

**PREMIER PROPERTY MANAGEMENT**  
**215 Mill Street, PO Box 162, Jasper, Indiana 47546 (812) 634-2420 FAX (812) 482-9529**

**RULES AND REGULATIONS**

**JOINT INSPECTION:**

Upon vacating the premises the apartment must be clean, including the RANGE, OVEN, CABINETS, LIGHT FIXTURES, CLOSETS, WOODWORK, AND FURNACE AREA. CARPETS MUST BE SHAMPOOED. Vinyl floor must be cleaned. Bathtubs, shower doors, toilets and sinks must be clean. A joint move-out inspection will be scheduled by Management. Tenant will be charged for items not cleaned based on the actual costs of cleaning. Any disputes resulting from the move-out inspection shall be raised by the Tenant within five (5) days of the inspection or the disputes shall be waived.

**CHARGES AGAINST DEPOSITS:**

The following minimum charges will be made against Tenant's deposit for failure to clean and/or for damages. The Tenant covenants and agrees that the following damages and acts of nonperformance may be deducted by the Landlord from the deposit for the amount shown:

- A. Attaching or applying wall paper, adhesive paper or materials, tape or objects which, when removed, defaces, removes paint, scars the surface, or would be objectionable to future tenants = Actual costs of having object repaired and returned to original condition.
- B. Broken or missing fixtures = Actual costs of replacement, plus installation.
- C. Failure to:
  - 1. Clean stove, oven, broiler pans, drip pans, under pans, and exhaust fan = \$35.00
  - 2. Clean refrigerator = \$35.00
  - 3. Clean vinyl floors = \$15.00
  - 4. Clean bathtub and toilet = \$20.00
  - 5. Clean kitchen cabinets (inside and outside) and countertops = \$25.00
  - 6. Remove trash and garbage = \$15.00
  - 7. Return apartment keys on moving day = \$40.00
  - 8. Professionally shampoo carpets = \$120.00
  - 9. Other charges may apply as appropriate (e.g. Removal of abandoned furniture or

**VACATING THE PREMISES:**

Move-out inspection will be conducted only after all Resident's personal possessions are removed. Upon termination of lease, all possessions, including vehicles, must be removed from apartment/premises or will be considered abandoned and disposed of by Landlord at Resident's expense. **Tenant must call the cable company to disconnect cable service and restore to original condition. \$100 fee will be taken from the damage deposit if this is not done.** Resident's deposit will be held until all cleaning is complete and damage is repaired. Deposit refunds will be returned to Resident within forty-five (45) days of move-out date. Resident is responsible to provide Management with forwarding address for deposit refund.

Fixtures may not be glued or screwed to walls, ceilings, or doors. Pictures may be hung using only small nails. Soap dishes and shelves may not be attached to walls surrounding bathtubs - doing so could possibly break the water tight seal.

**TOILETS:**

Feminine products, diapers, and other objects which do not readily flush and might plug toilets, or result in over-flows, should not be disposed of in toilets.

**GARBAGE DISPOSAL:**

Grease, bones, celery, or onion skins should not be placed in garbage disposal. Water must be turned on before switching on disposal. Disposal will be repaired at no cost if it fails to function due to fair-wear-and tear. If, however, malfunction is a result of Tenant negligence, there will be a service charge for repair and/or replacement.

**DAMAGE:**

Tenant will be responsible for weather damage to the apartment resulting from Tenant leaving windows or doors open during inclement weather, or as a result of Tenant turning off heat during winter. Tenant should always close windows and doors before leaving apartment.

**WINDOW COVERINGS:**

If not already provided, Tenant must cover the apartment windows within thirty (30) days of move-in, using proper coverings, such as blinds, drapes, or curtains. Blankets, bed sheets, etc., are not acceptable.

**SMOKE DETECTOR BATTERIES:**

**IMPORTANT NOTICE: Tenant is responsible for replacing smoke detector batteries and burned out light bulbs.**

**PARKING:**

Tenant may use vehicular parking spaces designated by Landlord. A maximum of two (2) vehicles owned by Tenant may be parked adjacent to apartment building. Other vehicles, including guests' vehicles must be parked in common area parking spaces. Vehicles must be parked in a proper manner so as not to interfere with ingress and egress of others, and must not obstruct garbage dumpsters or mail boxes. Parking areas cannot be used for repair work or storage of inoperable vehicles (including flat tires), or vehicles with expired license plates. **SUCH VEHICLES WILL BE TOWED, WITHOUT NOTICE, AT TENANT'S EXPENSE.**

**PETS:**

Pets are permitted with a signed Pet Agreement between Management and Tenant. Tenant is responsible for informing Management of the existence of a pet and for requesting completion of a Pet Agreement. If the pet prevents routine maintenance & pest control, tenant will be asked to remove pet. Failure to comply with removal of pet for routine pest control could result in eviction. **HOUSING OF AN UNAUTHORIZED PET COULD RESULT IN EVICTION AND LOSS OF TENANT'S DEPOSIT.**

**MISCELLANEOUS:**

Tenant will be charged for replacement of lost apartment and/or mailbox keys, and for labor and material if a change of lock(s) is required.

Tenant will be charged a minimum charge of \$35.00 for replacement of broken windows and window

screens. **CLAIMS BY TENANT THAT DAMAGE IS A RESULT OF ATTEMPTED BREAK-IN MUST BE ACCOMPANIED BY A POLICE REPORT.**

Tenant is permitted to install a water bed in apartment only if Tenant possesses insurance against damage which might be caused by a water bed failure.

There is a \$20.00 lock-out charge after office hours, weekends, and holidays. After hours, Tenant must call **634-2428** to contact Management's answering service.

Management will not tolerate loud or abusive behavior. Tenant is responsible for their guests adherence to Rules and Regulations. Repeated infractions by Tenant or Tenant's guests could result in eviction and loss of deposit.

**IN WITNESS WHEREOF:**

Landlord and Tenant(s) for themselves, their successors, executors, administrators, and assigns, agrees to the above Rules and Regulations, and executes this agreement this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Tenant's Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Tenant's Signature

\_\_\_\_\_  
Management Representative's Signature