

RULES AND REGULATIONS

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3 **Address of Premises:** _____ **Apartment (choose one) A B C D**

4 **Period:** _____

5 Names of persons occupying (a.k.a occupants) the premises as Tenants (for the balance of this document referred to as "TENANT"):

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7
8 Each occupant acknowledges and understands they are each responsible, jointly and severally for the obligations stated in the lease
9 and in this Rules and regulations document. For example, If one or more occupants does not pay or can not pay a portion of the rent,
10 the remaining occupants must pay the balance of the rent due. All occupants must pay for the damage cause by one occupant.

11 **NOTICE OF CHANGES**

12 Tenant agrees to immediately notify landlord of current telephone numbers or changes to the current telephone numbers of each
13 occupant, as well as changes in vehicles the occupants keep at the premises.

14 **PAYMENTS**

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16 **Rent is due on or before the 1st (FIRST) of the month, no later than 5PM. Rent paid on or after the 2nd of the month is \$100**
17 **higher, as shown on the lease.** Payments received from the tenant shall first be applied to any outstanding or past due billed or
18 regularly collected charges, with the remainder being applied to the rent due.

19
20 All payments called for in the lease should be in the form of checks and/or money orders. Cash payments are discouraged. Individual
21 checks from each person will be accepted, **but all occupants' payments must be submitted together.** If the rent, utilities, or other
22 billed charges are not submitted together, there will be an additional administrative charge of \$15.00 for each submission over the first
23 one. **Exception:** The landlord will accept rent payments for July and August as separate submissions without an additional
24 administrative charge. Any other exceptions must be agreed to in writing. If there is an insufficient funds check(s) received from any
25 occupant, the tenant rent for the premises is considered delinquent from the date that the rent check was due and a \$25.00 returned
26 check charge is assessed per check.

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29 **A delinquent/late payment of rent forfeits the on-time rent discount. There is no penalty for prepayment of rent.**
30 **The landlord will accept post-dated checks for future rent payments.**

31
32 Tenant agrees to be responsible to pay additional fees for extraordinary administrative activities and functions made on behalf of the
33 tenant or made necessary by default of the terms of the lease by the tenant. Extraordinary administrative activities would include but
34 are not limited to preparing and executing sub-leases/assignment documents, re-renting premises for the tenant defaulting on the
35 lease, making copies of documents and records relating to the lease (other than required by standard Wisconsin real estate statutes
36 and administrative requirements). Items not considered extraordinary functions are the preparation of the Wisconsin Homestead tax
37 forms, processing rental applications, and preparing original lease documents.

38 **SECURITY DEPOSIT**

39 The tenant acknowledges that the security deposit can not be used to pay any rents or other amounts due during the term of lease.
40 **The deposit can not be used for the last month's rent.**

41
42 If any or all funds from the security deposit are used to correct any damages caused by the tenant during the lease period, the tenant
43 shall submit additional funds in the amount required to restore the full amount of the security deposit.

44
45 The tenant acknowledges that at the end of the lease term and after a check-out inspection, the security deposit less any deductions
46 will be distributed equally to the persons named on the lease and referred to as "persons occupying the premises as Tenants" on this
47 form. Deductions include but are not limited to cleaning and repairs necessary to return the premises in good repair as well as clean
48 and rentable condition. Missing light bulbs and lamps are the expense of the tenant. Within three weeks after the expiration of the
49 term of the lease, the security deposit will be mailed to the address(es) provided in writing by **Tenant** to the landlord.

50 **CHECK-IN AND CHECK-OUT**

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52 **The first month rent (June rent) and all security deposits must be paid before check-in/move-in.**

53 All persons named as tenant agree and designate _____ as the contact person for
54 coordinating the move-in at the start of the lease. A check-in/check-out form and one key for each person named as tenant will be
55 given to the designated person, and that person will distribute the keys to the other persons. The check-in/check-out form must be
56 return within seven days of move-in. During check-out inspection, all keys issued to the tenant must be returned. **If all keys are not**
57 **returned, there will be a \$50.00 charge per lock to re-key the locks. Most premises have at least two locks.**

58
59 Due to the extremely short period of time between tenants, the possibility exists that the premises may not be cleaned before the
60 tenant moves in. Should this occur, the landlord will have the premises cleaned within 3 days, or if the tenant prefers, the tenant
61 acting as a "casual labor independent contractor" may clean the premises for an agreed price. After the cleaning is done, the tenant
62 shall be responsible for returning the premises clean.

66 **At the end of the lease term, tenant agrees to schedule in advance a check-out inspection with the landlord.** This inspection
67 must be with the designated contact person or the last person moving out, and everything must be out of the premises and all
68 cleaning by the tenant must be finished. A \$50.00 administrative fee will be deducted from the security deposit if the check-out
69 inspection is not scheduled in advance.
70

71 **PARKING, SNOW REMOVAL AND LAWN CARE**

72 **Tenant and guest will only park in assigned parking stalls. One stall is assigned for each bedroom.**
73 **Tenant is responsible for snow removal from all sidewalks as required by city ordinance.** Tenant is responsible for snow
74 removal from all sidewalks directly servicing the premises.
75 Landlord is responsible for snow removal from all parking spaces and driveways as required by city ordinance.
76 Landlord is responsible for mowing the lawn and maintaining the yard including leaf removal.
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78 **CLEANING AND MAINTENANCE**

79 At the end of the term of the lease, tenant agrees to return the premises in as good condition as at the start of the term of the lease.
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81 Tenant agrees to regularly clean the premises and vacuum the carpets and to keep the premises in tenantable condition at all times,
82 normal wear and tear excepted. Normal wear and tear is defined to mean physical damage or deterioration of the premises as a result
83 of normal use or aging of the premises. **Failure to perform regular cleaning and vacuuming causes abnormal wear and tear to**
84 **the premises and the carpet.**
85

86 Tenant agrees to completely clean the premises, appliances, fixtures, floors, and vacuum all carpets at the end of the lease term
87 leaving the premises in a clean, rentable condition. Tenant agrees that failure to leave premises in good repair as well as clean and
88 rentable condition constitutes abnormal wear and tear, and the landlord may at the tenant's expense perform any necessary cleaning
89 or repairs to the exterior or interior of the premises. This includes but is not limited to holes from wall and ceiling hangings. At the end
90 of the lease term, the landlord will arrange professional carpet shampooing. The tenant is only responsible for shampooing expenses
91 due to stains or inadequately vacuuming of the carpet.
92

93 Tenant agrees to keep all common areas such as hallways, staircases, laundry room, etc. clear of all personal items at all times.
94 **Tenant is responsible for litter removal from lawn. Tenant agrees to keep the inside and the grounds of the premises clear of**
95 **litter, trash and garbage: Including cigarette butts and other smoking related litter.**
96

97 Refuse and recycling containers must be stored inside or only in the designated area outside.
98

99 Tenant agrees to not flush sanitary napkins, coarse paper, rags, etc. down the toilet or pour grease down the drains. If there is a
100 partial or complete stoppage of wastepipes, caused by tenant or their guests, which requires a clean out, the tenant agrees pay for
101 the plumbing bills incurred. It is suggested that reminders be posted in bathrooms to notify guests of this rule. Tenant is responsible
102 for cleaning clogged drains and is responsible for any damages caused by over running of toilets and stoppage of wastepipes caused
103 by hair or other foreign materials in drains.
104

105 Tenant agrees to run bath and kitchen ventilation fans (or open windows) enough to keep humidity levels low enough to prevent
106 interior condensation and damage from mold and mildew. Tenant agrees to run the bathroom vent fan during and for 15 minutes after
107 showering.
108

109 Tenant is responsible for maintaining heat high enough to prevent frozen pipes. Any and all damage incurred by frozen pipes is
110 charged to the tenant.
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112 Tenant agrees to check the furnace filter at least every 30 (thirty) days and to replace it as necessary. The landlord will supply filters
113 as requested by the tenant. **Tenant is responsible for any furnace repairs caused by a dirty or clogged furnace filter.**
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115 Tenant agrees not to paint, stain or refinish any walls, ceilings, or trim without the written consent of the landlord.
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117 **CODE VIOLATIONS**

118 **A "No Party Policy" applies to the premises to alleviate damages that occur on the premises and to provide an atmosphere**
119 **where all residents and neighbors can exercise their right to quiet and peaceful enjoyment of their homes.** The term "Party"
120 refers to any loud or unruly gatherings, which result in complaints from one or more tenants or persons in the neighborhood OR
121 results in any visits from the police or other law enforcement authorities in response to loud or otherwise disruptive activities. In the
122 event that the tenant violates this provision they shall remit the sum of \$100 to the landlord, payable immediately as and for liquidated
123 damages. Continued violation of this "No Party Policy" may result in eviction of the tenant.
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125 **The landlord has and enforces a "No Tap Alcoholic Beverage" policy.** No tap alcohol containers of any kind or size are allowed
126 on any part of the premises. In the event the tenant violates this provision, the tenant shall remit the sum of \$100 to the landlord,
127 payable immediately as and for liquidated damages. Continued violation of this "No Tap Alcoholic Beverage" policy may result in
128 eviction of the tenant.
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130 **Tenant is responsible to comply with all state and local regulations regarding recycling.** All trash and recycling containers shall
131 be put out the night before collection and put away immediately after collection. The landlord shall supply one covered garbage
132 container to the premises. Tenant is responsible to provide recycle bin(s) and additional garbage containers if needed. Garbage is not
133 permitted to be kept outside in anything other than a covered garbage container (it attracts animals and it is not permitted by the city).

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SMOKE DETECTOR

State law requires the landlord to install a functional smoke detector in the basement, and on each floor level of the premises, except attics and storage areas. **State law further requires the tenant as occupant to maintain any smoke detectors in the premises.** Upon discovery that a smoke detector requires maintenance, except new batteries, tenant agrees to immediately either provide any necessary maintenance to make the smoke detector functional, or provide landlord written notification of the required maintenance. Landlord shall within 5 days after receipt of that notice provide any maintenance necessary to make the smoke detector functional. Tenant is responsible to keep operational batteries in all smoke detectors at all times.

FIRE REGULATIONS

Fire regulations prohibit leaving anything in hallways, entryways, and stairways. This includes but is not limited to furniture, bicycles, boxes, recycle bins, boots, etc.

Fire regulations strictly prohibit the storage in residential buildings of any petroleum-based fuels or engines run on fuels, including gas grills, motor bikes, lawnmowers, etc.

Fire and safety regulations require that there is to be no locking hardware on doors leading to fire exits (including locks on doors of rooms leading to a fire exit) that could prevent egress. **No hasp lock type hardware** is permitted anywhere on the premises.

Fire escapes and jump platforms are for emergency use only, and are not to be used as a deck or porch.
No BBQ grills shall be allowed on any roof or fire escape jump platform at any time for any reason.
The use of any balcony or fire escape jump platform railings for drying laundry is prohibited.

MISCELLANEOUS

The tenant shall be responsible for contacting the City of Menomonie and obtaining the complete rules and regulation regarding on-street parking and snow removal parking restrictions.

The landlord shall not be responsible to the tenant for damage or destruction of personal property belonging to the tenant or tenant's guests due to or caused by fire, water, mildew, mold, theft, burglary, or mysterious disappearance. **The tenant is responsible for having liability and personal property insurance.**

No foil, plastic (except weatherization films), signs, rugs, blankets, posters, etc. shall be placed on, over, or in any windows or door. No signs may be placed on the exterior of the premises. If windows drapes/blinds are provided by the landlord, only those maybe visible from the outside of the building.

No external or internal door locks, padlocks, or bolts can be installed, changed or used without written authorization by the landlord. All lock changes are to be made by the landlord. Any tenant-installed locks will be removed and replaced at the tenant's expense.

Waterbeds are not permitted on the premises, unless the landlord gives specific written permission. If permission is given, a proper frame must be used and proof of liability and property damage insurance must be provided to the landlord before installation of the waterbed.

Only furniture designed for exterior use may be used in yards or on porches.
No person shall be allowed on any roof at any time for any reason.

NO SMOKING BUILDING

Tenant and guests shall not smoke on the premises. In the event that tenant or guests violates this provision, the tenant shall remit the sum of \$100 to the landlord, payable immediately as and for liquidated damages. Continued violation may result in eviction of the tenant. Additionally, violation of this provision obligates the tenant to pay for completely repainting the walls and ceilings of all rooms in the premises as well as shampooing and deodorizing all carpeting. Tenant agrees to use ash urns when provided by the landlord.

There are three pages to the Rules and Regulations.

We the undersigned occupants (as TENANT) have read and understand the Rules and Regulations as described in this document.

_____ Signature of designated contact	_____ date	_____ Initials	_____ date
_____ Initials	_____ date	_____ Initials	_____ date
_____ Initials	_____ date	_____ Initials	_____ date

END OF RULES AND REGULATIONS