



Tyme Properties LLC

Rules & Regulations

WELCOME to your new home!

This packet of rules and regulations is provided to you for your information and convenience.

This information is a binding addendum to your Lease.

It is important for every occupant to adhere to these policies.

If you have any questions on this information, please contact your on-site caretaker.
Our caretakers, management and maintenance staff will do their best to accommodate your needs.

Thank you and again WELCOME!

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ACCESS TO YOUR APARTMENT

In order to handle emergency situations, it is important that we have access to your apartment; therefore, you may not change the lock to your apartment. Contact your on-site caretaker if you have concerns regarding your locks.

AIR CONDITIONERS

For maximum cooling, run your unit on Hi Cool with the air exchanger in the closed position. Running the A/C with the air exchanger open cuts down cooling efficiency 50%. Do not place large objects in front of the A/C. Try to keep drapes or shades closed when running the A/C. Do not be concerned about running your A/C all day. It is less expensive to run your unit on Low Cool from 9am – 9pm than it is to run it on Hi Cool from 5pm – 10pm. Wash the A/C filter at least twice a month in mild soap and water solution. Rinse and wring dry. **NEVER RUN YOUR A/C FOR ANY REASON IN FREEZING WEATHER.**

You will be supplied an A/C cover, which is mandatory to use during the winter months. This will also save money on the heating bill. If A/C cover is not in your unit at the time of vacating, tenant vacating will be charged for replacement.

We do not allow tenants to install their own window A/C's.

BALCONIES/PATIOS

Only appropriate outdoor furniture and decorative plants may be kept on your balcony or patio. Do not hang laundry items or rugs on your balcony or patio. No storage of any kind is allowed on balconies/patio areas. Birdfeeders are prohibited. Grilling on any balcony or patio is not permitted.

BARBECUING

Barbecuing regulations and restrictions vary from city to city and county to county. LESSEE(S) will abide by these regulations as well as the regulations of the Management Office. In most cases, barbecuing is not allowed on the premises. Check with your on-site caretaker or manager for the regulations for your residence. Barbecuing is never permitted on any balcony or patio. (See also "Flammable/Explosives")

BLINDS

All units come with blinds on the windows. They should all be clean and operable upon move in. Please open and close the blinds carefully. If you have a problem with your blinds, please contact your caretaker. Blind(s) needing repair or replacement during your occupancy will be billed to LESSEE(S). See also WINDOWS/SCREENS.

BUSINESSES

No business of any kind may operate out of any residence and/or garage.

CABLE TV

Where cable television is available, LESSEE(S) are responsible for contacting the cable company to subscribe and for paying the installation and monthly charge. At move-out, LESSEE(S) are responsible for ordering disconnection service and for returning the cable box to the company.

CARPETS

LESSEE(S) are responsible for vacuuming their carpet on a regular basis. Any spill should be rinsed immediately with plain water and blotted (not rubbed). Stains and/or damage to carpet will result in deductions from your security deposit at the time you move out. *Please be reminded that a carpet preparation/maintenance fee will be deducted from your security deposit at move-out per your Lease Agreement.*

CASH

The office and the on-site caretakers/managers are not equipped to handle and store cash payments. Management does not accept cash for payments due.

CHILDREN

LESSEE(S) are responsible for the conduct of their own children and the children of their guests. Playing or running is not permitted in the corridors, stairwells or garages. Toys, bikes, etc. may not be left or stored in the corridors, common areas, on balconies, on patios or outdoors.

LESSOR may terminate any Lease, if in its opinion, LESSEE(S) children are not kept under proper control. All children must be supervised by an adult at all times. All children returning from school or other activities must have access to their apartment. The failure of the LESSEE(S) to provide such access or supervision shall constitute breach of Lease.

CHRISTMAS TREES

Live Christmas trees are permitted. Trees **must be wrapped** before being carried in or out of any part of any building, including hallways and garages. A clean-up fee will be charged if debris from your tree is left in or around the building. Live wreaths are not permitted on the corridor side of apartment doors.

CIRCUIT BREAKERS

If the electricity in part of your apartment is off, check the circuit breakers in the circuit breaker box. If the breaker switch is off, switch it to the “on” position. Make sure the breaker is complete off before switching it back on. If you cannot restore power, report it to your on-site caretaker or manager.

CONTROLLED ACCESS ENTRY SYSTEM – ADMITTING GUESTS

If your building is equipped with a “controlled access entry system”, visitors must ring your apartment to gain access. Please verify who is calling you before allowing entry. Do not hold the entry door open for anyone unless you know him or her. Doors should not be propped open for any reason. Controlled access entry systems will be only as effective as LESSEE(S) make them.

COUNTERTOPS

Please do not use your countertop areas for cutting/carving. Please do not place hot pots or pans directly on the countertops.

CRIME FREE/DRUG FREE HOUSING ADDENDUM

All LESSEE(S) are required to sign a crime free/drug free housing addendum. This addendum must be read carefully by all LESSEE(S). Please be reminded that you are responsible for the actions of members of your household and/or person(s) under your control/supervision.

DECORATING

NO contact paper is allowed on cupboards and shelves. Small nails are permissible in hanging pictures, etc. Do not use tape-on or stick-on wall hangers. No physical changes or alterations may be made at any residence. Wallpaper or painting is not allowed without express written consent of LESSOR.

DELIVERIES

Management and their employees assume no responsibility for the condition or contents of packages upon delivery. All packages left with on-site personnel must be picked up within 48 hours or they will be returned to sender.

DISHWASHERS

If your residence is equipped with a dishwasher, please run it occasionally even if you do not use it normally, in order to prevent freeze-up problems. To get rust or stains off the inside of a dishwasher, put 1 packet of dry Kool-Aid brand lemonade in the soap dispenser, do not add soap and run the dishwasher through a full cycle.

DISTURBANCES

Every LESSEE(S) and occupant has the right to a peaceful and quiet environment. We request the cooperation of everyone, guests as well as LESSEE(S), in exercising courtesy and good judgement with regard to maintaining reasonable noise levels. Consideration of your neighbors when entertaining or using your stereo or television is appreciated. Objectionable conduct or conduct constituting a nuisance, including public drunkenness, obscenities and violent or abusive behavior will not be tolerated and will be grounds for eviction.

EMERGENCIES

For any LIFE-THREATENING emergency please call 9-1-1. If the emergency endangers other LESSEE(S) (i.e. fire, crime) please notify your on-site caretaker or manager after calling 9-1-1.

EXTENSION CORDS

No extension cords are to be run from any residence. This eliminates all types of automobile plug-in heaters. No extension cords, multi-plug outlet bars or adapters plugs are to be used in any residence. Use of these items is a violation of city fire codes.

FIRE DOORS

Doors connecting stairwells and hallways are fire doors. State Fire Code Regulations require that these doors be closed at all times. Propping these doors open is not allowed.

FLAMMABLES/EXPLOSIVES

The use or storage of any flammable liquids (i.e. gasoline, kerosene, etc.) or any explosive or hazardous materials is prohibited anywhere on the premises of all properties. This includes, but is not limited to, balconies, patios, apartments, garages and storage areas.

GARAGE DOOR OPENERS

Management does not repair or replace garage door openers at any of its properties, with the exception of the Round Lake Estates apartment buildings. Please see attached addendum.

GARBAGE DISPOSALS

When using your garbage disposal, remove hard plastic disposal cover from disposal and turn on a full flow of COLD water. To avoid drainpipe blockage, allow water to flow for a minimum of 15 seconds after grinding cycle is completed. Do not at any time insert any item into your disposal that is not edible. Small table scraps should be only thing put in disposal. Rice and pasta, grease and oil or stringy vegetables will clog the pipe and lead to costly plumbing repairs that you will have to pay for, so please avoid. If for some reason your disposal doesn't function, please locate the reset button either on the top or bottom of the disposal unit. If after depressing the reset button the disposal still does not function, contact your on-site caretaker for a maintenance request.

HALLWAY COURTESY

In all apartment buildings, doorways must be kept clear of clutter for safety and appearance purpose. Do not put entry mats or boots outside your apartment door. Avoid loud conversations in corridors, as well as running or other nuisance level noises.

HEAT

The amount of heat to your home can be regulated by the thermostats provided. Please contact our office should you experience a heat/thermostat problem.

KEYS

Upon move-in you will be given all necessary keys and garage door transmitters, if applicable. All keys and transmitters must be returned to your on-site caretaker or manager upon move out. Keys may not be duplicated. The charge for lost/stolen keys is \$5.00 for apartment or mailbox key. For a security building key, the charge is \$75.00. In the event that a lock change is needed/requested, the charge will be \$115.00 per lock (most units have more than 1 lock). The charge for lost/stolen garage transmitters is \$48.00.

KITCHEN/BATHROOM CABINETS

Do NOT hang wet towels or rags on the doors of the cabinets. The wet rags will damage the wood and cause it to warp.

LANDLORD/TENANT RIGHTS

The rights and duties of landlords and tenants in Minnesota are spelled out in the handbook, [Landlord and Tenants: Rights and Responsibilities](#). You may contact the State Attorney General's Office for a free copy.

LAUNDRY ROOMS

Laundry room hours are 8:00am – 9:30pm. Management is not responsible for lost or stolen articles. Dye in the washing machines is not permitted. Please clean out pockets before using machines. Please clean up any spills and wipe off your machines when finished. As a matter of courtesy, please remove all clothing immediately after both the wash and dry cycle is completed.

LIGHT BULBS

When replacing burned out light bulbs, do not use more than a 60-watt bulb in any of the fixtures. Chandelier bulbs should be no more than 40 watts.

MAIL

The Postal Service (of your old address) must receive a "change of address form" in order for your mail to be forwarded to your new address. Be sure to include your new apartment number. Junk mail should not be left on top of the mailboxes, and if unwanted, should be disposed of properly.

MAILING ADDRESS OF MANAGEMENT

All rent payments, notices to vacate, or correspondence to Management should be mailed to the following:

Tyme Properties LLC
3435 Labore Road ~ Suite 150
Vadnais Heights, MN 55110-5147

MISUSE OF APPLIANCES/FACILITIES

The cost of repair or service on appliances/fixtures/facilities due to misuse by LESSEE(S), occupants and/or their guest(s) will be charged to the LESSEE(S).

MOVE-IN/MOVE-OUT INSPECTION SHEETS

Your apartment home should be in “live-in” ready condition. Normal wear and tear cause the tiny imperfections you may notice from the previous LESSEE(S). To ensure that you are not charged for any pre-existing imperfections, we ask that you carefully fill out your move-in inspection sheet. If you find some item that needs repair, please contact your on-site caretaker. Please include your new home phone number on the sheet for our records.

NSF CHECKS

If your check is returned to us due to “Non-Sufficient Funds”, a \$25.00 charge will be assessed in addition to the amount owed. If the “NSF” check causes your rent to be late, a late fee will be assessed. We reserve the right to require all future payments to be in the form of a money order or cashier’s check.

OCCUPANCY – HOUSE GUESTS & ROOMMATES

Only the persons listed on your signed Lease are permitted to live in your apartment. You must notify your on-site caretaker or manager if you will have guests who will be staying at your residence longer than one (1) week. Management must be notified before a LESSEE(S) must complete the application process and the application must be approved before the person(s) move in. All applications are subject to approval of the Property Manager. Occupancy limits are as follows:

- EFFICIENCY APARTMENTS: 2 ADULTS OR 1 ADULT & 1 CHILD
- 1 BEDROOM APARTMENTS: 2 ADULTS (MAY HAVE CHILD UNDER 1 YR)
(You may be asked to relocate to a 2 bedroom when one becomes available after your child is 12 months old.)
- 2 BEDROOM APARTMENTS: 3 ADULTS OR 2 ADULTS & 2 CHILDREN
- 3 BEDROOM APARTMENTS: 3 ADULTS OR 2 ADULTS WITH 4 CHILDREN

PARKING/GARAGES

1. ALL GARAGES are intended for parking your vehicle(s), not for storage. Your vehicle(s) should be parked in your garage at all times.
2. Those who have garages are asked to use them at all times to alleviate some pressure on open parking spaces.
3. UNATTACHED GARAGES: Please keep your garage doors closed at all times.
4. ATTACHED INDOOR PARKING: When either entering or exiting the garages please wait for the door to close completely prior to exiting your car or the community. When parking, we require that you park the front of your car towards the wall to avoid damage to our storage facilities.
5. OUTDOOR SPACES: Do not back into an outdoor parking space. This can cause car fumes to enter the building. Park as straight and centered as possible.
6. OUTDOOR DUPLEX DRIVEWAYS: Garages are designed to accommodate two (2) vehicles only. Only one (1) vehicle is allowed to be parked in the driveway overnight. Garages are not to be used as a storage facility, and no outside storage of items is allowed.

7. BEAVER CREEK AND SYLVAN TOWNHOMES: No parking in front of the garages. This is a fire lane. Vehicle will be towed.
8. One Vehicle, per adult on the lease, allowed on property.

All cars must be in working order at all times with current plates and tags visible required by the State. You are allowed ONE vehicle, per approved adult, to park in the parking lot. No parking space, garage (attached or unattached) may be used for car repairs. Vehicles may be towed if improperly parked. Please be sure to register your vehicle(s) with your on-site caretaker or manager. No car washing or mechanical work whatsoever is allowed on the premises. Overnight or long-term parking of boats, RV's, trailers, snowmobiles, etc. in lots or garages is prohibited.

PEST CONTROL

The best way to avoid "bug" problems is to keep a neat, clean home. In the event an invasive bug (not the occasional spider) is sighted in your home, contact the caretaker. You are required to cooperate fully with any pest control treatments that Management deems necessary. This may include tenant(s) emptying and cleaning cabinets, drawers and closets, pulling furniture away from walls and allowing exterminator to enter and treat the apartment or the premises.

Bed Bugs: If bed bugs are found in your unit, Management must be notified immediately. Extermination must be performed by professionals to be effective. Any cost incurred associated with the treatment may be passed onto you the tenant, including any damage to personal property or the unit. Failure to report bed bug infestations may result in termination of your Lease.

PETS

Pets are not permitted. This includes cats, dogs or any caged animal such as birds, hamsters, gerbils, mice, rabbits, snakes, etc. A fish aquarium may be permitted with written permission from your Management Office. We reserve the right to restrict the size of aquariums.

PLUMBING

Familiarize yourself with water shut-off valves in your unit. Your caretaker can assist you if needed. Should you at any time during your stay experience a water leak in either the kitchen or bath areas, please contact your on-site caretaker immediately. Locating the water shut off valves under sink areas and behind the toilet may shut off the water supply to the faucets and toilet.

RECYCLING

Recycling programs will vary depending on your location and residence. Please check with your on-site caretaker or manager for the recycling program for your home. LESSEE(S) will abide by all posted recycling regulations.

REFRIGERATORS

If your current refrigerator is not frost-free please defrost if there is approximately one inch of frost in the freezer. Do not use sharp objects to remove ice/frost from the freezer walls, as they will puncture the freezer walls. If your refrigerator is frost-free it will require little maintenance. If you experience any maintenance problems with your refrigerator, please contact the on-site caretaker or manager.

RENTER'S INSURANCE

All LESSEE(S) are required to carry renter's insurance. Failure to do so is a direct violation of your Lease Agreement. LESSOR is not responsible for any loss or damage or injury that is done to the LESSEE(S) or his/her property, guest or guest property, not otherwise covered by insurance; or for loss of articles by theft from any cause, from premises or building.

Have your insurance agent provide Tyme Properties with a Certificate/Proof of Insurance. There should be no charge to you for this.

RENT PAYMENTS

Rent payments must be postmarked on or before the first day of each month and are considered late on the second day of the month. If rent is not received on or before the due date a late fee will be assessed. CASH payments are not accepted at any time. If you have an unusual or extenuating circumstance that renders, you unable to pay your rent on time, please contact the Management office. Special arrangements will be considered for extenuating circumstances. ALL RENT AND ANY ADDITIONAL MONIES DUE MUST BE PAID IN FULL. YOU WILL BE HELD

RESPONSIBLE FOR ALL COURT COSTS, FILING FEES, AND APPEARANCE FEES, SHOULD IT BECOME NECESSARY FOR MANAGEMENT TO FILE AN UNLAWFUL DETAINER EVICTION ACTION.

REPAIRS (SERVICE REQUESTS)

Please report your need for any repairs to your residence to the on-site caretaker. Service requests will be forwarded to our maintenance department. Please give your name and telephone number to the person taking your request and please be specific about the nature and the location of the problem.

Only personnel from Management are allowed to conduct repairs or maintenance.

PLEASE NOTE: TO PROTECT OUR EMPLOYEES PRIVACY: SHOULD IT BECOME NECESSARY FOR MAINTENANCE PERSONNEL TO CONTACT LESSEE(S) DIRECTLY, YOUR PHONE SERVICE MUST ACCEPT BLOCKED CALLS.

SATELLITE DISHES

Satellite dishes are not permitted at any of the properties.

SECURITY DEPOSITS

All LESSEE(S) are required to pay a security deposit prior to moving in. This deposit is not to be used as rent (STATE STATUTE) and will be returned to you when you vacate if the following conditions are met:

1. You have adhered to the terms of your Lease.
2. You have given the proper notice to vacate. Notice **MUST BE IN WRITING** and postmarked or hand delivered on or before the last day of the month two months prior to vacating.
3. The apartment/residence is thoroughly cleaned and there are no damages.
4. You have returned all keys and garage door transmitters, if applicable, to the on-site caretaker or manager.
5. All monies due have been paid in full.
6. You have resided in residence for at least six (6) months. Per the Lease, LESSEE(S) gives LESSOR permission to retain one half (1/2) of the security deposit received in the event that the LESSEE(S) vacates prior to six (6) months.
7. Per the Lease, a carpet preparation/maintenance fee will be deducted from the security deposit, if you occupy the unit less than five (5) years.

Your deposit, plus interest if applicable, will be mailed to you at least three (3) weeks after the day you have vacated and/or your Lease has expired.

SMOKE DETECTORS

All apartment homes should be equipped with a smoke detector located on each level. Location of the detector varies from unit to unit but generally detectors are located in the hallway. TESTING: Push button (it may be necessary to hold the button in for up to 30 seconds), the alarm will sound if it is functioning correctly. If you do not have a detector on each level or if detector is not functioning properly, please report it to the on-site caretaker or manager immediately. Under Minnesota law: "It is unlawful to remove, tamper or otherwise disturb any fire appliance required."

SMOKING

Smoking is not permitted in any unit or common area of any apartment building. Common areas include entry vestibules, lobbies, corridors, stairwells, laundry and storage rooms, and attached garages. If, at move out additional deodorizing, painting or cleaning is needed due to smoke film or odors, the cost to do so will be deducted from the deposit and/or charged to the LESSEE(S).

SNOW REMOVAL

During snow season please watch carefully for posted notices regarding snow removal. Please make arrangements to have any vehicle parked in a lot moved when necessary. "Snow-Birds", cars left in the same space for the duration of the snowfall and its removal, will be towed away at car owner's expense. NOTE: It is not always possible to post exact times of snow removal, especially during periods of extreme heavy snow.

SOLICITING

No soliciting is permitted at our properties. You are encouraged to contact your on-site caretaker or manager if you are aware of any solicitation.

SPEED LIMITS

Reduced speed is required when driving in any common parking area or driveway. Speed should be kept down to 5–10 miles per hour to ensure the safety of all LESSEE(S) and their children.

STORAGE FACILITIES

Most apartment homes offer storage outside of your apartment. The storage of hazardous materials or illegal property is prohibited. Management is not liable for personal items stored in on-site storage areas. (See also Renter's Insurance)

STOVE/OVEN

Your stove is electric. Occasionally food may build up on the bottom of the oven. Should this happen it may be necessary for the oven interior to be cleaned. We suggest that you purchase a good commercial oven cleaner and follow all directions carefully. **DO NOT USE COMMERCIAL OVEN CLEANER ON A SELF CLEANING OR CONTINUOUS CLEANING OVEN.**

Some of our apartment homes offer self-cleaning or continuous cleaning ovens. A continuous cleaning oven cleans every time you bake/use the oven. To clean off baked on foods, please first make sure oven is cool to touch then use a mild soap and water solution to clean the interior oven walls. Please refer to owner's manual if you have any questions. When using the burners, please be reminded that electric ranges do not cool down as fast as a gas range when they are first shut off. Please use extra care.

SUBLEASING

Management does not allow the subleasing of any apartment home.

TELEPHONE SERVICE

You must contact the appropriate phone company directly to place your order for new service. If the telephone company must gain access to your residence (usually not necessary) your on-site caretaker or manager can allow them access if they are notified. Please be sure to notify your on-site caretaker or manager of your new phone number. At move-out, please remember to have your service disconnected and, if you have made any alterations (to accommodate a computer or extra line) be sure that the telephone equipment in your residence is returned to its original condition.

TRANSFERS

There will be a \$100.00 charge for any transfer from one residence to another and a new security deposit is required. A two-month written notice of your desire to transfer must be received/post-marked by the Management office prior to the last day of the month. Approval of the transfer is at the discretion of management.

TRASH DISPOSAL

Trash dumpsters are located throughout the community for your convenience. Please dispose of all trash properly. Do not send small children to the dumpster with trash, as they are not tall enough and/or strong enough to lift the heavy lids and place the trash in the dumpster. Please remember to close the lids after use.

VACATE NOTICES (see also SECURITY DEPOSITS)

Once you have given your vacate notice, you should receive a confirmation letter confirming your vacate date and an informational letter containing cleaning information and hints for you. All cleaning should be done before checkout time. Once you have given your vacate notice, your residence may be shown to prospective new LESSEE(S).

If one tenant(s) chooses to vacate, but their income was included to qualify, the remaining LESSEE(S) must re-apply to qualify without vacated tenant(s) included. The vacating tenant(s) would remain liable for rent for remainder of the Lease. If the remaining LESSEE(S) do not qualify on their own, they are in default of the Lease and could be subject to eviction.

UTILITIES

LESSEE(S) are responsible for contacting all utility companies prior to move-in. This includes electric, phone and cable services. Some LESSEE(S) may also be responsible for water, trash, sewer, and lawn care/snow removal. Please check with your on-site caretaker or manager for a complete list of utility companies and phone numbers.

WASHERS/DRYERS

Some locations may offer washer/dryer hookups. You must notify management before you install a washer/dryer. There may be a monthly charge for installing your own washer and dryer. Any repairs for damages caused by your washer/dryer malfunctioning will be charged to your account.

WATERBEDS

Waterbeds are permitted with proof of insurance coverage. The minimum insurance required is \$10,000.00.

WINDOWS/SCREENS

LESSEE(S) should be supplied screens and windows in good condition upon move-in. The LESSEE(S) will be responsible for any and all damages.

WINDOWS ARE NOT TO BE USED FOR ENTRANCE/EXIT TO ANY APARTMENT FOR ANY REASON.

To maintain a uniform exterior appearance, LESSEE(S) must not hang anything in window, (i.e.: blankets, flags, curtains, signs). Blinds that are provided should be the only thing visible and hanging in window.

LESSEE(S) ACKNOWLEDGEMENT

NOTE: The foregoing “Rules and Regulations” are a binding part of your Lease. LESSOR may make reasonable changes in these “Rules and Regulations” from time to time as LESSOR deems necessary, at their discretion, to preserve the safety and living conditions of the properties which are subject hereto. LESSEE agrees to abide by all terms and conditions.

I/we the undersigned have received the foregoing containing Tyme Properties LLC “Rules and Regulations”. We accept this form as a binding part of the attached Lease Agreement.

Signed this _____ day of _____, _____.

LESSEE(S) SIGNATURE

ADDRESS & APARTMENT #

TENANTS PLEASE TAKE NOTICE

Any exceptions to the Lease or the Rules and Regulations require a written request submitted to Management for approval.

We cannot accommodate requests or demands for appointments with our management or administrative staff on a “walk-in” basis.

This is a firm policy of the Company due to the particular nature of our business and cannot be waived.

When necessary, appointments may be scheduled in advance, by telephoning: 651-330-2403.

Thank you for your cooperation.

**LESSOR(S) COPY OF LESSEE(S) ACKNOWLEDGEMENT
TYME PROPERTIES LLC**

NOTE: The foregoing “Rules and Regulations” are a binding part of your Lease. LESSOR may make reasonable changes in these “Rules and Regulations” from time to time as LESSOR deems necessary, at their discretion, to preserve the safety and living conditions of the properties which are subject hereto. LESSEE agrees to abide by all terms and conditions.

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Signed this _____ day of _____, _____.

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When necessary, appointments may be scheduled in advance, by telephoning: 651-330-2403.

Thank you for your cooperation.

CRIME FREE LEASE ADDENDUM (Minnesota Crime Free Multi-Housing Program)

In consideration of the execution or renewal of a Lease of the dwelling unit identified in the Lease, LESSOR and LESSEE(S) agree as follows:

1. LESSEE(S), any members of the LESSEE(S) household or a guest or other person under the LESSEE(S) control shall not engage in criminal activity, including drug-related criminal activity, on or near the said premises. "Drug related criminal activity" MEANS the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in Section 102 of the Controlled Substance Act [21 U.S.C. 802].
2. LESSEE(S), any member of the LESSEE(S) household or a guest or other person under the LESSEE(S) control shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, on or near the said premises.
3. LESSEE(S), or members of the household, will not permit the dwelling unit to be used for, or to facilitate criminal activity, including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household, or a guest.
4. LESSEE(S), any member of the LESSEE(S) household or a guest, or another person under the LESSEE(S) control shall not engage in unlawful manufacturing, selling, using, storing, keeping, or giving of a controlled substance at any location(s), whether on or near the dwelling unit premises or otherwise.
5. LESSEE(S), any member of the LESSEE(S) household, or guest or another person under the LESSEE(S) control, shall not engage in any criminal activity, including prostitution, criminal street gang activity, threatening or intimidating, or assaulting behavior, including but not limited to the unlawful discharge of firearms, on or near the dwelling unit premises, or any breach of the Lease Agreement that otherwise jeopardizes the health, safety and welfare of the LESSOR, his agent or other LESSEE(S) or involving imminent or actual serious property damage.
6. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY.

A single violation of any of the provisions of this added addendum shall be deemed a serious violation and material non-compliance with the Lease.

It is understood and agreed that a single violation shall be good cause for termination of the Lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by the preponderance of the evidence.

7. In case of conflict between the provisions of the addendum and any other provisions of the Lease, the provisions of the addendum shall govern.
8. This LEASE ADDENDUM is incorporated into the Lease executed or renewed this day between LESSOR and LESSEE(S).

LESSEE(S)

_____ **Date** _____

_____ **Date** _____

LEASE ADDENDUM
To All Properties with Garage Door Openers

I/we, the undersigned, understand that TYME PROPERTIES LLC is not responsible for the maintenance of existing garage door openers, the repair or the replacement of said garage door openers.

If your garage is equipped with an existing opener you will be responsible for all maintenance and repair. If your garage is not equipped with an opener you may install your own, at your cost, with the understanding that you may remove it and take it with you, or you may leave it. Please note that if you remove the opener you are responsible for repairing the ceiling etc. If the repairs are not done to our specifications and satisfaction, the cost of the repairs will be deducted from your security deposit.

I understand that I am responsible for any costs to repair or replace the garage door opener.

Date: _____

Signature: _____

Signature: _____

Signed in the presence of: _____

COMO TERRACE RESIDENTS

VEHICLE PARKING & PARKING STICKERS INFORMATION

PARKING STICKERS: Everyone parking in the apartment complex lot (Como or Jessamine) will be required to have a parking sticker properly displayed on/in their vehicle. All vehicles without stickers are subject to being towed at the owner's expense. Tyme Properties LLC will be enforcing this policy to allow the most amount of space possible for resident's vehicles. It is the resident's responsibility to notify their friends and family of this policy. Guest parking should be on the street only. Management will also enforce the number of vehicles you have on the lot. **(one vehicle per adult on the lease).**

Policies residents should be aware of:

1. Only one sticker is allowed per adult listed on the lease.
2. A replacement sticker costs \$10.00
3. The sticker must be displayed in the inside lower section of the windshield on the passenger's side (front seat) of the vehicle.
4. The sticker is not transferrable to different vehicles. It can only be used for the vehicle to which it is assigned. A new sticker must be purchased for a change in vehicles. If a temporary car is used, it should be parked on the street.
5. The stickers are only allowed in the complex tenant's vehicles. They cannot be used on the vehicles of friends or family.
6. All vehicles parking in the apartment complex lot must have the stickers properly displayed at all times.
7. The sticker does not guarantee a parking spot, but it allows the resident the most opportunity for a spot.
8. This sticker is only valid during the time there is a current signed lease at the management office.
9. Any deviations from the above-mentioned items subject the vehicle to being towed at the owner's expense.

The parking lot will be checked regularly by the Resident manager. Disabled vehicles, or vehicles that are an eye sore to the parking lot i.e. vehicles with a flat tire, missing windows or doors, will not be allowed to park in the lot. "Snowbirds" and "junkers" are defined as "vehicles that cannot regularly maneuver under their own power and cannot be moved on a minute's notice." These vehicles and unlicensed or expired vehicles will be towed at the owner's expense.

If you leave the area, make sure you have made arrangements for someone to move your car if that becomes necessary. There will be occasions that all vehicles must be removed, or they will be towed at the owner's expense.

Tenant Signature

Permit #

Tenant Signature

Permit #

LEASE ADDENDUM
To All Properties with Washer and Dryers

I/we, the undersigned, understand that TYME PROPERTIES LLC is not responsible for the maintenance of existing washers or dryers, the repair or the replacement of said washers or dryers.

If your home is equipped with an existing washer and/or dryer you will be responsible for all maintenance and repair. If you would like washer and dryer removed, Tyme Properties will do that.

Existing washers and dryers are to remain with unit unless otherwise removed by Tyme Properties.

If your home is not equipped with washer and a dryer, you may install your own, at your cost, with the understanding that you must remove it and take it with you when you move.

I understand that I am responsible for any costs to repair or replace the washing machine and/or dryer.

Date: _____

Signature: _____

Signature: _____

Signed in the presence of: _____