



CATALYST PROPERTY SOLUTIONS



Community Rules and Regulations

Your Catalyst for Happiness



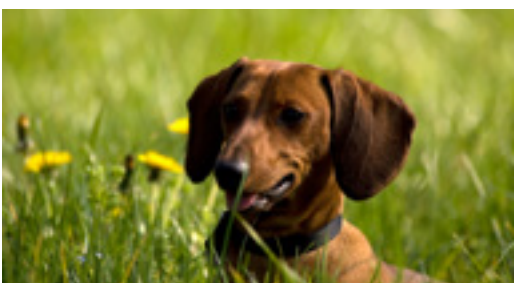
Welcome home! In true gourmet style, we are providing you with a sweet and savory assortment of community objectives designed to make apartment living a decision of preference, joyful compromise, and fellowship.

The following articles are policies by which your community is operated. They are based on the belief that consideration and respect for others is important. These policies and procedures are an addendum to and are referred to in your Rental Agreement.

Patios, Balconies & Windows

Please join us in keeping balconies, patio and window exteriors neat and attractive for you and your neighbors to enjoy an attractive community.

- Only a couple live plants and patio furniture are allowed on patios, balconies, breezeways, etc.
- Bicycles are allowed if neatly stored on balconies.
- No ice chests, appliances, dead plants, non-patio furniture, boxes, toys, laundry, rugs, flags, etc.
- Satellite dishes are permitted with prior written permission but must not be attached to the building, grounds or patio railings. See our office for detailed requirements prior to installation.
- Motorcycles, combustible engines or fuel tanks may not be stored adjacent to dwelling units. These include; balconies, patios, breezeways, courtyard areas or under stairs.
- Only the white backing of the mini-blinds can be present from the outside the window. No foil, stickers, sheets, blankets, or coverings of any kind should be visible from outside the window. You may hang curtains as long as the mini-blinds we provided are visible from the outside.
- Violators of these policies will be charged **\$10.00** per day for each day the violation is observed.



Good Neighbor Policy

These policies apply to residents and their guests. Please remember to be considerate of your neighbor as we each do our part to maintain a peaceful, clean community environment.

Fair Housing Standards



**EQUAL HOUSING
OPPORTUNITY**

The team working with Catalyst is committed to compliance with all federal, state, and local fair housing laws. Your community policies are designed to provide consistent and fair treatment of all residents in the spirit of these laws. The team at your community has a legal obligation to treat each individual in a consistent manner. Please understand that they are not allowed to make exceptions to a written policy.

Pet Friendly Property

Policies are in place to provide comfortable housing for you and your pet while understanding the importance of giving consideration for your neighbors. These are summarized briefly below:

- Your pet must meet the approved pet guidelines which include the following: a management interview, vaccination records, the execution of a pet agreement/addendum, and the payment of certain pet deposits and fees prior to a pet occupying your home.
- Service animals are welcome and special accommodations are available.
- A maximum of two pets per apartment home are permitted.
- Pets must not exceed the restricted weight limit when full grown.
- Regardless of the disposition of your pet, breeds that are considered aggressive in nature are not permitted. These include but are not limited to the following: Rottweiler, Pit Bull, Doberman or Chow.
- Cats must be spayed or neutered and declawed.
- A copy of veterinarian records, city licenses, current immunizations, and a picture of the pet are required prior to move in.
- Please keep non-service pets from the pool, pool area, clubroom, fitness center, laundry facility or other common area confinements and on a leash at all times when outside the dwelling.
- Exotic pets such as rabbits, ferrets, snakes, gerbils, hamsters, rats, mice, chinchillas, or large birds are not suitable for apartment living and are strictly prohibited.
- Aquariums up to 20 gallons are allowed without a pet deposit. Aquariums over 20 gallons require a pet deposit and proof of renter's insurance.
- Management reserves the right to inspect apartment homes for compliance with these terms.

Maintenance Requests

Our goal is to respond to all service requests within 48 hours. When possible, please notify management as early in the day as possible so that we can schedule the daily work detail as efficiently as possible. Please understand that we cannot make appointments for repairs. Repairs are scheduled giving consideration for the urgency of the type of repair needed, availability of parts, and the order in which it is received. Inspect your home regularly and report any evidence of mold or safety concerns to the office immediately.

After hours service is available for emergency repairs, including the following:

- **No electricity / No water**
- **Broken or non-working exterior doors, locks, window.**
- **No heat when temp. is below 65F**
- **No air conditioning (above 75F)**
- **Commode not working (one bath apartments only)**
- **Flooding / Broken Pipes**
- **Fire: after calling 911, please call the office – the phones are answered after hours**

Swimming Pool

Pool Hours: 10 AM to 10 PM daily. Please be aware that we do not provide safety or supervisory personnel at the pools, hot tubs, spas, or any other common area at any time. Enjoy at your own risk.

- With the exception of handicapped assistance animals, no pets are allowed in any pool area.
- For the safety of everyone, no glass of any kind is allowed in any gated pool area.
- Profanity, reckless activity, disruptive behavior including excessive noise will be grounds for dismissal from the pool areas.
- Residents are limited to 2 guests per apartment and resident must accompany guests. Persons less than thirteen (13) years of age using a pool/spa must be accompanied by a parent or legal guardian.
- Pool parties are prohibited without prior written consent by the management.
- Appropriate swimwear is required at all times. No t-backs, g-string or thong suits, cutoffs, diapers or toplessness is allowed.
- Please No Diving or horseplay.

Trash Removal

Please dispose of trash in tied bags inside the compactor or dumpster facility. Please do not leave these outside your home as this can attract unwanted pests and odors.

To assist with compliance, there is a trash violation penalty of **\$25.00** per bag/box for any trash not properly disposed.

If you have special health needs that make this difficult, please know that we are here for you; just let us know in advance so that we can make arrangements accordingly.



Rental Payments

Please understand late rent payments are a violation of your lease agreement. The property owner has a mortgage to pay at the first of each month; therefore our collection procedures are very strict.

- Rent is due on or before the first day of every month and is considered late if not paid by the first day of each month. Late charges will be assessed on the 4th day of the month plus a daily late fee as identified in your lease agreement. We encourage you to plan your expenses wisely so that expensive late fees can be avoided.
- Three day eviction notices are delivered by the 6th day of each month.
- If you have not paid your rent or vacated the premises within the three days, eviction suit is filed on the 10th day of the month. This will become a public record and will affect your future rental qualifications.
- We cannot accept cash under any circumstances.
- All payments received after the 5th of the month must be made in the form of a certified check, cashier's check or money order.
- For your convenience, there is a drop box located at the management office if paying rent after hours.
- Payments mailed must be post marked before the due date or will be considered late.
- Make sure funds are available. Payments may be processed via check scanner and debited from your bank account immediately upon receipt.
- Please put your apartment number on the check or money order.
- If the bank, for any reason, returns a check, the check will not be re-deposited. A Non-Sufficient Funds (NSF) charge will be incurred, as well as any late fees that apply up to and including the date that the replacement funds are paid in full. Please understand, with commercial bank accounts, our bank charges us these fees as well. They cannot be waived.
- Non-sufficient fund checks can only be cleared with a certified check, cashier's check or money order. Future rental payments after two non-sufficient fund checks can only be paid with a money order, certified check or cashier's check.

Keys and Locks

- The care and maintenance of the keys and locks to your home is of critical importance. Take precautions with your keys. Do not hide a key outside of your home. Do not put your address on your key ring. Keep your car keys and apartment keys on separate rings.
- Management must have access to your home for making repairs or in the event of an emergency therefore you may not install your own lock. If you have an intrusion alarm, we must be provided a service code for making repairs.
- Our staff will be happy to make a duplicate of your key (\$2.00 charge).
- If you lose your apartment keys or wish to have your lock re-keyed, your request must be in writing, and you will be charged a re-keying fee of \$25.00 billed to your account.
- After office hours, a charge of \$25.00 will be assessed for letting you back into your apartment after you have inadvertently locked yourself out. Residents must provide a photo I.D. from a resident or occupant as listed on the lease agreement before we will open the door.
- Your apartment is provided with a latch on each window and a keyless deadbolt on every exterior door. If your apartment has a sliding glass door, it is equipped with a pin lock and one additional latching device, either a handle latch or a security bar. Check them frequently to make sure they are operational.
- We strongly recommend that you keep all windows and doors locked at all times. Immediately upon move in, check all of the above and report any broken, missing or unserviceable items to the manager.
- If you are locked out of your apartment during business hours, please stop by the office with a photo I.D. to gain access.
- After hours assistance is not provided regarding your gate access cards. Please keep your card with you at all times. If you lose your gate access card, or if your access card malfunctions, contact the management office during regular office hours to make arrangements to repair/replace the card.



Automobiles and Parking

- When entering or leaving the community, you are requested to operate your vehicle at a speed not to exceed ten (10) MPH.
- All parking is unassigned except in designated areas.
- Do not take up two spaces with one vehicle or park on the grass.
- Parking or storing campers, trailers, boats, buses, large trucks, recreational vehicles and equipment are prohibited on the premises.
- Parking violators will be towed away without notice at owner's expense. Automobile repair work is not allowed on the premises.
- Vehicles must meet all state inspection requirements to remain on the premises.
- Any unauthorized motor vehicle that is parked in a fire lane, handicapped space, blocking a trash receptacle or a garage, double parked, abandoned (expired registration) or inoperable will be towed away without notice at the vehicle owner's expense.
- You are responsible for notifying occupants and guests of these towing policies. Property Management will not be responsible for any damage or charges to the vehicle involved.
- Motorcycles should be parked in parking lots or garages. Do not park them on patios, balconies, inside your apartment, in breezeways or under stairwells. They must have a current tag. No "dirt bikes" are allowed on the premises.



Help us prevent fires:

- Candle burning is prohibited. Candle fires cause an estimated 15,600 fires in residential structures and 150 deaths each year.
- Inspect your smoke detectors monthly. Do not disable smoke detection devices. Make sure to keep and maintain a fire extinguisher inside your home at all times.



Enjoy safe outdoor cooking practices:

- The use of an open flame grill within 10 feet of a combustible construction is a violation of most fire codes and is prohibited at your community.
- Fire resistant pads must be placed under char-coal and gas/propane burners when in use.
- Violations of these policies will be charged \$25.00 per day for each day the violation is observed and are subject to city fines. Please be aware of outdoor grilling bans during periods of drought.

Fire Emergency Plan

These guidelines have been developed by Catalyst management to help residents in the evacuation of their units in the unlikely event of fire or smoke.

- If there is fire or smoke in your apartment, go to the nearest exit by crawling close to the floor, where there is less smoke. Do this even if you can tolerate the smoke by standing up.
- Call the fire department. The local emergency number for the fire department is 911.
- Warn neighboring residents. Yell "fire" and knock on neighboring doors if possible.
- Determine if it is safe to leave your apartment. Check the doorknob and entire door to see if either is hot. If neither is hot, open the door slowly and check to see if the hallways and stairwells are clear.
- If all is clear of fire and smoke, leave your apartment and close the door behind you.
- Stay in the unit if the door or doorknob is hot or the hallway or stairs are filled with smoke or run to the balcony.
- If possible, tie a rag to the door knob to alert emergency personnel that you are inside.
- Hang a sheet out of the window to signal to fire fighters that help is needed. DO NOT try to use the sheet to climb down the building. DO NOT jump from windows or balconies. Needless injuries and fatalities have been caused in emergencies when people have panicked and jumped.
- Stuff wet towels in the cracks around the door to keep smoke out. Use a bucket of water to splash water on the door and/or walls if they become hot. A wet towel tied around your nose and mouth will help filter smoke.
- Remove drapes or other combustible materials near the hot area.
- Never go back into your apartment until the fire department or property management team indicates that it's safe to do enter.

Freezing Weather Info

Water pipes in our apartment community may freeze and break unless we all follow the precautions listed in these instructions. In the event of a freeze, we may have to cut off the water to entire buildings.

If there is widespread pipe breakage across the city, it could be days before we can get the pipes fixed and get hot and cold water back on in your unit. So please help by following these precautions when subfreezing weather occurs.

- Leave the heat on 24 hours a day at a temperature setting of no less than 60 degrees. Be sure to keep all of your windows closed.
- Leave open the cabinet doors under the kitchen sink and bathroom sink to allow heat to get to the plumbing.
- If severe sub-freezing weather occurs, it may be necessary to run your faucets at a steady, pencil-lead stream when you are in the apartment and when you are gone. This includes hot and cold water in your kitchen, bathroom lavatories, bathtubs, shower, wet bar sinks and any other areas.
- Contact the management office if you will be away from your apartment for more than 24 hours when subfreezing weather may reasonably be anticipated.
- Please use extra caution when walking and/or driving on the property when freezing rain or snow is predicted or occurring. Remember that walkways, stairs, steps, sidewalks and parking lots can become dangerously slick with the buildup of ice. Hold on to the stair rails where available.
- Be sure to stock up on food and drinking water in the event that there is a severe outage or hazardous road conditions.

Safety Alert

It is our sincere desire that you live a happy, healthy, and safe life. We believe that by taking an active role in your own security, you may be better equipped to avoid problems.

We need to address this issue of safety and security in your home, in your community and out on the town. The local news makes us keenly aware on a daily that crime is ever present whether you live in a big city or a small town; a multi-family apartment community or a single family neighborhood.

As you can appreciate, no one can ensure your safety or security. Your security is the responsibility of yourself and the local law enforcement, not your apartment owner or manager. With this in mind, we urge you to take caution. There are a variety of affordable intrusion alarms available in the market place. Please consider having one of these installed in your home. Check your door and window locks regularly to make sure they are working properly.

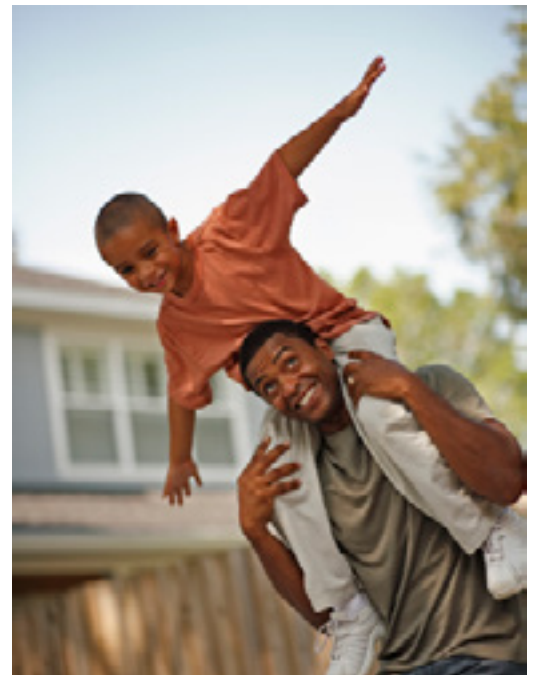
Also, please know that although the owner may enter into agreements for security from time to time, such parties have been hired solely for the purpose of overseeing the owner's property and not for the security of the residents.

Likewise, limited access gates, fencing, lighting or surveillance cameras are not to be construed as crime prevention, safety solutions, security devices or measures. Equipment malfunctions, criminals circumvent, and people can be unreliable. There is absolutely no guarantee that any effort by the property owner or manager will in anyway increase your personal safety or that of your family, guests, or belongings. Please do not let these measures give you a false sense of security.

Any security related or uniformed personnel, any mechanical or electronic devices must not be relied upon as working all the time. Owner reserves the right to cancel or reduce any security related mechanisms or personnel at any time.

There will invariably be breakdowns of anything mechanical or electronic in nature, and criminals can circumvent almost any system designed to deter crime.

Factors such as employee absenteeism, weather, vandalism, and other factors (including resident's own forgetfulness or mistakes) often cause such systems not to function as intended. Under all circumstances, residents should assume that electronic and mechanical systems may malfunction or may be non-operational and that uniformed personnel do not ensure your safety.



Remember to please call 911 or the local police first if trouble occurs or even if the mere potential of crime is suspected.

After calling 911, please contact the leasing office or answering service to report to incident or concern.

Here are some helpful tips to keeping you and your family safe:

- Get to know the people around you
- Report suspicious activity you see
- Lock your doors and windows at all times (car and home)
- Consider getting an intrusion alarm
- Enroll in a local self-defense class
- Get involved with or initiate a neighborhood crime watch program





Domestic Violence Awareness

Domestic violence should not happen to anybody. Ever. But it does — and when it does, there is help. Maybe you have lived with abuse, maybe it happened just once; maybe you work or live next to someone who is being abused right now.

Many people who are being abused do not see themselves as victims. Also abusers often do not see themselves as being abusers. People often think of domestic violence as physical violence such as hitting. However, domestic violence takes other forms such as psychological, emotional and sexual abuse.

Domestic violence is about one person in the relationship using a pattern of behaviors to control the other person. It can happen to people who are male or female, married, heterosexual, gay, lesbian; living together, separated or dating.

- If your partner uses one or more of the following to control you, you are likely a victim of domestic violence.
- Pushing, hitting, slapping, choking, kicking or biting.
- Threatening you, your children, other family members or pets.
- Threatening suicide to get you to do something.
- Using or threatening to use a weapon against you.
- Puts you down to make you feel bad.
- Forces you to have sex or do sexual acts that you do not want to do.
- Keeping you from seeing your friends, family or from getting to work.

If this applies to you, you just need to remember two things, first abuse is never okay and second you are not alone. Help is on the way, you just need to ask.



If you know someone you think is being abused – a friend, family member, co-worker, neighbor, or client — please consider contacting one of the many agencies to discuss ways to safely help them.

Resident Acknowledgement Of Community Policies And Safety Warning

I, _____ (print first and last name), Resident of Apartment # _____, acknowledge that I have read and have been given a copy of the community policies. I furthermore acknowledge and agree that these policies are an addendum to my lease contract and subsequent renewal lease contract(s) while occupying the above named apartment unit. These policies are incorporated as additions to my lease agreement. I understand that any violation of these community policies is a violation of the lease agreement. I agree that charges provided for in these policies are additional charges per my lease and shall be due upon receipt of such notice that charges are due. Any payments received will first be applied to these charges and then toward rent.

Additionally, I understand that crime occurs commonly whether living in a small town or a large city. The news media makes this fact clear to us on daily basis. I acknowledge that management and the property owner are reminding me/us of this fact as well. I understand that no one can ensure my safety, or that of my belongings. I understand that safety as well as that of my possessions, is my responsibility and that of the local law enforcement agencies. I understand that Catalyst Property Solutions, the property owner, its employees or affiliates have or can guarantee my safety nor do have they made any representations of such or the safety of this community.

SIGNED BY:

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Resident Copy

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SIGNED BY:

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Copy of Signature Page for Resident File



Thank you for choosing a Catalyst Community. It is our sincere desire to be the best we can be.

We work hard to give our residents a nice place to call home, while managing costs to keep housing costs affordable.

We never forget that you have a choice. We're glad you chose us.

When Vacating

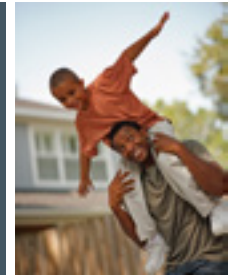
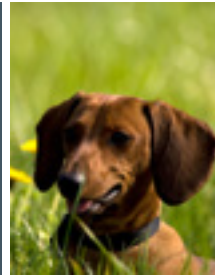
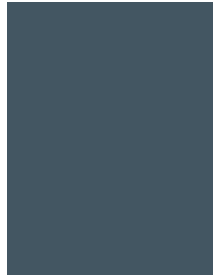
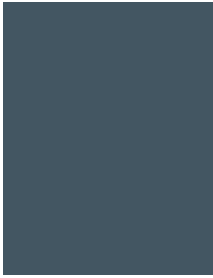
While we hate to lose good residents, we want your move to be a smooth transition and your experience living at a Catalyst community a pleasant memory. We have outlined some important items below to help facilitate this.

- Return all keys, access cards, and garage openers to the management office upon vacating. Rent will continue to be charged per lease agreement until the apartment is surrendered or the lease is expired.
- Be sure to pay any outstanding charges or delinquent rent before vacating the premises. There will likely be a final utility reimbursement due which can be estimated by the management office upon vacating.
- Don't forget to leave a forwarding address with the management office staff and with the postal service.
- Leave no damage of any kind in the apartment (furniture, walls, carpet, Formica, appliances, etc.).
- Cleanliness or a lack thereof does not constitute normal wear and tear. Photographs will be taken of damages or cleaning needs left in your home after vacating.
- All accounts that vacated with a balance pending will be imposed a collection fees up an additional 40%, and are reported to the credit bureau.

You must give a sixty-day written notice upon the expiration of your lease prior to move out.

When submitting your notice, be sure to get a signed and dated copy of this notice back from the office staff to keep for your records.





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