



POLICIES AND PROCEDURES
ADDENDUM TO LEASE

Welcome! We're pleased that you have chosen to make your home with us. We hope that you will find your new home a pleasant and comfortable place to live. We have compiled the following information and suggestions to facilitate your moving in and to ensure the comfort and well being of all our residents.

GENERAL

Rental Office: Our office is located at 2800 Royal Avenue. The telephone number is 223-2600. Please feel free to contact the office if you should have any questions or problems. We suggest maintenance or service requests be called in to the office first thing in the morning so they may be scheduled for completion the same day.

Occupancy: The number of persons who may reside in your apartment was determined when your application was accepted and the lease was signed. Additional persons may not occupy the apartment without written permission of DSI Real Estate Group.

Rent Payments: All rent is due and payable on the first day of the month. A late fee will be charged in accordance with your lease. There will be a \$25.00 fee for all checks returned whether NSF, account closed, etc. No postdated checks will be accepted. Rent payments should be made payable to **Sunnyville Apartments** and mailed or delivered to the rental office in the form of a check, money order, or cashier's check. Please, no cash accepted.

Pets: Cats are allowed at the complex. No more than two (2) cats per apartment are allowed. A Pet Addendum must be on file with your lease. All cats must be declawed and neutered and proof by a Veterinarian will be required. Pets are allowed at the discretion of the Landlord. Any violation of the Pet Policy or disturbances caused by the presence of said pet will result in the rescission of all pet privileges.

Entertaining: Sociable and friendly gatherings are welcome. We do ask that you be considerate of your neighbors and that parties do not become boisterous, obscene or objectionable to other residents. You are responsible for the conduct of your guests both within your apartment and on our premises. Stereos, radios, and TV's are to be kept at a reasonable volume. The hallways are not a place to play, nor are they a place for loitering.

Subletting: Subletting information may be obtained at the rental office along with a copy of the sublease agreement.

Vacating: Vacating notice must be in writing. Forms are available at the rental office. Notice must be received by the office 60 days prior to your lease termination date and will not be effective until the first of the month. Therefore, any notice given between the 2nd and 30th of the month will not go into effect until the first of the following month. Vacating instructions may be obtained from the rental office. All keys must be returned at the time you vacate. Please give us a forwarding address so that we may return your security deposit promptly. The security deposit refund, if any, will be issued in one check, made payable to all tenants who are parties to the rental agreement. **Security deposits cannot be applied to your last month's rent!**

APARTMENT

Check-in: DSI Real Estate Group agrees to have your apartment in a clean and tenantable condition at the time of your move-in. If for some reason the apartment is not in satisfactory condition upon move-in, please notify the office and the condition shall be rectified. If there are any damages to your apartment, please record them on your check-in sheet. Resident acknowledges receipt of a check-in sheet and agrees to complete it and return it to the Landlord within seven (7) days of occupancy. Failure to do so is acceptance of premises in "perfect condition."

Smoke Detectors: Your apartment is equipped with an operable smoke detector at the time of your move-in. It is your responsibility to notify the management office in writing of any malfunction, including the need for a new battery. Upon written notice, management will make attempts to promptly correct the situation. (See City of Madison Smoke Detector Ordinance).

Personal Property: Each resident is responsible for the safety of his/her personal possessions from all hazards including fire, theft, and water damage. Purchase of renter's insurance by the resident is strongly recommended. Any locker or storage area in the building used by the resident is furnished gratuitously and management is not responsible for theft or damage to any property stored in them. Inflammable, i.e. gasoline, naphtha and solvents are not to be stored in your apartment or storage locker at any time.

Cable TV: For your convenience and pleasure, our apartments are pre-wired for Cable TV. If you wish to have this service connected, you may contact Charter at 800-652-9456.

Wall Décor: Accessories make an apartment a home, so as you decide to decorate, we ask that you use small finishing nails to hang pictures. Please do not use stick-on picture hangers as they are damaging to the walls. Do not put nails of any kind in paneled or wallpaper areas.

Waterbeds: Waterbeds are allowed. You are responsible should any damage occur. Again, we encourage you to carry proper insurance coverage.

Landlord Entry: Resident agrees that the Landlord may enter the premises for showings or inspections at reasonable times; provided a 24-hour notice has been given. The Landlord may enter the premises to complete emergency repairs. **Unless resident expressly states to the contrary in written form, it is mutually agreed and understood that a request for maintenance by Resident gives the Landlord permission to enter the premises to complete repairs.**

Keys and Locks: If the Landlord is requested to unlock an apartment, garage or entrance door because Resident has misplaced, forgotten or lost keys, Landlord reserves the right to charge Resident a fee of \$85.00 during normal business hours and \$150.00 after 6:00 p.m. or on weekends. Residents may not gain entry by breaking into or by otherwise damaging property

BUILDING AND GROUNDS

Fire Alarms: Fire alarms will be checked between 9:00 AM and 11:00 Am the first Thursday of each month. This is required by law and is for your own protection. The fire alarm does ring at the fire department when activated.

Community Appearances: We would like to keep the outside of your home as attractive as possible. Residents can do their part by keeping balconies and patios clear of drying laundry, bicycles, and motorcycles. Likewise, bicycles and motorcycles are not to be left on the grounds, sidewalks, or attached in any manner to the building. The premises shall in no way be defaced with signs. For the safety of all residents, we prohibit loitering or playing in the parking lot areas. Motorized vehicles are never to be driven or parked on lawns, including but not limited to moving in or out of the premises.

Parking: Inoperable vehicles are not to be left in the lots, i.e. flat tires, etc for more than 72 hours. All vehicles must be operable and have current license plates. Any vehicle in violation will be posted with a 72-hour notice placed on the windshield. After expiration of 72 hours, the vehicle will be towed at the owner's expense.

Snow Removal: Your cooperation would be appreciated to remove your vehicle from the parking lot following a snowfall to accommodate the snowplowing contractor and his equipment. If you are going to be out of town at any time during the winter months, you must contact the rental office to avoid being towed.

Trash Removal: Trash containers have been placed on the property for deposit or refuge. It is mandatory to recycle in Dane County. Residents are required to follow the guidelines established by management to be in compliance with the recycling ordinance. Refer to the recycling handout for specific instructions. Please keep your community clean and place your trash inside the container.

No Lease and Addendum can cover any and all contingencies. It is mutually agreed and understood however, that Resident agrees to pay for and Landlord agrees to provide first class Management and Maintenance Service.

We understand and agree to the conditions and terms set forth in this Addendum.

Signed: _____

Date: _____

Signed: _____

Date: _____