

**PARIGI PROPERTY MANAGEMENT LTD.
APARTMENT RULES & COURTESIES**

We would like to take this opportunity to familiarize you with the basic policies and general courtesies that govern these units as well as other pertinent information which assures our residents a more comfortable coexistence and pleasant atmosphere in which to live.

- (1) **OFFICE HOURS.** Our regular office hours are 8:30 a.m. to 5:00 p.m., Monday thru Friday. Please call (409) 833-9555 during those hours to request maintenance or report any problems that you may be having. For EMERGENCY maintenance calls, our (409) 833-9555 is also a 24-hour answering service for after-hours, weekends and holidays. **ALWAYS CALL 409.833.9555**

- (2) **RENTAL PAYMENTS.** All rent is due on the 1st day of each month. Rent is due on the 1st day of each month and considered late after the 5th day of each month. On the 6th day of each month a late fee of \$20.00 is charged plus an additional \$2.00 per day thereafter until the rental balance is paid in full. If you cannot pay by the fifth (5th) day of the month, you must notify this office and make arrangements for late payment. For the convenience of some of our tenants we allow a **split payment arrangement**. To do this you would take your **monthly rent plus a \$20.00 split payment fee and divide in half**. The first half must be paid on or **before the 5th day of the month** and the second half must be paid on or **before the 15th day of the month**. **ANY RENT REMAINING UNPAID AFTER THE 5TH OF THE MONTH IS SUBJECT TO EVICTION WITHOUT FURTHER NOTICE.**

- (3) **PAYMENT METHODS.**
 - a. Checks, money orders, cashier checks, OR cash (CASH MUST BE EXACT CHANGE)
 - b. Make payable to Parigi Property Management, Ltd.
 - c. **PLEASE WRITE THE ADDRESS or ACCOUNT # ON THE MEMO AREA OF YOUR PAYMENT. If the address is not listed YOU WILL BE RESPONSIBLE FOR ANY AND ALL LATE FEES.**
 - d. Mail or hand delivered payments to our office at: **445 N. 14th Street, Beaumont, TX 77702-1806**. A drop slot is located on the 14th Street side of the building for payments delivered during non-business hours.
 - e. **NO CASH IS TO BE LEFT IN THE DROP BOX!** Tenants wishing to make cash payments **MUST** bring inside during business hours and must have the exact change. If you don't have exact change, a credit will be issued to your account.

- (4) **NSF CHECKS.** A charge of \$25.00 will be charged for any returned check plus any applicable late charges computed per day, back the 6th, until the amount of the check is paid in full. All payment for **NSF CHECKS MUST BE PAID WITH EITHER CASH OR MONEY ORDER.**

- (5) **INVENTORY AND CONDITION FORM.** Your **TEXAS APARTMENT ASSOCIATION INVENTORY AND CONDITION FORM** must be filled out and returned to our office within **TWO (2) DAYS** after you sign your lease and receive your keys for it to be deemed valid.

- (6) **PET POLICY.** **NO PETS ARE ALLOWED**, for any period of time under any circumstances. **This also means you cannot "baby sit" pets for anyone.** We do have periodic "Pet Patrols". Violation of pet restrictions by resident or resident's guest or occupants (with or without resident's knowledge or permission) will subject resident to the charges, damages, eviction and/or other remedies of this lease.

- (7) **DOOR LOCKS.** **TENANTS ARE NOT ALLOWED TO CHANGE THE DOOR LOCKS UNDER ANY CIRCUMSTANCE.** Per your lease, we **MUST** have access to the apartment at all times whether to change air filters, exterminate, make repairs, check during emergencies, etc. Please be assured that non **Parigi Property Management, Ltd.** service/repair personnel will not be allowed access to your apartment without a specific request from you and/or this office. Any tenant changing, replacing, adding or re-keying any lock or locks without permission from this office will be charged to have it replaced or re-keyed to our master key system. No repairs,

extermination, or any kind of service work can be done without use of the master key system. If a tenant has lost keys or is having any kind of problem with their locks, please notify the office, we have several ways to remedy these problems. Extra keys to apartments and/or mailboxes may be obtained from this office to make duplicates but **MUST** be returned the same day. Anyone damaging a door, window or mailbox trying to get in will be charged for all repairs and/or replacements. Tenant will be charged a **\$50.00** trip charge to any **Parigi Property Management, Ltd.** employee who is called out after hours to let you in.

(8) **MAINTENANCE.** Maintenance will be prompt and as efficient as possible. Please help us with clear and precise descriptions and identification of problems.

- a. **All maintenance requests are to be reported in writing** (per the TAA Lease Agreement) to the office (445 N. 14th Street, Beaumont, Texas 77702-1806),
- b. **DO NOT give your maintenance requests to the maintenance man** even though he may be present at the property.
- c. **As a convenience we do allow you to call the office or email** to report your maintenance request. If at any time you feel the maintenance request has not been taken care of in a reasonable length of time you should report the maintenance request in writing.
- d. **Repairs caused by tenant misuse or negligence** will be added to your rental ledger account and billed to you for reimbursement. A charge will also be assessed for unclogging plumbing fixtures (toilets, sinks, lavatories, garbage disposals, etc.) in cases where problems are caused by the introduction of improper objects or substances to the system.
- e. **Do not leave any appliance(s) running while unattended**, this sometimes results in flooding your apartment as well as your neighbor's apartment and you will be responsible for all damages. Payment must be made within 30 days after receipt of the Landlord's demand for payment.
- f. **BUY A PLUNGER FOR YOUR UNIT** If your toilet is stopped up and you request maintenance to come out because you do not have a plunger, there will be a minimum \$50.00 charge. Please report any leaking faucets or toilets that "run" continuously. Not only will these problems cause high water bills but also it can result in permanent damage to the fixtures.
- g. **Management does not replace burned out light bulbs**, except in outdoor parking areas and the interior areas which are inaccessible to the tenant (i.e. stairwells, recessed light fixtures, etc.). Please report all such cases to the office for replacement.

(9) **SCHEDULED SERVICE.**

a. **Our office will change air filters** every other month during the months of October – April and every month for May – September. Tenants are encouraged to change them during the off months. This will not only help the air conditioning system but also may help on your utility bills.

b. **We will check your smoke alarm** to make sure it is operating correctly. If you disconnect/remove your smoke alarm you **will be fined \$100.00 per incident**. If your smoke alarm is missing or damaged you will also be charged the replacement cost plus labor per smoke alarm. **If you disable or fail to report a smoke alarm not working, you will be fined.** You are responsible for battery replacement while occupying the unit.

c. **Pest Control.** Extermination will be done on a quarterly basis (every three months). Notices will be left at each apartment approximately two days prior to this service. Please see that all items are removed from the cabinets before they spray. Federal law prohibits them from spraying if anything is left in the cabinets. To effectively keep pest away, we must exterminate all apartments, so please be prepared when they arrive. **Those tenants not emptying their cabinets will be charged \$50.00 and \$100 for refusing service.** Tenants refusing the services of the Pest Control company for any reason during their stay at any Parigi Property Management, Ltd. properties will be charged an extermination fee upon move-out that will be deducted from their security deposit if the service is needed for that apartment. All service calls are to be scheduled through this office only. **DO NOT CALL THE PEST CONTROL COMPANY DIRECTLY.** If you are having a 'pest' problem of any kind, please call the office as soon as possible so that we can schedule the needed service accordingly.

(10) **TENANT PARKING & VEHICLES.** Please park in the designated space assigned for your apartment or in authorized area. All guests should be instructed to park in "visitor" parking areas only. Failure to comply will result in the offending vehicle (tenant or visitor) being towed away at the owner's expense. Any vehicle

larger than a pickup truck or van will not be permitted to park in the parking lots. **DO NOT DRIVE OR PARK ON THE LAWN**; this could result in damage to these areas and the tenant will be responsible for any cost of repairs to the property. **Parking in designated "NO PARKING" or "FIRE LANES" will result in your vehicle being towed without your car being tagged or you being notified.** Continued violation of these parking rules is grounds for eviction. Working on vehicles is not allowed on the premises. Vehicles that are inoperable, have been abandoned, have flat tires, have been left on blocks or jacks are a potential accident hazard. Such vehicles can/will be towed away at owner's expense without notice.

- (11) **DAMAGES AND ALTERATIONS.** Tenant is responsible for any and all damages incurred by visitors or guests, either accidental or intentional. Examples: Broken window, busted door jam, holes in wall(s) etc. Such damages shall be repaired or replaced at the tenant's expense. **Tenants, guests or occupants are not allowed to alter the property (interior or exterior) in any way, (i.e. remove banisters, railings, fences, parking area wheel stops, etc.) permanently or temporarily.** No signs, placards, advertisements or window coverings (i.e. aluminum foil, newspaper, etc.) shall be placed in windows or doors without the written permission of management.
- (12) **CONDITIONS OF PREMISES.** Please keep outside perimeters of the apartment complex free of trash.
- a. **In common area pathways at no time** should there be any bar-b-que pits, plants, chairs, trash, bicycles, toys, basketball goals, etc. This is considered a danger and therefore we *strictly* enforce the use and storage of these items.
 - b. **If you have a private or enclosed patio/balcony area**, you are responsible for the upkeep. Any grass, weeds, or vines in your private area are your responsibility to manage.
 - c. All garbage is to be bagged and put directly in either trash barrels or dumpsters. **Please do not throw un-bagged trash in these containers.**
 - d. **DO NOT leave bagged garbage outside your door** for any amount of time as this attracts animals, insects and causes odors. **THIS IS YOUR NOTICE; YOU WILL BE FINED \$25.00 PER INCIDENT.**
 - e. **Do not throw the trash bags over the fenced in trash areas.** Please open the gate and place the trash INSIDE the barrels. Trash is collected twice a week. Please report any missed collection days to this office. Anyone seen or caught throwing their bags over the fence and not placing the garbage in the garbage cans will be charged and evicted. Please keep the washaterias clean. Report any problems or malfunctioning equipment to the number posted in the washateria. Please report any problems not taken care of in a reasonable amount of time to this office. Management is not responsible for any lost or stolen items.
 - f. **A/C vents and Return a/c grills.** DO NOT block a/c vents and/or return air grills.
 - g. **Attic.** Do NOT put items in the attic. Do NOT put locks on attic entrances.
 - h. **Thermostat.** Do NOT set the a/c (cold) lower than 70 or higher than 75. Setting the temperature lower than 70 can freeze the unit up and it will not cool. If the unit is not cooling, turning the temperature down will not fix it no matter how low you set it, it will only damage the unit and you **WILL** be held responsible. If the unit is not cooling, **TURN IT OFF** and call the office.
 - i. **Cigarettes.** Smoking is absolutely **PROHIBITED IN THE UNITS.** However, if you, your guest(s) or occupant(s) smoke, DO NOT throw your cigarette butts on the ground. Use a container with cat litter or sand in it to contain your cigarette butts and clean it out regularly. You, along with your neighbors **can be fined \$25.00** for littering with cigarette butts.
- (13) **NOISE LEVELS.** PLEASE KEEP THE NOISE LEVEL REASONABLE AT ALL TIMES, especially after 10:00 p.m. Extend the same courtesy to your neighbors as you expect in return. It is very important to keep the volume level of televisions, home stereos, car stereos, musical instruments, voices, visitor traffic, etc. turned down to a lower level. Also, please refrain from washing clothes after 10:00 P.M.; this is disturbing especially at night when your neighbors are trying to sleep. You will receive warning notices from this office should it be reported that you are violating this request. Two warning notices from this office regarding excessive noise and/or unacceptable behavior from you, any occupants or guests, may result in **immediate** eviction.
- (14) **SWIMMING POOLS.** **Pools will be cleared no later than 10:00 p.m.** Rules and regulations governing usage of the swimming pool are posted in the immediate area adjacent to the pool. These rules will be strictly enforced in all respects. All pool gates are to be kept closed and locked at all times. Unauthorized use of pool

facilities may result in loss of pool privileges for tenant. All tenants should limit pool visitors to two (2) per apartment. **ABSOLUTELY NO PETS OR GLASS OBJECTS ARE ALLOWED IN POOLS.**

- (15) **RENTER'S INSURANCE.** You are **STRONGLY URGED** to secure your own renter's liability insurance. We are not liable to any resident, guest or occupant for damage or loss to person or property caused by other persons, including theft, burglary, assault, vandalism, or other crimes. We will not be liable for any resident, guest, occupant for personal injury or for damage to or loss of their personal property (furniture, jewelry, clothing, etc.) from fire, flood, water leaks, rain, hail, ice, snow, smoke, lightning, wind, interruption of utilities or other occurrences unless such injury, loss or damage is caused by negligence of owner. **NOTE: YOU ARE RESPONSIBLE FOR ANY DAMAGE DONE DURING A BURGLARY OF YOUR RESIDENCE (EX: DOOR, DOOR FRAME, LOCKS, WINDOWS, ETC.)**
- (16) **ADDITIONAL LIABILITY INSURANCE.** All waterbed owners must furnish liability insurance coverage and sign the respective addendum **before having either item in the apartment.**
- (17) **INSURANCE LIABILITY CONCERNS.**
- a. Owner will test smoke detectors and provide working batteries at resident's initial possession; thereafter, resident shall be responsible for replacing batteries as needed.
 - b. Per the loss control professional representing our insurance carrier for all of our apartments, the loss control professional has notified **Parigi Property Management, Ltd.** that barbeque grills on common area walkways and private patios are considered as being a recognized hazard and, therefore we have been instructed to implement and strictly enforce the usage and storage of barbeque grills. **Grills should be used at least Ten (10) feet from any structure and not be stored on balconies.**
 - c. **SATELLITE DISH.** Tenant **MAY NOT** install a satellite dish, antenna or related equipment until **these steps have been taken.**
- (18) EVERY PERSON LIVING IN THE DWELLING MUST BE CAPABLE OF INDEPENDENT LIVING EITHER BY HIMSELF OR WITH THE ASSISTANCE OF ANOTHER PERSON LIVING IN THE DWELLING OR WITH THE ASSISTANCE OF SOME THIRD PERSON. WE WILL BE HAPPY TO LEASE TO YOU PROVIDED THAT YOU ASSURE US THAT YOU AND YOUR OCCUPANTS WILL AND CAN COMPLY WITH ALL OF OUR LEASE PROVISIONS AND OUR RULES.

ILLEGAL PARKING

Paragraph 21 of your TAA Lease Contract states:

“We may have unauthorized or illegally parked vehicles towed under any appropriate statute.”

A vehicle is unauthorized or illegally parked in the apartment community if it:

- 1) Has **flat tires** or other conditions rendering it inoperable
- 2) Is on jacks, blocks or has wheel(s) missing
- 3) Has **no current license or no current inspection** sticker
- 4) Takes up more than **one parking space**
- 5) Belongs to a resident or occupant who has surrendered or abandoned the apartment
- 6) Is parked in a handicap space without the legally required handicap insignia
- 7) Is parked in a space marked for manager or staff
- 8) **Blocks another** vehicles from entering/exiting
- 9) Is parked in a **fire lane or designated “no parking”** area
- 10) Is parked in a space marked for other resident(s) or unit(s)
- 11) Is parked on the **grass, sidewalk, or patio (INCLUDING MOTORCYCLES!!)**
- 12) **Blocks garbage trucks** from access to a dumpster

You and all guest and occupants must comply with any written apartment rules and community policies.

**ALL VEHICLES that violate
ANY of the above regulations
CAN & WILL BE TOWED
WITHOUT WARNING
At the OWNER’S EXPENSE!**

NOTE: Fine(s) maybe issued to you at the discretion of management for vehicles that are parked on the grass, sidewalk, or patio areas, or for damages/maintenance due to illegally parked vehicles. (Examples include, but not limited to, oil or gas leaks, damage to grounds, etc.)



RESIDENT(S) NAME:

ADDRESS:

I have read, received copies of and I understand the following items: (initials required)

_____ TAA Apartment Lease Contract. I understand that this is a binding lease and agree to and understand all of the items in this lease including penalties for breaking this lease, i.e., Reletting Charge equal to 85% of one month rent plus all months remaining on lease.

_____ Inventory & Condition Form. The Inventory & Condition Form **MUST** be completed, signed, and returned to this office within TWO (2) days of move-in date. If this form is not return, it will be assumed that everything was okay upon move-in and you accept responsibility for any damages. NOTE: Any Inventory & Condition Forms returned after _____ *will not* be accepted.

_____ Apartment Rules/Courtesies. (These rules are also part of the Apartment Lease Contract, per paragraph 18 of your lease.)

_____ Conditions for Return of Security Deposit.

_____ Tenant understands they will assume ALL extermination costs for 'Bed Bugs.'

_____ Total Security Deposit paid \$ _____ Date _____

_____ Tenant understands that management has the right to enter the premises (by master or duplicate key from this office) as required by the owner, owner's agent, or agent's maintenance service and repair workers when tenant is not present.

_____ _____ Parigi Property Management, Ltd. faxed tenant's Entergy Application along with meter reading to Entergy and electricity will be turned on in Tenant's name on _____ (date).

_____ Tenant *has/has not* applied for electricity to be turned on.

_____ Tenant *has/has not* applied for water to be turned on.

_____ There will be a minimum \$10.00 fee on any additional copies of leases or paperwork on file.

_____ Tenant understands they are responsible for the upkeep of private patios and front entry ways including, but not limited to, grass and weeds.

Resident Signature

Date

Resident Signature

Date

TAA Lease Video Acknowledgement

The TAA Lease Contract video is designed to give you a general overview of some of the important provisions of the TAA Lease Contract before you enter into the agreement. After you have had an opportunity to watch the video, please sign the statement below.

I, _____, **have watched** the TAA Lease Contract video, which outlines some of the important provisions of the TAA Lease Contract.

By signing below, I acknowledge that I **have watched** the TAA Lease Contract video. I understand that the video is not intended to explain all terms of the TAA Lease Contract, but is simply a general overview of some of the important obligations and responsibilities in the TAA Lease Contract.

I understand that I should read and familiarize myself with all the terms of the TAA Lease Contract. I understand that the content of the video is not a waiver, amendment or modification of any term of the written TAA Lease Contract.

(Resident Signature) (Print Name) (Date)

(Resident Signature) (Print Name) (Date)

I, _____, **decline** to watch the TAA Lease Contract video, which outlines some of the important provisions of the TAA Lease Contract.

By signing below, I acknowledge that I **have not watched** the TAA Lease Contract video. I understand that upon signing the TAA Lease Contract I agree to all the terms and conditions, addendums, as well as any community rules or policies that may be a part of the TAA Lease Contract.

I understand that by **declining** to watch the TAA Lease Contract video, **it is my responsibility to read and familiarize myself with all the terms of the TAA Lease Contract.**

(Resident Signature) (Print Name) (Date)

(Resident Signature) (Print Name) (Date)