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## HOUSE RULES

### POLICIES LEASE ADDENDUM

THE RULES AND POLICIES SET FORTH IN THIS LEASE ADDENDUM ARE FOR THE BENEFIT OF ALL TENANTS. FAILURE TO COMPLY WITH THE TERMS AND CONDITIONS OF THIS LEASE ADDENDUM SHALL BE A VIOLATION OF THE LEASE.

1. **ABUSIVE LANGUAGE.** Abusive language or foul language interferes with the rights of other Tenants to the quiet enjoyment of the premises. Such language is not allowed in common areas or in other areas where people congregate.
2. **ACTION OF FAMILY MEMBERS AND GUESTS.** Tenants are responsible for the actions of their family members and guests and shall reimburse management for any damage caused by family members or guests. Tenants must provide proper supervision of visiting children. Tenants whose guests continually create disturbances and nuisances or damage the property may be evicted and their guests admonished from the property.
3. **ALCOHOLIC BEVERAGES.** Drinking alcoholic beverages is strictly prohibited anywhere on the property except in the Tenant's units.
4. **ALTERATIONS.** Changes to any fixture, wiring, or any part of the unit, including entry door locks are strictly prohibited without the advance written consent of the Property Manager. No credit will be given for repairs, painting, or other work done in a unit by a Tenant. Approval must be obtained prior to hanging any object on a wall or ceiling that weighs in excess of five pounds. No ceiling hooks or adhesive mirror tiles are allowed.

The Tenant shall not do any of the following without first obtaining the Property Manager's written approval:

- a. Install/disconnect a security alarm system or other security devices;
  - b. Install additional locks or deadbolt on the unit door;
  - c. Attach any shelves, screen doors, or other permanent hardware;
  - d. Change or remove any part of the appliances, fixtures or equipment in the unit; including smoke detectors or alarms
  - e. Paint or install wallpaper or contact paper, antennas and sunscreens in the unit;
  - f. Attach or place any fixtures, satellite dishes, signs or fences on the buildings, common areas, or the property grounds;
5. **AMERICANS WITH DISABILITY ACT & SECTION 504 – EQUAL ACCESS**  
All requests for accommodation by tenants who have a disability shall be submitted to the Property Manager. All accommodation requests are processed in accordance with SHA's policies. The policy and accommodation request forms are available upon request.
  6. **APARTMENT DOORS.** In order to maintain the fire rating of the building and to ensure the privacy and security of all tenants, all apartment entry doors must be closed and locked except when in use.

7. **BREAKAGE.** Tenants shall pay for all breakage; damage and cleaning beyond normal wear and tear, to the premises and any furnishings in the premises.
8. **BULLETIN BOARD.** Notices of activities and other information of interest to tenants will be posted on the community bulletin boards. There is a Residents Bulletin Board at each building for tenants use. Posting of notices or material by tenants anywhere else on the property is strictly prohibited.
9. **CLEANING.** Tenants are responsible for cleaning the unit, appliances, drapes / blinds and carpets during their tenancy and when they move out.
10. **COMMUNITY ROOM.** The community room is available for tenant activities between the hours of 8 AM and 10 PM, daily. Tenants who wish to use the community room for any activity or family event must reserve the room in advance with management. A deposit may be required. Set-up and clean-up of the community room is the responsibility of the tenant. (Please refer to Community Room Use Policy)
11. **COMPLAINTS.** All complaints shall be made in writing to the Property Manager or his or her designee. Complaints may be sent by facsimile to (206) 615-3537; e-mail; or U.S. Mail to SSHP P.O. Box 19028, Seattle WA 98109-1028. Complaint forms are available at the property management office.
12. **CONSERVATION.** Tenants are expected to use energy wisely. Conservation is essential to the efficient operation of the property. Every tenant shall participate in the City's and managements conservation efforts.
13. **CRIMINAL ACTIVITIES.** The illegal use, sale or distribution of drugs, any criminal activity and/or any physical violence to persons or property by any tenant or member of a tenant household, on or off the premises, is prohibited and can result in eviction.
14. **DANGEROUS MATERIALS.** Paints, oils, gasoline or any flammable material, and all hazardous materials must be properly, safely and legally disposed. None of these materials are permitted in any unit, any storage areas, or on the property generally.
15. **DELIVERY.** Management will assume no responsibility for accepting deliveries of packages, mail, etc. on behalf of any tenant. In most buildings, parcel lockers are located in the lobby for use by the US Postal Service for larger packages.
16. **DRESS CODE IN COMMON AREAS.** Tenants are required to be fully dressed, including shoes when in the hall ways, lobby and community room. Pajamas and robes should only be worn within the Tenants apartment. Tenants are encouraged to be considerate of neighbors and always dress appropriately before leaving your home.
17. **DISRUPTIVE BEHAVIOR.** Behavior that disrupts the quiet enjoyment of other Tenants is prohibited. Tenants, family members and / or guests shall not loiter or run in stairways, landscaped areas or parking areas.
18. **EXTERIOR ATTACHMENTS.** No wires, aerials, antennas for radio or television, or wires, ropes, or other material or device for clothes drying, or other personal use shall be installed on the roof, decks, patios or other parts of the building. No attachments to the building or structure is permitted without the Property Manager's advance written approval. No extensions are allowed beyond the Tenant's private rented space.

19. **GARBAGE REMOVAL.** Garbage shall be properly enclosed in plastic garbage bags, which shall be fastened shut to prevent leaks and spillage. No glass, cat litter or large items may be disposed of using a building's trash chute. These items must be carried down and disposed of directly into the building's dumpster. No computers, monitors, television sets, or electronic equipment may be disposed of in the building's dumpster. Tenants may contact management to find out the correct way to dispose of any trash, garbage or other refuse.
20. **GROCERY CARTS.** Storage of commercial grocery carts on the premises is prohibited. Any Tenant, family member or other person who leaves a grocery cart on the premises will be reported to the appropriate authorities. Any costs incurred in returning a cart will be charged to the Tenant.
21. **GUESTS.** Guests may stay in a unit for no more than fourteen (14) days, unless expressly approved in writing by the Property Manager. Guests must park their vehicles on the street. Tenants are responsible for the conduct of their guests.
22. **KEY or ENTRY CARD REPLACEMENT.** A charge per entry card or unit key will be assessed for any replacement entry card or key provided.
23. **LANDSCAPE.** The Tenant shall not alter, disturb or interfere in any way with the grounds or landscaping. With prior management approval, tenants may garden; add plant materials, planters, or ornaments.
24. **LAUNDRY FACILITY.** Laundry facilities are for tenant use only. Common courtesy should be shown at all times when using washers and dryers. Normal laundry operating hours are between 8:00 AM and 9:00 PM, seven days a week Use of the machines is on a first come, first serve basis. Clothes should be removed from the machines promptly so others may use the equipment.
25. **LIGHT FIXTURES.** The use of light bulbs with a higher wattage than is allowed in any light fixture is a fire hazard and is strictly prohibited.
26. **LITTERING.** Littering the grounds and parking areas is strictly prohibited. This includes putting out cigarettes on the sidewalks and in driveways or dumping ashtrays on the grounds or in parking areas.
27. **LOCKOUTS.** During normal working hours, Tenants who are locked out can contact the Resident Manager. Only the Head of Household, spouse, or co-head will be issued a key or given entry to a unit when locked out.

After normal working hours or holidays. The Head of Household, spouse, or co-head, locked out of his or her unit when the management office is closed, may call the Back-up Resident Manager on-duty. If no Back-up Resident Manager is available the Tenant should call, SHA's Emergency Answering Service number (443-4440) and request lockout services. The Answering Service will contact the lockout contractor (either the security services contractor or a contract employee) and, depending on availability, dispatch the contractor to the Tenant's unit. Once the contractor arrives, access to the unit will require the Tenant to provide the following: the Tenant's name and birth date, and picture identification. If the Tenant cannot provide the name and birth date, as shown on the computer listing, and does not have picture identification, he or she will not be admitted to the unit. If the identification is locked in the unit, the Tenant may be admitted to locate and show the identification; provided that the Tenant first provides answers to the questions above. If the Tenant is unable to locate required identification, the Tenant will not be permitted to remain in the unit.

**A charge will be assessed for contractor or SHA staff responses to lockouts.**

28. **MAINTENANCE REQUESTS.** All requests for maintenance work shall be made in writing to the Property Manager or his or her designee. Work order forms may be sent by facsimile to (206) 615-3537; e-mail; by U.S. Mail to SSHP P.O. Box 19028, Seattle WA 98109-1028. Maintenance work order forms are available at the property management office. In the event of an emergency, tenants should call 9-1-1. Emergency maintenance work orders after-hours, tenants should contact the Back-up Resident Manager on duty or if no one is on-duty, call SHA's After-hour Service at 443-4440.
29. **MANAGEMENT DUTIES.** Refusal to cooperate with management in its exercising of rights and obligations in accordance with the Landlord Tenant Act and dwelling lease constitutes a lease violation and is grounds for initiating the eviction process. Anyone who refuses to cooperate with management, or obstructs management from performing its duties, or is abusive to management staff, is subject to eviction.
30. **NOISE.** Tenants, family and guests shall keep the volume of musical instruments, radios, televisions, stereo, voices, etc. at a level that will not disturb neighbors. Any/all loud noises that disturb other Tenants is a lease violation and grounds for eviction.
31. **PARKING / VEHICLES.** Storage of inoperative and/or unlicensed vehicles on the property is not allowed. Vehicles that create a hazard, such as leaking oil, are also not allowed. Oil and water leaks from vehicles must be repaired immediately. All Tenants must register their vehicle with management. Any vehicles not registered will be towed. No oil changes and only minor automotive repairs are permitted on the property. Guests must park on the street.
32. **PERSONAL PROPERTY.** Personal property (i.e. sofas, chairs, tables, plants, etc.) is not to be stored or placed in common areas or hallways without the Property Manager's approval. Instructions on how to properly dispose of large personal items, such as old televisions, sofas, tables and chairs, etc., is available from Management. A charge may apply for the disposal of personal property.
33. **PETS.** Pets are limited to fish (maximum 25 gallon tank) or caged birds (maximum of 2 birds). Cats are permitted in only designated buildings, Pinehurst Court, Fremont Place, Wildwood Glen and Columbia Place. No dogs are allowed in SSHP. In order to have a pet in one of these designated buildings, a Tenant must have written permission from the Property Manager and must comply with all provisions of the Pet Policy, including payment of an additional pet deposit. ADA requests for service animals or dog guides refer to SHA's ADA policies.
34. **RECYCLING.** Tenants are encouraged to participate in the community recycle program. Recycle containers are provided for glass, paper and plastics.
35. **RENT PAYMENTS.** Tenants receive a monthly rent statement by US Mail. Rent payments should be made in the envelope provided with the rent statement or from the management office. Rent payment must be made by check, money order or cashier check. Payment in cash must be made at SHA's Central Office, located at 120 6<sup>th</sup> Avenue North, during specified business hours. (Contact a management staff member for the hours that cash payments can be made.) Tenants must have the exact cash payment and must be for the full balance due. All rent payments are due on the first day of each month. Partial payments are not accepted. Payments will not be accepted by staff unless the Tenant is under eviction or a new move-in. A late charge will be assessed and applied to the Tenant's account whenever rent is not received by the seventh of the month.
36. **RESPONSIBILITY.** SHA is NOT RESPONSIBLE for fire, theft, water or any other damage to a Tenant's personal belongings when the damage is caused by the Tenant's intentional,

negligent and reckless behavior. For tenants security, it is recommended that doors be kept locked at all times. IT IS SUGGESTED THAT TENANTS CONSIDER OBTAINING THEIR OWN APARTMENT RENTERS INSURANCE TO COVER LOSS OF THEIR PERSONAL PROPERTY.

37. **SATELLITE.** Freestanding satellite dishes less than one (1) meter in diameter are allowed on balconies and patios, with management approval and must comply with all provisions of the Satellite Policy, including payment of an additional damage deposit.
38. **SECURITY.** All tenants are responsible for the security of the building. The building's entry door key may not be given to anyone who is not on the lease. Do NOT open the door for people you do not know.
39. **SIGNS.** No signs or placards may be posted in or about the premises without the Property Manager's permission in advance.
40. **SMOKE DETECTORS.** Each unit has an operational smoke detector. It is the responsibility of the Tenant to notify management if the smoke detector is not working properly. Any smoke detector that is malfunctioning must be reported immediately. Because of the severe threat to the safety of all Tenants, any Tenant who disconnects or tampers with a smoke detector, or permits a relative or guest to disconnect or tamper with a smoke detector will receive a \$75.00 fine and may be evicted. SMOKE DETECTORS MUST BE OPERATIONAL AT ALL TIMES.
41. **SMOKING.** Tenants are responsible for the proper and safe disposal of their matches and cigarette butts, so as not to pose a fire hazard or litter the grounds. No smoking is allowed in the common areas which include entry walkways, and patio areas. Washington State Law prohibits smoking within twenty-five (25) feet of any building entrance.
42. **SPRINKLERS.** Tenants shall not tamper with sprinklers, outside or inside fire extinguishers, outside equipment, general use appliances or outside/inside fuse boxes (except for those inside the individual units).
43. **STRAY ANIMALS.** Feeding stray animals or wildlife, including birds, creates a nuisance and a health and safety hazard and is not permitted on or near the premises.
44. **USE OF UNIT.** Tenants shall use the unit as the sole dwelling for the Tenant's household. Tenants may engage in lawful business activities on the property only with the Property Manager's prior approval, and shall refrain from other activity which is illegal or which impairs the safety, comfort, and welfare of other Tenants; or endangers the physical or social environment of the community. Tenants shall comply with all laws, rules and regulations related to occupancy of the premises and to operating a business on the premises.
45. **WATER USE.** Water shall not be wasted or left running unattended in the kitchen, bathroom, or elsewhere. All plumbing defects must be promptly reported to management. Tenants who cause damage to, or obstruct plumbing will be required to pay the cost of any needed repairs.
46. **WHEELED DEVICES.** All wheeled vehicles and devices including, but not limited to, bicycles, scooters and wheel chairs, must be used in a safe and courteous manner. Wheeled vehicles and devices may not be ridden on the grass or in planted areas. Wheeled vehicles and devices should not be stored on walkways, hallways, stairways, porches, or other public areas, except as approved and specified by management.

47. **WINDOWS/PATIOS.** Dust mops, rugs, tablecloths and clothing may not be shaken, cleaned or left in any of the public areas, windows or doors. Exterior sills and ledges shall not be used for the storage of bottles, food, etc. Patios and decks are to be kept clean and clear of clutter and not used for storage of personal items. No storage units or carpeting is allowed on patios or decks. Planters and flower pots shall be no larger than 14 inches in diameter.

48. **OTHER RULES AND AGREEMENTS.**

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I / we by my / our signature(s) below, acknowledge that I/we have read and understand the above Rules and Policies and agree to comply with them.

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DATE

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TENANT SIGNATURE

\_\_\_\_\_  
DATE

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CO-TENANT SIGNATURE

\_\_\_\_\_  
DATE

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MANAGEMENT SIGNATURE