

# Rules and Regulations

Your apartment is your home and you are entitled to the same privacy and privileges that you expect in a private home; however, living in an apartment community gives everyone certain responsibilities. The following policies have been adopted so that you and your neighbors can enjoy your home and community. Any violation of these Community Rules and Regulation policies could mean a violation of your Lease Agreement and could result in the termination of your lease. These Community Policies may change with a 30-day written notice to you from us.

**1) RENT:** All rents are due on the first day of the month and are late on the third day. However, there is NO grace period after which rent is delinquent on the third day and a **late charge of \$50.00 AND \$10 PER DAY** will be assessed. Rent must be paid by money order only. Cash and personal checks are not accepted. Rents and late fees paid after the third day of the month are required to be paid in the form of money order only.

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If you fail to pay rent, eviction proceedings will begin. You will receive a “Notice to Vacate”. If payment in full is still not received by money order or cashier’s check within the three day period following receipt of the “Notice to Vacate”, the notice will be forwarded to our attorney and the courts will become involved.

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**2) LOCKS & KEYS:** Resident is prohibited from changing or altering locks (unit, mailbox or garage). If you need a replacement key you will be charged \$15.00 per key and/or \$45 if management has to change the locks.

**3) LOCK OUTS:** La Hacienda LLC will not be responsible for lock outs or lost keys. If you lock yourself out during or after office hours you will be charge \$45 if you have to call management or a locksmith at your expense.

**4) UNIT INSPECTION:** Management and/or a member of maintenance will inspect your home on occasion. We will provide you proper notification before entering.

**5) TOILETS:** If you plug up the toilet you will be charged to repair it. Do not throw tampons, diapers, pads, baby wipes or paper towel in the toilet.

**6) TRASH:** All garbage must be put in bags and tied at the top and set inside the dumpster. If we find your trash anywhere else there will be a \$50 per bag fee assessed to your account. Do not throw trash or cigarette butts outside on the ground. This is not acceptable and we will charge you for the trash clean up.

**7) VEHICLES: ALL RESIDENTS CARS MUST HAVE A RESIDENT STICKER.** All vehicles in the parking lot must be operational and “street legal”. Vehicles with flat tires, broken glass windows and non-mobile will be towed at owner’s expense if not repaired and moved in a reasonable amount of time. Storage of non-mobile vehicles is not allowed and vehicles will be towed at the vehicles owner’s expense. Notify the office if any vehicle is to be left unmoved for more than seven days. You cannot make repairs to your vehicle in the parking lot. This includes oil changes.

**8) MAINTENANCE REPAIRS:** You must report maintenance work orders and concerns immediately by logging in [lahaceindamanagement.com](http://lahaceindamanagement.com) and clicking on the tab **work orders** and then clicking on the link **work orders for la hacienda apartments**. If damages were caused by you not reporting the problem, you could be charged for the

repairs (cost including labor). If you call in a request or concern expect us to enter your home in order to make the necessary repairs.

**9) EMERGENCY MAINTENANCE:** If there is a maintenance emergency in or around your apartment we may need to enter your apartment without notice from you. In the event this occurs maintenance will leave a note in your home so you are aware of what happened and the reason for entry, etc. If the call is a non-emergency call the resident will be charge **\$100.00** for resident negligence.

**10) HALLWAYS, ENTRIES & COMMON AREAS:** No shoes, bicycles, grills or any other personal items can be stored in the hallways or common areas. This is unsightly and a fire hazard. Articles found left in these areas will be considered trash and thrown away without notice to the Residents.

**11) SIGNS:** Residents will not display any signs, exterior lights, or markings on the leased premises.

**12) APPLIANCES:** Resident shall not install major appliances of any kind.

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**13) WINDOW COVERINGS:** Management is not responsible to provide you window coverings. Resident shall install drapes over sliding glass doors and windows. Drapes must be all white or off-white in color and cannot have a pattern on them.

**14) WALLS:** Only small nail holes are permitted. You may be charged upon move out for bracket removal and repairs, hook removal and repair, hanger removal and repair and removal and repair of adhesive decorations including stickers, wallpaper and wallpaper borders. You cannot paint or hang wallpaper.

**15) STORAGE:** No lighted candle or lamp shall be taken into the storage area. No charge will be made for storage and no risk responsibility or liability for any loss is assumed by the owner or agent, and resident specifically agrees no to make any claim, either in law or in equity, for any loss incurred. No combustible material or articles that might increase fire risk may be stored in storage area. No food or beverages can be stored at anytime.

**16) WATER BEDS:** Tenant must furnish Lessor with **\$150,000.00** Liability Insurance Policy at time of move-in. This policy must cover any damage to building and personal property of Lessee and other residents of the building. Tenant must, upon request from the owner, drain water immediately if there is danger of damage to carpets, furnishings, or the structure of the building.

**17) RENTERS INSURANCE:** You are advised to purchase Renter's Insurance to cover theft or damage to your personal belongings in the apartment and/or parking area. Landlord's insurance does not cover your property under any circumstance, including fire, flood, theft, vandalism, or natural disaster.

**18) SUPERVISE CHILDREN:** For their safety children under the age of 12 must be supervised at all time. Children over the age of 12 are more than welcome to play on the property as long as they are being respectful to the property, equipment and to others.

**19) LAUNDRY ROOMS:** The laundry rooms are for doing laundry in. Loitering will not be allowed at any time. No food or beverages are allowed in the laundry rooms. If you notice an inoperable machine please contact **CoinMach at 1-877-264-6622**.

**20) STREETS:** People will not be allowed to play in the streets. This is unsafe for everyone.

**21) SKATE BOARDS, ROLLER-SKATES, BIG WHEELS, ETC:** For your safety you cannot use these items on the property. Bicycles are allowed. Children under the age of 12 will need supervised at all times. People 12 years and older will need to follow the bicycle pedestrian laws and cannot interrupt the flow of traffic, etc.

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**22) SATELLITE DISH: NO Satellite Dish Allowed.**

**23) DAMAGE:** Anyone causing damage to the interior or exterior of the property will be charged a fee equivalent to the cost labor and material to fix said damage. This fee will include parts and labor.

**24) GUESTS:** Residents are responsible for the actions and damages of their invitees and guests, and residents shall pay the owner and other complex residents any damages caused by their invitees or guests. Residents shall inform their invitees and guests of the terms or their Lease and community Rules and Regulations and require that their invitees and guest abide by such terms.

**25) SANITARY HOME:** Your apartment must be kept clean and sanitary at all times. Do not leave food out, crumbs on the countertops and full trash cans in your home. Food must be store and sealed in proper containers and in a proper place to avoid the infestation of roaches, bedbugs and other insects.

**26) MAILBOXES:** You will be assigned a mail box number, which is the same as your apartment. Mailbox keys are \$15 each if you lose your key and \$45 to replace a lock.

**27) AFTER HOUR EMERGENCY MAINTENANCE:** If you have an after-hour maintenance emergency you may call **214-293-7997**. See the After Hour Emergency Policy form.

**28) PARKING:** See the Parking Permit Addendum.

**29) CRIME FREE HOUSING:** See Crime Free Housing Addendum.

**30) SMOKE DETECTORS:** See Smoke Detector Addendum.

**31) SMOKING:** See NO Smoking Lease Addendum. There will be a \$100.00 fee for each incident where resident is discovered smoking inside the apartment.

**32) PEST CONTROL:** If Tenant acquires a roach or pest problem and Landlord deems the Tenant the reason for said problem Lessor will charge Tenant a fee to eradicate the problem. Lessor will conduct routine housekeeping inspections to ensure Tenant is sanitary and pest free. If Tenant obtains bed bugs Lessor will treat the unit and charge the Tenant for the bed bug treatment until the bed bugs are eradicated. See Pest Control Addendum.

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**33) SUBLETTERS:** Only the person(s) named on the Lease Agreement may reside within the apartment. Any guests or visitors who stay longer than two (2) days need to be approved by us in writing beforehand. In addition, we must approve anyone who is to be added to the Lease Agreement before they move in. Persons wishing to move in must fill out an application at the office and pay any application fees. A \$50.00 monthly fee will be charge for any unauthorized occupants.

**34) NOISE & DISTURBANCES:** You are responsible for your own conduct as well as that of your family, guests, or visitors. Disturbances include, but are not limited to, noise disturbances (including stereo and radio noise), physical or verbal disturbances, or any activity that may hinder the peaceful enjoyment, rights, comforts, or conveniences of your neighbors. There are neighbors home at all times of the day. You must reduce the volume of any stereo, radio, television, or any musical instruments to an acceptable level if you are requested to do so, either by us or another Resident.

Alcohol beverages are prohibited at the exterior of apartment (front of hallway) and parking lots. A disturbance fee of \$100.00 will be charged to your account for each time there is a violation of this rule.

We think most people sleep between the hours of 10pm and 6am. Out of courtesy to others we consider this time frame “quiet time”. You will not be allowed to disturb your neighbors at anytime but especially during the “quiet time” hours. If you experience a noise concern please log in [lahaceindamanagement.com](http://lahaceindamanagement.com) and clicking on the tab **work orders** and then clicking on the link **work orders for la hacienda apartments** or calling the Dallas Police at **911**.

**35) BATHROOM TUBS:** You are not allowed to use abrasive cleaners on your tub. This may cause lead exposure. Please use only liquid cleaners.

I have read the above Rules and Regulations and have had all my questions answered my management. I understand that if I breech my lease contract in anyway including any item listed as part of the Rules and Regulations my contract will be voided, thus rent payment will not be accepted and legal proceedings to vacate the apartment will take place.

\_\_\_\_\_ Date: \_\_\_\_\_  
Lessee/Tenant

\_\_\_\_\_ Date: \_\_\_\_\_  
Lessee/Tenant