



RULES & REGULATIONS

EFFECTIVE FEBRUARY 1, 2018

Olympus Properties, LLC (“Olympus”) maintains and enforces the following Rules and Regulations to protect the Residents’ enjoyment of the properties. Residents will be held liable for the actions of their guests, and any other person on the Premises due to Resident’s occupancy.

Olympus reserves the right to update and revise the following Rules and Regulations at any time, and Residents must comply with the most current Rules and Regulations as posted on Olympus’ website: OlyProp.com.

Olympus encourages its Residents to become familiar with the following Rules and Regulations and associated charges. Violation of the following Rules and Regulations is considered a breach of the Residents’ Lease Agreement. When in doubt, Residents should remember to respect other Residents’ enjoyment of the properties.

CURRENT TABLE OF CHARGES:

Keys

\$15.00	Mailbox Key Replacement
\$25.00	Recycling Key Replacement
\$35.00	Apartment Key Replacement
\$35.00	Key Fob Replacement – Moonburn Only
\$50.00	Entry Key Replacement
\$50.00	Garage Door Opener Replacement
\$75.00	Intellikey Replacement – Mercury Only
\$75.00	Re-Keying (Changing Lock) Charge – Minimum

Maintenance

\$53.00	Business Hours – hourly charge
\$75.00	After Hours – hourly charge – minimum 2 hours
Varies	Damages, Repairs, Requests – time and material
Free	Changing a Light Bulb – Inaccessible to Resident
Varies	Removal of Personal Belongings – hourly charge
Varies	Trash Removal – hourly charge

Accounting and Research

Free	Ledger copy provided free of charge
\$30.00	NSF/Returned Check
\$50.00	Administrative Fee per utility bill for utilities not transferred as per the Lease
\$50.00	Ledger Research Fee – hourly charge – billed in one hour increments
\$78.00	Research Fee – Management Time – hourly charge
\$78.00	Video Surveillance Research – hourly charge

Lock Outs

Free	Monday through Friday - 9 a.m. to 4 p.m.
\$80.00	Monday through Friday - 4 p.m. to 9 p.m.
\$80.00	Saturday and Sunday - 9 a.m. to 9 p.m.
\$150.00	All Days - 9 p.m. to 9 a.m.
\$150.00	Holidays

Parking

\$35.00	Replacement Hangtag – During or End of Lease
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Leasing

\$25.00	Application Fee
\$100.00	Sublet Fee per Addendum
\$250.00	Unauthorized Sublet Fee

Pets

\$15.00	Pet Rent – monthly rent per pet at Park North only
\$35.00	Pet Rent – monthly rent per pet
\$75.00	Additional Deposit at Park North only
\$125.00	Additional Deposit
\$300.00	Pet Violation

Emergency Exit

\$100.00	Incident occurs between 9 a.m. and 4 p.m.
\$150.00	Incident occurs outside of office hours

Miscellaneous

\$100.00	Noise Complaint
\$100.00	Occupancy Violation
\$100.00	Tampering with or Disabling a Smoke Alarm
\$100.00	Kegs/Beer Pong Violation
\$100.00	Grill Violation
\$150.00	Smoking Violation – minimum
\$150.00	Tire Tracks on Lawn – minimum, plus materials and labor
\$300.00	Climbing on a Roof
\$300.00	Tampering with Security Cameras

SMOKING:

Olympus manages smoke-free properties for the benefit of both the Residents and property owners. Residents will be charged **One Hundred Fifty Dollars (\$150.00)** for each violation of this policy, in addition to all other available remedies, including eviction and financial liability for repair and replacement of any damages to the rental unit(s), common areas, or other property or physical injury. This charge will pay for the additional cleaning and deodorizing required to bring the Premises back to non-smoking status and make the Premises suitable for the next occupants. Multiple violations will result in multiple charges.

Cigarette Butts: A trash removal fee will be assessed for cigarette butts littering the exterior of the Residents' Premises.

PETS:

Absolutely no pets will be permitted in the Premises, even temporarily, unless Olympus gives specific written approval. This includes all animals, birds, reptiles, guinea pigs, hamsters, rats, fish or other pets. Residents will be charged Three Hundred Dollars (\$300.00) for each violation of this policy, in addition to all other available remedies, including eviction and financial liability for repair and replacement of any damages to the rental unit(s), common areas, or other property or physical injury. An additional deposit will be charged, which can be applied for the additional cleaning and deodorizing required to bring the Premises back to non-pet status and make the Premises suitable for the next occupants, or to any damages caused by the Resident. If necessary, Olympus will employ the services of a professional exterminator, whose fees will be assessed to Resident.

Upon written approval by Olympus of any pet, a Pet Addendum must be signed and added to the lease for each pet and any applicable deposits and pet rent must be paid. Proof of vaccinations must be submitted for each cat or dog.

Removal of Unapproved Pets: Upon discovery, the pet(s) must be removed from the Premises within three days and an inspection will be conducted to verify its absence.

PARTIES/NOISE:

All parties or other social functions in or around the Premises must conform to the Lease, including the requirement that noise not disturb neighbors. If the police issue a citation or Olympus receives a noise complaint from an Olympus resident or non-resident, **Olympus shall assess a \$100.00 charge** in addition to any fines assessed by the City of Bloomington. Alternatively, if your neighbors are disturbing you, please call 339-4477 (Quiet Nights) to report the disturbance.

MAINTENANCE REQUESTS:

Maintenance calls required for issues caused by Resident or Resident's guests are subject to a **\$53.00 per hour business-hours charge** or a **\$75.00 per hour after-hours charge**, in addition to the cost of materials provided by Olympus. The Resident will be charged a **minimum of \$150.00 (\$75.00 per hour, 2 hour minimum charge) for after-hours** maintenance calls due to the extra travel time and other expenses incurred by Olympus' maintenance employees to respond to these calls.

Garbage Disposals: Only soft, biodegradable food garbage may safely be put into the garbage disposals. Do not put bones, grease, celery stalks, onionskins, banana or potato peels, pits or other fibrous waste in the disposal. COLD water must be running when the disposal is turned on, and we suggest you leave it running for at least 15 seconds after the disposal has been turned off. **Resident will be charged for all clogs requiring maintenance assistance.**

Toilets: Please plunge the toilet before calling Maintenance. Do not flush feminine hygiene products into the system. If the toilet is running or overflowing, please shut off the water valve at the base of the toilet and call Maintenance immediately. Failure to report could lead to excessive damages and/or water charges billed to the Resident. **Resident will be charged for all clogs requiring maintenance assistance.**

TRASH AND CLEANING:

Residents must keep the exterior and common areas free from trash and recycling. All trash must be placed within dumpsters or other areas designated by Olympus or the City of Bloomington.

Residents must keep the interior of the Premises in a clean, sightly and sanitary condition and free from the accumulation of trash and recycling.

Olympus reserves the right to clean or remove trash/recycling from the exterior, common areas and/or interior of the Premises at the Residents' expense in accordance with the current maintenance rates listed above. If necessary, Olympus will employ the services of a professional cleaner, exterminator or other professional, which fees will be assessed to the Resident. Residents may also be subject to citations from the City of Bloomington for excessive trash buildup.

KEYS & LOCKS:

Olympus retains a key to the Premises. Do not alter any lock or install a new lock or knocker on any door of the Premises without the written consent of Olympus. When consent is given, Resident must provide Olympus with a key pursuant to the Olympus’ right of access to the Premises. Lost or unreturned keys shall be charged the following replacement fees:

➤ Mailbox key	All properties	\$15.00
➤ Recycling key	Select properties	\$25.00
➤ Apartment key	Non-Mercury properties	\$35.00
➤ Key Fob	Moonburn only	\$35.00
➤ Entry key	Non-Mercury properties	\$50.00
➤ Garage Door Opener	All properties	\$50.00
➤ Intellkey	Mercury only	\$75.00
➤ Re-keying Charge	All properties	\$75.00 (minimum)

LOCK-OUTS:

Please keep your keys with you to avoid a lock-out charge! A lock-out charge is assessed on the basis of the time of day you need re-entry. The following charges apply to lock-outs:

➤ Monday through Friday	9 a.m. to 4 p.m.	Free
➤ Monday through Friday	4 p.m. to 9 p.m.	\$80.00
➤ Saturday and Sunday	9 a.m. to 9 p.m.	\$80.00
➤ All days	9 p.m. to 9 a.m.	\$150.00
➤ Holidays		\$150.00

SMOKE ALARMS:

Residents must ensure smoke alarms are functional and not disabled. Residents are required to maintain and test all smoke alarms at least one (1) time every six (6) months and to replace batteries when needed. Residents shall immediately report any broken or malfunctioning smoke alarms to Olympus. Residents shall not remove, disable or tamper with smoke alarms, including removing the batteries, in the Premises and/or common areas. **One Hundred Dollars (\$100.00)** will be charged to Residents for any instance of disabling, damaging, disassembling or removing a smoke alarm or its batteries at the Premises. If more than one violation is observed, Olympus will seek eviction. No charge will be assessed for malfunctioning equipment that is timely reported to Olympus.

EXTERIOR AND COMMON AREAS:

Help us keep the grounds looking well maintained. The trees, shrubbery, and other landscape features are a valuable part of the Premises. Report problems to Olympus. Residents are liable for damages to landscaping for which Residents and/or their guests (or others on or near the Premises as a result of Residents’ occupancy) are responsible. Residents will be charged **\$150.00 + materials and labor** for any tire tracks on grass or lawn that require re-seeding.

Please keep the common areas neat. Do not prop entry doors open. Common areas must be free of obstructions such as bicycles, motorcycles, mopeds, garbage/trash, recycling, and personal property. Residents are liable for all damages to the Premises and building, including damages caused by the moving or carrying of articles.

No couches or other upholstered furniture on porches, patios, decks, lawns, etc. Only patio or suitable outdoor furniture may be used outside the Premises.

MOVING AND STORAGE OF PERSONAL PROPERTY:

Leaving or storing personal property in the exterior or common areas of the Premises is prohibited. Olympus reserves the right to remove any such property, which will deemed to have been abandoned, without notice. Resident will pay all moving and storage fees associated with the removal of such property. Any Resident who does leave or store property in common areas that causes injury will be liable for such injuries.

OCCUPANCY & MAXIMUM NUMBER OF GUESTS:

No individuals other than those named as Residents in the Lease shall be permitted to occupy/reside/live in the Premises. The maximum number of guests in the rental unit shall never exceed three times the number of Residents. Any violation of this policy is a breach of this Lease and will result in a charge of **One Hundred Dollars (\$100.00)** per occurrence, in addition to all other available remedies, including eviction.

PAINT/CARPET CLEANING:

Wall or paint damage will be repaired and billed to Resident. Do not paint or repair any walls. Property owners reserve the right to select painters and repair companies. Resident will be charged for professionally cleaning the carpet upon move-out.

PHONES/CABLE:

Phone lines and jacks are "as is" in the leased Premises. Resident must obtain approval from Olympus before the Resident orders any Internet, television, phone or other services requiring outlets, lines or jacks to be installed within the leased Premises. Any cost or expense associated with the installation of the lines or jacks shall be that of the Resident.

SIGNAGE/ANTENNAE/DISHES:

Please do not post, affix, paint, inscribe or display any banner, sign, advertisement, notice or other lettering on or inside the Premises without the prior written consent of Olympus. Residents may not erect radio or television aerials, wires or dishes without prior written consent of Olympus. Any dish may not exceed one meter in diameter. Dishes and antennas may not be installed on any of the common areas of the building, nor may they extend beyond any balcony or patio area. If installation of a dish or antenna is approved, Residents shall not drill holes through the balcony or patio floor or exterior walls or cause any other damages to the Premises or building. Do not hang anything out windows or place anything on exterior windowsills.

KEGS/BEER PONG:

No kegs or beer pong tables are allowed inside apartments at any time. For houses/townhouses, kegs must be kept in the yard or on the porch or deck. Plastic tubs must be used. Beer pong must be kept outside. Residents will be charged a minimum **One Hundred Dollar (\$100.00)** charge for each violation of this policy, in addition to all other available remedies, including eviction, financial liability for repair and replacement of any damages to the rental units, common areas, or other property or physical injury. Damaged floors or carpet resulting from violation of this rule will be repaired or replaced at Residents expense, without depreciation. Damage caused by beer pong or kegs is not ordinary wear and tear.

ROOFTOPS:

No one is permitted on the roof of the Premises at any time – there is a **\$300.00 charge** for this violation.

TELEVISION WALL MOUNTS:

Resident must obtain Olympus' permission prior to mounting any television to a wall. To insure proper installation, Olympus highly recommends that all televisions are professionally mounted, especially large televisions (42" and higher). Olympus reserves the right to inspect any wall-mounted television for proper installation and require the television to be remounted if necessary. Televisions must be mounted to framed walls only, i.e., no mounting is permitted on walls made of brick, block, etc. Cables and electrical lines must run on the outside of the wall. Resident is responsible for all damages resulting from the installation or removal of a wall mount.

GRILLS:

Resident shall not store nor use any gas or charcoal grill, nor any other open flame cooking or heating device, on any balcony, porch, or common area. Resident shall defend, indemnify and save harmless Olympus and Owners from and against any claim, liability or judgment, including attorney fees and defense costs, for any loss arising out of the storage or use of any such device on any balcony, porch or common area on the Premises, and from any fine or penalty imposed by any civil agency or court because of the storage or use of such a device. Violation of this clause is a breach of the Lease and will result in a charge of **One Hundred Dollars (\$100.00)** per occurrence, in addition to the other remedies available under the Lease.

SECURITY CAMERAS:

Resident agrees not to intentionally remove, disable, obstruct, damage, alter the view of, or tamper with security cameras on the building's property. Violation of this clause is a breach of the Lease and will result in a charge of **Three Hundred Dollars (\$300.00)** per occurrence, in addition to repair or replacement costs and other remedies available under the Lease.

ACCOUNTING AND RESEARCH:

Upon request, Olympus will provide a resident ledger itemizing all rent payment history at no cost to Residents; however, there is a **minimum \$50.00 per hour surcharge** for ledger research and analysis, billed in one hour increments.

Utilities must be transferred as per the Lease Agreement. Failure to transfer service will result in a **\$50.00 administrative fee per utility bill**, in addition to all available remedies under the Lease, including eviction.

In the event Olympus deems it necessary to review video surveillance records due to actions of the Resident or Resident's guests, Resident will be charged **Seventy-Eight Dollars (\$78.00) per hour** for all time required to access, review, and research the content of the video surveillance tapes.

If additional management time is necessary to conduct an investigation of any incident(s) and assess damages due to actions of the Resident or Resident's guests, Resident will be charged **Seventy-Eight Dollars (\$78.00) per hour** for all time required.

SUBLEASING:

If Resident wishes to sublet his/her apartment and Olympus gives written consent, then Resident must pay a sublet fee of **One Hundred Dollars (\$100.00)** in addition to the other terms and conditions under the Lease Agreement. The Resident will be charged the sublet fee each time a sublet addendum is executed. Multiple sublet addenda will result in multiple fees. Resident will be charged a fee of **Two Hundred Fifty Dollars (\$250.00)** for each sublet discovered in violation of this provision. Olympus' assessment of violation fee does not waive any provision of the Lease Agreement, including the requirement that Subtenant must qualify through Olympus' normal application screening process, including credit, criminal and background checks and sign the Olympus approved sublet forms. If Subtenant does not pass Olympus' application process, Olympus reserves the right to exercise all available remedies, including eviction.

By signing below, I acknowledge that I have read Olympus Properties, LLC's Rules and Regulations and agree to abide by the same. I further acknowledge that Olympus is permitted to update its Rules and Regulations from time to time and I can find a copy of the current Rules and Regulations at Olympus' website: OlyProp.com.

AGREED AND ACCEPTED:

Residents:

_____ Signature	_____ Printed Name	_____ Date
_____ Signature	_____ Printed Name	_____ Date
_____ Signature	_____ Printed Name	_____ Date
_____ Signature	_____ Printed Name	_____ Date
_____ Signature	_____ Printed Name	_____ Date
_____ Signature	_____ Printed Name	_____ Date
_____ Signature	_____ Printed Name	_____ Date

OLYMPUS:

MANAGER
Olympus Properties, LLC
2620 N Walnut Street, Suite 1000
Bloomington, IN 47404

Date