



Rules and Regulations

1. Rent is due on the first (1st) day of the month. A \$50.00 late charge will be accrued if rent is not paid by the 5th of the month. Thereafter, \$5.00 will be charged for each additional day the rent remains unpaid. You will be subject to eviction after the 10th day of the month. **ALL NSF WILL BE CHARGED \$50.00, AND THE LATE FEE POLICY WILL APPLY IF PAYMENT IS RETURNED AFTER THE LATE FEE DATE. A \$50 fee for insufficient funds checks or returned EFTs late fees will immediately apply.**
2. A sixty (60) or thirty (30) day written notice is required before the date of vacating the property to be eligible for the return of your deposit (see lease). All move-out dates are subject to the current lease and renewal on file. Early termination of lease requires a 90-day notice and 2 months' rent payment and forfeiture of the deposit.
3. Most Tenants are responsible for replacing lightbulbs, furnace filters, batteries in smoke detectors, and for pest control. If you need assistance for any reason, please notify the office. We are happy to assist in replacing these items, but tenants are responsible for the purchase. Please check your lease to verify responsibility.
4. No occupants other than those listed on the lease will be allowed to occupy an apartment without written permission from the management. There is a two-week limit on visitors living in your apartment. You should notify the manager when you will be having guests for this length of time, so there will be no confusion on this matter.
5. No business may be operated out of or from any house or apartment managed by Madison Community Management unless agreed to by the owner.
6. All apartments will have landscaping included as part of the lease. All single-family dwellings are **required** to maintain the landscaping and lawn. This includes mowing, string trimming around the house and lawn fixtures, annual trimming of bushes, treatment for weeds, and mulching if applicable. No growth other than flowers, trees, and bushes should be taller than **6 inches**. Lawns should be mowed and string-trimmed regularly. If you violate mowing rules and regulations, MCM will give notice and 7 days allowance to correct the violation. After 7 days, MCM will provide services. The tenant will be responsible for cost. Landscaping can be provided if requested and added to your lease agreement as an addendum. Pricing is determined by Madison Community Maintenance Team.
7. There can be no babysitting other than for your immediate family. No commercial sitting unless written permission from the management is obtained, and then only for sick or disabled.
8. The use of any type of explosive, firearm, or other dangerous weapons in or around the apartment complex is strictly prohibited. This includes fireworks.
9. A lockout fee of \$25.00 will be paid in advance of service for lockouts between 10:00 am and 4:00 pm Monday thru Friday and \$50.00 before 10:00 a.m. or after 4:00 p.m. each weekday. The fee is effective all day on Saturday, Sunday and on holidays.
10. Every tenant is entitled to a quiet place to live. No tenant will make or allow to be made any disturbing noises by himself, his family, agents, visitors, etc., nor do we permit anything by such people that will interfere with the rights, comforts or conveniences of other tenants. This includes loud music, children running up and down stairways, children yelling and screaming in hallways.
11. No pets allowed without express written consent from management and a Pet Deposit paid in advance with a signed Pet Agreement in place.
12. No clotheslines are permitted. Hanging clothes on property fences or patio/balcony/stair rails is not allowed.
13. No automobiles are to be driven or parked in the yards. No washing cars, car repairs, or oil changes are allowed on any property. Except car washing if the property is a single-family dwelling.
14. Any inoperable automobiles will be towed away at the owner's expense.
15. No changes to the property for flower beds or gardens are allowed without written permission from the management.
16. Tenants shall take good care of the premises and their fixtures and shall promptly report

to the manager when any equipment, fixture, or portion of the premises is out of order.

17. Locks may not be changed or added without permission of the management. Tenants who wish a lock to be changed must pay \$25.00 for each lock changed.
18. All glass, locks, and trim in or on the doors and windows of any building shall not be broken; if any part is broken through the fault of the tenant or his guests, it shall be immediately replaced and repaired under the direction of and to the satisfaction of the management at the cost of the tenant. Broken windows and damaged screens are the responsibility of the tenant.
19. The tenant is responsible for any and all damages done to his apartment, house and/or complex grounds as a result of the negligence of the tenant or his guest(s). Maintenance due to tenant carelessness or neglect will be performed at a cost of \$25.00 per hour labor cost with a \$25.00 minimum charge
20. Maintenance requests will be taken at the office or online ONLY.
21. Tenants will be charged for all material and labor for the repair of any equipment (including burst pipes) that results from failure to pay any utility bill or if the tenant turns off the heat.
22. Do not add any type of wallpaper, contact paper, or paint to the walls of the property without written permission from the manager.
23. No items are to be placed in the hot water heater closet or the furnace closet due to the danger of fires.
24. Do no clutter the hallways and porches. No garbage is to be left around your door or on patios/balconies. All personal belongings must be kept indoors.
25. Do not throw trash on the grounds.
26. Items that are too large to fit into the trash receptacles provided for trash will be removed at your expense. Do not place furniture in the hallways or around the dumpsters. Large trash pickup can be organized by calling the office. Fee may apply depending on size and amount.
27. The property is furnished with a range and refrigerator. Do not remove anything from the apartment that is there upon rental. Do not work on or make repairs to any equipment without permission from the management.
28. The laundry facilities are for the use of RESIDENTS ONLY.
29. No alcoholic beverages are allowed in the laundry, on the grounds, or in other public areas of the property.
30.
 - A. No more than one household per unit, unless authorized in writing by management. New occupant of apartment must meet all entrance requirements.
 - B. One Bedroom: maximum 2 persons
 - C. Two Bedroom: maximum 4 persons
 - D. Three Bedroom: maximum 6 persons
 - E. The previous occupancy requirements (A-D) are for all tenants. Households exceeding the per bedroom maximum will need to apply to be transferred to a larger apartment or house. If no larger apartment is available, the tenant will be asked to move.
31. Accommodations for disabilities should be made at the time of application, and the landlord may not be able to make accommodations if proper requests are not submitted in the proper order.
32. Any act, omission to act, or negligence of the tenant, a member of the household, or guest(s), which results in the disconnection of any utility service will result in the tenant receiving a notice in writing from management to restore the service. If the service is not restored within 8 hours from the date the notice is issued, the lease will be terminated. The notice will be sent to the tenant upon management's receiving knowledge of the NOT HABITABLE condition of the unit.

I HAVE RECEIVED, READ, AND UNDERSTOOD THE COPY OF THE RULES AND REGULATIONS.

TENANT _____ DATE _____

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