

PLAZA WEST APARTMENTS
3130 WEST 10TH STREET
SEDALIA, MO 65301
(660) 827-3697

Date: _____

RULES AND REGULATIONS

Welcome to your new home, we hope that your stay here will be a pleasant and comfortable one. Listed below are our guidelines and regulations designed to make your stay here as pleasant, enjoyable, and trouble-free as possible for you as well as your neighbors and management:

- A. Rent: Due on the first day of every month, delinquent after the fifth day. A \$15.00 penalty fee for delinquency may be added to your rental payment. To avoid this penalty, please notify Manager of impending problem or circumstances that would prevent your timely rent payment.
- B. Occupancy: There can be no more than (2) occupants per one bedroom apartment and not more than (3) occupants per two bedroom unit. There will be an additional \$25.00 per month charge for the third or fourth occupant.
- C. Keys & Locks: Any additional keys required for the apartment other than those issued upon occupancy, shall be made at occupant's expense. Manager will NOT open any door for persons other than those listed on the lease agreement. Door locks shall not be changed or modified in any manner, and no additional locks shall be installed without consent of Management.
- D. Storage & Laundry: Individual storage units are available to all tenants who so desire and are located in each of the laundry rooms. Please place a suitable padlock, on your individual locker for safekeeping. Manager will make an ID name tag for your storage locker. Each tenant will be issued a Laundry Room key and may be used between the hours of 7:00 a.m. to 10:00 p.m. Keep laundry rooms and storage locker areas free from any trash or debris dispose of any trash in the container provided. Remember to keep doors closed and turn out lights when not in use.
- E. Appliances: All appliances furnished shall be maintained and cleaned periodically, and no abrasive cleaners, sharp or pointed tools should be used on these appliances. The refrigerator drip tray (located at the bottom of the unit) should be cleaned once every (3) months. Tenants are cautioned that garbage disposals will not accept bones or metal objects be sure to use hot or cold running water when using your disposal to facilitate complete thorough flushing of all waste. To get maximum benefit from your air conditioner, you must keep the drain hose clear and uncrimped, and the filter should be changed every (4) months. Management will install and furnish furnace, air conditioner filters, when needed, and upon request. You may wish to keep a running record of your filter usage to remind you when the replacement is necessary.
- F. Fixtures: The stool, tub & sinks should be cleaned often due to the presence of various chemical water purification elements in our waste system thereby causing a heavy stain, lye and mildew buildup on these fixtures. You must NOT dispose of sanitary napkins in the toilet please inform guest of this also.
- G. Trash & Litter: Driveways, sidewalks, porch and patio areas, entrances and corridors shall not be obstructed by trash and other refuse it should be disposed of in the receptacles provided on the premises. Dust, rubbish, and litter of any sort must NOT be emptied or thrown from windows or balconies.
- H. Patios/Decks: Clothing, rugs, or towels should NOT be hung on the terrace railings or any portion of the patio area. Lawn chairs, flower boxes, and pots, etc., are permitted on deck area. BBQ GRILLS are prohibited. Please keep the area free of unsightly trash and debris, this includes clothing, rugs, and towels.
- I. Pets: **NO PETS**
- J. Picture Hanging: Pictures and/or portrait hangers, or smaller nails or hooks are acceptable for pictures, mirrors and hanging devices. Holes made in walls or ceilings by toggle bolts, molly anchors, etc., will be subject to repair charge. A surcharge will be deducted from the initial Security Deposit.
- K. Lawns & Driveways: NO walking or playing on the grass please! We would appreciate you not throwing cigarette butts or other trash on the lawns, sidewalks and parking areas. Driveways are marked as "Entrance" and "Exit" and should be used accordingly. This proper usage will hopefully alleviate the possibility of any accident occurring and further will keep the driveways uncongested for everyone's use.
- L. Swimming Pool: The swimming pool is for the convenience of residents and their guest. Guests should be limited to (2) per resident. Pool hours in season are from 10:00 a.m. to 10:00 p.m. daily. Children under (4) years of age must be accompanied by an adult and should be supervised. No glass containers are permitted in the pool area and no running on concrete facing is requested, in order to prevent any serious mishaps. Do NOT use suntan oils if you go in the water (lotions acceptable) since they create a blockage problem with the filter system. No loud, boisterous, lewd or foul-mouthed conduct is permitted please have consideration for your neighbors. Observe the rules posted in the swimming pool area.
- M. Disturbances: No musical instruments, stereos, radios or TV sets shall be played or operated on the premises in such a loud manner that would cause a disturbance to the other tenants. Tenants and their guest are

requested to contain their vocal practices in a subdued manner, in or on the premises, so as not to disturb or annoy other occupants of the buildings.

The use of marijuana, medical or otherwise, on the premises will constitute a breach of this lease and the default provision shall become effective. Marijuana produces a pungent odor that can be offensive to your neighbors and unreasonably interfere with their quiet, peaceable enjoyment of the complex. If you have a prescription for medical marijuana, you should administer your medication off the premises out of courtesy to other tenants.

- N. Parking Areas: Since there are not designated parking spaces, tenants may park their vehicles in any of the marked parking zones. Because of limited ground area for parking facilities, it is requested that tenants and their guests park in a proper manner within the yellow marked lines in order to allow space for the other tenants in the complex. Non-authorized mechanical repairs and/or washing of vehicles within the apartment grounds are strictly prohibited. Vehicles should be recorded with the Manager showing make and model, year, color and license number, for purpose of recognition. Any vehicle in parking lots that is NOT in working condition, not properly registered, will be subject to towing at owner's expense.
- O. Deposit & Refund: A security deposit of \$400.00 is required from all future tenants prior to move-in and will be refundable upon voluntary termination of the initial lease agreement or move-out subsequent to completion of lease (usually within (7) days) providing:
- A. Tenant has not damaged the premises or appliances within the apartment.
 - B. Tenant does not owe back rent and has turned in all keys. (Security Deposit will NOT be used as any portion of back rental payment.)
 - C. Tenant has left the premises and appliances in a clean condition and the apartment is void of any trash or garbage.
 - D. Tenant has submitted a written (30) day Notice of Intent to Vacate, or paid (30) days rent.
 - E. Tenant lease forwarding address.
- P. Vacating At End of Lease: Tenant is afforded the option to vacate the premises upon the expiration of the initial lease and after tenant has submitted a written (30) day Intent to Vacate notice to management for processing, or has decided to remain in the apartment (rental payments are on a month-to-month basis after completion of the initial lease agreement) and has paid (30) days future rent. A (30) day Intent Notice to Vacate form may be procured from the Manager, and should be completed, signed and returned to Manager for processing. Security Deposits will be refunded (mailed) after any damage and/or cleaning charges have been determined. Lessor/Manager has the right to terminate any tenant's occupancy by reasons of misconduct or failure to pay rent by giving said tenant a (30) day written notice to vacate the premises. Lessee is reminded that signature on the initial Lease Agreement for the term specified constitutes a lawful contractual document and should, therefore, be honored, unless unforeseen circumstances prohibit the required tenure as indicated. Any violation of the period indicated on the original lease may result in forfeiture of the Security Deposit and/or possible litigation requiring collection of remainder of rent due, as agreed upon by lessee on the aforementioned agreement.
- Q. Transfer/Change: Any tenant who desires a transfer or change to another apartment within this complex simply because they are not satisfied with their present conditions or location, will be subject to a \$50.00 transfer fee, such monies to be utilized as a clean up charge for current and/or new apartment. This fee may be paid upon your move to the new apartment or will be deducted from your initial Security Deposit upon your termination of tenancy at these apartments. A move to another apartment will require completion of a new (1) year renewal lease agreement, such document to be signed by you and Management and will become a permanent part of your current file.

As further help to make your occupancy more acceptable, it is requested that you notify the Manager (827-3697) as soon as possible of any maintenance problems that you have within your apartment so that they may be taken care of immediately. We also request that you report any unusual occurrences or disturbances that may arise within or surrounding the apartment complex area Management will attempt to deal with these problems in a prompt manner.

Your cooperation and compliance with these guidelines would be greatly appreciated.

Please read and initial the original copy of this document and retain one copy for your information.

(Lessee)

(Manager)

(Leassee)