

QUAD Inc.
LEASE ATTACHMENT #3
HOUSE RULES

1. **OREGON LANDLORD/TENANT LAW:** Both landlord and tenant(s) agree to abide by all state, federal, local laws or adopted rules and regulations. Tenant(s) agrees not to permit or allow any acts to be done in, on, or within the immediate vicinity of said premises, which violate any law, rule or regulations.
2. **PERSONAL PROPERTY:** Tenant agrees not to alter, destroy, damage, deface or remove any part of the premises or permit any person to do so and to assume all liability for damages, other than ordinary wear and tear or those caused by the landlord. The landlord will not be liable or responsible for loss or damages to articles or property belonging to the tenant(s). It is recommended that the tenant(s) maintain fire and theft insurance for their personal property.
3. **USE OF PREMISES:**
 - (a) **Safety and Security-** Tenant(s) understand that Safety and Security is an important responsibility of living at a QUAD Inc. facility. Tenant(s) agree to monitor guests and to educate them in our house rules.
Front Entry- Tenant(s) understand that our front entry security system is a critical component of maintaining the safety of the project. Tenant(s) agree not to allow visitors into the project when entering and leaving the building. All visitors must use the entry system by calling the person they are visiting or using a door code. Tenant(s) agree to not allow entry to unknown visitors using the telephone entry system and to not give their door codes out to anyone except trusted family and friends.
 - (b) **Guest Supervision and Education-** Tenant(s) agree to accompany and supervise their guests at all times while in the common areas of the project and are responsible for their guest's actions on and around the facility premises. Tenant(s) and their guests shall conduct themselves in a manner not to disturb the peaceful enjoyment of others. Tenant's children and their guests shall not be permitted to play or loiter in halls, stairways, building entrances, parking lots or other common areas. Tenant(s) agree and understand that they are responsible for the actions of their guests and will educate their guests in the lease requirements and house rules of the project.
 - (c) **Noise-** Tenant(s) shall restrict all sound and noise, including but not limited to surround sound, sub-woofers, stereos, television, voices, furniture moving and vacuuming so as not to be heard outside the unit, including through doors, walls, floors and ceilings between the hours of 10:00 PM and 8:00 AM. Noise between 8:00 AM and 10:00 PM must be controlled as to not disturb the peaceful enjoyment of the project by other Tenant(s) and so as not to interfere with the management of the project.
 - (d) **Offensive Odors-** Tenant(s) shall restrict all offensive cooking, smoking and other odors to their unit by closing their unit door and ventilating their apartments.
 - (e) **Clean and Sanitary Apartments-** Tenant(s) agrees to keep their apartments in a clean and sanitary condition. The apartment must be maintained free from odor, insects and pests, and the accumulation of recyclables and garbage. Personal belongings must be arranged to allow access to the unit and may not block appliances, circuit breakers, heating and cooling equipment, hot water heaters, fire doors or windows that are designated an emergency egress. Tenant(s) are responsible for routine cleaning of interior windows, blinds, ovens, appliance, range hoods, floors and bathrooms including removal of mold and mildew.
 - (f) **Trash disposal and recycling-** All trash should be bagged in a leak proof plastic bag before depositing in the dumpster or trash chute. Medical waste such as needles, blood products, and related articles are to be disposed of as "medical waste" as required by law. Disposal of furniture, equipment, mattresses and other oversize items and non-recyclable items such as batteries and tires will result in additional disposal charges billed to the tenant. Tenant(s) are strongly encouraged to recycle cardboard, plastic and glass. Tenant(s) who recycle must follow recycling standards such as breaking down cardboard and rinsing glass before recycling.
 - (g) **Alcohol use-** Alcoholic beverages shall not be consumed in the common areas of the project except in areas and at times designated by management. Tenant(s) and/or their guests who are visibly intoxicated are prohibited from the common areas.

- (h) **Common Areas and Equipment-** Tenant(s) shall use in a reasonable manner all common areas of the project and the shared equipment provided by the facility. Tenant(s) must accompany and supervise their guests while in the common areas of the project or when using common area equipment. Tenant(s) are required to use common area furnishings, ovens, microwaves, barbecues, computers, fireplaces, washers and dryers and other equipment in a reasonable manner and are required to leave all common areas and equipment in a clean and orderly condition when finished with them. Common area equipment such as chairs and tables may not be removed from the common areas and used in the tenant(s) apartments. Guests are prohibited from using facility laundry equipment for washing of their laundry. Washers and Dryers must be used in a reasonable manner and not overloaded. Tenant(s) are required to monitor their laundry and not leave it unattended. The facility is not responsible for loss or damage of personal items left in the common areas of the project. Tenant(s) may not use utilities supplied to common areas of the facility for their personal use. Hallways, Common rooms, Patios, Decks and stairways are to be kept clean and orderly and will not be used for tenant storage. Tenant(s) are responsible for damages to common areas and common area equipment beyond normal wear and tear. Tenant(s) may use common areas of the project for personal gatherings with the permission of management but such gatherings may not exclude other tenant(s) of the project or staff performing their assigned duties.
- (i) **Repairs-** Tenant(s) shall immediately report in writing all malfunctions of equipment, failure of essential services, or need for repair. Damage caused by the tenant such as stoppage of waste pipes or overflow of toilets, showers or defective faucets shall be paid by the tenant as well as any damage to the building or furnishings other than ordinary wear and tear. Tenant(s) may make minor repairs to damage to their apartments at their own expense but all repairs must be completed in a workman like fashion. Major repairs must be prior approved by management in writing. If the facility makes the repairs the tenant will be charged the actual cost of materials and labor for repairs beyond normal wear and tear.
- (j) **Alterations to your Apartment** -Tenant(s) must receive the written permission of the landlord **prior** to altering their apartment in any manner. This includes painting, removing or moving cabinets, removing screens, applying stickers or decals, applying wall paper, or attaching anything, other then decorative pictures, to the walls, counters, cabinets, floors or ceilings of the apartment. Tenant(s) shall not tamper with hot water heaters, door closers, smoke detectors, fire sprinklers, circuit breakers, exterior lights, heating/cooling equipment, common area thermostats, safety and security equipment or other appliances or make any alterations of any nature on or to the premises unless prior written permission is given by management. Hooks, nails, screws or other attachments shall not be installed in any ceilings. Attachments that shall affect the exterior appearance of the unit, including entry doors, shall require the written consent of the landlord.
- (k) **Locks-** Locks may not be tampered with or changed without the written consent of the landlord. Entrance doors to the building shall be kept locked. Entrance doors of the Tenant(s) dwelling unit shall be kept locked in the Tenant(s) absence. Tenant shall notify Landlord in writing if locks fail to operate properly.
- (l) **Smoking/Odors-**Tenant shall use smoking materials with caution and properly dispose of ashes and materials. Tenant(s) agree to smoke only in their apartments and designated outside areas. Smoke and other odors, both indoors and outdoors, must be controlled as to not interfere with the peaceful enjoyment of the project by other Tenant(s).
- (m) **Parking/Vehicle Registration-** The facility does not assign parking. The use of unassigned off-street parking shall be limited to personal vehicles in drivable condition, which are properly licensed, insured and owned by tenant(s). All tenant vehicles parked in facility parking must be registered with management. No vehicle repair or maintenance, including the changing of oil or washing of vehicles, shall be made without the written consent of the landlord. Unauthorized vehicles or vehicles parked in other than a designated space shall be towed at the vehicle owner's expense.
- (n) **Pets-** Written permission must be received from the landlord **prior** to a tenant acquiring a pet. Pets visiting the facility must be under the direct physical control of the owner while in the common areas and grounds of the facility. Special rules apply to service animals. See the Pet Rules attachment to this lease for more information.
- (o) **Treatment of Staff /Management/Tenant(s)-** Tenant(s) agrees to exercise discretion and consideration with staff, other Tenant(s) and visitors at all times and to conduct themselves responsibly in all aspects of their personal behavior. **Verbal and /or physical abuse will not be tolerated is grounds for lease**

termination. Tenant(s) may not interfere with the management of the project. Tenant(s) are encouraged to use the problem solving procedures to resolve disputes with Staff, Management or other Tenant(s).

- (p) **Rent Payments-** Rent and charges are due on the **first** day of each month. Rent is considered past due if not received by the Landlord at the facility office by 12 PM Noon on the 7th of the month. Tenant(s) will receive 48 hour termination notices if rent is not received on time unless the Tenant(s) notify the Landlord of extenuating circumstances prior to the 7th of the month.
- (q) **Form of Rent Payment-** Cash will not be accepted by the business office. Payment must be by personal check, money order or cashiers check payable to the Project. Tenant(s) who must pay a share of their services cost must pay by separate check payable to QUAD Inc.
- (r) **Lockouts-** Tenant(s) will be charged \$5.00 per lockout. (to have your door opened because you forgot/lost your key) **Keys-** Tenant(s) will be charged the actual cost to replace lost keys, specialty devices and to re-key their apartment if needed. Keys include front door, mailbox, locking drawer, key fob, proximity card, electronic access codes and other specialty devices.
- (s) **Overnight Guests-** Residents must obtain prior permission from the landlord for overnight guests in excess of 3 consecutive days and/or nights or a cumulative annual total of 14 days. Allowing someone to stay in your apartment and collecting rent or other payment from them is fraud. Guests must be monitored at all times, facility rules explained to them, and may not loiter in common areas or use common laundry equipment for their personal laundry. **Roomers, Lodgers and Roommates are strictly prohibited.**
- (t) **Marijuana/Illegal drug use-** Tenant(s) understands that they are living in Federally Subsidized Housing. The Federal Government does not recognize the medicinal use of marijuana. Therefore, the use or possession of marijuana, presence of paraphernalia, odor of marijuana and all other illicit drug use, including prescription drugs not prescribed to you or not taken as prescribed is criminal activity under your lease and will result in termination and eviction from the facility. Tenant(s) may not involve staff in marijuana use, may not have paraphernalia or marijuana in view of staff and may not expose staff and other tenant(s) to marijuana use.

5. **RIGHT OF ACCESS:**

- (a) Tenant(s) shall not unreasonably withhold consent to the landlord to enter the premises or the dwelling unit to inspect, make necessary or agreed repairs, alterations or improvements, or to show the unit to prospective Tenant(s).
- (b) Landlord may enter without consent in an emergency and shall provide the tenant with post-entry notice of the entry and its purpose.
- (c) Landlord may issue a 24 hour notice of entry for necessary inspections or repairs pursuant to ORS90.322(e).

6. **NOTICES:**

- (a) Notices shall be either actual or written as provided by law and HUD regulations.
- (b) Tenant(s) shall notify landlord of any anticipated absence from the premises in excess of seven (7) days, not later than the first day of absence.
- (c) The tenant shall notify the landlord in writing of any post office box address or telephone number to be used by the tenant.
- (d) The tenant agrees to provide the landlord a forwarding address at the time of termination.

7. **TERMS AND CONDITIONS:**

- (a) At time of termination of tenancy by any means, any goods, chattels, motor vehicles, or other property left on the premises shall be considered abandoned property and shall be disposed of as provided by Oregon law.
- (b) At time of termination, the security deposit may be used to secure the performance of the terms of the rental agreement pursuant to ORS90.300. Any outstanding amounts due at the time of termination will

be deducted from the security deposit. Any excess amounts due may be consigned to a collection agency. Should it become necessary to collect and the tenant shall be responsible for cost of collections.

8. TERMINATION RIGHTS AND RESPONSIBILITIES:

- (a) If rent is more than seven (7) days past due, the landlord may issue a 48 hour notice, terminate the rental agreement and take possession according to law.
- (b) If the tenant, someone in the tenant's control, or the tenant's pet threatens to inflict or actually inflicts personal injury upon Landlord or other Tenant(s), inflicts injury upon any person on the premises, inflicts injury upon another located within the immediate vicinity of the property, intentionally inflicts substantial damage to the premises or commits any act which is outrageous in the extreme, including illegal activity, a 24-hour notice to terminate may be served upon the tenant.
- (c) Upon any material noncompliance of this agreement, the landlord may issue a 30 day notice and if the breach is not remedied within 14 days of the rental agreement may be terminated and the landlord may take possession pursuant to Oregon law.
- (d) The application is made a part of this rental agreement. Any omission or misstatement by the tenant on the application or the rental agreement may, at the option of the landlord, be grounds for termination of tenancy.
- (e) Nothing in this agreement shall limit the right of tenant or landlord to terminate this agreement as provided by law. If at some future date the courts should rule a portion of this rental agreement unenforceable, it shall only affect that portion of the rental agreement and all other provisions of the rental agreement shall be in force.

I, the undersigned have read and understand my rights, responsibilities and requirements as a tenant of a QUAD Inc. Facility. I agree to follow and abide by the above stated rules at all times during my tenancy. I understand that violation of the above rules may lead to termination of my lease agreement and eviction from the facility.

Tenant Signature

Date

Tenant Signature

Date

QUAD Inc. Signature

Date