

## **RENAISSANCE SQUARE**

### **House Rules**

**Revised: June 11, 2018**

## **SMOKE FREE LIFE**

### **WELCOME**

Renaissance Square welcomes you as a new resident and expects you to enjoy your new home. We have prepared this booklet with general information to help you become familiar with your new home and the rules and regulations of our community. Our well-trained staff is available to answer any questions you may have regarding your home or rental. We hope you can call or stop by the office at any time.

The apartment is your home and it is up to you and your neighbors that this is the type of community you can be proud of. The consideration of their neighbors and their consideration towards their neighbors, will make living here a pleasant and happy experience for everyone.

The administration cares about you and will do everything in its power to provide you with a safe and comfortable home. We strive to work with you in all aspects and think of you as a family.

House rules and regulations are an addition to your Lease Agreement. Violations of the rules and regulations are considered direct violations of your lease.

It is the residents' responsibility to ensure that all family members, visitors, guests, etc. Be familiar with the rules and regulations.

### **GENERAL INFORMATION**

The resident will not use or permit the use of his unit in a way that could be annoying or disturbing other residents, or in a way that would be illegal, immoral, inappropriate or that would cause damage or damage the reputation of the property.

No dogs, cats, birds, animals or pets will be kept in or near the community, except with the written consent of the Administration. If allowed, animals should be kept on a leash when they are outside the apartment, and the Resident is responsible for all cleaning of animal feces. The administration may limit the size and types of animals that can be kept in or around the facilities. Animals that do not have a leash will be removed from the premises by local authorities. Pets will be limited to companion animals that are defined as pets, such as dogs, cats, caged small birds, and fish. Reptiles, exotic animals and birds of prey are not considered pets. You can only have one pet in a housing unit. The head of the family is responsible for any pet in the unit regardless of the actual owner of the pet. No aggressive or vicious animal can stay as a pet at any time. Harmful animal means any animal that, by virtue of its size, temperament, natural environment or present circumstances, is capable of threatening the safety of a living being or that may be prone to extreme ferocity, uncontrolled violence or brutality. Aggressive animal means any animal that commits an unprovoked attack or threat. It will be determined that an animal is threatening if any of the following occurs: it bites a person or other domestic animal; pursues or

approaches a person in a public area in a threatening manner; or injures any person authorized to enter the premises of the property, including administration staff. Visitors or other persons not listed in the Residential Lease Agreement may not have pets on the premises. Such animals will be considered property transfers and measures will be taken to remove them from the property.

The Administration will not be responsible for the damage to any personal property belonging to the guests of the Resident or the Resident.

Moving out of the property must be made during business hours from Monday to Friday from 8:30 am to 5:30 pm., Saturday only by appointment and prior authorization. The rental of the apartment will continue until the keys are delivered to the Office during the established business hours.

The resident must not leave any furniture (sofa, mattress, etc.) in the apartment after moving, or in any garbage container. If the Resident leaves any item, there will be a charge of \$ 150.00.

The Lobby, hallways, stairs and other public passages should not be obstructed by residents, employees, guests or guests of the Resident, nor should they be used by them for any purpose other than entering and leaving the apartment.

The resident will not place a television or satellite antenna anywhere in the building.

The resident must not go to the roof of the building for any reason.

No additional device for cooking, cooling or heating, other than those supplied by the Administration, may be used by the Resident without the prior written consent of the Administration.

Electricity and drinking water service must be installed at the time of the move. Any electricity or water service expenses incurred by the resident will be charged to the Resident.

The resident will not allow unpleasant or unusual odors to be generated from his apartment in such quantities that permeate other apartments and become annoying or offensive for another resident or residents. Normal cooking odors, generated normally and reasonably are not considered violations of this regulation.

The resident shall not drive, maintain or allow any industry, business, trade, profession or any type, whether commercial, religious, educational, or otherwise, within the unit.

The resident must make every effort to help keep the property in good condition by not allowing garbage to be disposed of improperly and reporting any activity to the Administration that damages the property.

## **INVENTORY AND INSPECTION OF THE APARTMENT**

During the signing contract process, a representative of the Administration Office will accompany each resident in an inspection of the apartment and familiarize the residents in the operation of the unique features included in the apartment. At this time, the resident accepts the apartment in its current state, unless otherwise indicated in the Inspection Sheet.

Management will inspect the apartment at the time of the move, the transfer and not less than twice a year, or as often as determined by the Administration and/or the Owners and their entities, including, but not limited to (HUD, Department of PR Government Housing) These inspections are performed to certify that the property is being properly cared for and complies with the provisions of the federal regulation certifying that it is a safe home, and will occur with or without the presence of the Resident after the corresponding notification.

### **APPLIANCES**

Residents should read the manufacturer's instructions on the use and care of the refrigerator, stove, cooker hood, food processor, microwave oven, dishwasher, washer and dryer provided in their apartment, before use. No additional devices are allowed without the permission of the Administration.

Washers and dryers are provided in each unit. The resident must keep the lint filters, pipes and dryer ventilation clean after each use. Otherwise, your dryer will not work efficiently, creating a higher service bill or a possible service call.

Washers, dryers or other additional laundry equipment, except those indicated by the administration, should not be used or operated in the apartment or building without written consent. Management will not be responsible for injuries, losses or damages resulting from the use or misuse of such equipment.

Clothes, carpets or other items cannot be hung in apartments, windows, stairs or patios.

### **CARS / PARKING**

There is no assigned parking in the parking area. All vehicles must be currently authorized, "tag up to date". All vehicles and / or changes in vehicles must be registered in the Administration through the registration and insurance of the new vehicle before parking in the parking lot. Vehicles will need a parking permit to park on the premises. Those parking spaces reserved for people with disabilities in the rearview mirror and / or license plate. You cannot park a car or other vehicle in the gardens, or green areas, in front of the garbage containers, or in any other way in an area not properly marked for vehicle parking. The Administration reserves the right to remove any unauthorized vehicle from the property at the expense of the head of the family.

Loitering congregate, abusive language, alcoholic beverages, smoking, loud music, skateboards, biking and playing are prohibited in parking lots. Commercial vehicles, recreational vehicles, boats, trailers and inoperative vehicles should NOT be parked or stored to paint or service any vehicle, including oil change, or light mechanics.

Management has the right to clean the facilities of liquids and other vehicle discharges and charge said cleaning costs to the resident as additional rent and revoke parking privileges.

Management will not be responsible for any vehicle or its content or other means of transport stored or owned by the Resident or the Resident's guest. Vehicles must be closed at all times while they are parked. You must comply with the notice to vacate the parking areas for the maintenance of the facilities. In the event that the resident or resident guest's car is not moved by you after prior written notice and interferes with a maintenance operation, it will be towed at the expense of the head of the family. The Administration shall not be liable for any damage resulting from your inability to move such vehicle.

Do not store a motorcycle or moped in yards, balconies, apartments, under stairs or in any other area except as directed by the administration. The resident must comply with all state regulations that apply in the streets while in the apartment complex. Including NOT parking in reverse in the parking spaces, the car dashboard must be visible at all times. All motorcycles and mini-bicycles must have an updated license. The resident must not allow minors or unlicensed drivers to operate a golf vehicle/cart at any time within the community.

### **BALCONIES, PATIOS AND TERRACES**

It is your responsibility to keep clean, free of debris, balconies, patios and terraces attached to your apartment. Refrain from throwing anything from the door, window, terrace, balcony or patio. No ornaments, trash cans, bicycles, boxes and barbecue grill. Do not shake carpets. Do not hang dry or wet carpets. Do not hang clothes. Keep the glass away from the balcony in case of strong winds. Do not use balconies, patios and terraces for storage. Do not put cameras. Do not place lights, flags, banners, umbrellas (holiday exceptions are made: San Valentin, San Patricio, Easter, July 4, Halloween, Thanksgiving and Christmas). Patio furniture and plants are welcome with a maximum of four (4) plants with drainage sources under their plants to trap runoff water.

### **EXPULSION FROM PROPERTY**

To protect the well-being of the residents, staff and property of Renaissance Square, any visitor who is known to be abusing or causing damage to the property, is verbally or physically abusive to the residents, the administration and/or the property, or if the administration has reason to believe that they are acting inappropriately, that individual will be "expelled" from the Renaissance Square facilities. The name of the restricted individual will be added to the "Prohibited from facilities" list that is kept in the administration office. A letter is automatically sent to the local police department detailing the incident and the actions of the administration. If the undesirable guest insists on returning to the premises, the local police will be called and the accused charged.

### **COMPUTER ROOM**

Only residents can use the computer room or the photocopier. Limit copies to 10 pages or less.

### **CABLE TV SERVICE**

Liberty is the provider of this service. Residents can contact Liberty directly to organize the connection, however, written permission must be obtained from the administration before any additional work is done on the unit beyond the connectors provided in each room. The cable sockets in each apartment are located in the living room area and the bedroom quarters.

### **CAUSES FOR TERMINATION OR NON-RENEWAL OF CONTRACT**



1. Failure to make payments under the Lease Agreement or have incurred repeated late payments of rent in excess of Four (4) times within a twelve (12) month period;
2. Failure to provide accurate and complete documentation regarding income, deductions and/or family composition, or lack of signature of the authorization that allows the Owner to obtain verification by a third party of the information provided by the resident.
3. Commission of any criminal activity that threatens the health or safety of the employees of the Administration or the right to peaceful enjoyment of the homes of other Residents or threatens the health or safety or the right to peaceful enjoyment of community facilities to other residents, their residences or those by persons residing in the immediate vicinity of the property.
4. Commission of any violent or drug-related criminal activity inside or outside the Property.
5. Interference with the health, safety or right to peaceful enjoyment of the facilities of the Property by another Resident, due to the illegal use or pattern of illegal use of a controlled substance or abuse or pattern of alcohol abuse by the Resident, guest or member of the family composition.
6. Abandonment of the housing unit.
7. Breach of the Renaissance Square pet policy
8. Breach of the Renaissance Square parking policy
9. Breach of the Gym Rules.
10. Non-compliance with the Policy, Smoke Free Community
11. Lack of maintenance of the leased apartment in accordance with the usual standards of cleanliness, health, and safety.
12. Violation of any of the terms of the Lease Agreement and / or Rules and Regulations.

### **COMMON AREAS AND APPEARANCE OF THE COMMUNITY**

McCormack Baron Management maintains a high degree of quality in the maintenance of common areas. Please help maintain our beautiful gardens. All common areas should be kept free of clutter, trash or debris at all times. Each and every one of the sidewalks, entrances/balconies attached to an apartment are the responsibility of the occupants. They must be kept clean and free of brush. Sidewalks, entrances, hallways and stairs should not be used for any other purpose than to enter and exit. Bicycles cannot be stored in common areas. Residents and/or their guests may not run, play, jump rope or ride a bike on stairs, parking lots or gardens. To maintain an attractive community, we ask that all areas of the front porch be used only to enter or exit. If you feel the need to enjoy the fresh air, you are more than welcome to sit on the patio or in the back balcony area. Only patio furniture is allowed on the terraces or balconies.

Under no circumstances will the Administration tolerate any act of "graffiti"/writing on the walls or vandalism.

The resident must not display signs or marks, flags, photos outside the apartment or common areas. Exterior lights (including Christmas lights) can only be hung from patios and balconies and must be mounted with good taste and without exposed wires. Awnings or other projections or curtains should not be placed outside the building. The resident should not hang mops and/or brooms from the balcony areas. Please be sure not to damage the structure.

### **COMMUNITY ROOM**

Renaissance Square is designed for the pleasure of our residents. Residents can reserve the Community Room for private use by contacting the office. A deposit is required, however, the

deposit is fully refundable so long as the room is clean and without any damage and all the policies and procedures of the rental contract are followed. The Community Room is a complete "smoke-free zone" and the use of alcoholic beverages, chewing tobacco, pornography and vulgar or abusive language will not be tolerated. A request package for room reservation can be obtained at the administration office.

### **DELIVERIES / SERVICE PROVIDERS**

McCormack Baron Management employees are prohibited from receiving packages addressed to residents, or receiving service providers requested by residents individually. Residents must make individual arrangements with the delivery service of the suppliers.

### **WASTE MANAGEMENT AND RECYCLING PROGRAM**

Please go to the Waste Management and Recycling Plan of the property.

### **ENTRANCE TO APARTMENTS**

The administration staff reserves the right to enter your apartment with prior notice during reasonable hours for the following:

1. To make requested repairs, or necessary repairs due to request from a neighboring apartment.
2. To change the air conditioning filters.
3. Inspect all apartments no less than twice a year, for the purpose of preventive management.

Residents will receive at least 24 hours prior written notification of such inspections. These inspections will be carried out with or without the presence of the resident after the corresponding notification.

When there are reasons to believe that it is an emergency, no prior warning is necessary.

### **EVICTION**

Being evicted is a serious matter. Nobody wants this to happen to you. Careful attention will be given to any problems that may cause you to lose your home. Your problems will be discussed with you and help will be offered if possible. However, the final solutions to your problems must come from you. Violations of the Lease Agreement or the Rules and Regulations will be issued by the Administration. Receipt of two or more infractions in a twelve month period could result in an eviction procedure.

The following elements are examples of actions that, if not corrected, can cause your expulsion. *This is not a complete list.*

1. Provoke a situation that puts the health or safety of your neighbors or Administration staff in danger.
2. Disturb the peaceful enjoyment of your neighbors.
3. Cause damage to your apartment or common areas and property.
4. Bad cleaning.
5. Public intoxication or illegal drug activity as described in Section 8. B - H of your lease.
6. Failure to pay rent or continually late rent payment.
7. Flagrant and continuous infractions of any part of your Lease or the House Rules and Regulations.

8. Allow people who are prohibited from visiting the premises to visit or stay with you. Residents are not exempt from being excluded from using the areas within the complex, including the Community Room, the Community Activities Building, the Gymnasium, Computer Room, etc.

### **FIRE PROTECTION MEASURES**

Each apartment is equipped with one or more smoke detectors and carbon monoxide detectors. If smoke is detected, call the fire department immediately and then contact the administration and / or emergency phone number. Please take the time to familiarize yourself with the exits, stairs and windows. Do not disconnect the carbon monoxide smoke detector under any circumstances. If your detector stops working, contact our office *IMMEDIATELY*.

### **FAMILY MEMBERS / VISITORS**

You are responsible for the actions of all household members, your guests, your guests. Residents are encouraged to review these House Rules and Regulations with their visitors and guests. Guests or guests will not be allowed on the premises if the resident is not present in the apartment.

Management appreciates the good behavior of residents. The administration, however, does not tolerate any abusive language or composition of harassment, sexual or otherwise by the resident, his guests or guests that he considers inappropriate for any other member of the administrative staff or their representatives.

To protect residents, there are policies of "No sales, NO solicitation", "Do not beg", "Do not wander". If a request occurs, or a situation of begging or wandering on the property, notify the office immediately.

### **GYM**

The gym is available 24 hours a day with the use of the smart key for residents only. The rules and regulations regarding the gym will be provided with a gym agreement. Violations of gym rules may result in loss of gym privileges. Children under 12 years old will not be able to use the gym without the company of an adult, part of the contracting family composition.

### **COMPLIANCE WITH THE LEASE PERIOD**

Each resident is legally responsible for completing the specified term of anyone's contract. After the eviction decision, a written notice must be sent, thirty (30) days and delivered to the Leasing Office before the first day of the month you wish to vacate (the first of the month, the Security Deposit will be refunded if all are met the requirements). (See the Security Deposits Section). You must terminate your lease before it is fulfilled, consult the Administration for procedures and corresponding fees.

### **LIGHTING AND ACCESSORIES**

Lighting fixtures cannot be altered or replaced without written consent from management. If you want to change the lamps, contact management for help.

After the initial occupation, it is the resident's responsibility to replace the burned out bulbs. While the maintenance staff can help you change the burnt or blown bulbs, if we supply a bulb, there is a charge per bulb, depending on the size of the bulb. All charges are payable within 30 days.

Ceiling fans are provided and cannot be removed or modified.

### **LOCKS**

Residents cannot haggle, change or alter existing locks on apartment doors. At no time will you give the keys to lost residents without the approval of management. If a key is lost, the Administration can have a key made for a fee of \$ 45.00 per key.

### **LOCKED LOCKS**

If your apartment lock is locked, call the management and we will provide you with the unlock service as follows:

**During business hours, Monday through Friday from 8:30 am to 5:30 pm (subject to change).**

**After working hours you should contact \_\_\_\_\_ (Emergency maintenance) and have a charge of \$ 65.00.**

**After working hours the locksmith service is available. The resident will be responsible for the locksmith's service costs.**

### **BOXES**

The resident can place last names and addresses inside the mailbox. To maintain the privacy of the resident, only the mailbox number will be placed outside the mailbox. No resident should remove or add information outside the mailbox. **CHECK YOUR MAILBOX DAILY. MAIL THAT IS NOT COLLECTED FOR 10 OR MORE DAYS CAN BE SENT TO THE POST OFFICE.**

### **RESPONSIBILITIES DURING MOVING**

Please be careful when supervising your moving process. Each resident is responsible for damage to the building and land during the move. The administration must be notified of the date of moving out of the property and the time for a joint inspection between the resident and the Administration. This inspection is very important, as it will be a determining factor with respect to any charges (beyond normal wear and tear) assessed against the resident's security deposit. Moving will take place from Monday to Friday from 8:30 a.m. to 5:30 p.m.

### **NOISE/ENJOYMENT AND COMPLAINTS**

Do not allow music or noise to be heard outside your apartment. Adjust the volume to a moderate level. Do not place speakers in windows, doors or anywhere else outside the apartment. Disc Jockeys are prohibited for parties.

We ask that all residents observe the need for silence from 8:00 pm to 6:00 am. Complaints of repeated disturbances are grounds for the termination of your residence.

The administration will not be involved in problems between neighbors unless they present a violation of the lease and/or house rules. If you have a valid complaint against a neighboring resident, the Administration requires that you provide us with a written complaint describing the problem and giving us the name and address of the person involved. The administration requires residents to submit any complaints about problems in a timely manner. A copy of the written complaint will become part of the records in part of the resident's file.

Children under 16 CANNOT be in the Common Areas after 10:00 pm, without the company of an adult member of the family composition to which they belong.

### **OCCUPATION REQUIREMENTS**

Only approved persons listed in your rental agreement can live in the apartment. It is necessary that you notify the Administration when you reduce your family composition. Any person 18 years of age or older who wishes to include as part of their family composition, MUST complete an application and submit to our eligibility determination process and be approved, before being included in the Lease Agreement.

### **PEST CONTROL**

The Administration will provide pest control services as necessary. At the request of this service, the Administration will give a date on which the work will be carried out. On the morning of that date, the resident must have removed all items from the kitchen cabinets, drawers and pantry, and from the bathroom cabinets and drawers, as well as other cabinets as necessary. Notify management of any special problems.

### **PETS**

Pets are only allowed with a written pet agreement. The rules and regulations regarding the care of pets on the property will be provided with the pet agreement. A non-refundable pet fee of \$300 per pet and a maximum of one (1) pet per unit is required.

### **RECREATION AREA FOR CHILDREN**

The playground regulations are as follows:

- Hours of use of the Recreation Area for from 8:00 am to 6:00 pm
- The use of playground equipment is at your own risk.
- Do not allow glass containers, bottled drinks or smoking in this area.
- They cannot be barefoot, the use of appropriate footwear is required.
- Do not use the equipment when it is wet.
- Area of play reserved only for residents.

### **PLUMBING**

A charge will be applied for unclogging the plumbing equipment in cases where the malfunction is due to the introduction of inappropriate objects, such as cloth, grease or other extra materials, including toys. Residents should not place chemicals or cleaning products in toilet tanks other than those manufactured in order to clean them.

## **REDECORATION**

After completing your fourth year of leasing, management would be happy to paint your apartment. When requesting this service, a staff member will inspect your apartment to evaluate the work that will be completed.

## **POLICY FOR INCOME COLLECTION AND OTHER CHARGES**

1. The rent is due the first day of each month. You can send the payment by mail to the Administration Office or leave it during office hours. You can also make online payments at <http://www.renaissancesquareapts.com> and click on Rent Payment. Contact the office to obtain the tenant number to use this option. We cannot accept cash under any circumstances. Make sure your check or money order clearly identifies your name and address.

2. The rent is delinquent if it is not paid in full and is received at the close of operations on the fifth day of the month at the Administration Office. **LEGAL PROCEDURES WILL BE STARTED AGAINST RESIDENTS THAT HAVE NOT MADE PAYMENT BEFORE THE 15 OF THE MONTH. ALL ACCOUNTS NOT PAID BEFORE THE 15 OF THE MONTH WILL BE EVALUATED FOR COSTS NOT COLLECTED, IN COURT.** Collection claims will not be dismissed unless the total rent, sales and service due along with the fees for court costs have been paid before the court appointment date.

## **3. CHRONICALLY DELINQUENT ACCOUNTS**

Any resident who imposes three (3) late charges in a twelve month period will be considered a chronic offender. Once an account is considered a chronic offender, it may result in the non-renewal of the lease agreement and/or eviction procedure initiated immediately after the evaluation of the third charge for delay. This repetitive pattern is a violation of your lease.

## **4. RETURNED CHECKS POLICY**

All checks returned by the bank for insufficient funds, which were issued as rent payment, will be assessed with a fee of \$ 50.00, in addition to the late payment fee. Personal checks of any resident who has two (2) checks returned for insufficient funds within a twelve month period are not accepted.

## **LESSEE INSURANCE POLICY**

The Administration provides fire and risk insurance only for buildings and structural parts, but does not provide insurance coverage for YOUR personal content (YOUR FURNITURE, CLOTHING, COMPUTER, ETC). Therefore, we strongly suggest that you buy renters insurance for theft, damage and vandalism of your personal belongings. **IT IS ECONOMIC AND CAN HELP YOU AGAINST LOSS OF YOUR PROPERTY.** Consult management for insurance company references.

## **SCREENS: METAL OR FABRIC GRILLE**

Metal grilles, for doors and windows should not be removed except in cases of emergency.

## **SECURITY DEPOSIT/ EARLY TERMINATION**

The early termination of a lease is a privilege that the Administration may or may not grant under the following conditions:

7-12 month residence:

1. Give written notice thirty (30) days in advance to this office.
2. Pay all money owed until the termination date.
3. Pay a fee equal to the amount of two months' rent.
4. Return the apartment in a clean state.
5. Return the keys to this office.

13-24 month residence:

1. Give written notice thirty (30) days in advance to this office.
2. Pay all money owed until the termination date.
3. Pay a fee equal to the amount of one month's rent.
4. Deposit reimbursed damage charges.
5. Return the apartment in clean condition.
6. Return the keys to this office.

Residence of more than 25 months:

1. Give written notice thirty (30) days in advance to this office.
2. Pay all money owed until the termination date.
3. Deposit reimbursed damage charges.

Employment Change or Transfer

1. Give written notice thirty (30) days in advance to this office.
2. Pay all money owed until the termination date.
3. Pay a fee equal to the amount of one month's rent.
4. Employer verification on letterhead paper.
5. Telephone verification of the letter by another executive.
6. Deposit reimbursed damage charges.
7. Return the apartment in clean condition.
8. Return the keys to this office.
9. Billing the employer for termination fees, if necessary.

**SERVICE REQUESTS**

During office hours, the Administration will be pleased to meet your maintenance request by phone or in person. After office hours, the answering service will answer your requests and a staff member will request a work order the next business day. Maintenance emergencies will be handled immediately after the Administration and/or emergency number has been called (toll free \_\_\_\_\_). There is no charge for repairs or replacement of parts, UNLESS you caused the maintenance damage, which would be considered negligence. In such cases, your account will be charged for the repair to include, the cost of the item plus 15% and \$15 per hour in labor. These charges are due and are payable within thirty (30) days after receipt of the invoice.

Management employees are not authorized to provide services to the residents of the building on an individual basis that requires such employees to be absent from their duties or to interfere with the performance of the usual duties of said employees.

### **STORAGE**

No goods or materials of any type or description will be stored that contain fuels or increase the risk of fire anywhere on the property. The storage of personal property is only available in apartments and will be the responsibility of the resident. The Administration will not be responsible for any loss or damage. Utility cabinets should not be used for storage purposes.

### **TELEPHONE SERVICE**

Each resident is responsible for their individual telephone installation based on the pre-wiring that has been installed in each apartment. All arrangements for the service must be made by the resident. The relays can only be placed where the wiring facilities were previously installed in the apartment. Additional drilling, cutting or operation of exposed wires is not allowed without written permission from the Administration. Management must have the telephone numbers of their home and work in case of an emergency.

### **TRANSFER POLICY**

Due to the changing state of life, it may be necessary to request a transfer to a smaller or larger unit and/or a unit of a different amount of rent, or due to a medical need or reasonable accommodation.

The Administration requires that all transfer requests be put in writing and that a new request be completed. A new application fee is not required to process the new application (only for current residents and when applicable).

For transfers requested as "Transfers of convenience" a new application is required along with a transfer fee of \$500.00 at the time the application is submitted.

Both types of transfers must undergo the eligibility determination process that includes, but was not limited to a "home visit" to your current unit and may result in having to pay a security deposit for the new unit. Your original security deposit will be refunded when you vacate your current unit minus any damage.

### **TWENTY-FOUR (24) HOURS OF ACCESS TO THE ADMINISTRATION**

We are proud to provide residents with the additional convenience of having 24-hour access to the Administration in case of emergency through our Maintenance Request response service by calling \_\_\_\_\_. The response service will repeatedly transmit all messages to the correct "on call" staff member in the event of an emergency.

### **UTILITIES**

Each resident is responsible for drinking water and electricity services individually. These services must be installed in the name of the head of the family from the date of signing the lease.



Failure to comply with this is a violation of the lease contract and the rules and regulations of the house, so it will be a reason to terminate your contract. All unpaid balances that remain after vacating the unit, including debts for utility services will be included in your balance of payment. The waste management, recycling and collection service is this is provided by the Administration.

### **HOLIDAYS / OUT OF THE CITY**

When you are out of town for an extended period, whether for business or vacations, call the newspaper and cancel all deliveries. Also, make arrangements with the post office or a neighbor to save your mail if you receive numerous correspondences.

### **BREACHES OR VIOLATIONS**

Infractions or violations are written notifications issued to residents by the Administration for infractions or rental violations, such as excessive noise from their apartment, lack of maintenance of their apartment in a safe and clean manner, etc. Initially, residents are warned of the infractions or violations committed and are ordered to read the relevant section in the House Rules and if the behavior is not corrected, an infraction may occur. The collection of two or more infractions within a twelve month period could result in an eviction and/or non-renewal of your lease.

### **WALLS**

Residents cannot paint the walls of the apartments, or hire external contractors that are not approved by the administration office to paint walls. Residents can request the paint touch-up at any time by making a maintenance service request. In order to provide an attractive home for the next resident, take special care when decorating your apartment. Use “image” nails, not screws to hang the images. Wallpaper, stickers, adhesive, glue or tape to decorate the walls is not allowed. Cork or mirror tiles can cause considerable damage that results in an expense to you. Flat screen televisions should not be mounted on the wall without the approval of the management. This is to protect the resident's television and to protect the wall of the apartment.

### **WATER OVERFLOW**

In case of water overflow, locate and close the water supply line in the sink, dishwasher and toilet.

### **WATER BEDS**

Water beds and other furniture full of liquid or semi-liquid are not allowed under any circumstances.

### **WEAPONS**

Firearms, (NOT ASSIGNED FOR EMPLOYMENT REASONS), pellet guns, compressed air guns, knives with blades larger than 4 inches, hunting knives, swords, karate weapons (i.e., Fuji sticks), firecrackers and cherry bombs are PROHIBITED.

### **CURTAINS**

Curtains have been installed in all apartments. These curtains cannot be changed without written authorization by the Administration. Aluminum Foil, Bath Curtains, Sheets, Adhesive tape on the glass, ARE NOT CONSIDERED CURTAINS.

**TO COOPERATE COMPLETELY WITH THE AGENCIES OF LAW ORDER OF SAN JUAN AND PUERTO RICO**

1. Close all the doors of your car and climb the windows.
2. Never leave your keys in the car.
3. Close your glove compartment.
4. Do not leave valuables in your car.
5. Report any suspicious activity that you observe in the parking lot or around the buildings to the manager and the police department.
6. If you suspect that the vehicle has been tampered with and / or damaged, immediately inform Police at 911 to the Administration Office.

**NOTE:** If deemed necessary for the well-being of the residents, the Administration reserves the right to amend the House Rules and Regulations without prior notification to the residents.

## **House Rules**

Revised: 11/06/2018

### **ONLY THE FACTS!**

**-The parking areas are not intended for play, loitering, wandering, congregating, listening to excessive music and / or making noise.**

**-Be aware of your neighbors regarding loud music, noise, including arguments and fights, which include, among others, the screams coming from your apartment.**

**-Remember that you are responsible for the actions of members of your family composition, visitors and / or guests, therefore, your actions could result in the termination of your rental agreement!**

**This agreement was executed in:** \_\_\_\_\_

**Resident:** \_\_\_\_\_

**Resident:** \_\_\_\_\_

**Resident:** \_\_\_\_\_

**By, as Representative of the Administration:** \_\_\_\_\_