

Birchwood Homes

Rules and Regulations

Lease

1. Rent is due on the first (1st) day of the month. A late charge of 5% of your monthly rent will be charged if rent is not received at the Birchwood Homes office in full by the end of the first (1st).
2. No occupants other than those listed on the lease will be allowed to occupy a unit without written permission from the management. There is a two-week limit on visitors living in your home. You should notify the manager when you will be having guests for this length of time so there will be no confusion on this matter.
3. No business may be operated out of or from the townhouse without express written consent from management.
4. There will be no soliciting or peddling on the complex premises.
5. New occupants of a unit must meet all leasing requirements. The occupancy requirements listed below are for all tenants. Households exceeding the per-bedroom maximum will be required to lease a larger unit, or tenant will be required to move.
 - Three-Bedroom: maximum six (6) persons
 - Four-Bedroom: maximum eight (8) persons
 - Five Bedroom: maximum ten (10) persons

Noise Ordinance

1. Every tenant is entitled to a quiet place to live. No tenant will make or allow to be made any disturbing noises by himself, his family, agents, visitors, etc., nor do we permit anything by such persons that will interfere with the rights, comforts or conveniences of other tenants. This includes: loud music, yelling, use of noisy appliances or tools.
2. An extra level of neighborly respect must be observed during Quiet Hours of Sunday evening through Friday morning, 8:00PM – 7:00AM and 10:00PM – 8:00AM from Friday evening through Sunday morning. This includes Basketball and Tennis court activity.

Pet Rules

1. No pets are allowed without written permission from management and pet deposit paid in advance.
2. No pet is permitted to be outdoors without restraint. No restraint is allowed to be attached to any building.
3. All pet feces must be removed immediately in common areas and at a minimum of daily in your yard.
4. No pet is to be left outdoors over night.
5. Cats must be spayed or neutered. Proof of procedure is required in the office at the time of Cat occupancy.
6. Any pet found to have bitten a person will have to immediately be removed from the premise and will not be allowed back at Birchwood Homes.

Lawn Upkeep and Maintenance

1. No clotheslines are permitted. Hanging clothes on property fences or stair rails is not allowed.
2. Tenants with fire hydrants in yards are responsible to keep a radius around it clear of snow during winter months as well as walks and driveways clear of snow within 24 hours of a snow.
3. Grass is to be kept cut, watered when needed and trimmed. Do not use weed trimmers around the base of trees, as it will kill the tree. Do not peel or remove the bark on a birch tree, it will kill the birch tree.
4. No automobiles are to be driven onto or parked in the yards. No car repairs or oil changes are allowed on the complex property. Excessive dirt in driveways or streets after washing vehicles is not allowed.
5. Occupants are responsible for keeping lawns watered and maintained within a minimum of 50' of their home. Watering lawns more than 4 hours in a 24 hour period is not allowed.
6. No changes to the property for flower beds, gardens, fences, or storage sheds are allowed without written permission from the management.
7. Tenants shall take good care of the premises and its fixtures and shall promptly report to the manager when any equipment, fixture or portion of the premises is out of order.

Structure Maintenance

1. All glass, locks and trim in or on the doors and windows of any building shall not be broken; if any part is broken through the fault of the tenant or his guest, it shall be immediately replaced and repaired under the direction of and to the satisfaction of the management at the cost of the tenant. Broken windows, damaged screens and blinds are the responsibility of the tenant.
2. The tenant is responsible for any and all damages done to his townhouse and or complex grounds as a result of the negligence of the tenant or his guests. Maintenance due to tenant

carelessness or neglect will be performed at a cost of \$45.00 per hour labor cost with a \$25.00 minimum charge.

3. Maintenance requests will be taken at the office ONLY, by phone or in person during regular business hours, every day between 9:00AM and 6:00PM
4. Tenants will be charged for all material and labor for the repair of any equipment (including burst pipes) which results from failure to pay any utility bill or if the tenant turns down or off the heat, or leaves windows or doors open in the winter.

Trash

1. Do not clutter the decks and porches. No garbage is to be left around your home. All personal belongings must be kept indoors. Do not throw trash on the grounds.
2. All trash must be placed at the curb in a trash bag and inside a trash receptacle for pick-up on Monday mornings.

Miscellaneous

1. The use of any type of explosive, firearm, BB or pellet guns or other dangerous weapon in or about the townhouse complex is strictly prohibited. This includes fireworks.
2. A lockout fee of \$45.00 will be charged for lockouts before 8:00AM or after 4:30PM each weekday. The fee is effective anytime on Saturday, Sunday or holidays.
3. Children must be supervised at all times.
4. Locks may not be changed or added without express written permission of the management. Tenants who request to have the locks changed must pay \$100.00 for all three locks to be changed.
5. Do not add any type of wallpaper, contact paper or paint to the walls or ceiling of the home without written permission from the manager.
6. Do not add any satellite dishes to the property.
7. No items are to be placed on the hot water heater.
8. The home is furnished with a range, dishwasher and refrigerator. Do not remove anything from the unit that is there upon rental. Do not work on or make repairs to any equipment without permission from the manager.
9. No alcoholic beverages are allowed on the common grounds or in other public areas of the complex.
10. Any act, omission to act, or negligence of the tenant, a member of the household, or guests which result in the disconnection of any utility service will result in the tenant receiving a notice in writing from management to restore the service. If the service is not restored within eight (8) hours from the date notice is issued, the lease will be terminated. The notice will be sent to the tenant upon management's receiving knowledge of the NOT HABITABLE condition of the unit.
11. Guest parking is a first come first serve basis. Guest parking is not to be used for extended vehicle storage. Vehicles must be moved daily.
12. Prior to final inspection, at time of move out, all carpets must be shampooed and restored to move in condition.
13. No uncontained burning permitted on site.
14. No sheds, trailers, or unapproved fences allowed on site.
15. No unapproved humidifiers allowed in home.

Fees

1. A \$25 fee will be incurred for any checks returned to Birchwood Homes for non-sufficient funds.
2. A 500.00 deposit check will be required at move – in for any tenants that do not have electricity in his/her name.

This list of rules is not a complete list. There may be other rules listed on other documents as well as common sense unwritten rules that apply.

I HAVE RECEIVED, READ AND UNDERSTOOD THE COPY OF THE RULES AND REGULATIONS

TENANT _____ DATE ____ / ____ / ____

TENANT _____ DATE ____ / ____ / ____