# Residential Rules & Regulations

**Revised: July 2026**

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# Chapter 1 - General Policies

## 1.1 Purpose

These Residential Rules & Regulations ("Rules") are incorporated into and made a part of the Lease Contract between Brown Heights Properties ("Landlord") and the Tenant(s). By signing the Lease Contract, Tenant acknowledges receipt of these Rules and agrees to comply with all provisions contained herein.

These Rules are intended to protect the property, promote a safe and respectful living environment, and establish clear expectations for the care and use of the leased premises. They are not intended to replace the Lease Contract but to supplement it. In the event of any conflict between these Rules and the Lease Contract, the Lease Contract shall control.

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## 1.2 Applicability

These Rules apply to every person residing at the property, including:

- All tenants named in the Lease Contract.
- Approved occupants.
- Guests and visitors.
- Contractors or service providers authorized by the Tenant.
- Approved pets covered under a signed Pet Addendum.

Each Tenant is jointly and individually responsible for ensuring that all occupants and guests comply with these Rules.

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## 1.3 Definitions

For purposes of these Rules:

**Landlord** refers to Brown Heights Properties and its owners, employees, agents, and authorized representatives.

**Tenant** refers to every person who has signed the Lease Contract.

**Premises** refers to the entire leased property, including the dwelling, garage, driveway, porches, patios, decks, yard, storage buildings (if applicable), and any other areas included in the Lease Contract.

**Lease Contract** refers to the signed Residential Lease Agreement, including all addenda and incorporated documents.

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## 1.4 Communication

Brown Heights Properties communicates with tenants through the Tenant Portal, email, telephone, text message, written notices, and any other method permitted by the Lease Contract or applicable law.

Tenants are responsible for maintaining current contact information and for regularly reviewing communications sent by Brown Heights Properties.

Failure to read or respond to communications does not relieve Tenant of any obligations under the Lease Contract or these Rules.

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## 1.5 Rent & Financial Responsibilities

Rent is due on the date specified in the Lease Contract and shall be paid using the payment methods approved by Brown Heights Properties.

Returned payments, insufficient funds, late payments, and other payment-related issues shall be handled in accordance with the Lease Contract.

Acceptance of a partial payment does not waive any rights or remedies available to Landlord unless expressly agreed to in writing.

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## 1.6 Maintenance Requests & Repairs

Tenant is responsible for promptly reporting any maintenance issue, damage, malfunction, leak, or condition that could result in further damage to the property.

Routine maintenance requests should be submitted through the Tenant Portal whenever possible.

Maintenance emergencies–including fire, flooding, significant water leaks, loss of heat during freezing temperatures, electrical hazards, gas leaks, or any condition posing an immediate risk to persons or property should be reported immediately using Brown Heights Properties' emergency contact procedures.

Tenant shall not:

- Perform repairs without Landlord's prior written approval.
- Alter or replace locks without written permission.
- Hire outside contractors without written authorization from Landlord.
- Withhold rent because repairs are needed.

Tenant may be responsible for damages resulting from delayed reporting, negligence, unauthorized repairs, or misuse of the property.

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## 1.7 Tenant Responsibilities

Throughout the lease term, Tenant agrees to:

- Maintain the Premises in a clean, safe, and sanitary condition.
- Use all appliances, fixtures, and building systems in a reasonable manner.
- Promptly notify Landlord of damage or maintenance concerns.
- Prevent avoidable damage whenever reasonably possible.
- Comply with all applicable federal, state, and local laws.
- Ensure that all occupants, guests, and approved pets comply with the Lease Contract and these Rules.

Tenant is responsible for any loss, damage, or lease violation caused by Tenant, occupants, guests, invitees, or approved pets beyond ordinary wear and tear.

# Chapter 2 - Living in the Home

## 2.1 Utilities

Unless otherwise stated in the Lease Contract, Tenant(s) is/are responsible for establishing, maintaining, and paying for all utility services associated with the Premises throughout the lease term. Utility services may include, but are not limited to, electricity, water and sewer, natural gas, propane, internet, cable, and any other services required for the property.

Utilities shall remain active throughout the lease term. Tenant shall not disconnect or transfer utility services before the lease expiration date or without Landlord's written authorization. Any damages or expenses resulting from the interruption of utility service shall be the responsibility of the Tenant.

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## 2.2 Property Care & Housekeeping

Tenant shall maintain the Premises in a clean, sanitary, and safe condition throughout the lease term.

Tenant agrees to:

- Regularly remove household trash and recycling.
- Keep kitchens, bathrooms, and living areas reasonably clean.
- Promptly clean spills and standing water.
- Properly store food to discourage insects and rodents.
- Keep exits, walkways, stairways, and heating vents free from obstructions.
- Keep porches, patios, decks, driveways, and other exterior areas neat and free of excessive clutter.

Unless otherwise stated in the Lease Contract, Tenant is responsible for maintaining the lawn, landscaping, shrubbery, flower beds, leaves, and other exterior portions of the Premises in a neat and well-maintained condition.

Tenant shall not remove trees, shrubs, landscaping, or make significant alterations to the exterior of the property without Landlord's prior written approval.

Unsanitary conditions, excessive clutter, or failure to maintain the property may constitute a violation of the Lease Contract.

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## 2.3 Protecting the Property

Tenant shall exercise reasonable care to protect the Premises from avoidable damage.

Tenant agrees to:

- Promptly report water leaks, moisture intrusion, roof leaks, plumbing leaks, or drainage issues.
- Maintain adequate heat during freezing weather to help prevent frozen pipes.
- Use appliances, plumbing fixtures, and electrical systems only for their intended purpose.
- Avoid creating fire hazards or unsafe conditions.
- Keep doors and windows secured when the property is unattended.
- Take reasonable precautions during severe weather to minimize preventable property damage.

Tenant shall be responsible for damage resulting from negligence or failure to report conditions that could reasonably have been prevented.

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## 2.4 Noise & Neighbor Courtesy

Tenant, occupants, and guests shall conduct themselves in a manner that respects neighboring properties and does not interfere with another person's peaceful enjoyment of their home.

Excessive noise, loud music, yelling, repeated disturbances, vehicle noise, or other disruptive behavior is prohibited at any time of day.

Tenants may have reasonable social gatherings provided they do not create excessive noise, parking problems, property damage, illegal activity, or otherwise disturb neighboring properties.

Tenant is responsible for the conduct of all occupants and guests while they are on or visiting the Premises.

Repeated disturbances or violations of local noise ordinances may constitute a violation of the Lease Contract.

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## 2.5 Guests & Unauthorized Occupants

Guests are welcome for occasional visits.

A guest is considered a temporary visitor and may not establish residency at the Premises without Landlord's prior written approval.

Tenant shall not permit any person who is not listed on the Lease Contract to occupy the Premises as a resident without Landlord's written consent.

Tenant shall not assign the Lease Contract or sublease any portion of the Premises without Landlord's prior written approval.

Tenant remains responsible for the actions, conduct, and damages caused by all guests and invitees.

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## 2.6 Parties & Gatherings

Tenant may host reasonable social gatherings provided they do not interfere with neighboring properties or create unsafe conditions.

Gatherings that result in excessive noise, illegal activity, underage drinking, property damage, overcrowding, parking issues, repeated complaints, or law enforcement response may constitute a violation of the Lease Contract.

Tenant is responsible for ensuring that all guests comply with the Lease Contract and these Rules & Regulations.

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## 2.7 Communication & Cooperation

Open communication helps Landlord respond promptly to maintenance issues and other concerns.

Tenant agrees to promptly notify Landlord of maintenance concerns, safety hazards, property damage, changes in contact information, or any other matter that may affect the Premises or the tenancy.

Tenants are encouraged to communicate respectfully with neighbors and to make reasonable efforts to resolve minor concerns before they escalate. However, Tenant should immediately contact Landlord or the appropriate authorities when a situation involves safety concerns, criminal activity, or a maintenance emergency.

# Chapter 3 - Caring for the Property

## 3.1 Plumbing & Water Systems

Tenant shall use all plumbing fixtures properly and shall not dispose of materials that may clog or damage the plumbing system.

The following items shall **not** be flushed or placed into toilets, sinks, or drains:

- Paper towels
- Disposable wipes (including those labeled "flushable")
- Feminine hygiene products
- Cotton balls or swabs
- Grease, cooking oils, or fats
- Food scraps not intended for garbage disposals
- Cat litter
- Diapers or similar products
- Any other non-flushable materials

Tenant shall promptly report leaking faucets, running toilets, clogged drains, water leaks, sewer backups, or any other plumbing concern.

Tenant may be responsible for the cost of repairs resulting from misuse, negligence, or failure to promptly report plumbing issues.

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## 3.2 Seasonal Responsibilities

Because weather conditions can change rapidly, Tenant shall take reasonable precautions to protect the Premises during freezing temperatures and severe weather.

Unless otherwise instructed by Landlord, Tenant shall:

- Maintain adequate heat inside the dwelling during freezing temperatures, including when away from the property.
- Follow any freeze-prevention instructions provided by Landlord.
- Disconnect garden hoses from exterior faucets during freezing weather when applicable.
- Promptly report frozen pipes, roof leaks, fallen trees, storm damage, or other weather-related issues.

Tenant may be responsible for damages resulting from failure to take reasonable precautions during severe weather.

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## 3.3 Appliances, Heating & Cooling Systems

Tenant shall operate all appliances, heating and cooling equipment, plumbing fixtures, and electrical systems in accordance with their intended use.

Tenant agrees to:

- Replace standard light bulbs as needed.
- Replace HVAC air filters when required by the Lease Contract or by written instructions from Landlord.
- Avoid overloading electrical circuits or extension cords.
- Promptly report appliances or equipment that are not functioning properly.
- Keep supply and return air vents free from obstruction.

Tenant shall not disconnect, remove batteries from, tamper with, or otherwise disable smoke detectors, carbon monoxide detectors, GFCI outlets, or other life safety devices.

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## 3.4 Alterations & Improvements

Tenant shall not make alterations or improvements to the Premises without Landlord's prior written approval.

This includes, but is not limited to:

- Painting or wallpapering.
- Installing shelving or cabinetry.
- Mounting televisions or heavy fixtures.
- Installing satellite dishes or antennas.
- Replacing or rekeying locks.
- Installing permanent security cameras or exterior lighting.
- Making structural, electrical, plumbing, or landscaping modifications.

Only small picture nails may be used for lightweight wall décor unless otherwise approved by Landlord. Excessive holes, screws, anchors, adhesives, mounting tape, or other materials that damage walls, ceilings, trim, or finishes may result in repair charges.

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## 3.5 Fire Safety

Tenant shall use reasonable care to reduce fire hazards and protect the Premises.

Grills, smokers, fire pits, and other open-flame cooking or heating devices may be used only in a safe manner and in compliance with applicable fire codes.

These devices shall **not** be operated or stored on decks, porches, balconies, or against the dwelling or any other structure where they may create a fire hazard or cause property damage.

Fireworks, open burning, or any activity that creates an unreasonable fire risk are prohibited unless specifically authorized by Landlord and permitted by law.

Tenant shall immediately report any fire, smoke damage, or condition that presents a fire hazard.

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## 3.6 Smoking & Hazardous Materials

Smoking, vaping, and the use of tobacco or similar products shall be governed by the Lease Contract and any property-specific policies.

Tenant shall not store gasoline, propane cylinders (except those intended for grill use and stored safely), explosives, hazardous chemicals, or other dangerous materials in a manner that creates a safety hazard.

Tenant shall dispose of hazardous materials in accordance with applicable laws and local regulations.

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## 3.7 Protecting the Exterior

Tenant shall exercise reasonable care in maintaining the exterior appearance and condition of the Premises.

Tenant shall not:

- Store junk, discarded furniture, appliances, or other unsightly materials outside the dwelling.
- Damage fences, decks, porches, driveways, mailboxes, gutters, or exterior fixtures.
- Hang items from gutters, railings, or utility lines in a manner that may cause damage.

- Leave outdoor areas in a condition that creates safety hazards or substantially detracts from the appearance of the property.

Outdoor furniture, grills, recreational equipment, and other personal property shall be maintained in good condition and stored in an orderly manner when not in use.

# Chapter 4 - Property Access, Move-Out & Lease Compliance

## 4.1 Parking & Vehicles

Tenant, occupants, and guests shall park only in designated areas serving the Premises and shall comply with any parking restrictions communicated by Landlord.

Tenant shall not:

- Block driveways, sidewalks, fire lanes, mailboxes, or neighboring properties.
- Park abandoned, inoperable, unregistered, or improperly licensed vehicles on the Premises.
- Perform major vehicle repairs that create a nuisance, safety hazard, or environmental concern.
- Store trailers, boats, recreational vehicles, or commercial vehicles on the Premises without Landlord's prior written approval.

Tenant is responsible for ensuring that guests comply with all parking requirements.

Vehicles parked in violation of these Rules or the Lease Contract may be subject to towing at the owner's expense where permitted by law.

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## 4.2 Trash, Recycling & Waste Disposal

Tenant shall properly dispose of all household trash and recycling in accordance with local collection requirements.

Trash shall not be allowed to accumulate inside or outside the Premises.

Furniture, appliances, mattresses, construction debris, tires, hazardous materials, and other bulk items shall not be left on the property unless proper disposal arrangements have been made.

Trash containers shall be placed for collection only as permitted by local collection schedules and shall be returned to an appropriate storage location after pickup.

Improper waste disposal that creates odors, attracts pests, or detracts from the appearance of the property may constitute a Lease violation.

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## 4.3 Illegal Activity

Tenant, occupants, and guests shall comply with all applicable federal, state, and local laws.

Illegal activity occurring on or relating to the Premises, including but not limited to the manufacture, possession, sale, or distribution of illegal drugs, acts of violence, vandalism, theft, destruction of property, or other criminal conduct, constitutes a violation of the Lease Contract.

Tenant shall not engage in any activity that endangers the property, neighboring properties, or the health and safety of others.

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## 4.4 Landlord Entry & Inspections

Landlord may enter the Premises as permitted by the Lease Contract and applicable law.

Entry may occur for purposes including, but not limited to:

- Inspecting the condition of the Premises.
- Performing repairs or maintenance.
- Preventive maintenance and seasonal inspections.
- Showing the property to prospective tenants, purchasers, lenders, contractors, or insurance representatives.
- Addressing emergencies.
- Verifying compliance with the Lease Contract and these Rules & Regulations.

Except in emergencies or where otherwise permitted by law, Landlord will provide any notice required by the Lease Contract or applicable law before entering the Premises.

Tenant agrees not to interfere with or unreasonably delay authorized entry.

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## 4.5 Move-Out Responsibilities

Upon termination of the Lease Contract, Tenant shall:

- Remove all personal belongings from the Premises.
- Return all keys, garage door openers, parking permits, mailbox keys, and other property belonging to Landlord.
- Properly dispose of all trash and personal property.

- Leave the Premises in a reasonably clean condition, ordinary wear and tear excepted.
- Complete all move-out procedures required by Landlord.
- Provide a forwarding address for the return of any security deposit or future correspondence.

Tenant remains responsible for rent, utilities, damages, cleaning charges, and all other obligations under the Lease Contract until possession of the Premises has been properly surrendered.

Additional move-out instructions or cleaning requirements may be provided separately by Landlord prior to the end of the tenancy.

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## 4.6 Emergencies

An emergency is a condition that presents an immediate threat to persons or property, including but not limited to:

- Fire
- Flooding or significant water leaks
- Gas leaks
- Electrical hazards
- Complete loss of heat during freezing temperatures
- Any condition creating an immediate risk of serious injury or substantial property damage

For all life-threatening emergencies, Tenant shall immediately call **911** before contacting Landlord.

Routine maintenance requests shall be submitted through the Tenant Portal or by another method designated by Landlord during normal business hours.

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## 4.7 Lease Violations & Enforcement

Failure to comply with these Rules & Regulations constitutes a violation of the Lease Contract.

When a violation occurs, Landlord may exercise any rights or remedies available under the Lease Contract or applicable law, including requiring Tenant to correct the violation, recovering damages, assessing charges authorized by the Lease Contract, or pursuing termination of the tenancy when appropriate.

Landlord's decision to address one violation does not waive the right to enforce these Rules or the Lease Contract in the future.

# Tenant Acknowledgment

I/We acknowledge that I/we have received, read, and understand the Brown Heights Properties Residential Rules & Regulations.

I/We understand that these Rules & Regulations are incorporated into and form part of the Lease Contract, and I/we agree to comply with all provisions contained herein.