

LEASE ADDENDUM – RULES & REGULATIONS CONTINUED



The following rules and policies have been designed with your comfort and safety in mind. They are part of your rental agreement. **Please read them carefully.** By signing the rental agreement, you agree to abide by the provisions of the addendum and rules and regulations. From time to time, it may become necessary to modify or change one or more of rules and regulations with a 30-day written notice. Once a change is effective and you have been notified, that change will be considered a formal part of the rental agreement. No oral statement made by our employees or agents shall be binding unless put in writing as part of your rental agreement. If you have any questions about the rental agreement or lease addendum and house rules, please discuss them with us.

INSPECTION & CHECK IN- An inspection has been made to ensure that appliances, furnishings, heating, plumbing, air conditioning (if provided), and electrical service are in satisfactory condition prior to your moving in. When you sign your lease and move in you demonstrate your acceptance of your rental as habitable. If you fail to complete and turn in your move-in inspection sheet you will be liable for any defects in your rental at the time you move out. **Generally, your home or apartment is rented as-is. Any requests for changes from present condition must be negotiated and put in writing prior to signing the rental agreement!**

OFFICE HOURS & RENTAL PAYMENTS- Normal office hours are from 9:00 a.m. to 4:00 p.m., Monday through Friday. We may not be in the office at all times. You can drop off rent checks, maintenance requests, etc. through the slot in our front door 24 hours a day. If you need to meet with someone in person, *please call in advance for an appointment.* Drop-in interruptions are inconvenient for those with an appointment. Please address all correspondence and make all checks payable to **Property Solutions of Utah** to ensure proper delivery and credit. We do not send monthly statements except on Past Due amounts; so, make sure payments are in by the 1st. **WE DO NOT ACCEPT CASH OR PERSONAL CHECKS. THERE IS A \$10 PROCESSING FEE FOR**

CHECKS. If you usually pay by cash, please obtain a money order or certified funds. Remember that your lease could include a check processing fee.

PHONE- Please call the management office at 801-701-8033 if you have questions. Due to the volume of calls we receive each day, we are not always immediately available. We will usually return calls the same day or next business day, so please listen carefully and leave a detailed message when requested.

MAINTENANCE REQUESTS- ALL MAINTENANCE REQUESTS MUST BE IN WRITING as stated in your lease! **We do not provide 24-hour maintenance.** If you have a maintenance problem, call 801-701-8033. You may be asked to leave a message and/or given additional instructions. **Written requests may also be faxed to 801-701-8032 or requested online at www.UtahPropertySolutions.com.** All requests are handled as quickly as possible; however, the most serious problems are given first priority. You will be billed for any charges that are your responsibility as outlined in the lease, rules and regulations or tenant handbook. **Tenant is responsible for any charges/damage incurred for missed or rescheduled maintenance appointments.**

EMERGENCIES- Call 911, if appropriate! If a Property Threatening or Life Threatening Emergency arises and you are unable to reach someone at 801-701-8033, **leave a message describing the problem,** then call for outside help. **First,** try calling a recommended utility or contractor number listed below. You will be held responsible for all charges above day rates if outside help is used for a non-emergency. You may also be responsible for all charges if you don't leave us a message prior to making repair arrangements. Refer to the fit premises ordinance for your rights & obligations.

IMPORTANT PHONE NUMBERS:

Main Management Desk	801-701-8033	Murray Power	801-264-9669
Intermountain Service Repair	801-472-2515	Salt Lake Water Department:	801-483-6900
Questar Gas (new service, gas leaks/odors):	801-324-5111	Comcast Cable	855-782-1061
Rocky Mountain Power (new service, power outage, etc)	888-221-7070	South Valley Sewer	801-571-1166

LEASE PROVISIONS- Lease agreements will be strictly followed. All rent and level billing utility charges must be paid on or before the due date as stated in your lease. A late charge will be assessed if amounts due are not received by 5PM on the 5th day of each



month – **NO EXCEPTIONS!** A 3-day eviction notice may be served any time after rent is past due. Thirty (30) days written notice prior to the end of the month (one full rental period) is required prior to move-out *even if verbal notice is given*. A full month's rent may be charged if notice is given after the fifth day of the month. Communication with the office is the best way to avoid most problems. Month-to-month fees on Page 1 of lease go into effect with the next rent payment after lease expiration.

LEASE CANCELLATION: A lease cancellation may be approved however there will be a fee of 3 times the monthly rent, plus any lease change or re leasing fees.

PROPERTY MARKETING: Upon the ending of the lease, management company may start to market the property for rent upon receiving the proper 30-day written notice. Tenant agrees to cooperate and allow showings with no less than 24 hours notice.

HOA RULES AND REGULATIONS & CC&Rs- Resident(s) agree to abide by the covenants and rules and regulations of the community management association (HOA), which may already be in place or which may become in place during the occupancy. Residents will be required to pay any fees assessed by the Association as a result of failure to comply.

CONTACT WITH OWNER- Resident shall not contact the Owner. We have been hired by the Owner to handle his/her affairs with regard to this property. Please contact us directly if you have any questions or concerns.

ADDITIONAL DEPOSIT- This deposit is not automatically used for last month's rent! If you paid an Additional Deposit at move-in, it may be applied toward Last Month's Rent upon Resident meeting the following conditions: All lease obligations have been met (i.e. lease term fulfilled, written notice to vacate given, no damage to residence, proper care of grounds, no monies due, etc.); Resident requests a rent credit at time notice to vacate is given; Owner or Agent must inspect unit for any damage above normal wear and tear prior to use of this deposit. Whether deposit is approved to be used for last rent, or not, shall be at the sole discretion of the Owner or Agent.

RESIDENT RESPONSIBILITIES- PLEASE REFER TO LEASE AGREEMENT. In addition to, resident is responsible for all repairs under \$50.00, excluding major plumbing, electrical, and/or other items requiring a licensed contractor. Resident is responsible for cost of clearing any clogged drains (with the exception of tree roots or other not caused by Resident's use). Resident is to keep the premises clean and sanitary to avoid pest problems. Residents of single-family homes are responsible for pest control and/or extermination services on the premises, as needed. Resident shall notify manager immediately of any evidence of termites or any hazardous condition in writing.

KEYS- It is necessary for the management to have keys to your home in case of emergency. No special locks or deadbolts are allowed. There will be a charge for lost door and mail keys. There is an entrance charge of \$150.00 if you must be let in during business hours. If you are locked out after hours it is your responsibility and expense to contact a locksmith to let you in. It is recommended that you keep a spare key. **Amenities:** A deposit equal to replacement cost must be paid to use pool key/tags, etc.

NOISE AND NUISANCE- Please respect the privacy of your neighbors regarding loud TVs, stereos, radios, guests, slamming doors, pets, etc. Noise within your unit should not be audible outside. Avoid loud outdoor activities at night. If you are in a multiple-units building, laundry facilities may not be used before 8:00 a.m. or after 10:00 p.m. **IMPORTANT: Disturbance and/or nuisance complaints are grounds for termination of your rental agreement!**

PARKING- Parking areas are to be used for vehicles belonging to or used by residents only. Please do not park in stalls or areas assigned to other residents. All unmarked parking is unassigned. Do not park in fire lanes or block trash receptacles. Residents must register all vehicles. Use of this area for any other purpose (such as parking or storage of boats, large trucks, buses, trailers, or motor homes) is expressly prohibited. **Vehicles are not to be repaired on the premises.** Vehicles that are improperly parked, are not "street legal," or are in disrepair may be towed at the vehicle owner's expense. Make sure all vehicles are registered with the office for your protection. Residents with multiple vehicles and/or guests may have additional parking restrictions in some buildings due to limited parking space available. No parking in areas not meant for parking, please!

UTILITIES- Utilities that are your responsibility are outlined in the lease (i.e. gas, electric, water/sewer/garbage). Resident must sign up for applicable services as of the effective date of the attached lease. If utilities are not transferred promptly, you may be charged a \$50 handling fee for each invoice plus any charges that are billed to us. For all utilities set up on a level billing through our office, usually water/sewer/garbage, the monthly amount due will be set up at the time of your lease. These amounts are due in advance each month and must be paid with your rent. Level utility charges are based upon actual usage and are adjusted periodically with a written notice advising of any changes in your payment amount. Late fees will apply to any utility charges that are not paid on time. All funds received are applied to the oldest charges first.

GENERAL CARE AND MAINTENANCE:

ALTERATIONS/ADDITIONS/IMPROVEMENTS- No modification of walls, shelves, or closets may be made without prior approval. It is permissible for you to hang pictures, mirrors, etc., on sheetrock walls in your home, but use small hanging nails only. Do not use any type of foam stick-on hooks or hangars. **Absolutely no nails are to be driven into plaster walls (use canvas adhesive hangars designed for plaster).** If in doubt about what type of walls you have, contact the office. Please use a cutting board rather than chopping and cutting on kitchen countertops. **Waterbeds and Trampolines may be allowed with written permission only.** Renter's Insurance with waterbed coverage and/or an additional security deposit may be required. Utilize existing telephone outlets. Owner or Agent does not service phone or cable wiring. Initially, it may be wise to set up these services with their line repair coverage until you are assured that all is in working order. Additional wiring, or drilling for wiring, is prohibited without prior authorization. Any approved modifications shall be Resident's expense. Contact paper is not to be used on walls, shelving, or appliances, no exceptions. Other similar products are available that are removable. No stickers or decals on refrigerators.

HAZARDOUS OR DANGEROUS MATERIALS- Nothing shall be stored in the premises or in the common areas, including storage space which would constitute a danger to the building or other occupants, including flammable and corrosive materials.

SMOKE & CO2 DETECTORS- For your safety, check detectors at least monthly. Detectors are your responsibility.

DISHWASHER/DISPOSER- (if provided) Use detergents made for automatic dishwashers only. Do not overload dishwashers. Turn on cold water before starting your food disposer. To keep your disposer in good working order, do not grind bones, rinds, coffee grounds, stringy foods, banana peels, glass, etc. If your disposer stops, check the reset button on the outside of it before calling the office.

WASHER/DRYERS- If the unit includes a washer and dryer it is the tenant's responsibility to maintain the washer and dryer units. Tenants may only use detergents, fabric softeners, dryer sheets etc. as directed on the manufacturer's instructions. Do not overload the washer or dryer. Washer and Dryer is not covered for maintenance. Tenant will be charged for maintenance and repairs for washer and dryer.

REFRIGERATOR- To improve cooling efficiency, keep the coils clean (usually in back or underneath). For older model refrigerators, defrost the freezer when frost is about one inch thick. **DO NOT USE SHARP OBJECTS TO DEFROST!** A hair dryer and plastic spatula work best. A puncture to the freezer coils may require replacement at your expense. Please be careful!

RANGE/OVEN- Be cautious with oven cleaner, abrasive cleaners, and scouring pads. They can damage or discolor exterior surfaces and can cause the thermostat and heat elements to short out. Replacement will be at your expense. Please follow directions. For gas ranges, some models require that you manually light pilot lights. If pilot light is lit and you smell a gas odor, contact Questar Gas.

GARBAGE PICKUP- Please ask a neighbor for garbage pickup days or use the dumpster, if provided. Do not park in front of dumpsters.

SEWER/DRAINS- All drains are working properly when you move in. It is your responsibility to maintain them. In the event that a drain becomes clogged, try plunging first, then contact a roofer service to clear the blockage. If it is determined that the cause of the blockage is roots or a problem with the main line, you will be reimbursed.

TOILETS- Do not put paper towels, sanitary napkins, tampons, cotton balls, or Q-tips in the toilet. Roofer service and any resulting damage caused by such items will be your expense. In the event that a toilet begins to overflow, quickly remove the tank lid and lift the float to stop the water from filling the tank, then close the flapper valve (usually a black rubber part in the bottom center of the tank) to stop tank water from going into the bowl. It is wise to show everyone in your household how to do this. Any damage caused by an overflowing toilet, tub, or sink will be at your expense. If handled properly, a plugged toilet should never overflow.

WINDOWS- Tenant is responsible for any glass, screen, or window breakage after move-in. Do not use stick-on insulation kits or seal windows shut with caulk. Removal of such items will be at your expense. No foil or unsightly window coverings permitted.

ELECTRICAL- In case of power failure, check circuit breakers before reporting malfunctions to the office. Turn to OFF, then back to ON to reset. Fuses: You will need to replace blown fuses (available at most drug stores). For emergencies such as no power or a line down, contact **Rocky Mtn. Power**. Note: Do not overload electrical outlets. Hairdryers, microwaves, toaster ovens, space

heaters, etc. should not be used on the same circuit. Use 60-watt bulbs or less to reduce heat and fire hazard as well as reduce utility cost.

FURNACE/HOT WATER HEATER- Follow directions on furnace or water heater to relight pilot lights, or contact **Questar Gas**. Call our office for other problems. Resident is responsible for lighting pilot lights and changing furnace filters monthly, or as needed, unless noted otherwise. Frequent filter changes will keep your home and furnishings cleaner as well as reduce your utility bill. Check furnace for proper filter size. For child safety and economy, water heaters should be set at 120 degrees. Higher settings could result in accidental scalding.

WATER SHUT-OFF- Before your move in, locate the main water shutoff for the entire unit or home. It is usually located in the basement where the main water line enters the unit. If an interior water line breaks, or any other major leak occurs, shut the water off at this point and contact our office immediately. In most units, there are valves under sinks and toilets that can be shut off to isolate a leak. If an exterior water main breaks, call Salt Lake City Corp. at 483-6900 (or your water district if different) for a shut off at the curb.

CARPET & FLOORING- Vacuum carpets frequently. Soiled carpets wear out faster. Carpet cleaning arrangements can be made through our office at your expense. Carpets are cleaned prior to move-in, you will be charged for carpet cleaning when you vacate. You are responsible for maintenance of wood floors, if applicable. Avoid excessive wear and scratching with area rugs and runners.

PATIOS/BALCONIES- Patios and balconies should be kept neat and orderly. Indoor furniture, bicycles, boxes, and other belongings, which are not patio furniture, are not to be stored on patios or balconies. **Couches, sofas, recliners and appliances are strictly prohibited from patios, porches and balconies.** We reserve the right to require that items that detract from the appearance of the property be removed. Hanging out laundry and **charcoal grills are prohibited.** Use caution with gas barbecue grills. We reserve the right to disallow all forms of BBQ grills from covered porches or patios.

SATELLITE DISHES: Satellite dishes **may not** be attached to the property without express written approval from the owner prior to moving into the premises.

HALLWAYS/STAIRS/LAUNDRY ROOMS: It is the Residents' responsibility to keep hallways and stairs to their unit swept or vacuumed and free of tripping hazards. Please be courteous with laundry facilities. Keep the room/machines clean.

OTHER REPAIRS- Contact the office for instructions. Unless an emergency, please call during office hours. *****COST OF ANY REPAIR OR SERVICE ON APPLIANCES AND/OR FIXTURES DUE TO THEIR MISUSE, OR OTHER DAMAGE TO THE PREMISES, BY YOU OR YOUR GUESTS WILL BE CHARGED TO YOU.**

FOR YOUR PEACE OF MIND- Notify the office about faulty locks, lost keys, etc. Report any needed repairs to the office immediately. Always leave a message if you get our voicemail, but remember that all maintenance requests must be in writing. Demand credentials prior to allowing maintenance personnel to enter your home.

If you have a request or question, please contact the office at **801-701-8033**. With common courtesy and communication, we hope that your stay will be a pleasant one.

RESIDENT OR RESIDENTS: (All Residents 18 and Older Must Sign)

OWNER OR OWNER'S REPRESENTATIVE

