



**COMMUNITY POLICIES & PROCEDURES CONVENTIONAL
ADDENDUM TO THE TAA LEASE AGREEMENT
UNIT # _____ DATE: _____**

It is Management’s goal to maintain this development as an outstanding apartment community in this area. In order to promote and maintain this community, and as a condition of residency, Management has established the following policies. All residents and guests must abide by these policies, as they are essential for the comfort and convenience of all community residents.

1. Utility Addendum: Resident agrees to pay any utility billings issued and received at the above unit on the beginning date of the TAA lease contract. Resident is responsible for contacting CPS Energy at 210-353-2222 prior to moving in, to establish the utility service in their name.

Resident Initial: _____ Resident Initial: _____

2. Deliveries & Package Acceptance: The Management office WILL accept packages in the event of your absence and kept in the management office. Packages will be held for one (1) week and if not picked up by the resident the package will be returned to the sender. Management assumes no responsibility or liability for the contents or for theft. Because of limited storage space, please pick up your packages at your earliest convenience from the management office.

Resident Initial: _____ Resident Initial: _____

3. Barbecue Grills: Barbecue grills are not allowed on any patio or balcony. If you wish to barbecue on the property please make sure the pit is at least 10 feet away from any building.

Resident Initial: _____ Resident Initial: _____

4. Pest Control: Management will provide pest control service to residents at a \$3.00 fee per month. If you ever notice any insects or pest inside your unit, please notify the management office and we will schedule True Pest Control to service your unit. Once you have placed a service order the treatment will be done the following Monday. The insecticide used is odorless and does not harm children or animals. We also bait the interior of all units once a year for German roaches.

Resident Initial: _____ Resident Initial: _____

5. Unit Transfers: If you wish to transfer from one unit to another your lease must be completed. Any security deposit that you have paid will transfer to your new unit. There will be a transfer fee of \$250 if you are transferring units in the middle of your lease term (Approved by Property Manager Only). If you wait until your lease expires and you give a 30-day notice to transfer, the transfer fee will be waived. Your current unit will be inspected upon move out and you will be billed for any cleaning or damage charges, which must be paid within 30 days from the date you are notified.

Resident Initial: _____ Resident Initial: _____



6. Patios & Balconies: Please help management maintain an attractive community by keeping your patios or balconies neat and free of unsightly clutter. Final determination of any “questionable” displays will be solely at the discretion of the Community Manager. Satellite dishes are permitted but may not be affixed to any structure of the building, patio stand only on your current patio, not in the yard.

Resident Initial: _____ Resident Initial: _____

7. Recreational Facilities: There are no attendants present at any time at our on-site facilities (including, but not limited to the swimming pool, tennis court, sports court, playground, club room or laundry rooms). Therefore, use of our community facilities is solely at the risk of the resident, occupant and/ or permitted guest.

Resident Initial: _____ Resident Initial: _____

8. Entrances, Hallways & Mechanical Rooms: In compliance with the state and local fire codes bicycles, wagons, carts, and other items are not to be left at entrances or in hallways at any time. Likewise, nothing should be stored in mechanical rooms, which contain hot water heater. Storing items in a mechanical room could result in damage or personal injury. Please obtain permission from the management office prior to posting flyers, notices etc.... in any location.

9. Solicitors & Salespeople: Because management wants all residents to enjoy the privacy of their apartments, we ask that any uninvited solicitors or salespeople be reported to the management office immediately.

10. Disturbances, Noises, Etc: Residents must refrain from making or permitting any disturbing noises by their family members or guests. Any noisy or boisterous conduct, including the loud playing stereos, televisions or musical instruments, which would disturb the peace and quiet enjoyment of other residents, is absolutely prohibited. The practice of illegal activities is grounds for eviction.

11. Trash Removal Services: As part of your residency, trash removal service is provided on a regular schedule. Please wrap all refuse securely and place it in the receptacle or trash dumpsters located around the property. Please do not place large articles such as furniture, mattresses, etc... in these areas since the removal service will not dispose of these items. Boxes should be completely collapsed before disposal. Any bags trash left on front porch will be charged \$25.00 per bag.

12. Exterior Alterations: To maintain an attractive community and not disturb the architectural designs that have been created, no alterations to the exterior of the building may be made by residents. The only exception will be the displaying of the American flag on private patios and balconies only.



13. Interior Alterations: Residents wishing to make any alterations such as painting, wallpapering or hanging decorative light fixtures on the interior of the unit must first obtain written permission from the property manager. If approval is given, the following general rule will apply; upon vacating the apartment, the resident must remove the improvements and restore the apartment to its original condition; or if the outgoing resident wishes to leave the improvement and management determines that it is acceptable, the improvement may remain and become part of the property. Alterations NOT permitted include contact paper, tub adhesives, corkboard, mirrored squares, non- strippable wallpaper and tape to secure wall hangings. Nails and toggle bolts are all acceptable and will be removed upon move out by maintenance at no charge unless there is excessive damage to the wall.

14. Window Treatments: To enhance the appearance of the community, all window treatments must appear white to the outside. Sheets, blankets, foil, etc... ARE NOT to be hung in place of draperies or blinds. Management reserves the right to determine the acceptability of all window coverings.

15. Water furniture/fish tanks: Waterbeds and other liquid filled items are permitted with written consent of management. A copy of your renter's insurance policy covering liquid filled furniture must be provided to the management office prior to the installation of such furniture. This policy must cover the community for any damage caused by ruptures or leaks from furniture or tanks.

16. Renters Insurance: It is the responsibility of the resident to secure renter's insurance for the contents of the apartment in addition to the liability coverage for major occurrences. Please make sure, your policy is current at all times. Neither the property owner nor the management company will be responsible for resident's personal belongings.

17. Furnishings: All equipment, appliances and amenities in the apartment are to be used for the purposes intended and in accordance with any instructions provided. Alteration of these furnishings is strictly prohibited. No appliances including the stove, refrigerator, dishwasher and water heater are to be removed from the unit for any reason. We cannot remove the current appliances for the use of personal appliances by the resident. Please do not overload the dishwasher and only use detergents made for automatic dishwashers. Turn on cold water before starting your garbage disposal. To keep the disposal in good working order, do not grind bones, rinds or stringy foods. If your disposal stops, check the reset button (normally located on the outside bottom of the disposal) before reporting the problem to the management office.

18. Pipe Freeze Prevention: If you plan to be away from your apartment for any length of time during the cold weather season, remember to leave the heat on in your apartment at a minimum of 60 degrees, drip your faucets and notify the management office. Failure to do so may result in damage to waterlines from freezing, for which you will be responsible.



19. Motorcycles/Motorized bikes: Motorcycles and mopeds are permitted in this community. They must be parked in the parking lot only in a normal parking spot. At no time may gasoline powered vehicles be stored inside the apartment or the building. These vehicles are not allowed on the sidewalks or parked next to the buildings. Vehicles parked illegally will be towed immediately at the owner's expense.

20. Car Wash & Repair: Due to the damage caused to asphalt and landscaping by detergents and cleaning solvents, washing cars in the community will not be permitted. Management also asks all residents not to perform any repairs such as oil changing or engine tuning on their cars in the community.

21. Assumption of Liability: Neither the owner nor the management company shall be liable to any resident or to any other person on the premises for any damage to persons or personal property caused by the wrongful act or omission or negligence of resident, or any other persons on the premises with resident's consent. Neither the owner nor the management company shall be liable for loss or damage to any property of residents or residents guest or family due to theft or suffered by reason of fire, rising water, rain, hail, lightning, explosion, or any other cause beyond the owners or management company's control. Landlord shall not be liable for any injury to property or persons resulting from any failure or interruption of any utilities or of heating, air conditioning or plumbing systems. Resident hereby releases owner and Management Company and their successors from any and all claims and damages which may arise out of any accidents or injuries to the resident or any other person on the premises with the resident's consent.

SIGNED AND ACKNOWLEDDED:

LESSEE

DATE

LESSEE

DATE

OWNERS REPRESENTATIVES

DATE