD to schedule the use of the room. LANDLORD reserves the right to require a deposit and charge a reasonable fee to cover cleaning and maintenance.
22. TENANT in a complex designated "**Family**" by Rural Housing Service shall not keep, harbor, house, or board any animals or fowl, wild or domestic, in or about the leased premises or on other property of LANDLORD without written permission. TENANT in a complex designated as "**Elderly**" by Rural Housing Services may house a domestic animal as long as the animal qualifies per the policy and a pet deposit is paid. A reasonable accommodation may be granted to a household with a disabled person needing a service, assistance or companion animal. The request must be made in writing and it will be verified through a qualified third party prior to a decision being made by the LANDLORD.
23. Smoking in all common areas such as hallways, community rooms, laundry facilities, etc. is prohibited **except in designated areas only**. Violation of complex smoking policy is grounds for termination of your lease. LANDLORD reserve the right to designate certain buildings as smoke free. If done, this will preclude any smoking in the entire building by anyone in TENANT's household or guests. TENANTS and guests may smoke in the unit of any building not designated "SMOKE FREE", however the tenant is responsible to keep walls, fixtures, mini-blinds, etc. free from smoke residue. Any cleaning associated with smoking will not be considered "reasonable wear and tear" and will be charged to tenant at move-out.
24. Landlord provides window screens and window treatments (mini-blinds) at the time of move-in. The tenant is responsible to maintain these items during tenancy and bear the cost if replacement is needed. Tenant is also responsible for the windows in the unit. This would include cleaning and paying for replacement of broken glass. Tenant will not be responsible in the case of damage caused by Landlord. Tenant is NOT responsible for normal "wear and tear" of the above mentioned items.
25. Persons with disabilities may submit a request for a reasonable accommodation. All requests should be submitted to the LANDLORD in writing. If assistance in submitting a request is needed, please contact the Site Manager. LANDLORD reserves the right to verify request through a qualified third party. If third party verification is requested, TENANT will complete a form provided by LANDLORD. All requests will be responded to within 30-days of obtaining the necessary information. For additional information concerning Reasonable Accommodation Requests, please contact: _____
26. Tenant may obtain contact information pertaining to the community and public transportation schedules from LANDLORD.
27. TENANT may be permitted to use other Subsidy to help with their rent if they are not receiving Rental Assistance through the Agency.

Attachment II:

REQUIRED NOTICE TO TENANTS

I understand that the managing agent will verify, in writing through a third party, the information provided on the application and tenant certification. I understand that my household wages, other income and expenses are subject to being verified through a third party source by the Rural Housing Services.

WARNING:

"Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."

BY SIGNING BELOW, I CERTIFY I HAVE READ AND UNDERSTAND BOTH ATTACHMENTS

TENANT

MANAGEMENT AGENT

CO-TENANT

DATE

DATE

COMPLEX NAME

COMPLEX OFFICE ADDRESS

EMERGENCY PHONE NUMBER

OFFICE HOURS

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