



Community Policies

This addendum is hereby made a part of that certain Lease Agreement executed by:

Resident(s): _____ Address : _____

Grandin Properties strives to maintain a comfortable environment for all our residents. We have incorporated a list of reasonable responsibilities to pass on to you, and with your cooperation will help ensure all residents enjoy the benefits of our community. From time to time certain circumstances arise and we are forced to hold residents accountable for their actions. Unfortunately, failure to comply with Community Policies may, at the discretion of management, be grounds for termination of the Lease Agreement.

These Community Policies may be amended or changed by management upon notice to the Lessees.

1. **MAINTENANCE REQUESTS** - Maintenance requests should be made by phone to 513/871-7110, emailed to: michelle@grandinproperties.com or sent in writing to the Management office. Maintenance hours are weekdays from 8:30 am-5:00 pm. **In case of a fire please call 911.** For emergency maintenance assistance, call the office and leave specific information on the emergency maintenance line. Emergencies include, but are not limited to: flood, electrical shortage, and sewer backup. Please do not abuse this system; a charge will be applied for **non-emergency** calls placed to the emergency maintenance line.

Resident maintenance requests cannot be fulfilled if pets are left unattended.

2. **LOCKS** - For your safety as well as the safety of others, residents are prohibited from adding, changing or in any way altering locks installed on apartment doors.
3. **ENTRANCES, HALLWAYS, WALKWAYS AND LAWNS** - Entrances, hallways, walkways, lawns and other common areas shall not be obstructed or used for any purpose other than entering and exiting. The appearance of the building, viewable areas or common grounds surrounding the property will be maintained and enhanced at our discretion. Decorating is a personal taste and will need to be limited to the resident's home. Local Fire Code prohibits the storage of personal belongings in all common areas.
4. **HARDWOOD FLOORING** - Hardwood floors should be treated carefully. Water and pet urine result in considerable damage. Please clean up any spills or accidents immediately to avoid distress to the floor. For best results, mix ¼ cup vinegar to 1 gallon of water. Never use wax containing products to clean it. Felt pads, rugs or other protective devices must be placed under furnishings.

5. **PARKING FACILITIES/ VEHICLE CONDITION** - Parking areas are for use by residents. Abandoned vehicles, parking on the grass or walkways, auto repairs, invalid license tags, or a vehicle without a license plate are not permitted under any circumstances. Management reserves the right to assign parking spaces along with a parking permit which must be displayed at all times. Parking garages must be used for parking of vehicles or storage only. Vehicles may not be stored on our premises and must be driven on a weekly basis. We will not permit any vehicle on our premises with rust, chipped paint, cracked glass, flat tires, or a damaged body due to an accident.
6. **PEST CONTROL** - Apartment units are treated on an as-needed basis. If you have a special problem with pests, notify the office and the exterminator will pay special attention to the specified apartment on his next visit. Residents are asked to assist with pest control by maintaining a high standard of good housekeeping. If a resident has a pet and it becomes necessary to spray for fleas, resident will be required to pay an additional charge.
7. **TRASH** - Please ensure that your trash is placed in plastic bags and securely tied before placing it in the dumpster. Do not leave trash on the ground. Please break down boxes before placing in dumpster.
8. **GUESTS** - Residents shall be responsible and liable for the conduct of their guests. Acts of guests in violation of the Lease Agreement or Management's Community Policies may be deemed by Management as a breach of agreement by resident.
9. **PLUMBING** - Special care is needed for plumbing. Cleaning hair from drains and avoiding certain substances in disposals will keep the building plumbing in good repair. A charge will be made for unclogging plumbing equipment in cases where malfunctions are caused by the introduction of improper objects, grease and other foreign matter. The cost of repair or replacement of equipment or furnishings of the owner will be borne by the Resident.
10. **LOCK OUTS** - If a Resident finds it necessary to have authorized personnel unlock their apartment door, the Resident will be responsible to pay a \$50.00 fee; after 9pm, it is a \$75.00 fee. Proper picture identification is required at the time of request.
11. **TELEPHONE HOOK-UPS** - Telephones are to be placed at previously wired locations provided by the telephone company. Additional drilling, cutting, or boring for wires is not permitted without written permission from Management. Wire care protection through the telephone company is highly recommended.
12. **STORAGE** - No materials of any kind which are combustible or would increase fire risk shall be placed in storage or garage areas. Storage shall be at Resident's risk and Management shall not be responsible for any loss or damage. All assigned areas must be labeled and locked by resident. In consideration of local fire codes, heating/air conditioning closets are not to be used for storage purposes.
13. **ANTENNAS** - Radio, television, and CB aerials shall not be placed, attached or erected on the roof or exterior of the building. No satellite dish may be erected.

14. **DISTURBING NOISES** - The Resident's family and guests shall have due regard for the comfort and peaceful enjoyment of all other Residents in the apartment community. Your apartment is your home, free from interruption by Management, unless you or your guests disturb the other Residents. Televisions, stereo units, radios and musical instruments will not be played at a volume or time that will annoy persons in other apartments; this also includes all common areas.

If you witness *anything* disturbing, suspicious or just out of the ordinary, please report it to the police.

15. **SIGNS** - Residents shall not display any signs, exterior lights or markings on any part of the apartment building or windows. Residents are not permitted to attach awnings or erect other projections to the outside common areas or building in which they reside.
16. **PATIOS/BALCONIES/FENCES/GATES** - All areas must be kept clean and clear of storage items. Hanging clothes, garments, rugs, or rags over railings, fences or gates or in patio area will not be permitted. Patios or balconies should be used for matching patio furniture, flower boxes and plants; they are not to be used for storage under any circumstances. For safety reasons, please do not place plants on the balcony railings. Barbecue grills of any kind are not permitted on the patio/balcony area per insurance requirements.
17. **WINDOWS** - Within three (3) weeks after Resident has taken occupancy of the apartment, proper window coverings (either white or beige tone drapes or mini blinds) must be in place unless already provided by Management. Bed sheets and like materials are not permitted for use as cover for windows or patio doors. Sun catchers, stickers, or miscellaneous décor can not be mounted on windows, windowsills or doors at any time.
18. **PETS** - Pets are permitted only if written permission has been provided by Management and a Pet Addendum has been executed. All pet fees and deposits will be outlined in the Pet Addendum. Restrictions apply due to weight and breed accepted.
19. **LAUNDRY ROOMS** - Please report any malfunction of machines to the Management office. The laundry area can get extremely busy so please keep it clean and usable for everyone. Please remove clothing from machines promptly to avoid loss of articles. Tints or dyes in machines can damage clothing for the next person, and we ask that you please refrain from using this process. Please dispose of lint in the trash receptacle provided.
20. **ALTERATIONS** - No apartment alterations are allowed without prior written approval from Management. This shall include, but is not limited to paint, paper, cork and contact paper.
21. **CONDUCT** - Lessor promotes its staff and contracted service providers to respect everyone with whom we have contact and expect the same respect in return. If Lessor, at any time, deems the conduct of the occupant(s) of the leased premises objectionable – including but not limited to profanity, verbal abuse, physical threats to our staff or other residents – we will take

