

ADDENDUM TO LEASE RULES AND REGULATIONS

1. Maintenance requests are to be made directly to the office at 695-7962 during business hours: 8:30a.m – 5:00p.m. Monday – Friday. If an emergency situation arises after hours, call 695-7962 for assistance.

EMERGENCY MAINTENANCE SERVICE IS CONSIDERED ONLY TO BE NO HEAT, NO WATER, OR A LOSS OF THE ENTIRE ELECTRICITY TO THE UNIT. ANY REQUEST AND SERVICES PERFORMED SUCH AS LOCK OUTS, CLOGGED TOILETS, GARBAGE DISPOSAL REPAIRS, ETC., WILL BE CHARGED TO YOU AT A MINIMUM FEE OF \$35.00/HR.

EXAMPLE: Air conditioning is not an emergency.

2. Keys for the apartment door and mail box are the responsibility of the tenant. A \$5.00 replacement fee per door key is charged if lost or stolen.

Locks may not be changed or added without the permission of the management company. If you request the door lock to be re-keyed a minimum fee of \$95.00 will be charged to you. To replace the entire lockset a \$175.00 minimum fee will be charged. To replace or re-key the mailbox lock a fee of \$35.00 will be charged. **Do not tape, screw, nail, hang, or otherwise affix anything to the doors. Anyone violating this rule will be charged for a new door plus installation costs. No Exceptions!**

Residents locked out during normal office hours will be admitted without charge. There will be a \$30.00 charge for admittance after hours, payable to the office on the next business day. No one other than the tenant will be admitted to an apartment without prior WRITTEN NOTICE from the tenant.

3. The laundry is for use by our residents only. All residents are issued a key card upon move in. Please report any malfunctions of the washers or dryers to management immediately. Replacement cards are \$5.

Activate the Laundry Card by adding cash to it at the Value Adder machine in the hallway near the laundry. Insert the card into the slot on the upper right side of the machine with the gold square facing up and in first. (Always remember, "Gold Chip UP.") Then insert the currency into the slot at the lower left. You may use currency in the amount of \$5, \$10 or \$20. The amount you insert will be added to the card. The card will hold a maximum of \$50. We are not responsible for lost card value. Insert the card in any laundry machine or the Value Adder machine to check the value on the card.

Washers use the "HE" detergents or no more than 2 Tablespoons or regular liquid or powdered detergent. Use ¼ of the amount of fabric softener in the designated slot. DO NOT USE "all in one" LAUNDRY SHEETS. Do not use tints or dyes in the machines. Clean lint filters in dryers after each use. The washer will be locked until the full cycle is complete.

4. Shaking of rugs or dust mops, or throwing of cigarette butts or any other trash from any window or balcony is prohibited. Balconies are not to be used for drying clothes, storing articles, etc. Only patio furniture and plants are permissible.
5. The use of charcoal grills is not permitted in the leased Premises or on any balcony, patio, or other common area on the property upon which the leased Premises is located. Only propane gas grills are allowed on tenant's patio or balcony. No kerosene space heaters, etc. are permitted.
6. Please use plastic, sealed bags for your trash before placing it in the dumpster. Boxes are to be disassembled and placed directly into the dumpster. Tires, old furniture, batteries and electronics are not permitted as the trash collectors will no longer accept such items. Please contact the Solid Waste & Recycling Dept of Altoona at (814) 949-2566.
7. Disturbing or destructive behavior, loud music etc., is not permitted. Please report any of these types of occurrences to the office immediately. If the office is closed, call the police.
8. No nails are to be driven into the exterior stucco or brick walls. A reasonable number of nails may be driven into the plaster walls. You must patch and seal holes before vacating the unit.

9. The management may furnish blinds for your use. If you choose to use your own drapes, the lining must show white to the outside of the building. No other window covering is acceptable.
10. All persons living in an apartment must be named on the lease and all signatures are required. Only two (2) tenants per apartment with the exception of the two (2) bedroom apartments.
11. The security deposit and the first month's rent should be separate checks. They are deposited into separate accounts.
12. Rent is due and payable the first business day of each month. There will be a minimum \$35.00 late fee if payment is not received on the fifth day of the calendar month no later than 4:00 p.m. There are NO EXCEPTIONS.

EXAMPLE: If the first day of the month is on a Saturday, rent payments will be accepted on the following Monday as the first business day of the month. However, all rents must be paid in full by the fifth (5th) of that month; otherwise, there will be a late charge if payment is received on the sixth (6th) day of that month.

Payment may be made by cash, check or ACH payment on-line. Your payment may be made at our office or placed in the mailbox marked "TENANT OFFICE MAIL" located in the main lobby of the apartment building. Make checks payable to Sunbrook Manor. Please check our website for the link for online payments.

There will be a \$35.00 service charge on all checks returned for insufficient funds. Once a returned check has been recorded in our office for the second time, ALL future rental payments must be paid in cash or money order.

13. Gas bills are due within ten (10) days upon receipt of each bill. Payment received after ten (10) days will incur a \$10.00 late fee.
14. Soliciting door to door is not permitted. Please notify the rental office or the resident manager when solicitors are in the building. Please report any suspicious persons on the premises immediately to the office or the police.
15. No pets of any kind will be permitted in the building. Violation will result in a fine of \$25.00/day minimum and any other associated costs to remove pet.
16. Pest extermination is provided by the management. For service, please contact the rental office. (Bed bugs, fleas, or any extermination needed due to the tenant's negligence – will be charged to the tenant for this service.)
17. Please contact the office thirty (30) days before vacating to receive a list of cleaning and check-out procedures.

Tenants may only move in and out during the following hours: Monday through Friday - 8:00 a.m. to 7:00 p.m. Saturday and Sunday – 9:00 a.m. to 6:00 p.m. This is to alleviate undue disturbances to the other tenants.

18. Tenants must leave the apartment in professionally clean condition upon vacating and carpets must be professionally cleaned. Check-in sheets are provided to you at the time you move into the apartment. These forms must be completed, signed and returned to the Sunbrook Manor Office within two (2) weeks upon occupancy. If we are not in receipt of your check-in sheet we will assume that the unit is in excellent condition and expect the unit to be left in that same condition when you vacate. Tenant must contact management to return all keys and schedule a final walk-through before leaving.
19. The security deposit will be returned within thirty (30) days after the expiration date of the lease, provided all rent and charges are paid, the apartment, furniture and carpets are professionally cleaned and damage free, all keys have been returned to the office, and a forwarding address has been provided.
20. To avoid freezing water pipes and personal liability for damages incurred, you must maintain a minimum temperature of 60 degrees in your apartment at all times and have a slow drip from the hot water faucets during weather 15 degrees or below. Failure to do so could result in your eviction from the apartment and/or cost of repairs/damages charged to your account.
21. No waterbeds shall be permitted within the Leased Property without the written approval of management and proof of insurance.
22. Tenant shall be responsible for testing all fire warning devices such as smoke detectors and fire alarms within the Leases Premises and shall notify Landlord if any fire warning or fire abatement device is not functional. Tenant shall not disable, or permit to be disabled, any fire warning device or discharge any fire extinguisher.

23. Tenant shall not go on the roof of the building within which the Leased Premises is located and shall not enter any area clearly designated as being closed to tenants and others.
24. No radio or television reception devices such as antennas and satellite dishes shall be installed upon the Leased Premises or in the common areas around the Leased Premises without prior consent of Landlord.
25. No alcoholic beverages shall be consumed in the common areas of the building and grounds within which the Leased Premises is located.
26. Tenant shall become familiar with and observe all posted security regulations, fire exits and all posted fire escape routes. Questions concerning security and fire procedures should be directed to Landlord (or Landlord's designated representative) without delay.
27. No smoking in common areas of the building.
28. PARKING – Adequate parking spaces are provided for tenants' private licensed passenger vehicles. Vehicles should be parked heading into the curb and within the marked lines. NO PARKING areas and HANDICAPPED ONLY spaces must be observed. Persons wishing to use handicapped spaces must have a properly designated license plate or placard.

Trucks, motor homes, campers, business vehicles, etc., may only be parked by obtaining WRITTEN PERMISSION from the Management. Any vehicle with an expired registration or inspection MUST BE REMOVED from the premises. Any illegal vehicle will be towed away AT THE OWNER'S EXPENSE. Please only park one vehicle per unit next to the building, and park additional vehicles near the center island.

29. CHILDREN – Parents are responsible for supervising children AT ALL TIMES so that they will not present a disciplinary problem for the Management or become annoying to the other tenants. Children are not permitted to play in the entrances, hallways, lobbies, or laundry. Children's toys are not to be left in any public areas, including the common grounds. Ball playing, bicycling, roller-skating, skateboarding, etc. is PROHIBITED in the parking areas, sidewalks and common grounds. Parents will be held responsible for any and all violations or damage caused by their children.

SWIMMING POOL REGULATIONS

1. Pool use is free to all residents. Please obtain a pass at the office before using the pool. Guests are permitted and are limited to two per day. Guest fees are paid to the lifeguard when you sign in. Residents are responsible for all actions of children and guests. Contact the office for more information.
2. All persons using the pool do so at their own risk. We assume no responsibility for any accidents, injuries or loss of personal property.
3. Use of the pool is permitted only when a lifeguard is on duty, and at his or her post. Lifeguards take a 15 minute break every 2 hours. Vacate pool immediately when requested by the lifeguard, Manager, or any Sunbrook Manor employee. The pool may be closed at any time due to weather, maintenance, or operational difficulties and/or at the discretion of the Management or the lifeguard on duty.
4. Children under 11 years old MUST BE ACCOMPANIED BY AN ADULT AT ALL TIMES. A parent or authorized adult guardian must remain at the pool or the child will not be permitted to stay.
5. Only greaseless type suntan lotions should be used. No oil please.
6. GLASS containers are NOT permitted in pool area. Use only plastic or paper drinking cups. Soda should be in plastic bottles or cans.

The use of alcohol or any controlled substance in or around the pool area is STRICTLY PROHIBITED. Any person under the influence of alcohol or other drug will not be permitted in the pool area. Violation will result in the suspension of pool privileges for the remainder of the season.

7. Running, pushing, wrestling, ball playing, or any undue disturbance in or around the pool area is strictly prohibited.

8. NO PETS are permitted in the pool area at any time.
9. Admission to the pool will be denied to anyone with skin abrasions, colds, coughs, inflammations or bandages. Expectorating or blowing of the nose in the pool is prohibited.
10. First-aid supplies may be obtained from the lifeguard. Although we are not responsible for injuries they should be reported promptly to the management.
11. Wet bathers are not permitted in the Social Center or Office at any time. Restrooms are provided at the pool area for residents and guest.
12. Picnic tables are provided for your use. All food, papers, cigarettes and other refuse must be placed in the proper receptacles provided.

Violation of these rules may result in the suspension of pool privileges for all of part of the swimming season.

**EMERGENCY NUMBERS:
SUNBROOK MANOR – 695-7962**

POLICE EMERGENCY: 9-1-1

Tenant

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Lori Baker Agent for Landlord