

Resident Guide- Rental Agreement Attachment

Welcome to your new apartment! Your apartment is your home and should be treated in that respect. Please respect the property of others. Repeated violations of these Rules and Regulations which disrupt the livability of the project, adversely affect the health or safety of any person or the right of any Tenant to the quiet enjoyment of the leased premises or have any adverse effect on the management of the project will be deemed grounds for termination of the lease agreement. The following are general rules that you will be expected to follow:

ADVERTISEMENTS: Tenant shall not allow any sign, advertisement, or notice to be placed inside or outside the building without the written approval of Management. There will be NO rummage or furniture sales. No signs, stickers or notes will be posted on the apartment entry door or windows.

ALCOHOL CONSUMPTION: Alcohol consumption is only allowed in the apartment or on your personal patio/porch area. Consumption of alcohol in any public area is not permitted.

ANTENNAS/SATELLITE DISHES: Tenant may not install any antennas. ABSOLUTELY no satellite dishes of any kind are permitted on the property. This includes, but not limited to, dishes mounted on poles.

BANNED INDIVIDUALS FROM THE PROPERTY: RPG Management reserves the right to ban any individual from the property and/or entering the building. Tenants are strictly forbidden to allow these individuals onto the property or into the building. Tenants who allow banned individuals onto the property, into the building or into their units may be subject to eviction action as allowed by State Law.

BOUNCED CHECKS: Checks that are written by a Tenant to RPG Management and then returned for insufficient funds will be charged a \$50 NSF fee and will no longer be an accepted form of payment. The tenant will need to pay by certified check, credit/debit card, or money order for the next 6 months. At that time the form of payment accepted will be reviewed.

CARPETING: Burn holes or other damage to your carpet will be charged to the Tenant. Please advise the office as soon as possible if any such incident should occur so that it may be corrected.

CARPET CLEANING: It is the tenant's responsibility to keep the carpeting clean. Therefore, management recommends that the tenant have the carpeting professionally cleaned during their tenancy to avoid additional charges. An excessively dirty carpet is not considered normal wear and tear, and is therefore subjected to an additional cleaning or replacement cost at move out. The tenant must get the professionally cleaned at move out. A receipt for cleaning must be presented by the last day of occupancy or the tenant will be charged for the carpet cleaning which will be completed by RPG Management Staff or a professional cleaning company. If the carpet is unable to be cleaned or needs to be replaced due to resident abuse and neglect, the cost of the replacement will be the tenant's responsibility.

CASH: RPG Management does not accept cash for any payments.

CHARCOAL AND GAS GRILLS: Charcoal and gas grills are never to be used for any purpose within the apartment or on the patio or balcony of the apartment. Grills are not to be used within 15 feet of the building and must be monitored when in use. Having a 5-pound ABC fire extinguisher on hand is recommended. When you are finished cooking, cool and properly discard charcoal briquettes and ashes

before storing your grill. When removing or disposing of used charcoal briquettes and ashes, place them in a nonflammable container. DO NOT PUT HOT BRIQUETTES AND ASHES IN DUMPSTERS. DO NOT DISPOSE OF BRIQUETTES AND ASHES IN THE GRASS, FLOWER BEDS, SHRUBS, OR WOODS.

CEILINGS AND FLOORS: Tenants and their guests shall not damage or disturb any part of the ceiling or floor in their apartment in any way, including but not limited to: installing hooks, nails, or other hardware in the ceiling; drilling in the ceiling; hanging plants, mobiles, light fixtures, or other objects from the ceiling; allowing water to accumulate on the floor; and/or painting, repairing, or making improvements with respect to the ceiling or floor. Tenants shall immediately report any sagging, warping, leaking, cracking, staining, holes, or water accumulation related to the ceiling or floor to the Property Manager. Any damage the resident causes to the ceiling or floor, including but not limited to, damage caused by Tenant's violation of the paragraph above, shall not constitute ordinary wear and tear. The Tenant shall be responsible for reimbursing the owner for the cost of repairing damage to the ceiling or floor and for any damages that result as the consequence of the Tenant's action.

CLEANING AND MAINTENANCE: It shall be the responsibility of each Tenant to maintain her/his apartment in a clean, safe and sanitary manner. Those residents incapable of performing cleaning and maintenance functions on their own must obtain other assistance. There must always be a clear path through the apartment to all fire exits including windows.

CRIMINAL ACTIVITY: Criminal and drug activity, committed by any member of the household, whether on or off the property, in the past 5 years, as defined by the lease and the following schedule is prohibited. Criminal and sex offender background checks will be run during the annual recertification process and any offenders will be subjected to termination of assistance, tenancy or both as allowed by state and local laws.

- 1) Any misdemeanor crime against personal property or crime against a person.
- 2) Any violent criminal activity.
- 3) Any drug related activity or possession of drug related paraphernalia
- 4) Possession of an unregistered firearm, possession of an illegal weapon, or reckless use of a weapon.
- 5) Any prostitution activity.
- 6) Other criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents, the owner or any employee, contractor, subcontractor of the landlord who is involved in housing operations.
- 7) Any sex related crime or placement on a sex offender registry
- 8) Any tenants placed on the Lifetime Sex Offender Registration Program will be terminated and will never be eligible to live in any of the properties managed by RPG Management.

Note: If an appeal meeting was granted and approved ONLY the item that was granted in the appeal will be taken into consideration. Any other item(s) will be considered in the termination or rejection process.

DELIVERIES/SOLICITATION: Neither the Management staff nor the Resident Manager will accept any deliveries to the office. No solicitation of any kind is permitted in the office.

DISTURBANCES: The Tenant agrees not to make or permit noises, loud voices, acts, or odors that will disturb the rights or comfort of neighbors. The Tenant agrees to keep the volume of any radio, CD

player, stereo, television, or musical instrument at a level that will not disturb the neighbors. Tenants agree not to let their guests, visitors, or children disturb their neighbors as well.

DRUG FREE ZONE: RPG Management has deemed all of their facilities “DRUG FREE ZONES”. Any use, manufacturing, sale or distribution of ANY controlled substance that is not prescribed by a medical professional will **NOT BE TOLERATED** and will be cause for IMMEDIATE termination of assistance (as allowed by HUD regulations) as well as grounds for eviction action.

ENTRANCES: No outside doors are to be propped open under any circumstances to allow Tenants, visitors, aides, and etc. entry without use of a key.

FIREWORKS: Village, city, or county ordinances strictly forbid the use or storage of fireworks on the premises. This includes, but is not limited to, sparklers, roman candles, bottle rockets, smoke bombs, firecrackers, or any similar devices.

GARBAGE/RECYCLING: Tenant shall not allow garbage, newspapers, or other refuse to remain in the apartment, to litter the halls, or the outside of the building. All garbage must be wrapped, tied, and deposited in the receptacle provided in the parking lot or garage. Tenant is required to follow all local and state ordinances pertaining to recycling.

GARBAGE DISPOSAL: Cold water must be running into the garbage disposal when in operation. The Tenant is responsible for any damage incurred from improper use or the disposal will be removed. Do not put bones, glass, utensils, aquarium stone, rice, or cat litter down the disposal.

GASOLINE POWERED EQUIPMENT: Gasoline, kerosene, solvents, and other flammable liquids are not to be stored within the building or apartments, hallways, or in storage areas. Storage of gasoline-powered equipment is illegal within a multi-family facility.

GUESTS/VISITORS: Tenant shall be responsible for guests/visitors at all times. Guests/visitors are not allowed to loiter or play in the halls, stairways, elevators, lawns, or other areas used by the public and other tenants. Anyone who stays longer than 14 days in a 12-month period, will be considered a tenant and in violation of the lease provisions regarding household composition. **RPG MANAGEMENT RESERVES THE RIGHT TO BAR FROM THE PROPERTY ANY GUEST OR FAMILY MEMBER WHO HAS BROKEN ANY OF THE LEASE PROVISIONS OR THE RULES AND REGULATIONS.** Tenants who permit persons banned from the building to be on project property are permitting trespassing. Permitting trespassing will be deemed “other good cause” under the terms of the lease and may be used as the basis for terminating the Lease Agreement.

HOLIDAY DECORATIONS: Live trees, decorations or greenery (wreaths) are a fire hazard and will not be allowed anywhere inside or on the outside of the building. Tenants may put up lights or other holiday decorations in the public areas with permission from RPG Management.

INSURANCE: The Tenant is encouraged to obtain her/his own personal renter’s insurance. Owner is not responsible for theft, for the damage to personal property from any source. **KEEP YOUR APARTMENT LOCKED AT ALL TIMES.**

KEYS: There will be one apartment key issued at move-in. If the key is lost or stolen, there will be a replacement charge to the tenant in the amount of \$10. It is recommended that you make a copy and leave a door key with a trusted relative, neighbor, or friend to avoid the cost of a locksmith should you lock yourself out. RPG Management will provide lockout services for the charge that is stated in your rental agreement.

LATE RENT: Regular monthly payments are due by the 1st. Resident agrees that if rent is not paid by the 3rd of the month, resident shall pay a late fee of \$25 on the 4th of the month plus an additional \$5 for each day after until the rent is paid in full. If not paid by the 12th, the eviction process will begin. The same late payment and conditions apply for rent paid biweekly.

LAUNDRY ROOM: WASHERS AND DRYERS ARE FOR THE USE OF TENANTS AND LIVE-IN ATTENDANTS ONLY!!! THE WASHING AND DRYING OF LAUNDRY OF OUTSIDERS IS PROHIBITED. Each Tenant is responsible for leaving the Laundry Room in a neat and orderly fashion and for following all instructions for washer and dryer use. This includes leaving the inside of the machine clean. Lint should be removed from the dryers with each use for efficiency and fire safety. Lint should be placed in garbage containers. If the containers are full, dispose of it at your apartment. No one is to allow their laundry to remain in the washers or dryer for 30 minutes without being removed to a basket or the folding table to allow someone else to use the washer and/or dryer. If the machine is not functioning properly, call the office. Management will not be liable for any loss, damage, or injury to persons or property from whatever cause as a result of Tenant's use of the laundry units and/or equipment provided by Owner therein.

LIGHTS: The Tenant is responsible for the replacement cost and replacement of light bulbs and Maintenance is responsible for the installation when the Tenant is physically unable to do so. Tenant may purchase light bulbs from any retail store or from RPG Management.

LOITERING: Loitering will not be permitted on the lawns, sidewalks, entries, halls, stairways, or parking areas.

OBSTRUCTIONS: The sidewalks, entries, halls, and stairways will not be blocked or used for any purpose other than entering or exiting the respective units. No recreational equipment or any personal items will be permitted to be placed or kept in the hallways or stairways.

OFFICE HOURS: RPG Management office hours are 8:00am to 4:30pm, Monday through Friday. The Parkersburg location at Oakwood Village is closed on Wednesdays, however we can still be reached by telephone that day.

OUTDOOR PLAY EQUIPMENT: For the safety of all tenants and visitors there will be no riding of bikes (any kind), skateboards, riding toys (Big Wheels, etc.) or similar equipment in the parking lot. Bikes, toys, pools, or playthings of any description CANNOT be left on the sidewalks, on the grass, in the lobby, or the main entrances area. The above equipment is to be stored either in the apartment or storage area belonging to the Tenants. RPG Management reserves the right to take into possession anything thought to be a hazard.

PARKING: Space for parking is limited at some locations. Each unit has at least one parking spot solely for their unit. Please be courteous of other residents. Any remaining spots will be marked as visitor (or other) parking. Any vehicle parked in the parking lot needs to have current license plates and

registration up to date. No repair work is to be done in the parking lot with the exception of repairing flat tires and jumpstarting a battery. Any automobile with any of the following conditions will need to be repaired or removed from the parking lot within 3 days: flat tire(s), broken window(s), not working/running, leaking fluids, or broken light(s). Parking of boats, RV's(recreational vehicles, campers, trailers or other recreational equipment) is not permitted. Washing of vehicles on the property is not permitted unless the property has a designated area to do so.

PET REGULATIONS –

I. APPLICATION

A. PRIOR TO ACQUIRING A PET; the prospective pet owner must:

1. Complete a Pet Application.
2. Return completed form to the Management Office along with photo of animal(s) and proof of vaccines and spayed/neutered record.
3. Within five (5) working days from the receipt of completed application Management will approve or reject application, the reason(s) will be specified. If you do not have current verification of shots, neutering/spaying, you have 30 days to provide this additional information.
4. If you are adopting a pet from a humane society or shelter we can possibly approve your application the same day via fax if your pet meets our pet guidelines with the direct verification provided by the humane society or shelter. Please note that you still need to complete the application.

II. Non-Refundable Pet Fee

A. A non-refundable fee of \$200 plus \$100 for each additional pet (with a maximum of 3) is required. This is due prior to the animal arrival or at lease signing.

B. Tenant liability for damages caused by her/his pet is not limited to the amount of the pet deposit and the Tenant will be required to reimburse the project for the real cost of any and all damage caused by her/his pet.

III. PET GUIDELINES

A. Only one (3) of the following types of animals is permitted per unit:

1. *Dogs*

- A. Rottweilers, Pit Bulls, Dobermans, German Shepherds, Chows, Alaskan Malamutes, Huskies, Great Danes, St. Bernards, Akitas, Wolf Hybrids, or any mixtures of the aforementioned are not permitted.
- B. Must be housebroken
- C. Must be spayed or neutered
- D. Must have all vaccinations

- E. If upon application, the dog is not spayed/neutered or vaccinated; the Tenant must prove to Management this will be completed BEFORE moving the animal into the unit.

2. Cats

- A. Must be spayed or neutered
- B. Must have all vaccinations as required by law
- C. Must be trained to litter box
- D. If upon application, the cat is not spayed/neutered, or vaccinated, the Tenant must prove to Management this will be completed BEFORE moving the animal into the unit.

3. Other Pets

- A. Birds- Maximum of(2) which must be caged at ALL times and must be no larger than a cockatoo
- B. Fish & Turtles- No larger than a 25 gallon sized aquarium that must be properly maintained.
- C. Rodents- Only (1) permitted and it must be maintained inside an aquarium or cage at ALL times. Includes ONLY mice, rabbits, hamsters, gerbils, domesticated rats, and guinea pigs.

NO OTHER TYPES OF PETS MAY BE KEPT ON THE PREMISES

B. Rules and Regulations-Dogs and Cats

1. Dogs and cats shall be kept within the pet owner's unit. When outside of the tenant's apartment, the pet shall be kept on a leash and under the control of the Tenant AT ALL TIMES. Under no circumstances shall a cat or dog be permitted to freely roam or to be held onto by just a collar in any common areas.

2. Cat litter shall NOT be disposed of by flushing down toilets. Charges for unclogging toilets or clean-up of common area because of pet waste shall be billed to and paid by the pet owner. The owner of any pet that used a litter box must change the litter once a week and remove solid waste from the litter box every day. There will be a designated area for toileting a dog. Pet owner is responsible for picking up waste immediately and disposing of it in a sealed trash bag in the garbage.

3. A fee of \$25.00 per occurrence shall be charged to the Tenant who fails to remove pet waste in the proper manner.

4. A cat shall not be left unattended in any unit for longer than 24 hours without someone checking on it. A dog shall not be left unattended in any unit for longer than 8 hours. Any pet left unattended for longer than the specified times or whose health is jeopardized by the Tenant's neglect, mistreatment, or inability to care for the animal shall be reported to the appropriate authority. Such circumstances shall be deemed an emergency for the purposes of

Management's right to enter the unit to allow such authority to remove the animal from the premises. The Management Agent accepts no responsibility for any pet so removed.

C. Rules and Regulations-Birds

1. Must be kept caged at all times
2. Cage must be kept clean.
3. Waste must be disposed of in a sealed trash bag and placed in trash bin
4. Under no circumstances shall any bird be permitted to freely roam any common area.

D. Rules and Regulations-Fish

1. The aquarium shall not exceed twenty (25) gallons and shall be placed on a Management approved stand in a safe location within the unit.
2. Aquarium shall be maintained properly and kept odor free.
3. The aquarium owner is responsible for all water damage to walls, carpets, flooring, or the ceiling of the unit below caused by breakage or spillage of or from the aquarium. The aquarium owner shall be billed for repair costs as required.

E. Rules and Regulations-Rodents

1. Must be kept caged at all times.
2. Cage must be kept clean
3. Waste must be disposed of in sealed trash bag and placed in trash bin.
4. Under no circumstances shall any rodent be permitted to freely roam any common area.

F. Pet Rules and Regulations-General

1. Pet owners shall provide adequate care, nutrition, exercise, and medical attention for the pet. Pet owners must comply with all governmental laws and regulations pertaining to her/his pet.
2. Pet owner is financially responsible for any flea or other insect infestation that affects her/his unit or adjacent units as a result of her/his pet.
3. Pet owners agree to be responsible for immediately cleaning up any dirt tracked through the common lobby area, halls, or elevators by her/his pet.
4. Pet owners shall keep their pet under control at all times. Any pet that physically threatens and/or harms a resident, guest, staff member, or other authorized person shall be considered dangerous and shall be immediately and permanently removed from the premises by the pet owner, Management, or other personnel authorized by Management.
5. Pet owner agrees to control the noise of her/his pet such that it does not constitute a nuisance to other tenants. Failure to control pet noise may result in removal of the pet or eviction of the Tenant.

6. In the event of a Tenant's sudden illness, the pet owner agrees that management shall have discretion with respect to the provision of care for the pet consistent with Federal guidelines and at the expense of the pet owner unless advance written instructions with respect to such care are provided by the Tenant to the Management Office, i.e. Pet Sponsor.

7. Unwillingness on the part of named Pet Sponsor, per item #6 of this section, to assume custody of the pet shall relieve the Management of any requirement to adhere to any written instructions with respect to the care or disposal of a pet and shall be considered an authorization for Management to exercise discretion in such regard consistent with Federal guidelines.

8. Pet owner acknowledges that other Tenants may have chemical sensitivities or allergies related to pets or are easily frightened by such animals. The tenant therefore agrees to exercise common sense and common courtesy with respect to other Tenants' rights to peaceful and quiet enjoyment of the premises.

9. Pets are allowed to visit but cannot stay overnight. Visiting pets must follow the general pet rules

(F) as well as those rules applying to the type of pet (A-E). Tenants must be responsible for visiting pets at all times.

10. Only Tenants on the Lease are allowed to acquire a pet. If two (2) Tenants are on one (1) Lease, only one (1) pet is allowed per unit. Attendants are not considered Tenants on the Lease and cannot have pets.

PET ACQUIRED THROUGH a REASONABLE ACCOMMODATION REQUEST: although pets that are acquired through a reasonable accommodation request are not subjected to the Owner's Pet regulations, they are still subjected to City, Township, County or State ordinances and laws.

Therefore, the tenant is required by law to be in compliance with such ordinances and laws. If the tenant fails to abide by the law they may be subject to a municipal as well as eviction action. This includes but is not limited to the licensing and vaccination of pets, the proper disposal of waste, the "leash law", dangerous or nuisance animals and the proper care of the pet. The owner has an obligation to, AND WILL notify the proper authorities if the tenant is in violation of the law.

IV. NOTIFICATION POLICY

In the event that a pet owner violates these pet rules and regulations, Management shall provide written notice of such violations as follows:

A. Nuisance Violation

1. A nuisance violation is considered an infraction of a rule that does not endanger the life, health, or safety of any person or property and must be reported to the Management Office both verbally and in writing.

2. The pet owner will receive a written warning from Management citing the violation and the actions necessary to correct the situation.
3. Management will be available to discuss the violation with the pet owner.
4. The pet owner will have ten (10) working days to correct the violation; implement plans to correct the situation (such as registering her/his pet into behavior class), and must respond, in writing, to Management regarding the steps taken. The written response must be received in the Management Office no later than 8:30am the eleventh (11th) working day from the date of the notice.
5. Failure to respond to the nuisance warning will constitute another violation.
6. If the pet owner makes a timely request, the Management Company shall agree to a meeting no later than 15 days from the effective date of the notice of pet rule violation. As a result of the meeting, the Management Company may give the pet owner additional time to correct the violation.

B. Dangerous Behavior Violation

1. A dangerous behavior violation is an infraction that physically harms or threatens the safety or health of any individual, the apartment unit, or the entire project.
2. If a situation is determined to be a dangerous behavior violation, the pet owner will receive a notice stating the violation and requiring the pet owner to immediately remove the pet from the unit. Within 24 hours of the notice, the pet owner MUST respond to Management stating what actions were taken. If the pet is not removed from the premises within 24 hours, Management shall have the right to have the pet removed.

C. Notice for Pet Removal

If the pet owner and Management (or designated representative) is unable to resolve the pet rule violation or if the Agent determines that the pet owner has failed to correct the violation within the allotted time, Management (or designated representative) may serve notice requiring the pet owner to remove the pet.

PORCHES/PATIOS: Porches and patios are not to be used for the storage of garbage, aluminum cans, household items, or to dry laundry.

PUBLIC AREAS: Tenants wishing to use public areas of the building or grounds for meeting or group social activities must request permission in writing Management prior to the event. Tenants are not allowed to plant flowers, shrubs or tree on the grounds without permission from Management.

REPAIRS/MAINTENANCE: If you have items in your apartment that need repair, call the office at 740-992-0059 Monday through Friday between 8:00am and 4:30pm. PLEASE DO NOT WAIT IF THERE IS AN EMERGENCY REPAIR, SUCH AS BROKEN WATER PIPE. The office telephone will put you in contact with an answering service. If your call is not an emergency please leave a voicemail and your call will be returned during normal business hours.

We provide **EMERGENCY SERVICE** during the hours of 4:30pm to 8:00am Monday-Thursday and between 4:30 pm Friday – 8:00 am Monday. An emergency is something that needs to be taken care of immediately and absolutely cannot wait until business hours such as a busted pipe, water leak, no heat in extremely cold temperatures etc. **If on-call staff is called out to the site at your request and it is not an emergency you will be charged for the actual staff time.**

SMOKE DETECTOR: Smoke detectors will be checked twice a year during the regular semi-annual apartment inspections. It is a violation of city ordinance and these rules to disable the smoke detector in any manner or to cover the detector with any material.

SMOKING: You are reminded smoking is prohibited in your residence. You must dispose of butts, ashes, etc., properly and comply with posted “No Smoking,” signs.

USE OF PREMISES: Tenant shall occupy and use the premises as a private residence and for no other purpose. Tenant shall not carry on any trade, profession, business, school course of instruction, or entertainment on the premises without written permission. This includes but is not limited to keeping roomers, lodgers, or boarders, operating a day care center, consulting or examining clients or patients; selling, reselling, or trading goods; grooming or training animals, providing meals, teaching an instrument, vocal music, dramatics, or dancing; and performing or speaking for audiences.

UTILITIES/CABLE: Tenant is responsible for contacting utility/cable companies to transfer services into their names. Requests for Installation of additional phone extensions or cable outlets must be submitted to RPG Management in writing. Disconnection of your electricity may result in eviction.

Unit Inspections – Annual unit inspections are performed by management and if applicable, physical inspections are performed by HUD. Management will perform unit inspections on at least an annual basis to determine whether the appliances and equipment in the unit are functioning properly and to assess whether a component needs to be repaired or replaced. This is also done to determine any damage to the unit caused by the tenant’s abuse and negligence and, if so, make the necessary repairs, and bill the tenant for the cost of the repairs. HUD or its authorized contractors has the right to inspect the units and the entire property to ensure that the property is being physically well maintained. These inspections assure HUD that owners are fulfilling their obligations under the regulatory agreements and/or subsidy contracts and those tenants are provided with decent, safe, and sanitary housing.

Note:

Management reserves the right to inspect any unit, at any time, after serving the proper notice if we suspect that the members of the household are in non-compliance with lease requirements regarding (but not limited to) unsanitary or unsafe living conditions, unreported household composition or criminal activity.

WATERBEDS: Waterbeds are not permitted.

WINDOWS: Tenant shall not cover or obstruct any window or door or install other drapes, blinds, or sheers without written approval of the Management. All window coverings shall have white or off-white fire resistant backs.

RENT PAYMENTS: Rent payments can be made payable and mailed to:

RPG Management
PO Box 473
Racine, OH 45771

**** Note: No cash will be accepted-We do offer online payments as well as payments taken over the phone. Cash Pay is also available. ***

MOVE OUT:

- 1) You must provide in writing a 30-day notice that you are moving out of your apartment on the first of the month.
- 2) All must be returned to the office the day of move out.
- 3) A move out inspection will be done. All tenants are strongly encouraged to participate in the move out inspection.
- 4) Tenants will be responsible for returning the unit to its original condition and will be charged for all repair items not considered normal wear and tear. A list of applicable charges is provided at move in and in the move out package.
- 5) Tenants will also be responsible for cleaning the unit prior to move out (see move out package).
- 6) Residents are responsible for having the carpets cleaned by a professional contractor and supplying RPG Management with a receipt for this service. Failure to have the carpets cleaned or providing a receipt will result in a charge of \$40.00/room for carpet cleaning by the Management Staff or the cost of professional cleaning if required.
- 7) Tenants are to remove all belongings from the unit. Failure to completely remove all belongings will result in additional charges.

8) It is in your best interest to provide us with a forwarding address so that your security deposit can be sent to the correct address.

RPG MANAGEMENT RESERVES THE RIGHT TO MAKE OTHER REASONABLE RULES AND REGULATIONS AS, MAY, IN ITS JUDGEMENT, BE NECESSARY FOR THE SAFETY, CARE, AND CLEANLINESS OF THE BUILDING.

Resident Signature: _____ Date: _____

Resident Signature: _____ Date: _____

Property Manager: _____ Date: _____