

CHANDLER PROPERTY MANAGEMENT
908 BROADWAY
BOWLING GREEN, KY 42101 270/782-8282
RULES AND REGULATIONS

WE WELCOME YOU AS A NEW RESIDENT TO OUR COMMUNITY

Bowling Green, KY _____

Welcome to your new home! The following rules and regulations are for the safety and convenience of the residents and the community.

These rules and regulations may be added to, amended or replaced by the manager upon thirty days prior written notice unless an emergency requires immediate implementation.

THESE RULES AND REGULATIONS HAVE BEEN ESTABLISHED BY THE AGENT/MANAGER AND ARE HEREBY MADE PART OF THE LEASE AGREEMENT.

Defined terms used herein shall have the same meaning as given in the lease agreement. Failure to comply with the rules and regulations may, at the discretion of the agent, be deemed a breach of the lease agreement and subject you to eviction.

You are responsible for seeing that guests, with your expressed or implied consent, comply with these rules and regulations as well as with the lease agreement.

UTILITIES:

Required utilities must be transferred into the resident's name prior to obtaining a key to the unit. Proof of transfer must be presented in the form of a receipt. Residents are responsible for payment of all utilities, beginning on the move-in date specified on the Lease Agreement. Chandler Property Management will issue a 24-hour disconnect with ATMOS Energy after keys have been issued to resident.

Bowling Green Municipal Utilities
801 Center Street
Bowling Green, KY 42101
270/782-1200

ATMOS Energy
(connection by
phone only)
888/954-4321

Warren Rural Electric
951 Fairview Avenue
Bowling Green, KY 42101
270/842-6541

Warren County Water District
523 US 31W By-Pass
Bowling Green, KY 42101
270/842-0052

RENT PAYMENTS:

For your protection and the safety of our management personnel, **we require all payments to be in the form of check or money order. Cash will not be accepted.** All rent is due and payable on the first (1st) of the month in the management office and must be received on or before the fifth (5th) of the month in the management office. **If rent has not been paid by the fifth (5th) of the month, a late fee equal to 10% of your monthly rent will be posted to your account. An additional 10% late fee will be charged for rent that is not received by the fifteenth (15th) of the month. If payment in full has not been received by the twentieth (20th) of the month, residents will be subject to eviction proceedings.** A \$25.00 NSF charge will be collected on all insufficient fund checks. Roommates sharing rent must pay rent at the same time. No partial rent or post dated checks for rent will be accepted.

ENTRANCES, HALLWAYS AND STAIRWAYS:

The sidewalks, hallways, stairways, landings and public common areas shall not be used for any purpose other than to enter and/or exit from the apartment building or residence. These areas shall be kept clear of bicycles, motorcycles, toys, waste receptacles/trash, cigarettes, footwear, umbrellas and all other articles at all times.

PATIOS AND BALCONIES & GRILLS:

Personal items should be placed on the patio/deck or in your apartment. Residents residing in ground floor units with concrete patios may have grills, but they must be 15 feet away from the building while in use. **Grills of any kind are prohibited on wooden decks. Grills are prohibited for those residents residing in second or third floor units.**

SERVICE REQUESTS:

Most requests for service can be completed within a 24-hour period by contacting the office Monday through Friday during normal business hours. In case of emergency, please call 782-8282. A 24-hour service will be available to respond to your call and forward your request to the appropriate person. Emergencies include fire, flood, electrical outage, heat/air conditioning interruptions and sewer back-ups. Resident's requests for service cannot be fulfilled if pets are left unattended.

TELEPHONE/ INTERNET/ CABLE:

Telephone, internet, and cable connections may only be placed at previously wired locations provided by the telephone and cable companies. Additional drilling, cutting or boring for wires is not permitted without prior written approval from manager.

Bell South
P.O. Box 33009
Charlotte, NC 28243
557-6500

Insight Communications
515 Double Springs Road
Bowling Green, KY 42101
782-0903

LOCKS AND KEYS:

Keys will be issued to your apartment when proof of utility transfer has been submitted. These keys together with any and all duplicates made by the resident must be returned to manager upon vacating the apartment. No lock may be changed or added to any exterior or interior door without written consent of manager. Manager must retain a passkey to each apartment. There is a \$25.00 lock out charge for anyone requiring management to open his or her door during normal business hours (8 a.m. to 5 p.m. Monday through Friday excluding holidays).. Any such request must come from the party listed in the lease agreement and proper identification is required. For after hours lockouts, please contact a local locksmith. Should you require locks to be changed during the term of your lease, you will be charged for a complete set of locks and labor to change these locks. There will be a \$25.00 charge for replacement of lost keys and a \$100.00 charge to change door locks.

MAILBOXES:

Units that are furnished with “banker boxes” (mailboxes in a centralized location) require you to obtain a key from the Post Office, which is located on 311 East 11th Street. Postal regulations require boxes to be closed and locked. Mail will not be delivered in unlocked boxes. Do not place notices or advertisements on mailbox facilities. Please call the post office at 782-4202 or 782-4205 to order your key.

PRIVACY:

The office staff will not grant anyone, other than owner’s representatives, access to your apartment under any circumstance (except in the case of emergency or if presented with a search warrant).

Owner has the right to enter with notice given, fifteen (15) days preceding the expiration of the lease. Please notify the office of changes in your home or work phone numbers, or a number where you can be reached in the event of an emergency. Your numbers are retained in our files and are kept strictly confidential.

SOLICITING:

Soliciting and distribution of handbills are not permitted in the apartment community. Residents are requested to notify the office should this occur.

PLUMBING:

The garbage disposal (where applicable) will take only soft food items. Do not put bones, cigarettes, paper or eggshells in the disposal. Keep warm water running while the disposal is in operation. You will be charged for misuse of the disposal.

Residents should purchase a plunger to use on all plumbing stoppages. Chandler Property Management will not respond to plumbing stoppages unless a plunger has been tried first.

WINDOW COVERINGS:

To assure a uniform exterior appearance throughout the community, all window coverings must be approved or furnished by the management. Window coverings must be in good repair at all times. Under no circumstances may window be covered by any substance other than those designed as a window covering (i.e. bed linens, towels, aluminum foil, reflective film, flags, paper products, etc.). No signs, signal, illumination, advertisement, notice or any other lettering or item may be displayed on window, doors, or any other part of the building with the exception of intrusion alarm stickers.

PARKING:

Parking shall be on a first come, first served basis (residents leasing townhouses are asked to observe the two spaces directly in front of their leased unit). Park only in designated areas. Any vehicles parked illegally in handicapped spaces, in front of rubbish containers, alongside curb lanes, on lawn areas, or in no parking zones will be towed without notice at the owner's expense. Management reserves the right to limit the number of vehicles allowed per apartment. All vehicles must be registered on the rental application. Please notify the office immediately of any changes of owned vehicles. All vehicles must have a current valid motor vehicle license. All trucks, vans, boats and recreational vehicles are not permitted. Residents may not perform auto repair work of any kind on the community (this includes oil changes, tune-ups, etc.). Vehicles with expired plates, flat tires, or which are abandoned, unsightly, or deemed inoperable by owner are not permitted to be kept on the property, and may be towed without notice. Semi tractor-trailers and buses are not allowed on the property at anytime. Parking or driving on the grass is not permitted at any time; this can cause serious damage to the property. Vehicles or moving vans found in these areas may be towed without notice. Please be aware of this policy while moving in and out, and having deliveries made to your apartment as you are held responsible for any delivery persons.

Motorcycles are only to be parked in parking areas. They are NOT to be parked under stairways, patio/balconies or in your apartment. This is a fire hazard and will not be permitted. All motorcycles and mini bikes must be properly licensed and no one under age is allowed to operate a vehicle in the community.

SPEED LIMIT:

The speed limit throughout the community is 15 mph, or as posted. Please help us observe this speed limit for everyone's safety. **WATCH FOR CHILDREN!**

NOISE:

Neither resident, nor resident's guests or invitees, shall make or permit any disturbing noises in the building, or in the apartment community, nor do or permit anything to be done that will interfere with the rights, comforts or convenience of other residents. No

resident shall play any musical instrument or operate a television set, stereo, cd player or radio in a manner or at anytime if the same shall disturb or annoy other occupants of the building or the community. If you believe you are being disturbed or inconvenienced by noise, contact the Bowling Green Police Department at 393-4000.

WATERBEDS:

Waterbeds are not permitted in the apartment unless otherwise authorized by the manager and 1) resident has provided proof of flotation bed insurance; 2) insurance lists apartment community as additional insured; 3) resident complies with other applicable local laws and ordinances.

INSURANCE:

Coverage maintained by your apartment community does not protect residents from loss or damage of personal property by fire, theft, water damage, or any cause whatsoever. Owner will not be liable for the loss or damage to resident's property. Residents are advised to obtain insurance protecting their household goods, personal property and vehicle. In the event of a loss, Owner will not cover any portion of personal property including the insurance deductible.

PEST CONTROL:

Extermination of your apartment will occur on a regular basis. If there is a pest problem, please contact AA Rid All at (270) 843-8586 and the exterminator will schedule additional treatment with you at a convenient time. Please do not call our office; all appointments will need to be set up with AA Rid All. Please assist our pest control company by maintaining a high standard of good housekeeping. If the resident has a pet and becomes necessary to spray for fleas, resident must pay additional charge when services are rendered and upon vacating the apartment.

TRASH REMOVAL:

Rubbish containers are required. Please see that all garbage is placed in plastic bags, securely tied and placed in the containers, not beside them. If trash is left on your doorstep, patio, breezeway or other improper area and removed by management, there will be a \$35.00 charge due the next month. Repeat offenders are at risk for lease termination. New residents are required to break down any boxes before placing in the containers. Please contact Scott Waste Management at 783-4016 to set up service. Recycling bins may also be available for your use. Contact Southern Recycling at 781-3265 if you are interested.

GUESTS:

Residents shall be responsible for conduct of their guests. No guests may stay with you for longer than 5 consecutive days. Any violation of the lease agreement or community policies by the guest is deemed to be a breach by the resident.

DAMAGE OR WASTE:

Resident will be charged for damage to the property as a result of negligence, carelessness or misuse. The resident shall at all times maintain the interior of his/her apartment in a clean, orderly and sanitary condition. No interior alteration or redecoration of any kind may be done without the written consent of the management. Small nails are permitted; however no adhesive hangers or molly bolts are to be used. Do not use strong soaps on walls as many cleaners will damage paint and texture. The resident shall be liable for all damages to the building caused by moving furniture or other article of the resident. No awnings or other projections including air conditioners, television/radio antenna or wiring shall be attached to or extended from the outside of a building or roof of building or any part of the building for any purpose. The resident is required to report to the manager's office at once, any accident, changes to water pipes, toilets, drains or plumbing fixtures, electrical wires or light fixtures, roof leaks, glass breakage, or loss of any kind. Resident shall not waste electricity, water, heat or air conditioning or service provided by manager. Resident shall keep corridor (if any) closed except when persons are entering or exiting the apartment.

DELIVERY OF PACKAGES:

The management office will not accept packages intended for residents which are too large for the mailbox or any other personal delivery.

LIGHT BULBS:

All fixture bulbs are provided at the time of move-in. Replacement of all other bulbs in fixtures controlled by the resident is the responsibility of the resident. All bulbs must be working at the time of move-out.

MAINTENANCE PERSONNEL:

Please do not ask maintenance to perform repair services. They are not allowed to enter any apartment without a written request from the office staff. When maintenance service is required, please call or come into the office and give us your request. This allows us to maintain a service record and enables us to take care of problems in a timely manner.

GOVERNMENTAL COMPLIANCE:

Resident shall comply with all municipal, county, state, federal or other governmental laws, statutes, codes, regulations, and other requirements including without limitation, health, safety and police requirements and regulations respecting the obligations of residents under the lease. Resident shall at all times comply with ordinances relating to use of flammable explosives, asbestos or other hazardous toxic, contaminated or polluting materials, substances or wastes.

USE OF RESIDENCE:

Resident shall not; 1) carry on any activity except those ordinarily embraced within the permitted use of the residence as a resident, 2) install or operate any internal combustion engine, boiler, machinery, refrigerating, heating or air conditioning equipment in or about the residence without owner's prior written approval, 3) operate any electrical or other device which may interfere with or impair radio, television, microwave or other broadcasting or reception in the residence or elsewhere, 4) do anything in or about the residence tending to create or maintain a nuisance or do any act tending to injure the reputation of the community, 5) throw or permit to be thrown or dropped any article from any window or their openings in the residence, 6) use or permit within the residence anything that will invalidate or increase the rate of insurance on any policy carried on the residence, 7) use the residence for any purpose or permit within or upon the community, including but not limited to, flammable oils, fluids, paints, chemicals, unlicensed firearms or any explosive articles or materials.

RECREATIONAL FACILITIES:

If management has provided recreational facilities and areas for the use of residents and their guests, Residents are responsible for their guests and should use the facilities at their sole risk. Resident will be responsible for any loss or damage. Any resident or guest may be barred from the use of the facility for a violation of the rules and regulations will be posted in or near each facility. If the community should have any form of identification (i.e. sticker, tags, keys, cards, etc.) for entry and use of the facilities, such identification must be reported to owner immediately. Owner may require a reasonable deposit and may impose a reasonable charge for replacement.

SATELLITE DISHES

Satellite dishes are permitted with the following guidelines:

- Dish must be on the patio or balcony. Dishes may not be placed in the lawn area
- Attachment of a dish to a privacy fence, balcony, or deck may not involve drilling, nailing, or any other type of change/damage to existing structures
- Holes may not be drilled inside or outside the dwelling for wires
- Under no circumstances may a satellite dish be attached to any part of the dwelling.

I have read, understood, and have received a copy of the Rules and Regulations for Chandler Property Management.

Resident

Date

Resident

Date

Resident

Date

Management

Date