



TENANT RULES AND REGULATIONS–Lease Attachment

Welcome to your new apartment! Your apartment is your home and should be treated in that respect. Please respect the property of others. Repeated violations of these Rules and Regulations which disrupt the livability of the project, adversely affect the health or safety of any person or the right of any Tenant to the quiet enjoyment of the leased premises or have any adverse affect on the management of the project will be deemed grounds for termination of the lease agreement. The following are general rules that you will be expected to follow:

ADVERTISEMENTS: Tenant shall not allow any sign, advertisement, or notice to be placed inside or outside the building without the written approval of Management. There will be NO rummage or furniture sales. No signs, stickers or notes will be posted on the apartment entry door or windows.

ALCOHOL CONSUMPTION: Alcohol consumption is only allowed in the apartment or on your personal patio/porch area. Consumption of alcohol in any public area is not permitted.

ANTENNAS/DISHES: Tenant may not install any antennas, including “satellite dishes” or “mini-satellites dishes” upon either the interior or exterior surface of the building. Satellite dishes no larger than three feet in diameter may be attached to the balcony railing by a method approved by St. Clare Management. Posts may not be dug into the ground to attach a satellite dish.

APPLIANCES: The installation of a full sized dishwasher, washing machine, dryers, heaters, stoves, and refrigerators is prohibited. Freezers and air conditioners (manufactured for the in-wall sleeves) are permitted with prior Management approval. All electrical or other devices placed on the premises shall fully comply with all the rules, regulations, requirements or recommendations of the fire department, the city, the state, and any other regulatory body, which has jurisdiction with respect to the building location.

BANNED INDIVIDUALS FROM THE PROPERTY: St. Clare Management reserves the right to ban any individual from the property and/or entering the building. Tenants are strictly forbidden to allow these individuals onto the property or into the building. Tenants who allow banned individuals onto the property, into the building or into their units may be subject to eviction action as allowed by WI State Law.

BOUNCED CHECKS: Checks that are written by a Tenant to St. Clare Management and then returned for insufficient funds will no longer be an accepted form of payment. The tenant will need to pay by certified check or money order for the next twelve months. At that time the form of payment accepted will be reviewed.

CARPETING: The carpet in your apartment is a flame resistant carpet. However, if a cigarette, cigar, or pipe ash is dropped on it, a burn hole will occur. Burn holes or other damage to your carpet will be charged to the Tenant. Please advise the office as soon as possible if any such incident should occur, so that it may be corrected.

CARPET CLEANING DURING TENANCY: It is the tenant’s responsibility to keep the carpeting clean. Therefore, management recommends that the tenant have the carpeting professionally cleaned during their tenancy to avoid additional charges. An excessively dirty carpet is not considered normal wear and tear, and is therefore subjected to an additional cleaning or replacement cost at move out.

CARPET CLEANING AT MOVE OUT: The tenant must get the professionally cleaned at move out. A receipt for cleaning must be presented by the last day of occupancy or the tenant will be charged \$50.00 for the carpet cleaning which will be completed by the St. Clare Management Staff.. If the carpet is unable to be cleaned or needs to be replaced due to conditions

CASH: St. Clare Management does not accept cash for any payments.

CHARCOAL AND GAS GRILLS: Charcoal and gas grills are never to be used for any purpose within the apartment or on the patio or balcony of the apartment. Grills are not to be used within 15 feet of the building and must be monitored when in use. Having a 5-pound ABC fire extinguisher on hand is recommended. When you are finished cooking, cool and properly discard charcoal briquettes and ashes before storing your grill. When removing or disposing of used charcoal briquettes and ashes, place them in a nonflammable container. **DO NOT PUT HOT BRIQUETTES AND ASHES IN DUMPSTERS. DO NOT DISPOSE OF BRIQUETTES AND ASHES IN THE GRASS, FLOWER BEDS, SHRUBS, OR WOODS.**

CEILING AND FLOORS: Tenants and their guests shall not damage or disturb any part of the ceiling or floor in their apartment in any way, including but not limited to: installing hooks, nails, or other hardware in the ceiling; drilling in the ceiling; hanging plants, mobiles, light fixtures, or other objects from the ceiling; allowing water to accumulate on the floor; and/or painting, repairing, or making improvements with respect to the ceiling or floor. Tenants shall immediately report any sagging, warping, leaking, cracking, staining, holes, or water accumulation related to the ceiling or floor to the Property Manager. Any damage the resident causes to the ceiling or floor, including but not limited to, damage caused by Tenant's violation of the paragraph above, shall not constitute ordinary wear and tear. The Tenant shall be responsible for reimbursing the owner for the cost of repairing damage to the ceiling or floor and for any damages that result as the consequence of the Tenant's action.

CLEANING AND MAINTENANCE: It shall be the responsibility of each Tenant to maintain her/his apartment in a clean, safe and sanitary manner. Those residents incapable of performing cleaning and maintenance functions on their own must obtain other assistance. There must always be a clear path through the apartment to all fire exits including windows.

CRIMINAL ACTIVITY: Criminal and drug activity, committed by any member of the household, whether on or off the property, in the past 5 years, as defined by the lease and the following schedule is prohibited. Criminal and sex offender background checks will be run during the annual recertification process and any offenders will be subjected to termination of assistance, tenancy or both as allowed by state and local laws.

- 1) Any misdemeanor crime against personal property or crime against a person.
- 2) Any violent criminal activity.
- 3) Any drug related activity or possession of drug related paraphernalia
- 4) Possession of an unregistered firearm, possession of an illegal weapon, or reckless use of a weapon.
- 5) Any prostitution activity.
- 6) Other criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents, the owner or any employee, contractor, subcontractor of the landlord who is involved in housing operations.
- 7) Any sex related crime or placement on a sex offender registry
- 8) Any tenants placed on the Lifetime Sex Offender Registration Program will be terminated and will never be eligible to live in any of the apartments managed by St. Clare Management.

Note: If an appeal meeting was granted and approved ONLY the item that was granted in the appeal will be taken into consideration. Any other item(s) will be considered in the termination or rejection process.

DELIVERIES/SOLITATION: Neither the Management staff nor the Resident Manager will accept any deliveries to the building. No solicitation of any kind is permitted in the building.

DISTURBANCES: The Tenant agrees not to make or permit noises, loud voices, acts, or odors that will disturb the rights or comfort of neighbors. The Tenant agrees to keep the volume of any radio, CD player, stereo, television, or musical instrument at a level that will not disturb the neighbors. Tenants agree not to let their guests, visitors, or

children disturb their neighbors as well.

DRUG FREE ZONE: St. Clare Management has deemed all of their facilities “DRUG FREE ZONES”. Any use, manufacturing, sale or distribution of ANY controlled substance that is not prescribed by a medical professional will **NOT BE TOLERATED** and will be cause for IMMEDIATE termination of assistance (as allowed by HUD regulations) as well as grounds for eviction action.

ELEVATOR: Tenant shall not put more weight in elevator car than permitted by the posted elevator-rating certificate. Tenant shall not block elevator doors in the open position with any foreign article. Tenant shall pay the cost of repairs to elevators equipment when such repairs are required as a result of Tenant’s negligence in not following these or other posted rules. An adult MUST accompany children on elevators, if not they must use the stairs.

ENTRANCES: No outside doors are to be propped open under any circumstances to allow Tenants, visitors, aides, and etc. entry without use of a key or the intercom system.

EXTENDED ABSENCES: The Tenant’s apartment is considered their primary place of residence. If the tenant is absent from their apartment for more than three months, they may forfeit the right to HUD subsidies. Contact the management office to get the HUD rules regarding extended absences.

FIRE ALARM TESTS: Fire alarms are tested weekly at your building on: DAY _____ TIME _____

FIREARMS: Possession of firearms on the property is **NOT** allowed under any circumstances.

FIREWORKS: Village, city, or county ordinances strictly forbid the use or storage of fireworks on the premises. This includes, but is not limited to, sparklers, roman candles, bottle rockets, smoke bombs, firecrackers, or any similar devices.

GAMES: Jarts, darts, or baseball is **NOT** permitted on the property due to the danger. Archery sets, BB guns, and anything that fires a projectile are considered dangerous weapons and ARE NOT ALLOWED BY ANY VILLAGE, CITY OR COUNTY ORDINANCE.

GARBAGE/RECYCLING: Tenant shall not allow garbage, newspapers, or other refuse to remain in the apartment, to litter the halls, or the outside of the building. All garbage must be wrapped, tied, and deposited in the receptacle provided in the parking lot or garage. Tenant is required to follow all local and state ordinances pertaining to recycling.

GARBAGE DISPOSAL: Cold water must be running into the garbage disposal when in operation. The Tenant is responsible for any damage incurred from improper use. Do not put bones, glass, utensils, aquarium stone, **rice**, or cat litter down the disposal.

GASOLINE POWERED EQUIPMENT: Gasoline, kerosene, solvents, and other flammable liquids are not to be stored within the building or apartments, hallways, or in storage areas. Storage of gasoline-powered equipment is illegal within a multi-family facility.

GUESTS/VISITORS: Tenant shall be responsible for guests/visitors at all times. Guests/visitors are not allowed to loiter or play in the halls, stairways, elevators, lawns, or other areas used by the public and other tenants. Anyone who stays longer than 14 days in a 12-month period, will be considered a tenant and in violation of the lease provisions regarding household composition. **ST. CLARE MANAGEMENT RESERVES THE RIGHT TO BAR FROM THE PROPERTY ANY GUEST OR FAMILY MEMBER WHO HAS BROKEN ANY OF THE LEASE PROVISIONS OR THE RULES AND REGULATIONS.** Tenants who permit persons banned from the building to be on project property are permitting trespassing. Permitting trespassing will be deemed “other good cause” under the terms of the lease and

may be used as the basis for terminating the Lease Agreement.

HOLIDAY DECORATIONS: Live trees, decorations or greenery (wreaths) are a fire hazard and will not be allowed anywhere inside or on the outside of the building. Tenants may put up lights or other holiday decorations in the public areas with permission from St. Clare Management.

HELP CALL SYSTEM: All apartment buildings (except Clare Heights) have a Help Call device. This device is connected to one of the following: the front lobby area, or above the apartment door. The light is engaged by pulling the string in bathroom or bedroom. This system is not a 24-hour emergency system and should not be considered a replacement or substitute for calling an ambulance in case of injury, or the Fire Department in case of a fire. Its sole function is to alert your neighbors to an emergency that you are having. Tenants are encouraged to respond to their neighbors should they need assistance. The appropriate response is as follows: 1) Knock on door and ask if they need help; 2) Call 911 if appropriate 3) Call office or answering service 4) St. Clare Management staff is not responsible for providing physical or medical assistance other than opening the door for emergency personnel and resetting the alarm.

HELP CALL SYSTEM CORDS: It is a HUD violation to tie up or disable the pull cords in **ANY** way that would. Tenants will not tie, wrap up or prevent the pull cords from working.

INDIVIDUALS BANNED FROM THE PROPERTY: St. Clare Management reserves the right to ban any individual from the property. Tenants are strictly forbidden to allow these individuals onto the property or into the building. Tenants who allow banned individuals onto the property, into the building or into their units may be subject to eviction action as allowed by WI State Law.

INSURANCE: The Tenant is encouraged to obtain her/his own personal renter's insurance. Owner is not responsible for theft, for the damage to personal property from any source: in units, laundry units, storage lockers, or any other portions of the premises. KEEP YOUR APARTMENT LOCKED AT ALL TIMES.

INTERCOM SYSTEM: This is a security locked building and all tenants are required to maintain that security. The intercom allows Tenants to identify visitors before entry. DO NOT let people into the building who are NOT visiting you. Allowing people into the building who are not your visitors, or propping open the door compromises the security of the building and is a Tenant rule violation. Your neighbor may not want a visitor at that time. IF YOUR TELEPHONE NUMBER IS CHANGED, IT IS YOUR RESPONSIBILITY TO CONTACT ST. CLARE MANAGEMENT TO CHANGE THE NUMBER IN THE INTERCOM.

KEYS: Each Tenant will receive two (2) apartment keys, two (2) front door keys, and one (1) mailbox key. If keys are lost or stolen, there will be a replacement charge to the tenant. Apartment Key-\$5 Key Fobs-\$25 ASSA-\$12.50 Mailbox Key-\$10 Primus-\$7.50 Storage Key-\$5. Some laundry rooms use different keys. It is recommended that you leave a front door and apartment door key with a trusted relative, neighbor, or friend to avoid the cost of a locksmith should you lock yourself out. St. Clare Management will provide lockout service for \$25.00 during the hours of 8am until 8pm and \$35 from 8pm until 8am. Chain locks are NOT permitted. TENANTS REQUIRING ADDITIONAL/DIFFERENT/SPECIALIZED EQUIPMENT SHOULD CONTACT THE MANAGEMENT OFFICE.

LATE RENT: Rent is due on or before the first of the month. A seven (7) day grace period is provided. If the rent is paid after the 7th of the month more than three (3) times in a 12-month period, the Tenant may be considered to be in material non-compliance with the lease and will be subject to eviction action.

LAUNDRY ROOM: WASHERS AND DRYERS ARE FOR THE USE OF TENANTS AND LIVE-IN ATTENDANTS ONLY!!! THE WASHING AND DRYING OF LAUNDRY OF OUTSIDERS IS PROHIBITED. Each Tenant is responsible for leaving the Laundry Room in a neat and orderly fashion and for following all instructions for washer and dryer use. This includes leaving the inside of the machine clean. Lint should be removed from the dryers with each use for efficiency and fire

safety. Lint should be placed in garbage containers. If the containers are full, dispose of it at your apartment. No one is to allow their laundry to remain in the washers or dryer for 30 minutes without being removed to a basket or the folding table to allow someone else to use the washer and/or dryer. If the machine is not functioning properly, call Coin Appliance at the repair number on the machine. Management will not be liable for any loss, damage, or injury to persons or property from whatever cause as a result of Tenant's use of the laundry units and/or equipment provided by Owner therein.

LIGHTS: The Tenant is responsible for the replacement cost of light bulbs and Maintenance is responsible for the installation when the Tenant is physically unable to do so. Tenant may purchase light bulbs from a retail store or from St. Clare Management.

LOITERING: Loitering will not be permitted on the lawns, sidewalks, entries, halls, stairways, or parking areas. Tenants may wait in the lobby or front sidewalk for transportation for no more than 15 minutes. Tenant must be prepared to verify that they have a scheduled trip with a taxi or other handicapped transportation services.

OBSTRUCTIONS: The sidewalks, entries, halls, and stairways will not be blocked or used for any purpose other than entering or exiting the respective units. No recreational equipment or any personal items will be permitted to be placed or kept in the hallways or stairways.

OFFICE HOURS: St. Clare Management office hours are 8:00am to noon and 12:30pm to 4:00pm, Monday through Friday. While we attempt to be available for walk in appointments, we cannot guarantee our availability for discussions and you maybe asked to come back another time. It is strongly suggested that if you need to have a discussion with a staff member that you call and make an appointment so that adequate time is allowed to address your concern.

OUTDOOR PLAY EQUIPMENT: For the safety of all tenants and visitors there will be no riding of bikes (any kind), skateboards, riding toys (Big Wheels, etc.) or similar equipment in the parking lot. Bikes, toys, pools, or playthings of any description CANNOT be left on the sidewalks, on the grass, in the lobby, or the main entrances area. The above equipment is to be stored either in the apartment or storage area belonging to the Tenants. St. Clare Management reserves the right to take into possession anything thought to be a hazard.

PARKING:

Tenants may request a reserved parking space by contacting the office and sending in a copy of the current vehicle registration. Parking spots at some of the locations are limited so requests will be processed in the order they are received and at times there may be waiting lists. 2 bedroom units where there is a live-in attendant may request 2 reserved parking spots and may be granted both if space allows. Any remaining spots will be marked as visitor (or other) parking.

Any vehicle parked in the parking lot needs to have current license plates and registration up to date. No repair work is to be done in the parking lot with the exception of repairing flat tires and jumpstarting a battery. Any automobile with any of the following conditions will need to be repaired or removed from the parking lot within 3 days: flat tire(s), broken window(s), not working/running, leaking fluids, or broken light(s).

Parking of boats, RV's(recreational vehicles, campers, trailers or other recreational equipment) is not permitted. Washing of vehicles on the property is not permitted.

PET REGULATIONS – Please note that the Certified Occupancy Specialist will clarify with tenants at each

recertification as to the status of any pets you may have and that your pet(s) health records are up to date.

I. APPLICATION

A. PRIOR TO ACQUIRING A PET; the prospective pet owner must:

1. Request a Pet Application from the Management Office.
2. Return completed form to the Management Office along with your \$50 down payment.
3. Within five (5) working days from the receipt of completed application and money down, the Management Agent or other designated person will approve or reject the pet application. A letter will be sent to let you know if approved or rejected, the reason(s) will be specified. If you do not have the current verification on shots, neutering/spaying, you have 30 days to provide this additional information.
4. If you are adopting a pet from a humane society or shelter we can possibly approve your application the same day via fax if your pet meets our pet guidelines with the direct verification provided by the humane society or shelter. Please note that you still need to complete the application and put your \$50 down before our approval.

II. PET DEPOSITS

A. The pet deposit of **\$300.00*** shall be required for all dogs (with the exception of assistance animals) and cats. Arrangements for deposit payment to be made prior to pet arrival or at lease signing. It will be **\$50.00** at move-in or acquisition and **\$10.00** per month until the balance is paid. Deposit will be placed in an interest bearing savings account. Interest earned will be credited to tenant. Management reserves the right to change this deposit amount consistent with Federal guidelines at any time. (*Deposit was \$150.00 prior to 01/01/2008. Any resident that had an approved pet application AND pet in place prior to 01/01/2008 will only be required to pay \$150.00)

B. Tenant liability for damages caused by her/his pet is not limited to the amount of the pet deposit and the Tenant will be required to reimburse the project for the real cost of any and all damage caused by her/his pet where damages exceed the amount of the pet deposit.

C. Upon notification of permanent removal of the pet from the unit, the pet deposit will be returned to the Tenant less any amounts owing for damages or cleaning, in accordance with State law regarding return of deposits.

III. PET GUIDELINES

A. Only one (1) of the following types of animals is permitted per unit:

1. Dogs

- A. Maximum number is one (1)
- B. Must be mature-minimum one year old (12 months)
- C. Rottweilers, Pit Bulls, and Dobermans are not permitted
- D. Must be housebroken
- E. Must be spayed or neutered
- F. Must have all vaccinations
- G. If upon application, the dog is not spayed/neutered or vaccinated; the Tenant must prove to Management Agent this will be completed **BEFORE** moving the animal into the unit.

2. Cats

- A. Maximum number is two (2)
- B. Must be mature-minimum six (6) months old.
- C. Must be declawed
- D. Must be spayed or neutered
- E. Must have all vaccinations as required by law.
- F. Must be trained to litter box
- G. If upon application, the cat is not spayed/neutered, vaccinated, or declawed; the Tenant must prove to Management Agent this will be completed BEFORE moving the animal into the unit.

3. *Birds*

- A. Maximum number-two (2)
- B. Must be maintained INSIDE cage at all times
- C. No larger than a cockatoo.

4. *Fish and Turtles*

- A. Maximum aquarium size-twenty (20) gallons
- B. Must be maintained properly and on an approved stand
- C. Turtles must be inside aquarium

5. *Rodents*

- A. Maximum number-one (1)
- B. Must be maintained inside a cage or aquarium at all times.
- C. Includes ONLY mice, rabbits, hamsters, gerbils, domesticated rats, ferrets, and guinea pigs
- D. Ferrets must have annual canine distemper shot.

NO OTHER TYPES OF PETS MAY BE KEPT ON THE PREMISES OF THIS PROJECT

B. Rules and Regulations-Dogs and Cats

1. Dogs and cats shall be kept within the pet owner's unit. When outside of the tenant's apartment, the pet shall be kept on a leash and under the control of the Tenant AT ALL TIMES. Under no circumstances shall a cat or dog be permitted to freely roam or to be held onto by just a collar in any common areas.
2. Cat litter shall NOT be disposed of by flushing down toilets. Charges for unclogging toilets or clean up of common area because of pet waste shall be billed to and paid by the pet owner. The owner of any pet that used a litter box must change the litter once a week and remove solid waste from the litter box every other day. There will be a designated area for toileting a dog. Pet owner is responsible for picking up waste immediately and disposing of it in a sealed trash bag in the garbage.
3. A fee of **\$20.00 per occurrence** shall be charged to the Tenant who fails to remove pet waste in the proper manner.
4. A cat shall not be left unattended in any unit for longer than 24 hours without someone checking on it. A dog shall not be left unattended in any unit for longer than 8 hours. Any pet left unattended for longer than the specified times or whose health is jeopardized by the Tenant's neglect, mistreatment, or inability to care for the animal shall be reported to the appropriate authority. Such circumstances shall be deemed an emergency for the purposes of Management's right to enter the unit to allow such authority to remove the animal from the premises. The Management Agent accepts no

responsibility for any pet so removed.

C. Rules and Regulations-Birds

1. Must be kept caged at all times
2. Cage must be kept clean.
3. Waste must be disposed of in a sealed trash bag and placed in trash bin
4. Under no circumstances shall any bird be permitted to freely roam any common area.

D. Rules and Regulations-Fish

1. The aquarium shall not exceed twenty (20) gallons and shall be placed on a Management approved stand in a safe location within the unit.
2. Aquarium shall be maintained properly and kept odor free.
3. The aquarium owner is responsible for all water damage to walls, carpets, flooring, or the ceiling of the unit below caused by breakage or spillage of or from the aquarium. The aquarium owner shall be billed for repair costs as required.

E. Rules and Regulations-Rodents

1. Must be kept caged at all times.
2. Cage must be kept clean
3. Waste must be disposed of in sealed trash bag and placed in trash bin.
4. Under no circumstances shall any rodent be permitted to freely roam any common area.

F. Pet Rules and Regulations-General

1. Pet owners shall provide adequate care, nutrition, exercise, and medical attention for the pet. Pet owners must comply with all governmental laws and regulations pertaining to her/his pet.
2. Pet owner is financially responsible for any flea or other insect infestation that affects her/his unit or adjacent units as a result of her/his pet.
3. Pet owners agree to be responsible for immediately cleaning up any dirt tracked through the common lobby area, halls, or elevators by her/his pet.
4. Pet owners shall keep their pet under control at all times. Any pet that physically threatens and/or harms a resident, guest, staff member, or other authorized person shall be considered dangerous and shall be immediately and permanently removed from the premises by the pet owner, Management, or other personnel authorized by Management.
5. Pet owner agrees to control the noise of her/his pet such that it does not constitute a nuisance to other tenants. Failure to control pet noise may result in removal of the pet or eviction of the Tenant.
6. In the event of a Tenant's sudden illness, the pet owner agrees that management shall have discretion with respect to the provision of care for the pet consistent with Federal guidelines and at the expense of the pet owner unless advance written instructions with respect to such care are provided by the Tenant to the Management Office, i.e. Pet Sponsor.
7. Unwillingness on the part of named Pet Sponsor, per item #6 of this section, to assume custody of the pet shall relieve the Management of any requirement to adhere to any written instructions with respect to the care or disposal of a pet and shall be considered an authorization for Management to exercise discretion in such regard consistent with Federal guidelines.
8. Pet owner acknowledges that other Tenants may have chemical sensitivities or allergies related to pets or are easily frightened by such animals. The tenant therefore agrees to exercise common sense and common courtesy with respect to other Tenants' rights to peaceful and quiet enjoyment of the premises.

9. Pets are allowed to visit but cannot stay overnight. Visiting pets must follow the general pet rules (F) as well as those rules applying to the type of pet (A-E). Tenants must be responsible for visiting pets at all times.

10. Only Tenants on the Lease are allowed to acquire a pet. If two (2) Tenants are on one (1) Lease, only one (1) pet is allowed per unit. Attendants are not considered Tenants on the Lease and cannot have pets.

PET ACQUIRED THROUGH a REASONABLE ACCOMMODATION REQUEST: although pets that are acquired through a reasonable accommodation request are not subjected to the Owner's Pet regulations, they are still subjected to City, Township, County or State ordinances and laws. Therefore, the tenant is required by law to be in compliance with such ordinances and laws. If the tenant fails to abide by the law they may be subject to a municipal as well as eviction action. This includes but is not limited to the licensing and vaccination of pets, the proper disposal of waste, the "leash law", dangerous or nuisance animals and the proper care of the pet. The owner has an obligation to, AND WILL notify the proper authorities if the tenant is in violation of the law.

IV. NOTIFICATION POLICY

In the event that a pet owner violates these pet rules and regulations, Management shall provide written notice of such violations as follows:

A. Nuisance Violation

1. A nuisance violation is considered an infraction of a rule that does not endanger the life, health, or safety of any person or property and must be reported to the Management Office both verbally and in writing.
2. The pet owner will receive a written warning from Management citing the violation and the actions necessary to correct the situation.____
3. The Management Agent (or designated representative) will be available, by appointment only, to discuss the violation (by telephone or in person) with the pet owner. You are entitled to be accompanied by another person of your choice at this meeting.
4. The pet owner will have ten (10) working days to correct the violation; implement plans to correct the situation (such as registering her/his pet into behavior class), and must respond, in writing, to Management regarding the steps taken. The written response must be received in the Management Office no later than 8:30am the eleventh (11th) working day from the date of the notice.
5. Failure to respond to the nuisance warning will constitute another violation.
6. If the pet owner makes a timely request, the Management Company shall agree to a meeting no later than 15 days from the effective date of the notice of pet rule violation. As a result of the meeting, the Management Company may give the pet owner additional time to correct the violation.

B. Dangerous Behavior Violation

1. A dangerous behavior violation is an infraction that physically harms or threatens the safety or health of any individual, the apartment unit, or the entire project.
2. If a situation is determined to be a dangerous behavior violation, the pet owner will receive a notice stating the violation and requiring the pet owner to immediately remove the pet from the unit. Within 24 hours of the notice, the pet owner MUST respond to the Management Agent (or designated representative) stating what actions were taken. If the pet is not removed from the premises within 24 hours, the Management Agent shall have the right to have the pet removed.

C. Notice for Pet Removal

If the pet owner and the Management Agent (or designated representative) is unable to resolve the pet rule violation or if the Agent determines that the pet owner has failed to correct the violation within the allotted time, the Management Agent (or designated representative) may serve notice requiring the pet Owner to remove the pet.

PORCHES/PATIOS: Porches and patios are not to be used for the storage of garbage, aluminum cans, household items, or to dry laundry.

PUBLIC AREAS: Tenants wishing to use public areas of the building or grounds for meeting or group social activities must request permission in writing from St. Clare Management prior to the event. Tenants are not allowed to plant flowers, shrubs or tree on the grounds without permission from St. Clare Management.

REPAIRS/MAINTENANCE: If you have items in your apartment that need repair, call the office at 643-6501 Monday through Friday between 8:00am and 4:30pm. PLEASE DO NOT WAIT IF THERE IS AN EMERGENCY REPAIR, SUCH AS A BROKEN WATER PIPE. The office telephone will put you in contact with either an answering service, answering machine or directly in touch with the on-call staff. If your call is not an emergency you will be directed to call the office regular normal office hours.

We provide **EMERGENCY SERVICE** during the hours of 4:30pm to 8:00am Monday-Thursday and between 4:30pm Friday – 8:00am Monday. **If on-call staff is called out to the site at your request and it is not an emergency you will be charged for the actual staff time.**

SMOKE DETECTOR: Smoke detectors will be checked twice a year during the regular semi-annual apartment inspections. It is a violation of city ordinance and these rules to disable the smoke detector in any manner or to cover the detector with any material.

SMOKING: You are reminded that City Ordinance prohibits smoking in all elevators. Smoking is prohibited in all public areas of the building including lobbies. You must dispose of butts, ashes, etc., properly and comply with posted “No Smoking,” signs. Your apartment door must be kept closed when you are smoking.

SMOKING AROUND OXYGEN: There will be no smoking in any units where oxygen machines are present. There will be no smoking within 10 feet of any oxygen machine in area’s where smoking is allowed. Any and ALL tenants (whether it is their machine or not) will extinguish any smoking material (includes cigarettes, matches, lighters etc..) when an oxygen machine is within 10 feet. No oxygen machine can be in use with 10 feet of an open flame such as a gas stove or lit matches etc.. Any violation of this rule will be subjected to eviction action as allowed by state laws.

SPACE HEATERS: Each building is provided with a heating system. Therefore, for safety reasons, ABSOLUTELY NO HEATERS WILL BE ALLOWED. Heating with range tops or ovens is prohibited.

TELEPHONES: The apartments have been wired with telephone outlet boxes (jacks). Tenants requiring additional/ different specialized equipment should contact the Management Office.

TRANSFERS: Transfers are not permitted within the building unless it is for a reasonable accommodation verified by a medical professional. Contact the management office to get specific criteria for transfers and procedures for applying to another Clare apartment property.

USE OF PREMISES: Tenant shall occupy and use the premises as a private residence and for no other purpose.

Tenant shall not carry on any trade, profession, business, school course of instruction, or entertainment on the premises without written permission of St. Clare Management. This includes but is not limited to keeping roomers, lodgers, or boarders, operating a day care center, consulting or examining clients or patients; selling, reselling, or trading goods; grooming or training animals, providing meals, teaching an instrument, vocal music, dramatics, or dancing; and performing or speaking for audiences.

UTILITIES/CABLE: Tenant is responsible for contacting utility/cable companies to transfer services into their names. Requests for Installation of additional phone extensions or cable outlets must be submitted to St. Clare Management in writing. Disconnection of your electricity may result in eviction.

Unit inspections – Annual unit inspections are performed by management and physical inspections are performed by HUD and/or HUD contractors. Management will perform unit inspections on at least an annual basis to determine whether the appliances and equipment in the unit are functioning properly and to assess whether a component needs to be repaired or replaced. This is also done to determine any damage to the unit caused by the tenant’s abuse and negligence and, if so, make the necessary repairs, and bill the tenant for the cost of the repairs. HUD or its authorized contractors has the right to inspect the units and the entire property to ensure that the property is being physically well maintained. These inspections assure HUD that owners are fulfilling their obligations under the regulatory agreements and/or subsidy contracts and those tenants are provided with decent, safe, and sanitary housing.

Note:

Management reserves the right to inspect any unit, at any time, after serving the proper notice if we suspect that the members of the household are in non-compliance with lease requirements regarding (but not limited to) unsanitary or unsafe living conditions, unreported household composition or criminal activity.

WATERBEDS: Waterbeds are not permitted.

WINDOWS: Tenant shall not cover or obstruct any window or door or install other drapes, blinds, or sheers without written approval of the Management. All window coverings shall have white or off-white fire resistant backs.

RENT PAYMENTS: Rent payments must be mailed or delivered to:

St. Clare Management, Inc

Please make your rent payable to:

**1545 S. Layton Boulevard, Suite #524
Milwaukee, WI 53215**

****** Note: No cash will be accepted ******

MOVE OUT:

- 1) You must provide in writing a 30-day notice that you are moving out of your apartment on the first of the month.
- 2) All keys, fobs, and any other entrance devices must be returned to the office the day of move out.
- 3) A move out inspection will be done the day of move out. All tenants are strongly encouraged to participate in the move out inspection.
- 4) Tenants will be responsible for returning the unit to its original condition and will be charged for all repair items not considered normal wear and tear. A list of applicable charges is provided in these house rules.
- 5) Tenants will also be responsible for cleaning the unit prior to move out.
- 6) Tenants are responsible for having the carpets cleaned by a professional contractor and supplying St. Clare Management with a receipt for this service. Failure to have the carpets cleaned or providing a receipt will result in a charge of \$50.00 for carpet cleaning by the St. Clare Management Staff.
- 7) Tenants are to remove all belongings from the unit. Failure to completely remove all belongings will result in additional charges.
- 8) It is in your best interest to provide us with a forwarding address so that your security deposit can be sent to the correct address.

REPAIR CHARGES

Kitchen:

- Refrigerator-**\$25.00**
- Oven Not Cleaned **\$25.00**
- Stove Drip Pans **\$10.00 (4)**
- Refrigerator not defrosted or cleaned out **\$25.00**
- Racks missing **\$Replacement cost**
- Crisper gone/broken **\$Replacement cost**
- Seals gone/broken **\$Replacement cost**
- Ice Trays missing or unusable **\$Replacement cost**
- Drain Covers (sink or disposable) **\$Replacement cost**
- Burns, stains or tears in linoleum **\$Replacement cost** (less depreciation)
- Cabinets Damage **\$Replacement cost**
- Countertops not repairable or not cleanable **\$Replacement Cost**
- Refrigerator-**\$25.00**
- Cleaning (see below)

Closets

- Not cleaned out **\$15.00 per closet**
- Shelves/rods missing **\$Replacement Cost**

Electrical

- Light Switches **\$5.00 per device**
- Thermostats **\$Replacement Cost**
- Heating Covers **\$Replacement Cost**
- Face Plates **\$Replacement Cost**
- Breaker Boxes **\$Replacement Cost**

Carpets & Linoleum

- Cigarette Burns, stains or tears **\$Replacement Cost**
- Not Professionally Cleaned at move out \$50.00

Smoke Detectors

- damaged or missing **\$Replacement Cost**

Bathroom

- Toilet not cleanable or repairable **\$Replacement Cost**
- Toilet seat not cleanable or repairable **\$Replacement Cost**
- Sink/counter not cleanable or repairable **\$Replacement Cost**
- Tub/shower not cleanable or repairable **\$Replacement Cost**
- Tub/shower surround not cleanable or repairable **\$Replacement Cost**
- Tub stopper missing or broken **\$Replacement Cost**

Doors & Windows

- Doors missing or damaged **\$Replacement Cost**
- Screens missing or damaged **\$Replacement Cost**
- Blinds missing, damaged or not cleanable **\$Replacement Cost**
- Curtain Rods missing or damaged **\$Replacement Cost**

Keys

- Change Locks due to keys not being returned **\$50.00**
- Fabs not returned **\$25.00 (Per Fab)**
- ASSA Key **\$12.50 (Per key)**
- Primus Key **\$7.50 (Per key)**

- Mailbox Key **\$5.00 (Per Key)**
- Mailbox Lock **\$15.00**
- Storage Key **\$5.00 (Per Key)**
- Apartment Key **\$5.00 (Per Key)**

Miscellaneous

- Light fixtures missing or damaged **\$Replacement Cost**
- Abandoned Furniture **\$Actual Cost of City Pickup**
- Garbage not placed in the proper receptacle **\$25.00**
- Damaged walls, floors and ceilings **\$Actual Cost of Repair**
(Includes holes, writing, burns etc...)

General Cleaning

General cleaning includes cleaning and removal of trash and personal belonging. Cost of removing larger items subjected to an additional charge based on actual costs to have items removed.

\$25.00 charge for the 1st hour
\$15.00 each additional hour there after

If any of the above are charged to an existing tenant, payment shall be made in 30 days from the date of invoice. If payment cannot be made within 30 days the tenant must make payment arrangements within 30 days of repairs.

For any moved out tenant, the charges will be subtracted from their security deposit. If the charges exceed the amount of the security deposit further legal action will be taken to ensure additional amounts are paid in full.

ST. CLARE MANAGEMENT RESERVES THE RIGHT TO MAKE OTHER REASONABLE RULES AND REGULATIONS AS, MAY, IN ITS JUDGEMENT, BE NECESSARY FOR THE SAFETY, CARE, AND CLEANLINESS OF THE BUILDING.

Date *Signature of the Head of Household*

Date *Signature of Co-Tenant / Spouse*

Revised /MEK 01/2008