

RULES AND REGULATIONS AND OTHER HELPFUL INFORMATION

1) Use thumbtacks or small nails **ONLY** to hang pictures on the walls. **NO STICKER TAPE** or anything with adhesive should be used on the walls or doors. Refer to the paragraph on **WALL DAMAGE** on your Important Information Sheet. Please be careful not to put holes in any **doors** in the home.

2) Rental payments are to be submitted or mailed to the DC Holdings office. See the section on **PAYMENT OF RENT** of our Rules and Regulations (attached).

3) We cannot supply **shower curtains** for sanitary reasons. The resident must provide them. When taking a shower, please leave the shower curtain **inside the tub** to prevent water from going onto the floor.

4) If you want let anyone into your home other than the people named on your lease, you must make previous arrangements in writing with the Management. Also, it is our policy to **NOT** give out residents address and phone numbers.

5) Please complete your "Maintenance Request" form and mail it to the DC Holdings office to expedite necessary repairs.

6) When using an air conditioner, close all the drapes, windows and doors. Be sure the outside vent of the air conditioner is **CLOSED**; air conditioner filters should be cleaned once a month. Due to the high humidity in Michigan, health officials recommend running an air conditioner or dehumidifier during humid periods to help eliminate mold (a very common allergy)

If you have any questions or concerns, please contact the DC Holdings office during regular office hours, which are Monday-Friday, 9 am to 5 pm at 877-361-9904.

We are happy to have you as our resident and hope you enjoy your stay.

ALARM SYSTEMS: Each unit has an alarm system. It will be the responsibility of the tenant to contact the alarm company to start and stop service.

BALCONIES OR PATIOS: Residents agree that nothing shall be thrown out windows or off balconies or patios. All balconies or patios must be kept clean and clear of storage items. Hanging of clothes, garments or any rugs over railings of balconies or patios will not be permitted. Balconies or patios shall not be used for anything except patio furniture, flower boxes and plants: they are not to be used for storage under any circumstances. Residents shall not use, store or keep barbeque grills, charcoal broilers, regardless of size or kind, or store firewood, in the Premises, on balconies or patios, or within ten (10) feet of the building. No one is allowed on the balcony at any time.

BARBECUE GRILLS: Residents can have a barbecue grills or charcoal broilers. They must be kept 5 feet away from the building.

COMMON SENSE: Do not throw anything from your window. Windows are not to be used to enter or exit the building. They may be used in an emergency only. Please do not sit or straddle the window ledge. Air conditioners are not to be used for supporting grills, for standing on, or for use other than intended. Do not climb on the buildings or roofs.

AIR CONDITIONERS: If tenant wants to install an air conditioner, please let the DC Holdings know. Any mold that occurs will be at the responsibility of the tenant and repair cost will be paid by them (see question 6 on beginning sheet).

DISTURBANCES: Please do not allow yourself or your guests to do anything in or about the buildings, which will interfere with the rights, comforts or convenience of other residents. No musical instruments, radios, televisions or stereos shall be operated in a manner that is disturbing or annoying to other residents.

DOORS: Do not put any holes in any of your doors.

EARLY MOVE-IN: Early move-ins are permitted if and only if a cleaning waiver is signed by one of the incoming residents, it is authorized by management, and the current resident plans to be out of the apartment. The cleaning waiver must be signed prior to ten (10) days before the leased term begins. If a cleaning waiver is signed by one of the occupants, all the residents acknowledge that no cleaning, painting or maintenance will be performed by management prior to occupying the rental unit. This is necessary because cleaning crews cannot be put into occupied units. Painting can be scheduled following move-in by calling the office.

EMERGENCY FIRE PROCEDURES: If your fire alarm goes off, if there is a fire in your building or if there are fire engines in front of your building, you are to vacate the premises immediately. The Fire Marshall will tell you when it is safe to go back inside. Please do not tamper with the fire hoses.

FURNITURE STORAGE: Extra furniture can be stored in the basement on your side only.

HEAT REGISTERS: Keep furniture approximately 3 feet away from all heat registers throughout the home.

INVENTORY CHECKLISTS: A move-in inventory checklist is provided when you move in. This must be completed and returned to the DC Holdings Office within seven days after move-in. This checklist is used to determine the condition of the unit upon move-in, not to list work request. Before turning in your checklist, check to make sure your smoke alarms are working. If they are not functioning properly, call the DC Holdings office and someone will be sent to your unit to rectify the problem.

LOCK CHANGES: A charge of \$30.00 for deadbolt locks, plus \$3.00 per key, will be assessed if:

- 1) All keys are not returned upon move-out.
- 2) A request to change the locks is made.
- 3) A key is lost and a replacement key is requested.

LATE MOVE-OUTS: You must have your apartment vacated by the expiration of your lease. Late move-outs will be liable for any damages caused to the new resident if he/she cannot move in on time and charged accordingly.

LIGHT BULBS/BATTERIES: Light bulbs will be available for the first 2 weeks following the move in, please contact the DC holdings office. It is your responsibility to maintain your smoke detectors. Please contact us if replacement batteries are needed.

LOCKOUTS: If you lock yourself out of your home, please contact us and we will let you in upon verification of residency. A fee of \$15.00 will be assessed for this.

LOSS OF RENTAL DISCOUNT: If rent is not paid in full ON OR BEFORE the first of the month, your rental discount will be lost. Regular price would then be in effect.

MUNICIPALITY LAWS, RULES AND REGULATIONS: The Lessee(s) shall unconditionally comply and obey all municipality rules and regulations, specifically including the City of Detroit Ordinances. These rules and regulations include but are not limited to the proper removal of yard litter, over-crowding the premises, yard parking, illegal signage, noise and any other restrictions noted herein this lease. In the event that the Lessee(s) indirectly or directly causes or creates a violation of any Federal, State, Local or Administrative law, rule, order, or ordinance, that the Lessee(s) shall indemnify the Lesser for any expense that becomes due and payable as a result of any such violation.

PARKING: We are not responsible for any damage or vandalism while you are parked on our property.

PARTIES: All parties **MUST** be kept inside the building, with the front door closed except for ingress and egress. No partying is allowed in any of the common areas such as the lawn. Excessive noise at any time is a violation of your lease and could result in termination of your lease. Additionally, you must clean up all debris from the resulting party. If renter fails to clean up the debris resulting from the party, and damage occurs because of the party, or we have to clean up the property, the responsible person(s) will be charged for the clean up immediately.

PAYMENT OF RENT: Please gather all of the rent payments and submit them directly to the address below. Please make all payments by check or money order; it's not a good idea to send cash through the mail. Make your checks or money orders payable to DC Holdings and be sure to put your address on the check. The address is as follows:

DC Holdings and Investments, LLC
19785 W. 12 Mile Rd
Suite 809
Southfield, MI 48076

PETS: No pets are allowed under any circumstances. A \$25 PER DAY penalty will be charged to any unit with pets.

PHONE SERVICE: Please be advised that DC Holdings will be responsible for providing phone jacks within the unit. If any are inoperable upon move-in, please contact us immediately. Furthermore, DC Holdings will not be responsible for costs incurred with the phone company in connecting service.

PLUMBING: Do not flush foreign matter such as paper towels, sanitary napkins, tampons, diapers, etc down the toilets. If plumbing services are needed and cost is occurred. This will be charged to the tenant. It is a good idea to have a plunger in your unit in case your toilet becomes plunged.

REPAIR REQUEST: Prior to your moving in, we have attempted to repair many of the problems in your unit. However with so few days between move-out and move-ins and such a large volume of work involved with preparing units for occupancy, we cannot guarantee that all the unit maintenance will be completed by your move-in date. If you find upon your move in date that you need work done in your unit, please fill out a "Maintenance Request" form or call us during regular business hours.

SECURITY: The units do have a security system. The renter is responsible for connecting the service and paying the monthly bill. Always use caution on who you are letting into your unit. Please report anything suspicious to the proper authorities and DC Holdings immediately.

The Following are a list of resident advisories to increase awareness in helping to deter a mishappening from occurring:

- Always use your door viewer (if applicable) to see visitors before you admit them.
- Do not open your door to strangers if they ask to use the phone due to an emergency. Make a call for them.
- Keep your keys in your hands ready to unlock the automobile or front door when coming or going.
- Keep your doors and windows locked, even if you are only going to dispose of trash.
- Do not give out your information out to unknown telephone callers.
- If you are a woman at home alone, pretend that you have a male companion with you. Just before answering the door, call out;" I'll get John".
- If approached by an unknown person, ask them what they want. If the answer is not satisfactory, start yelling or scream as loud as possible.
- If you have arrived home and suspect that someone has been inside, do not go in. Go to a phone and call the police.
- Never leave valuables visible inside your car. Lock them in the trunk.
- Valuables such as T's, recorders and radios should be marked with driver's license incase of theft. The police department will often loan you an engraving pen at no charge.

SHELVES: The shelves in your unit are not constructed to hold a lot of weight. Please do not overload the shelves with books, stereo equipment, etc. We also recommend that you do not place any breakables on the shelves.

SMOKE DETECTORS & FIRE EXTINGUISHERS: Please check your smoke detectors and the fire extinguisher (if provided) upon move-in. If they are not working properly or if the smoke detector needs a new battery, contact DC Holdings immediately. Be sure to inspect your smoke detector and the fire extinguisher before turning in your Inventory Checklist. After your lease begins, you agree to check the smoke detectors periodically to ensure that they are always in proper running condition. During the terms of your lease, it is your responsibility to replace worn out or weak batteries and repair or replaces any smoke detector, which is vandalized or damaged. If there is a problem not due to the above, then you should report the problem to DC Holdings immediately.

SUBLETTING: Subletting is ONLY allowed with the authorization of the Management and all roommates.

UTILITIES: Tenants are responsible for all utilities except water. For Electricity and Gas, please call DTE Energy at 800-477-4747. For phone, call SBC at 800-244-4444.

VOLUME OF WORK: With so few days between move-in's and move-outs and such a large volume of work involved with preparing units for occupancy, we cannot guarantee that all the units will be painted, carpets cleaned, and all maintenance completed by your move-in date. We greatly increase our staff during this time, but even with the extra help, it takes a little extra time to handle such a large volume of request. If you are not satisfied with any of these items at occupancy, you should call the office for a work request to be written up. We find that we are usually able to satisfy more carpet cleaning requests within 14 days and have most painting requests completed within 45 days. Our maintenance staff is usually back to its normal "2-3" turn-around time of work requests within 30 days.

WALL DAMAGE: Small nails or thumbtacks may be used to hang pictures on the walls. No spikes, hooks, or large nails shall be driven into the walls or woodwork. Do not use any kind of tape or adhesive to hang pictures or posters. A \$5.00 charge for EACH sticky tape used (Including residue) will be assessed as damage when you move out.

THESE RULES AND REGULATIONS MAY BE MODIFIED, ALTERED OR REVISED AT ANYTIME AT THE SOLE DISCRETION OF THE LANDLORD IF MADE WITH A 30 DAY NOTIFICATION OF SUCH CHANGES.

I, the undersigned, acknowledge that I have received a duplicate copy of these instructions, and furthermore, understand that I must be completely vacated from my apartment at the expiration date of my lease.

Tenant

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