

JOSEPH SKILKEN ORGANIZATION
Rental Worksheet

Community: _____ I.D. # _____

Rental Address: _____ Apartment # _____

Resident/Occupant: _____ Date of Birth: _____

Resident/Occupant: _____ Date of Birth: _____

Resident/Occupant: _____ Date of Birth: _____

Resident/Occupant: _____ Date of Birth: _____

Resident/Occupant: _____ Date of Birth: _____

Resident/Occupant: _____ Date of Birth: _____

Employer(s): _____

Lease Date: _____

Occupancy Date: _____ Expiration Date: _____

Lease Term: _____ Months, _____ Days

Prorated Rent for _____ Days @ \$ _____ per day, totaling \$ _____

=====

Application Fee: _____ Dollars (\$ _____)

Security Deposit: _____ Dollars (\$ _____)

Prorated Rent: _____ Dollars (\$ _____)

Rent per Month: _____ Dollars (\$ _____)

Lease Term Rent: _____ Dollars (\$ _____)

Non-Refundable Pet Fee: _____ Dollars (\$ _____)

Pet Rent: _____ Dollars (\$ _____)

Carport: _____ Dollars (\$ _____)

Other: _____ Dollars (\$ _____)

TOTAL AMOUNT ENCLOSED: _____ Dollars (\$ _____)

BY: _____
(Rental Manager)

NOTES: _____

For Office Use Only

Unit Style _____
Lease Renewal Date _____
Concession _____
Prepaid Months _____
Manager's Special _____

Joseph Skilken Organization

Lease Agreement

This lease (hereinafter referred to as the Lease) is made on _____, by and between Joseph Skilken Organization, (Hereinafter referred to as the Landlord) and _____

(Hereinafter referred to jointly and severally as the Resident.). The covenants and conditions stated in the Lease shall bind all Residents jointly and severally in issues of contract and negligence.

I. PREMISES LEASED. The Landlord, in consideration of the rent to be paid, and covenants and agreements to be performed by the Resident does hereby lease the following described Premises located at: _____ (Hereinafter referred to as the Premises).

The Landlord, where not required by law, may discontinue any facilities, amenities, gratuitous or such services rendered by the Landlord and furnished to several Residents on a common basis, not expressly covenanted for herein, it being understood that they constitute no part of the consideration for the Lease.

II. LEASE TERM. TERM: The Term of this Lease shall be _____ months _____ days beginning at 8:00 AM on _____, and ending at 5:00 PM on _____. Landlord shall not be liable for failure to deliver the Premises on the commencement date set forth above, and the delay shall not terminate or excuse Resident's obligations hereunder except that rent shall be abated until the day possession is tendered to Resident. At least one month prior to the end of the Lease Term, Resident shall give Landlord at least thirty days written notice of Resident's intention to vacate the Premises. Notice given to Landlord on any day other than the first day of a month shall be deemed to be given on the first day of the following month and shall be effective as of the last day of the following month.

III. RENT. The Resident agrees to pay as rent for the Premises the total sum of _____ Dollars (\$_____), at the rate of _____ Dollars (\$_____) per month, to be paid in advance of the first day of each month during the said term without demand. All payments of rent shall be made payable to: Joseph Skilken Organization at the address of P.O. Box 1148, Columbus, OH 43216-1148, or at such other address as the Landlord may from time to time designate.

Rent is due on or before the first day of each month, and is delinquent thereafter. Your rent must be received by the first day of the month; please make sure that you allow sufficient time for mail service. Please note that Joseph Skilken Organization cannot be held liable for misdelivered mail. Partial payments will not be accepted. If all rent is not received on or before the 5th day of the month, the Resident agrees to pay a late charge of Seventy Dollars (\$70.00). All funds received shall be applied to: (1) dishonored check charges; (2) late charges; (3) damage charges; (4) utility charges; (5) delinquent rent; (6) current rent; in that order.

If payment is made by check that is returned, the Resident agrees to pay a fee of Forty-Five Dollars (\$45.00), in addition to the initial late charge, if applicable. Late fees and NSF fees will be strictly enforced pursuant to the Lease.

Rent and other sums to be paid shall be made in one (1) check rather than multiple checks. (Multiple money orders are acceptable). The Landlord may, at any time, require that all rent and other sums be paid in either certified or cashier's check or money order. Cash will not be accepted. Resident is responsible for identifying the Premises for which the payment is to be applied. Please include your name and resident ID number, and use the pre-addressed envelopes provided by your local manager.

The Resident agrees further that acceptance and/or refusal by the Landlord of the rent payment after the due date shall in no manner constitute a waiver of the Landlord's rights in the event of the Resident's failure to make rental payments as herein prescribed and agreed, nor shall it be considered as a change in the date upon which the Resident is to pay said rent. Failure to demand the rent when due shall not constitute a waiver by the Landlord. Resident by signing this Lease, knowingly and voluntarily waives any right to later assert waiver as affirmative defense in any subsequent forcible entry and detainer action.

The Landlord agrees to notify the Resident, in writing, at least thirty (30) days prior to the expiration of the Lease, or any renewal thereof, of any increase in the rent or changes in lease terms for occupancy of the Premises.

Resident acknowledges that Landlord is an Ohio Legal Entity and must be represented by an attorney in eviction procedures. Equity situations will not be considered unless Resident reimburses Landlord for all rent, late fees, charges, fees, costs and expenses and attorney fees, incurred by Landlord as a result of Resident's breach. Eviction settlement fee is Three Hundred & Fifty Dollars (\$350.00). Landlord reserves the exclusive right to refuse any and all late payments.

IV. OCCUPANCY. The Resident agrees that only those persons listed below shall occupy the Premises:

Resident/Occupant: _____ **Date of Birth:** _____

Resident/Occupant: _____ **Date of Birth:** _____

Resident/Occupant: _____ **Date of Birth:** _____

Resident/Occupant: _____ **Date of Birth:** _____

Resident/Occupant: _____ **Date of Birth:** _____

Resident/Occupant: _____ **Date of Birth:** _____

No person shall be released from the covenants of the Lease without first obtaining the written agreement of the other Residents and/or cosigners set forth herein and written approval of changes from the Landlord. If such changes are agreed upon, all parties herein agree to make the necessary changes to the Lease before changes are valid.

The Resident agrees that the Premises are to be occupied for residential purposes only. The Premises shall not be used or allowed to be used for any unlawful purpose, or for any purpose deemed hazardous by the Landlord because of fire or any other risk or in any other manner which would disturb the peaceful, quiet enjoyment of any other occupant of the apartment community of which the Premises are a part. The Landlord reserves the right of eviction for any criminal or illegal activity and/or the illegal manufacture, distribution, use or other illegal activities in connection with controlled substances. A criminal conviction shall not be necessary before the Landlord can institute an eviction action.

V. SECURITY DEPOSIT. The Resident agrees to deposit with the Landlord the sum of _____ Dollars (\$_____) as security for his or her faithful performance under the Lease and by law. The Resident agrees the deposit is not an advance payment of rent and does not relieve the obligation to pay rent including rent for the last month of occupancy. The Landlord, at the expiration of the Lease or hold-over tenancy, may apply the security deposit for past due rent, fees, utilities, and/or for the cost of repairing damages beyond reasonable wear and tear to the Premises caused by the Resident, his/her guests, family or invitees. Also, abandonment or vacating of the Premises by the Resident before the end of the term shall result in the Landlord deducting damages he has incurred from the security deposit.

Each of the aforementioned Residents shall be jointly and severally responsible for all losses incurred by the Landlord occasioned by the tenancy, including negligence. Resident specifically acknowledges that a reasonable amount for carpet cleaning charging will be deducted from Resident's security deposit.

The Resident agrees to provide the Landlord, in writing, a forwarding address upon vacating the Premises. The Landlord agrees to return to the Resident the security deposit, or whatever part has not been applied in payment of any Resident obligations under the Lease, within thirty (30) days after the expiration or any renewal of the Lease and delivery of possession of the Premises to the Landlord, whichever is last to occur. Any deductions from the security deposit shall be itemized and identified in writing by the Landlord during this same time period. This provision does not waive rights of the Landlord to seek damages in excess of the security deposit. The Resident agrees to reimburse the Landlord for any rent, fees, utilities due and/or damages exceeding the security deposit.

Resident agrees to and consents to the final payment for utilities usage being deducted from the security deposit.

VI. KEYS. The Resident will be provided _____ apartment key(s), _____ building key(s), and _____ mailbox key(s). There will be a **Seventy-Five Dollar (\$75.00)** re-keying charge for any of these keys not being returned upon vacating.

VII. MOVE OUT NOTICE AND RENEWAL. Unless another Lease is signed by the parties hereto or unless written notice of termination is given by one party to the other at least thirty (30) days before expiration date set in paragraph II of the Lease, the Lease shall be automatically renewed on month to month basis. (The same terms and conditions of the original lease will apply.) At the expiration of the original term of the Lease, Landlord may adjust the rental amount to the current market rate. Landlord agrees to provide Resident in writing, any such adjusted rental amount thirty (30) days prior to the adjusted rate. The adjusted rental rate will become effective the first day of the month following the end of the original lease term or renewal term. **Verbal notice to vacate is not sufficient.** No pro diem move outs will be accepted.

VIII. ABANDONMENT OF PROPERTY. We or law officers may remove all property remaining in the apartment or in common areas (including any vehicles you or any occupant or guest owns or uses) if you are judicially evicted or if you abandoned the apartment.

You have abandoned the property when: (1) move-out date has passed and no one is living in the apartment in our reasonable judgment; or (2) you have turned in keys and/or pass cards or provided us with a written forwarding address or new address; or (3) everyone appears to have moved out in our reasonable judgment; and (4) clothes, furniture, and personal belongings have been substantially removed in our reasonable judgment, or (5) you have been in default for non-payment of rent for five (5) consecutive days or water, gas, or electric service for the apartment not connected in our name has been terminated; and (6) you have not responded for two (2) days to our notice left on the inside of the main entry door, stating that we consider the apartment abandoned.

Surrender, abandonment, and judicial eviction end your rights of possession for all purposes and gives us the immediate right to: clean up, make repairs in, and re-let the apartment; determine any security deposit deductions; and remove property left in

the apartment. Under Ohio Law, if a Resident abandons the Premises or is evicted during the term of this Lease, the Resident's liability to pay rent continues until the expiration of the Lease term or until the Premises are re-occupied.

Resident shall not allow utilities, other than cable TV, to be disconnected by any means (including non-payment of bill) until the end of the Lease term or renewal period. Resident agrees to reimburse the Landlord for any utility bills paid by the Landlord during Resident's responsibility under the Lease. Utilities shall be used only for normal household purposes and not wasted. Failure to pay utilities or properly place utilities into Resident's name, or disconnection of the electric or gas service due to non-payment by Resident for more than five (5) days shall be considered material non-compliance under this Lease.

You will be charged for the full period of time that you were living in, occupying, or responsible for payment of rent or utility charges on the apartment. If you breach the Lease, you will be responsible for utility charges for the time period you were obligated to pay the charges under the lease, subject to our mitigation of damages. In the event you fail to timely establish utility services, we may charge you for any utility service billed to us for your apartment and may charge a reasonable administration fee for billing the utility service in the amount of **Fifty Dollars (\$50.00)**.

We are not liable for any losses or damages you incur as a result of outages, interruptions, or fluctuations in utility services provided to the apartment unless such loss or damage was the direct result of negligence by us or our employees. You release us from any and all such claims and waive any claims for offset or reduction of rent or diminished rental value of the apartment due to such outages, interruptions, or fluctuations.

You agree not to tamper with, adjust, or disconnect any sub-metering system or devise. Violation of this provision is a material breach of your Lease and may subject you to eviction or other remedies available to us under your Lease.

IX. PETS. *Please be advised that not all of our communities allow pets.* No pets may be brought onto any part of the Premises at any time (including visiting pets) except at the expressed written consent of the management, as contained in a separate pet agreement, and all applicable fees and charges are paid. This policy is at the sole discretion of the Landlord. In the event that any unauthorized pets are found in or on the Premises, an immediate eviction notice will be served at which time Resident will have three (3) days to permanently remove the animal or said eviction will be initiated. If a pet has been in the apartment at any time during the Resident's term of occupancy (without the Landlord's consent), all pet fees will be retroactive to the date of this lease agreement and Resident may be charged for defleaing, deodorizing, and/or shampooing, and/or other damages occasioned by the pet. Rottweiler, Pit Bull, Doberman, and German Shepherd breeds of dogs are prohibited. This applies to pure bred and mixed breed dogs that have similar physical and behavioral characteristics or lineage.

Resident acknowledges and consents that any pet privilege fee that may be assessed by Landlord is for the privilege of having a pet and is not in any way additional deposit pursuant to Ohio Revised Code § 5321.16.

X. INSURANCE. The Premises shall be under Resident's control and Landlord shall not be liable to Resident for any damage to person or property caused by failure of any mechanical systems, appliances, furnishings or fixtures. Landlord shall not be liable for damage to person or property arising from acts, neglect, or omission of Resident or of any other resident in the building, or from any act over which Landlord has no control. Personal property insurance is a lease requirement, and Joseph Skilken Organization is requesting verification from all residents that they have in fact retained personal property insurance. All personal property placed in the Premises or on or about the building or grounds shall be at Resident's sole risk.

XI. USE AND ASSIGNMENT/SUBLETTING. The Resident agrees that the Premises shall be used only as a dwelling unit and for no other purpose; nor shall Premises or any part thereof be sublet or assigned, nor shall the number or name of occupants be increased or changed, without written consent of the Landlord.

XII. RESIDENT'S DUTIES: The Resident shall:

- A. Keep the Premises that he/she occupies and uses safe and sanitary;
- B. Dispose of all garbage, and other waste in a clean, safe and sanitary manner approved by the landlord. No garbage is to be stored outside of your apartment home. Doing so may increase pest activity and incurred fines.
- C. Keep all plumbing fixtures in the Premises or used by the Resident as clean as their condition permits;
- D. Use and operate all electrical and plumbing fixtures properly;
- E. Comply with the requirements on Residents by all applicable state and local housing, health and safety codes;
- F. Personally refrain, and forbid any other person who is on the Premises with his/her permission, from intentionally or negligently destroying, defacing, damaging, or removing any fixture, appliance or, other part of the Premises;
- G. Maintain in good working order and condition any range, refrigerator, washer, dryer, dishwasher, or other appliances supplied by the landlord;
- H. Promptly notify the landlord of the need for repairs;
- I. Conduct him/herself and require other persons on Premises with his consent to conduct themselves in a manner that will not disturb his neighbors' "peaceful enjoyment" of the Premises. Use good judgment and thoughtfulness for others in use of his/her apartment and not to commit or allow any nuisance;
- J. Not unreasonably withhold consent for the Landlord or his/her agents to enter the Premises;

- K. Conduct himself, and require persons in his household and persons on the Premises with his consent to conduct themselves, in connection with the Premises so as not to violate the prohibitions contained in Chapters 2925 and 3719 of the Revised Code, or in municipal ordinances that are substantially similar to any section in either of those chapters, which relate to controlled substances;
- L. **Resident shall regularly test all smoke detectors, and notify Landlord in writing of any mechanical failure, need for repair, or replacement as per the Community Rules and Regulations.**
- M. *Ohio Fire Code prohibits residents from operating a charcoal, gas grill, or any other open flame device within 10 feet of any combustible building, overhang, patio fence, railings, or the deck above your own deck or patio. Do not store any propane fuel devices inside a dwelling. Violation of this section may cause the Fire Department to fine a resident up to \$1,000 per day until the violation is corrected. Landlord may also declare such violation a breach of lease and pursue all remedies, including eviction.*
- N. *Resident expressly agrees and understands that it shall be a material violation of this lease agreement if Resident or anyone living at the Premises that is the subject of this agreement is a registered sex offender at any time during Resident's tenancy. In the event that Resident or anyone living at the Premises becomes a registered sex offender, Resident and all other occupants will be required to vacate the Premises immediately or be subject to eviction.*

XIII. LANDLORD'S DUTIES: The Landlord shall:

- A. Comply with the requirements of all applicable building, housing, health and safety codes that materially affect health and safety;
- B. Make repairs and do whatever is reasonably necessary to put and keep the Premises in a fit and habitable condition;
- C. Keep all common areas of the Premises in a safe and sanitary condition;
- D. Maintain in good and safe working order and condition all electrical, plumbing, sanitary, heating, ventilating and air-conditioning fixtures and appliances, supplied, or required to be supplied by the Landlord;
- E. Provide and maintain appropriate receptacles for the removal of ashes, garbage, rubbish and other waste incidental to the occupancy of the dwelling unit and arrange for their removal;
- F. Supply running water, reasonable amounts of hot water and reasonable amounts of heat at all times, except where the building that includes the Premises is not required by law to be equipped for that purpose, or the Premises is so constructed that the heat or the hot water is generated by an installation within the exclusive control of the Resident and supplied by a direct utility connection;
- G. Except in the case of emergency, or if it is impractical to do so, give the Resident at least twenty-four (24) hours' notice of his intent to enter and enter only at reasonable times;
- H. Not abuse the right of access as described in this Lease;
- I. Furnish and repair smoke detectors as required by law.

XIV. CONDITIONS OF PREMISES and ALTERATIONS. The Resident accepts the Premises "**in good condition**", except for conditions materially affecting health or safety of ordinary persons, and except as otherwise indicated on the inventory and condition form described below, the Landlord makes no implied warranties. The Landlord shall provide an inventory and condition form to the Resident on or before move-in. Within one (1) week after move-in, the Resident shall note all defects or damages on the form and return it to the Landlord's agent; otherwise the Premises shall be presumed to be in clean, safe and good working condition. The Resident shall use customary diligence in care of the apartment and common areas. Whenever damage is caused by the Residents, the Resident's guests, or occupants due to carelessness, misuse, neglect, or failure to notify the Landlord of any need for repairs, the Resident agrees to pay the cost of all repairs and do so by the next periodic monthly rental payment after receipt of the Landlord's demand for the repair charges; and Resident remains obliged to pay rent for the period the unit is damaged whether or not the unit is habitable. The Resident may not perform any repairs, painting, wallpapering, carpeting, electrical changes, or other alterations to the Landlord's property except as authorized by the Landlord in writing. No holes or stickers are allowed inside or outside the apartment; however, a reasonable number of small nail holes for picture hanging are permitted. No water furniture, antennas, additional phone or TV cable outlets, alarm systems, or lock changes, additions, or re-keying shall be permitted except by the Landlord's prior written consent. The Resident shall not disable, disconnect, alter or remove the Landlord's property, including security devices, alarm systems, smoke detectors, appliances, furniture, and screens. When the Resident moves in, the Landlord shall furnish light bulbs for fixtures furnished by the Landlord; thereafter, light bulbs of the same wattage shall be replaced at the Resident's expense. When moving out, the Resident shall surrender the Premises in the same condition as when received, reasonable wear and tear excepted. Resident must immediately notify landlord in writing of any needed maintenance or repair.

The Landlord is not required to rebuild or restore the Premises if said Premises became uninhabitable by reason of fire or other casualty.

XV. WHEN THE LANDLORD MAY ENTER. The Landlord or the Landlord's representatives may peacefully enter the Premises during reasonable times for the purposes listed below, provided the Resident or the Resident's guests are present. If no one is in the Premises, and request has been made for repair and/or entry by the Resident, the Landlord, or the Landlord's agents may enter peacefully and at reasonable times by duplicate or master key. If the Landlord requests entry, a written notice shall be given to the Resident twenty-four (24) hours prior to entry. The Landlord reserves the right to enter the Premises without notice in case of emergency. The Landlord reserves the right to enter by other means if locks have been changed in violation of the Lease.

Such entry may be for: repairs, estimating repair or refurbishing costs; pest control; preventive maintenance; filter changes; testing or replacing smoke detectors; retrieving unreturned tools or appliances; preventing waste of utilities; delivering, installing, reconnecting, or replacing appliances, furniture, equipment, security devices or alarm systems; removing or re-keying unauthorized security devices or unauthorized alarm systems; removing health or safety hazards (including hazardous materials); inspections when imminent danger to person or property is reasonably suspected; entry by a law enforcement officer with search warrant or arrest warrant; showing apartment to prospective Residents (after vacating notice has been given); or insurance agents; or other valid business purposes.

XVI. NON-LIABILITY. The Resident acknowledges that any security measures provided by the Landlord shall not be treated by the Resident as a guarantee against crime or a reduction in the risk of crime. The Landlord shall not be liable to the Resident, the Resident's guests, or occupants for injury, damage, or loss to person or property caused by criminal conduct of other persons, including theft, burglary, assault, vandalism, or other crimes. The Landlord shall not be liable to the Resident, guest or occupant for personal injury or damage or loss of personal property from fire, flood, water leaks, rain, hail, ice, snow, smoke, lightning, wind, explosions, and interruption of utilities unless caused by the Landlord's negligence. The Landlord has no duty to remove ice, sleet, or snow; but the Landlord may do so in whole or in part, with or without notice. If the Landlord's employees are requested to render services not contemplated in the Lease, the Resident shall hold the Landlord harmless from all liability for same.

XVII. LEASE COMPLIANCE. The Landlord at all times has the right to require compliance with all covenants, terms and conditions of the Lease, notwithstanding any conduct or custom on the Landlord's or the Resident's part in refraining from so doing at any time. Waiver at any time of any breach or condition of the Lease shall not constitute or become a waiver of any subsequent breach, or change any condition of the Lease. The Rules and Regulations are an attachment to the Lease and become a part of the Lease. The Rules were designed with all the Resident's safety and comfort in mind. Rules and Regulations may be modified at any time by Landlord. Please read the Rules and Regulations. Violation of these Rules is a breach of your Lease.

XVIII. DEFAULT BY THE RESIDENT. In the event that 1) the rent is in arrears and unpaid at any time, 2) Resident fails to perform any of his/her covenants, agreements or conditions of this Lease, or any Community Policies, Rules and Regulations herein or hereafter adopted by the Landlord, (3) Resident is adjudged bankrupt, or (4) Information or representations provided by Resident's rental application are false or inaccurate, said default shall constitute grounds for termination of the residency and/or eviction by the Landlord.

Landlord shall have the right, in addition to any other remedies provided by law, to enter into and repossess the Premises, pursuant to law, as if this Lease had not been made, and thereupon this Lease shall terminate without prejudice to the right of Landlord to recover from Resident amounts due for rent or damages. Resident shall be liable in damages for any loss sustained by Landlord including all rents to the end of the Lease Term and all costs of suit or settlement. In addition, upon termination of this Lease pursuant to this Section, Resident shall pay Landlord a fee of **Two Hundred & Fifty Dollars (\$250.00)** to defray Landlord's costs of releasing the Premises.

It is expressly understood and agreed that the Resident shall be and remain liable for any deficiency in rent until the Lease expires or until such time as in the interim, the Premises are reoccupied by another acceptable Resident. The Resident shall also be and remain liable for any expense incidental to re-letting, cleaning costs beyond normal wear and tear, trash removal, painting costs, utilities, or any other damages and costs which the Landlord has sustained by virtue of the Resident's use and occupancy of the Premises or default under the Lease.

XIX. PROHIBITED CONDUCT. Resident and Resident's occupants or guests may not engage in the following activities; unlawful activity, behaving in a loud or obnoxious manner; disturbing or threatening the rights, comfort, health, safety, or convenience of others (including our agents and employees) in or near the apartment community; disrupting our business operation; manufacturing, delivering, possessing any illegal drug or narcotic, or drug paraphernalia as defined by law. Resident may not possess a weapon prohibited by state law; discharge a firearm in or near the apartment community; display or possess a gun, knife, or other weapon in the common areas in any way that may alarm others; store any hazardous materials in or on the property; tamper with utilities or telecommunications; or injure our reputation by making bad faith allegations against us to others.

XX. ENTIRE AGREEMENT. The Lease and attached Addenda listed in Paragraph XXIII are the entire agreement between the Landlord and the Resident. No representations oral or written, not contained herein or attached hereto, shall bind either party. The Landlord's agents (including management personnel and other employees or agents) do not have authority to waive, amend or terminate the Lease or any part of it and do not have the authority to make promises, representations or agreements which impose duties or obligation on the Landlord unless done in writing.

**Joseph Skilken Organization
Community Policies and Procedures
Rules and Regulations**

These rules and regulations are in place to ensure a safe and pleasant community for all residents and guests. Each rule or regulation should be considered as an extension of your lease and therefore honored in order to avoid a violation of your lease, with the possible consequence of an eviction.

1. PARKING

Garages and/or carports may be rented for the duration of the lease only. Parking is not permitted on grass along roadways, in fire lanes, in front of trash dumpsters, or any other non-designated area. All signs posted with parking restrictions must be followed. Residents shall not park or store any non-passenger vehicle, boat, trailer, or recreational vehicle, or other property on said parking areas without written consent of the management. Car repairs and/or car washing are not permitted anywhere on the property.

No unlicensed, expired tags, immobile, or inoperable vehicles are to be parked in the community. No vehicles with visible oil leaks or spillage shall be parked or operated on the property. Vehicles of said nature will be towed at the owner's expense.

Resident shall not park any vehicle on the property after termination of the lease agreement, eviction, or abandonment. All guests are required to park in auxiliary parking areas determined by the Landlord.

Throwing objects near vehicles or towards any building is not permitted. Running, biking, skating, playing, or skate boarding is not permitted in the parking lots or in the hallways of the building.

2. PERSONAL CONDUCT & SAFETY

Dial 911 or immediately call local medical emergency, fire, or police personnel in case of an accident, fire, smoke, or suspected criminal activity. You should then contact the Landlord. If you or your guest are affected by a crime, you must make a written report to the appropriate law enforcement agency.

No space heaters or fireplaces may be used on the Premises. The Ohio Fire Code also prohibits operation of a charcoal or gas grill, unsupervised candles or oil lamps, or other open flame devices within ten (10) feet of any combustible construction. These include: nearby walls, overhangs, patio fences, decks, and or balconies. Any fines/ damage caused by violation of this regulation shall be the responsibility of the resident. Residents using a community grill must monitor usage at all times.

No waterbeds or large aquariums over 2 gallons shall be used within the leased Premises without first obtaining consent in writing from the Management team.

Please do not put anything non-edible into the garbage disposal; plastics, newspaper, paper towels, hair, and other heavy refuse belong in a trash receptacle. Food items that should NEVER be put into the disposal include: Grease, Oil, or Animal Fats; Egg Shells; Coffee Grounds or Tea Leaves; Fruit Pits, Seeds, Peels, or Rinds; Bones; Starchy or Stringy Vegetables; Rice or Pasta. Heavy chemicals may damage the plumbing. These rules also apply to sinks and toilets. Residents who fail to follow these rules will be responsible for repair charges.

Do not install any extra or new lock, deadbolt, or fastening device on any interior or exterior door, or otherwise prevent management access at any time. Lock change requests must be filed with the rental office.

You may not have a personally owned washer, dryer, or dishwasher in the building. Laundry facilities are for use of the residents only. If a machine is out of order, please call the rental office to report the malfunction.

3. COMMUNITY CONDUCT

Smoking is prohibited in any of the common area of the building: Hallways, Stairwells, and Laundry rooms. Cigarette butts must be disposed of in proper waste receptacles.

Every resident is entitled to a quiet place to live. No resident will make, or allow to be made, any disturbing noises by himself, family, or visitors, nor do we permit anything that by such persons that will interfere with the rights, comforts, or conveniences of other residents. This includes loud music and television, running up and down the stairways, yelling or loud talking, or congregating in the hallways.

Residents are responsible for all occupants and guests of the apartment. We may exclude from the apartment community any visitor, who in our judgement, have been violating the law, violating the lease agreement or any apartment rules, or disturbing other residents, neighbors, visitor's or landlords representatives. We may also exclude from any outside area or common area a person who refuses to identify himself as a resident, occupant, or guest of a specific resident in the community. Photo Identification may be requested by Landlord at any time.

Overnight guests will be limited two (2) weeks. You must notify management when you will be having guests for this length of time.

Any visitor, guest, non-resident, or uninvited person will be placed on the “No-Trespassing List” for any of the following reasons:

- Solicitation
- Disturbing or repeatedly disturbing a resident’s right of peaceful enjoyment of the Premises.
- Engaging in criminal or illegal activity on the Premises
- Exhibiting threatening behavior/ verbal abuse to any individual on the Premises
- Loitering on the Premises
- Demonstrating disorderly and disturbing conduct on the Premises

4. COMMUNITY APPEARANCE

Please do not obstruct the walks, stairs, breezeways, halls, or parking areas by leaving items (i.e. bicycles, toys, etc.) that may interfere with the full use by all of our residents.

Patio/Balcony should be kept neat so they do not detract from the general appearance of the community. Do not hang towels or wet clothing on your balcony or fence railing.

No signs, awnings, screens, antennas, advertisements, or notices shall be placed on any part of the outside of the building, or placed in the window sills thereof, without written consent of the landlord. Resident is not permitted to erect fences of any kind around the property. Items found will be removed at the resident’s expense.

Blankets, sheets, paper, etc. do not qualify as proper window treatments. Window coverings or drapes must be hung on the interior side of the furnished blinds. All mini-blinds provided must remain in place; if you damage the mini-blinds provided by the landlord, they must be replaced with blinds of the same color and quality.

5. WEAPONS

The undersigned Resident(s) acknowledges and agrees that it shall be illegal to carry a firearm, deadly weapon, or dangerous ordinance on any common area of the Apartment Community. Common area include, but are not limited to, the Manager’s office, exercise facility, pool area, walkways, hallways, parking areas, and laundry rooms. This policy will be strictly enforced by the management. In the event that a resident is found carrying a firearm, deadly weapon, or dangerous ordinance in any common area, an immediate eviction notice will be served at which time the resident will have three (3) days to vacate the apartment unit or an eviction action will be initiated.

No resident shall transport a firearm from their vehicle to their respective apartment unit unless it is unloaded and carried in a closed package, box, or case in plain sight. Any resident who violates this section will be subject to criminal prosecution as set forth by the Ohio Revised Code.

6. DRUG FREE-CRIME FREE HOUSING

In consideration for the execution or renewal of a lease of the dwelling unit identified in the lease, Landlord and Resident agree as follows:

Resident(s), or any other person affiliated with the resident, on or near the resident Premises:

1. Shall not engage in drug-related criminal activity on or near the said Premises. Drug-related criminal activity means the illegal manufacture, sale, distribution, use, or possession with intent for said activities involving illegal or controlled substances. Drug tools and paraphernalia are also prohibited on the Premises.
2. Shall not engage in any act intended to facilitate criminal activity.
3. Will not permit the dwelling unit to be used to facilitate criminal activity.
4. Shall not engage in any illegal activity, including but not limited to:
Prostitution, Criminal Gang Activity, Menacing or Aggravated Menacing, Assault, Discharging of a Weapon, or any breach that otherwise jeopardizes the health, safety, and welfare of the landlord, his agent, or another Resident, or causes damage to the Property.
5. Violation of the above provisions shall be a material and irreparable violation of the lease, and a good cause for immediate termination of tenancy, as well as forcible entry and detainer action.

I HAVE RECEIVED THE ABOVE RULES AND REGULATIONS AND FULLY UNDERSTAND THAT THEY ARE TO BE OBSERVED AT ALL TIMES BY ALL OCCUPANTS, GUESTS AND VISITORS.

NOTICE OF RIGHTS
RESIDENT INFORMATION SIGN-OFF SHEET

Owner/Manager: _____

Mailing Address: _____

Rental Address: _____

Resident Name(s) _____

As resident(s) of the above address, I/we acknowledge the receipt of the "Protect Your Family From Lead In Your Home" pamphlet. I/we have also verified that all smoke detectors in the unit are in operating condition and that if I/we disable or cause any smoke detector not to operate that I/we may be liable for criminal and/or civil penalties as provided by law.

Resident Date

Resident Date

Resident Date

Resident Date

Resident Date

Resident Date

Owner/Manager Date

Forgery is a criminal offense

Retain this document and pamphlet for your files.

Original Owner/Resident Copy

The goal of this Addendum is to protect the quality of the rented unit's environment from the effects of bed bugs by providing sufficient information and instructions. It is also the goal of the Addendum to clearly set forth the responsibilities of each of the parties to the rental agreement.

- Resident acknowledges the Owner/Agent has inspected the unit and is not aware of any bed bug infestation.
- Resident agrees that all furnishings and personal properties that will be moved into the Premises will be free of bed bugs.

Resident hereby agrees to prevent and control the possible infestation by adhering to the below list of responsibilities:

1. Check for hitch-hiking bed bugs. If you stay in a hotel or another home, inspect your clothing, luggage, shoes and personal belongings for signs of bed bugs before re-entering your apartment. Check backpacks, shoes and clothing after using public transportation or visiting theaters. After guests visit, make sure to inspect beds, bedding and upholstered furniture for signs of bed bug infestation.
2. Resident shall report any problems immediately to Owner/Agent. Even a few bed bugs can rapidly multiply to create a major infestation that can spread to other units.
3. Resident shall cooperate with pest control efforts. If your unit, or a neighbor's unit is infested, a pest management professional may be called in to eradicate the problem. Your unit must be properly prepared for treatment. Resident must comply with recommendations and requests from the pest management specialist prior to professional treatment including but not limited to:
 - Placing all bedding, drapes, curtains, and small rugs in sealed bags for transport to the laundry or dry cleaners.
 - Heavily infested mattresses are not salvageable and must be sealed in plastic and disposed of properly.
 - Empty dressers, night stands and closets. Remove all items from the floors; bag all clothing, shoes, boxes, toys, etc. Bag and tightly seal washable and non-washable items separately. Used bags must be disposed of properly.
 - Vacuum all floors inside closets. Vacuum all furniture including inside drawers and nightstands. Vacuum mattresses and box springs. Carefully remove vacuum bags, sealing them tightly in plastic and discarding of them properly.
 - Wash all machine-washable bedding, drapes, and clothing on the hottest water temperature and dry on the highest heat setting. Items must be taken to an OFF-SITE laundry facility in sealed bags. Take other items to the dry cleaner, making sure to inform the dry cleaner that the items are infested with bed bugs. Discard any items that cannot be decontaminated.
 - Move furniture toward the center of the room so that the technicians can easily treat carpet edges where bed bugs congregate, as well as walls and furniture surfaces. Be sure to leave easy access to the closets.
4. Resident agrees to reimburse the Owner/Agent for expenses including but not limited to attorney fees and pest management fees that Owner/Agent may incur as a result of infestation of bed bugs in the apartment.
5. Resident agrees it hold the Owner/Agent harmless from any actions, claims, losses, damages and expenses that may incur as a result of a bed bug infestation.
6. It is acknowledged that the Owner/Agent shall not be liable for any loss of personal property to the Resident as a result of an infestation of bed bugs. Resident agrees to have personal property insurance to cover such losses.

By signing below, the undersigned Resident(s) agree and acknowledge having read and understood this addendum.

Resident Date

Resident Date

Resident Date

Resident Date

Resident Date

Resident Date

Owner/Agent Date

Supplemental Lease for Carport

Resident: _____

Community: _____

Address: _____

Unit & ID #: _____

Carport #: _____

I/We, _____

_____ agree to lease a carport for the term of the lease, from _____ to _____.

I/We further agree to pay *Joseph Skilken Organization* an additional **Twenty Dollars (\$20.00)** per month.

This amount is to be remitted with my monthly rent payment on or before the 1st of every month.

I/We fully understand this Supplemental Lease for Carport carries the same conditions of the original lease agreement signed on _____ and the community rules and regulations.

Resident Date

Resident Date

Resident Date

Resident Date

Resident Date

Resident Date

PET RULES

- Pets must be licensed and have all inoculations and boosters.
- Prospective residents must have approval of the application for pet ownership prior to the pet being permitted to live on the property.
- Pet registrations will be renewed annually at the time of reexamination. Current certificate verifying license, shots, and proof of insurance must be provided during each and every examination and additional fees paid if necessary.
- In addition to the registration process, the following rules for pets will also apply:
 1. Only common household pets will be allowed, with a maximum of two (2) pets per apartment.
 2. The weight of the pet may not exceed 65 pounds.
 3. The following dog breeds will not be permitted on the property: **Dobermans, German Shepherds, Pit Bull Terriers, and Rottweilers. Purebreds and mixed breeds of these dogs are prohibited.**
 4. Pets are not permitted in the following common areas, with the exception of animals used to assist the handicapped: Laundry Rooms, TV Rooms, Lounge, Community Rooms, Elevators, Pool Areas, Storage Rooms, and Maintenance & Office Areas.
 5. All pets must be in control of an adult and on a leash when outside the apartment. Pet owners may be charged \$10.00 for each leash violation.
 6. All pets must be secured or caged in the apartment when an employee is present. Other small animals such as birds, hamsters, etc., must be caged at all times. Dogs and cats must be caged or secured in the apartment when the owner is not home.
 7. The pet owner must keep the apartment in a sanitary condition that is free from animal odors.
 8. Pet owners are liable for any damages caused by their pet(s). Damages include charges for infestation and all pet odors.
 9. All pet owners are required to keep a clean-up device for waste. Litter boxes are required for cats. The owner of every pet will be responsible for picking up waste left by their pet (inside & outside) and disposing of it in a dumpster or other designated area. In addition, the waste must be wrapped. The pet owner must walk the pet to the perimeters of the property for the pet to relieve itself. Avoid traveled areas, walkways, trees and shrubs.
 10. Pet owners will be charged \$20.00 per occurrence for not cleaning-up after their pet.
 11. The resident may not alter the apartment, patio, or outside area to provide an enclosure for a pet.
 12. Management will not provide an exercise area for pets.

REVOCABLE PET LICENSE

Upon payment of a non-refundable Pet License fee in the amount of **Two Hundred and Twenty-Five Dollars (\$225.00)** for one pet, and **Three Hundred and Twenty-Five Dollars (\$325.00)** for two pets, Resident may keep the pet which is described below in Apartment # _____, located at _____, with the following stipulations:

- 1) The resident shall pay a monthly fee of **\$20.00** per month per pet, with a limit of two pets; this fee to be included in the monthly rent.
- 2) Pet(s) cannot exceed the 65-pound weight limit at any time.
- 3) The following dog breeds will not be permitted on the property: **Dobermans, German Shepherds, Pit Bull Terriers, and Rottweilers, or any breed mixed with these specific breeds.**
- 4) The resident shall be fully responsible for all clean up and damages as a direct result of the pet.
- 5) The resident shall comply fully with the "Pet Rules and Regulations" set forth by the Joseph Skilken Organization.

The resident may not keep any other pets without specific written consent of the Landlord or Landlord's agent. The Landlord may revoke the License at any time by written notice to Resident and Resident shall permanently remove pet from the apartment within two (2) days after the Landlord's notice. Failure to remove pet within two (2) days and/or failure to pay for any cleaning, repairs or replacements is a breach of the Resident's Lease for the apartment. This License may be renewed only upon written agreement of the Landlord and payment of a renewal fee after inspection, if necessary.

Resident(s): _____

Pet description: _____

Pet description: _____

I understand that Landlord may revoke this License at any time and that the License fee will not be refunded.

Property Manager Date

Resident Date

Resident Date

Resident Date

Resident Date

Resident Date

Resident Date



Rental Concession Addendum

This Addendum to the Lease Agreement dated _____ between

known as Lessee, and Joseph Skilken Organization known as Lessor, shall be incorporated in and made a part of the aforesaid Lease.

It is understood by the parties hereto that the Lessee has received a rental concession(s) as follows:

Amount per Day: _____ # of Days _____

And/Or: _____

In the event that the aforesaid Lease is not fulfilled, the Lessee hereby agrees to reimburse the Lessor for \$ _____, which is the total value of the above concession, prior to vacating the Premises.

By: **JOSEPH SKILKEN ORGANIZATION**
Lessor

By: _____
Management Representative Date

By: _____
Lessee Date

By: _____
Lessee Date

By: _____
Lessee Date

By: _____
Lessee Date

By: _____
Lessee Date

By: _____
Lessee Date

DIRECT DEBIT AUTHORIZATION AGREEMENT

I authorize the Joseph Skilken Organization, 383 South Third Street, Columbus, Ohio 43215 (Landlord) to initiate direct debit entries to my CHECKING () SAVINGS () ACCOUNT indicated below and the bank named below to debit the account. This debit authorization will remain in full force and effect until 10 days after Landlord receives a written cancellation from me.

BANK NAME* _____ BRANCH _____

CITY _____ STATE _____ ZIP _____

ROUTING TRANSIT/ABA NUMBER* _____

ACCOUNT NUMBER* _____

(* We will complete these items if a voided check or other document containing this information is attached).

LANDLORD'S USUAL RETURNED CHECK CHARGES APPLY IF YOUR BANK REFUSES PAYMENT FOR ANY REASON.

Please note direct debit will take place on the first working day of each month.

Resident Name _____ ID# _____

Signature _____ Date _____

EMERGENCY CALL NUMBER

THE EMERGENCY NUMBER IS TO BE USED FOR
AFTER HOURS EMERGENCIES ONLY!

This emergency number is not for routine maintenance calls. The following is a guide for emergency situations:

- NO HEAT
- NO ELECTRIC
- NO WATER
- PLUMBING BACKUP
- FLOODING
- SMELL OF GAS

Please call your rental office at _____ for any other maintenance requests.

AIR CONDITIONING IS NOT AN EMERGENCY CALL

Should you lock yourself out of your apartment, you may call the office during business hours. After office hours or on holidays, there is a **\$45.00** charge.

OFFICE HOURS

MONDAY – FRIDAY, _____