

**Glenco Properties, Inc. – Varsity Square Apartments  
Rules and Regulations / Lease Addendum**

Revised: November 12, 2008

Page 1

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9 **1. RENT PAYMENT:** RENT IS DUE ON THE FIRST (1<sup>st</sup>) DAY OF EVERY MONTH. Glenco  
10 Properties, Inc. allows a grace period until the fifth (5<sup>th</sup>) of the month for rent to be considered on time  
11 (this is to allow for an unexpected delay in the mail). Any rent **received** after the fifth (5<sup>th</sup>) of the month  
12 will be considered late, and a \$50.00 late fee will be assessed. Late fees are assessed based on the date  
13 rent is **received**, not based on the postmark date.

14  
15 Payments must be paid by **ONE** check or **ONE** money order per apartment. All checks or money orders  
16 should be made **payable to Varsity Square Apartments** and mailed or delivered to the Glenco  
17 Properties, Inc. office. Your address and apartment number must be written on your rent payment. For  
18 all checks returned unpaid, there will be a \$30.00 processing fee (in addition to any late fee which may  
19 be due). After two checks are returned unpaid, resident may no longer pay by personal check (payment  
20 must then be made by money order or cashier's check). No two-party checks shall be accepted. All late  
21 fees, processing fees, and any other fees or charges under this lease shall be payable by tenant as  
22 additional rent under the lease.

23  
24 **2. YOUR APARTMENT / CHARGES:** Your lease prohibits any alterations or additions to the  
25 premises without the prior written consent of management. We want you to regard your apartment as  
26 your home, and management therefore reserves the right to allow tasteful modifications on a case-by-  
27 case basis. Written approval must be obtained prior to making any alterations.

28  
29 **Glenco Properties, Inc. will have the carpeting professionally cleaned upon**  
30 **move-out, and will deduct the actual cost from your security deposit. The**  
31 **estimated cost of basic carpet cleaning is \$90.00 - \$110.00. Any required stain**  
32 **removing, patching, etc. will result in additional charges to the resident.**

33  
34 Your apartment must be thoroughly cleaned at move-out. Charges will be assessed for items not left in  
35 the condition they were upon move-in (excepting normal wear and tear). NOTE: Normal wear and tear  
36 does not include leaving items dirty or damaged. **Cleaning and repairs will be billed at \$35.00 -**  
37 **\$55.00 per hour plus supplies.**

38  
39 If the entire lease term is not fulfilled by the resident as named on the lease, resident will be responsible  
40 to pay \$500.00 to partially offset the costs of re-renting the apartment. NOTE: This amount is in  
41 addition to all other charges due in accordance with your lease, including the current resident remaining  
42 responsible for paying rent until the end of the lease term, or until a new resident begins paying rent for  
43 the apartment. During this re-rental process, resident is responsible for showing their unit to prospective  
44 residents. (Refer to the Glenco Properties "Lease Break Options" form for further information.)

45  
46 **3. PERSONAL PROPERTY:** Each resident is responsible for the safety of his/her possessions  
47 **from any and all hazards including, but not limited to fire, water damage and theft. Our building**  
48 **insurance policy will not cover your possessions. Purchase of renter's insurance is strongly**  
49 **advised.**

50  
51 Management reserves the right to allow waterbeds on a case-by-case basis. Proof of renter's insurance,  
52 including a specific waterbed rider, must be provided prior to installation of a waterbed on the premises.  
53 Tenants may not bring any laundry machine on the premises.

54  
55 **4. CONDUCT / COURTESY:** The apartment is to be used for residential purposes only. No business  
56 and/or sales (including rummage or automobile sales) may be conducted on the premises. Childcare is  
57 also prohibited. The only childcare that is permitted is occasional, non-scheduled care for a friend or  
58 relative.

59  
60 This is a quiet lifestyle community which means parties are not allowed within your apartment or in any  
61 common area. Alcohol may not be consumed in any common area or on the grounds. Management  
62 reserves the right to charge a tenant for after hours emergency calls (1 hour minimum) for noise  
63 disturbances.

64

**Glenco Properties, Inc.**  
**Rules and Regulations / Lease Addendum**

Revised: November 12, 2008

Page 2

65 There shall be no loitering or playing in hallways, lobbies, basements, parking lots, or among shrubs and  
66 plantings. For the safety of your child as well as consideration of your neighbors, children are not  
67 allowed to play unattended in common areas.

68  
69 All interior common areas (basements, hallways, etc.) are no smoking areas. Out of respect for your  
70 neighbors, laundry machines are to be used only between 8:00 AM and 9:00 PM (unless otherwise  
71 posted in the laundry areas). Individual apartment and lobby doors are to remain closed except during  
72 ingress and egress. No common area electricity may be used by residents, and no cords are to be run  
73 outside of any resident's apartment.

74  
75 **5. COMMUNITY APPEARANCE:** For the benefit and pride of all residents, absolutely no items are  
76 to be stored in any common area. Items left in common areas may be removed and disposed of by  
77 management, and the cost of such removal shall be charged to the resident responsible. No decorations  
78 (except as provided by landlord) are permitted in any common area, outside of any apartment, or on any  
79 apartment door.

80  
81 Every apartment must have a proper window covering which presents a neat, uniform appearance to the  
82 exterior (e.g. shades, blinds, curtains). Blankets, sheets, etc. are not acceptable window treatments. No  
83 window air conditioners are permitted except with the express written consent of landlord.

84  
85 It is your responsibility to promptly pick up any newspapers from common areas. Management may  
86 dispose of any newspapers not picked up within 24 hours from delivery and resident may be charged for  
87 such disposal. Please be sure to notify your carrier that newspapers should be delivered to the area just  
88 beneath the mailboxes.

89  
90 **6. TRASH DISPOSAL:** Garbage dumpsters are provided in the parking lot. All trash must be  
91 disposed of in the garbage dumpsters. Trash is not to be left in common areas (even temporarily) or  
92 outside of trash containers. There is a minimum charge of \$25.00 for any trash not properly disposed of.  
93 The garbage cans provided in the laundry rooms are for lint and small items only. All personal trash  
94 should be disposed of in the dumpsters provided.

95  
96 Large items such as mattresses, TV's, furniture, etc. require special pick-up arrangements and may  
97 involve a charge to the resident. Contact your resident management office to make arrangements for  
98 disposal of such items. Residents who improperly dispose of items will be charged an administrative fee  
99 for such disposal.

100  
101 **7. PARKING:** Resident may use such vehicular parking spaces as landlord may designate. Resident  
102 must comply with all rules and regulations concerning parking. Resident shall not park unregistered,  
103 unlicensed, or inoperable vehicles, vehicles in poor condition, large trucks, trailers, campers, or other  
104 recreational vehicles on the premises. Any unauthorized or improperly parked vehicles may be subject  
105 to ticketing and/or towing.

106  
107 All motorcycles must be licensed with the state and registered with the management office. Motorcycles  
108 may only be parked in the designated motorcycle parking areas. A wood block must be placed under all  
109 kickstands to prevent damage to the asphalt. Motorcycle parking from November 15 through April 1  
110 may be allowed on a case-by-case basis. Please contact your resident management office to discuss.

111  
112 No vehicle repairs, oil changes, etc. may be performed on the premises. Vehicles must be maintained in  
113 reasonably good condition, and shall not drip or leak any fluids or cause any damage to parking lots or  
114 garages. Resident shall be responsible for the cost of any repair or cleanup, due to their vehicles and  
115 those of their guests.

116  
117 Bicycles must be parked at the racks provided and must be registered with the management office.  
118 Management reserves the right to remove and/or dispose of any unregistered bicycles.

119  
120 Do not park or drive any vehicle on the sidewalks or grass at any time. You may be charged for  
121 damages.

122  
123 Glenco Properties, Inc. assumes no responsibility for damage to, or theft of or from vehicles parked on  
124 the premises. We strongly suggest that you lock your vehicle at all times, and always keep valuable  
125 items out of sight.

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**Glenco Properties, Inc.**  
**Rules and Regulations / Lease Addendum**

Revised: November 12, 2008

Page 3

127 **8. KEYS AND LOCKOUTS:** If you misplace your key, contact your resident management office for a  
128 duplicate, which may be issued at the sole discretion of Landlord, and will involve a charge.

129  
130 If you are locked out of your apartment, contact your resident management office. Landlord reserves the  
131 right to charge tenant for lockouts. If there is a charge, it is due at the time the door is unlocked.

132  
133 Resident may not for any reason change the locks or add additional locks to the apartment door.  
134 Changes in locks will be made at the sole discretion of Glenco Properties, Inc. Resident will be charged  
135 \$50.00 per lock for lock changes.

136  
137 **9. MAINTENANCE / MANAGEMENT / COMMUNICATION:** Please notify your resident  
138 management office of any necessary repairs. **If you request maintenance, it will be deemed that you**  
139 **have given management permission to enter your apartment at reasonable hours to perform said**  
140 **maintenance.** Routine maintenance will be completed during normal business hours. If you have an  
141 after hours emergency, be sure to clearly explain the reason for your emergency call and DO NOT call  
142 the after hours number if it is not an emergency, as you may incur a charge if maintenance is called out  
143 after hours for non-emergency repairs.

144  
145 Glenco Properties, Inc. reserves the right to contact you by telephone, email, facsimile or other means of  
146 communication regarding your residency or any other transaction between you and Glenco Properties,  
147 Inc.

148  
149 It is your responsibility to plunge your own toilet. If you can't get your toilet to flush properly AFTER  
150 you have plunged it, call your resident management office. If all we have to do is plunge it, you may be  
151 charged for the maintenance call.

152  
153 Damage or costs incurred resulting from tenant's (or guest's) actions, negligence, or failure to notify the  
154 management of required maintenance will be charged to the tenant. NOTE: If at any time the shower  
155 tiles are in poor condition or the caulk or grout has gaps, please notify your resident management office  
156 immediately. Resident must supply a shower curtain and use it to keep water off the floor. Water on the  
157 floor can cause damage, which may result in a charge for repair/replacement being charged to the  
158 resident.

159  
160 **10. GRILLING:** We encourage residents to take advantage of our grounds by using them, in part, for  
161 grilling. The following restrictions apply:

162  
163 Absolutely no grilling is permitted within ten feet of a structure. Only standard gas and coal cooking  
164 grills may be used; no fire pits, heaters, etc. Gas grill tanks (whether empty or not) may not be stored in  
165 the building.

166  
167 After the coals have cooled, and can be touched, they should be disposed of only in the trash containers  
168 (dumpsters). To speed the cooling of coals, completely douse them with water. Grills must be removed  
169 from the common areas after use.

170  
171 **11. PETS:** Glenco Properties, Inc. reserves the right to approve pets (cats only) on a case-by-case basis.  
172 No pet is allowed on the premises (excepting fish) without prior written authorization. The "Glenco  
173 Properties, Inc. Pet Rules" form must be completed and approved by management, and the terms of the  
174 form fulfilled prior to bringing any pet on the premises. If it is determined that an unauthorized pet was  
175 kept on the premises, Glenco reserves the right to charge the resident(s) \$100.00 per unauthorized pet,  
176 plus monthly pet fees from the first (1<sup>st</sup>) date of the current lease.

177  
178 **12. SMOKE DETECTORS / FIRE PREVENTION:** Every apartment is provided with one or more  
179 smoke detectors. Please test the smoke detector(s) on a regular basis. It is your responsibility to report  
180 any problems to your resident management office. It is the owner's and manager's responsibility to  
181 maintain the smoke detector. The smoke detector will be repaired or replaced within five (5) days of  
182 receipt of your written notice that it is not working properly.

183  
184 If you hear a chirping sound from your smoke detector, that is an indication that the battery must be  
185 replaced. For your safety, please install a new battery immediately upon hearing the chirping sound.

186  
187 If the smoke detector in your apartment is battery operated, a new battery was installed prior to your  
188 occupying the apartment. Once each year your smoke detector battery will be replaced by management.

**Glenco Properties, Inc.**  
**Rules and Regulations / Lease Addendum**

Revised: November 12, 2008

Page 4

189 Contact the manager if you experience any problems with your smoke detector. **Do not ever**  
190 **disconnect smoke detectors; they are for your safety and the safety of your neighbors.**

191

192 No flammable liquids or gases are to be stored in any apartment.

193

194 **13. UTILITIES:** It is the resident's responsibility to contact the utility companies. The electric service  
195 must be put into resident's name as of the lease start date. Commonwealth Edison's phone number is  
196 1-800-334-7661.

197

198

199

200

**Resident(s) Please Complete The Following:**

201

202

203 **It is understood that the above rules and regulations are an extension of and**  
204 **incorporated within tenant's lease agreement, and are enforceable therewith.**  
205 **Violation of these procedures shall be deemed a violation of tenant's lease.**

206

207

208 Apartment Address: **1212 Varsity Boulevard, Apt.** \_\_\_\_\_

209

210

211 Print Name \_\_\_\_\_ Signature **X** \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

212

213 Print Name \_\_\_\_\_ Signature **X** \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

214

215

216

**Landlord**

217

By: Glenco Properties, Inc. Signature \_\_\_\_\_ Date \_\_\_\_\_

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