



CROYDON HALL
—♦— **APARTMENTS** —♦—
RULES & REGULATIONS
2018-2019

THE RESIDENTS:

1. Must notify the property manager in advance of occupancy to make arrangements to move in.
 - No Resident will be permitted to move in after 9:00PM or without prior authorization.
2. Move in/Move out time is included in your lease. The lease states you may move in at 12:00 pm on your start date and you must move out and return your keys by 12:00 pm on your end date.
3. Will maintain proper heat levels in the Apartment to safeguard heating and plumbing facilities.
4. Will keep the Apartment clean in order to keep Croydon clean and free of pests. Landlord will conduct bi-annual Apartment inspections for necessary repairs, possible infestations, and unsanitary conditions.
 - If at any time the Resident causes the condition of the Apartment to be dangerous, below sanitary or health standards, or make the Apartment difficult to rent, the Landlord may have the Apartment professionally cleaned and charge the Resident.
5. Will use all electrical, plumbing, sanitary, heating, ventilation, air conditioning, and other building appliances and utilities reasonably, and keep these in clean and workable condition.
6. Will conduct themselves in a manner that will not disturb other people.
7. **Will not access the rooftops at any time, by any means, for any reason.**
 - Such conduct constitutes unlawful trespassing and will be responded to accordingly. A \$500 fine will be levied against any Resident found accessing any rooftop.
8. Will not make changes to or paint the Apartment without the Landlord's permission.
9. Will not attempt to assign or sublet this lease or allow other persons to move in to the Apartment.
 - Neither subletting nor offering your Apartment via services such as AirBnB are permitted.
10. Will not allow a Guest to take residence in the Apartment without Landlords knowledge.
 - All potential Residents and roommates must be approved by the Landlord.
11. Will allow the Landlord to inspect, make necessary repairs, and show the Apartment to any prospective Resident at reasonable times.
12. Will promptly notify management of any required maintenance or repairs via the Resident Portal.
 - If failure to do so on the part of the Resident results in further damage, such damage will be charged to the Resident. Windows left open during inclement weather will result in a charge to the Resident for any damage caused.

13. Agree to pay for repairs of all damage that they or their Guests have caused.
 - A repair charge will be levied against the Resident for unstopping toilets and clearing drain clogs if such clogs are determined to be caused by the Residents or their Guests. No sanitary napkins, feminine hygiene products, or other foreign objects are to be flushed down the toilets. Any running toilets or leaky faucets must be brought to the Landlord's attention promptly.
 - For Apartments with tubs, any shower curtain and/or shower curtain liner should be tucked inside of the tub when in use. A repair charge will be levied against the Resident for any water damage caused by shower curtains not being used properly.
14. *Will not keep any pets in the Apartment without Landlord's knowledge and **prior** completion of a Pet Addendum.*
 - Pets are permitted. There is a 2 domestic pet maximum limit per Apartment with a \$200 non-refundable pet fee per pet. **The weight limit is 40 lbs. No pit bulls permitted.**
 - A \$500 non-refundable fine will be charged to the Resident if they fail to notify the Landlord of a new pet *prior* to adoption or purchase. See the Pet Addendum to the Lease.
15. Will not bring any pets into the common areas of the building, including the lounge, laundry rooms, balconies, courtyards, and back area of the Building. There is a \$50 fine each time this rule is violated.
16. Will not allow any pets to urinate or defecate in the hallways or stairwells, on the balconies or planters, outside within 20' of the entranceway, or in *any* other common area of the building.
 - If a pet has an accident in these areas, Resident(s) will ask the Front Desk Personnel for the tools with which to use to clean up the pet waste. Refusal to remove pet waste from these areas will result in a fine being levied against the Resident(s) as outlined in #37 of this document.
17. Will not instruct food couriers from Caviar, GrubHub, Postmates, UberEats, goPuff, etc. to leave any ready-to-eat food items at the Front Desk. These couriers must wait for you to meet them in the lobby.
 - Grocery couriers *are* permitted to deliver to your door or the Front Desk *only as you specify*. These couriers include Amazon Fresh, Fresh Grocer, Shop Rite, etc.
18. NO WATERBEDS ARE PERMITTED.
19. Residents locked out of their Apartment must notify the Front Desk for assistance.
There will be a \$25.00 after-hours lockout charge and a charge of \$50.00 to replace a lost key fob.
20. No furniture or other belongings are permitted to be left outside the Apartment or Building.
21. **No trash may be left in the hallways of the Building at any time – not even temporarily.**
22. If a Resident needs to dispose of a large trash item that does not fit into the dumpster, such as a mattress or furniture, they must notify the Front Desk and will be charged a \$25 dump fee.
23. Guests will not be allowed admittance to the building without the Resident's authorization. Authorized Guests must either sign in at the Front Desk to be permitted entry or wait in the lobby for the Resident.
 - No Resident may allow unknown persons into the building, only Front Desk Staff may do so.
24. No weapons of any kind are permitted on or near the premises.
25. In case of any emergency, the Resident must notify 911 in addition to the Front Desk Personnel.
26. The Apartment is to be found and left in professionally clean condition.
 - It is the new Resident's responsibility to notify the Landlord IN WRITING of ANY damage they find to the Apartment as soon as they move in, but no later than ten (10) days after the start of the lease. A Landlord's representative must inspect and authorize any work to be done.

27. In the event the Apartment becomes uninhabitable due to damage caused by fire, water, acts of Nature, or other disasters that create an unlivable situation as determined by the Landlord, the Resident and Landlord will be released from the lease obligations without any further liabilities; all prepaid rents and security deposits will be returned to the Resident, and this Agreement will be null and void.
28. Any property left in the Apartment after the termination of this Agreement will be considered the Landlord's property. The Landlord may choose to dispose of the property.
29. **Croydon Hall Apartments is a NON-SMOKING building including within the Apartment, the common areas, and within 20' of entrances.** We are very strict with this rule. If the smell of smoke is reported indoors, Landlord reserves the right to enter your Apartment with or without notice.
30. Persons in the Apartment will use sinks and toilets for normal purposes only. No dirt, rubbish or other articles will be put into them. Any damages resulting from the misuse of sinks or toilets will be paid by the Resident as additional rent.
31. Nothing may be hung from windows, balconies, or placed upon exterior window sills. No satellite dish, antennae, or other item may be attached to the Property without Landlord's written consent.
32. No person in the Apartment will play musical instruments, television, radio, or other devices during quiet hours if it disturbs other Residents. Quiet hours are between 10:00 P.M. and 8:00 A.M.
33. No person will block the hallways, stairways, or other common areas with any object for any reason.
34. No strollers/baby carriages are to be stored in hallways or other common areas of the building.
35. **No bicycles are to be stored within the Apartment**, hallways, or other common areas of the building.
 - o Indoor Bike Storage is provided. All bikes are to be stored in the Bike Room.
36. Children may not be left unattended in the halls, elevators, gym, laundry room, lounge, balconies, or in any other common areas of the building except for areas specifically designated by the Landlord.
37. Any violations to these rules and regulations may lead to a fine being levied against the Resident(s). Unless otherwise specified, First Offense = \$100, Second Offense = \$250, Third Offense = \$500.
38. If one or more of the provisions of this lease are determined to be invalid, the remainder of this lease will remain in effect.
39. Landlord may include additional regulations at any time and provide notice to Resident of such inclusions.

A) FITNESS CENTER

The Owners make no representation or warranty as to the condition of any materials and/or equipment or its fitness for any particular purpose. All individuals should consult with and follow the advice of their physician before embarking on any fitness or exercise program, and should immediately cease activity and seek medical treatment if they experience any irregular physical reaction, sensation, or symptom. By signing this form and engaging in use of Croydon Hall Apartment's Fitness Center facilities, materials and/or equipment, the individual named on this form hereby releases the owner (49th And Spruce Associates LP), its management company (49th and Spruce Associates LP) and other agents from any liability or damage arising out of the use of Croydon Hall Apartment's facilities, equipment and/or materials, and hereby acknowledge that any use is at the sole risk of the individual.

1. The Fitness Center is open ONLY to Residents and Staff.
2. Persons under eighteen (18) must be accompanied by a parent or legal guardian.
3. Wear proper training attire, particularly shirts and athletic shoes at all times. Jeans and open toed shoes (sandals) are not permitted.
4. No outside footwear (clean and dry shoes only).
5. Report a facility-related injury or equipment irregularity/malfunction to Management immediately.
6. Please clean equipment following each use.
7. Please return all equipment to appropriate location following each use.
8. Tobacco, food, chewing gum, glass bottles, and cans are not allowed in the fitness facility (Plastic water bottles are acceptable).
9. The facilities are operated on an open recreation concept. Participants are expected to move from station to station at a reasonable rate. Please restrict your use of any single piece of equipment to a maximum 30 minutes when others are waiting.
10. Bags, coats and personal items are not allowed in the facility. Personal items are not permitted on the gym floor or on any equipment. The Owners, property management, and its agents and employees are not responsible for lost or stolen items.
11. Participants may be required to pay replacement costs for damaged equipment as a result of their reckless or negligent behavior.
12. Reckless and/or negligent behavior will be grounds for removal from the Center.
13. All Residents and Staff are required to sign a Fitness Center Waiver before using the facility.
14. Please be advised that policies and guidelines are subject to change.

B) LOUNGE, LAUNDRY, & MEETING ROOMS

1. Persons under eighteen (18) must be accompanied by a parent or legal guardian.
2. Keep the Areas clean.
3. No pets allowed (\$50 fine if violated)
4. No food allowed in Meeting & Laundry rooms – food is only permitted in the lounge.
5. Participants may be required to pay replacement costs for damaged equipment as a result of their reckless or negligent behavior.
6. Please remember that we are not responsible for lost items. The Owners, the management company, and its agents and employees are not responsible for lost, stolen or damaged items.
7. Parties of 5 or more people must be scheduled in advance via reservation. See management for details.
8. Maximum 30 people in lounge area at one time.

THE FOLLOWING LANGUAGE IS IN ADDITION TO THE LANGUAGE IN CLAUSE 22 OF THE LEASE:

INSURANCE: THE LANDLORD IS NOT RESPONSIBLE FOR LOSS OF RESIDENT’S PROPERTY CAUSED BY BUT NOT LIMITED TO FIRE, THEFT, OR WATER DAMAGE, THE LANDLORD’S INSURANCE DOES NOT COVER THE RESIDENT, THE RESIDENT’S PROPERTY, OR GUESTS. THE RESIDENT MUST HAVE FIRE & LIABILITY INSURANCE TO PROTECT THE RESIDENT, THE RESIDENT’S PROPERTY, AND GUESTS WHO MAY BE INJURED WHILE ON THE PROPERTY. IN THE EVENT THERE IS ANY INJURY OR DAMAGE TO ANY PERSON OR PERSONAL ITEMS IN THE RENTED PROPERTY, THE RESIDENT HEREBY RELEASES THE LANDLORD FROM ALL LIABILITIES, AND AGREES TO PAY FOR ANY LOSS OR CLAIM IN ANY PORTION OF THE RENTED PROPERTY.

I HEREBY ACKNOWLEDGE AND UNDERSTAND ALL OF THE RULES AND REGULATIONS OF THE CROYDON APARTMENT COMPLEX AS PART OF THIS LEASE. THIS LEASE AND RULES AND REGULATIONS ARE THE FINAL AND COMPLETE AGREEMENT BETWEEN THE LANDLORD AND THE RESIDENT. NEITHER THE LANDLORD NOR THE RESIDENT WILL RELY ON ANY SPOKEN OR WRITTEN PROMISE, MADE BY ANY PARTY THAT IS NOT WRITTEN IN THIS LEASE.

Resident: _____ Signature: _____ Date: _____

Resident: _____ Signature: _____ Date: _____

Resident: _____ Signature: _____ Date: _____