

## **EXHIBIT A - RULES AND REGULATIONS**

1. **SMOKING.** Tenant shall not permit anyone to smoke on the Property at ANY time.
2. **PEST CONTROL POLICY.** Tenant shall keep the Property in a safe and sanitary condition and promptly notify the Landlord of any adverse conditions. Landlord may periodically inspect the Property and take measures to cure adverse conditions. If pests are present prior to lease signing or within 7 days of Tenant taking occupancy and Tenant submits a written request, Landlord will pay for an initial pest control treatment and up to 30 days of follow-up treatment but Tenant is liable for all remaining pest treatment.
3. **INTERIOR AND APPLIANCES.** Tenant shall keep the interior of the leased premises and all appliances provided by Landlord clean, free of pests, safe, healthy, habitable, and in substantially the same condition as existed when the Tenant took possession of the Property.
4. **YARD / EXTERIOR.** Tenant shall keep the yard and all exterior areas clean of debris and free of pests or, failing to do so, shall reimburse Landlord for costs. Should Tenant be responsible for care of lawn or landscaping, Tenant shall be deemed in violation of this item if the height of the grass in the main section and on the edges exceeds six (6) inches at its highest point.
5. **NOISE / PUBLIC NUISANCE.** Tenant shall not make loud or disturbing noises.
6. **PARKING.** Tenant shall not park an automobile on the grass or in an unassigned parking space, allow automobile oil to drip on parking surfaces, undertake multi-day automobile repairs outside of an enclosed garage, or leave non-operating automobiles parked on the Property or adjacent streets. Landlord may remove any automobile incorrectly parked, maintained, or non-operative for 30 days.
7. **KEYS & LOCK-OUT POLICY.** Tenant shall not change or install locks on the Property. Landlord shall furnish Tenant two sets of original keys for each outside door lock to the residence. Upon demand, Tenant shall return all keys to the Landlord or pay \$25.00 per key set and \$120.00 to change locks. During normal business hours, Tenant may borrow a key from the Landlord and, if that key is not returned that day, Tenant shall be liable for a \$150.00 lock-out fee. Landlord does not provide after-hours lockout services.
8. **NO LIQUID-FILLED FURNITURE IS ALLOWED ON THE PROPERTY.**
9. **DAMAGES.** Tenant shall not permit anyone to intentionally or negligently damage the Property or, failing to do so, shall reimburse Landlord for costs.
10. **ALTERATIONS.** Unless otherwise permitted in writing, Tenant shall make *no* alterations to the Property, including but not limited to painting, wallpapering, installing signs, or installing cable and satellite connections.
11. **PLUMBING.** Tenant shall not place in the water system on the Property any liquids or solids (including cooking grease) that are not water-based, except those specifically intended for such disposal or, failing to do so, shall reimburse Landlord for costs. Plugged sink and/or commode drains are often easily cleared by plunging, which is the Tenant's responsibility. If plunging will not clear the stoppage, a maintenance call should be placed. If the stoppage is due to inappropriate items causing the stoppage (including hair, food and grease), the cost of the repair service will be billed to the Tenant.
12. **SMOKE DETECTORS.** Tenant shall test (by pressing the "Push to Test" button for at least 5 seconds) any smoke detectors on the Property within one hour of moving in and at least monthly thereafter. Tenant shall promptly give Landlord if the smoke detectors ever fail to properly sound.

13. ALARM SYSTEM. Tenant may make use of any alarm system on the Property; however, Landlord makes no real or implied guarantees regarding the safety or utility of the system. Tenant shall be responsible for periodically testing batteries and paying for any maintenance or monitoring services and agrees to release from all liability and forever hold harmless the Landlord for any losses involving Tenant's use of the system.
14. ELECTRICAL. Non-working outlets may be the result of a GFI that has "tripped." Press the reset button. If this does not eliminate the problem, a maintenance call should be placed. If a maintenance call is performed and the issue was a "tripped" GFI, the cost of the repair service will be billed to the Tenant.
15. GARBAGE DISPOSAL. The Tenant is responsible for ensuring that he does not cause the garbage disposal to become jammed. If the Tenant does jam the garbage disposal, the Tenant is instructed to utilize a hex key to manually twist the grinding plate by inserting the hex key into the hole on the underside of the garbage disposal. If the Tenant is unable, or unwilling, to remove the jam, the Tenant shall notify the Landlord who will arrange for it to be fixed at a cost of \$90.00 to the Tenant which will be classified as Additional Rent and payable on the first day of the following month with the tenant's regular rent payment. If the Landlord or its repairman determine the cause of the issue to be something other than a disposal jam, the Tenant will not be liable for this Additional Rent. WARNING: GARBAGE DISPOSALS CAN BE DANGEROUS. TURN OFF THE GARBAGE DISPOSAL AT THE WALL SWITCH, AND IF POSSIBLE, UNPLUG THE DISPOSAL FROM THE WALL OUTLET BENEATH THE SINK BEFORE PERFORMING ANY WORK.
16. WATER FILTERS. The Landlord does not replace (or warrant) any refrigerator water filters. Tenant is responsible for changing at their discretion.
17. NON-URGENT SERVICE CALLS. For non-urgent service calls, the Tenant should accumulate their list of requested repairs and place one maintenance request per quarter. The Landlord will not perform more than one non-urgent service call per three-month period.
18. UNWARRANTED SERVICE CALL. If the Tenant makes a service call and the maintenance vendor is unable to find a problem as described by the Tenant, the Landlord may, at Landlord's sole discretion, charge a portion or all of the cost of the service call to the Tenant.

**Exhibit B – Schedule of Fees**

In the following schedule the Manager’s rate for time and mileage will be charged at the rate charged to Owner at the time of the violation or delivery of service.

- 1. Late Payment of Rent 10% of the balance due
- 2. Delivery of violation or notice \$75 per hour (minimum \$75 charge)
- 3. Delivery of violation or notice via e-mail \$30
- 4. Site visit to property as follow-up to violation or notice \$75 per hour (minimum \$75 charge)
- 5. Return check/e-check fee \$30
- 6. Lost house key \$25
- 7. Change locks Actual cost plus 25% of invoiced amount
- 8. Turn on utilities (if tenant turns off prior to move-out date) Actual cost plus \$30
- 9. Utility reimbursement (if tenant doesn’t start service) Actual cost plus \$30
- 10. HOA fine Actual cost plus \$30
- 11. Lost mailbox key Actual cost plus \$75
- 12. Lost amenity key (pool, clubhouse, etc) Actual cost plus \$30
- 13. Light bulb burnt out at move-out \$25 per light bulb
- 14. No HVAC air filter installed \$100 filter
- 15. HVAC air filter visibly dirty \$50 per filter
- 16. Lost/Stolen Garbage Can Actual cost plus \$30
- 17. Payment via check/money order/cashier’s check \$10 per
- 18. Administrative fee for filing an eviction or collections case \$150
- 19. Rate for PMC staff to be present during Sheriff setout & lock change \$125/hour
- 20. Re-issue Deposit Check \$50
- 21. Administrative fee for Tenant contacting Owner of property directly \$500
- 22. 25% up charge on all invoices related to tenant damage after move out  
25% of total invoiced items excluding cleaning and carpet cleaning
  
- 23. Lease modification fees: \$150