

COURTESY AGREEMENT: RULES AND REGULATIONS

This amendment is made part of the rental agreement dated _____
between Dream Suites Apartments and _____,
Tenant(s) for the property located in Apartment _____.

1. **No pets allowed** without prior approval from the property owner and a pet deposit of \$150.00 Per Pet has been paid. Pets larger than 40 pounds are not allowed.
2. The sidewalks, driveways, and common areas that service the unit shall not be obstructed or used for any other purpose than ingress or egress to and from the unit and the parking areas. No skateboards, roller skates or bicycles allowed on the sidewalks or in the parking area.
3. **Parking:**
 - a. Multi-unit housing is permitted one off-street parking space per unit, all others should park on the street in accordance with the local ordinances. Auto repairs are not permitted in the parking areas.
 - b. Disabled vehicles are not permitted on the rental property. Management reserves the right to have these vehicles towed at the vehicle owner's expense.
4. No signs or advertisements will be permitted to be displayed from the rental property.
5. Noisy, disorderly, or offensive conduct annoying or disturbing to neighbors shall be grounds for termination of occupancy and shall be reported by the complaining party to the local law enforcement agency, so that a formal written report can be filed. A follow up call to the property management office should be made during normal business hours to inform them of the incident.
6. Guests are the responsibility of the tenant, and are bound by the rules and regulations set forth. Tenant should supervise guest in order to insure that the peaceful enjoyment of the neighbors is not disturbed.
7. Decks, patios, balconies, and common areas are to be kept clean and free from all possible trip hazards. Barbeque grills should be used in open areas and at least five (5) feet from any structure.
8. Management reserved the right to approve all items that are to be placed outside of the rental unit.
9. Trash receptacles, when provided, are for household garbage only. All garbage should be placed in trash bags to prevent garbage from blowing away. Do not place furniture or other large items next to the trash receptacles.
10. **Occupancy:** The rental property is to be occupied only by the residents that are named on the rental agreement. Guests that are on the property for more than seven (7) days need written consent from the property manager.
11. Smoke detectors are provided for your safety and need to be tested regularly. If equipped with a battery, it is the tenant's responsibility to replace when necessary. Due to stricter insurance policies, the property manager or his agent may conduct periodic inspections to insure that units are in good working order.
12. Air conditioning/furnace filters are to be changed every month at the management's expense.
13. Utilities are to be paid by the management unless otherwise specified in writing. This is to include weekly garbage service.

14. Illegal drugs are prohibited on the premises. Failure to comply is grounds for immediate termination of the rental agreement.
15. **Deposits:** All deposits are due and payable prior to occupancy. The deposits will be held in the management's trust account until either the unit is vacated or the deposit is returned to the tenant minus any deductions for cleaning, damage, past due rent or late fees, or upon termination of the management agreement with the property owner, at which time the deposit will be turned over to them.
 - a. The first requirement to receive a complete refund of your refundable deposit is that you first complete the term of your lease agreement and give a proper **written 30-day notice**. This notice can be given anytime but will go into effect on the first day of the next month and will terminate your agreement as of the last day. Example: if you give notice to vacate on April 15th, your notice will go into effect on May 1st and will terminate our agreement on May 31st. We do not terminate agreements in the middle of the month. Failure to complete the term of your lease is known as a lease break and the deposit will be forfeited to the owner.
 - b. Security deposits, cleaning deposits, voluntary risk deposits, and pet deposits will be forfeited if you fail to complete the term of your lease or fail to give proper written notice.
 - c. If tenants smoke in the apartment, deposit will be forfeited to the owner.
16. **Maintenance policy:** Tenant is responsible to report all maintenance issues as soon as possible. If the problem is serious you must call the property manager immediately. If we are not available, please leave a detailed message with your return phone number and then do whatever is necessary to prevent further damage to the property.
 - a. In case of a gas leak, go to a neighbor's home and call the gas company.
 - b. Repairs will be made during normal business hours Monday through Friday unless it is an emergency. The repair people that we use are not our employees and therefore we are not responsible for them. Repair people are instructed to call and make an appointment to get into the apartment. We do not give out any keys unless the tenant instructs us to or if it is an emergency repair and we are unable to contact you.
 - c. Tenant is liable for any service call charge if they fail to make their appointment with the repair person.
17. **Miscellaneous Matters:**
 - a. The tenant is aware that a free copy of the Arizona Residential Landlord and Tenant Act is available by contacting the Arizona Secretary of State's office.
 - b. Delivery of possession is understood to mean returning the keys to the property manager and vacating the premises. Leaving the keys in the unit is not considered delivery of possession.
 - c. Cleanliness at move out versus at move in is at the sole discretion of the property manager. Any cleaning issues at move in need to be noted on the initial move in inspection form.
18. **Security:** Tenant shall be responsible for the security of the premises until all keys have been returned to the landlord, or his property management agent. The tenant is not allowed to change the locks or to add additional locks without consent of the landlord or his property management agent. Tenant agrees to pay \$100.00 as a cost of re-keying the property unless all keys are returned.
19. **Collection Policy:** It is the policy of Dream Suites Apartments, to turn all delinquent accounts, including but not limited to the following, over to an outside collection agency. Evictions, skips, lease breaks, un-reimbursed NSF checks, unpaid damages, etc. The fee charged by a collection agency will be added to the account and can be as much as an

additional 75%. (10) percent interest per year will be charged on the balance until paid in full.

By signing below I/we hereby agree and understand the above terms and conditions.

Signature (**Tenant**) Date

Signature (**Tenant**) Date

John Ellis, Landlord for Owner, Joyce Hesson, Bright Landing, LLC Date