



## Community Policies

**This addendum is hereby made a part of that certain Lease Agreement executed by:**

Resident(s): \_\_\_\_\_ Address: \_\_\_\_\_

Grandin Properties strives to maintain a clean, safe, secure and attractive environment for all our residents. Towards this objective, we have Community Policies which are designed to benefit the community. Unfortunately, failure to comply with Community Policies may, at the discretion of management, be grounds for termination of the Lease Agreement.

*These Community Policies may be amended or changed by management upon notice to the Lessees.*

1. **EMERGENCIES - In case of a fire please call 911.** For emergency maintenance assistance, call the office (513.871.7110) and provide specific information on the emergency maintenance line extension 251. Emergencies include, but are not limited to flood, electrical shortage, and sewer backup. Please do not abuse this system; a charge will be applied for **non-emergency** calls placed to the emergency maintenance line.
2. **MAINTENANCE REQUESTS** - Maintenance requests should be emailed to: [info@grandinproperties.com](mailto:info@grandinproperties.com). Or sent in writing to the Management office. Maintenance hours are weekdays from 9:00 am-5:00 pm. Please provide the following information so we can better serve your request. Requests are prioritized and completed within a 48 hour period.

-Name

-Telephone Number

-Address and Apartment number

-Problem to be solved (please be specific, such as: full or half bath, which bedroom or area, etc.)

### **Resident maintenance requests cannot be fulfilled if dogs are left unattended**

3. **COMMON AREAS ARE FOR THE BENEFIT OF THE COMMUNITY** - Entrances, hallways, walkways, lawns and other common areas shall not be obstructed or used for any purpose other than entering and exiting. Local Fire Code prohibits the storage of personal belongings in all common areas.

The appearance of the building, viewable areas or common grounds surrounding the property will be maintained and enhanced at our discretion. Decorating is a personal taste and is limited to the resident's home. Local Fire Code prohibits the storage of personal belongings in all common areas.

4. **GREEN POLICIES AND RECYCLING PROGRAM** – Grandin has taken several steps to minimize our carbon footprint, including our focus on vintage properties which are intrinsically green, fluorescent lighting and moving towards energy efficient appliances. Your efforts to preserve the environment via temperature controls, minimal water use, shutting lights off, etc. are much appreciated.

Sadly, city policies prohibit landlords from requesting recycling bins. If interested you can contact your local trash removal company. It will be your responsibility for setting out and retrieving of your recycling bin.

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|-----------------------|--------------|
| 1. Rumpke Services    | 513.742.2900 |
| 2. City of Cincinnati | 513.591.6000 |

5. **PARKING FACILITIES/ VEHICLE CONDITION** - Parking areas are for use by residents. Abandoned vehicles, parking on the grass or walkways, auto repairs, invalid license tags, or a vehicle without a license plate are not permitted under any circumstances. Management reserves the right to assign parking spaces along with a parking permit which must be displayed at all times. Nominal fee may be charged for permits. Parking garages may be used only for parking of vehicles. Vehicles may not be stored on our premises and must be driven on a weekly basis. We will not permit any vehicle on our premises with rust, chipped paint, cracked glass, flat tires, or a damaged body due to an accident.
  
6. **TRASH** - Please ensure that your trash is placed in plastic bags and securely tied before placing it in the trash can or dumpster. Do not leave trash on the ground. Please break down boxes before placing in receptacle provided.
  
7. **PEST CONTROL/HOUSEKEEPING** - Apartment units are treated on an as-needed basis. If you have a special problem with pests, notify the office and the exterminator will pay special attention to the specified apartment on his next visit. Residents must assist with pest control by maintaining a high standard of good housekeeping. If a resident has a pet and it becomes necessary to spray for fleas. The resident will be required to pay an additional charge.
  
8. **LOCKS** - For your safety as well as the safety of others, residents are prohibited from adding, changing or in any way altering locks installed on apartment doors.  
  
**LOCK OUTS** - If a Resident finds it necessary to have authorized personnel unlock their apartment door, the Resident will be responsible to pay a \$50.00 fee; after 9pm, it is a \$75.00 fee. Proper picture identification is required at the time of request.
  
9. **COMMON AREAS ARE FOR THE BENEFIT OF THE COMMUNITY** - Entrances, hallways, walkways, lawns and other common areas shall not be obstructed or used for any purpose other than entering and exiting. The appearance of the building, viewable areas or common grounds surrounding the property will be maintained and enhanced at our discretion. Decorating is a personal taste and will need to be limited to the resident's home. Local Fire Code prohibits the storage of personal belongings in all common areas.
  
10. **HARDWOOD FLOORING – No Wax products can be applied to the hardwood flooring.** Hardwood floors must be treated carefully. Wax as well as water and pet urine result in considerable damage. Please clean up any spills or accidents immediately to avoid distress to the floor. For best results, mix ¼ cup vinegar to 1 gallon of water. Do not use products containing wax to clean it. Felt pads, rugs or other protective devices must be placed under furnishings.
  
11. **NO ALTERATIONS** - No apartment alterations are allowed without prior written approval from Management. This shall include, but is not limited to paint, paper, cork and contact paper.

12. **GUESTS** - Residents shall be responsible and liable for the conduct of their guests. Acts of guests in violation of the Lease Agreement or Management's Community Policies may be deemed by Management as a breach of agreement by resident.
13. **PLUMBING** - Special care is needed for plumbing. Cleaning hair from drains and avoiding certain substances in disposals will keep the building plumbing in good repair. **A charge will be made for unclogging plumbing equipment in cases where malfunctions are caused by the introduction of improper objects**, grease and other foreign matter. The cost of repair or replacement of equipment or furnishings of the owner will be borne by the Resident.
14. **ANTENNAS** – Direct TV antennas, satellite dishes, radio, television, and CB aerials shall not be placed, attached or erected on the roof or exterior of the building. Direct TV antennas may only be installed in containers on the balconies which do not protrude above railing height. No satellite dish may be erected.
15. **PATIOS/BALCONIES/FENCES/GATES** - Patios or balconies should be used for patio furniture, flower boxes and plants; they are not to be used for storage under any circumstances. For safety reasons, please do not place plants on the balcony railings. Barbecue grills of any kind are not permitted on the patio/balcony area per insurance requirements. All areas must be kept clean and clear of storage items. Hanging clothes, garments, rugs, or rags over railings, fences or gates or in patio area will not be permitted.
16. **PETS** - Pets are permitted only if written permission has been provided by Management and a Pet Addendum has been executed. All pet fees and deposits will be outlined in the Pet Addendum. Restrictions apply due to weight and breed accepted.
17. **SMOKING** - Lessee agrees not to smoke in our furnished apartment homes. Cigarette, cigars or pipes must be lit outside at least 10 ft. from entry doors or any common area. No smoking in common halls or laundry rooms. Lessee must extinguish and dispose of any butts from cigarettes or cigars in appropriate container. Currently our non-smoking buildings are: Peebles, Weston Flats, La Tosca, and Owls Nest.
18. **DISTURBING NOISES** - The resident's family and guests shall have due regard for the comfort and peaceful enjoyment of all other Residents in the apartment community. Your apartment is your home, free from interruption by Management, unless you or your guests disturb the other Residents. Televisions, stereo units, radios and musical instruments will not be played at a volume or time that will annoy persons in other apartments; this also includes all common areas.  
  
If you witness *anything* disturbing, suspicious or just out of the ordinary, please report it to the police.
19. **CONDUCT** - Lessor promotes its staff and contracted service providers to respect everyone we have contact with and expect the same respect in return. If Lessor, at any time, deems the conduct of the occupant(s) of the leased premises objectionable – including but not limited to profanity, verbal abuse, physical threats to our staff or other residents and their guests – we will take the necessary measures to rectify the situation with possible grounds for eviction. Lessor, at all times, promotes zero tolerance to any of the above mentioned actions.

- 20. **SIGNS** - Residents shall not display any signs, exterior lights or markings on any part of the apartment building or windows. Residents are not permitted to attach awnings or erect other projections to the outside common areas or building in which they reside.
- 21. **STORAGE** - No materials of any kind which are combustible or would increase fire risk shall be placed in storage or garage areas. Storage shall be at Resident's risk and Management shall not be responsible for any loss or damage. All assigned areas must be labeled and locked by resident. In consideration of local fire codes, heating/air conditioning closets are not to be used for storage purposes.
- 22. **WINDOWS** - Within three (3) weeks after resident has taken occupancy of the apartment, proper window coverings (either white or beige tone drapes or mini blinds) must be in place unless already provided by Management. Bed sheets and like materials are not permitted for use as cover for windows or patio doors. Sun catchers, stickers, or miscellaneous décor can not be mounted on windows or doors at any time.
- 23. **LAUNDRY ROOMS** - Report any malfunction of machines to the Management office. The laundry area can get extremely busy so please keep it clean and usable for everyone. Remove clothing from machines promptly to avoid loss of articles. Tints or dyes in machines can damage clothing for the next person, and we ask that you please refrain from using this process. Dispose of lint in the trash receptacle provided.
- 24. **TELEPHONE HOOK-UPS** - Telephones are to be placed at previously wired locations provided by the telephone company. Additional drilling, cutting, or boring for wires is not permitted without written permission from Management. Wire care protection through the telephone company is highly recommended.

**PROPERTY MANAGER AND AGENT FOR OWNER**

The name and address of Property Manager and/or agent for service process and the receipt of notices and demands is set forth below.

If a resident is in violation of a policy consisting of removal of an item(s) not in compliance with said policy, we will allow a 48 hour time frame for the violation to be corrected. If said violation is not corrected; a **minimum** charge of \$50.00 will be applied to the resident for our labor cost to remove said item(s).

**I/We hereby acknowledge that I/We have read all four (4) pages of the foregoing Community Policies and hereby agree to abide each and every policy.**

**Address:** \_\_\_\_\_

**Resident(s):** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Agent for Owner:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Grandin Properties LLC  
1995 Madison Road Cincinnati, Ohio 45208 513.871-7110