

HAVEN HOUSE RULES

_____ 1. **PAYMENT OF RENT:** Rent payments are to be made to Haven. Payments must be made in full, & rent is due on or before the 1st day of each month. Payments may be made by electronic payment, cashier's check or money order. Cash is only accepted if deposited to the account at any Bank of San Antonio. Rent payments received late more than 3 times within a lease period constitutes "continued late payments" & may be cause for non-renewal of lease.

_____ 2. **CLEANLINESS:** Tenant shall maintain all interior & exterior areas of the leased premises in a clean & sanitary condition, free from debris, garbage & physical hazards. Tenant agrees to perform routine cleaning on a regular basis. Routine cleaning includes but is not limited to vacuuming any carpeting/rugs, sweeping & washing floors, scrubbing the tub/shower, scrubbing the toilet & sinks, dusting, washing dishes, discarding & removing trash, & cleaning the interior & exterior of all appliances & fixtures. In addition, all toys (including bicycles, tricycles, & wagons) must be kept in the house, not outside the unit, when not in use.

_____ 3. **TRASH:** All trash must be bagged, kept in appropriate containers, & placed in the dumpster/recycle bin. If any of the violations below occur, you will receive a written notice of violation. In addition, a **\$35** fine will be charged on the second & subsequent occurrences.

- a. No trash is allowed on the outside of the bin.
- b. Trash is not allowed in the breezeways, on the stairs or in the entryway of apartment units.
- c. Large items ARE NOT allowed to be disposed on property at all, including in the dumpster or in or around the dumpster enclosure. You must dispose these items off property. You may contact 311 for local information on disposal locations.

_____ 4. **ALTERATIONS:** Changes to any fixture, wiring, wall, cabinetry, or any other part of the unit, including entry door locks, are strictly prohibited without the advance written consent of the owner. Approval must be obtained prior to hanging or attaching any object on a wall or ceiling that weighs in excess of five pounds. No ceiling hooks or adhesive tiles are allowed. No credit will be given for repairs, painting, or other work done in a unit by a resident without the advance written consent of the owner.

Prohibited alterations include but are not limited to:

- a. Installing screen doors or other permanent hardware;
- b. Changing or removing any part of appliances, fixtures or equipment in the unit;
- c. Painting or applying wallpaper or contact paper in the unit;
- d. Installing awnings or window guards or security bars in the unit.

_____ 5. **BREAKAGE:** Residents shall pay for all breakage, damage, & cleaning beyond normal wear & tear to the premises or any furnishings in the premises. This includes but is not limited to blinds, flooring, counters, cabinets, & appliances. In addition, tenants will be charged a **\$35** trip charge for maintenance to come out & correct any item caused by negligence.

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_____ 6. **ACTION OF FAMILY MEMBERS & GUESTS:** Guests are defined as individuals staying in the dwelling fourteen (**14**) days or less **per year**. Any individual staying more than fourteen (**14**) days per year is deemed an additional occupant. Unauthorized additional occupancy may result in eviction. Residents are responsible for the conduct & actions of their family members & guests. Guests who create disturbances & nuisances or damage the property will be required to leave the property. Residents agree to reimburse the owner for any damage caused by their family members or guests. Residents also are responsible for ensuring family members & guests adhere to all House Rules.

_____ 7. **NOISE:** Residents, family members & guests shall keep the volume of musical instruments, radios, televisions, etc. at a level that will not disturb neighbors. Playing sound-producing devices at volumes that disturb neighbors can result in a lease violation & grounds for eviction.

_____ 8. **CRIMINAL ACTIVITIES:** The illegal use, sale, or distribution of drugs, any criminal activity &/or any physical violence to persons or property by any Resident, a member of a Resident's household, or a guest of the household is prohibited & may result in eviction.

_____ 9. **UTILITIES:** The Resident must establish accounts for all utility services for the property prior to move-in, provide account numbers to Haven &, is responsible for payment of these utilities. In occupied units, the utilities must remain on at all times. Lack of electric, water &/or gas service constitutes a health hazard & is considered to be grounds for termination of the Lease Agreement.

_____ 10. **RENT CHANGE PROCEDURES:** Residents will be notified of any change in the rent in writing at least thirty (30) days prior to the rent change.

_____ 11. **UNIT INSPECTIONS:** The owner will inspect the units at least quarterly. However, more frequent inspections can be conducted at the sole discretion of the owner or the owner's representative. Tenants will be notified 3 days prior to any inspection. Tenant is not required to be present for inspections.

Tenant Date

Tenant Date

Haven Date