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# ***RULES & REGULATIONS***

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Tenant/s:

**GENERAL:**

1. These rules and regulations are necessary to insure the proper use and care of the property as well as to insure the protection and safety of the management, his employees, other tenants, and neighbors.
2. Tenant will be responsible for the conduct of any and all family members, guests, invitees, and/or others under tenant's control.
3. The term "tenant" is defined broadly and includes, all persons named in the rental agreement, their family members, guests, invitees, and/or others under their control.
4. Management will not tolerate criminal activity or any other activity that disturbs others or damages the property.
5. Management has the right to make other reasonable rules and regulations as may be necessary for the safety of others and the property.
6. A violation of these rules and regulations constitutes a material breach of tenant's rental agreement and may result in termination of tenancy and eviction.
7. St. Clare Management reserves the right to ban any individual from the property and/or from entering the building. Tenants who allow banned individuals onto the property, into the building, or their units may be subject to eviction.
8. No solicitation will be allowed in the building
9. Management will not accept or sign for any deliveries.
10. No oxygen machine may be used within 10 feet of an open flame
11. Use of space heaters and using the stove or oven to heat the unit is strictly prohibited
12. Due to the rise in Bed Bug infestations, all used furniture must be properly inspected by management prior to being brought into the building. St. Clare Mgt. will incur the cost for this inspection and must be given advanced notice so the inspection can be scheduled.
13. Tenant is responsible for contacting cable/utility companies to transfer service into their names.
14. Disconnection of utility service may result in eviction
15. These rules and regulations will be enforced strictly and without exception.
16. Tenant agrees to use all appliances, fixtures, and equipment in a safe and reasonable manner and only for the purpose for which it was intended
17. Weapons of any kind including, but not limited to, firearms (including air, pellet or BB guns) are strictly prohibited within the Tenant's rental unit.

**RENT:**

18. Rent is due on the 1<sup>st</sup> of the month and will be considered late on the 2<sup>nd</sup> day of month
19. Payments can be mailed or delivered to St. Clare Mgt., 1545 S. Layton Blvd, Milwaukee, WI 53215
20. If any check is dishonored by the bank for any reason the tenant must correct this error and make payment within 5 days.
21. St. Clare Mgt. does not accept cash payments at any time. NO EXCEPTIONS

**USE OF THE PROPERTY:**

22. The term "property" is defined broadly and includes, but is not limited to, the home or apartment building, individual rental units, common areas, grounds upon which the home or apartment building is located, and any other associated physical structures.
23. The property is to be used as a personal residence only and is for the individuals listed on the rental agreement only.
24. It is the tenant's responsibility to notify management of any extenuating circumstances that result

- in extended absences from the unit.
25. The property shall not be used to operate any form of business for any reason, including but not limited to, a child-care facility.
  26. The property shall not be used for any illegal activity whatsoever or for any activity that in the opinion of the management will injure the property.
  27. Tenant shall not do anything in the property that may increase the risk of fire or other casualty, increase the management's insurance premiums, or which would be a violation of state or local laws or regulations. Fireworks, live wreaths and live Christmas trees are strictly prohibited.
  28. Tenant shall not keep any hazardous items inside the property, including but not limited to: lighter fluid, gasoline, kerosene, propane, paint thinner, acetone, or other volatile materials
  29. No rummage sales, or sales of any kind, may be held on the property without the prior written consent of management.
  30. No car washes, for profit or otherwise, may be held on the property without the prior written consent of management.
  31. Tenant agrees to use all appliances, fixtures, and equipment in a safe manner and only for the purpose for which it was intended.
  32. Tenant agrees not to destroy, deface, damage, or remove, any part of the property.
  33. Tenant agrees to use the elevator in a safe manner, put no more weight on the elevator than permitted by the posted rating certificate and to not hold open the elevator doors.
  34. Outside doors are not to be propped open under any circumstances.
  35. Garbage disposals are installed in each unit. Cold water must be running while in use. Do not put bones, glass, utensils, aquarium stone, rice, pasta, hair, grease, cat litter or anything else that would cause damage or clog the disposal.
  36. Laundry rooms and machines are for the use of tenants only.
  37. Sidewalks, entries, halls, stairways and/or any other common areas will not be blocked and storage of personal belongings in these area's is prohibited.
  38. Tenants are not allowed to plant flowers, shrubs or tree's on the grounds without prior written approval of management.

**APPEARANCE & UPKEEP OF PROPERTY:**

39. Tenant shall not allow any sign, advertisement, or notice to be placed inside or outside the rental unit or on the property without the prior written consent of management.
40. Tenant shall use only appropriate window coverings, such as drapes or blinds. Rugs, towels, blankets, and sheets are not allowed.
41. Tenant agrees to keep the rental unit in a clean, safe, and sanitary condition and not to litter the property.
42. Tenant is responsible for replacing any light bulbs within the rental unit. Tenant shall only use the proper wattage of bulb as specified on the light fixture.
43. Tenant is responsible for replacing any batteries for smoke alarm and carbon monoxide detectors located within the rental unit.
44. Tenant agrees to regularly and properly dispose of garbage and recyclable materials and to place such items in the proper receptacles provided for that purpose.
45. Neither garbage nor recyclable materials shall be kept on the porch, common areas, or grounds. Tenant agrees to comply with any and all laws, ordinances, and/or regulations regarding the collection, sorting, separation, and recycling of materials.
46. Tenant shall not dispose of any large items including but not limited to furniture, boxes, sports equipment, appliances, or carpets in the dumpsters provided by landlord. Dumpsters are to be used for smaller household items only. If tenant needs to dispose of large items then tenant should contact the appropriate municipality and arrange for a special garbage pick-up for which tenant will be responsible for the cost.
47. If tenant wishes to dispose of any large items, it is the responsibility of tenant to make special arrangements in accordance with local ordinances and laws, to dispose of such items. Any charges incurred by management as a result of tenant's failure to comply with the above will be the responsibility of the tenant.
48. Tenant agrees to keep all personal property within the rental unit or other assigned areas. Personal property shall not be kept in common areas or on the grounds and will be immediately removed

and disposed of by management. Any costs incurred by management to remove tenant's property will be the tenant's responsibility.

49. Tenant shall cooperate with the management to keep common areas and grounds in a safe and clean condition.
50. Tenant agrees to promptly notify management of any maintenance or repair issues. Emergency service is available after office hours by calling the office (414.385.5330) directly.
51. Any tenant that suspects that their unit has been exposed to Bed Bugs must notify the office immediately. If the unit is found to have Bed Bugs the tenants must follow all instructions and requirements made by the exterminator and St. Clare Mgt.
52. Tenants are not to use any pesticides without the prior written consent of management.

**MODIFICATIONS TO PROPERTY:**

53. Tenant is prohibited from making any alterations, additions, or improvements to the inside or outside of the property, including but not limited to: painting, varnishing, wallpapering, or installing any fixtures, including antennas/dishes without the prior written consent of management.
54. Should tenant make any alterations, additions or improvements in violation of the above, management may immediately remove it and tenant will be responsible for all costs incurred by management to return the property to its original condition.
55. Tenant is not authorized to instruct any contractors hired by management to provide any additional services not previously authorized by management.
56. The installation and use of any appliances not provided by St. Clare Mgt. is prohibited unless approved in writing by management prior to installation. This includes but is not limited to washers, dryers, and freezers.

**DAMAGE TO THE PROPERTY:**

57. If the property is damaged as a result of the intentional acts, negligence, carelessness, or misuse by tenant, tenant will be responsible for the repair costs incurred by management.
58. Tenant must reimburse management for any repair costs within thirty (30) days of demand.
59. Smoke detectors and CO2 detectors will be periodically checked to ensure they are in working order. Disabling smoke detectors is a violation of municipal and state law. Tenant is responsible for notifying management immediately if any smoke detector is not working properly.
60. Tenant shall not do anything in the premises or on the property that may increase the risk of fire and/or compromise safety, increase landlord's insurance premium, or which would be a violation of state or local laws or regulations.

**UNIT INSPECTIONS**

61. Unit inspections will be performed by St. Clare Mgt. staff, HUD and/or HUD contractors.
62. Unit inspections will be performed on at least an annual basis.
63. Units will be inspected to ensure that the unit is in good repair, is in a safe and sanitary condition and to inspect for any lease or rule violations.
64. Management will provide tenants with prior notice prior to any inspection.
65. Management may enter your unit without advance notice if (a) the tenant, knowing the proposed time of entry request or consents in advance to the entry, (b) a health or safety emergency exists, (c) the tenant is absent and the landlord reasonably believes that entry is necessary to protect the premise from damage.
66. K-9 Bed Bug detection inspections are performed routinely.

**CHANGING LOCKS:**

67. Tenant will not install additional or different locks or gates on any doors or windows in the property without the prior written consent of management.
68. If management approves tenant's request to install or change locks, tenant agrees to provide management with a new key within twenty four (24) hours.
69. Tenant will be responsible for any repair costs incurred by management to gain entry to property if tenant does not provide management with new key within twenty four (24) hours.
70. Tenant shall not give any keys to the property to any person other than those listed on the rental agreement without the prior written consent of management.

**PLUMBING:**

71. Tenant will be responsible for the cost of any and all plumbing repairs resulting from the improper use of the plumbing facilities by tenant. Tenant will not dispose of any cloth, metal, glass, wool,

plastic, condoms, feminine hygiene products, or similar items in the toilet, sink, or garbage disposal.

72. Tenant will immediately report to management in writing if any pipes or faucets are leaking or if any toilet continues to run.
73. Tenant will not leave water running except during actual use.
74. Tenant will only do laundry in designated areas and during the posted hours unless otherwise approved by management.

**SMOKING:**

75. No smoking is allowed in the common areas of the property at any time unless otherwise indicated in writing by management.
76. Any damage to the property which is a result of tenant's smoking will be the tenant's responsibility.
77. Apartment doors must be kept closed at all times when smoking so not to disturb others.
78. Smoking in elevators is a violation of city ordinances and is strictly prohibited.
79. There will be NO SMOKING in any units where oxygen machines are present.
80. There will be NO SMOKING within 10 feet of any oxygen machine even in areas where smoking is allowed.

**ALCOHOL CONSUMPTION:**

81. Consumption of alcohol is only allowed in the apartment or on tenant's patio/porch and is not allowed in any common area's.

**WATERBEDS:**

82. No furniture filled with liquid, including but not limited to waterbeds, is allowed on the property without the prior written approval of management.

**LOITERING:**

83. Tenant will not loiter, congregate, or play in common areas of the building, including but not limited to the hallways, stairways, basement, garages, storage areas, and driveways.

**NOISES & ODORS:**

84. Tenant will not make or permit noises or acts that will disturb the right or comfort of other tenants and/or neighbors. Tenant agrees to keep the volume of any radio, stereo, television, computer, musical instrument, or any other device at a level that will not disturb other tenants or neighbors.
85. Tenant agree's to keep apartment door closed at all times to limit noise and odor's that could disturb other tenants.

**GUESTS:**

86. Tenant is responsible for the conduct of any and all guests.
87. No guest shall remain overnight in the property for more than fourteen (14) days in a twelve (12) month period without the prior written consent from management.
88. No guest shall remain on the property unless tenant is also present.

**PETS:**

89. Pets are permitted within the housing facility. An application, proof of vaccination, payment of the pet deposit, signed acknowledgement of pet rules, and written approval from St. Clare Management must be completed prior to the pet being brought onto the premises
90. Pets are not allowed to visit without PRIOR approval of management.

**GRILLING:**

91. No grilling is allowed within ten (10) feet of the property.
92. No grilling is allowed on any balcony or porch.
93. Only covered grills are allowed to be used - no fire pits or bonfires allowed.
94. Any grilling materials must be removed from common areas and/or grounds after use.
95. Indoor storage of gas grills, gas tanks, charcoal, or lighter fluid is prohibited.

**SUBLETTING / ASSIGNMENT:**

96. Tenant is not allowed to sublet or assign the rental unit, or any part of it, without the prior written consent of management.

**OUTDOOR EQUIPMENT:**

97. Riding of bikes, inline skates, skateboards, riding toys or similar equipment is prohibited in the parking lot

- 98. Archery, bb guns, jarts or any other projectile game is prohibited from being used on the property.
- 99. No personal property is to be left on the sidewalks, patios, entryways, parking lot or any other common area.

**VEHICLES:**

- 100. Only tenants may park in parking lots or garage unless otherwise approved in advance by management. There are no assigned spots.
- 101. Tenant must register the license plate number, model and make, of tenant's vehicle.
- 102. Vehicles of tenant's guests must be parked in designated spots, if any, otherwise they must be parked on the street. Tenant's guests or invitees may not park their vehicles in other tenant's parking spots.
- 103. Tenant shall not park any unregistered, unlicensed, or inoperable vehicles on the property.
- 104. Tenant shall not park any commercial or recreational vehicles on the property without the prior written consent of management.
- 105. At no time is tenant allowed to repair vehicles on the property, including but not limited to changing flat tires and/or changing oil.
- 106. Any unauthorized, unregistered, or inoperable vehicles on the property may be ticketed and/or towed.
- 107. Tenants are only allowed to park one vehicle in the lot unless prior written authorization has been given
- 108. Tenant shall not drive any vehicle on the grass or sidewalk at any time.
- 109. Vehicles must be maintained in reasonably good repair and shall not drip fluids or cause damage to management's property. If tenant's vehicle causes any damage to the property such costs to repair will be the tenant's responsibility.
- 110. Tenant shall not wash any vehicles on the property without the prior written consent of management.
- 111. Sleeping in vehicles is not permitted.

**INSURANCE:**

- 112. It is tenant's responsibility to obtain insurance coverage for their personal property stored on the property. Management shall not be responsible for any loss or damage to tenant's property unless the loss or damage was the result of management's negligent acts or omissions. Tenant uses these spaces at their own risk.

**MOVE OUT:**

**113. A written 30 day notice must be provided**

- 114. All keys, fobs, and any other entrance device must be returned to the office the day of move out
- 115. A move out inspection will be done the day of move out. All tenants are strongly encouraged to participate in the inspection.
- 116. Tenants will be responsible for returning the unit to its original condition and will be charged for damage excluding normal wear and tear.
- 117. Tenants are responsible for cleaning the unit prior to move out.
- 118. Tenants are to remove all belongings from the unit and storage area's prior to vacating.
- 119. It is in the tenant's best interest to provide management with a forwarding address so that the tenant's security deposit will be received.

***A VIOLATION OF THE ABOVE RULES AND REGULATIONS SHALL CONSTITUTE A MATERIAL VIOLATION OF TENANT'S RENTAL AGREEMENT AND GOOD CAUSE FOR TERMINATION OF TENANCY AND EVICTION OF TENANT.***

Tenant Signature	Date
Tenant Signature	Date
<b>Agent for Clare Towers</b>	Date

