

**HOUSE RULES AND REGULATIONS
MOUNT HOLYOKE MANAGEMENT, LLC.**

(all applicable need to be initial by tenant)

1. You agree not to install or affix any object (**including satellite dishes**) to the exterior of the building, or on the roof, or on any of the common thoroughfares within the building. You agree not to expose any sign, notice or advertisement anywhere on the premises, or expose any sign, antenna or awning. _____
2. If we have not provided window coverings, you agree to use draperies or window curtains, blinds or shades. Should we object to any draperies, decorations, or window coverings, you agree to remove the same within five (5) days after receiving notice from us to do so. **YOU ALSO AGREE NOT TO REMOVE ANY SCREENS** and you agree to pay actual cost for us to reinstall each screen that you have removed or that must be replaced because it is damaged or missing. _____
3. You agree not to shake or hang any carpet, rug, bed clothing or any article from any window, door, porch, balcony, landing or patio. _____
4. You agree to keep your apartment in a clean and orderly fashion and you agree not to sweep any dirt, refuse or other matter from your apartment into the public halls or stairwells. _____
5. If your apartment is located in a building with four or less apartments per floor/hall, you agree to sweep your area of the hall/floor regularly, mop up any spilled mess, and remove any litter or trash from the floor/hall. You also agree to use halls, stairs, and entranceway for egress and ingress only. You also agree not to allow your guests or household members to loiter, run, play, or obstruct these areas. _____
6. You agree not to allow household members, guests and/or visitors destroy lawns, shrubs, recreational areas, and grounds/common areas or in any way deface the building on its interior/exterior. _____
7. You agree not to store or leave articles of any kind (i.e., recreational toys, carriages, strollers, shoes, **mats**, tires, etc.) in any section of the property without the permission of the landlord. You further authorize us to remove and dispose **without** prior notification of any property in unauthorized areas such as entranceways, halls, stairs, common areas, boiler and utility rooms, laundry facility rooms and porches, etc. _____
8. You agree not to install wallpaper, contact paper, adhesive tiles and like without written permission from the landlord. _____
9. You agree not to paint walls or fixtures any other color than presently exists and you agree not to allow painting to be done by any individuals other than those we designate. You may not paint the apartment yourself without the written permission of the landlord. _____
10. You agree not to make nor permit any disturbing noises in the premise by yourself, nor household members, nor do not permit to be done anything that will interfere with the rights, comforts or convenience of other tenants; not to play any musical instruments, not to operate at a disturbing sound level a radio or the like, television or stereo between the hours of 11:00 o'clock p.m. and the following 8:00 o'clock a.m., or the hours set by town ordinance if different, if the same will disturb or annoy other tenants or occupants of the same or other units. _____

11. You agree not to perform maintenance, wash, clean, polish or **REPAIR ANY MOTOR VEHICLE** (including motorcycles) on the parking lots, lawns or anywhere on the property. Any vehicle found being serviced as described in this paragraph will be towed **WITHOUT** notice at the sole expense of the vehicle owner. You agree to immediately clean up any vehicle fluids left on the parking areas. _____
12. You agree not to park any disabled, uninsured, unregistered or abandoned vehicles in the lots or anywhere on the premises. Vehicles will be considered abandoned if they are without a valid inspection sticker and/or license plate. Any vehicle parked that is parked on the premises must have a parking sticker that is issued by management. This sticker must be affixed to the rear windshield. The parking sticker can be obtained by bringing in your registration. The registration must be in the tenants name unless authorized by management in writing. Such vehicles will be towed without notice at the sole expense of the owner of the vehicle, and Management will not be held responsible for any liability or cost resulting from such action. _____
13. You agree not to park in front of (or on) walkways, dumpsters, lawns, courtyards, driveways, drives, patios or other restricted areas, **nor block the access to any handicapped zone/area**. Any vehicles parked in such areas are subject to towing without notice at the sole expense of the vehicle owner. _____
14. Parking areas are limited to use solely for automobiles or motorcycles. One vehicle is allowed per parking space. You agree not to park any other motor vehicle in these areas including, but not limited to: boats, commercial vehicles (except transitory deliveries), trailers or campers. Such vehicles are subject to towing without notice at the sole expense of the owner of the vehicle. The use or storage of motorized minibikes, snowmobiles, scooters or any other recreational vehicle is prohibited on the premises. You must report license plate numbers, color, make and model of all vehicles belonging to any member of the household. N/A
15. I agree to obey all traffic signs, speeding signs, caution signs, handicapped signs, fire lane signs, no parking signs, etc. that may be posted on the premises. I agree to move my vehicle so that the drives and parking areas may be plowed. In accordance with the snow removal policy, I understand and agree that failure to do so will result in immediate towing without prior notice at the sole expense of the owner of the vehicle. _____
16. You agree to remove any articles stored on balconies; porches or patios that we may feel are unsightly. You may place furniture specifically designed for OUTDOOR use on the porch/patio. You **MAY NOT** use your porch/patio for storage of gas powered bicycles/recreation equipment or any such articles even though such articles may be designated for outdoor use. Any such articles left on balconies, porches or patios will be removed by management. The item will be held for seven (7) days and disposed of if left unclaimed after the seven-day period. _____
17. For your convenience we have provided locked laundry facilities for each building. The laundry facilities consist of at least one washer and one dryer per building. We shall make every effort to make certain malfunctioning equipment is repaired with reasonable promptness, but we cannot be responsible for any inconveniences or additional cost that may result due to a delay in repairs. The equipment in the laundry rooms is owned by MacGray, and **DOES NOT BELONG TO MT. HOLYOKE MANAGEMENT, LLC**. is not authorized to make any repairs on the machines, nor are we responsible for any lost money, or ruined articles of clothing. _____

While using the facilities, we ask that you adhere to the following Laundry Room Rules:

- The laundry facilities are locked to prevent problems. Do not leave the door or window open. Management is not responsible for clothes in the laundry room.
 - You agree to use the washers only for washing clothes.
 - A load of clothes will take approximately 30 minutes to wash or dry. Please remove clothes as soon as cycles complete so other tenants may use the facilities. Management may remove any clothes not being washed or dried found in the machines.
 - It is your responsibility to clean up any spilled detergent or softener and to remove the lint from the dryer. Once a week, Management cleans the laundry rooms.
 - Please carefully read detergent and softener containers for usage directions before using them in the machines.
 - If you have any questions about the laundry equipment, please refer to the posters and instructions on the walls of the laundry facilities or call MacGray at (800) 622-4729.
18. Laundry washing/drying machines and dishwashers (other than those we have provided, if any) are not to be **used or stored** in your apartment or storage bin or in any area under your control. Freezers may not be used or stored without prior consent of the landlord. _____
19. All deliveries must be dropped off directly with the tenant. We will not be responsible for any articles left with any employees or in any of the buildings. We will not accept packages for tenants. _____
20. Any requests for extermination of pests or rodents must be made to management via phone, letter, or in person. If there is an emergency concerning pests or rodents, notify Management immediately and the exterminator will come as soon as possible. _____
21. You shall report at once, any accidents or injury to water pipes, toilets, drains and fixtures or other property of the Lessor, and all breakage, damage or loss of any kind. _____
22. NO CASH is accepted by any site office at any time for any reason. All payments must be made by money order, personal check or bank check. Should a personal check be returned to Management because of insufficient funds, the tenant will be charged the bank service fee. After two returned personal checks, only bank checks and money orders will be accepted. _____
23. All requests for transfers must be put in writing and submitted to the rental office. Upon receipt of the request, the Property Manager will contact you to make an appointment during which he/she will review the transfer policies relevant to your case. Transfers will be granted for the following reasons: _____
- According to Section #504 and USDA/RD regulations.
 - For medical reasons. Documentation from a physician will be required.
 - For tenants who are over or under housed.
 - For Management to meet the goals and needs of the property.

Transfer requests for any reason other than those listed above will be assessed on a case by case basis.

24. Management provides a deadbolt lock on the entrance door to each unit. A key to the deadbolt is provided to the tenant upon moving in. **NO OTHER LOCKS ARE TO BE INSTALLED.** If a second lock is found, it will be removed by maintenance. _____

In the event that you install an unauthorized lock and an emergency occurs that requires the door to be broken in order to gain entrance to the unit, you will be billed the price of the new door at actual cost.

In case of a lock out after hours, please call the emergency answering service number. Stay where you are until a maintenance person calls you back to verify receipt of your call. He will let you into your apartment after seeing proper identification. Tenant will be given a 1 set of keys upon move-in. One for the laundry room, apartment door, and mailbox All keys must be returned to the Rental Office at move-out the actual cost to replace the lock will be applied to your security deposit.

25. Where storage areas are provided outside your apartment, you agree to use only the area we designate for your use and agree all items will be neatly stacked and cartons labeled. _____
26. You agree not to remove or tamper with the smoke or carbon monoxide detectors. You are responsible for reporting to management when you need a new battery. _____
27. You may not use outdoor cooking equipment without the specific permission form the landlord in accordance with all State and Local Fire Code/Laws. No cooking equipment may use within 15 feet of any building. _____
28. You agree to use only drying racks on porch/patio for clothes. You agree not to place laundry over railing or to put up a clothesline. Any drying racks can be used during the day only and must be brought in at night. _____
29. You shall permit the Landlord and its agents or employees to enter the premises at any reasonable hour for the purpose of preventative or current maintenance, and exterminating insects or vermin and allow the Landlord to take all materials into the premises that may be required therefore, without the same constituting an eviction, and the rent shall not abate while such work is being done due to the necessary inconvenience of having work persons present. _____
30. You agree to hold Landlord harmless against loss, injury, damage, or destruction caused by willful or negligent acts of Tenant or members of Tenant household or guests/visitors of Tenant. _____
31. Personal property placed in or on the premises shall be at the risk of the Tenant or owner of such personal property. Landlord will not be responsible for any damage to such personal property. _____
32. You agree to promptly notify Landlord of any extended absences (two weeks or more) within one week of departure and that if you do not personally reside in the unit for a period exceeding 60 consecutive days, for reasons other than health or emergency, your net monthly tenant contribution shall be raised to the current approved Note Rate Rent. You also understand that if your absence continues, that Landlord may take the appropriate steps to terminate your tenancy. _____
33. Dispose of trash in the dumpsters nearest your apartment. If you or any member of your household drops trash on the ground, pick it up. If your dumpster is full, use the next available dumpster. Trash does not

need to be separated. Only residents of the property may use the dumpsters. Please turn in the license plate number of anyone found dumping trash that is not a resident. It is a criminal offense to illegally dump trash. _____

34. Move-out notice must be given in accordance with your lease agreement. You are required to sign paperwork in the rental office regarding our move-out policy and the charges that can be assessed against your security deposit if not complied with. _____

- Please keep windows and doors closed when the heat is on in your unit.
- Please notify the office if you find drafts from windows or other areas of your unit so we can do repairs.
- Please keep entrance and laundry doors closed at all times.
- If you leave the unit for over 24 hours, leave the heat in the unit on at least 55 degrees. Open the doors to the bottom of the kitchen cabinets, bedrooms and bathroom to allow the heat to circulate in the apartment.
- To allow the heat to circulate in your unit, please do not block the baseboard heaters with furniture or other items.
- Call the office or answering service immediately if you find you have excessive heat, no heat, or no hot water.

YOU AGREE THAT WE MAY TERMINATE YOUR LEASE FOR VIOLATION OF THE TERMS OR CONDITIONS HEREIN STATED OR ANY ADDITIONAL RULES AND REGULATIONS WE MAY PRESCRIBE. IN ACCORDANCE WITH SECTION 504 WE WILL MAKE REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES WHEN MANAGEMENT IS NOTIFIED OF THE NECESSARY IN WRITING.

RECEIPT OF RULES AND REGULATIONS ACKNOWLEDGED BY TENANT AND CO-TENANT

Tenant Signature

Date

CO-TENANT

Date

This document has been translated in Spanish. _____