

# Lease File Paperwork Addendum

## “CHURCHILL COMMUNITIES”

THESE ADDENDUMS/POLICIES shall become a part of the Lease or Rental Agreement (“Agreement”) for Apartment Number \_\_\_\_\_ (“unit”), at ( Insert Legal Property Name ) as Owner (Owner) and \_\_\_\_\_ the resident(s) (“you”), whether one or more.

### COMMUNITY POLICIES:

1. Smoking is **prohibited** in the halls/corridors of the buildings, stairwells, elevators, common areas, clubhouse, or front patio of the clubhouse.
2. If you have oxygen in your apartment, it is your responsibility to use a door hanger on the outside of your door for other residents and the emergency units to be aware.
3. Maximum speed on the property is 15 mph. **No Exceptions!**
4. Hallways and patio areas may not be used as storage areas, clotheslines, television antennas, etc. Management considers any of these a violation of your lease contract.
5. Sidewalks, hallways and stairs should not be obstructed for any reason.
6. Car washing and car repairs are prohibited on the property.
7. Door to door solicitation is prohibited.
8. If offered, door to door trash pickup is provided on the following days circled: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday and Saturday, between the hours of 7:00 – 9:00 a.m. The trash needs to be tightly closed in plastic bags with no holes. Please no loose trash including newspaper will be picked up. Trash outside of any door at any other time or on any other day is prohibited and considered a violation of your lease contract. Violations are subject to a \$25 fine.
9. All audio equipment must be played at a reasonable level. Excessive noise will not be tolerated inside or outside the dwelling. Please be mindful of others when entering or exiting buildings and walking down hallways.
10. Residents must accompany any guest of any age, while visiting the pool area, clubhouse, computer room, or any other common area. No skateboards, roller skates, or roller blades may be used on property.
11. For those properties that have assigned parking, all residents need stickers on their vehicles and must park in their assigned space.
12. If you have a satellite dish you are required to pay \$100 deposit & have proof of insurance. The location and installation of a satellite dish must be approved by management prior to installation. Please see office for further details.
13. No gas or charcoal grills are allowed on the patios. There is a grill(s) in the common area for residents use. Please use the drip pan to keep from spotting the concrete. Please allow charcoal to cool & dispose of after each use.
14. After hour’s maintenance emergencies are reported by calling the management office. The after hours voice message system will prompt you to forward your telephone number to the property technician. Please make sure it is a maintenance emergency and cannot wait until the regular office hours. As always for personal emergencies call 911.
15. Residents will be charged \$25 per lock for a lockout after hours.
16. If you lose your keys and need your locks changed you will be charged \$25. Any additional keys will be \$2 per key.

### BUSINESS CENTER POLICIES:

1. Documents are to be saved on resident’s own disk and not on the hard drive.
2. Documents saved on the hard drive will be deleted.
3. Complimentary copy and local fax services are available; however, a calling card must be used for long distance fax services.
4. Owner and management are not responsible for any lost or damaged documents.
5. Resident will be held responsible for any equipment damaged while using the Business Center.
6. For resident use only: resident I.D may be requested.
7. **IN CASE OF EMERGENCY, DIAL 911.**

### CHILDREN’S POLICIES:

1. Owner shall have the right to require any resident to keep doors: windows and screens closed and locked (or latched) while children are inside.
2. Owner shall have the right to request residents to keep doors and windows closed if, in the opinion of management, the noise from the resident’s apartment is excessive or frequently bothersome to neighbors.
3. Children under 16 years of age cannot swim or play near the swimming pool area unless accompanied by a parent or guardian or a person over 18 years of age who is responsible for the child. The management does not provide lifeguards at any time.
4. Children under 17 years of age must be inside their apartment by 11:00 p.m., unless accompanied by their parent or guardian or a person over 18 years of age responsible for the child.
5. Team sports such as soccer, kickball, dodge ball, etc., are not permitted anywhere on the apartment common areas except, if any, where team sports are allowed. Team sports can be totally prohibited for everyone including children if there is no room.
6. Residents are not permitted to play in the parking lots.
7. Bicycles may not be ridden and must be “walked” in the common areas of the apartment community.

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8. Bicycles may not be parked or left outside in apartment unit, except on private patios.
9. Recreational equipment and toys (such as, tricycles, skateboards, roller skates, scooters, etc) may not be left unattended outside an apartment unit.
10. Play areas will be restricted to the playground.
11. Climbing of trees is prohibited.
12. Residents shall exercise due care at all times to inspect windows, screens, locks, and latches to make sure they are always in good working order and are being utilized properly to protect children visiting or living in resident’s apartment unit.
13. No motorcycles are allowed in the common areas, including parking lots, because of noise and pedestrian safety problems.

### **FITNESS CENTER POLICIES:**

1. The fitness center is provided for the use of residents and their guests only.
2. No person under 16 years of age is allowed without adult supervision.
3. Owners, management or personnel of \_\_\_FILL IN PROPRTY NAME\_\_\_ are not responsible for any accident or injury resulting from the use of this facility or the equipment.
4. Please report any malfunctions of the equipment to management immediately.
5. FILL IN PROPERTY NAME is not responsible for any lost or stolen personal items.
6. No alcoholic beverages or smoking allowed in the fitness center.
7. Please consult a physician prior to starting on any exercise program.
8. **IN CASE OF EMERGENCY, DIAL 911**
9. Refer to instructions posted in fitness center.
10. Doors to fitness center must remain closed at all times.
11. Do not remove or change the location of equipment.
12. Do not monopolize equipment.
13. All guests must be accompanied by a resident.
14. No more than two guests allowed per resident.

### **PLAYGROUND POLICIES:**

1. Use of playground equipment is at your own risk.
2. Play area restricted for resident use only.
3. No rough play or yelling is permitted.
4. Only one person per swing at a time.
5. No jumping off sliding boards.
6. No one over the age of twelve is permitted on the equipment.
7. **IN CASE OF EMERGENCY, DIAL 911.**

### **SWIMMING POOL POLICIES:**

1. Pool hours are from 10:00 a.m. to 10:00 p.m. daily.
2. Children under the age of 14 must be accompanied by an adult at all times.
3. No glass objects allowed in the pool area.
4. Safety equipment is to be used only in the event of an emergency.
5. No running or horseplay in the pool area.
6. The pool is restricted to use by community residents and their guests. Only two (2) guests allowed per resident. Resident must accompany guest(s).
7. Music is to be played softly so as not to disturb others.
8. Drunkenness or obscene language will not be tolerated.
9. Swimmers with open sores or wounds are not allowed in the pool.
10. Swimmers should shower before entering the pool.
11. All swimmers must wear proper swimwear. Cut-offs are not permitted.
12. No pets allowed in the pool area.
13. Management may deny the use of the pool to anyone without notice.
14. **IN CASE OF EMERGENCY, CALL 911.**
15. No lifeguard on duty.
16. Private parties or cookouts will not be permitted at any time unless approved by management.

### **ACCESS GATE:**

1. Report damage or malfunction: Please immediately report to the office any malfunction or damage to gates, fencing, locks or related equipment.

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2. Follow written instructions: We ask that you and all other occupants read the written instructions that have been furnished to you regarding the access gates. This is important because if you or your family, guest or invitees through negligence or misuse damage the gates, you are liable for the damages under your lease, and collection of damage amounts will be pursued.
3. Personal injury and/or personal property damage: Anything mechanical or electronic is subject to malfunction. Fencing, gates or other devices will not prevent all crime. No security system or device is foolproof or 100% successful in deterring crime. Crime can still occur. Protecting residents, their families, occupants, guests and invitees of crime is the sole responsibility of residents, occupants and law enforcement agencies. You should first call the police (911) if a crime occurs or is suspected. We are not liable to any resident, family member, guest, occupant or invitee for personal injury, death, damage or loss of personal property from incidents related to perimeter fencing, automobile access gates, and/or pedestrian access gates. We reserve the right to modify or eliminate security systems other than those statutorily required.

### Precautions when using the vehicle gates:

1. Always approach entry and exit gates with caution and at a very slow rate of speed.
2. Never stop your vehicle where the gate can hit your vehicle as the gate opens or closes.
3. Never follow another vehicle into an open gate. Always use your remote to gain entry.
4. Never get out of your vehicle while the gates are opening or closing.
5. Never force the gate open with your vehicle.
6. If you are using the gates with a boat or trailer, please contact management for assistance. The length and width of the trailer may cause recognition problems with the safety loop detector and could cause damage.
7. Do not operate the gate if there are small children nearby who might get caught in it while it opens or closes.
8. If you lose your remote, please contact the office immediately.
9. Do not give your remote to a non-resident/occupant.
10. If your telephone number changes, please contact the office prior to the change.

**CRIME DISCLOSURE AND SECURITY SYSTEM:** Owner may have provided alarm systems, emergency alert buttons, courtesy patrols, pedestrian gates, controlled-access, vehicle gates, cameras, etc., if applicable. Such systems are not a guarantee of your personal safety and are not a guarantee against criminal activity. Owner assumes no duties of security except to proceed with reasonable diligence to repair such systems after written notice from the resident. Courtesy patrols and Owner's representatives cannot physically be every place at every time at every moment of the day. Also, courtesy patrol personnel are independent contractors; they are not employees of the Owner. The system referred to above must not be relied upon by the resident as working all the time or for personal security. There will invariably be breakdowns of anything mechanical or electronic in nature; and criminals can circumvent almost any system(s) designed to deter crime. Under all circumstances, residents should assume that electronic and mechanical systems may malfunction and that the person(s) responsible for them are not infallible. **REMEMBER, Owner DOES NOT OFFER SECURITY OF ANY TYPE. CRIME IS EVERYWHERE. WE DO NOT GUARANTEE YOUR SAFETY. NO AGENT OR MANAGER OF Owner MAY ALTER OR MODIFY THIS AGREEMENT.**

**ELECTRIC COMPANY:** If applicable at my property, I agree that I have transferred the electric service into my name. I further agree to pay Owner any electric service charges incurred to the property after my move-in date. I also understand that keys will not be issued for the apartment until I have provided written documentation to management that the electric service has been turned on in my name with account number and the date service will begin. Account # \_\_\_\_\_. Date service will begin: \_\_\_\_\_.

**LEGAL DESCRIPTION:** (Insert Properties Legal Description)

**PACKAGE RELEASE:** It is our pleasure to accept your packages under the following conditions:

1. We do not accept C.O.D. deliveries.
2. We will not be responsible for perishable items left in the office.
3. We will not be responsible for packages delivered to our office for any reason including damage or loss.
4. It may be necessary for you to provide I.D. when picking up a package.

The office has limited space available for storing packages. Please pick up your packages within five (5) business days of delivery. Due to the liability involved, the management office will only be able to accept packages from commercial delivery services such as UPS, Federal Express, etc. By accepting a delivery, neither the apartment community nor its employees accept responsibility or liability for the delivery. By initialing this addendum you release the apartment community from all liability for accepting and storing packages.

**PARKING REQUIREMENTS AND OWNER'S AUTHORITY TO REMOVE UNAUTHORIZED VEHICLES:** The Owner reserves the right to limit the number of vehicles permitted per apartment home. All resident vehicles must be registered with the management office. A vehicle must be a passenger vehicle and limited to a car, SUV, and standard pick-up truck.

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Motorcycles will also be permitted. Boats, jet skis, campers, recreation vehicles (RV), and trailers are prohibited. Residents must have a parking permit that will be issued by the management office and displayed in the vehicles low rear window on the driver's side. The management office may also issue temporary guest parking permits during regular business hours. The guest permits will be valid for one twenty-four hour period. The guest permit must be displayed by hanging it from the interior rear view mirror of the vehicle and immediately returned to the management office after use. No more than three guest parking permits will be issued per week per apartment home. In regards to properties that have assigned parking, residents will only be allowed to park in their assigned parking space or in the guest/general parking area. All guest vehicles will only be allowed to park in the guest/general parking area. Any violation of these policies will result in either the vehicle being removed from the property by the management office or its agents or ticketed by the local police department without notice and at the vehicle Owner's expense.

**PEST CONTROL:** In an effort to keep roaches and all other pests out of the units, we require each resident to comply with the requirement of preparation associated with the spraying (i.e. removal of items from cabinets, drawers, removal of pets, etc.). **FAILURE TO COMPLY WITH THE RULES FOR PREPARATION WILL RESULT IN A FINE OF: \$35.00 First Offense, \$50.00 for each offense thereafter.** I understand this policy and agree to prepare for spraying as instructed in the Pest Control Notification.

**PETS:** Resident agrees if they decide to bring a pet with them at move-in or at any time during their lease they must sign a Pet Addendum at that time. There is a 2 pet maximum per unit and a 30 pound maximum weight per pet. Resident must pay a required pet deposit of \$150.00 per pet and monthly pet rent of \$10.00 per pet. All pets must fall within the Owner pet guidelines and be approved by management. No more than two pets (dog or cat) per apartment. They need to be registered with the city and have all required shots. Pets are required, by city ordinance, to be on a leash and attended by the Owner at all times while outside the dwelling. No dog or cat shall be staked and left unattended at any time. No pets allowed in the pool area or the community center. Pets are to be walked within the designated areas of the property. Pet Owners are required to pick up all pet defecation. Please deposit animal waste and/or litter in the receptacles provided and located throughout the property. If management determines that any pet Owner is in violation, a \$25.00 fine will be charged to their account after the first warning. Thereafter, the fine will be \$50.00, which will be charged to your account for each offense.

**REMOTE GATE OPENER:** Each lease holder listed on the lease agreement shall be provided one remote gate opener for a deposit of \$30.00 each. Should additional remote(s) be requested a deposit of \$30.00 will be required before an additional remote can be issued. The deposit is refundable upon move-out and return of remote. Should a remote be lost, stolen, or damaged in any way (sun, heat & etc.) or not returned at move-out, resident(s) will be charged \$30.00 for each replacement remote. Resident(s) understand that the remote they are receiving is in good working condition. It is understood that we expect it to be returned in the same manner or your deposit will be charged. Gate Remote #: \_\_\_\_\_ & \_\_\_\_\_ . Vehicle Sticker # \_\_\_\_\_.

**WATER COMPANY:** If applicable at this property (refer to lease) I agree that I have transferred the water service into my name. I further agree to pay Owner any water service charges incurred to the property after my move-in date. I also understand that keys will not be issued for the apartment until I have provided written documentation to management that the water service has been turned on in my name with account number and the date service will begin. Account # \_\_\_\_\_ . Date service will begin: \_\_\_\_\_.

### **RELEASE, CONSENT AND INDEMNITY**

**Liability:** Owner, their respective successors and former and present affiliates, parent or controlling entities, subsidiaries, predecessors, insurers, employees, agents, representatives, officers, directors, partners and contractors will not be liable for and shall be released from all losses or claims known or unknown caused by but not limited to any and all activities, services and/or transportation, liability damages (including actual, consequential, and punitive), deficiencies or penalties of any nature or description arising from harm to, impairment or loss of property or its use, injury to or death of the resident or personal injury other than gross negligence of Owner, their respective successors and former and present affiliates, parent or controlling entities, subsidiaries, predecessors, insurers, employees, agents, representatives, officers, directors, partners and contractors acting in the course and scope of their employment by or affiliation to the Owner. You the resident will indemnify, defend and hold harmless the Owner, their respective successors and former and present affiliates, parent or controlling entities, subsidiaries, predecessors, insurers, employees, agents, representatives, officers, directors, partners and contractors from any liability, including costs and attorney's fees, due to death, loss or damage to the person or property of you, your guest, invitee or others present in your unit or at the Churchill Estates community with your consent attributable to any cause other than Owner's gross negligence or the gross negligence of Owner, their respective successors and former and present affiliates, parent or controlling entities, subsidiaries, predecessors, insurers, employees, agents, representatives, officers, directors, partners and contractors acting in the course and scope of employment.

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YOU, THE RESIDENT, ACKNOWLEDGE THAT THIS LEASE AND LEASE ADDENDUM CONTAINS PROVISIONS RELEASING OWNER FROM LIABILITY AND/OR INDEMNIFYING AND HOLDING HARMLESS OWNER FOR, AMONG OTHER THINGS, OWNER'S OWN NEGLIGENCE.

**COMMUNITY POLICIES ACKNOWLEDGEMENT:**

These community policies apply to all residents, occupants, and guests. A violation of these policies entitles the owner to terminate residents and all occupants right to occupancy.

I have read and understand the above policies. I also understand per the lease contract that I have signed, these policies can be changed, amended, or added to at the "owner's" discretion, and will become part of the lease. I agree to abide by such alterations, amendments or modifications. It is further understood, that signature of this acknowledgement will be authorization to make the provisions specified within the policies as a permanent part of this lease. I have read and agree to all conditions, addendums or requirements above.

We are committed to maintaining the highest standards of living for all of our residents and their guests. Thank you for your cooperation helping us achieve this goal for your community.

**Resident or Residents**

(All residents must sign here)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Owner or Owner's Representative**

(Signs here)

\_\_\_\_\_  
**Date of Lease Contract**      **Apt No.**  
\_\_\_\_\_

You are entitled to receive an original of this Lease File Paperwork Addendum after it is fully signed. Keep it in a safe place.