

HOUSE RULES
Addendum to Rental agreement

1 - Heating temperature must be maintained as well as the ability of heating and circulation air to circulate throughout the premises. Heating system air inlets and outlets shall not be closed or blocked, such as by drapes, boxes, clothes or other items, or otherwise restricted, or other means utilized to isolate heating to or from limited areas of the dwelling. Arrangement inside the premises MUST be maintained in such manner to allow circulation of air along outside walls and windows. Boxes, bags, clothing, furniture, bedding, or other items are not allowed to be up against exterior walls with less than a 1 inch gap for air to circulate between them and the wall. This includes inside closets with outside walls, except that hung clothes may incidentally be against the wall. Isolating heating from specific areas can be damaging to the premises, is grounds for eviction and cannot be tolerated.

2 - A kitchen range hood exhaust fan (if present) shall be operated when cooking produces substantial moisture or steam.

3 - REPAIRS, except as emergency measures to prevent immediate extended damage, are NOT to be made by tenants. Tenants shall not instigate (to other than Elite) nor direct others to make repairs, or accept repairs to be made by others other than as indicated by Elite or owner. Exceptions to this shall only be by written agreement. Tenant shall notify Elite promptly of needed repairs. If the tenant allows conditions to exist over an extended period without prompt notification to Elite, they shall be immediately responsible and shall compensate for all damages, including consequential and related costs, and such shall be grounds for eviction.

4 - Tenant may temporarily turn off services due to EMERGENCY, provided Elite is also concurrently notified. However, if water is shut off to a hot water heater, the related electrical or gas service shall also be shut off, for safety purposes and to protect from damage.

5 - Tenant shall periodically vacuum carpets to prevent buildup of grime and dirt. Cleaning of carpets shall be only by the method and performed only by a commercial carpet cleaning contractor approved through Elite by the owner. Tenant may not clean carpets other than as follows. Spills may be picked up by the tenant using ONLY water and a wet vacuum such as a Rainbow vacuum or shop vac. ONLY water may be used... NO cleaning agents without specific approval of Elite. If the spill is of a staining type, the tenant shall contact Elite immediately for arrangement of cleaning (as selected by Elite or the owner), at tenant expense. Restriction of tenant to not use cleaning agents is to prevent improper treatment and lock-in of stain which might otherwise have been removable by a commercial cleaning contractor. Carpet cleaning may need to be performed periodically by a contractor selected by the owner, at tenant expense, at least every 2 years, but more often if appropriate, as determined by Elite. Failure to vacuum carpets or significant soiling or staining shall be grounds for eviction. Door mats furnished by the tenant shall be maintained outside and runners inside of outside doorways. Tenant shall periodically vacuum carpets and damp mop non-carpeted finished floors. Carpet protector mats shall be utilized under chairs at computer stations and desks to prevent premature carpet deterioration at such locations.

6 - Smoke and/or carbon monoxide alarms will be checked annually by Elite or the owner, preferably in conjunction with furnace filter cleaning or replacement. Tenant shall coordinate with Elite and shall inform Elite when any smoke or carbon monoxide alarm does not test ok. Incense or other smoke producing items shall be used sparingly, as they may produce odor in the premises and be cause for additional cleaning and deodorizing costs.

Rental address: _____

Tenant initials/date: _____ / _____

7 – Tenant shall promptly contact each utility and have services transferred and billed to them starting tenant's first day of tenancy. If a utility service is not changed promptly, within two days of the tenant's initial occupancy, the tenant shall pay reimbursement of the charges, plus an additional amount equal to the charges (up to \$60).

8 – Tenant shall maintain the utilities of electricity, natural gas (where applicable), water, sewer and garbage through tenant's last day of tenancy.

9 – The tenant MUST contact Elite PROMPTLY concerning breakages or needed repairs (including for prevention of extended damage). Emergencies and water leaks, whether inside or from outside and safety issues MUST be IMMEDIATELY reported to Elite (or as indicated below).

541-754-0928 Elite Office

541-740-4678 Tricia of Elite

541-875-2205 Afterhours Emergency

10 - Fireplaces, if present and boarded over shall remain boarded over, blocked, and not used. Such fireplaces are NOT intended to be used and if not useable due to condition are NOT intended to be repaired so as to be made useable.

11 – Tenant is NOT to make ALTERATIONS or MODIFICATIONS (including painting or window modification such as for AC units) to the premises. All desired modifications MUST be requested through Elite to the owner. If accommodated, the owner will initiate getting the work performed by a contractor or others as deemed appropriate by the owner. Some modifications may require additional initial or ongoing costs to and/or collections from the tenant and/or an additional deposit or fee. Exceptions to this shall only be by written agreement.

12– Tenant is NOT to disable utilities (except for emergency) or make setting adjustments to hot water heaters, space heating thermostat fan control setting, nor humidity control settings for bathroom exhaust fan. If water service is shut off, hot water heaters MUST for safety and prevention of damages purposes be OFF also (related electrical or gas to the unit be turned OFF) until water is again back ON. Non emergency shutting off of water MUST be coordinated through Elite with owner.

13 – Tenant MUST report malfunctions of motion sensor lights to Elite for correction, including for associated bulb replacement by owner. Motion sensor lights are NOT to be disabled nor control settings modified by tenant. Contact Elite concerning any desired modification.

14 – Window or through-wall AC units furnished with the premises MUST NOT be turned ON until after at least a 3 minute waiting OFF period has elapsed since it was last turned OFF. Restarting quickly without allowing a 3 minute time delay can cause units to fail. Replacement is costly.

15 – Countertops are NOT to be used as cutting surfaces. Tenant shall obtain and use tenant's own cutting board. Repair of countertops damaged by cutting may be economically impossible. Damage due to cutting on a counter without a cutting board is considered negligent abuse and replacement is costly. Tenant shall identify and show tenant's cutting board upon request. Lack of a cutting board and/or damage of this kind is cause for eviction.

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16- Openings around freezer or other compartments of refrigerators are NOT to be used for breaking up frozen foods or ice. Repair of such damage may be economically impossible. Damage by such means is considered negligent abuse and replacement is costly. Damage of this kind is basis for eviction.

17 - Window screens shall NOT be removed to gain access when locked out. Some window screens are removable without damage ONLY from inside. Removing them from outside can damage the screen, window frame, or window components and at considerably more time and cost to correct than typically realized by tenants. Some require "insider" windows and frames to be removed before the screen can be removed or new ones installed from the inside. It takes a lot longer than typically perceived. The cost to replace a single window screen damaged by jimmying due to lockout is easily more than double the lockout charge. It is much more economical for the tenant to have the door unlocked. Damaged screens will be charged to tenants for material and labor time to obtain and install, at a cost not less than twice their purchase cost.

18 - The tenant MUST maintain a neat exterior appearance including picking up and disposing of paper and other debris that may come onto the property, including sidewalks, regardless whether from tenant or others. For example, unsolicited "weekly" newspapers are to be promptly picked up and disposed of instead of being left to decompose and create a trashy appearance. If shopping carts are left abandoned on the sidewalk, contact Elite.

19 - Replacement of an item under \$60 for which the tenant is responsible will typically be charged at the cost of the replacement item plus minimally \$60 to cover time getting the replacement and installation. If time involved obtaining or installing is greater more will be charged. If multiple items can be obtained at the same time, the charge will not be multiple for the number of items, but will be reflective of the time involved. Tenants must treat the property of the owner with due respect for the owners need to not have inordinate or unnecessary expense in order to provide housing availability to successive tenants at reasonable and affordable cost.

20 - Provide continuous and ready unrestricted clearance in front of and to get to the electric breaker panel, so breaker identification may be discerned and breakers operated when needed without moving items out of the way to get to the panel.

21 - Items or use of items that may pose a safety risk to the premises may be limited, restricted or banned by Elite. For instance, electric space heaters without tip-over protection may be banned, or space heaters may be restricted to allow only the oil filled convactor type.

22 - Tenants shall contact Elite concerning pest and rodent control needs. Costs for pest or rodent control measures requested and arranged by tenants and not specifically arranged through and approved and arranged through or by Elite and/or owner shall be at tenant expense. Call backs for services arranged and provided by or through Elite or owner shall only be initiated by Elite or owner. Tenant shall contact Elite or owner rather than initiating services directly from providers.

23 - If the property is equipped with an IRRIGATION SYSTEM, tenants are to make sure the system is turned on and running properly in the spring and winterized before temperatures drop to freezing. If the irrigation system requires maintenance, tenants are to notify Elite Property Management immediately, and if necessary, tenants are to use another means to water the yard.

24. Furnace Filters are responsibility of the tenant and need to be replaced 2x's per year.

25. Plumbing charges above normal wear and tear will be charged to tenant.

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