

**1. Visitors (Anyone who does not live on premises)**

- 1.1 No visitors during a Tenant's first 30 days of residency
- 1.2 Visiting hours are 8 am — 8 pm seven (7) days per week.
- 1.3 Visitors must sign in/out at the front desk with a valid government issued picture ID.
- 1.4 No overnight visitors and no more than two (2) visitors per Tenant at any time.
- 1.5 All visitors must be accompanied by the Tenant at all times while visiting the building.
- 1.6 Tenant is responsible for seeing that their visitors abide by the same rules and regulations they, themselves, have pledged through the signing of their lease. This includes responsibility for any damages done by their visitors to the visited rental unit or to any of the building's common areas.
- 1.7 Management, at its sole discretion, may prohibit Tenant from receiving any particular visitor, or any visitors, at any time for the peace and security of the building.
- 1.8 **Unauthorized visitors are trespassers and will be subject to arrest.**

**2. Illegal Drugs, Alcohol, Incense and Smoking**

- 2.1 Absolutely no open alcohol and/or drunkenness in the public areas of the premises at any time.
  - 2.2 Absolutely no possession, use, or dealing of illegal drugs, nor intoxication thereof, on the premises.
  - 2.3 **The entire property is smoke free.** This includes all common areas, all units and the grounds.  
**Definitions: 'Smoking' means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marihuana, whether natural or synthetic, in any manner or in any form. 'Smoking' also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form. 'Electronic Smoking Device' means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.**
  - 2.4 No burning incense or plant materials
- ☛ Violations of this policy will include fines, damage charges and/or lease termination.**

**3. Violence and Firearms**

- 3.1 No firearms are allowed in the building.
- 3.2 Verbal and/or physical abuse of others is prohibited. Violent behavior of any kind is prohibited.

**4. Other Standards of Conduct**

- 4.1 Tenants must respect the comfort and peacefulness that other Tenants wish to enjoy in their rooms.  
Absolutely no loud TV, voices, stereo, or radio playing at any time.
- 4.2 If you have oxygen, **an oxygen-warning sign must be posted in the hallway on the door.**
- 4.3 Absolutely no begging, or soliciting of any kind at any time between Tenants, or with any other person while inside or in front of the New Friendly Towers premises.
- 4.4 Tenants must refrain from any indecent exposure.
- 4.5 Tenant or guest of Tenant may not hang, drop or throw any item out a property window.
- 4.6 **Warning:** repeated offenses in the public areas of the premises, such as inappropriate dress, inappropriate behavior, lack of hygiene or conduct that disturbs another person's (whether a Tenant or not) use and enjoyment of public areas, will result in a Tenant being barred from such public areas.

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## 5. Tenant Rooms

- 5.1 Tenants are responsible for keeping their rooms in a clean, safe, and well-ordered condition; including keeping sinks, tubs, and toilets in a clean/sanitary condition. Tenant may not pour grease, other food refuse, wrappings, or feminine products into these fixtures. Nothing is to be put into a toilet that is not human waste or toilet paper. Tenant will be responsible for all damage and repair costs to the premises resulting from the misuse of plumbing fixtures and negligent overflow or excessive and persistent clogging of plumbing fixtures. Tenant must dispose of personal trash and recyclables in trash & recyclables receptacles located at the north-east end of each floor's hallway by the service elevator.
- 5.2 Tenant must keep the room free of excessive clutter. Hoarding is a fire-hazard, and keeps vermin active in the room and building. **Tenants are required to immediately report the presence of any rodents or insects.** This includes, but is not limited to, mice, cockroaches, fruit flies and bedbugs.
- 5.3 Tenant may not refuse entry to Maintenance or Management personnel when they come to clean, do repairs, perform necessary or agreed upon services, treat for vermin, or do inspections as permitted by the lease. Tenant must also allow the room to be shown to prospective tenants, workmen, contractors, or others who are deemed necessary by Management.
- 5.4 No pets are allowed.
- 5.5 Microwaves and crock pots (Instant Pots) are the only permitted cooking appliances.

## 6. Room Furnishings & Use of Property

- 6.1 Tenants are responsible for the care of the room and furnishings that have been provided by New Friendly Towers. Charges will be assessed to the tenant for any damage done to the room, door, or furnishings. This includes damage from smoking.
- 6.2 Tenant may not re-paint, affix wall coverings, replace or alter plumbing or light fixtures, or put up window treatments without the consent of the management. Tenant will be charged for the restoration of the room where permission for such changes had been denied.
- 6.3 Tenants may not tape or affix any sign, illumination, advertisement, notice, painted lettering, wiring, antenna or other equipment to the windows in their rooms.
- 6.4 No tenant may change any lock or install a safety chain on their door under any circumstances. Fire Dept. regulations require that management have keys to all rooms and locks in the building.
- 6.5 For the safety of the tenant and other tenants in the building, the tenant is prohibited from copying or from giving their room or mailbox key to anyone.
- 6.6 Smoke and heat detectors are not to be removed or disabled. Please advise the NFT office when a smoke detector is beeping so that maintenance can inspect it.
- 6.7 Tenant may not install or operate any machinery in the room, which may be hazardous to life or property.
- 6.8 We do not allow any A/C units bigger than 5000 BTU's, heaters that exceed 1500W at their highest setting, or refrigerators larger than 3.5 cubic feet. There is an additional monthly utility fee for the use of A/C's and heaters. Any refrigerator, A/C unit or heater over the allowed size will be billed accordingly.
- 6.9 Tenants are not permitted to install or remove A/C units. Our maintenance staff will install and remove any unit once a year free of charge. There will be a \$40 charge for any additional installation/removals.
- 6.10 Unless brought to the office, any heaters will be billed monthly.

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## **7. The Building**

- 7.1 No tenant may deliberately or negligently destroy, deface, damage, impair, or remove any part of their unit, the 901 Lounge or the building, or permit any guest of the tenant to do so. Tenants are required to report any damage they or their guests have caused. Damages will be billed to tenant. Tenants are also encouraged to report any damage to the building they observe so that it may be repaired.
- 7.2 The 901 Lounge is meant to be shared. If you have watched one program, allow another to watch their program. The microwave is for warming up food, not cooking. Under no circumstances is anything except liquid or ice to be emptied into the ice machine overflow dispenser. Violations will be met with suspension of 901 Lounge privileges.
- 7.3 Tenant shall not in any way obstruct hallways, stairways, fire escapes, or the elevator at any time. ***Any fine assessed by the fire department for these violations will be charged to the tenant/tenants who caused the violation.***
- 7.4 Tenant shall not hang or cause to be placed, any object in the lobby, hallways, stairways, or fire escapes. This includes decorations of any kind.
- 7.5 Tenant must immediately call 911 and notify the front desk if they notice smoke, fumes, or fire. Additionally, Tenant must notify the front desk if there is a water leak, any dangerous condition, or violations of these rules and regulations on the premises.
- 7.6 By order of the fire department, fire escape doors are to be closed at all times. Fire escapes are to be used for emergencies only. ***Any fine assessed by the fire department for these violations will be charged to the tenant/tenants who caused the violation.***
- 7.7 Tenants are required to follow all security and warning signs in any and all areas.
- 7.8 Tenants and their guests must not congregate outside the building or inside around stairways, hallways, or the lobby desk area. Tenants are not permitted behind the front desk.
- 7.9 No tenant may barbeque anywhere on the premises.
- 7.10 Tenant is only permitted in areas designated by Friendly Towers as public areas. Tenant is not permitted in the Basement, Staff Dining Room, Garden Room (unless invited for an event), floors 2-7 or other staff designated areas.
- 7.11 For your safety, we ask that you **refrain from using the freight elevator.**

## **8. Other Information**

- 8.1 All Moving and Deliveries will be made at the designated time and in the manner specified by Management. Packages will be left at the front desk, you will be advised of their arrival.
- 8.2 All violations of city, state, or federal laws will be prosecuted to the fullest extent of the law.
- 8.3 Management reserves the right to amend, at any time, these Rules & Regulations at their sole discretion.

**I have read and I understand this section of the Lease.**

\_\_\_\_\_  
Signature

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Date