

BEVEN & BROCK: HOUSE RULES

1. The FIRST COMMANDMENT is to be courteous to your neighbors, ESPECIALLY between 10:00 pm and 6:00 am. If neighbors could be effected by noise from your unit, please be "ultra quiet" between 10:00 pm and 6:00 am. If you occasionally come home late, or leave very early, and someone lives below you or in an adjoining unit, PLEASE KEEP VOICES AND ACTIVITY TO AN "ULTRA QUIET" MINIMUM. If you routinely come home very late, or leave very early, it might be better for you to live somewhere where you have no adjacent neighbors, and you may be asked to move. Loud music or other disturbing noises will not be allowed at any time. If you're TV, stereo, musical instruments, your voices or activities, or any other noise from your unit can be heard by your neighbors, it is too loud, and therefore a violation of these rules. If your voices or other the noise you create in the common areas, or adjacent sidewalks and streets can be heard from within the units of this property, it is **too loud**, and therefore violates these rules. If you like loud music, use headphones. *As should be obvious, this rule is not intended to apply to un-avoidable noises, such as normal foot-steps, flushing toilets, running common house-hold appliances such as vacuums, dishwashers, and garbage disposals, or taking showers.* Most of all, be a good neighbor.

2. **FIRE! MEDICAL EMERGENCY! If there is a medical emergency of any sort, call 911! If there is a fire of any sort, such as a stove-top fire, CALL THE FIRE DEPARTMENT!** They will insure that the fire is really out, and will not re-ignite. They can turn off the gas, if needed. Then, if needed, call our EMERGENCY MAINTENANCE SERVICE.

3. The entry, hallways, courtyard, walkways, surrounding grounds, planting areas, parking area, and driveway are not recreation areas. Ballgames and the like are not permitted on the common grounds. Recreation equipment such as bicycles, skateboards, horse-shoe pits, bocce-balls, basketball hoops, and soccer nets, etc. shall not be used on the premises, or left in the common areas of the building.

4. **Pets are not allowed on the premises at any time without the PRIOR written approval of the management company.** Pets are never permitted in the common areas (all areas outside of the individual units), except when being taken directly on or off of the property. If allowed, dogs must be on leashes when in the common area. Pets should NEVER be permitted to urinate or defecate on the property or in the common areas. If written permission is granted, (or authorized by the owner), it will never be granted in the case of dogs less than 2 years old, and it will never, ever be granted for dogs of reputed dangerous breeds, such as Pit Bulls, Dobermans, Rottweilers, etc. **Tenants should NEVER, EVER feed "stray" dogs, cats, or any other animals on the property.**

5. Additional persons are not to reside in your unit for more than 14 days per year without prior, written approval from the management. The total number of persons in the unit shall not exceed 2 persons per bedroom plus one. Visitors are not permitted on the property, inside or outside of the units, unless accompanied by the lessee or if in the immediate act of coming to or leaving the lessee's unit.

6. Private balconies, patios, and other areas that are visible from the common areas or the street must be kept free of all personal possessions except patio furniture and plants. All houseplants must have rigid plastic saucers / water-tight containers under them, interior or exterior, to absolutely prevent water from "pooling" under the plants. Any damage caused by such plants will be the absolute responsibility of the tenant. Common areas, courtyards, hallways, and walkways must be kept free of ALL personal possessions, AT ALL TIMES. Hallways and walkways cannot be blocked in any way at any time. The display of business or political posters or similar displays (i.e., "Pro-Life", "Freedom of Choice", "Pro-War", "Anti-War", etc.), any where the effect is primarily to display the information to the common area IS NOT PERMITTED. (Note: the 1st Amendment ONLY applies to a governmental attempt to restrict Freedom of Speech). Barbecues: only gas or electric barbecues are allowed. MAXIMUM GAS CYLINDER SIZE IS 1 POUND (typical camp-stove / "Coleman" cylinder). No charcoal or wood-burning barbecues are permitted.

Initial _____

7. Residents are cautioned against careless clogging of toilets with paper towels, Kleenex, tampons, sanitary napkins, etc. **"SO-CALLED "FLUSHABLE WIPES" SHOULD NEVER BE PUT IN THE TOILET.** Similarly, residents are cautioned against careless clogging of sink drains with hair, grease, or attempts to run matter such as artichoke leaves or celery through the garbage disposal. Any clean-out attributable to resident misuse will be charged to the resident. **Any** damage or drain blockage caused by products such as "Drano" or other chemical products will be charged to the resident. RESIDENT HEREBY AGREES TO IMMEDIATELY REPORT RUNNING WATER, OR ANY CLEAR SIGN OF WATER LEAKING, AS FROM A FAULTY TOILET OR DRIPPING FAUCET, TO THE PROPERTY MANAGER. FAILURE TO SO NOTIFY WILL CAUSE THE RESIDENT TO BE RESPONSIBLE FOR ANY EXCESS WATER BILLINGS OR OTHER DAMAGE CAUSED BY THE DELAY IN NOTIFYING THE PROPERTY MANAGER. No water-toys or temporary pools that use significant amounts of water will be allowed without written permission from the owner or management. Do not use or store any flammable liquids in the residential unit. Remember, THE GAS IS ALWAYS ON, and a pilot light or burner could ignite the flammable fumes or liquid.

8. Autos or motorcycles must be parked in the numbered spaces assigned to you. There will be a \$50 charge per incident if we find your car, or a car belonging to one of your guests parked in a space not assigned to you. There is a charge of \$95 if it occurs "after hours" or on a weekend or holiday. This charge will be IN ADDITION TO fees assessed by the local police and towing agencies. There is no guest parking. Speed limit on the premises is 5 M.P.H. **The VEHICLE SIZE LIMIT IS 6'x16', excluding side mirrors.** Carports/Garages are for passenger vehicles, only. Personal possessions may not be stored in carports or garages. Personal possessions left in carports/garages will be considered discarded.

9. If owner/mgr. incurs cost in hauling, such will be borne by tenant. Gas or any combustibles or paint-rags are not to be stored anywhere on the premises. If storage cabinets are provided, tenant is hereby aware that they are not secure, and may not be watertight. **Storage cabinets should NEVER be used for storage of valuable possessions.**

10. Any vehicle dripping gas or oil must be parked off-premises until repaired. Repair of vehicles, or servicing of vehicles on the premises is not permitted. Cleaning of tenant's dripping oil, etc. in the parking area is the responsibility of the resident, or will be done by the management and charged to the resident. Parking is provided for passenger-type automobiles only. Trucks, RV's, or commercial vehicles MAY NOT be parked on the premises without the written permission of the management. **Vehicles parked on the premises must be in operating condition, without significant body damage, and currently registered.**

11. A smoke detector/alarm has been provided, as well as a battery in working condition. **It is the resident's responsibility to replace the battery as needed, and to report any malfunction of the smoke detector.** The battery must not be removed or disconnected except during replacement of the battery. Lessee agrees to test the smoke alarm each week. Working light bulbs have been provided. Lessee will replace any burned-out light bulbs.

12. If you are locked out of your unit, our handyman (or any locksmith) will charge YOU a minimum of \$40 to let you back in. Please take the precaution of leaving a key with a trusted neighbor, friend, or relative and save yourself this unnecessary expense. If there is a resident manager at your building, he or she will let you in, once. Thereafter, the charge will be \$15. Again, please take the precaution of leaving a key with a trusted neighbor, friend, or relative to save you this expense.

13. Washers and dryers (where provided) are to be cleaned after each use, inside and top surfaces. Do not open doors of machines until they have stopped. Laundry facilities are for our tenants, ONLY. Please remove your clothes from the machines promptly after the washing or drying cycle has ended. Please help keep the laundry room neat and clean. Laundry room hours are from 8:00 a.m. to 9:00 p.m.

Initial _____

14. Redecorating or other changes by resident, interior or exterior, including but not limited to landscaping, painting, wallpapering, removal of carpet, addition of satellite dishes, or other alterations of any kind, is not permitted without WRITTEN PERMISSION FROM MANAGEMENT. Where the resident has altered the rental unit or the exterior in any way, or changed locks (which is expressly permitted), the resident hereby agrees to pay all costs of returning the unit to its original condition by a qualified and insured professional. If a resident changes the entry locks, tenant agrees keep maintenance appointments and agrees to pay reasonable costs of vendors for failure to keep such appointments. If the resident changes locks, and an emergency entry should be required (such as fire or flood), resident agrees to pay all resultant costs related to damage from that emergency entry.

15. The color and type of window coverings cannot be changed. They must all look the same from the outside. Please, no decals, or other "stickers" on the windows. During the tenancy, cleaning of the carpet is the responsibility of the resident. Unless moving in or out, screen doors should not be blocked or otherwise held in the "open" position. Please keep closed, as they were designed to be.

16. Antennas or satellite dishes may not be attached to the exterior of the property without written permission from the owner or manager.

17. Broken window glass and damage to the screens are the responsibility of the resident, unless it can be shown by a copy of a filed police report that the damage was caused by an outside person, not a visitor or guest. Any breakage or damage caused by a guest or visitor is the responsibility of the host-resident.

18. A resident is not allowed to use the unit for business purposes of any kind, including beauty shops, babysitting, nursery, or business office without prior written approval of the management, adequate liability insurance, and a city business license if required. No signs, banners, flags or the like are permitted in areas visible from the exterior of a unit except on U.S. federal national holidays.

19. Sensitive electronics. Residents agree to install good-quality surge protection devices to protect any valuable electronics.

20. A violation of any city, county, or state ordinance will not be tolerated. No acts shall be permitted which could place the management or owner of these premises in violation of any law or ordinance of the city, county, or state. Regardless of local ordinances, FIREWORKS ARE NEVER ALLOWED.

21. Any trash which contains garbage or food waste must be put in plastic trash bags and securely tied before being deposited in the trash containers. This will help us to eliminate the flies, ants, etc. Lessee agrees to follow requests issued to keep the premises free of pest-infestations.

22. Pool Rules (where applicable) Pool area and common courtyard hours are 8:00 a.m. to 8:30 p.m. From May 15 through September 15, guests are not permitted in the pool area on weekends or between 4:00 p.m. and 8:30 p.m. on weekdays. Guests should not be invited for more than one day in a 7-day period. The obvious intent of this is to preserve the pool and deck for the use of the residents. Those under the age of 12 must be under the immediate supervision of an adult ON THE POOL DECK. Swimsuits are required. **No glass, no running, no "horseplay" involving potential physical risk or harm, no loud noise in the pool area. As a courtesy to your neighbors, WE INSIST that you use headphones when listening to radio, stereo, television (or the like) in the common areas.**

Initial _____

23. SECURITY: Owners of some properties may install gates, extra lighting, “fake” cameras, or other devices intended as a means to deter negative activity at their properties. By signing this agreement, you accept that these installations and other attempts to improve security are done with good intentions by the owners, but cannot be relied upon to actually stop any particular act that may violate our House Rules or any city, county or state laws or ordinances.

24. In the cities of Glendale, **Pasadena (PMC 8.78.085)**, and South Pasadena, SMOKING IS NOT ALLOWED IN THE COMMON AREAS of properties with 2 or more rental units, OR inside the individual units, or within 25 feet of these PROPERTIES AND ADJACENT SIDEWALKS. **These ordinances may be enforced only by the cities involved, not by Beven & Brock. If not already designated as a “Non-Smoking” property, IT IS HEREBY AGREED THAT this property, any area within this property, and each unit of this property can be converted to “Non-Smoking” status by 30-Day Written Notice.**

25. **Violation of any of these House Rules may result in legal eviction proceedings, so please be a good neighbor and follow these rules. The term “unit” used in these rules refers to the space covered by the governing lease.**

Tenant _____

Tenant _____