

*Policies, Rules And Regulations for Ginsburg & Co. Units*  
Reference: *Residential Lease Agreement, Ginsburg & Co., L.L.C.*

**IT IS VERY IMPORTANT FOR ALL LESSEES TO READ THESE POLICIES CAREFULLY AS THEY WILL BE ENFORCED. PLEASE KEEP THESE POLICIES AVAILABLE FOR REFERENCE.**

1. **RENT:** Due on the 1<sup>st</sup> of each month. If rent is paid after the 1<sup>st</sup> of the month there is an automatic **\$20** charge, plus an additional **\$5 per day** will be charged until rent is paid. The \$5 per day is retroactive to the 1<sup>st</sup> of the month. This policy will be strictly enforced with no exceptions/excuses. *In addition, if you know you are going to be late we expect to hear from you prior to the 1<sup>st</sup> to let us know your situation and when we can expect rent.* **Rent payments can be mailed to:** Ginsburg & Co LLC, 2024 Cherry Hill Dr., Ste 102, Columbia, MO 65203, **or dropped off at:** Re/Max Boone Realty, 33 E. Broadway, Ste. 200 **(you must take upstairs to Suite 200)**, Columbia, MO 65203. Don Ginsburg has a mailbox there he checks daily. **\*\*Be sure to put GINSBURG on the envelope. DO NOT PUT IN DROPBOX OUTSIDE or it may be lost. \*see Lease #6. (c) \*\*\***(Receptionists at Re/Max Boone Realty are not employees of Ginsburg & Co., L.L.C. so please do not ask them questions regarding your lease, etc. as they are not authorized to make decisions or agreements on our behalf.)
2. **REPAIRS:** If you have an issue concerning your unit that requires our attention, call Angela Mon-Fri, 8:30-5:00 at 876-2891. For after hours or on weekends if you have an emergency call Don Ginsburg at 819-6198. Before contacting us, please read #3 to avoid unnecessary charges. *\*see Lease # 16.*
3. Tub drains are cleared of hair, etc. prior to your move-in, therefore ***if the drains get clogged due to hair, etc. you will be billed.*** To prevent you from having to pay a hefty plumber bill we recommend purchasing a hair catcher trap (\$1-\$3 at Wal-Mart, hardware store, etc.) to put over the drain and empty the hair, etc. it catches after you shower. If your toilet is stopped up or overflowing, you need to try plunging it before we call a plumber. Oftentimes this will fix the problem. ***If found that sanitary napkins being flushed, or items other than toilet paper have been flushed and caused the problem, you will be billed.*** If your kitchen disposal is not working, press the “reset” button on unit under sink. If it hums, you have gotten something stuck. ***If you can't get it out & we call a plumber to fix it and they find foreign objects such as money, bones, excessive amounts of large food, or grease, etc. has been dumped down the disposal, you will be billed.*** If it is actually broken, it is our expense. Only small food scraps in small amounts should be put down disposals. If your dishwasher stops working and we call a plumber and they find it has stopped working ***due to excessive food not being rinsed from the dishes or excessive or improper soap, you will be billed.***
4. **SATELLITE DISH INSTALLATION IS STRICTLY PROHIBITED.** *This includes on the roof or in ground.* The sidewalks, driveways, passages and common areas shall not be obstructed nor used for any purpose other than entrance and exit to and from the property. *\*see Lease # 9 & #16.*
5. **TRASH:** Please show you care about your residence by keeping the grounds free of litter. **All refuse must be deposited in trash receptacles until time to put out on your trash pickup day determined by the City, and shall not be allowed to collect in the unit, on decks or around the property.** *The City routinely inspects and if we are fined by the City due to trash being out before trash day, and/or collecting on your deck/patio you will be billed for cleanup and all fines will be passed on to you and due immediately.* Discarded cigarette butts on the property are strictly prohibited. *\*see Lease # 16.*
6. **PESTS / LIGHT BULBS / SMOKE DETECTORS:** Units are free from pests upon move in and it is ***your*** responsibility to keep your unit free from pests (roaches, spiders, ants, etc.), rodents & other nuisances. It is also ***your*** responsibility to replace burnt out light bulbs and batteries in your smoke detector. Press the button to ensure batteries are working on a regular basis. *\*see Lease # 16. & # 18.*
7. **NOTICES BY LESSOR:** Lessee gives permission for any notice from Lessor to be emailed, mailed, posted at your unit, given in person, or by phone call/message or text message.

8. **NOISE:** Loud noises/disturbances from whatever source attributed to you or guests of yours that affect the rightful peace, tranquility, or safety of your surrounding neighbors is against City law and is strictly prohibited. *\*see Lease # 13. & # 20.*
9. **PETS:** It will be left to the discretion of Ginsburg & Co., L.L.C. whether or not to allow a particular pet. Your lease states that pets are not allowed in the unit, so a Pet Addendum to your lease is required if we decide to allow a pet. ***If you decide to get a pet at a later time after you have signed a lease and moved in, it must be approved by Lessor and all associated paperwork must be signed PRIOR to you getting a pet.*** There is a \$250.00 non-refundable pet fee per pet. This is not a deposit, but simply a convenience charge for allowing your pet. Any damages from the pet will be deducted from your regular deposit. In some cases we may require an additional refundable deposit to be held until the end of your lease. It is your responsibility to dispose of your dog's droppings each day by PUTTING IT IN A BAG and placing it in your trash or outside receptacle and to not allow droppings to remain on the lawn, patios/decks or sidewalks. This policy will be strictly enforced. See Pet Addendum for additional rules and regulations regarding pets. *\*see Lease # 11.*
10. **KEYS/LOCK OUT:** If you lose any keys to your apartment, mailbox, etc. and ask us to replace them, there will be a \$5.00 charge per key to replace them. If you are locked out of your unit and call us to let you in, there will be a **\$50** charge. ***We may say NO if after hours.*** If you break into your unit causing damage to locks, doors, windows, screens, etc., you will be billed for the damages.
11. **PATIOS / DECKS / BBQ GRILLS:** Balconies/Decks/Patios must be kept clean and orderly and should not be used for storage of bags of trash, junk, etc. **If you want to have a grill, you must adhere to the following:** Only Gas/Electric BBQ grills may be used as per our insurance policy and should be kept on a level surface away from the unit/garage/landscaping. Make sure the gas cylinder is always stored outside at a safe distance away from the unit. Make sure the valves are turned off when not in use. Never start a gas grill with the lid closed. Check regularly for leaks in connections using a soap and water mix that will show bubbles where gas escapes. **Wood & charcoal grills are a major cause of fire and are strictly prohibited.** We ask that if you have a grill, please purchase a grill mat to save you the expense of our cleaner removing stains from under your grill when you move out, available at most hardware stores for around \$34.00-\$38.00.
12. **RENTER'S INSURANCE:** Please be aware that our insurance policy covers the structure and fixtures of the property, but **does not cover your personal possessions.** If you wish you can speak with an insurance agent about **Renters Insurance.**
13. **SECURITY:** Ginsburg & Co. is not responsible for providing any form of security and shall not be held responsible for theft, burglary, assault, vandalism or other crimes. *\*see Lease # 23. & # 24.*
14. **DISABLED VEHICLES:** Disabled vehicles on the premises shall be subject to tow away procedures after a two week period ***and all associated costs will be charged to you.*** *\*see Lease # 12.*
15. **LEASE RENEWAL:** During the last 6 months of your lease we will be contacting you to see what your plans are for renewing your lease. If we do not receive a response from you by the date indicated on the notice, we will begin showing your unit to interested parties and the unit will be rented to the first person to pay the deposit and sign a new lease if you have not signed a renewal with us. *\*see Lease # 22.*
16. **MOVING OUT:** This is to clarify that when you vacate your apartment you will be charged for carpet cleaning including any necessary stain removal, sheetrock repairs and painting/touch-up (from nail holes, nicks, scrapes, etc.), any repairs/replacements needed due to damages by Lessee, as well as any cleaning you do not complete or do satisfactorily upon move out will be charged against your deposit. Please remember that we want our units to look as nice to the next resident as it did when you moved in. *\*see Lease # 7.*

17. **EARLY TERMINATION POLICY:** We do not let tenants out of their leases. However, we do realize that situations may arise where you may need to move due to a job offer, etc. and we will work with you to find a new tenant. *If a new tenant is found, half a month's rent will be charged for this convenience.* However, you will NOT be allowed out of the lease unless a suitable tenant is found to replace you and you will be required to continue to pay rent until a suitable tenant is found. We do not allow subleasing, so once a suitable tenant is found we will allow you to sign a Termination form and allow the new tenant to sign a new lease with us. Any prospective tenant must go through the same process as you did when you applied to rent from us, i.e., fill out a Lease Application along with necessary fees and 2 forms of I.D., one with their photo, etc. and be approved before anyone new moves into the unit. *\*see Lease # 33.*

**I HAVE READ AND UNDERSTOOD WITH THE ABOVE MENTIONED POLICIES AND UNDERSTAND THEY ARE INCORPORATED INTO MY LEASE PER ITEM #10 ON LEASE:**

**“10. POLICIES, RULES AND REGULATIONS:** Any Policies, Rules and Regulations promulgated by lessor and provided to lessee are incorporated into this lease by reference and shall be deemed agreements on the part of lessee and conditions of this lease. Lessor reserves the right to adopt and/or change Policies, Rules and Regulations from time to time, and the newly adopted or changed Policies, Rules and Regulations shall be deemed incorporated into this lease and binding on lessee upon notice to lessee.”

LESSEE \_\_\_\_\_ DATE \_\_\_\_\_

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