

Tenant: \_\_\_\_\_ Apartment: \_\_\_\_\_

## EAST END CORP. PROPERTY MANAGEMENT

[management@eastendcorp.com](mailto:management@eastendcorp.com)

### RULES AND REGULATIONS

1. All rents are due on the **first day of each month and late fees are assessed after 7 days. Beginning June 1st, 2012 all payments will be made via ACH auto deposit and can be done so via our website: [www.eastendcorp.com](http://www.eastendcorp.com).**

May payments can still be made payable to :

East End Corp. PO Box 10291, Portland, ME 04104.

2. Emergencies and non-emergency issues can best be addressed by emailing us at [management@eastendcorp.com](mailto:management@eastendcorp.com) . Alternatively you may also address non-emergency issues by calling 879-6081. **Emergencies can also be reported to 591-9926.**
3. USE OF THE APARTMENT:
  - A. Only those individuals listed on the lease shall reside in the apartment.
  - B. You are responsible for the conduct of all members of your household as well as your guests.
  - C. The apartment cannot be subleased.
  - D. You apartment cannot be used as a place of business.
4. BEHAVIOR:
  - A. Unlawful activities are not permitted on any area of the property.
  - B. Be considerate of your neighbors; loud stereos, late parties, shouting and slamming doors can be very annoying to your neighbors. **Noise must be kept to a minimum between the hours of 9pm and 7am. Shouting, use of profanity, screaming or yelling in units or on the property will not be tolerated at any time.**
  - C. Tenants are not permitted to loiter, play or hang around the stairwells or hallways.
  - D. Bouncing balls off buildings, bike riding on lawns, or leaving toys and bikes in common areas and stairways will not be tolerated.
5. VEHICLES:
  - A. Only vehicles registered in our office shall be permitted to park in our lots.
  - B. Neither unregistered nor inoperable vehicles are permitted on our properties.
  - C. No vehicle maintenance shall be performed on the premises. This includes but is not limited to: oil changes, car washing, and flat tires.
  - D. **Guests are not permitted to park onsite.**

6. RUBBISH:

- A. TRASH IN THE HALLWAY OR ON THE PROPERTY WILL NOT BE TOLERATED
- B. YOUR INSIDE AND OUTSIDE(soda bottles, snack wrappers and dog pick up) RUBBISH MUST BE PROPERLY PLACED IN YOUR BLUE PORTLAND TRASH BAGS.
- C. BLUE PORTLAND BAGS MUST BE SECURELY CLOSED AND PLACED IN THE APPROPRIATE TRASH RECEPTACLE.
- D. YOUR TRASH DAY IS \_\_\_\_\_, please place your blue bags out by the curb no sooner than 3pm on \_\_\_\_\_ .

7. PETS:

- A. PETS ARE THE COMPLETE RESPONSIBILITY OF THE OWNER, NOBODY SHOULD NOT BE SUBJECTED TO DOG WASTE.
- B. PET WASTE MUST BE PLACED INSIDE A BLUE PORTLAND TRASH BAG.
- C. FOR OWNERS OF LONG HAURED DOGS, PLEASE PAY ATTENTION TO FUR BALLS IN COMMON AREAS AND SWEEP IF NECESSARY.

8. MAINTENANCE:

- A. All required maintenance shall be reported promptly to the management, **including leaky or dripping faucets and running toilets.** \_\_\_\_\_ int.
- B. All repairs shall be performed solely by the management.
- C. Any maintenance or service call of any nature due to negligence on the part of the tenant or their guests shall be a minimum charge of \$30.00 and will be assessed to the tenant. Lockouts are a minimum charge of \$50.00.
- D. Tenants shall not add additional locks, paint, or decorate the premises without prior management consent.
- E. Only curtains and blinds shall be hung in windows; blankets, sheets, towels, etc. will not be tolerated by the management.

**ALL TENANTS AND THEIR GUESTS MUST ADHERE TO ALL RULES AND REGULATIONS AT ALL TIMES. FAILURE TO DO SO WILL RESULT IN A WRITTEN WARNING AND/OR EVICTION.**

SEEN AND AGREED TO:

TENANT: \_\_\_\_\_ DATE: \_\_\_\_\_

TENANT: \_\_\_\_\_

DATE: \_\_\_\_\_