



House Rules

A. MAINTENANCE

1. Tenant covenants and agrees to keep the Unit and common areas in as clean and safe condition as at the time of this Agreement, wear and tear resulting from ordinary use accepted. Tenant further covenants and agrees to immediately report to Owner/Landlord any damage to or malfunction of appliances and furnishings. Tenant agrees to use in a reasonable manner all electrical, plumbing, sanitation, heating, ventilation, kitchen and other facilities and appliances, and keep them as clean as their condition permits.
2. Tenant shall maintain smoke detection devices as required under AS 18.70.095. Tenant agrees to check the smoke detector(s) and fire extinguisher(s) monthly for proper working order and to replace the battery (ies) in all smoke detectors when necessary. Tenant will also take similar action in maintaining any carbon monoxide detectors located on the premises.
NO SMOKING OR BURNING OF CANDLES IN THE UNIT.
3. Tennant will not intentionally or negligently destroy, defaces damage impairs or removes parts for premises, appurtenances, equipment, furnishings or fixtures.
Tennant will not make alterations, repairs, renovations, painting ore changes to the premises without the express written consent of the Landlord.
4. Tenant will assist and cooperate with the Landlord in the care and maintenance of the premises and to promptly report to the Landlord in the care and maintenance of the needed repair to the premises, appurtenances, fixtures or equipment, and to pay to the Landlord the actual cost of repairs for any damage beyond normal wear caused by the Tenant, their family, animals or guest.
5. **FROZEN OR CLOGGED PIPES.** Tenant agrees to use reasonable care to keep plumbing and pipes from freezing and clogging, and in the event they become frozen or clogged, to notify Landlord IMMEDIATELY. Tenant shall pay all associated repair costs, if such lines were plugged of frozen due to Tenant's negligence (i.e. leaving window open in cold weather or leaving hoses connected to lawn faucets).
6. In order to prevent sink stoppage, Tenant agrees to scrape plates into garbage container before rinsing, to rinse all dirty plates on the garbage disposal side of the sink, to run lots of

water after rinsing, and to refrain from putting anything down the disposal which could not be chewed. Tenant further agrees to reimburse Landlord's costs, at a thirty dollar (\$30.00) minimum, for jammed disposals or plugged drains which are caused by failure to follow the above precautions.

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B. PREVENTATIVE MAINTENANCE WORK

1. All units are required to have a preventive maintenance service and inspection on an annual basis. Tenants will be provided notice prior to work needing to be performed. This work is required to ensure the safe and efficient operation of all installed equipment as well as the exterior structure. Preventive maintenance includes, but is not limited to: any mechanical equipment, fire suppression system, structural inside and outside.

C. CARE OF YOUR HOME

Care of your home should be an on-going effort throughout your residency.

BATHROOMS

1. Ceramic tile and fixtures should be cleaned with a mild detergent. Use a commercial cleaner to prevent calcium deposit buildup in toilets. Avoid flushing items such as paper towels, feminine products, or disposable diapers. If plumbing stop-ups occur, first try using a plunger. If this fails to clear the system, then call Northern Trust Real Estate at (907) 751-2750.

CARPETS

2. Vacuum frequently, at least weekly. Clean-up spills immediately, before they become stains. We recommend residents steam-clean or shampoo carpets at least every 6 months, or more often if they have pets. The use of cleaning or spot remover products containing bleaching agents is not authorized. Residents can be held accountable for stains or damages caused by pets, burns, etc.

FLOORS

3. When cleaning the floors in your home, pay special attention to corners and along baseboards for dirt and wax buildup. As you clean, keep in mind that excessive water can cause damage to any floor, especially wood.
Vinyl tile and sheet vinyl floors may be waxed. Remove old wax occasionally to prevent wax buildup. Use only quality products to wax or remove old wax. Hardwood floors should be dusted frequently and only occasionally wiped down with a damp, not wet, mop. Do not wax hardwood floors.

KITCHENS

4. Do not use gritty or harsh detergents when cleaning kitchen appliances and fixtures. Ovens, broiler units, top burners, and filters in overhead hood units should be cleaned regularly. The exterior of the range and the oven door gasket should be cleaned frequently.
Refrigerators should be cleaned regularly. Do not place hot utensils on countertops. Use a cutting board (chopping, slicing, or cutting). Use only regular, nonstick shelf paper in drawers and cupboards. Do not paste decals on kitchen cabinets or drive nails or hooks into cabinets.

WALLS

5. Use mild soap and warm water to keep walls clean. Do not apply adhesive-backed materials, wallpaper, or decals to walls, as these cause damage when removed. Use only small nails or picture hangers to hang items on walls. Make sure there are doorstops on all doors to prevent damage to walls. It is the resident's responsibility to remove spider webs on a monthly basis.

GARBAGE DISPOSALS

6. Keep the cover in the stopper position when not in use. This will prevent foreign material from accidentally dropping into the disposal unit. Be sure to have COLD water turned on. It is important to maintain a sufficient flow of water to flush shredded waste through the drains, even after the disposal unit has been turned off. DO NOT put bones, bottle caps, glass, foil, rags, cigarettes, string, paper, anything fibrous (i.e., celery, artichokes, corn husks), or grease down garbage disposal; which will build-up and cause clogging.

Troubleshooting Press the reset button under the garbage disposal unit (located under the sink) and turn on the switch.

- If the disposal still does not operate, in order to repair the unit, please call the Northern Trust Real Estate at (907) 751-2750.

D. GARBAGE

1. Tenant agrees to dispose from the Unit all ashes, rubbish, garbage and other waste in a clean and safe manner, at reasonable and regular intervals, and shall dispose of such waste into the dumpsters located on the North East corner of Grange and Old Seward.
2. No garbage is allowed to be placed outside the units on stairs, decks, in garages, or on the grounds anywhere. This includes garbage bags of pet excrement. Animal droppings placed in dumpster must be sacked or wrapped for sanitary reasons. Tenants observed not following this rule will be fined \$100.00 per occurrence.

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E. STORAGE AREAS

1. Each tenant is allotted one storage space in garage stall. Storage of items in common areas such as toys, bicycles, etc., is not permitted. Bicycles must be stored inside your unit or inside storage space in garage. No flammable materials shall be kept in storage space or on decks. No trash or refuse of any kind is permitted to be placed in storage space.

F. DECKS

1. Tenant is prohibited from using any type of barbeque grill, smoker, and other grilling equipment on decks; it is a violation of Anchorage municipal ordinances and our insurance carrier. These devices shall not be used anywhere within ten (10) feet of combustible construction, which could include a nearby wall, overhang, railing or the balcony. **Such equipment may not be stored on your deck. Violation of this rule Tenant will be fined \$100.00**

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2. Decks may not be used as storage. Tenant is prohibited from storing barbeque grill, smoker, bicycles or appliances on the deck. Unit decks are not constructed hold heavy weight bearing objects.

G. USE OF EXTERIOR COMMON AREAS

1. Tenant is prohibited from using portable propane, gas and oil heaters on premises.
2. Tenant may not deliberately or negligently destroy, deface, damage, impair, or remove a part of the premises or knowingly permit any person to do so.
3. Fire doors, exit signs, and related safety installations shall not be disturbed or altered in any way.
4. Stairwells must be kept clear at all times. The placing or hanging of any objects on walls, ceilings, or floors will not be permitted. Seasonal Decorations may be placed on unit doors.
5. It is not permitted to shake rugs or dust mops or to throw anything out of a window.
6. Tenant may not put tin foil on the windows as it causes mold to grow in the apartment. Black out curtains are available at the retail stores in town.

H. VEHICLES

1. Major engine or auto repairs made to any vehicle on property are not permitted on Northern Trust Property.
2. Northern Trust Real Estate actively enforces parking rules and regulations in an effort to keep the parking available to all tenants. Towing company will look for illegally or improperly parked vehicles, vehicles that appear inoperable or abandoned, and vehicles parked in the handicapped areas with out tags.
3. If your vehicle is illegally parked or improperly parked (I.E. on the grass) it will be towed immediately. If it is abandoned or inoperable it will be tagged and towed at the date stated on the notice unless action is taken. Northern Trust will not be liable for the impound fees of any vehicles that are towed.
4. Tenant agrees not to wash vehicles in garage. Tenant will be responsible for cleaning out drain.

I. LOCKS

1. Tenant may not, except in an emergency when the landlord cannot be contacted after reasonable effort to do so, change the locks on doors of the premises without first securing the written agreement of the landlord and, immediately after changing the locks, providing the landlord a set of keys to all doors for which locks have been changed; in an emergency, the tenant may change the locks and shall, within five days, provide the landlord a set of keys to all doors for which locks have been changed and written notice of the change.

2. At the time of tenant lease signing you have been provided keys for all occupants living in your unit. Lost key replacement is \$35.00.

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3. If you are locked out of your apartment, and a Northern Trust Property Manager opens the door for you the fee is \$100.00.

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J. TENANT USE RESTRICTIONS

1. Tenant may not unreasonably engage in conduct, or permit others on the premises to engage in conduct, that results in the imposition of a fee under municipal ordinances adopted under AS 29.35.125.
2. Tenant may not knowingly engage at the premises in prostitution, an illegal activity involving a place of prostitution, an illegal activity involving alcoholic beverages, no illegal activity involving gambling or promoting gambling, an illegal activity involving a controlled substance, or an illegal activity involving an imitation controlled substance or knowingly permit others in the premises to engage in one or more of those activities at the rental premises.
3. Tenant will allow the Owner/Landlord to enter the rented premises with a 24-hour notice, and at reasonable times during the term of this Agreement, for the purpose of making inspections and repairs, and for the purpose of showing the same to prospective tenants, prospective or actual purchasers, mortgages, repairpersons or contractors.

K. PETS

1. No animals, livestock or poultry shall be kept on the Premises except that domesticated dogs, cats, fish and birds inside birdcages may be kept as household pets on the Premises, provided that they are not kept, bred or raised therein for commercial purposes or in unreasonable quantities. Should Owner/Landlord permit Tenant to have a cat(s) in the Unit, the cat(s) must be spayed or neutered, as well as declawed.
2. A pet deposit of \$500.00 (in addition to the normal security deposit of \$_____) will be paid in **ADVANCE** of the pet taking occupancy of the unit. **THIS DEPOSIT IS REFUNDABLE.**
3. There is a non-refundable pet rent of \$50.00 per pet each month.
4. The tenant agrees to comply with all of the following Rules and Regulations pertaining to the pet:
 - a. No more than two (1) pet per apartment
 - b. No dogs over 25 pounds
 - c. Puppies or dogs under the age of 12 months are not allowed
 - d. Provide Lessor with up to date shot records and any License required by the city or state.
 - e. Clean up any soil or mess created by pet immediately
 - f. Do not allow pet to create excessive noise, become a nuisance, or annoy other occupants of the building, community or surrounding neighborhood.
 - g. Do not chain pets to the fence, stairwells, support beams, door knobs, etc.

- h. Remove pet immediately if pet is vicious or does not allow management/maintenance access to unit as required for repairs, inspections, etc.
- i. All pets must be accompanied and kept on leashes while outside of units as per the municipal pet regulations.
- j. Feces shall be immediately picked up and disposed of in a sanitary fashion, to avoid creating health hazards. If tenant is found in violation a picture will be taken and placed in your tenant file and a \$100.00 fine will be added to your account, other tenants are taking photos and providing to our office.

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- k. The decks are not an authorized area for pets to relieve themselves. If it is determined that you are allowing your pet to relieve its self on the deck you will be charged \$100.00 for each notice posted, and you will be held responsible for any property damages (repaint deck, replace damaged wood, etc).

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- l. Residents shall file a complaint with the Municipality and forward a copy to Northern Trust if there is any injury to a person as a result of a domestic pet or other animal.
 - m. Any cost resulting from damage or injury caused by a pet may be assessed against the owner's unit.
 - n. Owners may be fined or be requested to remove their pets for failure to observe the above animal control rules (Based on Municipality Regulations).
 - o.
5. Tenant must receive approval from Northern trust Real Estate Management to have a pet in your unit. Northern Trust Real Estate recourse for tenants having an unauthorized pet (over 25 lbs, under 12 months old, or in a designated not-pet unit), Northern Trust Real Estate will charge you back pet rent and start the eviction process for lease violation.
6. If, after the signing of this Agreement, Tenant wishes to obtain a pet or an additional pet, Tenant must seek advance written consent of the Owner/Landlord. This includes "visiting" pets for any length of time. Failure to do so will constitute a material breach of this Agreement by Tenant and you will be liable for pet rent and other potential damages for the full lease term.
7. If, at any time, Owner/Landlord learns that Tenant has more pets in the Unit than permitted under this Agreement, Owner/Landlord may deem this a material breach of this Agreement by Tenant.
8. For liability reasons, Owner/Landlord will not consent to allowing breeds of dogs known to be vicious to be kept as pets on the premises (Pit Bulls (American Staffordshire Bull Terrier or English Staffordshire Bull Terrier), Rottweiler, Doberman Pinschers, Chows, Presa Canarios, Cane Corsos, Neapolitan Mastiffs, Wolves, Wolf hybrids, including mixed breeds, are prohibited. This prohibition also extends to other dogs that demonstrate a propensity for dominant or aggressive behavior).). Tenant agrees that Tenant will not permit others to bring such breeds onto the premises.
9. Tenant is not permitted to keep pets that are illegal under state or federal law.
10. Tenant agrees to indemnify and hold Lessor harmless for any and all public liability and/or property damage arising directly or indirectly from the keeping of said pet.

11. Permission to keep a pet on premises may be revoked at any time management sees fit if Tenant fails to comply with any of these rules and Regulations. If this privilege is revoked, Tenant agrees to remove pet within seventy-two (72) hours of receipt of written notice to do so from Lessor.

Signature of Tenant	Date
Signature of Tenant	Date
Signature of Tenant	Date

L. NOISE/NUISANCE

1. All residents are entitled to peace and quiet with in their homes at times. Radios, musical instruments, stereos, televisions and similar entertainment devices shall be used in a reasonable manner with volume such that the noise may not be heard in adjoining units.
2. Residents may not cause a nuisance to others. This includes, but is not limited to, noise and noise-producing activities. Noise outside of the building should be kept at a minimum.

I HAVE READ THIS DOCUMENT IN FULL AND AGREE TO ABIDE BY THE RULES:

X

TENANT

X

DATE

X

TENANT

X

DATE