

KING & QUEEN APARTMENTS, LLC  
RULES AND REGULATIONS

Rev. 8/15

**THESE RULES AND REGULATIONS ARE MADE PART OF THE LEASE AGREEMENT.**

Paragraph 18 of the Lease Agreement requires compliance by Tenant, guests and invitees with the following:

**A. GENERAL MAINTENANCE**

1. If you have an **emergency maintenance repair**, call the emergency maintenance number,  
**(757) 645-5977**
- What is an emergency maintenance repair?** It is something that if not immediately addressed, would likely cause damage to the Dwelling Unit, Premises or injury to its occupants.
1. if there is a **fire**, call 9-1-1, then call the maintenance emergency number;
  2. if there is a **water problem that may damage the Premises**,
- For example:*
- **broken water pipe**: turn the water valve off (if accessible), then call the maintenance emergency number;
  - **water dripping or coming through the ceiling**: contact the Tenant(s) in the unit above to let them know there is a water problem so they can turn the water off, then call the emergency repair number;
  - **sewer backup**: if you live on the bottom floor and the sewer backs up into the kitchen sink, tell all the apartments directly above you not to run any water in the kitchen or bathroom sink, bathtub or to flush the toilet. Immediately call the emergency maintenance number.
3. if you **do not have heat** and the outside temperature is expected to fall below 55 degrees.
  4. if your **front door, lock or windows are broken**, therefore compromising the security of the apartment.
  5. if there is **an incident involving emergency vehicles or emergency personnel**.
  6. if **unsure what to do**, call the maintenance emergency number.

The **emergency maintenance repair number** is **ONLY** to be called to report an **emergency repair issue**.

2. Tenant shall notify Owner **immediately** when Tenant **first notices** a maintenance issue.
3. If Tenant fails to notify Owner immediately, and such failure of prompt notice makes the problem worse or causes damage to the Dwelling Unit or Premises, Tenant shall be assessed the cost of repair of the maintenance issue and any subsequent damage caused by Tenant's failure to promptly notify Owner.
4. **If Tenant notices that water to the toilet is constantly running, or if they notice water on the floor by the toilet, tenant shall turn the water valve off to the left of the toilet and submit a maintenance request.**
5. **Tenant shall notify Owner if Tenant notices any chipped or peeling paint in the Dwelling Unit.**
6. A list of possible maintenance issues, and what to do, can be found at **KingandQueenApts.com/becoming-a-tenant/possible-maintenance-issues/**.
7. **All routine, non-emergency, maintenance repair requests must be submitted in writing. This must be done online** through the King & Queen Apartments' website by using the online **Maintenance Request Form** at **KingandQueenApts.com/maintenance-request/**. These requests can also be made electronically via electronic mail or by letter sent via U.S. Mail to Managing Agent.  
**All routine, non-emergency maintenance repair requests that are made after 4:00pm will typically be responded to the following business day.**
8. Requested routine, non-emergency maintenance repairs may not be done on weekends.
9. Service calls for repairs resulting from Tenant's neglect, carelessness or abuse will be charged to the Tenant.
10. Tenant is not authorized to hire maintenance contractors to perform repairs to the Dwelling Unit.
11. Tenant shall not conduct repairs to the Dwelling Unit without written consent from Owner, and shall not be reimbursed for any unauthorized repairs.
12. Per Section 55-248.27 of Virginia law. Tenant can neither withhold rent for repairs, nor can Tenant deduct the cost of repairs from rent.
13. For the health and safety of the Premises, Tenant shall maintain and shall keep all fixtures and appliances in the Dwelling Unit in a clean and sanitary condition.
14. Owner shall not be held responsible for the loss of food from refrigerator or freezer breakdown and may not offer compensation for such event.

15. Tenant shall be charged for any repairs and replacement of including, but not limited to, windows, glass, and screens when damaged or broken during occupancy. Repairs plus material will be charged to Tenant.
16. Tenant shall not paint, disturb any painted surfaces and shall not make any alterations, redecorations, additions or improvements to Dwelling Unit or Premises.
17. Tenant shall notify Owner of any carpet stain before attempting to remove the stain to prevent additional damage to the carpet.
18. Please note that there are no doors to one of the closets in the apartment. It is suggested that Tenant hand a tension rod and curtain to cover the closet, as desired.

#### Drain Care

19. If Tenant's toilet becomes stopped up, Tenant shall plunge the toilet prior to requesting maintenance services.
20. **Tenant shall keep the drain screens intact and in place in the bathtub and sink/vanity drain, if applicable, at all times to avoid clogged drain pipes.**
21. Tenant shall clean the drain screens regularly.
22. **If the drain screen becomes unusable or deteriorates from use, Tenant shall request a new one from Owner.**
23. Tenant shall keep all waste pipes clear of food, grease, hair debris and feminine hygiene products. In the event that maintenance is required as a result of clogged drains due to Tenant not maintaining drains properly, including but not limited to, drains clogged by food, debris, trash, hygiene products, paper or waste products, Tenant may be assessed the cost of repair.
24. **Tenant shall not use any plumbing product such as "Drano" to clear drains or pipes as it may damage the pipes. If a maintenance contractor discovers that a chemical drain product such as "Drano" was used and damage was caused to the pipes from its use, Tenant may be subject to the cost of repair.**

#### Bath Tub Cleaning

25. In 2013 and 2014, many of the bathtubs at King & Queen Apartments were professionally resurfaced and re-coated, bringing them to virtually brand new condition. **Before cleaning your bath tub, please review and follow the cleaning instructions below, per the resurfacing company, to avoid damaging the new coating material that was added during the resurfacing process.**
  - a. **DO NOT USE ANY ABRASIVE, GRITTY CLEANERS SUCH AS AJAX, COMET, ETC. (EITHER IN POWDER, GEL OR LIQUID FORM).**
  - b. **Use only non-abrasive, liquid cleaners such as Formula 409, Lysol Tub/Tile Cleaner, or Scrubbing Bubbles on your refinished tub or shower.**
  - c. **For best results, spray the surface and let it penetrate for 3-5 minutes before scrubbing with a plastic cleaning pad or brush designed for use on Teflon surfaces.**
  - d. **Do not allow** any after-shower cleaners to remain on surface for any extended period of time.
  - e. **Rinse thoroughly** and wipe the surface with a soft sponge or cloth.

#### Trash Collection

26. Tenant shall remove all garbage, trash and rubbish from the Dwelling Unit in a clean and safe manner. Trash must be wrapped or placed in plastic trash bags and tied before taking it to the dumpster.
27. Tenant shall not permit any garbage, trash or debris, including cigarette butts, to be disposed on or to be left outside of Dwelling Unit or on the Premises, parking area, porches or walkways. Tenant is responsible for cleaning up any of these items that are not disposed of properly. Tenant shall be charged for the disposal of such items left by Tenant in any area other than the designated dumpster.
28. Tenant shall dispose of all garbage, trash, debris and recycling materials in the designated dumpster or recycling receptacle.
29. All cardboard boxes must be broken down before disposal in the recycling receptacle.
30. The dumpster is only to be used for ordinary trash, garbage and rubbish from Tenant's Dwelling Unit.
31. No trash shall be placed outside of, or against, the dumpster.
32. **Tenant shall obey the "Dumpster Rules" displayed on dumpster.** The "Dumpster Rules" are:
  - a. Tenant's use ONLY; violators will be prosecuted
  - b. Prohibited items in or next to dumpster:**
    - i. No appliances, air conditioners, mattresses, box springs, furniture, rugs and carpet.
    - ii. No auto batteries oil, petroleum products, flammable or toxic materials.
  - c. Trash must be securely bagged.
  - d. Empty boxes; these must be broken down and placed into the recycling receptacle located beside the dumpster.
  - e. Digging or scavenging is prohibited.

**33. Regular trash collection is on Thursdays.**

Recycling Collection

**34. The recycling receptacle is only to be used for recyclable materials from Tenant's Dwelling Unit. Recyclable items are posted on the exterior of the recycling receptacle. These items include:**

- Cardboard and Paperboard Boxes (including cereal boxes without liners) **PLEASE BREAK DOWN ALL CARDBOARD BOXES.**
- Newspaper (including all inserts), Magazines, Catalogs and Junk Mail
- Brown Paper Bags (kraft)
- Glass Bottles and Jars
- File Folders
- Post It Notes
- Computer Printouts, Office Paper (white and colored, including typing, fax, copy, letterhead, NCR)
- Envelopes (manila, regular & windowed)
- Books (including paperbacks, textbooks, softbacks and telephone books)
- Cartons and Aseptic packaging (such as milk and drink cartons)
- Tin/Steel Cans
- Empty Aerosol Cans
- Non-metallic wrapping paper
- Narrow-neck plastic containers (other than for motor oil) carry plastic resin identification code #1, #2 and #5
- #1 Plastic bottles (Water and soda)
- #2 Plastic containers (Milk and detergent)
- #5 Plastic containers (Butter and yogurt tubs)
- Wide-mouth containers such as peanut butter, margarine/butter tubs, yogurt, cottage cheese, sour cream, mayonnaise, whipped topping, etc.
- Aluminum food and beverage containers, Aluminum Foil and Aluminum Pie Pans (ONLY small trace of food residue is ok)

A short list of what **materials are to not be put into the recycling receptacle** includes:

- Any material with substantial food debris (small trace amounts of food residue is ok).
- Batteries of any kind.
- Styrofoam of any kind.
- Light bulbs of any kind.
- Mirrors, window or auto glass, porcelain, ceramics, glass cookware/bake ware, microwave oven trays, drinking glasses, perfume/cologne bottles.
- Wood or Yard Waste.
- Coat hangers, Wire.
- Household items such as toasters, cookware, bake ware, electronics, appliances, etc.
- Hazardous or toxic substances.
- Items containing or having debris and residue containing hazardous or toxic substances such as paint cans with wet paint, motor oil containers, gasoline cans, glue, petroleum products, etc.

**35. Recycling collection is on Wednesdays.**

**B. SAFETY AND SECURITY**

General Safety

1. Owner cannot guarantee the safety and security of the Premises at all times. Tenant is responsible for their personal security and the safety of their belongings on the Premises and in their Dwelling Unit.
2. **During an extended absence in excess of seven (7) days (i.e. Winter Break, Spring Break and during summer months), Tenant shall:**
  - a. Turn off all interior lights, including min-lights, string lights, rope lights and Christmas/Holiday lights,
  - b. Remove all window fans from windows,
  - c. Fully close and lock all windows that do not have installed window air-conditioners in them,
  - d. Lock the front door,
  - e. During cold months, turn heat to between 50-60 degrees,
  - f. During warm months, turn air conditioning Dwelling Unit(s) off and remove all window fans.

**Violations of this provision will be considered a breach of the Lease Agreement and Owner reserves the right to enter the Dwelling Unit and charge a maintenance fee if this provision is breached.**

3. Due to the risk of injury and property damage, Tenant is prohibited from planning and/or participating in events and activities that involve the use of water and water devices on the Premises or within or adjacent to their

Dwelling Units (i.e. water balloons and water guns).

#### Electrical Safety

4. Tenant shall not remove or tamper with light bulbs on porches and landings on the Premises.
5. Tenant shall not hang or install any lights on the exterior of the Dwelling unit or on the Premises, including the outside of their windows or doors.
6. If Tenant notices that there is no power to a particular light fixture or receptacle in the Dwelling Unit, the Tenant shall check to see:
  - a. if the light bulb has blown,
  - b. if the light switch at the front door or bedroom door is in the "off" position,
  - c. if the bottom button on the face of a Ground Fault Interrupter outlet located in the kitchen, bedroom and/or living room has been tripped, or
  - d. if a fuse has blown in the fuse box, or if a circuit breaker has 'tripped' and switched to the "off" position

prior to requesting maintenance services from the Owner for electrical issues. Tenant may be charged for any unnecessary maintenance call associated with this provision.
7. Permanent electrical circuits and receptacles cannot be changed or altered by Tenant, or anyone who has not been authorized to do so by the Owner.
8. Appliances, lamps, power cords and other electrical equipment with damaged, worn, spliced, cracked or frayed cords and plugs cannot be used or must be replaced.
9. All light fixtures, provided by and used by Tenant, must use only light bulbs of type and wattage as recommended by the manufacturer. Lamp shades must also meet manufacturer specifications for the specific fixture.
10. At move-in, all ceiling and wall light fixtures will be equipped with the proper light bulbs. Tenant shall be responsible for replacing any non-working light bulbs in their Dwelling Unit during the Lease term at Tenant's expense. When a light bulb burns out, Tenant shall replace the bulb in the light fixture with a like-kind bulb. The bulbs in the fixtures in the Dwelling Unit are and must be 60-Watts, if incandescent. (or the equivalent, if using a compact florescent (CFL)). Tenant shall not use an incandescent light bulb greater than 75-Watts in any ceiling or wall light fixture while occupying the Dwelling Unit.
11. Electrical cords or other communication cables may not be installed under carpets, hung over nails or run through doorways and windows.
12. The following are prohibited in Dwelling Units:
  - a. multi-plug adapters (the type that are affixed directly to the wall outlet);
  - b. cube adapters;
  - c. non-fused plug strips or power strips;
  - d. items such as air fresheners that include an outlet on them.
13. Grounded, relocatable power strips or surge protector strips with heavy duty cords and a "reset" switch are the only allowable receptacle extensions from wall outlets. Each power tap will be connected directly into a wall receptacle and they shall not be plugged into one another, meaning not into another power strip.
14. Non-fused extension cords and flexible cords are prohibited.
15. No power cord, of any type, shall be extended through walls, ceilings or floors, or under doors or floor coverings, nor shall any cord be subject to environmental damage or physical impact.

#### Fire Safety

16. A fire extinguisher is located at the second floor of each building (between apartments 7 & 8 and 19 & 20).
17. Smoking is not allowed in the Dwelling Unit. Tenant shall be charged for any damage caused to the Dwelling Unit from smoking, including burns and discoloration of paint.
18. OPEN FLAMES (from any source) and burning materials of any kind are absolutely prohibited on the Premises and in any Dwelling Unit.
19. Tenant shall not wrap aluminum foil around the range drip pans. Foil can trap heat or melt, resulting in damage to the product and a shock or fire hazard.
20. Tenant will not use or keep the following in the Dwelling Unit or on the Premises: explosives, cotton samples, burning fluid, camphene, kerosene, fuel of any kind or other easily flammable material and shall not otherwise permit anything to be done on the property or Premises which will in any way increase the rate of fire insurance on the property, or in any way conflict with any ordinance, rule or regulation of any governmental authority having jurisdiction over the Premises. Storing, keeping, or using gas, charcoal, or open burners of any sort (as well as the fuel that they use) or any other cooking device not designed for indoor use is prohibited anywhere on the Premises, including within the Dwelling Unit, or on landings, patios, porches or balconies.

21. The integrity of all ceilings, floors and walls must remain intact and not be disturbed.
22. All ceiling and wall light fixtures, as well as, any lights provided by Tenant, must have proper globe, shade or deflector in place.
23. Tenant shall keep personal items away from any light fixture.
24. Additional wall coverings (e.g. paneling, wallpaper, contact paper, etc.) shall not be installed by Tenant.
25. Wall hangings cannot contact electrical outlets or come closer than 12 inches from a heating unit.
26. All ceiling decorations are prohibited.
27. Window decorations, such as drapes and blinds, other than the shades furnished by Owner, may be used, but must carry a recognized fire rating and be constructed of fire retardant material.
28. Dwelling Units must be kept uncluttered and access to the doors clear.
29. Per Section 110 of the Virginia Statewide Fire Prevention Code, the means of egress, the stairways, porches and landings must remain clear and unobstructed. Obstructing these means of egress is not permitted. Bicycles, trash, furniture, boxes, or other items may not be placed on porches, landings or stairwells at any time.
30. At no time may the maximum capacity restrictions of a room or Dwelling Unit on the Premises be exceeded.  
Section 1001 of the Virginia Statewide Fire Prevention Code states:  
*"1001.3 Overcrowding. Overcrowding, admittance of any person beyond the approved occupant load established by the [Uniform Statewide Building Code] USBC or other building code under which the building was constructed, or obstructing aisles, passageways, or any part of the means of egress shall not be allowed. The fire code official, upon finding any condition that constitutes a life safety hazard shall be authorized to cause the event to be stopped until such condition or obstruction is corrected."*
31. None of the following items are allowed on the Premises:
  - a. No electric heaters. If there is an issue with heat in the Dwelling Unit, Owner will provide temporary heater(s).
  - b. Kerosene or other non-electric portable heaters;
  - c. Grills of any kind;
  - d. Candles;
  - e. Fireworks;
  - f. Live Christmas or Holiday Trees

**C. KEYS, LOCKS AND LOCKOUTS**

Keys and Locks

1. Upon move-in, Owner shall provide keys to the Dwelling Unit to the first Tenant who moves into the Dwelling Unit.
2. Tenant shall not add any additional locks to any door in Dwelling Unit, or change existing locks, without written permission from the Owner. Padlocks on interior doors are prohibited.

Lost or Stolen Keys

3. Tenant shall be responsible for any lost or stolen keys. In the event that keys to the Dwelling Unit are lost or stolen, Tenant shall contact Owner, in writing, who will then arrange the services of Owner's Locksmith.
4. For the safety of the Tenant and security of the Premises, when any keys to the Dwelling Unit are lost or stolen, the locks will be changed and/or re-keyed by Owner's Locksmith, at Tenant's expense.
5. Tenant shall be responsible for all costs and expenses, including the service fee of the Locksmith and Tenant shall pay Locksmith directly and immediately at time of service.
6. If Locksmith is not paid at time of service, the cost to re-key the locks will be charged to Tenant as additional rent.

Maintenance and Management Access

7. **For security purposes, it is Owner's policy for all management, maintenance and service personnel to lock every Dwelling Unit door upon leaving the Dwelling Unit, whether the door was found locked or unlocked.**
8. It is not the responsibility of Owner if, when the Dwelling Unit is left unlocked by Tenant and the Dwelling Unit is then serviced by maintenance personnel and, subsequently, Tenant becomes locked-out of their Dwelling Unit.

Lockouts

9. Tenant, when leaving the Dwelling Unit, shall lock the Dwelling Unit door and carry the keys with them.
10. Owner does not provide a "lock-out" service to Tenants who are locked out of their Dwelling Unit.
11. Managing Agent, if available, will unlock a Dwelling Unit for a \$50.00 convenience fee. This fee is expected payable to Howard Hanna William E. Wood Property Management before the Dwelling Unit is unlocked. If Managing Agent is not paid at time of service, the convenience fee will be charged to Tenant as additional rent.

12. It is impossible for Tenants to lock themselves out of the Dwelling Unit. The only means to lock the door to the Dwelling unit is a keyed deadbolt and a key must be used to lock the deadbolt from the exterior of the Dwelling Unit. The only way Tenant can become locked out of the Dwelling Unit is to either
  - a. Lose their keys,
  - b. One Tenant locks the door and the other Tenant does not have their keys with them, or
  - c. The door is left unlocked with Tenant's keys inside and maintenance personnel locks the door behind themselves after completing a repair in the Dwelling unit.
13. In the event that Tenant becomes locked out of their Dwelling Unit, Tenant shall either
  - a. Wait for their roommate to return with a key to the Dwelling Unit, or
  - b. During normal business hours of 9:00 AM to 4:00 PM, Monday through Friday, excluding holidays, contact Managing Agent at 757-220-0000 to obtain a loaner key from Managing Agent. Tenant shall return the loaner key to Managing Agent within 24 hours or the locks to the apartment will be rekeyed and Tenant shall be charged the cost to rekey the lock, or
  - c. After business hours, or on weekends or holidays, it is considered an emergency and the lockout convenience fee is due to Howard Hanna William E. Wood Property Management before the Dwelling Unit is unlocked. If Managing Agent is not paid at time of service, the convenience fee will be charged to Tenant as additional rent.

**D. USE AND OCCUPANCY**

Move-In

1. At move-in, the following items are in the Dwelling Unit for Tenant's use and reference:
  - a. Air-conditioner drip pan(s).
  - b. Window screens (both large and small).
  - c. Tub drain screen and, if applicable, bathroom sink drain screen.
  - d. Kitchen sink basket strainer.
  - e. Directions to installation/uninstall a window air-conditioner.
  - f. Annual Smoke Detector Inspection Certificate.

Intra-Community Transfer

2. If at the end of any lease period, Tenant, while living on the Premises, wishes to sign a new lease and transfer from one Dwelling Unit to another, Tenant may be permitted to do so with prior consent of Owner and under the following specific circumstances:
  - a. Transferring Tenant shall pay a non-refundable turnover/transfer accommodation fee of \$500.
  - b. Transferring Tenant must sign a lease extension agreement to extend the current lease to 12:00 NOON on June 1<sup>st</sup>. The new lease period for the new Dwelling Unit will begin on June 1<sup>st</sup> and will end on May 22<sup>nd</sup>.
  - c. Transferring Tenant must submit a new Security Deposit and sign a new lease to secure the new Dwelling Unit.
  - d. Transferring Tenant can request a particular Dwelling Unit; however, Management will not know which Dwelling Units will become available until on or, possibly, before February 22<sup>nd</sup>. Management will not put a 'hold' on a specific Dwelling Unit for Transferring Tenant, but it is recommended that Transferring Tenant communicate with Management, in writing (via email) early to be put on a waiting list. Dwelling Units are leased on a first come, first served basis.
  - e. Transferring Tenant must adhere to all normal move-out procedures noted in paragraph J of these Rules and Regulations when moving out of the existing Dwelling Unit and transferring to the new Dwelling Unit. Any charges for damages to the existing Dwelling Unit will be deducted from the Security Deposit.
  - f. New applications for Transferring Tenants are not necessary if there are no changes in the Tenant or Rent Guarantor Applications submitted; the existing Application for Tenancy and Rent Guarantor Application will transfer to the lease of the new Dwelling Unit.

General

3. Tenant shall not place or permit to be placed any items, articles or apparatus including, but not limited to, flower pots, clothing, blankets, sheets, towels, door mats, or furniture such as, but not limited to, sofas, chairs or futons on the windowsills, railings, porches or landings.
4. Tenant shall maintain temperature controls on the refrigerator and freezer at medium settings. In the event that the refrigerator/freezer becomes inoperable as a result of Tenant violating this rule and maintenance is required, Tenant shall be assessed the cost of repair.
5. Tenant shall install and use a plastic shower curtain liner to prevent water damage to the bathroom walls and floor. Tenant is responsible for any water damage caused by not installing or correctly using a plastic shower curtain liner.
6. To avoid pests in the Dwelling Unit, Tenant shall:
  - a. Keep the kitchen countertop, sink, drain, backsplash, cabinets, floor and appliances free of any food and grease.

- b. Keep the kitchen appliances, especially the oven and stovetop, clean and free of food and grease, on a regular basis.
  - c. Clean under and behind the refrigerator and under the range (the bottom drawer can be pulled out to access the floor underneath the range).
7. No items may not be screwed, nailed, bolted or glued to the walls, doors, including the front door or screen door, or woodwork in the Dwelling Unit. This includes poster putty, poster foam, glue, Scotch tape or Duct tape. If Tenant uses such items and they are left on the walls or doors, or if their use causes large holes or damage to the walls or doors, Tenant shall be charged the cost to remove, patch and paint the damaged areas. The use of 3M brand removable products is suggested.
  8. Tenant shall not place or permit to be placed any signs, flags, decorations or displays of any sort on the front door, screen door, or in or on the windows of the Dwelling Unit.
  9. Tenant shall not affix or suspend any advertisements or notices upon or from any part of the Dwelling Unit or Premises without the prior written consent of Owner.
  10. Tenant shall not place or permit to be placed any item on the Premises that diminishes the appearance of the Premises as determined solely by the Owner.
  11. Owner provides roll-up shades for the windows. Tenant shall not remove, replace or interfere with the shades provided. If Tenant hangs drapes or curtains, the drapes or curtains must be hung on the interior side of the shade ONLY, thus leaving the shades provided hung at the front and against window.
  12. Tenant shall not throw any item or article from the windows, doors, porches or landings.
  13. Tenant shall not place or permit to be placed any wires, cables, aerials, antennae, satellite dish or similar apparatus upon the roof or any other part of the building. Tenant is not permitted to repair, replace or upgrade any wires, cables or related apparatus.
  12. Tenant shall not use paint, spray paint, chalk, spray string or glitter of any kind, in the Dwelling Unit or on the Premises including, but not limited to, stairways, porches, landings and parking lot. Tenant shall be responsible for the cost to repair of any damage due to the use of these items in the Dwelling Unit or on the Premises.
  14. Tenant shall not shake or clean dust mops, clothing, tablecloths, rugs, vacuum bags or similar items from the windows, porches or landing areas.
  15. In addition to the items noted in paragraph B. 25, the following items not are allowed on the Premises:
    - a. Waterbed(s).
    - b. Beer kegs.
  14. The following areas are off limits:
    - a. Carport.
    - b. Area behind privacy fence.
    - c. Flat roof over office.
  15. No car washing or cleaning is allowed on the Premises.

#### Smoke Detectors and Fire Suppressants

16. The Dwelling Unit is equipped with two (2) smoke detectors. Tenant shall not handle the smoke detectors in any manner. Tenant shall be charged \$100.00 fee, per violation, for tampering with a smoke detector.
17. Tenant shall notify Owner if a smoke detector ceases to function properly.
18. Tenant shall not handle the stovetop fire extinguishers in any manner. Tenant shall be charged a fee of \$100.00, per violation, for any tampering with a stovetop fire extinguisher.

#### Mail and Package Delivery

20. In order for any mail or packages to be properly delivered, the mail or packages must have the following legibly written on them:
  - a. the name of the Tenant currently living on the Premises;
  - b. the proper Dwelling Unit number on the mail or package.

If neither is properly indicated, the mail or package is subject to be returned to sender.

21. **Owner is not responsible for any mail or packages left at the Premises, including mailboxes, porches, sidewalks and landings, including mail or packages that do not indicate the proper Dwelling Unit number in the address.**
22. Owner is not responsible for the acceptance of any packages, furniture, items or articles, on behalf of Tenant, that are delivered to the Premises.

## Pets and Animals

23. Tenant shall not permit or have pets or animals, wild or domestic, of any sort in or on Premises, except for a service animal that has been authorized by the Owner. This includes mammals, reptiles and birds. Tenant acknowledges that any violation of this provision by Tenant or others on the Premises shall be considered a material noncompliance breach of this agreement.
24. If Tenant permits an animal in Premises, tenant shall be liable for any damage caused by the animal, including, but not limited to, carpet professionally cleaned and deodorized and/or replaced, any pest treatment and extermination. Tenant shall remain liable for dormant infestation and latent pet odor (including extermination costs and carpet replacement/floor refinishing if necessary) for 30 days after the pet is removed from the Premises and the required extermination and cleaning are complete, even if prior to that time the Security Deposit and Pet Deposit have been returned to Tenant.

## E. HEATING AND AIR-CONDITIONING

### Heating

1. The Dwelling Units on the Premises are heated by a central heating system.
2. Heat to the Dwelling Units will be turned on or around October 15<sup>th</sup>, but no later than November 1<sup>st</sup> of each year, and will be turned off on or around March 15<sup>th</sup>.
3. The heating system will be turned on by November 1<sup>st</sup>, regardless of weather.
4. The heat usage in each apartment is determined by a run time meter. When the central heating system has been turned on and the fan/blower to the heating unit in the Dwelling Unit is running, the meter calculates the heat usage time inside the Dwelling Unit. Keep in mind that each Dwelling Unit is charged for its usage.
5. Each Dwelling unit is equipped with a digital thermostat. For instructions on how to operate the thermostat, please visit the King & Queen Apartments website, [www.KingandQueenApts.com](http://www.KingandQueenApts.com).

### Air-Conditioning

6. Dwelling Units are not equipped with central air-conditioning.
7. Tenant is permitted to have no more than two (2) window air-conditioning units in the Dwelling Unit. Tenant shall adhere to the following:
  - a. **Air-conditioners are to be installed and removed either by Owner's approved contractors at Tenant's expense or in accordance with the installation and removal guidelines found at [KingandQueenApts.com](http://KingandQueenApts.com).** If Tenant hires Owner's approved contractor, Tenant shall either pay contractor directly at time of service or the cost of service shall be due to Owner as additional rent.
  - b. Tenant shall to purchase, at Tenant's expense, only those air-conditioning units that meet the required specifications provided by Owner. The names of Owner's approved contractors may be obtained from Owner or its Managing Agent.
  - c. Only air-conditioners that clear a minimum of eleven (11) inches from the window sill and a maximum of 8000 BTUs **are allowed in Dwelling Unit windows.**
  - d. An air-conditioner drip pan shall be installed under any air conditioner. The air-conditioning drip pan(s) is provided by Owner and is property of Owner.
  - e. **No air-conditioning unit shall be installed in a bathroom window, or any window overlooking or facing the Dwelling Unit parking lot.**
  - f. Tenant shall only use air-conditioners with functioning window side curtains and frames.
  - g. Tenant shall not use towels, cardboard, wood, plastic, tape or similar items on the window with the air-conditioning unit. Tenant shall only use the Styrofoam used by the contractor who installs the unit.
  - h. Tenant shall not screw or attach the air-conditioning unit to the window, sill, window sash or building in any way. If Tenant damages the window sash by drilling or nailing into the sash, Tenant shall be responsible for the cost of replacing the window sash.
  - i. **For security purposes, Tenant is strongly suggested to use a wooden dowel or broom stick that is cut to fit between the lower sash and top of the inside of the window to prevent the window from being opened from the outside.**
  - j. Nothing is allowed to be screwed into, nailed or attached to the window sashes, window jambs or window sills.
8. Tenant shall clean and/or replace and/or clean the filter in the air conditioner unit so as to avoid any damage to the Dwelling Unit, window sills or walls.
9. Tenant is permitted to use portable air-conditioning units, so far as the following provisions are met:
  - a. **Draws no more than 11 Amps / 115 Volts.** This will prevent an overload on a circuit. Tenant should also be aware that using multiple appliances (such as a blow-dryer and curling iron) at the same time, on the same circuit, will likely blow a fuse or trip a GFCI receptacle, especially on the same circuit as an air-conditioner. If a fuse is blown or a GFCI receptacle "trips", meaning the button pops and it ceases to function, please refer to the

King & Queen Apartments website, KingandQueenApts.com.

- b. **Has an automatic evaporation system** which means there is no condensation/water bucket/tank to empty, or worse, to overflow. The cost to repair any water damage to the Dwelling Unit or Premises due to, but not limited to, the unit tipping over, overflowing or leaking, is the sole responsibility of the Tenant.
- c. **The exhaust vent is properly installed** (per manufacturer's specifications).
- d. **For security purposes, Tenant is strongly suggested to use a wooden dowel or broom stick that is cut to fit between the lower sash and top of the inside of the window to prevent the window from being opened from the outside.**
- e. Nothing is allowed to be screwed into, nailed or attached to the window sashes, window jambs or window sills.

#### F. UTILITY BILLING

1. Owner has contracted a Utility Billing Service to serve as the heating and electrical-metering and utility billing agent.
2. Tenant does not need to contact Utility Billing Service to set up utilities.
3. Owner will notify Utility Billing Service with Tenant name(s), contact information and Lease Commencement Date.
4. Tenant shall be billed electronically, unless Tenant chooses to "opt-out" of electronic billing. If Tenant chooses to "opt-out" and receive utility bills by US Mail, Tenant shall be responsible for any fees the Utility Billing Service charges for sending bills via US Mail.
5. Tenant is responsible for paying for the use of the utilities in the Dwelling Unit during the lease term, as noted in Paragraphs 1, "Definitions", 6, "Rent", and 7, "Utilities", of the Lease Agreement.
  - a. Tenant will be billed for the use of (1) heating fuel for heat and hot water and (2) electric power in the Dwelling Unit.
  - b. Tenant shall be charged a monthly processing fee for receiving, accounting and collection duties by the Utility Billing Service in the amount of \$5.00, which shall be included in each monthly bill. Please note that this processing fee is subject to change.
  - c. Tenant shall pay the utility bill promptly, in full, for the amount of the utility bill, prior to the due date noted on the bill, to avoid further penalty and/or action.
  - d. A late fee of \$5 per utility payment will be assessed to all utility payments received after the due date.
  - e. All utility bills, for which Tenant is responsible, are considered additional rent, as noted in the Lease Agreement.
  - f. A \$25 transaction fee may be charged to Tenant for any disruption of or change in billing services during the leasing period.
  - g. Tenant shall be held responsible for any damage they may cause to the sub-metering equipment installed in the Dwelling Unit.
6. Neither Owner nor Managing Agent are to be held responsible for any discrepancies including, but not limited to, monthly billing or the receiving and crediting of Tenants' payments on an account.
7. Tenant understands that utility bills are considered additional rent, per the Lease Agreement.
8. The Utility Billing Service may change at any time. Tenant will be notified promptly, in writing, of any change.
9. If, at the end of the Lease Term, Tenant is carrying a balance on their utility account, Owner shall deduct the utility account balance from the Security Deposit.

#### G. BICYCLES, VEHICLES, PARKING, PARKING DECALS, TOWING & TEMPORARY PARKING PASSES

##### Bicycles

1. Tenant, their friends, family, guests or invitees shall not store, lock, tether, keep or place bicycles, scooters or similar items on or against any stairwell, railing or on any porch or landing on the Premises.
2. Tenant shall not block any part of any stairwell with bicycles, scooters, or similar items.
3. If bicycles are left outside, they shall only be kept and stored using the bicycle racks located at the rear of the Premises.
4. Any bicycles, scooters or similar items that are stored, kept or parked in violation of these Rules and Regulations shall be removed from the Premises. Owner shall not be responsible for any damage to the removed property. Tenant shall, in addition to any fee imposed by Owner pursuant to Section F below, pay any lock removal fee.
5. All bicycles, scooters or similar items shall be registered with the Owner.

##### Vehicles and Parking

6. The parking lot on the Premises is reserved for **Tenant use only.**
7. Tenant is permitted to have one (1) parking decal for one (1) vehicle per Dwelling Unit.
8. Tenant vehicles shall not be parked in any area marked "No Parking", including the carport area. The carport is for Owner's use only.

9. No vehicle shall be parked in front of the garbage dumpster, over the lines leading up to the garbage dumpster, or in any manner that prevents access to the garbage dumpster.
10. Tenant vehicles that prevent access to the garbage dumpster will be assessed the fee that the garbage disposal service charges to return to empty the garbage dumpster.

#### Parking Decals and Towing

11. Parking decals are valid through May 22<sup>nd</sup> of each calendar year.
12. A local towing company makes random sweeps through the parking lot to make sure each vehicle parked in the parking lot displays a current parking decal.
13. Vehicles without a current, valid parking decal or pass are subject to being towed at the vehicle owner's expense. This includes vehicles of friends, family, guarantors, guests and invitees.
14. All vehicles parked in the parking lot must be properly registered and licensed with their applicable state and/or jurisdiction and operable at all times.
15. If Tenant wishes to park a vehicle in the parking lot, Tenant shall register the vehicle with Owner and provide the Owner with a copy of the vehicle registration of the vehicle that will be parked in the parking lot.
16. Upon registering the vehicle with Owner, Owner shall issue a parking decal to the Tenant for the vehicle that has been registered.
17. If vehicle registration is not in Tenant's name, Tenant must provide proof of Tenant's full-time usage.
18. All of the vehicle registration information that is submitted to Owner must match the vehicle, or the vehicle is subject to being towed.
19. Tenant shall pay Owner \$15.00 to reissue a parking decal. Tenant shall remove and return the original decal in order to receive a new decal.
20. Parking decals must be affixed to the registered vehicle.
21. The registered vehicle shall display the current parking decal, affixed on the exterior of the driver's side of the rear window ONLY.
22. Tenant is not permitted to transfer the parking decal to another vehicle. Additionally, when a registered vehicle is sold, or disposed of, the decal may not be transferred to another vehicle, person, or Dwelling Unit.
23. Parking decals shall not be taped to any window. A vehicle that is found with a parking decal taped onto it will be subject to towing at the vehicle owner's expense.
24. If the license plate changes for a registered vehicle, Tenant shall provide Owner with a copy of the new vehicle registration and a new parking decal must be reissued to vehicle, and Tenant shall be charged for reissuing of the new parking decal.
25. No vehicle repairs (except minor repairs such as changing a tire) are allowed, at any time, in the parking lot.
26. The owner of the vehicle, or Tenant, shall be responsible for all costs associated with their vehicle being towed.

#### Temporary Parking and Temporary Parking Pass

27. There are no designated visitor parking spots in the parking lot.
28. Temporary parking is available for a moving vehicle (be it a moving van, truck, car, SUV, etc.) to be parked in the parking lot to move a Tenant's belongings into the Dwelling Unit. This also applies to the parking of storage bins (for example, P.O.D. S., or the like).
29. Moving trucks or vehicles shall not block the use of or access to parking spaces for other Tenants.
30. The use and parking of a moving vehicle must be communicated with Howard Hanna William E. Wood Property Management beforehand so the vehicle will not be subject to towing.
31. A Temporary Parking Pass ("TPP") will be issued under the following conditions:
  - a. A TPP is good for one (1) day ONLY, from 9:00 AM to 4:00 PM.
  - b. The TPP is assigned during move-in and move-out of the Dwelling Unit. Any other time must be approved by Managing Agent.
  - c. The TPP must be arranged with Owner beforehand by contacting the Howard Hanna William E. Wood Management Office at (757) 220-0000 between the hours of 9:00 AM and 4:00 PM.. Tenant shall notify Managing Agent prior to move-in to arrange the TPP to be available in Dwelling Unit at the time of move-in.
  - d. **The TPP must be picked up from and returned to the Howard Hanna William E. Wood Property Management Office, 5208 Monticello Avenue, Williamsburg, VA. 23188 between 9:00 AM and 4:00 PM, Monday through Friday, excluding holidays.**
  - e. A copy of the vehicle registration of the vehicle that will be issued the TPP must be submitted.

32. There is on-street parking across the street from the apartments on Scotland Street Tenant's friends, family, guarantors, guests and invitees can park there, when spots are available, for as long as they want. Additional public parking is available nearby.
33. This parking policy is to protect the Tenants' use of the 'Tenants Only' parking lot, and to avoid non-tenants from abusing the location of the parking lot and parking their vehicle for an extended period of time and visiting a Dwelling Unit, going to class or the delis.
34. Any vehicles that are parked in violation of these Rules and Regulations shall be towed.
35. Violation of any provision relating to Vehicles and Parking is subject to the loss of parking privileges in the parking lot.

#### H. PERIODIC INSPECTIONS

1. Periodic inspections of the Dwelling Unit shall take place in September and March of each lease year and when deemed necessary by the Managing Agent.
2. Each inspection, which typically take less than 10 minutes to conduct, is conducted to ensure the health and safety of the Dwelling Unit and Premises, per Virginia Law.
3. Tenant shall receive written notice at least 48 hours prior to such inspection,
4. Inspections will be held between 9:00 AM and 4:00 PM.
5. Tenant is encouraged, but is not required, to be present during the inspections.

#### I. MOVE-OUT INSPECTION

1. A Move-out Inspections will be conducted by appointment only, Monday through Friday beginning at 9:00 AM and to be completed by 4:00 PM. An appointment for a move out inspection must be made with Managing Agent at least one (1) week in advance.
2. Tenant is encouraged, but not required, to be present at the move-out inspection.
3. Tenant must notify Managing Agent, in writing, if Tenant wishes to be present at the Move-out Inspection. Managing Agent, will provide the date and time the inspection will be conducted.
4. If Tenant does not want to be present or fails to show up at the scheduled time, the inspection report will be final and Tenant will not be allowed back onto the Dwelling Unit to correct any defects.
5. A Move-out Inspection is made only after Tenant has **completely vacated** and the Dwelling Unit has been completely cleaned and emptied.
6. A room-by-room inspection will be made of the entire Dwelling Unit, including interior, appliances, windows, blinds, doors, etc.
7. The Move-Out Inspection Cleaning Checklist is a cleaning guideline. Upon receipt of the written notice to vacate, Tenant will receive another copy. Most tenants who use these guidelines receive their security deposit back.
8. Tenant shall be ready to turn in the keys at the time of the Move-out Inspection.

#### J. RETURN OF SECURITY DEPOSIT

##### **THE SECURITY DEPOSIT MAY NOT BE USED AS THE LAST MONTH'S RENT!!!**

1. The Security Deposit Disposition Statement will be mailed to Tenant within 45 days from the date the Managing Agent received the keys to the Dwelling Unit.
2. The following are the requirements for a full refund of a Security Deposit, so far as the Dwelling Unit has been left clean and undamaged, reasonable wear and tear excepted (reasonable wear and tear is unavoidable deterioration in the dwelling and its fixtures resulting from normal use) and following the following procedures:
  - a. Tenant has turned in ALL original "Do Not Duplicate" keys to Managing Agent. If not returned by **5 pm** on the date the tenant vacates the Premises, the locks will be changed and the tenant shall be charged the fees for changing the locks and obtaining new keys.
  - b. Tenant has paid all charges, costs and rents due (including all utility bills and charges).
  - c. Tenant has provided Managing Agent with a valid forwarding residence address and telephone number.
  - d. At occupancy, upon Tenant's move-in, Tenant occupied the Dwelling Unit after it was professionally cleaned by a cleaning company and the carpets were cleaned and deodorized by a carpet cleaning professional. Therefore, **Tenant, upon move-out or vacancy at lease expiration, at Tenant's expense, agrees to have the Dwelling Unit cleaned by an Owner-approved cleaning company and carpets professionally cleaned and deodorized by an Owner-approved carpet cleaning professional.**  
Please check with Howard Hanna William E. Wood Property Management for a list of Owner-approved cleaning companies and Owner-approved carpet cleaning professionals. **A copy of the paid Owner-approved cleaning company and Owner-approved carpet cleaning professional's bill is required at time of move-out.** Renting a carpet cleaning/shampooing machine and chemical dry cleaning are not acceptable.

Tenant must schedule for the Dwelling Unit and for the carpets to be cleaned well in advance to ensure that they are cleaned, and dry, prior to move-out.

If Tenant does not have the Dwelling Unit cleaned by an Owner-approved cleaning company, or carpets professionally cleaned and deodorized by an Owner-approved carpet cleaning professional prior to move-out, Owner may hire a cleaning company to clean the Dwelling Unit and have the carpets professionally cleaned and deodorized by a carpet cleaning professional. The cost of cleaning, plus a Coordination Fee, shall be deducted from the Tenant's Security Deposit.

- e. Tenant has removed all debris, rubbish, personal belongings and properly discarded all items from the Dwelling Unit and Premises.
- f. Carpets are vacuumed;
- g. Carpets are to have been professionally cleaned, deodorized and are dry (receipt required, a rented machine and chemical dry cleaning are unacceptable);
- h. Dwelling Unit has been cleaned by a cleaning company:
  - i. Refrigerator/freezer is completely cleaned inside and out and free of food, dirt, debris and grease
  - ii. Floor is cleaned underneath refrigerator/freezer and is free of food, dirt, debris and grease;
  - iii. Electric range is completely cleaned inside and out, drip pans under burners have been cleaned or replaced;
  - iv. The floor is cleaned underneath the electric range and is free of food, dirt, debris and grease;
  - v. Kitchen and bathroom floors are swept and mopped;
  - vi. Back-splash areas of kitchen and bathroom are free of food, dirt and grease;
  - vii. Light fixtures are free of dust and insects (including glass and plastic covers), and burned-out light bulbs have been replaced;
  - viii. Countertop and vanity tops are free of food, dirt, grease and soap scum, including countertop behind range;
  - ix. Inside and face of closets, cupboards and drawers are free of belongings, food, dirt and grease;
  - x. Interior of the Dwelling Unit is free from insects and webs;
  - xi. All woodwork, trim, baseboards, blinds and windowsills are washed clean;
  - xii. Interior glass of windows are clean;
  - xiii. Bathrooms are free of dirt, hair and soap scum; mildew and mineral deposits are free from walls and fixtures; medicine cabinets and mirrors are free from dust, debris and water; interior and exterior of commode is free of dirt, hair, waste and mineral deposits;
- i. All household items supplied by the Owner including, but not limited to, fire alarms, towel rods, toilet paper rods drain screens, Stove-top Fire-stop fire suppressors, smoke alarms, broiler pans, A/C drip pans and window screens are left in the Dwelling Unit;
- j. All walls are clean and unmarred. Any nails and wall hangings are removed No tape, stickers, scratches or holes on walls. Dwelling Units are NOT automatically painted between Tenants;
- k. Tenant agrees that there will be a partial charge for painting if the Tenant vacates within three (3) years and painting is necessary, as determined by the Owner. Tenant shall be responsible for all costs of painting if Tenant vacates within one (1) year and painting is necessary, as determined by the Owner.
- l. Only those who are on the Lease are permitted to be present at the move-out inspection. If any person(s) other than the Tenant are present during the inspection and that person(s) becomes disruptive in any way, the Managing Agent reserves the right to end the inspection and continue at a later date and time.
- m. Tenant has an acceptable move out/check out inspection report.

**J. VIOLATIONS OF RULES AND REGULATIONS**

The imposition and payment of any fee imposed for violating these Rules and Regulations shall not be an election of remedies by the Owner. Owner shall have the right to pursue all such other remedies against Tenant as provided by law or the Lease Agreement, including the termination of the Lease.

**K. CHANGES TO RULES AND REGULATIONS**

Owner shall be permitted to modify, amend and change these Rules and Regulations as provided by Virginia law.

**THESE RULES AND REGULATIONS ARE MADE PART OF THE LEASE AGREEMENT.**

Acknowledged and agreed to:

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

DAMAGE ADDENDUM

STANDARD TENANT DAMAGE COSTS (in USD)\*

1	Replace or rekey any deadbolt lock	100.00
2	Replace window pane (picture window)	200.00
3	Replace window pane (thermal)	300.00
4	Replace window shade/blind (small)	30.00
5	Replace window shade/blind (large)	50.00
6	Replace screen door	600.00
7	Replace screen in screen door	75.00
8	Replace window screen (removable)	35.00
9	Replace wood entrance door	1200.00
10	Replace wood interior door	300.00
11	Replace door casing/jamb	225.00
12	Replace range electrical eye ring	40.00
13	Replace range drip pans	3.00-5.00
14	Replace range/oven knob	25.00
15	Replace range/oven	500.00
16	Replace range/oven rack	60.00
17	Replace range hood	200.00
18	Replace range hood light cover	15.00
19	Repair kitchen drawer	90.00
20	Replace kitchen drawer	150.00
21	Replace refrigerator door molding	85.00
22	Replace refrigerator shelve supports	65.00
23	Replace refrigerator door gasket or panel	160.00
24	Replace butter keeper	30.00
25	Replace refrigerator drawer	75.00
26	Replace refrigerator light	5.00
27	Repair refrigerator due to over freezing	95.00
28	Replace refrigerator/freezer handle	100.00
29	Replace refrigerator cover pan	60.00
30	Replace refrigerator shelf	60.00
31	Replace ice cube tray (1)	5.00
32	Replace refrigerator	500.00
33	Replace kitchen faucet	250.00
34	Replace kitchen sink	200.00
35	Replace door closer on screen door	85.00
36	Replace door stopper	5.00
37	Replace door knob (front door)	125.00
38	Replace door knob (privacy)	85.00
39	Replace door knob (passage)	65.00
40	Replace weather stripping or threshold	100.00
41	Replace toilet seat	35.00
42	Replace tissue holder (ceramic)	85.00
43	Replace towel bar (includes wall damage)	75.00
44	Replace towel bar	35.00
45	Replace toilet	375.00
46	Replace toilet Fluid Master (damaged by Tenant)	125.00

47	Replace shower head	85.00
48	Replace shower rod	75.00
49	Replace bathroom faucet	175.00
50	Replace faucet handle	65.00
51	Replace medicine cabinet mirror	90.00
52	Replace standard medicine cabinet	175.00
53	Replace medicine cabinet shelves	25.00
54	Replace sink	300.00
55	Replace vanity sink/cabinet	300.00
56	Repair vanity door	85.00
57	Replace tub strainer	5.00
58	Replace vanity/sink strainer	7.00
59	Repair wall due to water damage from shower	150.00
60	Replace carpet or linoleum (per sq. yd.)	18.00
61	Repaint Dwelling Unit (per sq. ft.)	2.00
62	Exterminate for insects and rodents	150.00
63	Replace window lock	85.00
64	Replace electric receptacle or switch	85.00
65	Replace electrical receptacle or switch plate	5.00
66	Replace thermostat	125.00
67	Replace smoke detector	100.00
68	Replace standard light fixture	100.00
69	Replace globe	60.00
70	Replace light bulb	5.00
71	Clean kitchen cabinets and countertops	75.00
72	Clean carpet	100.00
73	Clean range/oven inside	50.00
74	Clean range/oven racks	35.00
75	Clean range/oven outside	10.00
76	Clean range/oven hood	15.00
77	Clean refrigerator/freezer	50.00
78	Clean refrigerator/freezer outside	15.00
79	Clean kitchen sink	15.00
80	Clean kitchen floors	45.00
81	Clean all walls in Dwelling Unit	50.00
82	Clean base covering in Dwelling Unit	50.00
83	Clean blinds/shades	25.00
84	Clean tub/shower	50.00
85	Clean toilet	25.00
86	Clean bathroom floor	30.00
87	Clean woodwork & window sills	40.00
88	Clean window (each)	20.00
89	Remove trash & items from Dwelling Unit	125.00
90	Remove poster putty, foam, tape, nails, etc. from walls. (each)	2.00
91	Replace stove-top fire extinguishers (each)	50.00
92	Replace A/C drip pan (each)	60.00

\*NOTE: THESE STANDARD CHARGES ARE SUBJECT TO CHANGE DEPENDING UPON THE NATURE EXTENT OF DAMAGE OR ACTUAL COSTS. Tenant agrees that the above list of charges may be used in the event of Tenant damages to the Premises or if the Tenant does not vacate the Premises in accordance with this Lease Agreement.

WITNESS the following duly authorized signatures:

TENANTS:

Managing Agent:

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date