

Dear Resident:

We welcome you to your new home and extend all good wishes to you. With your comfort and safety in mind, we make these requests.

#### **REGARDING RENTS**

1. All rents are due and payable in advance on the first of each month. Payment is to be made in the form of personal check, cashier's check or money order.
2. A \$25.00 service charge will be made on all checks returned unpaid by the bank. If a check is returned unpaid by the bank, all rent payments for the following twelve months will be accepted only if paid by money order or cashier's check.

#### **REGARDING APARTMENT INSPECTION**

1. Apartments will be inspected on a periodic basis.
2. When maintenance is required due to the neglect of a resident, the resident shall be responsible for the payment of such repair. This refers, for example, to broken windows, toilets which have become stopped up due to refuse, garbage disposals which have become inoperative due to improper use.
3. All apartments will be treated periodically for pest control. Your manager will notify you at least 24 hours in advance. Residents **must** cooperate in preparing their apartments for this service. Please notify your apartment manager immediately if you suspect a pest infestation in your apartment.

#### **REGARDING VISITORS**

1. Residents will be held responsible for their visitors' actions.

#### **REGARDING NOISE**

1. There is to be no boisterous or vulgar conduct or unnecessary loud noise at any time. Please be considerate of your neighbors. Televisions, radios, stereos, etc., are to be played at a level that does not disturb your neighbors.

#### **REGARDING PETS**

1. No pets or animals (including fish) shall be kept within the apartment or on the premises without written approval of the Landlord. Pets owned by your visitors are not permitted on the premises. (The local animal regulatory agency will be called if a pet is found.)

#### **REGARDING VEHICLES AND PARKING**

1. Bicycles, skateboards, roller skates or scooters are not to be ridden within the complex. Anyone riding a bicycle, skateboard, roller skates or scooter across landscaped areas shall be held liable for damages incurred. Bicycles must be parked in racks provided especially for this purpose, where available. When racks are not available, bicycles are not to be parked or stored in the common areas of the building nor on balconies at any time for any reason.
2. Traffic in driveways and parking areas shall not exceed five (5) miles per hour.
3. \_\_\_\_\_ parking space may be assigned for each apartment upon presentation of proof of ownership and current registration. If an additional space is needed it may be secured from the manager at an additional monthly charge of \$\_\_\_\_\_, if space is available.
4. HEAD IN ONLY to assigned parking space. Do not back into carport or other parking areas. Park only in areas where parking is permitted; automobiles parked in violation of parking rules or signs will be towed away at the vehicle owner's expense.
5. VISITOR PARKING IN DESIGNATED AREA ONLY, if provided.
6. Recreational vehicles and trailers are prohibited. Unregistered, derelict or inoperative vehicles may NOT be kept on the premises. Such vehicles will be towed away at vehicle owner's expense. No repair or maintenance work on vehicles is permitted at any time on the premises. No spare parts are to be left lying in public areas or in public view. Storage of personal items of any kind is not permitted in your assigned parking space.
7. Vehicle oil leaks or fluid loss is prohibited and must be cleaned immediately. Residents are responsible for keeping their assigned parking areas clean, and keeping their vehicles in good condition in order to avoid any spillage.
8. All vehicles are to be locked at all times. Management is not responsible for any vehicle or its contents.
9. Car washing is prohibited on the premises.

#### **REGARDING GENERAL PROVISIONS**

1. Maintenance needs should be reported to the manager, in writing, as soon as possible.
2. Residents should take care not to lock themselves out of their apartments. A service charge may be imposed upon constant offenders.
3. Residents may not alter any lock or install new lock on any door on the premises without consent of the management. Management must have a copy of every key to any locks installed or changed in order to ensure access to apartment in emergencies and for maintenance.
4. Management is not responsible for delivery of messages, materials or mail. Residents are urged to purchase renter's insurance. Management is not responsible for lost or stolen property.

5. Resident agrees not to use any utilities in a wasteful, unreasonable or hazardous manner.
6. No additional appliances including, but not limited to, portable and/or stationary dishwashers, washing machines, clothes dryers, refrigerators, stoves, freezers and air conditioners will be permitted on the premises. **There are no exceptions.**
7. Waterbeds are not permitted on the premises without consent of the Landlord. Proof of adequate waterbed insurance must be provided to the management.
8. Please pay particular attention to how your windows appear from the outside looking in – do not replace furnished window coverings or attach aluminum foil to windows. No signs are allowed in windows, on doors or on exterior of the building.
9. No radio, television antennas or wires, or satellite dishes may be installed on any part of the premises.
10. Do not remove chairs, furniture or other equipment from any recreation area.
11. Lawns and shrubbed areas are not to be used as playgrounds, as recreation areas or walkways.
12. The fire department prohibits the blocking of stairwells, doorways and walkways by any object; moreover, you may not store combustible materials anywhere within the complex.
13. Entrances to apartments are to be kept clear at all times. No boxes, mops or litter of any kind will be allowed. All door mats are to be of a type that may be hosed off and will not stain the concrete. Pieces of carpet as door mats are not permitted.
14. Balconies and/or patios are not to be used as storage areas. Indoor furniture, trash and other household items are not to be kept on the balcony and/or patio. Any type of carpeting or floor covering is prohibited. All plants must have plastic saucers under them. No plants or other items may be placed on the railing. Overall weight of plants must be considered to prevent possible structural damage to the building. Balconies and/or patios must be kept in clean, neat and presentable condition.
15. Trash must be placed **inside** specially provided trash bins; boxes must be broken down to fit into trash bins. Bulky items such as furniture, beds and appliances may not be placed in or about the trash bin.
16. If there are trash chutes in your building, trash must be in small, closed bags and deposited in the trash chutes provided on each floor. Do not force large items into the trash chutes. Please take them to the trash bin. Do not leave them in the trash room.
17. Laundry or other articles may not be hung outside or from balconies. No liquid bleach may be carried through carpeted hallways.
18. We trust you to do your utmost to keep the interior halls, laundry rooms and grounds clean.
19. Resident agrees upon threat of eviction not to engage in or permit members of the household or their guests to engage in any criminal activity, including drug related criminal activity, whether in the unit, in the common areas, on the project grounds or within 500 feet of the property. This includes disturbance or acts of violence that damage or destroy the dwelling unit or disturb or injure other residents.

**ADDITIONAL REQUIRED NOTICES:**

20. a) **Toxic Substance Warning Notice**

The Owner is required to give you notice that areas on this property contain one or more of some 700 + toxic substances and chemical substances, such as swimming pool disinfectant, cleaning substances, automobile exhaust fumes, bar-b-que or second-hand cigarette smoke, laundry room fluids or emissions, lead paint, asbestos, etc., known to the State of California to cause cancer, reproductive toxicity, birth defects and reproductive harm. Please contact the Owner for further information.

b) **Mold and Mildew Warning Notice**

Mold and mildew may be injurious to one's health. Therefore, Renter acknowledges that (a) Renter has inspected the Premises, and every part thereof, at the outset of the tenancy; (b) Renter has found no signs of moisture, mold or mildew therein; (c) Renter shall: (i) keep the Premises well-ventilated, clean and dry any signs of mold or mildew from all surfaces, (ii) promptly notify Owner of any dampness (from leaks, overflows, water intrusion, etc.); and (iii) promptly notify Owner of any malfunction of ventilation, air conditioning or heating systems. Renter shall be liable for any injuries or damages that may result from any negligent performance of the foregoing duties.

c) **DOJ Notice**

Notice: Pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet Web site maintained by the Department of Justice at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov). Depending on an offender's criminal history, this information will include either the address at which the offender resides or the community of residence and ZIP Code in which he or she resides.

We must stress that persons found in violation of any of the above Rules, Regulations and Required Notices will be held liable and will be subject to immediate notice to vacate.

These rules have been made to assure you of a pleasant and comfortable place in which to live, and call your home. Thank you for your cooperation.

These Rules, Regulations and Required Notices are subject to change upon thirty (30) days notice.

LANDLORD

TENANT

ROXBURY MANAGEMENT COMPANY

BY: \_\_\_\_\_  
Owner/Agent

BY: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_