

STONE KEY APARTMENTS COMMUNITY RULES

Rules, Regulations and Landlord Policy

Welcome to your new home!

We at Stone Key Apartments are pleased to call you our neighbor. One of the many features that make our property fantastic is our Tenants' willingness to adhere to the community rules.

Please conduct your activities in and around the premises so you do not interfere with the rights, comforts, or conveniences of your fellow Tenants. All Tenants shall ensure that the conduct of themselves, their household members, guests, and visitors comply with the terms of the lease and of the community rules described below.

These rules and regulations constitute a part of the Rental Agreement. Noncompliance with these rules may be grounds for termination of your lease.

The Stone Key Apartment's Landlord reserves the right to amend these rules and regulations upon issuing a thirty (30) day notice of said intent.

Table of Contents

CONTACT INFORMATION	3
GENERAL	3
KEYS	3
RENT	4
INSURANCE	4
LEASE TERMINATION	4
TENANTS	5
GUESTS	5
PETS	6
SMOKING	6
BEHAVIOR	6
NOISE	7
DISTRURBANCES & EXCESS TRAFFIC	7
SAFETY	8
SECURITY DISCLAIMER	8
EMERGENCIES	9
PARKING	9
TRASH/GARBAGE	10
PEST CONTROL	10
APPLIANCES	11
UTILITIES	11
PREMISES & HOUSEKEEPING	11
YARD/GARAGE SALES	12
ATTRACTIVENESS	12
MAINTENANCE & REPAIRS	13
Plumbing:	14
Heating:	14
Air Conditioning:	15
Yard maintenance:	15
STORAGE	15

CONTACT INFORMATION

Stone Key Apartments:

P.O. Box 581852 Tulsa, OK 74158

918-313-9780

StoneKeyTulsa@gmail.com

Helpful numbers:

For life threatening emergencies.... 911

Police Non-Emergency Number..... 918-596-9222

Oklahoma Natural Gas..... 1-800-664-5463

Public Service of Oklahoma..... 1-888-216-3523

GENERAL

1. When the Tenant has a new phone number and/or email address, they must communicate this information to the Landlord immediately.
2. Landlord may enter apartment at any time for any reason deemed necessary whether Tenant is present or not with a 24-hour notification. In addition, Landlord can allow for service professionals to enter the apartment when necessary for repairs and/or maintenance whether Tenant is present or not with a 24-hour notification.
3. An inspection of each apartment interior (whether-or-not Tenant is present) will be done in the Spring and Fall for maintenance checkup, with a 24-hour notification.
4. In case of emergency, Landlord may enter without prior notice.
5. Tenant may not tamper and/or remove any apartment property including but not limited to lighting, mirrors & doors. No personal appliances, such as stoves, refrigerators, etc. are permitted in the apartment.
6. For all written communication, email or text is preferred. Please ensure you receive/retain confirmation that your written communication has been received. Tenant's cannot email or write for other tenants.
7. The Tenant shall inspect the premises upon move in and move out with Landlord.
8. New Rules and Regulations or amendments to these rules may be adopted by Landlord upon giving 30-day notice in writing to Tenants. These rules and any changes or amendments have a legitimate purpose and are not intended to be arbitrary or work as a substantial modification of Tenant rights. They will not be unequally enforced. Tenant is responsible for the conduct of guests and adherence to these rules and regulations at all times.
9. The Apartment Rules and Regulations are, like all basic rules between good neighbors, based on common sense and courtesy. These rules help to maintain the proper operation and appearance of this property and provide you and your fellow Tenants with the comfort and convenience that you expect in your home environment. We hope that you feel that compliance with these rules will accomplish our mutual objectives.

KEYS

1. Tenants will not add or in any way change locks or keying.
 - a. Landlord will provide additional key(s) if a Tenant requests.
 - b. If the Tenant loses keys and/or requests their apartment lock to be changed, there will be a \$40.00 charge to the Tenant.
2. Windows shall not be used to access apartment in the event of lost key.
3. Lock outs: The Property Manager will admit tenants who have been locked out. If Property Manager is unavailable, a locksmith will need to be contacted which will result in a charge to the Tenant. Identification is required. Only leaseholders will be admitted.
4. Landlord will not, under any circumstances, admit anyone other than Tenant(s) into an apartment.

5. Tenant acknowledges unlocking of Tenant's door is not a requirement or duty of Landlord.

RENT

1. Rent is due on the 1st day of the month.
2. Any payments made after the 5th day of the month are considered 'late' and the Tenant will be assessed a late charge in the amount of \$30 plus \$5 per day the rent is not paid through the 10th day of the month. If the rent is not received on the 11th day of the month, the Landlord will start Eviction proceedings. If Eviction proceedings are filed, the Tenant will be responsible for all legal fees incurred.
 - a. *The Landlord understands that from time-to-time emergencies may occur which will result in late payment. If the Tenant knows they will have a problem paying their rent for the upcoming month, they should email StoneKeyTulsa@gmail.com and make payment arrangements before the 1st of the month.*
3. Failure to pay rent, or other charges due under the Lease, on a timely basis is a lease violation. Landlord's assessment of a late fee partially compensates Landlord for the additional time and inconvenience in processing late payments. The late fee does not constitute a waiver for forgiveness of Tenant's noncompliance with the Lease. Repeated late payment of rent may be grounds for Landlord to not renew a lease or for eviction.
4. Rent can be paid using Apartments.com (ACH), cashier's check, money order, or personal check. Rent payments must be dropped in the mail slot in the maintenance building on site, or post marked by the 1st of the month and mailed to:

Stone Key Apartments
P.O. Box 581852
Tulsa, OK 74158

5. CASH IS NOT ACCEPTED. SECOND PARTY CHECKS ARE NOT ACCEPTED.

INSURANCE

1. The Landlord is not responsible for any injury suffered by the Tenant, their children, guests or damage to personal property.
2. The Landlord is not responsible for the actions of, or any damages, injury or harm caused by third parties, such as other Tenants, guests, intruders, or trespassers.
3. Damages to Tenant or Tenant's property, including loss of use or interruption of Tenant's Lease, moving costs or temporary lodging due to casualties such as burst pipes, leaking ceilings or basements, backed up sewer or water overflow, weather damages, vandalism, theft, etc., will not be paid for by Landlord or Landlords' insurance.
4. Renter's insurance is strongly recommended per the lease terms. It is the responsibility of the Tenant to obtain and maintain in force a current policy.

LEASE TERMINATION

1. A minimum thirty (30) day notice is required in writing if you are planning on moving out and are on a month to month contract or at the end of your lease.
2. Should you violate your lease agreement and your lease is terminated, you will need to vacate by noon (12:00 pm) on the last day of the month in which your lease is terminated.
 - a. If you fail to vacate the apartment by 12:00 Noon on the last day of occupancy, you will be responsible for any additional expenses or costs the Landlord incurs if apartment cleaning, repair, and turnover work cannot be completed as scheduled. These costs can include, but are not limited to, costs for cancelling or rescheduling work orders. If Landlord is unable to deliver the apartment on

time to a new tenant, you will be liable for lost rent. Under the Lease, you are liable for attorney's fees or other expenses incurred due to Landlord not having access to the apartment.

3. Upon notice of vacancy to Landlord, Tenant agrees to maintain the apartment in a clean and accessible manner.
4. Tenant agrees to keep utilities on until transfer to landlord.
5. It is the responsibility of Tenant to file the appropriate address change in advance of a vacancy. Tenant understands that Landlord and/or new Tenant is not responsible for the returning or collecting any mail. Tenant also understands that all mail received after vacancy will be returned to post office as "RETURN TO SENDER."

TENANTS

1. Landlord must be notified of any new Tenants (roommates). No more than two (2) Tenants allowed per bedroom, and each must be listed on the lease.
2. Tenants are responsible for the appropriate supervision of minor children and guests of Tenant.
3. Children must always maintain proper behavior throughout the community. The actions of children including any violation of these rules, is the responsibility of the tenant.
4. Tenants must not leave toys, bicycles, or other personal property in a public area or on access areas when not in actual use.
5. For safety reasons, rollerblading, skating, riding bikes, or other wheeled equipment is not permitted in parking areas or sidewalks.
6. Tenants and their children are asked to respect and protect all trees, shrubbery, plantings, or other portions of the common areas. Climbing on trees or bushes, sitting on fences, removing decorative stone, or any other landscaping material, or throwing anything on roofs is prohibited.

GUESTS

1. Guests must be accompanied by the host adult Tenant. Landlord exercises the right to limit/prohibit guests.
2. Landlord must be notified in writing of guests who are expected to stay in the apartment for more than 14 days per lease term.
3. Any guest staying in the apartment for more than 14 days, must complete a Rental Application and upon approval, must be added to the Lease as a roommate.
4. ALL occupants residing in the apartment must apply for residency and be registered on the lease agreement.
5. Landlord reserves the right to limit the number of guests in your apartment.
6. Landlord reserves the right to exclude Tenant's guests from the community by giving such guests a trespass notice and advising Tenants that such guests are no longer permitted at the Tenant's home or the community.
7. A no-trespass notice may be given for persons or guests that formerly lived at the community, or were visitors at the community, and were asked to vacate by Landlord or if such guests pose or are reasonably believed to pose a danger to the health, safety, morals, or quiet enjoyment of the community or Landlord.
8. Excessive numbers of guests, or visits by persons that are subject to a no-trespass notice are deemed to constitute a disturbance (see [Disturbances and excess traffic](#)).
9. Tenants are responsible for the behavior of all their guests, visitors, and invitees. Such persons may not break Tenants' Lease or these Rules and Regulations. Tenant assumes full responsibility to pay for any damages or clean-up resulting from the conduct of their guests, visitors, and invitees.
10. Each Tenant is exclusively responsible for the health, safety, and welfare of themselves and their guest(s). As such, Tenant hereby releases and holds harmless the Landlord and/or Property Manager for any and all damages and liability arising out of any death or injury to Tenant or Tenant's guest in the absence of any negligence as to the condition of the premises or intentional acts on the part of the Landlord and/or Property Manager.

PETS

1. We are a 'pet friendly' community! Tenants are allowed up to two pets (50 lbs. limitation) per apartment. The Tenant agrees to abide by all requirements in the 'Pet Criteria' portion of his lease (attached if applicable).
2. You are required to pay a pet deposit with a non-refundable fee and a monthly pet rent.
3. You are responsible for supervising your animal and the costs of any damages caused by your animal.
4. Tenants must immediately clean up after their pet(s) waste.
5. Tenant complaints of animal odors, noise or animal behavior that disturbs other Tenants will be grounds for the Landlord to ask you to remove your pet or be in breach of your lease and these apartment community rules.
6. Tenants are responsible to have their animal on a leash or in a container when outside of their apartment. The assures pets do not damage property (such as digging, chewing, scratching, chasing, etc.)
7. Tenant must provide proof that any cat or dog permitted is spayed or neutered and has current vaccinations.
8. Tenant's, guests, or invitees are not permitted to bring pets on to the premises. Pet sitting by Tenants is not permitted.
9. Feeding of stray, wild and/or feral wild animals is not allowed.
10. While Service/Assistance/Companion animals are not considered pets, a completed Service/Assistance, Companion Animal Agreement must be signed by Tenant and Landlord.
11. Pets that move in after the lease is signed will need to be added to the lease with the same requirements as stated in the lease.
12. Aquatic tanks cannot exceed 10 gallons.

SMOKING

1. Smoking of tobacco is not permitted at any time in the apartment, including apartment entrances and common area between apartments.
2. Smoking, or violation of these rules, is grounds for Lease non-renewal or termination. Any unit that requires additional treatment to remove smoking stains or odors, will be assessed extra charges for damage that is considered beyond ordinary wear and tear.
3. The No-Smoking Policy does not make the Landlord or any of its managing agents the guarantor of Tenant's health or of the smoke free condition of the nonsmoking portions of the Property.
4. Tenants will not remove batteries from smoke detectors or in any other way disarm them.
5. Cigarette butts are to be disposed of properly! Do not throw cigarette butts on the ground!

BEHAVIOR:

1. Drunken, belligerent, or threatening conduct toward other Tenants, Tenant's visitors, or Landlord will not be tolerated. Termination of lease may be applied at Landlord's discretion.
2. It is not permissible to abuse alcohol in such a way that interferes with the health, safety, or right to peaceful enjoyment of the premises by other Tenants.
3. Possession, sale, or use of any illegal drug or drug paraphernalia on the property or in the building is prohibited and is grounds for Immediate Eviction. Any suspicion or report of such will be reported to authorities without necessarily notifying the Tenants in advance.
4. Tenants shall respect the rights of all other tenants/occupants of the property to peace and quiet and will not disturb any of them unreasonably by shouting or other loud use of his or her voice, with noise, music, radios and televisions, odor, or in any other way.
5. All abusive, disorderly, violent, or harassing conduct by a Tenant, including but not limited to abusive and/or foul language, sexually explicit comments toward tenants, occupants, or Landlord is prohibited and is grounds for immediate termination of tenancy. Likewise, vandalism of any kind by a Tenant on or to Landlord's property is prohibited.

6. Tenant is not allowed to tamper with exterior light fixtures; whether the item be removed, or unscrewing the light bulb, both are considered a violation. Notify Landlord immediately for any burned-out lighting.
7. Tenants or their family or guests shall not litter the premises or obstruct sidewalks, doorways, or entryways.
8. Congregating around apartment entrances is not acceptable.
9. Proper attire must be worn in the common area at all times.
10. Bird and/or animal feeding in common/community areas are not permitted.
11. Tenants will never go on the roof of the building for any reason.
12. Tenants will not remove batteries from smoke detectors or in any other way disarm them.
13. Tenants are requested to notify Landlord when unauthorized solicitors appear in the community.
14. Door-to-door soliciting is not permitted.
15. Loud music is not allowed at any time to be played in the parking lot, or in common areas.
16. Disturbances and problems with Tenants, Tenants' guest and/or children may constitute grounds for eviction and lease termination at the sole discretion of Landlord. Tenant will be given notice to change behavior immediately.

NOISE:

1. Tenants must respect their neighbor's peace and quiet and keep noise levels down, especially after dark.
2. The activities and conduct of all Tenants and their guests outside the apartment, on the common grounds, parking areas, or any other areas must always be reasonable and not annoy or disturb other Tenants.
3. Tenants shall not make or allow any disturbing noises in or around the apartment which will interfere with the rights, comforts, or conveniences of other Tenants.
4. All musical instruments, television sets, stereos, radios, etc., are to be played at a volume which will not disturb other Tenants.
5. It is the responsibility of the Tenant to be mindful of their neighbor's peace and quiet. If a neighbor or passerby can hear a Tenant's television or radio, it is too loud.
6. Tenants and guests shall not gather in groups on the property after 10:00 P.M.
7. Noise or conduct that disturbs the quiet enjoyment of other Tenants is not permitted at any time. Quiet time should be considered from 10:00 p.m. until 7:00 a.m. daily.
8. Toys that make loud noises, damage, or leave paint, plastics, etc. on the premises are prohibited.
9. If disturbances are not able to be resolved by tenants, they may call the Police Non-Emergency Assistance number: 918-596-9222

DISTRURBANCES & EXCESS TRAFFIC

1. Tenant should always have consideration for their neighbors by keeping the noise level down. Tenants are encouraged to handle complaints between themselves. However, if Tenant communication does not work, call the Property Manager while the noise is occurring.
2. Tenant is responsible for their guests and their conduct.
3. Individual apartments, and the apartment community, are to be used exclusively as a private residence.
4. All business and commercial uses are prohibited.
5. Tenants are expected to have periodic guests and visitors at their apartment for social and family purposes. If the number of guests and visitors is excessive in terms of total number or its tendency to disturb fellow Tenants, then Landlord may ask Tenant to restrict or limit the number of visitors.
6. Excessive traffic from visitors or visits at unusual hours is a disturbance and a violation of the Community Rules.
7. If tenant is not able to resolve disturbances & excess traffic with their neighbors, they can call the police non-emergency assistance number: 918-596-9222.

SAFETY:

1. If an emergency that poses an immediate threat to human life occurs, Tenant should call 911. If it is an emergency that needs to be handled with Landlord, notify the Property Manager as soon as possible at 918-313-9780.
2. All doors and windows must be locked during the absence of Tenant.
3. When leaving for an extended amount of time, Tenant shall notify Landlord via email.
4. The use or storage of gasoline, or other combustible, flammable, or other hazardous materials in or outside of the unit is strictly prohibited, nor shall any activities be permitted which would increase the rate of fire occurrence upon the property.
5. In accordance with local laws and safety concerns, grilling, cooking, or any open flame is not permitted on entryways, close the buildings, fences, or wood structure.
6. To prevent unwanted access to your apartment, always keep your keys with you or in a safe place.
7. All suspicious activities are to be reported to Landlord as soon as possible. Discourage and report all door to door soliciting.
8. All areas of the property have surveillance cameras recording activities 24/7, including the parking area. Should any theft, vandalism or any form of damage occur, Landlord may be able to provide video evidence.
9. The outside lights are not to be turned off or tampered with.
10. The use of extension cord wiring for electrical appliances or fixtures in violation of the Municipal Code is prohibited.
11. There shall be no cooking in, on or about the apartment except in the kitchen. Cooking on a 'barbecue' or similar equipment on entryways is expressly forbidden.
12. No incendiary devices, explosives, fireworks, highly flammable materials, or substances may be kept on the property or in the Tenant's apartment.
13. Smoke Detectors: Do not tamper with the smoke detectors. If an alarm should go off in your apartment, evacuate the premises immediately and call 911. Most smoke detectors have a self-testing mechanism and can be tested by Tenant. Landlord will test the alarms twice per year.
14. CO Detectors: All units with Carbon Monoxide (CO) producing appliances have a CO Detector. If the CO Detector Alarm should go off, please follow the following procedure:
 - a. Operate the test/reset button and see if the alarm resets or if the signal sounds again.
 - b. If the alarm goes off a second time, immediately move to fresh air, go outdoors, and do a headcount to check that all persons are accounted for. Immediately call for maintenance services at 918-313-9780 and explain what has happened and request an emergency response.
 - c. Do not re-enter the premises until our maintenance emergency services responders have arrived, the premises have been aired out, and your alarm remains in its normal standby condition.
 - d. Never restart the source of a CO problem until it has been fixed.
 - e. Never ignore the alarm!

SECURITY DISCLAIMER

1. Your rental community, its Landlord or Property Manager does not provide, guarantee, or warrant security.
2. We do not represent that your unit or the rental community is safe from criminal activities by other Tenants or third parties.
3. Each Tenant must be responsible for his or her own personal security and that of their household, children, or property.
4. If you observe any suspicious activity or potentially unsafe conditions, please notify Landlord.
5. If illegal or immediately dangerous or unsafe conditions are observed, call 911. Remember: please call the police first if trouble occurs or if a potential crime is suspected.
6. All areas of the property have surveillance cameras recording activities 24/7, including the parking area. Should any theft, vandalism or any form of damage occur, Landlord may be able to provide video evidence.

EMERGENCIES

1. In case of fire, evacuate the premises and call 911.
2. In case of break-in or any emergencies in which you feel your life is being threatened, call 911.
3. If you have a maintenance emergency that could result in personal and/or property damage, contact the Landlord immediately.
4. Tenants will not do anything or keep anything in or about the premises that in any way will increase the risk of fire or that may conflict with fire or insurance regulations.
5. Tenants will not obstruct entrances, public areas, driveways, parking areas, or walks.
6. The apartment is supplied with a smoke detector, CO detector and fire extinguisher.
 - a. It shall be the responsibility of the Tenant to regularly test the detector to ensure the operable condition. The Tenant will inform Landlord immediately of any defect, malfunction, or failure of detectors.
 - b. Alarms will be tested twice per year by Landlord and can be tested monthly by Tenant. To test, hold the button until the alarm sounds. If there is ever a problem with any alarm, please contact Landlord immediately.
7. Smoke detectors are never allowed to be unplugged for any reason. This is considered a serious violation of the lease as it is a fire hazard for both Tenant and other tenants.

PARKING

1. Automotive and Motorcycle maintenance is not permitted on the property, including but not limited to changing oil, servicing engine and/or power train, and no washing of your vehicle.
2. Vehicles shall not be repaired, lubricated, or washed on driveways or in parking areas of the premises. Any vehicle of Tenant or of Tenants' guests or invitees that leak oil or hydraulic fluid must be removed, and Tenant is responsible for any cleanup.
3. Parking area is solely for the general usage of cars and vehicles: no boats, trailers, RVs, water scooters, quad bikes, inoperable vehicles, oversized work vehicles, etc., can be stored or parked in the parking lot.
4. Motorcycles/Motorbikes must be parked in the parking lot and not in the courtyard or inside the apartment. Motorcycle owner must provide flat kickstand bases, so paving is not harmed.
5. Each bedroom is permitted one operable vehicle on the property (this includes Motorcycle/Motorbikes).
6. Abandoned vehicles, those which appear to be abandoned, and those which are either functionally inoperable or lacking proper licenses, inspection stickers, etc. will be towed at the Owner's expense.
7. Parking is assigned upon the signing of the lease and can be changed at any time by Landlord.
8. All vehicles must be registered with the landlord.
9. Unauthorized parking is prohibited, and towing will be used at vehicle Owner's expense.
10. Parking or driving vehicles on lawn areas is prohibited. Vehicles parked on lawn areas will be towed immediately at Owner's expense.
11. Bicycles, skateboards, etc. (wheeled apparatus) will be ridden in a safe and courteous manner and may not be ridden on sidewalks, pedestrian areas, grass, or planted areas in such a manner as may cause damage to the premises, create unsafe conditions, interfere with access, intimidate or threaten others, or interfere with the peaceful enjoyment of other Tenants or guests.
12. No vehicle or bicycle shall obstruct a drive or in any way interfere with others' access thereto, nor shall they be parked on lawns, shrubberies, patios, walkways, or lawn extensions.
13. Landlord is not responsible for theft, vandalism, or any form of damage incurred on the premises, whether in the parking lot or assigned parking space to vehicles. Tenant agrees to hold Landlord harmless from any and all damages incurred to vehicles, personal belongings, and persons. Each Tenant is responsible for the safety of their own vehicle.
14. All areas of the property have surveillance cameras recording activities 24/7, including the parking area. Should any theft, vandalism or any form of damage occur, Landlord may be able to provide video evidence.

15. Visitor parking is located on 12th street outside of the parking lot or the alley on the East side of the buildings.
16. Electric cords to vehicles are prohibited.

TRASH/GARBAGE

1. Do not leave filled trash bags on the entry patio or in the walkway/common areas. Trash should be immediately disposed of in the dumpster provided by Landlord.
2. Trash must be placed in plastic bags and tied before placing in outside dumpster. This will help keep the property clean as garbage tends to blow and fall out of the dumpster when being emptied.
3. Disposal of food without use of a trash bag will not be tolerated.
4. Make sure that your trash is in sealed plastic bags and is placed inside the dumpster. If Landlord must pick up trash or litter identified to be yours, you may be charged a fee for each occurrence. A twenty-five-dollar (\$25.00) fee will be imposed if trash is not placed inside the dumpster.
5. With regard to needles, syringes and other infectious waste, as defined in ORS 459.386, the Tenant may not dispose of these items by placing them in garbage receptacles or in any other place or manner except as authorized by state and local governmental agencies.
6. Tenant is responsible for removing large items and non-household garbage including but not limited to tires, car parts, old furnishings, and mattresses from the premises. These items may not be placed in or near receptacles provided by Landlord or anywhere on the premises.
7. No trash or other materials may be accumulated which will cause a hazard or be in violation of any health, fire, or safety ordinance or regulation.
8. Cartons and large boxes should be broken down before being placed in dumpster.
9. No tobacco in the unit, ensure cigarette butts are properly disposed of – including those of your guests.

PEST CONTROL

1. Landlord shall be responsible for eradicating any pest infestation reported by Tenant within the first thirty (30) days of possession. Tenant's failure to identify any pest infestation within thirty (30) days shall constitute Tenant's agreement that the Premises has no infestation of any kind.
2. Tenant is responsible for reporting any suspected or known termite infestation but is not responsible for termite control.
3. Any future infestation of any kind, less termites, shall be the responsibility of the Tenant.
4. The most common way for unwanted bugs or pests of any kind to get into the unit is by "hitchhiking" on objects moved into your apartment. Some rules and guidelines to protect your home are below:
 - a. Do not bring used furniture, particularly bed frames, mattresses, and stuffed furniture into your apartment unless you are certain they are free from any insects and eggs. Tenants should never bring in items left "for free" on the street or garbage pickup. Even items that have been stored for some time or have been left in subzero temperatures can harbor dormant pests and eggs.
 - b. For security (to prevent identity theft) and pest prevention, all Tenants and their guests are prohibited from going through, or removing, any items from garbage and trash areas.
 - c. Luggage, clothing, pillows, and boxes are another way pest can stowaway into your home. Even travelers staying at luxury, four-star hotels are advised to check their luggage and belongings when they travel.
 - d. Boxes and foodstuff that are not packaged in airtight containers are a way for bugs or rodents to enter the building and your home. Cardboard boxes, particularly boxes used for storing foods or groceries, should be promptly discarded. You may want to transfer foods into airtight containers.
 - e. Building doors, including patio doors, and windows, should only be opened as needed. Windows that are opened for ventilation should be screened.

- f. Avoiding clutter, storage of excessive amounts of property, good housekeeping, and sanitation are ways to prevent pests. Empty soft drink bottles, cans, and open boxes of food can harbor or invite a variety of unwanted pests.
 - g. All foodstuffs should be kept in sealed, plastic, or metal containers. Reducing clutter, inspecting, and vacuuming crevices around rooms and furniture, regularly removing garbage, and following building rules regarding apartment care and sanitation standards are all pest prevention standards.
5. All Tenants are required to assist Landlord in pest control procedures. Your participation in our pest control treatment program is MANDATORY. If your unit is not ready when our pest control vendor is treating units, you may be required to pay a re-treatment or second visit fee. You are required to comply with all requests for readying your unit for pest control treatments which may include emptying cupboards, removing materials from under sinks or vanities, and other requests.
 6. Tenants are also required to follow any recommendations or treatment control requests of our pest control vendor. These requirements CAN include removing or disposing of your personal property, bedding or furniture that is infested or treating clothing, fabrics, and other personal property at very high heats or laundering at high temperatures.
 7. You are responsible for any treatments or actions required concerning your personal property. Landlord's responsibility and insurance does not cover the treatment or replacement of Tenant's personal belongings. THIS IS YOUR RESPONSIBILITY.

APPLIANCES:

1. The use, installation and/or storage of privately owned appliances such as stoves, refrigerators, dishwashers, air conditioners, washers/dryers, and space heaters are prohibited in your Apartment.

UTILITIES

1. Landlord agrees to furnish garbage collection, water, and sewage service. Landlord shall not be liable for an inability to furnish utilities or an interruption in such services, where such failure, inability or interruption is caused by events beyond Landlord's reasonable control.
2. Tenant agrees not to waste, or cause to be wasted, any utilities provided by Landlord. Opening windows in winter, permitting water in sinks, tubs, or toilets to run excessively and/or failure to report leaks constitutes waste.
3. Tenant is responsible for Gas and Electric utilities and they must always be connected.

PREMISES & HOUSEKEEPING:

1. Tenant shall keep the areas of the premises that are under their control clean, sanitary, and free from all accumulations of debris, filth, rubbish, garbage, rodents, and vermin, and free from objectionable odors.
2. The Tenant must allow for adequate access through the unit as required by building safety codes and other applicable housing standards. No entrances, exits, windows or passageways may be blocked to prevent ingress and egress.
3. Dust mops, rugs, tablecloths, and clothing shall not be shaken, cleaned, or left in public areas or any window, door, deck, or landing.
4. Tenant is responsible for cleanliness of area in front of their apartment and for any common area used.
5. Common areas are not to be altered, vandalized, or personalized in any fashion by Tenant, or Tenant's guest. If this is violated, Tenant will incur charges for undue labor and materials to restore the area that has been changed.

6. Altering the landscape is strictly prohibited by Tenant. Any modifications or tampering of the landscape may result in charges and/or eviction. This includes, yet is not limited to, burial of animals, personal items, or the production of new plants.
7. Tenant shall not use, erect, or maintain any wading or swimming pool or any play structure, including but not limited to any swing set, slide, trampoline, or climbing apparatus.
8. No tobacco in the unit, if smoking on the property occurs, ensure cigarette butts are properly disposed of – including those of your guests.

YARD/GARAGE SALES

1. Tenant is not permitted to have a yard sale, post notices about personal items for sale, or hold any public sale in the interior or exterior common area of the premises.

ATTRACTIVENESS:

1. To keep this property attractive, Tenant agrees not to store anything, such as, but not limited to mops, brooms, clothing, towels, garbage cans, bicycles, toys, and other like articles outside apartment doors. Items that detract from the interior and/or exterior of the property may be prohibited at Landlord's sole discretions.
2. Furniture must be kept inside the apartment. Unsightly items must be kept out of vision. No personal belongings, including bicycles, shoes, play equipment or other items may be left in the common areas, entryways or outside the building.
3. Upholstered furniture and any flammable items—including but not limited to grills, fire pits and tiki torches—may not be used or stored in entryways.
4. In accordance with local laws and safety concerns, grilling, cooking, or any open flame is not permitted in the entryways, next to the building or near the fence.
5. Tenant agrees not to store any personal property outside the dwelling unit. Personal storage within the Tenant's dwelling unit may not block access ways throughout the unit.
6. Installation of carpet on entryway is prohibited.
7. It is not permitted to run electric cords from the apartment to outside areas (patio area, common areas, etc.).
8. It is not permitted to run electric cords to another apartment.
9. Bird feeders and feeding of other animals are prohibited.
10. Tenant is not to install anything that projects out of windows.
11. Nothing is to be placed on the building exterior, i.e., TV antenna, aerials, cables, clothesline, flags, etc.
12. No sign, advertisement, or notices shall be painted or affixed upon any part of the exterior of the apartment unit or building of which it is a part.
13. Tenants or guests are not permitted on roofs of the buildings at any time.
14. No satellite dishes, antennas, or outside wire shall be installed.
15. Wiring is provided inside the apartment. Tenants are not permitted to tamper with the wiring or remove the wall plate. If there are problems with the wiring, notify the Landlord.
16. Blinds and curtain rods are a fixed item. Please do not remove them. Blinds are the appropriate window covering. Curtains or drapes must have white material or lining facing the exterior of the apartment.
17. When not using open windows, please keep blinds in down position and straight for a uniform appearance of the building.
18. Upon move-in, unless otherwise noted on Move-In Inspection sheet, windows, blinds, and screens (when present) of the unit are deemed in sound, undamaged condition. Windows, blinds, and screens damaged or broken in Tenant's unit during residency shall be repaired and charged to Tenant. Window screens that are present shall not be removed.

19. Nothing (pictures, planters, signs, placards, etc.) may be affixed to the exterior of the unit or in the common areas of the apartment buildings and only Landlord supplied blinds may be visible in windows from the exterior.
20. Tenant may hang pictures and other decorative items inside of the dwelling unit only. Use only picture hooks with a small nail that goes into the wall at an angle to hang pictures, mirrors, and decorative items on the walls. DO NOT use anything that sticks to the wall. Use of tape, glue, or adhesive of any kind is not permitted.
21. Except for pictures and decorative items on walls as described above, nothing may be installed on the walls, ceilings or in the windows.
22. Tenants will not drive any large nails or screws into walls, floors, tiles, ceilings, woodwork, or partitions; will not drill holes or fasten any article on any part of the premises, or damage or deface the same.
23. Tenants will not varnish, paint, paper, or otherwise decorate any walls, floors, doors, woodwork, or cabinets. All restoration costs will be at Tenants' expense and will be completed by Landlord.
24. Tenants shall not display any signs, flags, pennants, placards, advertisements, notices, pictures, ornaments, stickers, handbills, or other lettering to be visible on the outside of the building or the premises.
25. Landlord shall deem all items left outside apartments abandoned, and as such are subject to disposal without notice to Tenant. This includes the storage of anything outside of the dwelling without consent from Landlord.
26. No aluminum foil or similar coverings are to be applied to glass or other areas of the apartment (including stove burners or ovens due to fire and electrical shock hazards).
27. Exterior holiday decorations are not permitted. Installation of Interior decorations must follow guidelines above.

MAINTENANCE & REPAIRS:

1. Maintenance is a priority in our community! It is our desire to maintain this community in quality condition. We appreciate receiving written notices and requests for repairs and preventative maintenance. **Please report all requests to the StoneKeyTulsa@gmail.com or 918-313-9780.**
2. Generally, there is no charge for repairs and maintenance; however, if the repair is above normal wear and tear or due to Tenant negligence or misuse, the Tenant will be assessed the cost of repair and labor.
3. Landlord has the right to enter premises and make inspection where deemed necessary, under reasonable notice and reasonable times.
4. Tenants must report via email or phone any needed repairs or problems in their apartment as soon as the 'problem' occurs.
5. In the event of emergency repairs (broken pipes, stopped-up toilets or sinks, roof leaks, etc.), the Tenant must notify by telephone **918-313-9780** the problem as soon as they discover the occurrence.
 - a. The Tenant must do everything in their power to reduce damage to the apartment and their personal property (i.e., attempt to dry the carpet, clean up standing water, and move personal items away from the problem).
6. Tenant shall advise Landlord, via email of any items requiring repair (dripping faucets/ broken light fixtures, etc.). Request should be put in as soon as defect is noticed to prevent Tenant from being held responsible.
 - a. Landlord shall have no liability to make any repairs nor shall the rights of Tenant to make said repairs accrue, except in an emergency, unless the Tenant has given written notice to Landlord, and Landlord has had reasonable time to remedy said condition, and to which written notice was also given to Landlord.
7. Cost of repair or clearance of stoppages in waste pipes and drains, water pipes or plumbing fixtures caused by Tenant negligence or improper usage are the responsibility of the Tenant. Landlord will supervise the repair and request payment for the corrective action from the Tenant on demand. Tenant is strictly prohibited from using any chemical drain cleaners, as they may damage the pipes.

8. No alterations or improvements shall be made by the Tenant. Any article attached to the woodwork, walls, floors, or ceiling, etc., shall be the sole responsibility of the Tenant. Tenant shall be liable for the cost of any repairs necessary during or after Tenancy to restore premises to the original condition.
9. A request for repair or service work is considered notice to the Tenant that Landlord will be entering your unit to inspect or perform service. Although Landlord will attempt to inform you in advance of the time when work or service may be done, this is not always possible. If prior notice is not given to you, and you are not at your unit when the work is performed, a written notice will be left notifying you of Landlord's entry.
10. Unit Inspection in Spring and Fall: Tenant units are physically inspected twice per year. You will be given notice of when these inspections will occur.
11. These inspections help us identify maintenance, repair, and housekeeping problems. It will be your responsibility to correct any cleaning or housekeeping problems identified in an inspection report and to cooperate with re-inspections as needed. Failure to make these changes may lead to termination or non-renewal of your Rental agreement. An inspection is a good time for you to point out any maintenance problems. If there are maintenance problems that have been caused by you, your family, and/or your guests, you will be responsible for the cost of the repair.
12. Landlord provides light bulbs for all fixtures at the beginning of the Lease term and will replace them as needed.
13. Maintenance requests shall be submitted in writing to stonekeytulsa@gmail.com to Landlord. Specifics of the problem, to the extent possible, shall be included in the request.
14. Tenants are strictly liable to reimburse Landlord for repair of any damage caused by violation of any of these Rules by Tenants or by their guests.

Plumbing

15. Sinks and washbasins are to be used only for the purposes for which they were intended. No dust, rubbish, coffee grounds, etc., are to be put into same. Tenants shall not cause any flooding in the unit and any repair costs incurred by Landlord due to flooding caused by Tenants shall be Tenant's responsibility. Costs related to improperly draining plumbing due to incorrect use of fixtures or appliances will be charged to Tenant.
16. Tenants will use toilet and tubs only for their primary purpose and will never use them to dispose of sweepings, rubbish, rags, garbage, sanitary napkins/tampons, diapers or other items likely to clog them. Tenants are liable to pay Landlord for any expense it incurs for repairing damage (including unclogging toilets and drains) caused by Tenants, their guests, or invitees.
17. Kitchen sink disposer units cannot properly dispose of metal, glass, paper, fibrous material, grease, potato skins, pasta, egg shells or bones. The toilet plumbing cannot accommodate sanitary products, diapers, paper other than toilet paper, bottles, bottle caps, toys, grease, cat litter, etc... Costs incurred for repairs due to misuse will be charged to the Tenant. Bathtubs and vanity tops should be cleaned with a non-abrasive cleaner. Decals are not allowed to be put in the tubs. Shower curtains/liners must be used. Remember to always check to make sure the shower liner is inside of the tub when using the shower.
18. Tenants should not use sharp objects for removing ice from the refrigerator/freezer. These objects can cause serious and extensive damage to the freezer mechanism. We will charge for the repair of such damage.

Heating:

19. You can help keep your apartment warm and prevent the pipes from freezing in your apartment by following the basic rules below:
 - a. Immediately notify the Landlord if you are having problems with your heat.
 - b. When you leave for a few days, make sure you leave the heat on to avoid the freezing of pipes.
 - c. During winter months, windows should only be opened for very brief periods of time to allow the short admission of fresh air and Tenants must be present when this is done. Failure to keep windows

and doors tightly sealed and locked during all cold weather months is a waste of utilities and could cause damage to pipes, freezing, or prevent windows from fully closing.

Air Conditioning:

20. The following will ensure that your air conditioner will operate efficiently and effectively:
 - a. Select “cool” setting on thermostat.
 - b. Select “automatic” setting on thermostat.
 - c. Select desired temperature.
 - d. If you want your apartment to be cool when you get home, leave your air conditioner on the desired setting.

Yard maintenance:

21. Landlord will conduct the exterior maintenance of the yard, including regular mowing and weeding during the summer months and raking of leaves in the fall.

STORAGE

1. Storage of gasoline, or other combustible, flammable, or other hazardous materials in or outside of the unit is strictly prohibited.
2. There are external storage units available for rent near the apartments should you need additional storage.

We, the undersigned, state that we have received these Rules and Regulations, that we have had a chance to read them, and that we understand them. We understand that these Rules are a part of our Lease, and we agree to comply fully with all the requirements of our Lease, including these Rules and Regulations.

Tenant Signature

Date

Tenant Signature

Date