



Basic Rules for Good Neighbors

Welcome. We are pleased to have you as part of our community. We feel that to properly maintain this community, a definite set of rules and by-laws are necessary. All residents are expected to be good neighbors.

Each by-law stated here is to be considered in force and binding on every resident.

1. COMMON AREAS

Common areas, walkways, entrances, stairways, and halls must not be obstructed or used for storage of personal belongings. These areas must be kept clean and free of debris (trash, mops, rugs, toys, etc.) at all times, and are subject to daily inspection. Items left in the common areas are subject to disposal without prior notice.

Bicycling, in-line skating and skateboard riding are not permitted on the lawns, in the courtyards, parking lots, or on the walkways.

2. PEST CONTROL

Keeping grounds and apartments free of debris and trash will deter rodents and insects. In the event of an apartment becoming infested with pests, the entire building may have to be sprayed at CCSM's and the pest control company's discretion. Residents will be given a notice at least three days in advance that the cupboards are to be cleared and all instructions followed as per the pest control company's instruction sheet. THERE ARE NO EXCEPTIONS. A resident's refusal to cooperate in the fumigation of his apartments will be considered a breach of the rental agreement.

3. CARPET/BLIND MAINTENANCE

Residents are responsible for cleaning their own apartments, including carpets and blinds.

4. TRASH

Trash and other refuse must be placed in bags and thrown completely into trash containers provided. Residents are responsible for the disposal of large objects, such as sofas, mattresses, and refrigerators that do not fit into the trash containers. Under no circumstances are residents to abandon these objects on the property or on the sidewalk or alley.

5. NOISE

Excessive noise and boisterous behavior are not permitted at any time. Quiet behavior is expected, especially during the hours of 10:00 PM and 8:00 AM. Repeated reports of disturbances caused by any resident or their guest(s) will be grounds for eviction.



6. ILLEGAL ACTIVITY

Any resident convicted of using his/her apartment for illegal actions is subject to eviction. Any activity by resident or guests related to illegal drugs is cause for immediate eviction.

7. GUESTS

Residents are responsible for the actions of their guests while on the premises. Damages caused by guests are the responsibility of the resident.

8. LONG TERM GUESTS

Guests staying for excessive or intermittent lengths of time are not permitted. Residents must obtain written approval from management for any visitor staying longer than 10 days in a given year. Under no circumstances will guests be approved for stays that exceed a total of 21 days. Residents permitting guests to stay beyond the dates approved by management may be served with eviction notices.

9. PETS

No pets are permitted in the apartment complex without the written consent of management. Service animals such as seeing-eye dogs for the blind or signal dogs for the deaf are not considered to be pets. No resident shall be permitted to keep a service animal that constitutes a threat or nuisance to other residents or to the property. Residents who are given written approval by management to own a service animal will be provided a copy of Landlord's *CCSM Policies and Rules of Conduct for Assistive (Including Companion) Animals for the Disabled* and shall be responsible for complying with these policies and rules.

10. MAINTENANCE REQUESTS

Maintenance needs should be reported to the manager, in writing, so that they can be placed on the maintenance work order list. This will ensure prompt attention to problems. Please do not ask the maintenance personnel to do any thing not scheduled. They have been instructed to respond only if the requests have been reported in writing and approved by CCSM staff.

11. DESTRUCTION OF PROPERTY

Defacing or destruction of any structure on the premises is not permitted. Destruction of grass, flowers, and general landscaping is not permitted. Sweeping, dumping, or throwing trash on the lawns or in the flowerbeds, or by any means littering any part of the premises is not permitted. Residents will be responsible for the costs related to such property destruction.

12. BALCONIES/PATIOS (if applicable)

Balconies and patios are to be kept clean and free of clutter. These areas are not to be used as storage. Draping clothing or rags or placing potted plants on the ledges are not allowed. Shaking rugs or dropping debris from the balcony is not permitted.

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13. MAILBOXES

It is a violation of federal law to tamper with mailboxes. Any resident caught doing so will be subject to federal prosecution. Contact your manager if you have difficulty with your mailbox.

14. MOVE-OUT PROCEDURE

Residents are required to give a 30-day written notice when they plan to move. This notice will help the CCSM management staff plan for a new occupant and make the resident eligible for a refund of his/her security deposit, minus any applicable charges. In a month-to-month lease, residents who move out will be responsible for rent for up to 30 days from the date the 30-day notice was provided to Management. Any unpaid monies owed to the Landlord at move-out may be reported to a credit-reporting agency.

15. KEYS / LOCKS

Upon renting a unit, residents will be provided with a full set of keys. Residents are encouraged to make as many copies of these keys as they deem necessary. It is not the manager's responsibility to duplicate keys for residents. In the event that a tenant loses all his/her keys and the CCSM staff must make a new set of duplicate keys for a resident, there will be a \$5.00 fee for each duplicate key.

Residents are not permitted to alter or install any locks without the prior written consent of the management. If consent is given, Residents must immediately provide to their manager two keys for any lock they have had changed. Residents are required to immediately report inoperable door or window locks to the Landlord.

16. PARKING

Management assigns parking in writing. Not all apartments will have parking spaces. The following parking regulations need to be followed:

- a. All vehicles must be registered with Management and have proper identification and current registration tags. Only vehicles owned by residents will be eligible for a parking space.
- b. Vehicles must be in operable condition and must be maintained in a clean condition so as not to be an eyesore to the community.
- c. No vehicle is allowed to block the passage entrance or exit of another parking stall.
- d. Guests may not park in the property's parking lot.
- e. Parking Areas need to be kept clear of personal items.
- f. Washing and or repair work on the vehicles is prohibited.
- g. Any leaks from vehicles need to be cleaned. Excessive oil leaks will be considered as resident damages.
- h. Vehicles must never park in fire lanes or no-parking zones.
- i. All violators of the above rules are subject to towing at the vehicle owner's expense.
- j. CCSM and the property are not responsible for theft or damage to vehicles or items left in the parking areas.

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17. LAUNDRY ROOMS (if applicable)

Laundry rooms are provided for your convenience in most of our buildings. Please keep them clean, and clean the machines after each use. Clothes left in the laundry room more than 24 hours may, at management's discretion, may be disposed of. The laundry room is for laundry-related activities only. The laundry room is locked at night for security from 10:00 P.M. weekdays and 11:00 P.M. weekends to 9:00 A.M.

18. RECERTIFICATION

Please be aware that on an annual basis you will be required to provide CCSM with information with regard to your income, asset and household composition. Full and prompt cooperation is required.

19. WELFARE TAX EXEMPTION FORMS

On an annual basis, Management may request income information for the purpose of completing welfare tax exemption forms for the Los Angeles County Real Estate tax purposes. Full and prompt cooperation is required.

20. COMMUNITY ROOM

If the property has a community room, its use is subject to the specific property's community room policy. Check with Management for specific details.

21. SATELLITE DISHES

Tenants are not permitted to install satellite dishes without the express, written consent of Management.

22. FURNITURE/PETS/HAZARDOUS MATERIALS

No liquid-filled furniture, receptacle containing more than ten gallons of liquid, highly combustible materials or other items which may cause a hazard or affect insurance rates, musical instrument, item(s) of unusual weight or dimension, animal, fowl, fish, reptile, and/or pet of any kind shall be kept on or about the premises, for any amount of time, without obtaining the prior written consent and meeting the requirements of the Landlord. Said consent, if granted, shall be revocable at Landlord's option upon giving a 30-day written notice. Resident also agrees to carry insurance deemed appropriate by Landlord to cover possible losses caused by using said items. In the event laws are passed or permission is granted to have a pet and/or animal of any kind, an additional deposit may be required by Landlord.

