

THE A. W. GERDSEN COMPANY

BUILDING RULES AND REGULATIONS

ASSISTANCE: Maintenance requests (other than emergencies) should be called into the office (513-861-2861) or made in writing and mailed to 3411 Clifton Avenue, Cincinnati, OH 45220. Emergency repairs should be called in to the office answering service (513-861-2861) and subject repair explained, including degree of urgency. Someone will be paged for follow-up.

RENTAL PAYMENTS: **All rents are due and payable in advance of or before the first of each month.** Please make checks payable to A. W. Gerdson Company, and mail to 3411 Clifton Avenue, Cincinnati, OH 45220, or drop in the mail slot of the front door of our office, located at the same address. **Include you address and unit number in the memo section of your check.**

1. AERIALS: No exterior radio or television aerial shall be erected by the Tenant on the ground or attached to the building without the prior written consent of the Landlord or its Agents. Cable service is available in each apartment, but Tenant must contact the cable company for activation/subscription.
2. AIR CONDITIONERS: Where Landlord provides air conditioner(s), Tenant agrees to keep same in clean-operating condition (including replacement/cleaning of filters); Landlord shall make any necessary mechanical repairs upon notification by Tenant. Where Tenant provides air conditioner(s), Tenant agrees to check with Landlord before installation, to install air conditioner(s) properly per Landlord's instructions, and to pay for any necessary alterations to windows or electric; Tenant shall maintain their own air conditioner(s) mechanically and otherwise.
3. ALTERATIONS/PAINTING: Landlord shall provide apartment in freshly painted condition at the time the Tenant takes possession. Thereafter, the Tenant shall be responsible for painting and redecorating, but only with prior consent of Landlord, using paint/materials approved by Landlord. No alterations or improvements (including painting) shall be made by the Tenant without prior written consent of the Landlord or its Agents.
4. CARPETING: All apartments must have carpeting/rugs covering their floors (for protection and noise). Where Tenant installs wall-to-wall carpeting, it must be done with Landlord's permission in a manner permitted by Landlord. Where Landlord provides wall-to-wall carpeting Tenant is responsible for carpet cleaning and maintaining carpet in good condition.

5. CLEANING: During tenancy, tenant shall keep apartment clean and free of any debris which causes breeding of bugs or pests. Tenant will be responsible for cost of extermination of bugs or pests resulting from unclean or cluttered condition of apartment. Upon termination of the occupancy, Tenant must leave the rented premises in a reasonably clean and sanitary condition, including the stove and refrigerator.
6. COMMON AREAS (Hallways/Staircases & Basements/Laundry Rooms): Tenants are not to leave shoes, clothing, bicycles, or other personal items in hallways or staircases (even immediately outside individual unit entry doors). Bicycles, furniture and other personal items are not to be left in basement or laundry room areas. Each tenant has a storage locker for their personal use.
7. DISPOSALS: Where Landlord provides garbage disposal, no materials or objects other than food (not bones) are to be put down disposal. Before and while using disposal sufficient water must be running from faucet.
8. DOORS: Tenant shall keep all security doors and garage doors of the building closed/locked.
9. EXTERIOR: At no time shall any washing, rugs, clothing, or any other articles be hung out the windows, or on the balconies or fire escapes. Personal items are not to be stored in common areas or on fire escapes. Outside grilling is prohibited unless approved by Landlord in writing. Yard and/or garage-type sales are not permitted anywhere on the premises.
10. KEYS & LOCKS: Tenants are responsible for their keys. If keys are lost, Tenant will be charged for cost of replacement or changing of locks if necessary. No additional locks may be installed on any door in the premises without the prior written consent of the Landlord (including re-keying of any lock). The Tenant agrees to return all keys, including original issues and any additional duplicates required during tenancy to the management at the expiration of the tenancy, and further agrees to pay \$25.00 assessed by the management for key service required to be rendered by reason of lock-out or for other causes. If a lock is forced and/or broken by a tenant(s) or his guest(s), they will be charged also.
11. LAUNDRY FACILITIES: Coin operated machines are provided in laundry room. Please remove clothing from machines promptly. Do not use tints or dyes, or put anything in machines which would harm someone else's clothing. Remove lint from machines after using. Landlord is not responsible for scheduling/coordinating times for using machines. Tenants are not permitted to have washer/dryer in apartments or laundry without prior written consent of Landlord.
12. LIABILITY: Residents are reminded that the owner's insurance covers only those items belonging to the owner. In the case of fire, water damage, or theft, the owner's insurance does not cover the personal possessions of the resident. Residents are advised to obtain their own renter's insurance to cover their personal possessions.

13. **LIGHT BULBS:** Light bulbs shall be supplied to each apartment at the time the Tenant takes possession. Thereafter, the Tenant shall be responsible for the replacement and installation of all bulbs. At the time of vacating, Tenant is expected to have all light bulbs in working order.
14. **NOISE:** When entertaining, be considerate of your neighbors as most tenants retire early. All tenants are responsible for their guests and visitors. Tenant agrees to show due regard for the comfort and enjoyment of other Tenants. Tenant further agrees not to cause loud noise(s) that would disturb other Tenants.
15. **PARKING:** Landlord shall provide parking/garage for Tenant only as is stated in Tenant's lease/rental agreement. Those tenants renting a garage must use garage and not the parking spaces in lot/driveway as spaces are limited. Guests/visitors may not use spaces in lot/driveway when required or needed by Tenants authorized to use lot. Any car in violation can be towed away at vehicle owner's expense.
16. **PETS:** No pets may reside in apartments, unless agreed to by the Landlord in writing.
17. **PLUMBING:** Do not put grease, coffee grounds, or other foreign objects down sink drain. Do not put Kleenex, paper towels, garbage or other foreign objects down toilet. Any cost for auguring/cleaning drains for above reasons may be charged to Tenant.
18. **STORAGE BINS:** Storage space is provided for each Tenant. Do not store gasoline, paint, or other flammable materials. All articles must be stored in assigned spaces unless prior consent has been given by Landlord. Landlord is not responsible for loss or damage of articles stored.
19. **TRASH:** Please empty all bottles, jars, etc. before placing in container. Residents must put garbage in secured plastic bags and place in dumpster, which is located in the back of the Admiral Building or between Shiloh & Telford.
20. **WATERBEDS:** No waterbeds are permitted under any condition.
21. **WINDOW TREATMENTS:** Acceptable window treatments, such as curtains or shades, must be installed within 30 days of commencement of lease. Where Landlord provides Shades/blinds Tenant agrees to keep same clean and in good working order (including replacement of ropes/tapes for blinds).