

**Privacy SHP MANAGEMENT CORP
POLICIES AND PROCEDURES
HOUSE RULES FOR**

Lakeview Apartments

I. GENERAL RULES

Your Management Team

SHP Management Corporation is the Managing Agent and the Owner's representative for Lakeview Apartments. As the Managing Agent, it is our responsibility to manage and maintain the community according to Federal, State and Local Government's regulations. Under these regulations, SHP Management Corp. will be responsible for establishment of sound management and maintenance policies.

Office Hours

Office hours, phone numbers and emergency information are posted at the office. Please conduct your business with the Management office **during posted hours** as follows: Generally, office hours are Monday-Friday, 8:00 AM-5:00 PM. However, hours will vary depending upon property and need.

We request that you please be considerate of the management/maintenance personnel who must answer your emergency calls after hours. Please do not call after hours unless there is an emergency. Listed below are items we consider emergencies:

1. FIRE – the emergency number for the local fire department is: 911. Please notify Management immediately **after** calling the fire department.
2. FLOOD – Natural flood, broken water pipe (interior or exterior), flooded apartment.
3. CRIMINAL ACTIVITY – the emergency number for the local Police Department is: 911. The NON-emergency number is: 911. Please notify Management or the security guard (where applicable) immediately **after** calling the Police Department.
4. HAZARD – Immediate hazard affecting the property.
5. HEATING – In the event there is no heat between **September 15** and **June 15**.
6. OTHER – Other events that may jeopardize the health or well being of the residents.

When reporting the emergency, please give your name, apartment number, phone number, and a brief description of the emergency.

Payment of Rent

Rent is due and payable on the first day of the month in advance. Rent is considered late if not received by the date defined by state law and your lease agreement. If rent is not paid by the 5th of the month, legal action will be initiated as stated in the Lease agreement, Lease Addendum or as applicable by State and local law. Any delinquent notice which is required by law or deemed appropriate by the management will be delivered according to State and local law. Personal checks may not be accepted for rent payment after the 10th of the month. If paying late, after the 10th of the month, rent must be paid in the form of a cashier's check or money order or paid online through the Resident Portal. **For more information on the Resident Portal and online ACH or debit/credit card payments, please talk with your Management Team.**

A check returned by the bank will be treated as a delinquency and you are responsible for late charges until the check is replaced. A service charge for returned checks, equal to the amount charged by the bank, will be imposed on the second time, and each additional time a check is not honored for payment. After the second (2nd) check has been returned for non-payment or insufficient funds, you will be required to pay by cashier's check, ~~or~~ money order, ACH or debit/credit card thereafter.

Occupancy, Household Changes & Absences from the Unit

Initials of all adult HH members:

Head: _____ Co-Head/Spouse: _____ Other Adult Member: _____ Other Adult Member: _____

Only the person(s) listed on the HUD Certification Form (form HUD 50059 or 50058) or Low Income Housing Tax Credit TIC (Tenant Income Certification) are considered members of the household and are allowed to live in the apartment. This apartment must be the residents only place of residence. Any additions to the household must be reported and approved by Management **prior** to residency being established. All additional household members must be named on the lease and income, assets and/or expenses must be verified in accordance with program rules and your Lease Agreement.

Your apartment must be your only residence. Households are not allowed an unexplained absence from their unit. As such, you are required to notify management in writing if all members of the household intend to be absent from the site for more than 30 consecutive days. A household may not be absent from the site for longer than 60 consecutive days or 180 days if the absence is due to medical reasons, without losing its right to tenancy in the unit. If households exceed the limit for absences, management will take appropriate legal action, including termination of assistance and eviction. A household may request in writing to have a longer absence period approved, but only if there are extenuating circumstances.

Households who have medical reasons and need to spend more than 30-days away from their apartment must provide evidence from their medical professional that a medical condition is causing the absence and an approximate length of time the resident will be absent from the apartment. The absence may last up to 180 days for medical reasons. If the absence is going to be longer, the household will have to relinquish their apartment unless an extension request is made in writing explaining the extenuating circumstances and the extension is granted in writing by management.

If management does not receive notice from a household of an extended absence, management shall consider the household to have abandoned its unit if:

- Management believes the unit has been unoccupied for more than 30 consecutive days; or
- The household's rent is past due and the household has not acknowledged or responded for demands for payment; or
- Following an emergency visit by site staff it has been determined that the apartment has been summarily cleared out and/or keys have been left in the unit.

If management considers a unit to be abandoned, management will:

- Enter the unit to conduct an emergency inspection.
- Attempt to notify household members that management considers the unit abandoned by sending notice to the household's address at the site and to the addresses of any emergency contact the household gave to management.
- If the household members do not respond to management's written notice within 10 days of the date of the notice, management will take appropriate action, including termination of assistance, and eviction.
- If necessary, management will take a written and photographic inventory of the contents left in the unit and will store the contents in accordance with state and local law. If following the legal notice period, the household members have not claimed the abandoned property, management will then either donate the contents of the unit to charity or throw it away.

Visitors

A visit by a "guest" is considered to be no longer than fourteen (14) days in duration at any given time. In buildings where security guards are on duty, guests must sign in at the front door, provide valid identification at time of entry into the building and provide the unit number or name of the resident they are visiting. Any overnight guest with an anticipated duration of more than fourteen (14) consecutive days must have prior written consent from Management.

Keys & Locks

Initials of all adult HH members:

Head: _____ Co-Head/Spouse: _____ Other Adult Member: _____ Other Adult Member: _____

A key or key fob to the building, key to the apartment, mailbox and laundry room, where applicable, will be supplied to each head of household and household member(s) 13 years of age or older at move-in. All keys are to be returned to the office upon vacating the apartment. Requests for additional keys will be handled on a case by case basis through the Reasonable Accommodation process.

Residents are not permitted to alter locks, install new locks, locks with chains, knockers, video doorbells or other permanent attachments on any door. Please speak with the management staff if you have any questions.

Make sure all members of your household have a key and keep the key with them always. No one will be permitted to borrow a key; we are not permitted to give keys out to anyone. Lost or misplaced keys will result in a charge to the resident equal to the replacement cost of the key or door fob. If Management is called to unlock a door after hours, a fee of \$50.00 will be charged to unlock the door. A request for a change of locks at the resident request will result in a charge equal to the cost of the replacement key and/or lock and labor to install.

Maintenance & Apartment Inspections

Normal service repairs are to be conducted during the business day from 8:30 AM to 4:30 PM, Monday through Friday. We ask that all requests for maintenance be made directly to the management office so that work can be scheduled. Your request for service authorizes us to enter your apartment during normal working hours. Please understand that we cannot make appointments, but will make a reasonable attempt to accommodate your schedule when possible during regular business hours. Please be sure to notify the management office if you prefer to be home while work is done in your apartment.

Management will make every effort to address non-emergency work orders within 48-hours (2 business days). When you place a work order with the management office, they will issue a work order for the repair. Please contact your property manager if your work order request is not addressed within 2 business days. Life safety deficiencies will be corrected within 24-hours. If a supply or fixture needs to be ordered, and causes a delay in completion, we will communicate this to you. Also, this schedule may be delayed during winter months due to the priority of snow removal for your safety.

Upon satisfactory completion of the work or repair, you will be asked when possible to e-sign the completed work order acknowledging that the work order has been completed and that the work is satisfactory. If you are not home for the repair a door hanger will be left notifying you that maintenance visited your unit to make the repair and the nature of the repair. If you would like a copy of the completed work order or do not feel that the repair or work was properly addressed, please contact your property manager to discuss further.

A preventive maintenance program may be assigned to each apartment. In order to perform this maintenance, we must enter your apartment as the tasks are scheduled. A minimum of 48-hours notice will be provided, informing you that we will need to enter your apartment to complete this maintenance. In addition, we will conduct annual inspections, and your unit may be subject to inspection by HUD, the Contract Administrator, the local Housing Authority, or city Inspection Department. Annual inspections performed by the management office will require your signature and if possible, your presence during the inspection. If you are not able to be present for the inspection, please stop by the management office following the inspection to sign the inspection form and discuss the results and/or any concerns noted in the unit by management.

Resident damage due to negligence, deliberate destruction or items damaged beyond normal wear and tear will be corrected and billed to the resident at cost to include an hourly rate for labor in accordance with the replacement and repair cost list provided at move-in. Any defective and/or inoperative conditions that may develop within your apartment are NOT considered justification for refusal to make prompt rental payments.

When unsanitary or unsafe conditions affecting the health and safety of the resident and their neighbors are discovered, an infraction notice will be issued to the resident, and a re-inspection date will be established. If notified in writing, the resident cannot refuse maintenance or local agency inspection. If the unsanitary or unsafe condition is not corrected, appropriate action will be taken, up to and including termination of the lease.

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Resident Organization

Management encourages residents to become a part of the apartment community and recognizes the strength of the community is enhanced by the resident's participation. This includes input for establishing recreational programs and social activities. When residents form an organization, there should be an executive committee with whom the Resident Service Coordinator or Management can work and which meets the minimum requirements established by the U.S. Department of Housing Development.

Resident Liability

Head of household shall be responsible for the conduct and actions of household members and their guests and will be held liable for their actions. In order to ensure their understanding, we ask the household's help in explaining these guidelines, and any amendments, to all household members and visitors.

Utilities

Residents who pay their own utilities are responsible for continuous service to the apartment. Written proof that utility arrangements have been made must be presented to management before move-in. Utility service must not be interrupted at any time during your residency. Utility cutoff from a resident's apartment is a HAZARDOUS ACT and will result in termination of the lease. There is an excess utility charge for any major appliance which is in addition to the original equipment. Any additional major appliances must have written approval from management before installation.

Energy Conservation

Conserving energy saves dollars for you and the entire community. We ask you and your family to observe practical energy-saving measures.

Additional Appliances

Your apartment is equipped with standard appliances. Any additional appliances must receive prior written approval from Management. Air conditioning units must be approved and installed by Management or another licensed contractor. Installation of any additional appliances to include, space heaters, indoor fireplaces, or an air conditioner, without prior approval is a lease violation.

In buildings where applicable, management will inform and provide residents with window guard information and protections as required by state and local law. Residents will be required to complete a supplementary form acknowledging the right to have window guards installed at their request. In addition, and where applicable, management will provide ongoing training on the care and use of such guards. Once installed, window guards should not be removed by the resident. Please contact the Management Team directly for questions on use, care, installation or removal.

Violence Against Women Reauthorization Act of 2013

VAWA protections apply to both applicants and families applying for or receiving rental assistance under the Project-Based Section 8, Section 8 Voucher, or Low Income Housing Tax Credit program. The law protects victims as well as their immediate family members from being evicted or denied housing assistance if an incident of violence is reported and confirmed. There are 3 ways certification may be provided:

1. Complete form HUD-5382;
2. Provide a statement from a victim service provider, attorney, mental health or medical professional who has helped you address incidents of "domestic violence". The professional must state that they believe the incident(s) of abuse are real. Both you and the professional must sign the statement, and both of you must state that you are signing "under penalty of perjury".
3. Provide a police, administrative or court record that demonstrates that you have experienced "domestic violence".

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If not previously provided, upon receipt of a written request for protection under VAWA, the resident will be directed to provide appropriate supporting documentation within 14 business days to determine that they are a victim of domestic violence, dating violence, sexual assault, or stalking and that the incidences are bona fide. If after 14 business days, the resident is unable to obtain or provide documentation that warrants protection under VAWA, within an additional 7 business days the resident may complete the self-certification form **HUD-5382 (Certification of Domestic Violence, Dating Violence, Sexual Assault or Stalking)**. If the resident does not provide supportive documentation by the end of 21 business days or an extension of the date provided by the Owner or Management Agent in writing, none of the protections afforded via the VAWA Final Rule for residents of the Project-Based Section 8, Section 8 Voucher, or LIHTC program will apply. Distribution of the self-certification form HUD-5382 does not in itself serve as a written request for certification.

The identity of the victim and all information provided to the Owner or Management Agent shall be kept in confidence and documentation relating to an individual’s domestic violence, dating violence, sexual assault, or stalking will be maintained in a separate file that is kept in a secure location from other tenant files. Information will be shared only when disclosure is requested for the following reasons:

1. requested or consented to by the individual in writing;
2. required for use in an eviction proceeding or termination of assistance; or
3. otherwise required by applicable law.

VAWA does not limit management’s duty to honor court orders about access to or control of the property. This includes orders issued to protect the victim and orders dividing property among household members in cases where a family breaks up.

Reasons you May Be Evicted: You may still be evicted if management can show there is an actual and imminent threat to other tenants, management staff, or other employees on the property if you are not evicted. Also, management may evict you for serious repeated lease violations that are not related to the “domestic violence” against you. Management will not hold you to a more demanding set of rules than applies to tenants who are not victims.

Removing the Abuser from the Household: Management may split the lease to evict a tenant who has committed criminal acts of violence against family members or others, while allowing the victim and other household members to stay in the unit. If management chooses to evict the abuser, it may not take away the remaining tenant’s rights to the unit or the remaining members. However, management must follow Federal, State and local eviction procedures. Remaining household members have the ability to establish eligibility for the housing program. If the household is unable to establish eligibility, then the household will be provided a reasonable amount of time to find alternate housing in order to establish eligibility under another program covered by VAWA.

In addition, you may request an emergency transfer (form HUD-5383) with the management office if you believe that you will face imminent harm from further violence by remaining in the unit or you are a victim of sexual assault and the assault occurred on the property within 90-days of the transfer request. Management will request that the victim provide supporting evidence of a bona-fide incident as discussed on the applicable HUD certification form(s).

II. ALLOWABLE/PROHIBITIVE RULES: APPLICABLE TO COMMON AREAS & UNITS

Pet & Assistance Animal Policy

Residents of projects designated for occupancy by the elderly or disabled and assisted under the Section 8 Program are permitted to keep common household pets in their unit’s subject to the applicable provisions of the Subsidy Program, the State law and any pet rules of the Management Company. Management will provide accommodations for persons with disabilities who require an assistance animal when management imposes restrictions or conditions related to pets and other animals under the Pet Rules or No Pet Policy. Residents requiring an accommodation for an assistance animal should inquire with the management office.

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A Pet or Animal Agreement must be executed between resident and management agent/landlord. Some mammals, birds or fish may be considered as pets. Common household pets do not include reptiles with the exception of turtles. In no event will any member of the snake family be approved; nor may residents keep birds of prey or other dangerous species. Management reserves the right to approve a pet or assistance animal prior to occupancy at the property. Pet and/or Assistance Animal Rules are an attachment to the lease and are provided at time of move in or at such time that a pet or assistance animal has been approved by management.

In general, Management allows only the previously approved pets and or assistance animals of residents to be on the property. Please contact management in advance prior to allowing a visiting pet or assistance animal at the property.

- This property has a No Pet Policy (Persons with disabilities may inquire with the management office if they require an accommodation.)
- This is an Elderly/Disabled Property and allows Animals as stipulated in the Pet/Assistance Animal Health & Safety Guidelines & Agreement.

Smoke-Free Policy

In 2017, HUD issues notice PIH-2017-03 to provide guidance for all Public Housing properties to implement smoke-free housing. HUD also strongly encourages multi-family sites to adopt smoke-free housing. The health risks of 2nd hand smoke to your neighbors and accidental risk of fire is an unacceptable by-product of smoking.

SHP Management Corp. prohibits the act of smoking or any open flame (i.e. candle) by residents, guests, employees and contractors in the following areas:

- Inside apartments;
- Any building common areas;
- Within 25-feet of a building entrance or window;
- In playgrounds, barbeque or any recreational area.

Smoking is defined as, but not limited to, any material that needs a flame or ignition to light, to include:

- Cigarettes, cigars, pipes;
- Hookah or water pipe;
- Electronic Nicotine Delivery System (ENDS); also known as vaping; and
- Smoking or vaping marijuana, regardless of the state law for medicinal or recreation use, is prohibited. Marijuana is still a federally controlled drug, and is not allowed on HUD assisted properties. This prohibition also applies to marijuana use in designated smoking areas.

Please dispose of any smoking related trash or material properly, and never dispose of smoking material in a landscaped area containing mulch.

Adoption of a smoke-free policy does not make Lakeview Apartments the guarantor of Resident’s health or of the smoke free condition of the non-smoking portions of the site. However, Lakeview Apartments will take reasonable steps to enforce the smoke-free policy. Lakeview Apartments is not required to take steps in response to smoking unless Site Name has actual knowledge of the smoking and the identity of the responsible resident.

Resident acknowledges that Lakeview Apartments adoption of a smoke-free living environment, does not in any way change the standard of care that Lakeview Apartments has under applicable law to render the property any safer, more habitable, or improved in terms of air quality standards than any other rental premises. Lakeview Apartments specifically disclaims any implied or express warranties that the property will have any higher or improved air quality standards than any other rental property. Lakeview Apartments cannot and does not warranty or promise that the property will be free from secondhand smoke. Resident acknowledges that

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Lakeview Apartments's ability to police, monitor or enforce the smoke-free policy is dependent in significant part on voluntary compliance by Residents and Resident's guests. Residents with respiratory ailments, allergies, or other condition relating to smoke are put on notice that Lakeview Apartments does not assume any higher duty of care to enforce this provision of the House Rules than any other obligation under the Rental Agreement or House Rules.

Vehicles and Parking

Vehicles parking in the lot must be authorized by management to do so prior to being parked in the lot. Authorized vehicles must be registered, currently inspected, and insured (where State mandated) to the head, co-head, spouse or other adult family member residing in the unit to the address where the resident resides at the property. Upon receipt of proper documentation, and assuming space is available, management will issue a parking sticker for the vehicle.

When parking your car, please park carefully so as not to take more than one space. Please do not park on the grass. Parking regulations allow only one vehicle per licensed driver per household to be parked in our lots. However, on-site parking is subject to availability and will vary by property. All vehicles using Handicap parking areas **must** display State-issued Handicap identification at all times. Please assure that visitors to your apartment use only designated "Visitor Parking". Vehicles parked illegally or improperly may be subject to towing at the vehicle owner's expense.

Please observe speed limit signs on the property. Posted areas have been reserved for fire lanes, mobility impaired parking, etc. Unauthorized vehicles parked in posted areas will be towed away at the vehicle owner's expense without liability to the property. Motorcycles or bicycles are not to be parked in breezeways, sidewalks or near the building. Park motorcycles in parking spaces only and bicycles in your apartment, secured in the bicycle rack, or other management designated area. Recreational, commercial or work vehicles are not to be kept on premises without prior written approval from Management. Please remember to park your vehicle so that the bumper does not extend over the sidewalk. Washing of vehicles on the premises is not permitted. No maintenance of your vehicle while on the property grounds or parking areas is permitted.

Vehicles that are inoperable, without current inspection stickers or license plates, having flat tires, or fluid leaks, etc., are considered immobilized or damaging to property and will be towed at owner's expense after written notification has been served from Management. Residents are responsible for their vehicles and must follow Management's directives when it is necessary to move the vehicles, e.g. snow, resurfacing, etc...

Privacy Concerns

All tenants, employees and guests have a right to privacy at the property. To ensure that right to privacy, the activities listed below are prohibited:

- Use of any UAV (unmanned aerial vehicle, or Drone). The use of Drones is prohibited inside buildings; on the grounds; above the grounds, or in any space over or above our property. If Management or a designated contractor plans to use an UAV for the purposes of inspecting a building façade or roof, we will post a notice in the building's common areas.
- Video recording within the common areas of the building via the use of cameras, ring doorbells, or other recording devices that would infringe on someone else's privacy will not be permitted.
- Please be considerate when taking photographs or video of anyone other than members of your household.

Package Deliveries

Each property has United States Postal Service (USPS) approved mail delivery boxes. These vary in configuration depending on the type of building you live in. Your property may have an oversized box for mail delivered by the USPS. If you receive a package from another vendor (UPS, FedEx, Amazon Direct), you must be present for delivery. The property cannot take responsibility or assume liability if you are not present when a package is delivered.

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Incidental Businesses

In accordance with the Lease Agreement, under paragraph 13. General Restrictions, the apartment may only be used as a private dwelling for the recognized occupants listed on the Owner’s Certification of Compliance. A private dwelling does not include having customers of a business visiting or “residing” in the unit on a short term basis at the property. Therefore, a resident may not operate an incidental business from their unit that involves the type of business where clients need to physically travel to and from the apartment (in the form of both foot and vehicular traffic) on the property. However, residents may conduct a legal incidental business from their unit where the customer contact is performed electronically, such as typing, proof reading, editing, tax preparation or some other “service” such as this where either no contact or very limited contact is required with the customer beyond electronic means.

Residents are not allowed to sublet or rent their unit on a transient or temporary basis via on-line rental services such as Air BNB, realtors or any other 3rd party agent.

- No incidental business may infringe on other resident’s rights to peace and quiet on the property.
- No signs related to the incidental business may be posted in apartment windows or doors, however signs may be posted on public community boards and other areas approved by management for resident notices.
- The use of parking at the property is reserved for the residents and their guests. Please see the property parking policy for more detailed information.
- Resident’s conducting incidental business from their apartment must report the income as part of the rent calculation.

Laundry Facilities

Laundry equipment is operated by a commercial company which is responsible for repairs and maintenance of laundry equipment. If a machine malfunctions, please contact the vendor (whose number is posted in the laundry room), identify the machine and the problem. Any additional problems should be reported to Management.

Laundry facilities are for the use of **residents only**. Please do not allow friends, family or others to use the facility. For your protection and operational convenience, refrain from placing plastic items in the dryers; these may ignite. Do not overload machines. Empty lint traps in dryers after each use. Please follow posted operating instructions carefully. Never leave clothes unattended. Management is not liable for lost or stolen items. The laundry facilities are for your convenience; treat them as your own, with CARE. Keep the laundry room clean. Wipe off machines after use and place empty containers in the trash receptacles or recycling bins.

Other Common Area Facilities

Common area facilities may include community rooms or clubhouse, lounges, libraries, laundry facilities, mail room, pool rooms, outdoor gazebos, pools, basketball courts, playgrounds, parks and any other community indoor or outdoor area are for the exclusive use of residents and their approved guests. Resident guests or visitors must be accompanied by the resident when utilizing these areas of the property. The use or consumption of alcohol or any illegal substance in the common area facilities of the property is strictly prohibited. If your apartment complex has a common area facility that may or may not be mentioned in the House Rules specifically, where applicable, residents will be issued a supplementary form that may be required prior to the use of the facilities for a private function.

III. SAFETY, CARE & CLEANLINESS

Resident Safety

The safety of residents and their property is always a concern of Management. Please do not admit someone else’s guest(s) or any stranger into the building. If any suspicious persons or activities are noticed in or around

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the community, promptly notify management/security (where applicable) and report it to the police. Residents should always lock windows and doors to ensure that “uninvited” persons cannot gain access. If solicitors appear on the premises, the office should be advised at once. Management retains the right to prohibit access to the premises by persons it considers undesirable.

Also, Management must have a way to contact you in the event of an emergency. We ask that you provide the preferred method of contact: home, work, cell phone and or email information. This information will help us reach you as quickly as possible should the need occur. Please report any changes in contact information promptly. Management considers resident contact information (phone or email) and apartment numbers to be confidential. Company policy prohibits employees from disclosing that information to other persons.

Fire Protection

Apartments are equipped with all or some of the following devices: smoke detectors, heat detectors, stove top Fire Stops, or fire extinguishers. Residents are **required** to notify Management when a range hood extinguisher or fire extinguisher activates, or when a detector is either not working properly or inoperable. If reported, Management will replace the fire extinguisher or detector. If Management discovers UNREPORTED discharges, or damage to fire prevention equipment, a charge may be assessed against the resident for replacement. **DO NOT REMOVE OR TAMPER WITH ANY FIRE PROTECTION EQUIPMENT.**

Absolutely Do Not:

1. Leave any cooking unattended, or allow grease to accumulate in cooking areas.
2. Allow matches or lighters to be played with.
3. Leave iron on or unattended.
4. Overload wall plugs or extension cords.
5. Store or use fireworks.
6. Store any combustible or flammable fluids in the apartment or common areas of the building. For example, kerosene, gasoline, propane tanks, chemicals, or other flammable or hazardous materials, etc.
7. Use or burn candles, incense, or any other open flame device in the unit or common areas of the building.
8. Store anything in boiler or furnace areas (heater closets).
9. Due to risk of fire hazard we do not allow use of space heaters or indoor fireplaces.
10. Barbecue grills of any type are not permitted on balconies or patios, and may not be stored on the property. Management will provide a designated picnic area on the property that may be utilized for grilling purposes.

Only artificial Christmas trees are permitted in the building. No ‘live’ greens are permitted due to the potential fire hazard.

Fire or fire-related damage to an apartment or building caused by a resident, resident’s family, or visitor is cause for immediate action up to and including lease termination. The resident will be responsible for all repairs to the Owner’s property.

E-Bikes

Due to the risk fire caused by the presence or charging of the batteries used by electric or electrically assisted bicycles (e-Bikes), it is necessary for the safety of the Building and the Building’s tenants and occupants to prohibit the storage of charging of e-bikes anywhere in the Building. Therefore, it shall be prohibited for any tenant, household member or guest of any tenant to bring, store or charge any e-Bike or e-Bike battery into the Building or any apartment in the Building at any time. Violation of this rule shall be considered a material violation of the tenant’s lease.

Smoke Detectors

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The apartment has smoke detectors in the unit demonstrated to be in working condition upon move-in. The following rules and regulations regarding care and function of the smoke detectors have been reviewed:

1. Smoke detectors should NEVER be disconnected, by resident.
2. If the smoke detectors stop working at anytime, you are to contact the Management office IMMEDIATELY.
3. If smoke detector makes beeping sound (indicating a new battery is needed) you are to contact the Management office IMMEDIATELY.

Please contact the management office any time that you have questions regarding the operation of your smoke detector. It is important your smoke detector always be in working order.

Range Fire Stop Devices

Management equips kitchens with stove top Fire Stop devices. These devices will activate when they come in sustained contact with a flame and are an effective automatic residential fire suppressor for stove fires. Fire Stops will be inspected as part of routine maintenance during your annual inspection, however; please notify Management immediately if the Fire Stop device has been discharged or damaged and needs to be replaced.

Sharps Disposal Program:

This community offers a Sharps Disposal Program free for residents. Upon request, management will provide a **FREE** Sharps container in order to assist residents with proper disposal of medical waste. Fill the container with all of your "sharps", return the container to the management office when full, and collect your next free container. The Sharps container will be disposed of safely and properly through our supplier.

What are sharps?

- Syringes
- Needle Connectors
- Lancets
- Auto Injectors
- Needles
- Infusion Sets

Let's all work together in keeping our neighbors, visitors, and community staff safe by properly disposing of medical waste. Ask for your free container today!

Community Appearance

Please help us ensure that the appearance of your community reflects only the best. We are proud of our community and we encourage this pride of community in our residents.

- Items are not to be stored in breezeways, entry walkways, stairs, sidewalks, patios, porches or balconies.
- Please keep entry walkways, stairs, sidewalks, breezeways, porches, patios, and balconies free from storage of unsightly or hazardous items (e.g. trash, broken furniture, and other debris).
- No changes or alterations may be made to entry walkways, stairs, breezeways, porches, patios or balconies.
- No yard sales or porch, patio or balcony sales are allowed without prior written approval from Management.

Where applicable, play only in designated play areas. Because of the confined play area, playing ball is not permitted unless there is a designated area. Parking lots, driveways, stairs, entry ways, or areas around the Management office and laundry rooms are not considered play areas. Climbing trees, playing on shrubs or in the flower beds is not allowed. Marking or damaging any part of the buildings, fences, sidewalks or play equipment is not permitted.

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All facilities are provided for your pleasure and use. Management reserves the right to close these facilities for maintenance and cleaning. The use of all facilities is at your own risk.

Care of Your Home

Management requires residents to maintain a safe, sanitary, damage-free apartment. Your apartment has been cleaned and maintenance has been performed prior to your occupancy. Management will perform a move-in inspection with the resident to ensure the apartment is in proper condition. Upon satisfactory inspection, an inspection form (attachment to lease) will be signed by both parties signifying that the condition is acceptable.

When decorating, use small nails for pictures; do not use adhesive type hangers, large nails or make excessive holes in the walls. Mirror tile, contact paper, wall paper, etc. with adhesive backing ARE NOT PERMITTED to be applied to walls, ceilings, floor surfaces or cabinets. Interior painting can only be done by Management.

Keep walls and woodwork free from dirty hand prints, ink, crayons, stickers and holes. Carpet, vinyl, tile and baseboards are to be kept clean at all times. Vacuum or sweep flooring frequently. Beverage and food spots/stains can be removed with cold water and mild soap. Clean vinyl or tile thoroughly before waxing. Keep floors free from clutter, toys, clothes, etc.

The lavatory, vanity, tub, tub tile and surroundings, commode and fixtures are to be kept free from mold, mildew, black rings, dirt, soap, and grease buildup. Keep the shower curtain closed and inside the tub while shower is in use. Do not allow excess water on the floor. If it leaks downstairs, you will be responsible for the water damage. Report any water leaks, running or hard to flush toilets to Management immediately. Do not dispose of kitty litter, waste, grease, or feminine products down the toilet.

Windows, window glass, blinds, drapes, screens and locks are to be kept clean and free from damage. Blinds or shades have been installed for your convenience. If you want to install your own, you must obtain written consent from the Management. No articles of any description shall be hung from windows or balconies. Satellite dishes are not permitted unless they meet HUD regulations. Check with Management to obtain written consent before having a satellite dish installed. Nothing shall be thrown from the window(s) or swept or thrown out of the doors of any apartment.

Substances that may leave stains should be wiped up promptly from counter tops and hot pads should be used to protect the surface from burns. Do not use a sharp knife to cut items directly on your counter tops; please use cutting boards to protect the counter surface. Uncovered food or dirty dishes are not to be left on counter tops or in the sink. Do not abuse cabinets and drawers.

Clean burned food and grease from under burners, oven and range top. All burners and ovens are to be in operating order at all times; if not, notify Management. Keep the range hood and range hood filter clean and free from grease. Clean the floor under the range at least every six (6) months. When requested, maintenance will assist in moving the range. Do not store **anything** inside the oven or on top of range.

Keep refrigerator interior and exterior clean. The interior should be free from spoiled food and odors. Clean the rubber door gasket weekly with mild soap and water. Report any torn refrigerator door gaskets to the management office. Clean the floor under the refrigerator every six (6) months. When requested, maintenance will assist in moving the refrigerator.

Wipe sink and fixtures regularly. DO NOT pour grease down the drain. Food and dirty dishes are not to be left in the sink as this constitutes a possible health hazard and pest problem.

No washers, dryers, dishwashers or additional freezer units are allowed in the apartment unless the apartment is so equipped. Prior approval for additional appliances must be obtained in writing from the Management Office prior to installation.

Initials of all adult HH members:

Head: _____ Co-Head/Spouse: _____ Other Adult Member: _____ Other Adult Member: _____

Remove trash from your apartment in a timely manner. Do not leave discarded food in the trash to cause odor and attract pests. Remove trash regularly and put it in the trash chute or dumpster (where applicable). Place all papers, refuse and bags in the dumpster (not on top or on the ground). Please do not send anyone to the dumpster who cannot reach the opening. It is your responsibility to take all cartons, packing materials, trash, etc. to the dumpster. Do not place furniture, mattresses or very large items in the dumpster area.

Recyclable rules and regulations should be followed by building policy.

Welcome mats in any common hallway are prohibited; they are a trip hazard.

All light bulbs are furnished when you move in. Replacements will be the resident’s responsibility.

All residents have the right to peaceful enjoyment and use of the facilities in the community. This includes the provision to not permit noises or acts that will disturb the rights or comfort of your neighbors. While we generally rely upon posted “quiet hours” of 10 pm to 8 am, we do ask that residents be conscientious of the level of music, stereo, television and other noises emanating from their apartment or in the common areas of the building at all hours of the day. At the same time, we must remember that this is apartment living and a reasonable amount of noise level is to be expected. If you are having a regular problem with the level of noise coming from a neighbor’s apartment we ask that you try to work it out with your neighbor first. If that is not possible or you have attempted to do so, but a successful resolution has not been met, please report your concerns in writing to the management office. Complaints should be reported in writing within 24-hours of the disturbance, specify who or which neighbor was creating the disturbance and the time the disturbance occurred. Upon receipt of your concerns management will investigate and take applicable action.

The Management Team strives to provide and promote appropriate, respectful and professional communication at all times. This includes communication both verbal and written with other staff members, vendors, residents and their guests. In the spirit of promoting a supportive environment, we would ask that residents and their guests do the same. SHP maintains a zero tolerance policy for behavior from any person (s) that may be construed as discriminatory, dangerous, offensive, disrespectful, bullying, vulgar, or inappropriate and reserves the right to respectfully ask residents and their guests to leave the office or an area of the community if necessary. Any resident concerns which involves the onsite management team should be communicated in writing to a staff supervisor.

Proper attire and footwear is required at all times in the common areas and on the grounds of the property.

The moving of furniture into or out of the building may be done only between the hours approved by the management office.

Waterbeds or water-filled furniture (i.e. swimming pools) are not permitted on the property.

Vacating the Apartment

Before vacating, please be aware of the following to assure the return of your security deposit:

1. You must fulfill all terms and conditions of your Lease Agreement and all charges must be paid in full.
2. You must provide Management with a 30-day written notice of intent to vacate. Tenant rent must be paid through the thirty-day notice period. Resident’s vacating before the expiration of the 30-day notice period will be responsible for the then contract rent amount from the time the unit is vacated through the end of the notice period or until the unit is re-occupied, whichever comes first.
3. The apartment must be left clean, unaltered and free from damages beyond normal wear and tear.
4. You are not considered officially vacated until all keys are returned to the office. You will be charged rent for each day you keep the keys in your possession as if the apartment was still occupied.

Changes to House Rules

Initials of all adult HH members:

Head: _____ Co-Head/Spouse: _____ Other Adult Member: _____ Other Adult Member: _____

Everyone is expected to follow these House Rules as well as any additional published rules that Management may deem necessary to ensure the well-being of all residents. The House Rules may be changed from time to time with thirty (30) days prior notice to residents.

House Rules are an integral attachment to your Lease Agreement. These rules are designed to protect our tenants, their children and guests. Violation or breach of any House Rules shall constitute a breach of the lease agreement. An infraction notice will be served upon each violation of this agreement. Infraction(s) may be cause for termination of the lease agreement.

All House Rules are incorporated into the Lease Agreement executed or renewed this day between the managing agent and the resident.

In witness whereof, the parties have executed this Addendum on this _____ day of _____, 20__.

Witness

Tenant

Witness

Tenant

Witness

Tenant

Initials of all adult HH members:

Head: _____ Co-Head/Spouse: _____ Other Adult Member: _____ Other Adult Member: _____



SHP Management Corp. does not discriminate on the basis of disability status in the admission or Access to, or treatment or employment in, its federally assisted programs and activities.



CRIME AND DRUG FREE ATTACHMENT

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner and Tenant agree as follows:

1. Tenant, any members of Tenant's household, any guest, and any other person under Tenant's control shall not:
 - a. Engage in any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or other persons residing in the immediate vicinity of the premises, including management staff;
 - b. Engage in any drug related criminal activity on or off the premises. Drug related criminal activity shall mean the illegal manufacture, sale, distribution, use, possession and possession with intent to manufacture, sell distribute, or use an illegal or controlled substance (also defined in Section 102 of the Controlled Substance Act-21 U.S.C. 802);
 - c. Engage in a pattern of illegal use of a drug or alcohol abuse which interferes with the health, safety or right to peaceful enjoyment of the premises by other residents;
 - d. Engage in any violent criminal activity on or near the premises;
 - e. Engage in any act intended to facilitate criminal activity, including drug-related criminal activity, on or near project premises; and,
 - f. Permit the dwelling to be used for or to facilitate, criminal activity, including drug-related criminal activity.
2. Firearms may be stored or maintained in accordance with state and local laws and may not contain live ammunition while in the apartment or on the property. Firearms of any kind will NOT be permitted outside the apartment (this includes B-B guns, air rifles, or air soft guns, etc.) unless traveling to and from the unit on or off the property. As a courtesy, please notify the management office when your unloaded firearm will be moving to and from the unit. Visitors and guests are not permitted to bring a firearm onto the property.
3. Owner will evict Tenant and Tenant's household if any member of the household is fleeing to avoid prosecution, custody, or confinement for a crime that is a felony under the laws of the place from which the individual is fleeing.
4. Owner will evict Tenant and Tenant's household if any member of the household is violating a condition of probation or parole imposed under Federal or State law.
5. **VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF TENANCY.** A single violation of any of the provisions of this Lease Addendum shall be deemed a serious violation and a material noncompliance with the lease. It is understood and agreed that a single violation shall be good cause for termination of the lease. Unless otherwise provided by law, proof of a violation shall not require criminal conviction, but shall be by the preponderance of

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the evidence.

- 6. In the case of a conflict between the provisions of this Addendum and any other provision of the lease, the provisions of this Addendum shall govern.
- 7. This Lease Addendum is incorporated into the lease executed or renewed on this day.
- 8. I understand by signing this document I give SHP Management Corp. permission to obtain information from any persons and/or agencies regarding any issues involving illegal drugs. I understand this permission will remain in effect for the duration of time I am receiving assistance through HUD for my housing needs.

Head of Household: _____

Date: _____

Other Adult Member: _____

Date: _____

Management/Landlord: _____

Date: _____

Initials of all adult HH members:

Head: _____ Co-Head/Spouse: _____ Other Adult Member: _____ Other Adult Member: _____

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