

Tenant Landlord Connection Inc.

RESIDENT RULES AND REGULATION HANDBOOK

Welcome Home!

Tenant Landlord Connection Inc. welcomes you and your family. We pride ourselves in service and commitment.

Our goal is to provide a comfortable environment that you can be proud to call HOME!

Thank you for choosing and allowing us to provide the quality of care you deserve.

Introduction: It is important for residents to familiarize themselves with the contents of this Rules and Regulation Guide. Any questions or concerns should be directed to the Property Manager. We may update policies and services over time to better assist residents' needs. Any modifications or changes to the guide shall be effective 30 days from notification to the residents. Notification can be in the form of the website (tenantlandlordconnection.net) or mailing.

Chapter 1 - Resident Safety

1.1 Fire Prevention & Hazards: Residents shall not engage in any hazardous activity that might cause fire or encourage a fire hazard. Report all fires immediately no matter the size, by dialing 911. Residents are responsible for all repair costs because of damage caused by negligence or the negligence of any person on the premises with the consent or permission of the resident. If the premises become uninhabitable by reason of fire not caused by negligence or intentional, the resident will be required to find temporary shelter (hotel, friend etc.) which will not be expensed by the owner of the property. Compensation will be deducted from the rent from the day the home becomes uninhabitable and reactivated once the home is habitable.

- Please take care not to block exits, including windows
- Gas grills, barbecue grills and fryers may only be used in accordance with local safety codes and regulations. It must be at least 10 feet from any structure and always attended to. If using a charcoal grill, when finished extinguishing the used coals with water.
- No open fires, portable outdoor fireplaces or (fire pits if only permitted by city code)
- Never leave a stove unattended while cooking
- Candles must never be left unattended or near any combustible materials.
- Clean out dryer lint vents after every use.
- Do not overload circuits or have frayed electrical cords.
- All homes are equipped with smoke detectors and carbon monoxide detectors (if applicable), which should not be deactivated or removed. Always change batteries during Daylight Savings.
- Nothing combustible may be kept inside at **any time**.

1.2 Poisons: Every household contains poisons or medications that are extremely hazardous to children. Always keep them safely out of a child's reach and completely inaccessible. Utilize child cabinet locks (preferably non damaging type). Also be aware that medications can pose a risk to children or the elderly. Always keep the poison control number handy 800.222.1222.

1.3 Water Hazards: Water Heater temperature has been set to 120 degrees Fahrenheit. This should provide adequate hot water for you. Be advised that water temperatures above 120 degrees Fahrenheit can cause severe burns. Never adjust the water temperature yourself, please contact us to schedule a maintenance tech to adjust it. Never leave a small child unattended in a bathroom or tub.

1.4 Neighborhood Safety:

- Lock all doors and windows, never leave the home unlocked when not at home.
- Report any repairs of locks, latches, doors, or windows needed for maintenance.

Chapter 2- General

2.1 Business hours: Monday - Friday 8:00 am to 5:00pm. Contact number 315.486.6755

2.2 Post Move-In Evaluation: Staff will accompany the new tenant in conducting a walk-through inspection of the property. Each room's interior and exterior will be examined. Tenants will be given a "Post Move-In Evaluation" which will serve as a basis to determine if any other deficiencies are in the property that were not noted in the initial condition report. This report is time-sensitive and must be returned within 5 days of the initial move-in.

2.3 Lease: The Lease outlines the responsibilities for all occupants residing at this property and establishes the rental payment to Tenant Landlord Connection Inc.

2.4 Notice to Vacate: A 30-day written notice is required for notice to vacate. If a 30-day notice is not received, the resident is financially responsible for 30 days of rent from the time notice is received. 30-day notices are taken on the first day of the month on which the intent to move is received. Notices valid only at the end of the lease expiration date.

2.5 Military Clause: As the tenant is a member of the United States Armed Forces and covered by the Service Members Civil Relief Act, he/she may terminate the lease on thirty day written notice beginning the first day of the month following the military original orders received if the service member is released or discharged from active duty or receives Permanent Change of Station (PCS) or Deployment. A copy of the orders must be received.

2.6 Access: Tenant Landlord Connection shall retain key(s) to the property. Key(s) are always under secure control. A Permission to Enter (PTE) form is included with your Lease indicating permission for maintenance, or sub-contractor (authorized by Tenant Landlord Connection) for access into the property to conduct work.

2.7 Noise / Quiet Enjoyment: To secure the right to quiet and peaceful enjoyment please refer to village and or city code enforcement.

2.8 Minor Violations: All violations are taken into consideration and dealt with accordingly. The following only involves a written or verbal notification to the Resident(s). Repeated violations may result in a more serious outcome. Failure to maintain curb appeal, Failure to remove snow from driveways and sidewalks, Pet policy violations, Unauthorized maintenance on vehicle, Unauthorized alterations, Unauthorized vehicles, RV, ATV, trailers or boat storage (without having written permission), Poor sanitary practices and Failure to allow maintenance access to home for scheduled needed work.

2.9 Major Violations: Serious misconduct includes without limitation the following: Domestic disturbances, Felony convictions, Unauthorized weapons, Drug Activity, Misconduct which causes injury or property loss, Criminal activity by any member or guest, Failure to pay rent, Sublease assignment and Failure to comply with a Letter of Warning for a minor violation.

2.10 Guest Policy: Residents may have visitors in their homes; however, visits of more than 14 days require written permission from management. Residents are responsible for all Family members, guests and any other persons affiliated with the resident.

2.11 Absence from the Home: Residents are obliged to notify the Property Manager any time they expect to be away from the house for more than two weeks. The reason for this is that if the home is vacant for a long period of time, it should be monitored to ensure the temperature is set at a setting where possible water damage occurs. Lawn and snow removal services need to be arranged.

2.12 Pest Control: Best practice is to maintain good housekeeping habits. This minimizes pests in homes. Homes should always be kept in clean and sanitary conditions. If pest treatment is necessary, the resident may be required to prepare the home prior to treatment. A licensed pest control service will be contacted if treatment is necessary. Bees and other insects are natural in our environment, therefore household sprays are recommended for the residents to purchase and use.

2.14 Housekeeping: It is the resident's responsibility to ensure the home is maintained in a clean, safe, and sanitary condition. Poor housekeeping resulting in unsafe and unsanitary conditions can be considered a minor violation depending on the severity and then it would fall under a major violation of your lease.

Chapter 3 - Maintenance Repair

3.1 Maintenance and Repair: In order to maintain the comfort and safety of the home, we ask you to contact us immediately when maintenance is required. We will schedule an appointment depending on the urgency of the work order.

There are 3 categories of Work Order Response Time: EMERGENCY RESPONSE TIME: (IF IT DOES NOT REQUIRE A 911 CALL) Maintenance or Sub-contractor will be contacted immediately. URGENT RESPONSE TIME: 1-3 DAY (DEPENDING ON URGENCY). ROUTINE RESPONSE TIME: 3 TO 5 DAYS (DEPENDING ON WORK REQUIRED).

3.1b Urgent: This is not an emergency, but has the potential to become one, containing water leak, all toilets are clogged. Functioning furnace or water heater that is not performing to specification, Inoperable appliance.

3.1c Routine: These do not warrant an emergency or urgent but need to be addressed within a reasonable amount of time. Leaky Faucets, Light switches, Garage Door, Clogged drain (if one side of the sink is draining).

3.2 Trash / Recycling: It is the Resident responsibility (otherwise stated in lease) to provide for trash and recycling disposal. Please keep ALL trash in a closed lid trash container. Recyclables should also be kept in a container with a lid (to prevent items from blowing out). To prevent scattering of trash or recyclables by animals or weather, it should not be left outside the night before scheduled pick up. All receptacles should be kept inside or in a concealed shed. For bulk pick-ups, see the village calendar for upcoming disposal sites or curbside pick-up.

3.3 Plumbing: The plumbing in the home should be treated with care. It is important that toilets and other water sources be used for any purpose other than what they are intended for. Do not dispose of grease in drains. Always use COLD water when operating the garbage disposal. Never dispose of feminine products, baby products, wipes, paper towels or any improper articles. Those with septic systems must take heed to proper care to prevent back-up or plumbing problems.

3.4 Snow and Ice Removal: Residents are responsible for removing snow from driveways, sidewalks, steps, and any pathway leading to the home. City / Village sidewalks that are not maintained can have fines imposed. Maintain ice and snow build up on roof overhangs and ice dams. Large hanging ice cycles need to be removed before they cause damage or injury. During the winter months homes will be checked to make sure these requirements are met. Please note service work orders will not be performed if access to the home is not cleared up by technicians. Recommended to keep on hand Magnesium Chloride to reduce the hazards of ice buildup. Magnesium Chloride is more effective than rock salt in temperatures below 20 degrees. NOTE: If you vacate the property before the end of your 30-day notice, you are still responsible for outside lawncare and snow removal. Plan to have it maintained up to the initial termination of your lease obligations.

3.5 Home Improvement Request: Residents are asked not to make any improvements to the property without a written request. Home Improvement Request forms are available on the website, or they can be emailed if requested.

Chapter 4 - Care and Use of Property

4.1 Camera(s): Residents are not allowed to install camera(s) without permission. This includes satellite dishes

4.2 Mold Prevention: Molds are forms of fungi that are found common both indoors and outdoors. Moisture and humidity cause mold overgrowth. People can have allergic symptoms, although most people are not affected by mold in their environment. Residents are responsible for any damage caused by excessive mold resulting from their negligence.

4.3 Freeze Warnings: During winter months, temperatures may drop low enough to freeze pipes. To minimize the risk associated with this, residents are responsible for performing the following tasks prior to November 1. Remove all garden hoses from outside spigots or exterior faucets, Keep the attached garage overhead doors closed, Remove all window a/c units. Secure windows by locking them to help minimize cold air access, apply weather strips to worn door areas, and always Maintain a minimum temperature of 60 degrees. On extremely cold nights (10-30 degrees) leave cabinet doors to water sources open for excess heat. Helpful tip to leave cold water faucets at a trickle, to help prevent pipes from freezing.

4.4 Outdoor Furniture: Only furniture intended for use outside is permitted. Mattresses, old car seats, stuffed furniture etc. are not allowed.

4.5 Installation of Privately owned Equipment: Security devices and cameras are permitted if they do not penetrate the structure of the home or roof. Please seek permission first.

4.6 Curb Appeal: Residents are responsible for maintaining the exterior appearance and general upkeep of the property. Debris, broken furniture, scattered toys, pet kennels, and other items that negatively affect curb appeal are prohibited. Residents must properly maintain all lawn and ground areas, including regular mowing, weed trimming/weed whacking, and weed control around the entire property, especially around fences, fence lines, sidewalks, flower beds, and property edges. Shrubs and landscaping must be kept trimmed and maintained as needed. Residents are also responsible for monitoring outdoor water spigots/spickets to ensure there are no leaks or dripping water and must promptly report any maintenance concerns. The grounds must be maintained in the same condition as received. Failure to properly maintain the property may result in corrective maintenance charges.

4.7 Swimming Pools : Properties with swimming pools must be maintained and used in a safe and responsible manner. Gates (if applicable) must be locked and maintained. The opening and closing of pools are to be done by a Professional Pool Service Company, unless otherwise stated in leases . Residents are responsible for ALL safety risks.

4.8 Swimming Pools inflatable or store purchased: Wading pools must be maintained during use and must be emptied when not in use. Grass damaged from the pool must be restored to its original state when removed. Residents are responsible for ALL safety risks.

Chapter 5 - Miscellaneous

5.1 Renters Insurance: The resident's sole expense is to obtain a standard Renter's insurance policy with minimum limits for personal liability coverage, bodily injury, property damage and contents coverage, and a waiver of subrogation clause in favor of the Landlord and Landlords agents. This policy should include \$300,000 general liability coverage to cover the loss of or damage to all property in the Apartment, and all other perils commonly insured of the property rented. A tenant shall name the owner or property manager as an additional insured and provide a current certificate of insurance evidencing such coverage prior to taking possession of the leased premises. A resident should make it known to his/her insurance agency that the property has a wood burning fireplace or an inground swimming pool for extra insurance precautions.

5.2 Use and Occupancy: The residents personally use and occupy the premises and will do so as a private dwelling. The resident agrees that the number of residents will not exceed the number of occupants shown on the original lease without notifying the property manager of the changes.

5.3 Home Businesses: Residents will not engage in any Home Business that involves any increase in traffic to the property (childcare service). Internet-based businesses are permitted if they are of a legal nature.

5.4 Vehicles & Parking: Most city and village street parking is prohibited between November 1st to April 1st. Parking on lawns and sidewalks is prohibited. Recreational vehicles (travel trailers, ATV's, boats, etc.) may not be permanently parked, stored on streets, driveways, yards without written permission from the property manager. All vehicles must be registered and insured. No unregistered or uninsured vehicles are permitted. No maintenance of vehicles is permitted other than changing of a flat tire.

5.5 Lockouts: If a lockout occurs, please refer to your lease for charges of being let in. Upon assistance proper identification is requested. Residents are not allowed to change or in any way alter the locks installed on the doors of the property. In the event of lost keys, the resident will be charged \$5.00 per key replacement.

5.6 Utilities: Residents are required to obtain utility services per their lease requirement. Account identification is required prior to moving in.

5.7 Exterior Decorations: Holiday decorations that are fire rated are only to be used in the interior and exterior of the property. Decorations must not be installed more than 5 feet above the ground due to safety concerns. No interior or exterior extension cords are to be strung randomly where it possesses a safety hazard. Use only exterior extension cords for outside. Timers are good and help conserve energy. Remove all decorations no more than 2 weeks after the holiday.

Chapter 6 - Pet Policy

6.1 Pet Policy: No pet is permitted until pet fee has been paid and pet medical records received. Any violation of the pet policy may result in fines, loss of pet or eviction. The only pet(s) permitted are those that are noted on the lease at move-in. Before obtaining any new pet(s) you must notify the property manager. All dogs per pet policy must be licensed and up to date with required shots. Copy of this record is required. All pets must be accompanied unless the property has a fence in the yard. All feces are to be picked up immediately and properly disposed of. All dogs are to be kenneled while a maintenance technician is servicing a work order. Reports of unprovoked bites, aggressive and nuisance behavior may be cause for removal of the pet.

Chapter 7 - Move Out

7.1 Move-Out Procedure: When proper notice is received of intent to vacate, the resident is given a checklist of important clearing reminders to complete prior to vacating. This can also be obtained on the website. A pre-move-out assessment is optional if needed. The purpose of the pre-move-out assessment is to identify potential damage or charges that require corrective action prior to the final move-out assessment.

7.2 Move-Out Inspection: A thorough inspection will be conducted on the day of move-out. Any damage will be addressed and written on the inspection sheet. The home is to be returned in the same manner it was received. All parties will sign off once the walk through has been completed.

7.3 Conflict Resolution: In the event of a dispute over move-out charges, if a resident can supply proof (photo, video) that the charged item(s) in question are not justified then the property manager will take that into consideration. This does not include the normal wear and tear that is stated in the "Security Deposit Policy".

7.4 Refund of Security Deposit: Once the final assessment has been conducted, the charges (if applicable) will be deducted from the security deposit. New York State allows up to 14 days from the first day of the following month after moving out has occurred and all keys have been surrendered to the property manager or authorized personnel. Security Deposit will be forwarded to the vacating tenant at the forward address given at move-out.

Management of Tenant Landlord Connection Inc. reserves the right to make changes to the Rules and Regulation given a 30-day written notice to Residents either by email, regular mail or posted on the website.

Tenant Signature and Date: _____

Tenant Signature and Date: _____

Landlord Signature and Date: _____

Property Manager Signature and Date: _____

Tenant Landlord Connection Inc.

Rental Criteria

We do not discriminate against any person based on race, color, religion, gender, national origin, familial status, or disability. The rental criteria below explain the policies of our Lease Agreement about standards that must be meant by each applicant to be approved for residency.

Occupancy Standards: Age: All applicants must be of legal age. All persons 18 years or older are required to complete an application.

Identity Verification: All applicants are required to show a current, valid driver's license, or Government issued ID.

Rental History: We will verify the past 12 months of rental history. Applicant's name must have been listed as a Tenant or Co-Tenant on the contract. Living with relatives or friends is not considered rental history. This reference check must reflect a positive history of on-time payments, proper move-out notice, and no balances currently owed. If a balance is owed to a rental property or landlord, applicant is required to have a written payment arrangement and have made one payment with the landlord, for approval consideration.

Employment History: Applicants need to have a consistent source of income. If the applicant is self-employed, income verification must be given in the form of tax returns or bank documents within the past 12 months.

Credit and Background: A credit report will be run on all applicants 18 or older. The credit report will be graded on the severity such as charge oU's, Judgements, unfavorable credit lines and bankruptcies. There is a \$20.00 fee per adult 18 and older for this process. You are welcome to supply your own credit/background report but must be within 30 days of the date of your rental application submitted.

Criminal History: A criminal background check will be performed on all individuals over 18, that will occupy the apartment.

Pets: Pets are welcomed per landlord/owner's discretion, (some properties may vary in breed, type, weight, and number). Pet fee from \$300.00 - \$400.00 per owner's request. Pet fee is refundable upon vacating if there is no damage caused by pet(s). Service animals are not required to pay the pet deposit.

Utilities: Residents are responsible for paying for electric, gas, propane, water, sewer, and trash service. Electric and Gas will be provided by National Grid in your area or otherwise mentioned. Your service must be set up prior to the time of lease signing, and account # obtained as proof of confirmation.

Application Fee & Security Deposit: Application fees are non-refundable. Once Applicant has been approved Security Deposit will be required.

Renters Insurance: Resident is required a minimum \$300,000 worth of Renters general liability/property insurance. The owner's name of property must be listed as an "addition interest". Please ask associate for specifics. A copy of the current policy is required prior to moving into the apartment. Keys will not be released to the apartment without this.