



THE AMERICAN DREAM.
ONE SMART MOVE AT A TIME.

American Edge
Real Estate Services, Inc.
700 Wolske Bay Road
Menomonie, WI 54751
P: (715) 235-7999
www.americanedge.com

RULES AND REGULATIONS

(Revised 4/2008)

1 **Address of Premises:** _____ **Lease Period:** _____

2

3 **PAYMENTS**

4

5 If the lease contains a provision for a utility impound account: a) the landlord will pay for all utility charges
6 (except telephone and cable TV) and charge those costs against the monthly utility impound payments
7 made by the tenants. At the end of the lease term, the account will be reconciled by comparing the actual
8 costs of utilities paid by the landlord on behalf of the tenants against the total utility impound payments
9 made by the tenants (any overpayment or underpayments will be adjusted in the final security deposit
10 accounting), If after 2/3 of the lease term has expired it appears that the utility impound payments will be
11 deficient by more than 10% of the anticipated actual total utility costs, the landlord may adjust the impound
12 payments required in the lease and/or bill the tenant for any unusually high use or cost of utilities.

13

14 Payments received from tenants shall first be applied to any outstanding billed or regularly collected
15 charges, with the remainder being applied to rent due.

16

17 All payments called for in the lease should be in the form of cash, or one
18 check or money order from the tenants as a group. If the rent, utilities, or other billed charges are paid by
19 more than one check or money order, there will be an additional administrative charge of \$15 for each
20 check or money order over the first one. If there is an insufficient funds check received from the tenants,
21 the rent will be considered delinquent from the date that the rent check was due, and a \$20 returned check
22 charge would be assessed per check.

23

24 Security deposits may not be used by tenants to pay any rental or other amount due during the lease term.

25

26 Tenants will be responsible to pay additional fees for extraordinary administrative activities and functions
27 made on behalf of the tenants or made necessary by a default of the terms of the lease by the tenant.
28 Extraordinary administrative activities would include, but are not limited to, preparing and executing sub-
29 lease/assignment documents, re-renting premises for tenants defaulting on a lease, and making copies of
30 documents and records relating to lease (other than those required to be provided by standard Wisconsin
31 real estate statutes and administrative requirements.) Items not considered extraordinary functions are the
32 preparation of Wisconsin Homestead tax forms, processing rental applications, and preparing original
33 lease documents.

34

35 **CHECK-IN AND CHECK-OUT**

36

37 All tenants agree and designate _____ as the contact person for
38 coordinating move-in at the start of the lease. One key for each tenant will be given to the designated
39 person and that person will distribute the keys to the other tenants. **Keys will not be issued unless all**
40 **security deposit and first month's rent is paid.** During the check-out inspection, all keys issued to the
41 tenants must be returned. If all keys are not returned, there will be a \$50 per lock charge to re-key.
42 Due to the extremely short period of time between tenants, the possibility exists that the premises may not
43 have been cleaned. Should this occur, the landlord will have the premises cleaned within 3 days, or if the
44 tenant prefers, the tenant (acting as a "casual labor independent contractor") may clean the premises for

45 an agreed upon price. After the cleaning is done, the tenant shall be responsible for returning the
46 premises clean.

47
48 At the end of the lease term, tenant agrees to schedule in advance a check-out inspection with American
49 Edge. This inspection must be with the last person moving out, and everything must be out of the
50 premises and all tenants cleaning must be finished. There will be a \$50 administrative fee charged if a
51 check-out inspection is not scheduled in advance. Tenants are required to provide a written forwarding
52 address to American Edge.

53
54 **CLEANING AND MAINTENANCE**

55
56 Tenants agree to regularly clean the premises and vacuum the carpets and keep the premises in
57 Tenantable condition at all times, normal wear and tear excepted. Normal wear and tear is defined to
58 mean physical damage or deterioration of the premises as a result of normal use or aging of the premises.
59 Failure to perform regular cleaning and vacuuming causes abnormal wear and tear to the premises and
60 the carpet.

61
62 Tenants will completely clean apartment, appliances, fixtures, floors, and vacuum all carpets as the end of
63 the lease term to leave premises in a clean, rentable condition. Tenants agree that failure to leave
64 premises clean and rentable condition constitutes abnormal wear and tear, and the landlord may, at the
65 tenant's expense, perform any cleaning necessary. At the end of the lease term, American Edge will
66 arrange professional carpet shampooing at the expense of the tenant if the carpet is left dirty.

67
68 Tenants shall keep all common areas such as hallways, staircases, laundry room, etc. clear of all personal
69 items at all times. Tenants shall keep the inside and the grounds of the premises clear of litter, trash, and
70 garbage.

71
72 Tenants will not flush sanitary napkins, coarse paper, rags, etc. down the toilets or pour grease down any
73 drains. If there is a partial or complete stoppage of wastepipes caused by tenants or their guests which
74 requires a clean out, the tenants will be responsible for the plumbing bills incurred. It is suggested that
75 reminders be posted in bathrooms to notify guests of this rule. Tenants are responsible for over running of
76 toilets and stoppage of wastepipes caused by hair or other foreign materials in drains.

77
78 Tenants are responsible for snow and ice removal from all sidewalks and driveways as required by city
79 ordinance. Tenants are responsible for mowing the lawn and maintaining the yard, including leaf and litter
80 removal. Tenants are responsible for providing their own equipment and materials.

81
82 Run bath and kitchen fans (or open windows) enough to keep humidity levels low enough to prevent
83 interior condensation and damage from mildew. Close the door and run the bathroom vent fan during and
84 for 15 minutes after showering.

85 State law requires the owner (landlord) of a dwelling to install a functional smoke detector in the basement
86 of the dwelling and on each floor level (except attic or storage area). State law further requires the
87 occupant (tenant) to maintain any smoke detector in the unit. Upon discovery that a smoke detector in the
88 unit requires maintenance (except new battery), occupant (tenant) agrees to immediately either provide
89 any maintenance necessary to make that smoke detector functional or provide owner (landlord) written
90 notification of the required maintenance. Owner (landlord) shall within 5 days after receipt of that notice
91 provide any maintenance necessary to make that smoke detector functional. Tenants are responsible to
92 keep operational batteries in smoke detectors at all times.

93
94 Tenants are responsible for maintaining heat high enough to prevent frozen pipes.

95
96 In those properties that come furnished with laundry equipment that is not coin operated, the tenant shall
97 be responsible for the maintenance and repair of the laundry equipment. Tenant is advised to notify
98 American Edge within 7 days of the start of the lease if the laundry equipment is not in good working
99 order.

100
101

102 **MISCELLANEOUS**

103 The landlord, owner, or management agent shall not be responsible to the tenant for damage or
104 destruction of personal property belonging to the tenant (including guests) due to or caused by fire, water,
105 mildew, mold, theft, burglary, or mysterious disappearance. The tenant is responsible to have liability and
106 personal insurance.

107

108 Parking is limited to tenants' vehicles and restricted to designated parking areas. Non-operable vehicles
109 are prohibited in the parking areas.

110

111 The use of balcony railings for drying laundry is prohibited. Fire regulations prohibit leaving anything in
112 hallways entryways, and stairways. This includes bicycles, boxes, recycle bins, boots, etc.

113

114 Fire regulations strictly prohibit the storage in residential buildings of any petroleum-based fuels or
115 engines run on fuels (including gas grills, motor bikes, lawn mowers, etc.).

116

117 No foil, plastic, (except weatherization film), signs, rugs, blankets, etc. shall be placed on, over, or in any
118 window or door. No signs may be placed on the exterior of the premises. If window drapes/blinds are
119 provided by the owner, only those may be visible from the outside of the building.

120

121 Fire and safety regulations require that there is to be no locking hardware that could prevent egress on
122 doors leading to fire exits (including locks on doors of rooms leading to exit doors). No hasp lock type
123 hardware is permitted anywhere on the premises.

124

125 Fire escapes and jump platforms are for emergency use only. They are not to be used as a deck or
126 porch.

127

128 No external or internal door locks, padlocks, or bolts can be installed or used without authorization by
129 the landlord.

130

131 All lock changes are to be made by the landlord. Any locks installed by the tenant will be removed and
132 replaced at the expense of the tenant.

133

134 A "No Party Policy" applies to the premises to alleviate damages that occur on the premises and to
135 provide an atmosphere where all residents and neighbors can exercise their right to the quiet and
136 peaceful enjoyment of their homes. The term "Party" refers to any loud or unruly gatherings which result
137 in complaints from one or more tenants or persons in the neighborhood OR results in any visits from the
138 police or other law enforcement authorities in response to loud or otherwise disruptive activities. In the
139 event that the tenant(s) violate this provision, they shall remit the sum of \$100 to American Edge,
140 payable immediately as and for liquidated charges. Continued violation of this "No Party Policy" may
141 result in the eviction of the tenants.

142 American Edge has and enforces a "No Tap Alcoholic Beverage" policy. No tap alcohol containers of
143 any kind or size are allowed on any part of the premises. In the event that tenant(s) violate this provision,
144 the tenant(s) shall remit the sum of \$100 to American Edge, payable immediately as and for liquidated
145 charges.

146

147 No BBQ grills are to be used or stored on any porch, landing, or entrance to the premises.

148

149 Water beds are not permitted on the premises, unless in a proper frame and proof of liability and
150 property damage insurance is provided to the landlord before installing the water bed.

151

152 Only furniture designated for exterior use may be used in yards or on porches.

153

154 No person shall be allowed on any roof at any time for any reason.

155

156 Laundry facilities if provided by the landlord are limited to use by and for the tenants only.

157

158 Tenants are responsible to comply with all state and local regulations regarding recycling. All trash and

159 recycling containers shall be put out the night before collection and put away immediately after
160 collection. The landlord shall supply one covered garbage container to the premises. Tenants are
161 responsible to provide recycle bin(s) and additional garbage containers is needed. Garbage is not
162 permitted to be kept outside in anything other than a covered garbage container (it attracts animals and
163 is not permitted by the city.)

164
165 Tenants and guests shall not smoke on the premises.

166
167 **DISCLOSURE OF AGENCY**

168
169 Tenant understands that American Edge, and any property manager, rental agent, or employees thereof
170 are representing the landlord's interests and own duties of loyalty and faithfulness to the landlord. They
171 also are, however, obligated to treat all parties fairly and in accordance with Fair Housing laws and
172 standards.

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174 _____
175 Initials Date Initials Date
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184 Initials Date Initials Date

For More Information Contact: info@americanedge.com

American Edge Real Estate Services, Inc.

Peter & Emilie Wiese - Brokers
700 Wolske Bay Road, Suite 290
Menomonie, WI 54751
Phone (715) 235-7999
Fax (715) 235-0455