

Basic Rules and Regulations for all Locators LTD properties

The following is a list of rules and regulations that are part of the Lease Agreement. These rules and regulations are for the purpose of maintaining the aesthetic appearance and comfortable living environment of the home and ensure proper use of the rental and the premises. Tenant agrees to comply with all rules and regulations and understands that they are responsible and liable for the actions and behavior of their entire household, as well as their guests and visitors. Violations of the below rules and regulations will result in termination of tenancy.

Occupancy: Occupancy is limited to those listed on the Lease Agreement. Any additional person(s) staying in the home for a period of more than 10 days must complete an application and be approved for tenancy. Unapproved occupants staying in the home for more than 10 days will result in termination of tenancy for all occupants. For emergency purposes, please inform the landlord/manager of the name and license plate number of ANY person staying in the home for any amount of time.

Contact Information: Tenant(s) shall keep Landlord/Manager informed of current contact information at all times, including phone numbers, emails, and emergency contacts.

Smoking: Smoking in the home or within 25 feet of the building is prohibited. This includes Vaping of any substance. Tenants will be held liable for any smoke-related damage, including odor or stains on walls, ceilings, carpets, flooring, and other damage caused by smoking. Tenants are responsible and liable for the actions of their guests and visitors.

Decks/Balconies/Patios/Porches: Decks, balconies, porches, and patios must remain clear of debris, garbage, bicycles, indoor furniture, shoes, and other clutter. Decks, balconies, porches and patios may not be used to dry clothes or as storage. Lawn furniture, plants and outdoor decor are the only acceptable items allowed on decks, balconies, porches and patios.

Window Coverings: Tenants may NOT use bed sheets, blankets, or other similar materials for window coverings. If the landlord/manager has provided window coverings or blinds, they must be left in the same condition at move-out as they were at move-in, or replaced at Tenants expense.

Satellite Dishes/Antennas: Satellite Dishes and antennas may not be installed or attached to the building. They must be free-standing and require prior written landlord/manager approval.

Internet Service: You must get written permission from management/landlord before installation. The same rules apply to installing internet service as with Satellite dishes.

Walkways: All walkways and stairs are to be kept clear and free of debris at all times. Absolutely no storage or accumulation of any items on or near walkways or interior or exterior stairs. All brooms, mops, snow shovels, waste receptacles, etc. must be stored inside the rental.

Noise: Tenants shall respect their neighbor's rights to peace and quiet and shall keep all noise to a minimum, including keeping voices, music, stereos, vehicles, and television levels to a minimum. Tenants shall use the premises in a way as to not disturb neighbors, including but not limited to slamming doors, knocking on walls, stomping on floors, honking, revving engines, or in other ways being disruptive. ANY noise between the hours of 10pm and 8am will not be tolerated. For detailed information on outdoor or entertainment activities causing excessive noise, please refer to the City of Dubuque's Noise Ordinance for specific acceptable times.

Housekeeping: Tenants shall keep the premises clean, sanitary, and neat by performing routine housekeeping at regular intervals, including keeping clutter to a minimum, disposing of trash and garbage in a proper manner, sweeping, vacuuming and wiping down all surfaces. Tenant may not make any permanent changes to the dwelling (including painting) without written permission from the manager or landlord. Tenant is responsible for keeping light bulbs and detectors in working order for the duration of tenancy.

Parking: Vehicles shall only be parked in designated parking spaces. Parking spaces are for tenants only. Vehicles must be operational and properly licensed. Absolutely no obstructing other vehicles, parking on the lawn, sidewalk or walkways. Trailers, boats and recreational vehicles shall not be parked on the premises. Vehicles in violation may be towed without further notice.

Vehicle Maintenance: Vehicle washing and repair shall not be conducted on the premises.

Trash/Garbage Receptacles: All trash and garbage shall be in tied plastic bags and placed in the proper receptacles. Receptacle lids must close completely after every use. Trash and garbage shall never be placed beside or behind the

receptacles. The trash and garbage receptacle is for tenant use only. Absolutely no furniture is to be placed or disposed of in or near the receptacles. Tenants needing such items disposed of, should contact the City of Dubuque to request a large item pick-up at the tenants expense. Each tenant is responsible for adhering to the city's pick-up schedule and making sure their trash is out and in the receptacle for pick up on the scheduled day. Trash should NOT be left on a porch, outside of the home in bags, or outside the proper receptacle for any reason!

Lockout-Lost Key: Lockout service may be requested during business hours (9am-5pm) Monday through Friday for **\$_60.00_** lockout fee. After-hours & Holiday lockouts will require a fee of **\$_90.00_**. Tenants shall not change or add to the locks of the rental at any time. Lock changes shall only be conducted by the manager/landlord. New locks may be requested for a fee.

Laundry Facilities: Unless a single-family home, the laundry facilities shall only be used between the hours of 9am-8pm daily. Personal belongings may not be left in the laundry rooms at any time. This includes removing your clothing items from the washer and/or dryer promptly, allowing other tenants access to their use in a timely manner.

Animals: No animals shall be permitted inside the rental or on the premises at any time unless tenant has authorization for the animal in writing from the manager/landlord, and a pet agreement has been signed.

Cooking: Cooking shall only be conducted in the kitchen. Tenant shall never pour cooking grease or other damaging/obstructing objects down sinks, drains or toilets.

Maintenance: All maintenance requests should be made through the tenant portal. It is very important to put all requests in writing. Please be specific about the problem and include pictures if possible. A member of our maintenance team will contact you to schedule a time to take care of the problem. If you have any maintenance issues, you are required to report it immediately. If left uncured, it could lead to a larger issue in the future that tenant(s) would be responsible for if left unreported.

Maintenance Emergency: The specific definition of a maintenance emergency is: an issue that is dangerous, hazardous, or if not addressed immediately, could cause damage to the property or your personal well-being. (e.g. flooding/from a broken water pipe or no heat in the winter). Please call Joe immediately in these situations. 563-495-7123. If it is, for example, a fire, call 911 immediately and get out of the home safely. Please do not call Joe if it is not an emergency. Use the tenant portal for NON-Emergencies.

Plumbing: Tenant shall report all drips and leaks immediately to the manager/landlord. Tenant is liable for all expenses or repairs resulting from tenant stopping of waste pipes or overflow from sinks, tubs, toilets, showers, washbasins or containers.

Vandalism/Illegal Activities: Vandalism of any kind will not be tolerated. Any tenant or guest who vandalizes the rental or grounds in any way is liable for criminal prosecution. Tenant is liable for all expenses associated with returning the premises to their proper condition. Illegal activity of any sort will not be tolerated. All illegal activity will be reported to the proper authorities and will result in immediate eviction. Please refer to the Crime Free Lease Addendum for more detail.

Common Areas: Tenant shall not keep personal belongings in common areas or obstruct halls, stairways, elevators, laundry rooms, or other common areas.

Roof: Tenant shall not be permitted on the roof of the property at any time. The only exception to this are the apartment buildings that have a rooftop common area for tenants to enjoy.

Inspections: Routine inspections of the premises will be conducted with proper notice. If our staff member fails to access the premises due to tenant failing to let us enter or restrain an animal and we cannot get into the property, there will be a Missed Appointment Fee of **\$_75.00_**.

Key Return: At move out, all keys need to be returned to Locators LTD office. DO NOT MAIL THEM.

Each basic door key not returned will be charged **\$ 50.00_**. Each parking pass, FOB, Elevator Key, Mailbox Key, or Garage door opener will be charged at **\$_100.00_** if not returned.