

# Lease Addendum

Date of Lease Addendum: \_\_\_\_\_

By initialing each page of the Lease Addendum, you confirm that you have read all of the addendums and fully understand them. These addendums are part of your lease agreement and that they apply to you and your guests. You also confirm that you understand that if you violate any of these addendums, you are in direct violation of your lease.

**1. Community Handbook Addendum** - I acknowledge that I have received the *Collegiate Station Community Handbook* and understand that I am responsible for familiarizing myself with all the information contained within the Handbook. I further understand that the Community Handbook contains the community guidelines, rules and regulations which I must adhere to as a resident of *Collegiate Station*. I also understand that the Community Handbook will help explain many of my obligations and opportunities as a resident at *Collegiate Station*. I will read the *Collegiate Station Community Handbook* and agree to abide by the guidelines set forth by the Handbook. If there is anything I do not understand, I acknowledge that it is my responsibility to have it explained and/or clarified by the Management staff. I acknowledge that the information contained within the Community Handbook is subject to change at any time by the Management staff or Owner's Representative. If, I refuse to familiarize myself with the Community Handbook, disregard my obligations as a *Collegiate Station* resident and/or fail to follow any of the guidelines, rules and/or regulations stated within, will result in disciplinary action taken against me and my possible eviction.

**2. Access Card Addendum** - This addendum is an acknowledgement that you will be issued and have received one electronic access card upon move-in that will allow you to access the clubhouse, the fitness center and the convenience center during their hours of operation. The access cards only work at the hallway door located by the fitness center. Your access card is never to be loaned or given to anyone at anytime including your roommates and guests. You must accompany your guests at all times. Any violation of this policy could result in disciplinary action against you. If you lose your access card or it gets damaged, you must report it immediately to the management office. The lost access card will be deactivated from the system and a new card will be issued. There will be a \$20.00 charge to replace lost or damaged cards. If you find your original access card and you have already been issued a replacement, you can receive a \$10.00 refund. Residents and their guests are not permitted to block the entry/exit or prop open any interior or exterior doors including these two access card entry doors.

### 3. Pool Rules Addendum

1. No lifeguard is on duty. Persons using the pool facilities do so at their own risk. The Owner/Management assumes no responsibility for accident or injury.
2. Management reserves the right to suspend pool privileges of the residents and/or their guests who violate the pool rules/policies.
3. Residents and their guests must be especially careful in supervising and watching their children in the pool area.
4. The pool gates may not be propped open or otherwise rendered inoperable, even if temporarily.
5. No children under the age of 16 will be allowed in the pool area, unless accompanied by a parent, guardian or adult who has been given written authority by the parent or guardian to supervise the child and has assumed responsibility for such supervision.
6. The pool may only be used by residents and their guests. No more than (2) guests of an apartment may use the pool at any time.
7. No person who is ill may use the pool.
8. Glass containers are not allowed in the pool area.
9. No horseplay, fighting, dangerous conduct or noise which disturbs others is allowed in the pool or pool area.
10. Diving is not allowed and is strictly prohibited.
11. No electrical equipment of any kind may be used in the pool or pool area without Owner/Management approval.
12. Safety equipment is to be used only in case of an emergency.
13. Residents are requested to immediately notify the Owner/Management if any of the rules are violated.
14. Parents, guardians or custodians of a child are totally responsible for the child's compliance of the pool rules. The rules apply to all individuals using the pool.
15. Pets are not allowed in the pool area.
16. Proper swimsuit attire is required when using the pool. Cut-offs, jeans and sweats are not allowed in the pool.
17. Alcoholic beverages are not allowed in the pool or pool area.
18. The residents, occupants, children and their guests agree to observe all signs posted in the pool area.
19. A signed copy of the "Pool Rules Addendum" must be in the resident's file in order to have access to the pool.
20. Pool rules and use of the pool are subject to change.
21. Pool hours are **9 am - 10 pm on Sunday-Thursdays and 9 am - 12 midnight on Friday and Saturday**

**4. Package Release Form** - I give *Collegiate Station* and any employee of *Collegiate Station*, permission to sign for any package addressed to my apartment, providing I am not home to receive the package personally. I agree that if there is any damage to my package upon my receiving it, I will not hold *Collegiate Station* or its employees responsible. I release them from any such responsibility. I also know that it is the carrier's responsibility to notify me that I have received a package and that it was delivered to the office of *Collegiate Station*. *Collegiate Station* staff has no obligations to notify me of the delivery. I attest that I know that it is a convenience to me, as a resident, that my packages be delivered to the office and not a requirement of the *Collegiate Station* staff to accept them or place them in my apartment. I agree and acknowledge that only a reasonable amount of packages can be left at the office. I have been made aware that if at any time I disregard any of the above statements, *Collegiate Station* staff at that time will no longer accept any packages for me from any carrier. It will be my responsibility to gain possession of it elsewhere.

I give my permission for *Collegiate Station* staff to accept packages for me in my absence.

Resident Initials \_\_\_\_\_

Initials of Owner's Representative \_\_\_\_\_

**5. Fitness Center Rules Addendum**

1. No one under 16 years of age is permitted in the fitness room, even as a spectator.
2. No bags, coats, purses, etc. are permitted in the fitness room.
3. Bicycles, skateboards, roller blades, and pets are not allowed in the fitness room.
4. No gum or chewing tobacco inside the fitness room.
5. No food or drink in the fitness room, except water in sealed-top water bottles.
6. No signs, posters, advertisements, or decorations may be placed or posted in the fitness room.
7. Bathing suits and jeans are not permitted in the fitness room.
8. Shirts and shoes must be worn, no flip flops or sandals. No jeans or pants with exposed belt loops.
9. Residents must accompany their guest(s) at all times when using the fitness center.
10. Please wipe off the machines after each use.
11. Please do not move any equipment.
12. When the weight room is crowded, please limit your time on the cardiovascular equipment to 20 minutes.
13. Safety clips must be worn on treadmills at all times.
14. Persons abusing the equipment will be prohibited from using the fitness center.
15. Please refrain from using profanity.
16. Disorderly conduct and horseplay will not be tolerated.
17. This fitness center is **open 24 hours**.

All residents are expected to conduct themselves in a responsible, courteous, and safe manner in compliance with the Fitness Center Rules Addendum. All emergencies or injuries must be reported to the Management Staff or on-duty Community Leader. In the event that there is ever an emergency or injury in the fitness room, call 911 immediately. *Collegiate Station* is not responsible for personal belongings that are lost or stolen in the fitness room. Please report any equipment problems to the management staff. Residents that use the fitness center and exercise do so at their own risk. *Collegiate Station* is not responsible for any injury that may occur to individuals engaging in any exercise activity. Each individual is responsible for his/her own safety.

**6. Automobile Addendum** - All residents will be required to register their vehicle with *Collegiate Station*. A student may not register a vehicle belonging to another student. Please enter in your vehicles information below:

**Year:** \_\_\_\_\_ **Make:** \_\_\_\_\_

**Model:** \_\_\_\_\_ **Color:** \_\_\_\_\_

**License Plate Number:** \_\_\_\_\_

**7. DVD Rental Addendum**

Rental Terms and Conditions:

- The cost to actually rent the video is FREE.
- No more than 2 DVD's/Videos may be checked out at one time.
- DVD(s)/Video(s) must be returned in the same condition and at the same place as they were rented **within 48 hours of sign out date and time**. If video is damaged, you agree to pay for full retail cost.
- If the DVD(s)/Video(s) is not returned by the designated return date you will be billed for the retail cost of the video(s). If this is the case you agree to render payment immediately to *Collegiate Station*. You also agree that management reserves the right to deduct from your security deposit if necessary.

**8. Move- Out Cleaning Instructions** - To insure that you will not be charged a cleaning fee upon move-out, please use the following guidelines:

**STOVE**

- Lift top of stove and clean inside. Thoroughly clean all drip pans.
- Clean panel, top, sides and doors.
- Clean inside of oven.
- Clean broiler pans and bottom drawer (if applicable).
- Clean vent hood, wash out filter.

**REFRIGERATOR**

- Shelves, butter dish, drawers, doors, shelf tops and sides washed w/soft cleanser.
- Freezer washed out.
- Ice trays emptied, rinsed out and placed back in freezer.
- Turn dial on refrigerator down to 2 after cleaning.

**DISHWASHER**

- Empty dishwasher and run through one cycle once (do not leave unattended).

**FLOORS, CABINETS, WALLS, PANTRY, FAUCETS, SINKS, COUNTERS**

- Clean all tile floors thoroughly and wax.
- Empty cabinets completely and wipe out. Remove all shelf/contact paper.
- Wipe down fronts and sides of cabinets.
- Backwash walls behind the stove and sink are generally painted, clean these areas with all-purpose cleaner.
- Thoroughly clean out pantry and wipe down shelves.
- Faucets, sinks and all chrome must be free of lime deposits.

**CARPET**

- Thoroughly vacuum entire apartment home.

**BEDROOM AND COMMON AREAS**

- Wipe clean all baseboards.
- Clean all windows inside and outside (if possible).
- Wipe down all ceiling fan blades and light fixtures. Dust off ceiling, if needed.
- Clean mini-blinds thoroughly.
- Vacuum carpet.
- Clean mirrored closet doors.

**BATHROOM**

- Thoroughly clean vanity top, mirrors, inside cabinets, light fixtures and medicine chest.
- Clean and disinfect tub, tub tile walls and toilets.
- Faucet fixtures clean and free of lime. Towel and shower rods wiped clean of dust.
- Linen closet cleaned out and shelves wiped down. Remove all shelf/contact paper.
- Tile floors cleaned and waxed.

**The following is a list of some of our move-out charges:      Cleaning Fees – \$35.00 per hour for cleaning.**

Nails or hooks left in walls	\$1.00 each	Smoke Detector Batteries	\$2.50 each
Sink/Tub/Disposal Stoppers	\$3.00 each	Door Stoppers	\$1.50 each
Shelf Paper Removal	\$10.00 each	Drip Pans	\$4.00 each
Light Bulb Replacement	\$1.50 each	Mini-Blinds	\$20.00 each
Fluorescent Bulb Replacement	\$4.00 each	Ceiling Fan Globes	\$5.00 each
Outlet/Switch Covers	\$1.50 each	Trash Removal	\$10.00 per bag
Apartment Keys	\$5.00 each	Room Keys	\$5.00 each
Exercise/Sauna Room Keys	\$25.00 each	Mailbox Keys	\$5.00 each

All other charges will be at cost plus 5% labor charges. Please turn in all keys on designated move-out date. **Rent will be charged daily until all keys are turned in to the Office.** Don't forget to put in a change of address with the Post Office.

**Resident Signature** \_\_\_\_\_

**Owner's Representative Signature** \_\_\_\_\_