

**ADDENDUM TO LEASE AGREEMENT
RESIDENT POLICIES AND PROCEDURES**

1. Business Hours: Monday – Friday 9:00 – 5:00
2. NO PETS ALLOWED WITHOUT WRITTEN CONSENT OF LANDLORD.
3. For maintenance requests, call 435-5000, or you may submit maintenance requests on our website at nebraskaris.com.
4. **RENT** is due on the **first** of each month. Any rent not paid by the close of the business on the fifth day of the month is assessed a \$25.00 late charge. **NO EXCEPTIONS.** For your convenience, a drop box is located outside of our main office at 6121 S. 58th St., Ste. A. Remaining balances are subject to a monthly \$15.00 rebilling fee.
5. **PARTIES ARE NOT ALLOWED.** Be considerate of your neighbors. All noise must be kept to a minimum 24 hours a day.
6. Tenant(s) will not install a satellite dish or any other object to the property without the written consent of the landlord. When given permission, they will have to be professionally installed. When Tenants vacate, they will be required to remove all hardware associated with the installation of any cable/dish services. This includes wires, dishes, cable boxes, etc. Additionally, tenant will pay for any repairs found necessary to return property to original condition.
7. **Heat (whether gas or electric) must be turned on and in the tenant's name during winter months November-April.**
8. **We strongly recommend that you carry rental insurance.** The owners of the rental property carry coverage on the building, but their policies DO NOT cover personal property, such as furniture and clothing of the resident.
9. If you are locked out, please contact National Locksmith Company at 430-7253. This company is on call 24 hours a day, 365 days a year. There will be a charge of \$50 however, if you can make it to R.I.S.'s office during business hours there will only be a charge of \$3.00 to \$15.00 (high security keys) for a replacement key.
10. Replacement of light bulbs is the residents' responsibility. If, when you first move in, some bulbs need to be replaced, it is your responsibility to notify the office.
11. The manager must be notified of a change in roommates in advance. Any proposed roommate must fill out a rental application and be approved before moving in.
12. **FIRE HAZARD WARNING:** Smoke detectors should be checked weekly by pushing the test button. If, after you change the battery and find your smoke detector is NOT working, call the maintenance department as soon as possible. Some detectors are electric (hard-wired) and must be checked in the same manner.
13. Those apartments that include a recreation room, study, loft, closet or storage areas are not intended for sleeping and shall not be designated as a bedroom.
14. No reflective film or other materials are to be applied to the windows or patio doors.
15. Your assistance in keeping the common areas and hallways clean is appreciated. No littering is allowed. DO NOT place shoes, trash, etc. in the hallways.
16. Use the dumpsters for disposing of trash. Put trash in plastic bags before putting in the dumpster. DO NOT set trash on top of or alongside of the dumpster. Large boxes should be cut up.
17. Use extreme caution when storing grills on the patio or balcony. Use of grills is prohibited on exterior walkways. Use of charcoal and/or propane grills on apartment patios/balconies is strictly prohibited in apartments or multifamily dwellings of more than two units per city code.
18. Keep balconies and patios orderly so that the building does not appear unclean. Do not store any items outside your apartment door. No hanging clotheslines or clothes on your balcony or patio. Do not drape clothes over bannisters or walkways. Please show consideration for the residents with the balcony below yours.
19. Be considerate of others when parking. Do not block parking stalls or garages. All vehicles in parking lot must be properly registered, currently licensed and in working condition. In-transit signs will be honored for the legal period of 30 days ONLY.
20. No car washing or car repairs are allowed in the parking lots or garages.
21. Parking of campers, travel trailers or trailers of any kind are not permitted.
22. DO NOT prop outside doors open for any reason. Guests should always announce themselves through the security system. Do not unlock the door for anyone you do not know.
23. No holes are to be drilled in the ceilings. When hanging pictures or other decorative items, please use pins or small nails. Do not use gum-stickers, cork, scotch tape or other adhesive on walls, doors, tubs or shower walls.
24. Keep shower curtain inside tub at all times to prevent water from splashing out and damaging linoleum.

- 25. To prevent blockage of toilet, do not flush sanitary napkins, tampons, or baby wipes of any kind!
- 26. Keep laundry machines clean and remove clothes promptly so that others may use them. You will save money if you clean the lint screen before you start the clothes dryer. Please dispose of lint in the wastebasket.
- 27. When moving out all keys MUST be returned to the Real Estate Investment Solutions office at 6121 S. 58th St., Ste. A. If all assigned keys are not turned in by 5:00 on the last day of the month, the apartment will be re-keyed on the first day of the month and a re-key charge will be withheld from your deposit. **IMPORTANT:** A drop box for returning keys after office hours is located outside the Real Estate Investment Solution's office. REMEMBER to put keys in an envelope and label with your name, address of the property you are vacating and your forwarding address.
- 28. On your legal move out date, it is your responsibility to contact all utility companies to terminate service. The following is a list of phone numbers to the utility companies: LES 475-4211; BLACK HILLS (800) 303-0752; TIME WARNER 421-0300.
- 29. Please read the instructions on each of the appliances before using them.
- 30. Do not use abrasive cleaners on the sinks or showers; use a liquid cleaner.
- 31. Do not use kitchen counter tops as a cutting board.
- 32. Housekeeping Tips:
 - To keep your garbage disposal running in top condition, once a month put ice cubes down the disposal while it is running. Check the reset button on the bottom of your disposal if it quits working. If that doesn't work, call maintenance department.
 - Running white vinegar in your dishwasher will keep down the soap buildup and may help eliminate odors.
 - Wipe out microwave after each use. If stains build up, put a cup of water in the microwave and boil for several minutes. This will make spills easy to wipe up.
 - Carpets should be vacuumed at least once a week. This keeps them looking good and extends their wear.
 - The linoleum floors are no-wax vinyl. DO NOT apply wax to these floors; it will ruin them. To clean them, a sponge and clear water works fine.
 - Do not put stove rings or drip pans in oven for cleaning. The ovens rings can be easily cleaned by boiling them in water for 45 to 60 minutes with approximately ½ cup baking soda added, then polish with an SOS pad. Remove all racks from oven before engaging the self-cleaning cycle.
 - Use a plunger for clogged toilets and sinks before calling maintenance. Do not use drain cleaner.
- 33. Should your electrical appliances quit working, check the circuit breakers in your apartment before calling for maintenance.
- 34. Take special care not to bend your mini-blinds. Use wand to open and close them.
- 35. No portable washing machines, portable dryers, or portable dishwashers are allowed.
- 36. I understand and agree that any cellular or landline phone numbers and email addresses provided by myself to this office and to any of our services providers, no and in the future, may be used as a means to contact me, and that this office and our services providers may leave messages for me manually and by using automatic systems such as by artificial or prerecorded voice. I also agree that this office and any service providers may contact me by sending text messages and emails to any phone number or email address I provide to this office or service providers sending the communication, and which may disclose the nature of the communications. In the future, should I acquire a new or different cellular, landline, or email address, I agree that this consent would stay effective.

If you have any questions, please call 435-5000 or stop by the management office.

LEAD-BASED PAINT DISCLOSURE

Important: Many houses and apartments built prior to 1978 have paint that contains lead (called lead based paint). If there is lead-based paint in the dwelling unit moved into, the paint chips and dust can pose serious health hazards if not taken care of properly. Please refer to the pamphlet, "Protect your family from Lead in your Home" for more information.

I have read, understand, and agree to the Resident Policies and Procedures that were given to me.

Resident

Resident

Kimberly Bell

Manager, Real Estate Investment Solutions

Resident

Resident

Address

I acknowledge receipt of the move-in checklist and understand it is void if not returned within 5 business days from today:

Date: _____

Tenant Initials