

Rules & Regulations

Introduction: It is the philosophy of LAMCO Property Management that you, our tenant, including members of your household, deserve the quiet and peaceable possession of your apartment home in an attractive setting at reasonable cost that has been subsidized by the tax payers. To implement this philosophy, we have developed specific rules and regulations for all of our tenants, members of their apartment household and guests to follow. The rules and regulations are part of the contract among all tenants, LAMCO and the tax payers to keep the apartments a good place to call home. By following these general rules, we can be of greater service to this apartment community and help you enjoy living at this apartment property. These rules are supplemental to the terms and condition of your lease and the other documents you signed when you agreed to live here. When everyone follows the same rules we can all make our home more enjoyable.

- 1 You and your household will observe all the rules we have. You will also make sure that your guests follow the rules.
- 2 All federal, state and local laws must be observed and followed. Activities that endanger the safety, morals and welfare of other persons are prohibited, as is disturbing the peace.
- 3 Please conduct your activities in and about the buildings in a manner that will not interfere with the rights, comforts or convenience of your neighbors. No musical instruments, radios, televisions, compact disc players, game systems or other noise producing equipment shall be operated in a manner that is disturbing or annoying to other people, nor will loud disturbing noises be tolerated. Residents are responsible at all times for the reasonable conduct of their co-tenants and guests. Loud, boisterous conduct anywhere on the property that will disturb the comfort of others is prohibited.
- 4 Use of narcotic drugs and other unlawful activities are prohibited on the premises and will be cause for immediate eviction action. We endorse the drug free efforts of the local police and sheriff's departments, seek their assistance whenever necessary and offer our unconditional support when asked.
- 5 If any member of your household is arrested for breaking a law, you are to immediately notify LAMCO of this arrest and what the charges are.
- 6 You will not knowingly allow a person who has been banned from LAMCO properties to be present in your apartment. Banned persons on our properties are guilty of criminal trespass. To knowingly let one in your home is aiding a criminal act.
- 7 Anyone who has been convicted of any criminal sexual offense and is required to register is PROHIBITED at your apartment either as a tenant or visitor. You will not knowingly allow such person on the property. Since it is posted on the grounds, such persons would be guilty of criminal trespass.
- 8 Any time someone moves in or out of your apartment, you will immediately notify LAMCO in writing and participate in a re-certification. This also includes someone going to jail. If that person later wants to rejoin the household, s/he must re-apply and if s/he is eligible a re-

certification must be done. Prior residence does not automatically make someone eligible for tenancy. Eligibility and Admission Criteria are posted in the LAMCO office.

9 Any time someone in your household gets a job, loses a job, or has any change in income on your most recent Tenant Certification of \$100 per month or more, you will immediately notify LAMCO and participate in a re-certification. Child support received must be reported as income. Keep in mind what your wages are when you are certified. If through the certification term you receive increases in wages that when added together make a \$100/month difference or more, you need to report that. For example, if you work 40 hours/week and receive \$0.25/hour raise three (3) separate times during the year, that makes an increase of \$130/month and would require re-certification after the third raise.

10 Taking money from someone and letting them “crash on your couch” until they find other housing is known as sub-leasing or sub-letting. You will not allow anyone to sub-let any part or your apartment. This is considered as someone moving into your apartment and would require a re-certification. To be added to your certification, the new person(s) must fill out an application and be approved by LAMCO. The new person(s) will also have to verify their income in the same manner that you did when you moved in and when you are re-certified. You will also have to verify your income again.

11 When you have visitors for an extended period of time (more than 2 or 3 days in a row), you must notify management when they arrive and when they leave. This will help avoid misunderstandings and unwarranted rule violation notices.

12 You won't interfere with the appliances or other permanent structures in the apartment. No yard maintenance or repair work by tenants or non-LAMCO approved persons is allowed.

13 If you want to change the paint color of your apartment interior, you will need to complete and submit a “Painting Request and Agreement” form available at LAMCO's downtown office. Interior painting changes, if approved, will be entirely at your expense and cannot be added to your account. LAMCO reserves the right to approve paint colors and who does the actual painting. This is due to possible accidental damage to the woodwork and flooring caused by painters. All options and restrictions are specified within the “Painting Request and Agreement” form.

14 Trash containers have been provided for your use within designated areas near your building. We ask that you use care in making sure that garbage is placed inside the containers. All McPherson dumpsters have a sliding door in the side so it is easier to make sure the trash makes it into the dumpster. Please help keep these common areas clean. Never deposit lit cigarettes or cigars, flammable or toxic substances or hot ashes into the trash containers. All trash will be in plastic TIED bags, and placed IN the trash container in the parking lot. Any trash that is too big to fit in the trash container in the parking lot, you are responsible for making arrangements to have it hauled away.

15 Outside Items:

15.1 When not in active use, tricycles, bicycles, chairs and miscellaneous toys of your children, as well as other personal articles, must not be left on the community grounds or sidewalks, or left in the driveways, parking lots, entrances, passages, or stairways.

15.2 Entrances, passages, and stairways must never be obstructed or used for storage. Items may be placed on the cement porch section of your entryway as long as they

- don't block the door or sidewalk leading to your apartment. This will keep the community free of hazards by leaving personal belongings out of the traffic way.
- 15.3 Motorcycles are not allowed to be kept inside of the apartment home either; this is a fire safety precaution and will avoid damage to the carpet from oil, grease or fuel leaks. This does not apply to motorized mobility assistive devices for the disabled (scooters, power wheelchairs, etc.) as long as they are being used in the manner prescribed for a disabled tenant.
- 15.4 We are sure that each resident will have enough pride in their apartment home to attend to the neatness of his/her patio, balcony or entrance porch. We ask that you do not hang towels, mops, swimsuits, etc., over your balcony or patio fence.
- 16 Laundry is to be done in the provided laundry areas or any off-site facility you choose (laundromat, friend's house, etc). Complete laundry facilities are available to you. Laundry rooms will be open daily for the convenience of the tenants. Since these are designed only for tenants' use, please lock the door each time you leave the laundry room. All tenants are provided a laundry room key. You should keep the machines clean for the future use by yourself and other residents. All spills should be wiped up to prevent staining or slipping. You should also clean the dryer lint screens after each use. Please do not throw the lint behind the machines; it is a fire hazard. The management reserves the right to prohibit the use of the laundry rooms to anyone failing to comply with normal precautions and regulations. No washers or clothes dryers are to be installed in any apartment where there is a laundry room in the complex. No outdoor clothes lines are or will be installed. Do not hang clothing or cleaning apparatus on the building or railings.
- 17 No additional major appliances, such as freezers, washers, dryers or portable dishwashers, will be permitted to be operated within the apartment. Tenants of Country View Apartments in Moundridge may have washers and/or dryers since there are hook-ups in each apartment and no laundry rooms on site.
- 18 Bicycles and motorized cycles are not allowed on the sidewalks or grass. This does not apply to motorized mobility assistive devices for the disabled (scooters, power wheelchairs, etc.) as long as they are being used in the manner prescribed for a disabled tenant. Rollerskates, roller blades, skateboards and scooters are not allowed on the grass, and should be used with caution on sidewalks.
- 19 Use of the outside water spigots is strictly forbidden by tenants. No washing of vehicles in the parking lot. Hooking a water hose to any laundry room faucet is strictly forbidden.
- 20 You are responsible for your visitors' behavior. This includes visitors' children and your children's visitors.
- 21 Any visitor staying past the limits outlined in your lease must apply for residency, be approved and your household re-certified. Failure to do so is a violation of your lease and your household may be evicted for non-compliance.
- 22 Pets are allowed. All pets must be registered with management and a Pet Policy/Care/Agreement must be completed. We do recognize the difference between pets and service animals. All service animals must be approved by management prior to being admitted.
- 23 Don't create fire hazards like hoarding papers or boxes in your apartment, or storing gasoline or other flammable substances on the property.

- 24 The driveways and parking spaces are for WORKING VEHICLES ONLY. Inoperable vehicles, trailers, etc. may be towed at the vehicle owner's expense.
- 24.1 All vehicles must have current tags and insurance. Except for emergency towing and starting repairs, no repair or maintenance of vehicles will be performed in parking space(s) or elsewhere on or about the grounds. Non-operative vehicles shall not be permitted in the parking stalls at any time. Unregistered vehicles cannot be parked on the grounds at any time. Such vehicles will be towed away at the owner's expense. No recreational vehicles such as ATV's, minibikes, etc. may be ridden on the property.
- 24.2 Excessive oil loss or spillage from vehicles is damaging to the parking lot. It can also damage carpets, walks and floors when it is tracked out of the parking lot. Oil and grease on the pavement also constitutes a safety and environmental hazard, and must be removed immediately. Each resident assumes responsibility for keeping the area around their vehicle free from oil and grease, and any parts or pieces, that could endanger the safety of themselves or other residents, guests, or employees of the property.
- 24.3 Residents assume all responsibility for maintaining the area around and under their vehicle. Residents will be held responsible for cleaning up any fluids, motor fuel or oil which spills on the premises. Spills will be reported to the Site Manager who will verify the adequacy of the clean up. Tenants will be held liable for the cost of any clean up required to remove the spill in the same manner as damages to their unit or to the remaining common area of our community.
- 24.4 All vehicles should be locked at night. The management will not be responsible for loss or damage to any vehicle or its contents.
- 25 We will periodically inspect the apartments to check on the upkeep and maintenance. These inspections will be pre-announced. If you have an issue you want us to look at or maintenance to bring to our attention during the inspection, please put it in writing.
- 26 Do not put your name on the door, passageway or mailbox. This is for your own protection.
- 27 Damages due to misuse or accident will be repaired by the landlord and paid for by the tenant. Damages due to normal "wear and tear" will be paid by the landlord. Damage from use of tobacco products or smoke (for example candles, incense) are not considered "normal wear and tear."
- 28 No tacks, screws, nails, hooks, etc. in the woodwork or ceilings.
- 29 No radio or television aerials, antennas or wires shall be erected on any part of the premises. Satellite dishes may not be affixed to any permanent structure including but not limited to roofs, storage sheds, walls or windows.
- 30 Installation of telephone jacks other than those provided is not permitted without written permission from management. Installation of additional cable outlets is not permitted without written permission from management. It is recommended that if you have telephone service, you enroll in the "inside wiring" program from your telephone service provider.
- 31 Locks: If you are locked out of your apartment, you can call a locksmith to open the door. Bill Bradford is our approved locksmith. You will be responsible for payment of that cost unless it was due to faulty equipment. You could call LAMCO to unlock your door instead. Neither LAMCO nor any associated person or vendor is allowed to unlock the door unless

a resident of the household is present. There is a “lock out” charge for this as stated in the Schedule of Charges.

31.1 If you lose your keys or request a lock change for any reason other than home invasion or faulty equipment, you will be responsible for that cost. A charge will be made for each additional key provided or if the locks must be changed.

31.2 Tenants may not alter any lock or install a new lock on any door on the premises without the written consent of the management. No additional locks will be put on the unit without the landlord’s express permission. Any new locks will need to be keyed to the management’s master key in case of emergency or accidental lockout. “Chain” locks are prohibited. If you wish extra security for while inside your apartment, LAMCO will install an additional deadbolt that is keyed to our master key but will not issue anyone else the key for it. This gives you the security of a “chain” but still allows emergency access if needed.

31.3 When you move out, you are responsible for return of all keys associated with the rented unit immediately in order to return possession of the rented unit to LAMCO. Failure to do so will result in a lock change and you will be responsible for that cost.

32 Outside behavior/rules:

32.1 Parents or guardians are responsible for the conduct of their children. Because of the management's concern for their safety and your peace of mind, children under school age cannot be in public or recreation areas unless accompanied by parent or guardian. **Children must be supervised at all times.** Parents are responsible for the conduct of their children and guests, regardless of age.

32.2 Any person whose judgment is impaired or has not yet developed to a degree that they will not cause harm to persons or property MUST BE supervised by someone that does have the appropriate level of judgment. This includes not only children but adults. It is possible that the judgment level of an individual may vary from day to day or by circumstance (including being intoxicated).

32.3 No one is allowed to play in the parking lot.

32.4 Play in the area provided closest to your apartment. If you live in a two-bedroom apartment, your household and/or guests should not go to the one-bedroom apartment area to play.

32.5 Balls and other objects will not be thrown against the walls or towards the building.

32.6 BB guns are not allowed outside since it is illegal to shoot them in the city limits.

32.7 There are to be no “jumping ramps” used at any time.

32.8 Do not touch or interfere with any outdoor fixture including but not limited to rain gutters, downspouts, sprinkler heads, light poles and trees. This includes no climbing the trees.

32.9 Wading pools are strictly forbidden on the property.

33 All cases of accidents need to be reported to management.

34 Do not drive on the sidewalks, fire lane or grass. A \$100 fine will be automatically assessed for damage done to the grounds and sprinkling system. This fine will be assessed against you for anyone associated with your household including but not limited to family and/or friends “helping” you move in or out of an apartment.

- 35 You may plant flowers in front of your unit if space allows, but if you move out, the flowers stay. If you want to take them with you, they need to be in “flower boxes” from the start. Flower boxes may not be permanently attached to the building.
- 36 Renters insurance is required for waterbeds, barbeque grills and any outside cooking devices, and fish tanks with more than a one gallon capacity. LAMCO must be notified when any of these items are present and proof of renters insurance must be on file for the household.
- 37 You are responsible for cleaning and testing your smoke alarm.
- 38 All service/maintenance requests between semi-annual inspections must be in writing. Service request forms are provided in your tenant folder and are available at the LAMCO office.
- 39 All move-out notices must be received in the LAMCO office or postmarked by the **first business day of the month**. Move out notices received or postmarked after the first business day of the month will become effective on the first of the following month. See also Chapter 8 of the LAMCO Tenants Handbook.
- 40 The owner’s property insurance does not cover the tenant’s personal belongings either in the dwelling, outdoors, or in vehicles. You are responsible for obtaining your own insurance for your own property.