

# PACIFIC SHORE

## PROPERTY MANAGEMENT

### RESIDENT POLICIES AND RULES “HOUSE RULES”

#### I. General

1. This document is an addendum and is part of the Rental/Lease Agreement, dated x/xx/xxx between Pacific Shore Property Management “Owner/Agent,” and “Resident(s),” for the premises located at:

xxxx, Unit # (if applicable) xxxx  
Street Address

xxxx, CA xxxx  
City Zip

2. New policies and rules or amendments to this document may be adopted by Owner/Agent upon giving 30 days’ notice in writing to Resident.
3. Guests who stay more than seven days in a month period are considered to be additional occupants and will constitute a breach of the Rental/Lease Agreement. At the discretion of the Owner/Agent, additional occupants may be required to go through the application process and, if approved, must sign a Rental/Lease Agreement. Furthermore, Owner/Agent may increase the monthly rent amount by 10%, of the monthly rent, per additional occupant, as allowable by law.

#### II. Noise and Conduct

1. Residents and their guest shall not make or allow any excessive noise in the unit nor permit any actions which will interfere with the rights, comforts or convenience of other persons.
2. Residents and their guests shall refrain from playing musical instruments, television sets, stereos, radios, and other such devices at a volume which disturbs other persons.
3. Residents shall refrain, and shall ensure that Resident’s guests likewise refrain, from activities and conduct outside of the unit (in common areas, parking areas, etc) which is likely to annoy or disturb other persons.
4. Residents and their guests shall refrain from creating, or allowing to be created, any noise that is disturbing to other Residents between the hours of 11:00 PM and 6:00 AM.
5. Laundry facilities are to be used only during the hours of 6:00 AM and 11:00 PM. Please use machine as instructed, and do not overload.

#### III. Cleanliness and Trash

1. Resident shall keep their apartment clean, sanitary, and free from objectionable odors at all times.
2. Resident shall ensure that papers, cigarette butts, and trash are placed in appropriate receptacles so that litter is not created on or about Resident’s apartment.
3. Resident shall ensure that trash and other materials are not permitted to accumulate so as to cause a hazard or be in violation of any health, fire, or safety ordinance or regulation.

4. Resident shall ensure that garbage is not permitted to accumulate and that it is placed on a daily basis in the trash containers provided for the purpose. Resident shall ensure that large boxes are broken apart before being placed in the trash containers. Resident shall be responsible, at Resident's expense, for hauling to the dump those items too large to fit in the trash containers.
5. Resident shall ensure that furniture is kept inside of the unit and that unsightly items are kept out of view.
6. Resident shall refrain from leaving articles in the hallways or other common areas.
7. Resident shall refrain from shaking or hanging clothing, curtains, rugs or other coverings and cloths outside of any window, ledge, or balcony.
8. Resident shall refrain from disposing of any combustible or hazardous materials in trash containers or bins.

#### IV. Safety and Security

1. Security is the responsibility of each Resident and each guest. Owner/Agent assumes no responsibility or liability, unless otherwise provided by law, for Resident's and guests' safety and security, or for injury or damage caused by the criminal acts of other persons.
2. Residents should ensure that all doors are locked during Resident's absence. Resident must notify Owner/Agent if locks become inoperable.
3. Resident should ensure that all appliances are turned off before departing from the premises.
4. When leaving for an extended period, Resident should notify Owner/Agent how long Resident will be away.
5. Resident shall refrain from smoking in bed.
6. Resident shall refrain from using or storing gasoline, cleaning solvent, or other combustibles in the apartment.
7. Resident shall refrain from using charcoal barbeques on porches, balconies, or patios adjacent to buildings as such use would constitute a fire hazard. Use of barbeques or propane grills indoors is strictly prohibited.
8. Resident shall ensure that no personal belongings, including bicycles, play equipment or other items are left unattended in the halls, stairways, or about the building.

#### V. Maintenance, Repairs, and Alterations

1. Resident shall advise Owner/Agent of any items requiring repair. Resident shall make repair requests as soon after the defect is noted as is practical.
2. Resident shall refrain from making service requests directly to maintenance personnel.
3. Resident shall refrain from making alteration or improvements to the unit without the consent of Owner/Agent. Resident shall refrain from using adhesives, glue or tape to affix heavy pictures or decorations.
4. Resident shall refrain from using aluminum foil as a window covering and shall obtain approval in writing from Owner/Agent before using any window covering visible from the exterior of the building.
5. Costs of repairs or clearance of stoppages in waste pipes or drains, water pipes or plumbing fixtures caused by Resident's negligence or improper usage are the responsibility of the Resident. Payment for corrective action must be paid by Resident on demand.

## VI. Parking

1. Resident shall only use assigned parking spaces and shall ensure that guests park only in designated guest parking areas. Resident shall ensure that posted and designated fire zones or “No Parking” areas remain clear of vehicles at all times. Resident shall refrain from parking in unauthorized areas or in another resident’s designated parking space. Vehicles parked in unauthorized areas or in another Resident’s space may be towed away at the vehicle owner’s expense.
2. Inoperable, dismantled or partially dismantled, or unregistered vehicles are subject to tow under California Vehicle Code 22658 and any applicable local laws and/or ordinances.

The undersigned Resident(s) acknowledge(s) having read and understood the foregoing, and receipt of a duplicate original.