

# THE A.W. GERDSEN COMPANY, LLC.

## 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 The 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.**

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1. AERIALS: No exterior radio, television, or communication aerials or equipment 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. There will be a \$25-\$50 charge, depending on the nature of the removal or installation, to seasonally remove or install air conditioners.
3. ALTERATIONS/PAINTING: No alterations or improvements, including painting, shall be made by the Tenant without submitting a prior written request, and having received prior written consent of the Landlord or its Agents.
4. BUGS & PESTS: During tenancy, tenant shall keep apartment clean, sanitary, and free of any bugs or pests. Tenant will be responsible for cost of extermination of bugs or pests during tenant's occupancy of the apartment. Tenant will also be responsible for the cost of extermination in neighboring apartments if it is determined that the bugs or pests originated from the tenant's apartment. Tenant shall not create conditions in the apartment, which are conducive to attracting bugs and pests, including but not limited to, keeping bulk food containers. Bulk food and/or other food containers must be closed and sealed.
5. CARPETING/ FLOORING: 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. Tenant must have carpet professionally cleaned upon vacating the apartment.

6. CLEANING: During tenancy, tenant shall keep apartment premises clean, sanitary, and free of any bugs or pests. Upon termination of occupancy, Tenant must leave the apartment premises, fixtures, and equipment in a clean and sanitary condition, including but not limited to, the bathroom, kitchen (including appliances), and window treatments. Tenant will be responsible for professional cleaning of the premises, fixtures, and equipment if the apartment is not returned in a satisfactory condition, normal wear and tear excluded, to be determined at the sole discretion of Landlord.
7. 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. Tenants will have a storage locker available for their personal use, which may be assigned upon move-in.
8. DISPOSALS: Where Landlord provides a disposal, it may be solely used for foods that are not fibrous, such as celery, corn cobs, etc. and may not be used for the disposal of bones. Any large bulky food wastes should not be put into the disposals. Do not pour cooking grease or oils of any kind into the disposal. Always run cold water before and while using the disposal; this prevents the motor from burning out. Never use a drain cleaner of any kind in the disposal.
9. DOORS: Tenant shall keep all exterior doors, common area security doors, and garage doors of the building closed and locked at all times. All fire doors within the building must be closed at all times.
10. EXTERIOR: At no time shall any washing, rugs, clothing, or any other articles be hung out the windows, or left on the balconies or fire escapes. Personal items are not to be stored in building 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.
11. 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.
12. LAUNDRY FACILITIES: Coin operated equipment is provided in the laundry room(s). Please remove clothing from the equipment promptly. Do not use tints or dyes, or put anything in the equipment, 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/dryers in apartments or laundry without prior written consent of Landlord.

13. 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.
14. 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.
15. NOISE: Tenant agrees to show due regard for the comfort and enjoyment of other Tenants. Tenant agrees not to cause loud noise(s) that would disturb other Tenants. When entertaining, be considerate of your neighbors as most tenants retire early. All tenants are responsible for the behavior of their guests and visitors.
16. OCCUPANCY/TENANCY: Landlord only leases to individuals and their immediate family members. Studio apartments shall be limited to one occupant. One Bedroom apartments shall be limited to two occupants with a maximum of two adults. One Bedroom plus Study apartments shall be limited to three occupants with a maximum of two adults. Two Bedroom apartments shall be limited to four occupants with a maximum of three adults. If three adults reside in a Two Bedroom apartment, two out of the three adults must be immediate family members, excluding spouses.
17. PARKING: Landlord shall only provide parking/garage for the Tenant as is stated in Tenant's Lease/Rental Agreement. Tenants renting a garage must use the garage and not the parking spaces in drive way or parking lot, as spaces are assigned & limited. Guests/visitors may not use spaces in the driveway or parking lot. Any car in violation may be towed away at vehicle owner's expense.
18. PETS: No pets may reside in apartments, unless agreed to by the Landlord in writing.
19. 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.
20. ROOMATES: Should Tenant desire additional adult roommate(s) in the apartment after Tenant has entered into a lease/rental agreement, Tenant and the requested additional adult roommate(s) shall complete a Request for Roommate Form/Addendum, which must be submitted to and approved by Landlord prior to the requested additional adult roommate(s) moving into the apartment.
21. SMOKING: Smoking of any kind is strictly prohibited in individual apartments and common areas of the building.

22. STORAGE LOCKERS: Tenants will have a storage locker available for their personal use, which may be assigned upon move-in. Tenants shall not store gasoline, paint, or other flammable materials. All articles must be stored in assigned space, unless the Landlord has given prior written consent. Landlord is not responsible for loss or damage of articles stored.
23. 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.
24. WATERBEDS: No waterbeds are permitted under any condition.
25. 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).

Received and Accepted:

\_\_\_\_\_  
Name - Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name - Signature

\_\_\_\_\_  
Apartment Number