

Prairie Vista

A Residential Community

POLICIES AND PROCEDURES

The following Policies and Procedures, or any other policies and procedures adopted by OWNER from time to time, are for the benefit of all TENANTS and will be enforced. Our goal is to make this a happy and pleasant home for all who reside here. Your cooperation will be greatly appreciated.

The signatories to this document understand that the policies in this document supplement the Lease Agreement for this Project and are not in lieu of conflicting policies that may be in said Lease Agreement.

NO SMOKING UNITS

Larned's Duplexes in this Housing Project are Smoke Free Units. TENANTS and guests shall not smoke or use tobacco products on or in the premises.

RENT COLLECTION

1. Rent is due and payable between the first and fifth day of each month.
2. If rent is not paid on or before the fifth (5th) day of the month, a delinquent notice will be sent to TENANT. At that point, late charges and other costs will apply.
3. OWNER reserves the right to initiate eviction proceedings after the fifth (5th) day of the month if the rent remains unpaid.
4. Rent must be paid by cash, check or money order made payable to: CITY OF LARNED. At TENANT'S request an automatic bank withdrawal can be arranged; however, if for any reason this withdrawal system causes the missing of a payment, late charges and delinquency notices will still be utilized and the TENANT will then have to revert to cash, check or money orders without accommodation from an automatic bank withdrawal system.
5. TENANT may mail or deliver such payment to:
PRAIRIE VISTA, c/o City of Larned, 417 Broadway Larned KS 67550.
6. Court costs incurred for the collection of rents or due to eviction will be paid by TENANT.

UTILITIES

1. It is the responsibility of TENANTS to make arrangements with the city electric utility, water, sewer, and trash collection, and cable TV/ internet provider for connections and disconnections.
2. TENANT is responsible for removing snow and ice from driveways and walkways.
3. There will be a penalty charge, equal to the greater of \$50.00 or the charge incurred from the Utility Company, if the utilities are disconnected for non-payment resulting in the utilities being switched into the OWNER'S name. The TENANT leasing that unit will also be responsible for any utilities used from time of disconnect until the utilities are reconnected into the TENANT'S name.

CARPET MAINTENANCE

1. Carpeting in the units should be vacuumed at least once a week.
2. Spot cleaning on spills should be done immediately for best results. Use only preparations made especially for carpets. Do not use ammonia, bleach or other strong household cleaners intended for hard surfaces.
3. TENANT is responsible for any carpet burns.
4. Upon vacating the unit, all carpets are required to be **PROFESSIONALLY STEAM CLEANED AND A RECEIPT REQUIRED BY A PRE-APPROVED COMPANY**. If prior arrangements and payment not made upon vacating the unit, the cost will be deducted from the TENANT'S security deposit.

APPLIANCE MAINTENANCE

1. Clean refrigerator regularly using mild soap and water, inside and out. The refrigerators are frost-free, but if frost builds up, never use a sharp instrument when defrosting. Let the ice melt normally. If ice builds up continually, please notify the manager.
2. Regular cleaning of oven and stove top is necessary. Use non-abrasive cleaner and applicator on stove top as they will scratch the surface. Remove oven racks before using the self-cleaning mode on the oven.
3. Furnace filters will be changed seasonally by management.
4. Exhaust fan screen should be cleaned and washed with warm, soapy water to remove any greasy build up.

FURNITURE

No WATERBEDS are allowed. No LAVA LIGHTS are permitted.

LAUNDRY EQUIPMENT

1. Laundry equipment is provided for TENANT'S use only. Persons not residing in the home are not allowed to use the laundry equipment
2. Dyeing of clothes in machines is not permitted.
3. TENANTS should clean the machines thoroughly after each use, remove lint from trap.
4. Any problems with the laundry equipment should be reported to OWNER immediately.

PLUMBING AND HEATING MAINTENANCE

1. Thermostats should not be turned down below 55 degrees during cold weather as it may cause water pipes to freeze and burst.
2. TENANT shall notify management immediately of any problems with heating/air conditioning systems or plumbing fixtures.

ANTENNAS AND SATELLITE DISHES

No antennas of any description or satellite dish shall be installed on the buildings, in the ground or hung from the windows except as approved by OWNER.

PETS

For the betterment of all residents and rental property, pet policies will be strictly enforced. Failure to adhere to pet policies as stated in Pet Addendum "A" will result in fines and possible eviction.

GARBAGE

1. The local sanitation service will pick up garbage on a regular basis.
2. TENANTS shall be responsible for putting out garbage and all trash in the collection area.
3. Under no circumstances is trash to be left outside the buildings on days other than garbage pickup days.
4. Under no circumstances is trash to be left outside in paper bags, boxes or unsealed containers.
5. Pieces of furniture or other large trash items: The sanitation service will provide special pick-up of large items for a fee. TENANTS must telephone and make all arrangements for the pick-up.

PARKING

1. Parking area has been provided for TENANTS.
2. Do not park on the lawn under any circumstances.
3. Park so you do not obstruct your neighbor's access, the sanitation service pickup area or utility company trucks that may be working in the area.
4. No automobile repair (oil changes, etc.) is permitted on the premises, in garage, on driveway or anywhere else.
5. Junk automobiles shall not be stored on the premises. Two-wheel motor vehicles and motorcycles are subject to the same rules as automobiles.
6. Recreational vehicles include RV, campers, boats, trailers or car. Parking of such recreational vehicles shall be at the West end of the parking lot of the complex and must follow City Code Chapter 8.16 on inoperability. TENANTS must show proof of ownership to the manager, and only two spaces are allowed per TENANT on the Southwest corner of the lot. The TENANT shall also sign a waiver releasing the City of any liability for theft, damage of any kind, and/or vandalism. All such waivers and documents shall be signed before the recreational vehicles can be moved onto the property.

HOME MAINTENANCE

1. TENANT shall keep the premises in a clean and sanitary condition. An effort should be made at all times to be considerate of other TENANTS, particularly in regard to loud television sets, stereos or conversation (especially after 9:30 p.m. and before 9:00 a.m.).
2. TENANT, members of TENANT'S household and visitors shall comply with all laws and

city ordinances affecting the use or occupancy of the home premises.

3. TENANT shall neither conduct nor permit loud parties or noisy activities or in any manner create any disturbances which cause annoyance or discomfort to other TENANTS or to the community.
4. OWNER will not be responsible for any lost or stolen articles or personal property, including any loss occasioned by theft of delivered mail. Household or other property must not be stored outside the home.
5. TENANT should lock all doors when absent from the home.
6. **All contents owned by the TENANT should be adequately covered by TENANT'S private Renter's insurance.**
7. TENANT should notify OWNER and the appropriate utility companies, etc. before leaving on an extended trip.
8. TENANT should notify OWNER immediately if the Policies and Procedures are being violated.
9. Preventive and corrective maintenance services will be provided in accordance with state and local codes.
10. Window coverings shall be provided by OWNER, and no other window coverings shall be used without the approval of the OWNER.
11. TENANT shall notify OWNER promptly of the need for any repairs. Damages other than normal wear and tear will be repaired at a cost to TENANT of the materials plus a Maintenance Charge per hour.
12. TENANT is responsible for supplying replacement bulbs to replace any burned out light bulbs in TENANT'S townhome after initial occupancy. Upon vacating, working bulbs are to be left in each light fixture.
13. Plumbing or electrical equipment shall not be used for any other purposes than those for which they are intended.
14. Inflammables (gasoline, naphtha, solvent, etc.) must not be kept in the dwelling unit or garage.
15. TENANT shall notify OWNER immediately of any plumbing leaks or malfunctions as well as any problems with electrical outlets, switches, light fixtures or appliances.
16. TENANT shall display no signs, nor may articles of any description be hung from the windows or doors or placed on the exterior window sills, nor shall anything be thrown from the windows or swept/thrown out the doors of any dwelling unit.
17. Bird feeders shall not be hung from gutters. Holiday decorations may be displayed, however, no holes shall be made in the siding or windows.
18. TENANT is not to install additional major appliances or equipment unless approved in writing by OWNER.
19. Occupants and their guests are not to play in the entryways, driveways, parking areas or play or sit on any equipment (such as air conditioning units) around the buildings.
20. TENANT is liable for any wall damage caused by nails. Pre-pasted wall hangers, toggle bolts, etc. are not allowed.
21. Sinks, tubs and showers must be cleaned with non-abrasive cleaners to prevent damage to surfaces.
22. Garbage disposals, if provided, should be used with care. Do not put such items as corn cobs, banana peels, celery or other fibrous material in the disposal as they will clog the line. Be

sure to run plenty of water when using the disposal.

KEYS

Upon vacating the unit, TENANT shall return to OWNER all keys provided during the term of occupancy, along with any extra keys made while living in the unit. Five dollars (\$5.00) will be charged for each key not returned by TENANT. Replacement costs will be charged for garage door opener remotes not returned.

ALTERATIONS

Without prior written approval by OWNER, TENANT shall not: (1) paint, install borders or wallpaper or otherwise redecorate or make any alterations, additions or improvements in or to the property; (2) place fixtures, signs or fences in or about the premises; or (3) change door locks or install additional door locks.

ABANDONMENT

In addition to requirements of paragraph 12 of the Lease Agreement, in the event TENANT is absent from the property for five (5) consecutive days while in default of rent, TENANT shall, at option of OWNER, be deemed to have abandoned the Unit and any remaining personal property of TENANT shall be considered abandoned and may be disposed of by OWNER according to State Law.

HOME-OPERATED BUSINESS

No home-based businesses other than those businesses approved by the Owner may be permitted on these premises.

VISITORS AND GUESTS

Any person who stays in TENANT'S home and is not shown in the lease agreement as a member of TENANT'S household will be considered a guest. TENANT must obtain prior written permission from OWNER if a guest will remain in the unit more than seven (7) consecutive days. Visitors and guests are subject to the same Policies and Procedures as TENANTS.

MOVING OUT TENANT is expected to return unit in a clean and rentable condition. TENANT will be requested to accompany OWNER on the moveout inspection. This will help avoid misunderstandings on damages assessed against TENANT'S security deposit.

OWNER reserves the right to make or amend such Rules, Regulations or Conditions as are necessary for the safety, care, and cleanliness of the premises, and for securing the comfort and convenience of all occupants.

PETS AND ANIMALS ARE ALLOWED AS PER LEASE AGREEMENT ADDENDUM "A"

THE UNDERSIGNED, on this ___ day of _____, 20___, has or have read the above-rental policies and procedures for Larned's Duplex Housing Project (Prairie Vista) and hereby agrees to abide by them in conjunction with entering into the lease agreement to which these rules are attached.

Tenant

Tenant