

Rules and Regulations
or
The top 25 things you need to know about your home.

WE TRUST YOU WILL KEEP YOUR HOME CLEAN AND TIDY
HERE ARE THE GUIDELINES TO FOLLOW

1. **CARPETS:** Do not drag furniture on the carpets when moving into your home. All furniture should be carried to protect the floors. Regular weekly cleaning of our carpet will keep it in good shape. A good vacuum is very important. You must protect yourself from unnecessary carpet damage move-out charges by following our recommended procedures of carpet care. You are responsible for any carpet burns or stains. Remove stains immediately or contact a professional cleaner. Management recommends Total Maintenance Systems, Inc. @ 692-6425.
2. **PLUMBING & ELECTRICAL:** Contact Tom Steffensen with Complete Plumbing @ 697-6502; Joe Tschetter with Tschetter Electric @ 696-5251; during normal business hours. You are responsible for the first \$75 of any service call.
3. **APPLIANCES:** Stoves, dishwashers, microhoods or range hoods, and refrigerators need regular cleaning. Clean the oven and the top burners as they become soiled. Exhaust fans, screens and filters should be removed regularly and washed in warm, soapy water to remove any grease build-up. Clean and defrost the refrigerator regularly. Do not use sharp instruments when defrosting the refrigerator. Do not allow ice to build up in your freezer. *Do not install additional major appliances unless approved in writing by the owner.* If you occupy a residence that has a washer and dryer, microwave, dehumidifier, or free standing fan in place it is provided as a convenience to you and is not part of the lease. It is management's personal property on complementary loan to you during your lease and documented on the personal property list. If the appliance requires repair during your lease it is at your expense. If the appliance is not repairable it will be disposed of and no replacement will be provided.
4. **COUNTERS:** Countertop care is exercised by keeping them clean and free from stains. Do not place cigarettes or burning objects such as candles on a counter. Do not chop or cut meats directly on counters. *All permises are non-smoking--period.*
5. **SMOKING:** No smoking will be permitted in any area of the home or surrounding property. There are no permitted exceptions.
6. **FILTERS, BATTERIES, & BULBS:** These replacement items are available locally and are the at the cost of the resident. Furnace filters should be replaced every 30 or 90 days for 1" filters (based on filter manufacturer's recommendation) and every 6 months (May and November) for 4" filters; batteries for smoke detectors and front door electronic lock should be replaced yearly (November); light bulbs replaced in fixtures should be CFLs (compact flourescent) only after May 1, 2010--13 watt CFL for standard 60 watt incandescent bulb and 23 watt CFL for 100 watt bulb. Dimmable CFL's must be used in the fixtures with dimmer switches otherwise staying with the incandescent bulbs for this use is acceptable. CFL's reduce the amount of energy consumed in lighting your home and directly lowers your monthly electrical bill.

- 7. HANGING PICTURES:** Use only 1 or 2 pin florentine picture hangers available locally at Walmart or Lowes. These hangers have small pins and do less damage to walls. Management can provide you a sample of the hanger. Do not use pre-pasted picture hangers, tape or common nails or screws. Do not put nails or screws in doors or woodwork, or hooks in the ceiling. By using the florentine hangers on the walls you will not have to spackle or fill the holes when you move out. You may leave or remove the florentine hangers from the residence walls when you move out at your option.
- 8. WINDOWS & TREATMENTS:** Windows should be cleaned at regular intervals. Proper window treatment such as curtains, drapes, or blinds **MUST** be used. Management will **NOT** permit coverings such as blankets, flags, bedspreads, towels or etc. Proper window treatments must be installed within thirty (30) days following move-in. Owner provides miniblinds on all exterior windows.
- 9. LOCKS:** Do not alter any lock or install a new lock on any door on the premises without written consent of the management. If you are locked out, management will unlock your door, however there will be a \$25.00 charge to you. All keys are to be returned to management upon termination of occupancy. If keys are lost or if keys are not returned, Management will change the locks and take the cost of same out of the security deposit. Front door lock will be replaced by an electronic lock during the lease year 2009/2010 at Management's expense.
- 10. RENTER'S INSURANCE:** Management is not responsible for loss due to theft, fire, or accident on the premise. ***We strongly recommend all tenants to have renter's insurance policy from your preferred insurance agent and supply management with a copy of the certificate of insurance.*** This will insure your personal property, as well as damage that you may unintentionally cause to the property. For example, if a fire is caused by you; you will be responsible for the entire building restoration costs-- should negligence be proven.
- 11. PETS:** No pets are allowed on the premises at any time, with you or your family/guests.
- 12. EMPLOYMENT:** Your home is to be used for residential purposes only. No self-employment is allowed in your home.
- 13. ANTENNAS / SATELLITE DISH:** No antenna or satellite dish of any description shall be installed on the building or hung from the windows. Placement on a pole next to the foundation of the building may be permitted by written permission from the Management. Existing installed satellite dishes on the New Kirk townhome building in Volga may remain but no new installations will be permitted.
- 14. SIGNS:** Resident shall not display any signs, exterior lights, or markings. No awnings or other projections shall be attached to the outside of the residence. Management will post a for rent sign in front of the residence after receiving written move out notice from the resident. Management encourages Resident to participate in the Optimists' Avenue of Flags Program and subscribe to the annual program--a brochure will be provided (City of Brookings only) contact Les @692-5501 .
- 15. STORAGE:** No goods or materials of any kind or description which are combustible; would increase fire risk, or shall in any way increase the fire insurance rate with respect to the premises, or any law or regulation; may be taken to or placed in a

storage area or the residence itself. Storage in all such areas shall be at Resident's risk and Management shall not be responsible for any loss or damage.

- 16. DRUGS OR CRIMINAL ACTIVITY:** Residents, occupants, guests, family members, or other persons related to or affiliated in any way with the resident shall not engage in any unlawful activity on or near the property. In the event that any of the above persons violate the above provision, tenant shall be subject to termination of the lease and immediate eviction. No discharging of firearms at any time shall be permitted. Discharging of firearms, firecrackers or fireworks on or near the property is unlawful and are grounds for lease termination. Report to the police all suspicious actions, or theft or vandalism you experience. Anyone involved in vandalism to the property will be prosecuted.
- 17. LOUD NOISES OR PARTIES:** Always remember to be a good neighbor. Keep radios and television from blaring at high volume. NO loud parties, drunkenness or immoral conduct is allowed at any time or any disturbances which cause annoyance to your neighbors.
- 18. PATIO / DECK:** Your patio / deck is for your enjoyment. For your safety, do not climb onto or off of the patio / deck. Your patio ; deck must be kept clean and free from debris. You may not use your patio / deck for a storage area or hang clothes on your railing like a clothes line. Grills are not allowed on wooden and/or covered decks. Grills under a covered deck are a fire hazard and the smoke will damage the roof soffits.
- 19. STORM / SCREEN FRONT DOOR:** Homes with a front storm door will have the screen or glass portion of the door stored in the garage. It is your responsibility to safe guard the stored unit and not let it be damaged. You may choose to use either the glass or the screen section for your front door installing it and properly storing the other unused section in your garage. Do not prop open any exterior doors which allow unwanted guests into the home (insects and vermin).
- 20. PARKING:** All motor vehicles must have a current license and be in operating condition. Non-operative vehicles are not permitted on the premises. Any such non-operative vehicle may be removed by Management at the expense of Resident owning same, for storage or public or private sale; at the Management's option and Resident owning same shall have no right of recourse against Management. Repairing vehicles or changing oil on the premises is not allowed. Vehicles must not park on the lawn under any circumstances. Damage to lawn or landscaping will be charged to the tenant. Bicycles must stay off of the grass. Use care when driving-- the safety of children living in the neighborhood is important to everyone and speaking of children...
- 21. CHILDREN:** If the tenant has children on the premises, the head of household must provide adequate child care arrangements, according to the Department of Social Services guidelines. Children must play in designated areas and not in the streets. Parents are responsible for their children's whereabouts and actions and are subject to eviction of parents cannot or will not control their children. Profane language is prohibited at all times. Children's playthings must not be left on the lawn, sidewalks or in the driveway / parking area. All items such as bicycles, tricycles, toys and etc. must be kept in the premises or garage when not being used.

- 22. GUESTS:** This is your home. Friends and family are welcome to visit you. If your guest stays longer than five (5) consecutive days but not more than 30; you are required to give their names and indicate their approximate length of stay to the manager. A guest charge of thirty-five dollars (\$35.00) per day is payable for stays of five days or more. You are responsible for your guests, including children playing indoors and outside. If any damages are done by your guests or children, it will be charged to you.
- 23. UTILITIES:** The cost of deposits and monthly service are the responsibility of the resident and are not included in the monthly lease rate. You must contact the appropriate utility to have monthly service put into your name prior to moving in to your home. Brookings Utilities @ 692-6211; Northwestern Energy @800/245-6977.
- 24. MOWING & SNOW REMOVAL:** Entrances, walks, lawns, and driveways shall not be obstructed or used for any purpose other than ingress and egress. All snow and ice removal as well as lawn care is the responsibility of the resident and must be performed on a timely basis. Any complaints of lack of care will be acted upon by Management and the resident will be billed for the service rendered. An exception is in common shared areas like the townhomes at Newkirk in Volga. Here management provides lawn mowing and snow removal for the *common lawns and driveways*. Your private walks and entrance areas are to be free of snow and ice and maintained by the resident similar to the other residential properties.
- 25. LANDSCAPING:** Management shall maintain and improve the landscaping at will. Any onsite water irrigation systems will be checked out in the spring and emptied of water in the fall by Management at its cost. Resident agrees to provide access to the landscaper and Management to test and repair the system during the annual start up and shut down period. The setting of the lawn watering system is done by the professional landscaper in accordance with the approved City annual watering schedule. Resident may turn off system during rains of one inch or more but must immediately reset the system the following week to the automatic schedule. Tampering with or vandalizing the water irrigation system is prohibited by Management. Management at its option has a current annual contract to spray the lawns for weeds and fertilize twice a year in the Spring and Fall. This is an added benefit to promote healthy lawns and a uniform appearance to neighboring properties. Resident at their option may hire a third treatment for the Summer by contacting Austreim Landscaping @ 605/692-1005. The third Summer treatment if requested is not paid for by Management. Resident's lawn is to be mowed weekly from April to November. At resident's cost, a mowing service may be contracted by calling Kevin King @ 690-1300.

I have read and agree to abide by these rules and regulations:

Date: _____

Resident

Resident

Move Out Checklist

-Your home was immediately available for you and clean when you moved in. Any normal wear and tear items were noted on the Move-in/Move-out form. You are asked to leave the property in the same condition it was in when you occupied it.--

A check-out inspection must be scheduled with the manager for a final inspection on Monday through Friday during regular business hours. This check-out inspection must be scheduled by you or your representative at least twenty-four (24) hours in advance. Your home must be completely vacated before we are able to do a check-out inspection. If your home is not completely vacated and cleaned by the agreed to check-out time, please call to adjust the appointment.

When you give the written sixty (60) day notice of intent to move-out to management, we will immediately start showing and marketing the property. You agree to have the property in ready - to - show condition prior to giving us the written move-out notice.

Here is a guide of cleaning responsibilities you have to ensure prompt refund of your security deposit when you move:

Kitchen:

- () Clean and wipe down all cabinets (inside and out), drawers, shelves, and top of cupboards.
- () Clean inside of refrigerator, defrost and clean freezer--wash outside of refrigerator.
- () Empty and clean icemaker and receptical or clean and leave ice cube trays.
- () Clean stove top, drip pans, and oven inside and out. Clean and leave broiler pan in stove.
- () Clean range hood (or microhood) including washing filter. Clean and leave microhood plate.
- () Clean dishwasher, washing inside and out--free from lime build up.
- () Clean and wipe down counters and back splash.
- () Clean sink, faucet (free from lime build up) and sink baskets.
- () Wash floor including under stove and refrigerator, remove wax build up and re wax (vinyl only).
- () Clean light fixtures, replace failed light bulbs*.
- () Clean switches, outlets and mop boards.
- () Clean and wash windows--inside and out, including window tracks.
- () Remove all kitchen trash out of the building.

Living Room:

- () Vacuum carpet. Management will be doing the carpet shampooing.
- () Clean all switches, outlets, light fixtures, replace failed light bulbs*.
- () Clean and leave any curtain rods, mini-blinds.
- () Leave walls free of tape, nails and other obstacles.
- () Leave TV connector cable--for satellite, cable, fiber optic.
- () Clean and wash windows--inside and out, including window tracks.

Bathroom(s):

- () Clean completely including linen closets and doors.
- () Clean stool including hinges on seat cover.
- () Clean tub, faucet, face plate, and tile--free from all residue including soap scum.

- () Clean sink, faucet (free from lime build up), towel and shower rods.
- () Clean medicine cabinet (including tracks).
- () Clean light fixtures, replace failed light bulbs*.
- () Clean switches, outlets and base boards.
- () Clean and wash windows-inside and out, including window tracks.
- () Remove all bathroom trash out of the building.

Bedroom(s):

- () Clean closet and shelves, remove all trash and hangers.
- () Vacuum carpet. Management will be doing the carpet shampooing.
- () Clean and leave any curtain rods, mini-blinds.
- () Leave walls free of tape, nails and other obstacles.
- () Leave TV connector cable--for satellite, cable, fiber optic.
- () Clean all switches, outlets, light fixtures, replace failed light bulbs*.
- () Clean and wash windows-inside and out, including window tracks.

General areas:

- () Clean all miniblinds, curtain rods.
- () Scrub all base boards
- () Clean all heat registers.
- () Remove all cobwebs in rooms.
- () Vacuum floors only. Carpet shampooing will be done by professionals and charged to you according to the chart of charges.
- () Clean and wash windows-inside and out, including window tracks and screens.
- () Wash or dust all doors and frames including closet doors and front entrance.
- () Dust all woodwork.
- () Clean above all cabinets.
- () Replace furnace filter and replace or clean AC filter.
- () Test smoke detector and replace failed 9v batteries.
- () Clean all switches, outlets, light fixtures, replace light bulbs*.
- () Sweep garage and remove all garbage out of the building.

***Note: Starting May 1, 2010:** all 60 watt incandescent light bulbs must be replaced with 13 watt CFL(compact flourescent) and 100 watt incandescent light bulbs replaced with 23 watt CFLs.

Chart of Charges

- General cleaning at \$0.25 per square foot.
- Carpet shampooing at \$0.27 per square foot.
- Spot removal / sanitizing at \$2.65 per square foot.
- Repairs at \$25.00 per hour plus cost of parts/supplies.

Replacement costs: Resident will be charged actual cost plus a \$25.00 per hour labor charge for installation or actual cost incurred as billed by third party contractor.

This is not an all inclusive list but includes replacement of windows, screens, light fixtures, ceiling fans, carpets, doors, countertops, appliances, broiler pan, drip pans, medicine cabinet, mirrors, sinks, toilets, towel and shower rods.