

GREENBUSH PROPERTIES

P.O. Box 259324 Madison, WI 53725-9324
Tel. 608-256-0525 Fax 608-256-0500

Rules and Regulations Addendum

This addendum is a permanent, legal addition to the Lease Agreement dated _____, 20____, for the premises located at: _____.

1. REPAIRS AND EMERGENCY SERVICE: for questions or problems, please Greenbush Properties at 608-256-0525. For emergencies only please call 608-283-7823.
2. RENT PAYMENTS: All rent is due and payable by the first of each month in the form of one (1) check (personal/certified/money order) per Lease Agreement. Rental payment received after the first of the month is considered delinquent, and you will not receive the discount stated in your Lease Agreement. Any check returned from the bank marked "Insufficient Funds" will be charged a handling fee of thirty-five dollars (\$35) and we may insist in a money order or certified check for balances owed and future payments.
3. DOUBLE OCCUPANCY: Tenant may NOT add new residents without PRIOR Landlord approval. If additional residents are approved, there is a \$200.00 additional charge for double occupancy or sharing a bedroom. This is applicable to all houses or location that **permit** double occupancy. Not all locations or houses permit double occupancy.
4. BASEMENTS/ATTICS/NON-SLEEPING STUDY AREAS: Sleeping in any basements, attics, dens, third floor living, recreation or study areas without two stairwells, two exits or egress window is not permitted. Any attic or third floor space is to be maintained as a recreation or extra living room, not as a sleeping areas or bedroom. Any storage in any basement is at your own risk. All stored items must be labeled with a 3" X 5" index card with your name, apartment number, and the date the item was originally stored. Any items remaining after your lease expires may be discarded without notice. Landlord is not responsible for damage or theft of any stored item (s). Landlord does not guarantee the basement to be free from water leaks. Landlord will notify tenant if cleaning out a basement 24 hours in advance. It will be tenant's responsibility to identify their items. If items are not identified, they may be discarded without additional notice.
5. DISTURBING NOISE: Social and friendly gatherings of Tenant(s) and their guests are welcome and are encouraged, provided such gatherings are not allowed to become boisterous and objectionable to other Tenant(s). "Barrel" or "keg" parties are not allowed under any circumstances. Tenant(s) is responsible for the conduct of their guests in the building or outside the premises. Stereos, radios, television or other electronic equipment are not to be operated so loudly as to be objectionable to other Tenant(s).
6. SMOKING: Smoking inside the Leased dwelling is prohibited at all times. This includes any and all common areas, porches, decks, entranceways, exits, and parking areas.
7. LOCK OUTS: A minimum hourly rate of \$65.00 per hour for lock out service calls will be charged to Tenant along with material costs for key replacement, and or lock re-keying. Lock out service requests received after hours, or after 5:00 PM Monday thru Friday and on weekends/holidays, will be charged to Tenant at minimum service rate of time and ½ or \$75.00 per hour.
8. GRILLING: Use of charcoal and gas grills in any common areas, patios, parking areas/lots/driveways and decks is prohibited. Grills may be used on lawn areas at least ten feet from combustible construction.
9. FIRE PITS: Outdoors fireplaces and fire pits are also strictly prohibited on any deck, patio, common areas, parking lots or lawn areas.
10. COMMON AREAS: In multiunit buildings, entry floor mats are prohibited from all common areas. Please keep floor mats within your leased dwelling.

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11. **PERSONAL PROPERTY:** Each Tenant(s) is solely responsible for the safety of their possessions from any and all hazards, including fire and theft. **Purchase of Renter's insurance by Tenant(s) is strongly advised.** Any basement, storeroom, or storage space in the leased premises (this includes buildings with two or more units) used by Tenant(s) is furnished gratuitously and is not part of the leased premises. The management is not responsible for any loss or damage to any property stored in lockers, basements, storerooms or other storage space, and Tenant(s) will use such space at his or her own risk.
12. **DAMAGE:** Tenant(s) must pay for all damage and repairs that are beyond normal wear and tear due to their own causation. This includes, but is not limited to: clogged drains, foreign objects in the toilet, frozen pipes, fires, and damage to air conditioner, disposal, appliances, and overflowing toilets/bathtubs/sinks. Costs for any damage to apartment or building due to tenant negligence, except for property damage caused by natural disasters or by persons other than the tenant or the tenant's guests or invitees (including but not limited to ; water damage resulting from unclosed windows, improper use of shower enclosure or no shower curtain, carpet or floor stains or burns, and frozen pipes from shutting of the heat) may be charged to tenant at professional rates for supplies and labor.
13. **PLUMBING EQUIPMENT:** Tenant(s) is not to allow water to run, except when in actual use. The toilet, sinks, and tub shall not be used for any purpose other than that for which they were constructed. No sweepings, rubbish, rags, paper, sanitary napkins, disposable diapers or other substances shall be thrown therein. If your toilet should become stopped up, and it is necessary to have a maintenance person or a plumber unstop your toilet, you will be charged a minimum hourly rate of \$75.00 for the service call in addition to any labor charges at \$78.00 per hour. Tenant is responsible for any and all flood related damage expenses due or caused by negligence.
14. **DESIGNATED LESSEES:** Only those persons designated by name(s) on the Lease Agreement are permitted to reside on the premises. Absolutely no one, other than those persons whose name(s) are on the signed Lease Agreement, may obtain or hold keys to the respective unit or apartment.
15. **CONDITION:** Tenant(s) shall keep said premises in a clean and tenantable condition. Porches and balconies shall not be allowed to detract from the appearance of the respective unit or apartment. Bicycles must be locked up at designated stations-not to railings or posts. The premises shall not be defaced with signs, lights, advertisements, antennas, flags etc. The Tenant(s) shall incur the cost of removal of such items. Decks, porches and balconies are not to be used for sleeping areas, grilling(charcoal or gas), or storage of any items including but not limited to mopeds/scooters, motor vehicle parts, laundry, couches, "inside" furniture (outdoor patio furniture is allowed with permission) or trash. All roofs (this includes all porch roofs) are not to be accessed, sat or stood upon, used as sundecks or for any other purpose other than that for which they are intended. No Tenant(s) or guest will be allowed access to any portion of the roof. Landlord will not be held liable for any accidents resulting from gaining access to any roof areas.
16. **HOLIDAY DECORATIONS:** All ornamental trees must be bagged when entering or exiting your apartment home to eliminate any "needle" trails or other debris that may fall from your tree. Landlord may display seasonal decorative lighting on the building exterior.
17. **PETS:** No pets are allowed at any time under any circumstance to remain in the respective unit or on the building premises. This includes any and all birds, rodents and reptiles. Any stress pet must be accompanied with documentation from tenant's physician.
18. **PESTS:** Good housekeeping practices should insure freedom from unwanted pests. No refuse is to be stored inside of the Leased dwelling. Any costs related to remedying or eliminating the presence or infestation of pests (flies, cockroaches, bed bugs, lice, mice etc.) due to negligence of tenant or the tenant's guests or invitees may be charged to tenant at professional rates and actual costs for a pest control contractor. If at any time you should notice pests in your unit, please phone the office without delay.
19. **WATERBEDS & FISH TANKS:** No waterbeds or fish tanks are allowed in the respective unit or apartment under any circumstances.
20. **LAUNDRY ROOM:** Please remove clothing from machines promptly. Management will not be held responsible for any theft occurring in this room. Any equipment malfunction should be promptly reported to the landlord. In any building with two or more units, any clothing or laundry will be discarded without notice if left for more than twelve hours.

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21. **TRASH:** Garbage is to be tied in plastic bags and put in the containers provided. Tenant(s) is responsible for taking their trash to the curb once each week before pick-up day. Containers must be brought back from the curb within twelve (12) hours of pick up. City of Madison violation fees of up to seventy-five dollars (\$75) can be levied in the event these steps are not followed. Any and all fines issued by the City of Madison for noncompliance of local ordinances governing trash removal and recycling will be the responsibility of the Tenant(s). Greenbush Properties encourages Tenants to recycle and participate in our local programs, which are mandated by local and state ordinances. Tenant will be charged an hourly labor rate of \$50.00 per hour plus material costs for sorting, bundling, bagging and or removing trash and or recyclables left unsorted or left at curbside “improperly” for City of Madison pick up. In the event City of Madison does not pick up trash or recyclables due to items being improperly sorted or missed, or recyclables are deemed “damaged”, Tenant will be charged an hourly rate of \$50.00 per hour plus material costs for sorting, bundling, bagging, and removal of such items.
22. **TANDEM PARKING:** A tandem space or area is a parking area or footprint intended as parking for **TWO compact or midsize** vehicles, parking one vehicle behind another, as such only one vehicle has free access.
23. **PARKING AREAS:** Parking any motor vehicle, moped, or motorcycle in parking areas, stalls or driveways is strictly prohibited unless tenant access to parking is expressly noted in RENT section of the Lease Agreement. Subletting any parking space/tandem/stall/driveway is strictly prohibited. Parking areas are provided for OPERABLE vehicles only (i.e., “safe and effective performance of the function for which it was designed” and shall display current/legal license plates”). Parking areas (i.e., “driveways”) or stalls may not be used for storage of vehicles or car parts, or for maintenance/repairs of vehicles. No commercial trucks, boats, canoes, kayaks, trailers, semi-trailers, mobile homes, or campers are to be parked on the property or in parking stalls. Any offending vehicles or items will be ticketed and towed at the owner’s expense. Vehicles, motorcycles and mopeds are not permitted to park on any lawns, walkways, sidewalks, mulch or garden beds. Landlord cannot guarantee that a parking space will be always available. No selling of parking spaces by tenant for UW Football Saturday games or Special Events. No parking any vehicles, mopeds or motorcycles on UW football game days. Vehicles including mopeds and motorcycles must be removed Friday evening prior to UW football game. Tenant responsible for all snow and ice removal in parking areas, spaces and driveways.
24. **MOPEDS AND MOTORCYCLES:** Moped and motorcycle parking on leased premises is strictly prohibited. This includes lawns, yards, walkways, porches, decks, or basements. Mopeds and motorcycles may not be parked tandem with a vehicle in a single parking stall intended for a single vehicle (i.e., surface parking stalls intended for a single vehicle). Tenant may only park a single motor vehicle, a single motor cycle, or up to three mopeds in a single parking stall/space. Tenant may park a motorcycle or moped in tandem parking areas or stalls intended for two compact/ midsize vehicles, but **may not** extend beyond parking footprint allowing two compact or midsize vehicles.
25. **GARBAGE DISPOSALS:** Garbage disposals are very efficient machines if used properly. Do use cold water before, during, and a short time after using disposal. Don’t put plastic, paper, bottle caps, bones, popcorn, onionskins, pop-tops, or similar objects that cannot be ground in the disposal. If the disposal should stop, you can try pushing the red button on the bottom of the disposal under the sink, wait for a minute, then try operating it again. If it still does not work, turn it off and let the property manager know. Don’t put your hand or any other object inside.
26. **LAWNCARE AND SNOW REMOVAL:** Greenbush Properties will provide lawn care services at the building in which you reside. Snow /Ice removal, and salting of sidewalks, steps, stairways, porches, refuse storage areas, common areas and parking areas is the Tenant(s)’s responsibility. Walks must be cleared of snow and ice down to bare cement by noon the day the storm stops, and cleared to their full width, In cases where ice has formed on the public sidewalk, steps or stairways and cannot be removed, sand and salt must be applied. Any and all fines issued by the City of Madison for noncompliance of local ordinances and codes regarding snow removal guidelines will be the responsibility of the Tenant(s). This regulation is not applicable to buildings containing four (4) or more units.
27. **VENTILATION:** To prevent buildup of mildew in your residence, use your fan(s) while showering and leave it on 10 to 15 minutes once you are through. This will prevent excessive humidity from collecting in your bathroom. If required due to excessive humidity, open the window while showering to ventilate your apartment to prevent these growths from occurring. Any and all costs involved for removal of such mildew due to excessive wear or negligence will be the Tenant(s)’s responsibility.

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28. **CLEANING:** Tenant(s) is responsible for leaving a clean apartment when vacating the premises on the last day of Lease term. This includes cleaning the range and refrigerator, which must also be defrosted. The cost of cleaning your apartment, beyond normal wear and tear, will be deducted from your security deposit. It is also imperative that each in-coming Tenant(s) must turn in "Check In" form within seven (7) days of taking occupancy, listing any defects of the unit, so we have a means of comparing the condition when you vacate the unit. No check in sheet will be valid if it is received after the seventh day, unless it is received in an envelope post marked by the seventh day.
29. **TURN OVER:** Tenant(s) will grant Landlord access to premises with appropriate notice, to perform general turnover maintenance within the last thirty days of the lease term. Maintenance to include general painting, repairs from normal wear and tear or damages by tenant (s).
30. **UTILITIES:** If you are paying utilities, call the utility companies before you vacate and ask for a reading and to remove the service from your name.
31. **UNDER NO CIRCUMSTANCES ARE TENANT (S) ALLOWED TO USE SECURITY DEPOSITS TO APPLY TOWARD THEIR LAST MONTHS RENT. ONE SECURITY DEPOSIT REFUND CHECK WILL BE ISSUED IN THE NAME OF ALL TENANT (S) IDENTIFIED IN THE LEASE AGREEMENT, or TO A SINGLE TENANT IN THE LEASE AGREEMENT.**
32. "Sublet Agreements" and "lease assignments" are prohibited. In the event a Tenant(s) identified in the Lease Agreement wishes to "sublet" his or her unit or a portion of his or her unit, the prospective "tenant" will be required to submit an application with Greenbush Properties and meet necessary criteria. If the prospective "tenant" is found to be a qualified applicant, the applicant will be added to the Lease Agreement. The vacating Tenant will remain named to and liable under the Lease Agreement. The cost and responsibility of finding a party to "sublet" belongs solely to the Tenant(s). Tenant(s) will be charged for leasing fees. Leasing fees may include but are not limited to; any and all advertising costs, \$20.00 per credit check, an hourly charge of \$50 per hour for staff time to show the unit with a minimum ½ hour charge; an hourly charge of \$50 per hour for all office services with a minimum ½ hour charge (example: reviewing applications, lease package preparation, lease signing appointments). The "new tenant" may be required to pay a security deposit equal to the current deposit required by the property, provided it does not exceed one month's rent. The deposit will be returned at the completion of the lease providing the unit is left in as good or better condition than stated on the Check In form.
33. **LAUNDRY ROOM:** Please remove clothing from machines promptly. Management will not be held responsible for any theft occurring in this room. Any equipment malfunction should be promptly reported to the landlord. In any building with two or more units, any clothing or laundry will be discarded without notice if left for more than twelve hours.
34. **SATELLITE DISHES/ANTENNAS/CABLE/INTERNET ACCESS:** NO satellite dishes, antennas, cable/internet wiring may be attached to the exterior of the leased dwelling. All tenants must request and receive written permission from Landlord PRIOR to having any Antennas, Satellite Dishes, or necessary wiring and cabling installed or utilized within the leased dwelling. Proof of liability insurance will be required and policyholder must be named as tenant and identified as such on the Lease Agreement. **Installation of any type of cable or Internet outlets by the tenant or outside contractors is strictly forbidden. Any costs to repair damage from such is tenant's sole responsibility.**

I (we), the undersigned Tenant(s), have been given copies of this addendum to the lease. Any failure by Tenant(s) to comply with such rules and regulations could be considered a breach of the Lease Agreement.

Signature of Tenant(s)/ Date

Landlord or Agent/ Date