



## RULES AND REGULATIONS

This Addendum is a part of the Residential Rental Agreement (the Contract) dated \_\_\_\_/\_\_\_\_/\_\_\_\_ by and between \_\_\_\_\_, Landlord and \_\_\_\_\_ Tenant(s).

### Initial(s) required.

\_\_\_\_\_ 1. **Guest Policy** – A guest, for a limited term, would be visiting for no more than a total of seven (7) days in a period of one month. Residents who wish to invite a guest for more than a seven (7) daytime period should submit a request in writing for management approval. No one is allowed to stay in your apartment past this period who is not part of the signed lease.

\_\_\_\_\_ 2. **Rent Payments:** All rental payments are due on or before the first (1<sup>st</sup>) day of each month. Personal Check, Money Order, or Cashier's checks are accepted in one check, MO or CC for the monthly total. If any rent is not paid on or before the first day of the month, a late payment fee will be charged as specified in the rental contract. Tenant agrees to pay a service fee to Landlord for a check returned unpaid for any reason (NSF, closed account, stop payment), as specified in the Rental Agreement. A returned check is not considered paid on time, and Tenant will be responsible to pay the late payment fee listed above. Since the Landlord has precise obligations that must be met on the exact due date, it is necessary that all rents be received by the first day of each month. Late fees do not release you from your duties to pay rent on time. Non-payment and late payment of rent or utility bills are a breach of the Agreement. After two returned check, personal checks will not be an accepted form of payment.

\_\_\_\_\_ 3. **Minimum 60 day notice to vacate required for month-to-month leases only.** Any anticipated termination of residency under a month-to-month lease requires a 60day prior written notice, served to management, in accordance with the lease terms and state law.

\_\_\_\_\_ 4. **Renter's Insurance:** Landlord shall not be responsible for damage to tenant's personal property by theft, fire, weather, water, sewer backup, mechanical failure, acts of nature, or other casualty loss, except when caused by the negligent acts or omissions of Landlord. It is Tenant's responsibility to obtain renter's insurance to insure personal property in the event of loss. **Renter's insurance is strongly recommended.** Renter's insurance is required with pets.

\_\_\_\_\_ 5. **Community Appearance/Common Areas:** Tenant must keep the exterior of the property free of trash. No trash is to be placed outside of the building (except in designated trash containers) more than 12 hours before the day of trash collection. Tenant is responsible for taking and retrieving the trash can from the curb on the appropriate trash day. Tenant will be responsible to reimburse Landlord for any citations issued to Landlord for violations of the local trash code in this regard. Landlord is not responsible for any stolen or discarded items belonging to Tenant that are left outside the confines of the leased premises. **NO TRASH CANS OR RECYCLING BINS ARE ALLOWED TO BE KEPT OUTSIDE; THEY MUST BE KEPT IN THE APARTMENT OR GARAGE. Nothing may be stored in the front of the apartments except hoses and bicycles in the summer. Tenants will be assessed a fine of \$30.00 plus the cost of clean-up if any trash/litter, storage bins of any kind, or any other unsightly objects are left outside the apartments.** Yards are to be kept free of toys and miscellaneous items keeping the neighborhood neat in appearance. No bouncing of balls or toys or nay other items on the side of the apartment or roof. Do not leave bikes or the like on the driveways or in front of other apartments.

\_\_\_\_\_ 6. **Recycling Laws:** Please recycle according to the rules and regulations of your area. Properly secure your trash to help keep the grounds and neighborhood litter-free. Tenant agrees to reimburse Landlord for any fines for failure to properly sort and recycle their trash. Replacement of missing, lost or stolen bins will cost the Tenant currently \$25.00.

\_\_\_\_\_ 7. **Pets:** Pets are not permitted in and about the premises unless specifically authorized by Landlord in writing. Tenant will be assessed a \$100.00 fee for any unauthorized pet at the premises, plus \$10.00 per day thereafter until the pet is removed. Unauthorized pets are deemed a breach of the Agreement. **NO PETS OF FAMILY OR FRIENDS ARE ALLOWED IN THE APARTMENT OR PROPERTY. No day care or night care of pets.**

\_\_\_\_\_ 8. **Subleasing:** If Tenant desires to sublet the premises, Landlord must approve any sublet in writing prior to occupancy of the new resident. Tenant understands and acknowledges that Landlord approval of any sublease shall not release Tenant from the obligations of the Agreement in the event that the sub-lessee fails to comply with the Agreement. Tenant agrees to the following terms in regards to subleasing:

- a. Tenant agrees to pay a \$300.00 subleasing fee to Landlord for any sublet.
- b. The responsibility and cost of finding a sub-lessee belongs entirely to Tenant.
- c. The sub-lessee is required to be approved by Landlord through an approved application form before being allowed to occupy the premises.
- d. Tenant and sub-lessee must sign a sublet agreement in the presence of Landlord.
- e. Subleasing is only granted with Landlord consent. The premises will be transferred to sub-lessee in "as-is" condition, with all terms and conditions of the Agreement applying.

\_\_\_\_\_ 9. **Cleaning of Premises:** Tenant shall maintain all interior and exterior areas of the premises in a clean and sanitary condition, free from debris, garbage and physical hazards. Tenant agrees to perform routine cleaning throughout the leased premises on a regular basis. Routine cleaning includes vacuuming any carpet, sweeping and washing floors, scrubbing the tub/shower, scrubbing the toilet and sinks, dusting, washing dishes, discarding and removing trash, and cleaning the interior and exterior of all appliances. Carpet cleaning is recommended during occupancy. Please call America's Best 608.782.6995 and pay them directly for their work. If any other professional carpet cleaner is to be used, the Landlord must give written consent. NO self operated carpet shampoo machines without written consent of the Landlord. This provision in no way affects the obligation of Landlord to maintain the premises in a fit and habitable condition during tenancy.

\_\_\_\_\_ 10. **Maintenance:** Tenant agrees to immediately inform Landlord of any hazardous or potentially hazardous condition which may develop or has developed in, near, or around the premises and/or the building which may cause damage to the building or injury to persons. The cost of repair for any damage to the premises or building due to the acts of Tenant or tenant's guests, or failure to notify Landlord of a problem, will be repaired by Landlord and charged to Tenant at professional rates for supplies and labor. Tenant shall take reasonable care of the premises, including closing windows if rain is entering unit, and preventing water from shower/toilet/sink from causing damage to property. **Tenant to keep sidewalks and the area one car length out from the garage clear of any and all hazards including but not limited to ice and snow.**

\_\_\_\_\_ 11. **Security:** Notwithstanding anything stated in this lease to the contrary or any representations made in advertising or by Landlord, and notwithstanding any security measures at the property, Landlord is not responsible for providing security relative to Tenant, tenants' guests, the leased residence, or the property.

\_\_\_\_\_ 12. **Refund of Security Deposit:** Tenant must comply with the following:

- a. All rent must be paid in full and received by Landlord. Tenant may not use the Security Deposit for the last month's rent.
- b. Tenant's forwarding address must be provided or security deposit will be returned to the last known address.
- c. No damages, except normal wear and tear, noted during check out procedures with tenant.
- d. All terms of the Nonstandard Rental Provisions are met.
- e. All terms of the Rules and Regulations are met.

\_\_\_\_\_ 13. **Water Heater/Grills:** There is a legal maximum thermostat setting for water heaters established for your safety. You are required to notify Landlord if the hot water is not adequate in your building rather than making any adjustment yourself. All cooking grills are to be maintained at least 15 feet from the building or portion thereof. Grills are not permitted on any wooden decks.

\_\_\_\_\_ 14. **Smoke Detectors Save Lives:** Tenant must notify Landlord in writing of any problems with smoke detectors. Smoke detectors are not to be removed or batteries removed in accordance with Wis. Stat. 941.12, which states in part, "whoever interferes with, or removes, or tampers with, without authorization, any smoke detector, fire extinguisher, fire hose or any other fire equipment is guilty of a felony." ALL REQUIRED SMOKE DETECTORS HAVE BEEN PROPERLY INSTALLED.

\_\_\_\_\_ 15. **Altering Appearance of Property:** Tenant is prohibited from posting signs, signals, illuminations, symbols, advertisements or any type of equipment or foreign object on, inside, or outside windows/balconies or doors. Any object visible from a public or common area must be required to be removed at Landlord's request. Tenant may not attach or place any antennas, satellite dishes, or other electrical connections on the building without prior written landlord approval. Tenant may not paint premises without prior written approval. **No satellite dishes are allowed.**

\_\_\_\_\_ 16. **Smoke Damage:** **APARTMENTS ARE NON-SMOKING!!** Smoke damage is not considered normal wear and tear. If Tenant chooses to smoke or permit smoking within the premises Tenant agrees they can be fined \$100.00. And should damage to the premises or building occur from cigarette or cigar smoke, or candle soot, tenant will be responsible for any costs associated with restoring the premises, including but not limited to: painting, sealing of walls and ceiling, cleaning or replacement of blinds, cleaning, repairing damages to carpet, cost of removing odors in all rooms, and cleaning all fixtures upon vacating. **Candle burning is restricted to soy candles only! They do not soot.**

\_\_\_\_\_ 17. **Parking:** There are three parking spaces for your apartment: the garage, in front of the garage and directly in front of your apartment. Please do not use the neighbor's parking space or allow company to do so. **Trailers, campers, boat trailers and the like may not be parked on the property they must be parked on the street. Do not park on the grass!** Tenants must accommodate at snow plowing time and not leave their vehicles in the way when the snow plow is present.

\_\_\_\_\_ 18. **Furnace Filters:** Bi-monthly you will find a new furnace filter outside your door. You are responsible for changing your furnace filter. The orientation arrows should be pointing in towards the furnace. If it is found through maintenance you are not changing the filter you can be held responsible for damage caused by a filter plugged with dust, dirt and debris from not being changed.

\_\_\_\_\_ 19. Tenants are fully responsible to notify the Landlord verbally and in writing if they suspect there may be excessive water usage from any malfunction in the apartment. Furthermore, after reporting any malfunctions to the Landlord, Tenant will make every effort to accommodate the Landlord and/or their contractors by granting access to the apartment. Please check often to make sure that there is not excessive faucet drips, toilet malfunctions, or any other leaks that may cause excessive water usage. Landlord will bear no responsibility for payment of high water/sewer/storm sewer bills due to malfunctions that are left unreported and unprepared.

\_\_\_\_\_ 20. **Water Beds:** Water beds are not permitted!

\_\_\_\_\_ 21. **Water Softeners:** If you wish to install a water softener Culligan is our only approved vendor!

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Tenant Date

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Tenant Date

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Tenant Date

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Tenant Date

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Landlord Date

\_\_\_\_\_  
Premises Address