

POLICY SCHEDULE

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NOTES

- 1) The Landlord may update this schedule from time to time.
- 2) The Landlord shall notify the Tenant at least thirty days in advance of any update.
- 3) This is not an all-inclusive list of policies.
- 4) This schedule is effective as of 10/01/25.

POLICY SCHEDULE

FEES & CHARGES

1. EVICTON FEES

1.01 COMPLAINT FEE

- a. The fee is enforced when the Tenant is in default of the lease, resulting in the Landlord preparing and filing a complaint with the local court in order to seek remedy. Examples of typical complaints include an eviction process (e.g., forcible entry and detainer action) or a collection matter (e.g., small claims complaint). The fee does not include court costs or attorney's fees.
- b. The fee is assessed on the date the Landlord prepares the complaint.
- c. The fee is due on the date it is assessed.
- d. The fee amount is specified in the Rate Schedule.

1.02 NOTICE FEE

- a. The fee is enforced when the Tenant is in default of the lease, resulting in the Landlord preparing and delivering a three-day notice. The three-day notice is required by Ohio Revised Code 1923.04 prior to beginning a court action for eviction. The most common reason for issuing a three-day notice is for non-payment of rent. The fee does not include court costs or attorney's fees.
- b. The fee is assessed on the date the Landlord prepares the three-day notice.
- c. The fee is due on the date it is assessed.
- d. The fee amount is specified in the Rate Schedule.

1.03 WRIT FEE

- a. The fee is enforced when the Tenant is in default of the lease, resulting in the Landlord preparing and filing instructions with the local court for a writ of restitution. This is the authority given by the local court for the Landlord to retake possession of the rental unit if the Tenant was told to vacate the premises and does not do so voluntarily. The fee does not include court costs or attorney's fees.
- b. The fee is assessed on the date the Landlord prepares the instructions.
- c. The fee is due on the date it is assessed.
- d. The fee amount is specified in the Rate Schedule.

2. RENTAL FEES

2.01 AUTOPAY FEE

- a. The fee is enforced when the Tenant does not provide account information to process automatic payments when the lease specifies this requirement. The fee serves as a penalty for not fulfilling the specific lease term and payment of the fee does not relieve this obligation.
- b. The fee is assessed on the 1st of each month.
- c. The fee is due on the date it is assessed.
- d. The fee amount is specified in the Rate Schedule.

2.02 CUSTOM PAYMENT FEE

- a. The fee is enforced when the Tenant schedules an automatic payment after the 15th of the month. Scheduling a custom payment is not permitted if any invoice is thirty days or more past due. The custom payment day must be a business banking day.
- b. The fee is assessed on the date the custom payment is scheduled.
- c. The fee is due on the date of the custom payment.
- d. The fee amount is equal to the greater of (a) the per diem rate multiplied by the difference between the custom payment day and fifteen or (b) the minimum amount. The per diem rate and the minimum amount are specified in the Rate Schedule.

2.03 DEFERRAL FEE

- a. The fee is enforced when the Tenant defers an automatic payment from the 5th to the 15th*. The Landlord must receive a deferral request between 12:00AM on the 20th and 11:59PM on the last day of the month prior to the month in which the auto payment is scheduled. The Landlord may deny a deferral request at any time (e.g., a deferral request may not be honored if the Tenant's account is past due). *The actual date may vary. For example, in the event that the 15th falls on a weekend or holiday, the payment will be processed on the next business banking day.
- b. The fee is assessed on the 1st of the month for which the automatic payment is being deferred.
- c. The fee is due on the date of the deferred automatic payment.
- d. The fee amount is specified in the Rate Schedule.

2.04 HOLD OVER FEE

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- a. The fee is enforced when the Tenant retains possession of the premises without the Landlord's permission after the lease term has expired. The fee serves as a penalty for not fulfilling a specific lease term and payment of the fee does not relieve this obligation. In addition to the fee, the Tenant is liable to reimburse the Landlord for damages caused by holding over the property, including but not limited to utility expenses, expenses related to the inability to deliver the premises to another customer (i.e., providing temporary housing), etc.
- b. The fee is assessed on the date the Landlord gains possession of the property.
- c. The fee is due on the date it is assessed.
- d. The fee amount is equal to the daily rental rate (monthly rental rate divided by thirty) multiplied by the number of days the property is held over, multiplied by two. For example, the Tenant that delivers a written notice to vacate a property with a monthly rent of \$900.00 by May 31st and vacates the property on June 5th would owe a \$300 fee ($\$900.00 / 30 * 5 * 2$).

2.05 *IMPROPER NOTICE FEE*

- a. The fee is enforced when the Tenant delivers a notice to terminate tenancy without the required number of days' notice as specified in the lease agreement.
- b. The fee is assessed on the date the notice is delivered.
- c. The fee is due on the date it is assessed.
- d. The fee amount is equal to the daily rental rate (monthly rental rate divided by thirty) multiplied by the difference between the number of days' notice specified in the lease agreement and the number of days' notice provided. For example, the Tenant that delivers a written notice on June 5th to vacate the property with a monthly rent of \$900.00 on June 30th, while the lease required a thirty-day notice, would owe a \$120.00 fee ($\$900.00 / 30 * (30 - 26)$).

2.06 *RETURNED ITEM FEE*

- a. The fee is enforced when the Tenant's payment is returned. Typical reasons for a return may include non-sufficient funds, closed account, stopped payment, etc.
- b. The fee is assessed on the date the item is returned.
- c. The fee is due on the date it is assessed.
- d. The fee amount is specified in the Rate Schedule.

2.07 *UTILITY FEE*

- a. The fee is enforced when the Tenant fails to switch a utility into their name, causing the Landlord to receive a utility bill in which the service period includes any portion of the lease term. In addition to the fee, the Tenant will pay for the utility usage based upon actual figures from the utility bill on a per diem basis for every day of the service period within the lease term. The Landlord reserves the right to cancel the utility service if the Tenant has failed to transfer the service into their name within fifteen days from the beginning of the lease term.
- b. The fee is assessed on the date the Landlord remits payment for the utility bill.
- c. The fee is due a minimum of thirty days after the date it is assessed.
- d. The fee amount is equal to the number of days that the utility bill's service period fall within the Tenant's lease term multiplied by the per diem rate specified in the Rate Schedule.

3. VARIOUS CHARGES

3.01 *CARD CHARGE*

- a. The charge is applied when the Tenant makes a payment via credit card or debit card.
- b. The charge is assessed on the date the payment is processed.
- c. The charge is due on the date it is assessed.
- d. The charge amount is equal to the payment amount multiplied by the percentage rate specified in the Rate Schedule.

3.02 *FINANCE CHARGE*

- a. The charge is applied when the Tenant has a past due balance.
- b. The charge is assessed on the 1st of each month.
- c. The charge is due on the date it is assessed.
- d. The charge amount is equal to the past due balance multiplied by the number of days the balance has been past due since the date of the last finance charge was applied, divided by 365, multiplied by the percentage rate specified in the Rate Schedule.

3.03 *HANDLING CHARGE*

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- a. The charge is applied when the Tenant incurs an expense for materials, services, repairs, etc., that the Landlord remits payment for but is the Tenant's financial responsibility.
- b. The charge is assessed on or after the date the Landlord remits payment for the expense.
- c. The charge is due on the date it is assessed.
- d. The charge amount is equal to the expense amount multiplied by the percentage rate specified in the Rate Schedule.

3.04 *LABOR CHARGE*

- a. The charge is applied when the Tenant is financially responsible for work completed by the Landlord's employee. Examples of when this may occur include repairing damages caused by the Tenant or making improvements at the Tenant's request. The Landlord has a wide variety of tools and employs individuals with varied skillsets. Therefore, three labor classifications have been established so that rates charged for services are commensurate with such. First, the general labor classification applies to a semi-skilled employee that provides basic services. Second, the skilled labor classification applies to a proficient-skilled employee having access to the tools and equipment required to complete tasks in an efficient manner. And third, the supervisor labor classification applies to a professional-skilled employee having access to the tools and equipment required to complete tasks in an efficient manner who also provides necessary supervision, scheduling, and organization. The supervisor will have a properly outfitted service vehicle.
- b. The charge is assessed on or after the date work is completed.
- c. The charge is due on or after the date it is assessed.
- d. The charge amount is equal to the number of hours (rounded to ¼ hours) required to complete the work multiplied by the appropriate labor classification rate specified in the Rate Schedule.

3.05 *SERVICE CHARGE*

- a. The charge is applied when the Tenant is financially responsible for work completed by the Landlord's employee. Examples of when this may occur include repairing damages caused by the Tenant or making improvements at the Tenant's request. The service charge is in addition to any labor charge that may be applicable. Only one service charge applies per work order, regardless of how many site visits are required to complete the job. However, service charges do not apply for work completed after the Tenant vacates the property.
- b. The charge is assessed on or after the date the work is completed.
- c. The charge is due on or after the date it is assessed.
- d. The charge amount is equal to the skilled labor hourly rate multiplied by the percentage rate specified in the Rate Schedule.

3.06 *TRANSFER CHARGE*

- a. The charge is applied when the Tenant transfers the lease to another party or parties. This includes adding or removing one or more parties to/from the lease. The Landlord must approve all transfers.
- b. The charge is assessed on the effective date of the transfer.
- c. The charge is due on the effective date of the transfer.
- d. The charge amount is equal to one month's rent as specified in the lease multiplied by the percentage rate specified in the Rate Schedule.

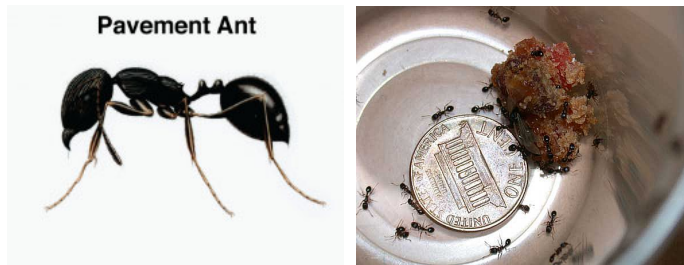
PESTS & PETS

4. PESTS

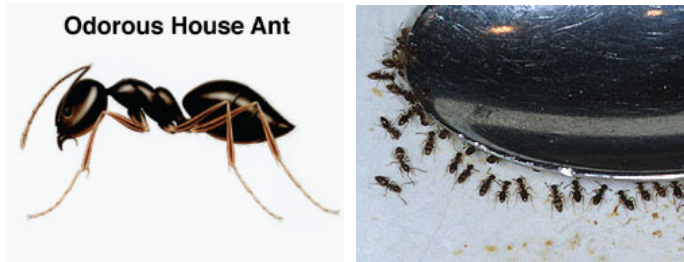
4.01 *ANTS*

- a. Pavement ants, commonly known as house ants, have dark brown to black bodies and are about 1/8" long. These ants make nests under cracks in pavement, in foundations, and in hollow foundation walls. Pavement ants are the most common type of ant that scurry around and leave small tell-tale mounds of dirt. The Landlord will not treat for pavement ants.

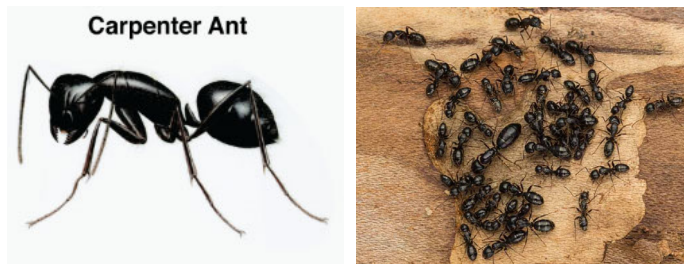
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- b. Odorous house ants, commonly known as small kitchen ants, have black or brown bodies and are about 1/8" long. These ants will nest in virtually every imaginable location. Outdoor nests are often under pavement, stones, mulch, woodpiles, flower pots, or house siding. Indoor nests are often within wall cavities, appliances, or potted plants, especially near sources of moisture. These ants form distinct trails along outdoor and indoor surfaces. Odorous house ants emit what's described as a rotten coconut or pine scent when crushed. As with all ants, activity indoors can be reduced by removing ready access to food and moisture (e.g., water leaks, spillage, trash cans, or pet food dishes). Temporary relief can sometimes be had by wiping away the invisible odor trails with a kitchen cleanser or mild detergent. Do not disturb foraging trails, however, if using a bait. The Landlord will not treat for odorous house ants.



- c. Carpenter ants have a black body, reddish legs, and are about 5/8" long. These ants hollow out wood to create nests called galleries. Though they do not eat the wood, the boring activity can lead to structural damage in wood components. The by-product of the boring is called frass and looks similar to sawdust or pencil shavings. Frass is the most common evidence of carpenter ant infestation. Carpenter ants are similar in appearance to common pavement ants, but can be distinguished by certain physical characteristics. The carpenter ant has a single pinched node between the abdomen and the thorax, while most ants have a dual node. In addition, the profile of the section from the abdomen to the head is almost perfectly rounded. The Landlord will treat for carpenter ants only if frass is evident after the recommended over-the-counter treatment has been in place for seven days.

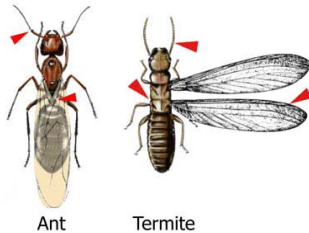


- d. The Landlord recommends Terro Liquid Ant Baits as the preferred over-the-counter treatment for most common household ants. This is available at most retailers, such as Lowe's, Walmart, Tractor Supply, etc. Please read and follow all manufacturer's directions and precautions.

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- e. Termites have dark-brown to blackish bodies and adult reproductive insects are about 3/8" long. Termites typically build their nests underground. To find food and navigate around their nest, they build mud tubes so that they are not exposed to air. Termites may or may not have wings as these are shed shortly after they emerge from the underground tunnels. Termites are often confused with ants but can be distinguished as termites lack the "pinched" waist of ants and their front and back wings are equal in length compared to ants that have distinctly longer front wings. The Landlord will treat for termites.



4.02 BED BUGS

- a. Bed bugs are small, parasitic insects that feed solely on the blood of people and animals while they sleep. Bed bugs hide during the day in mattresses, box springs, bed frames, headboards, and in cracks and crevices. They cling to shoes, clothing, furniture, suitcases, and other belongings, and easily travel to wherever humans are located.



- b. While they are not known at this time to transmit disease, seven in ten people who are bitten by bed bugs experience itchy, red welts. The stress of an infestation can also cause great anxiety and distress.



- c. The Landlord shall bear the cost for extermination if the Tenant reports a presence of bed bugs within the first thirty days of the initial lease term. However, if the Tenant had been exposed to bed

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bugs at any previous residence thirty days prior to the first day of the initial lease term, the Tenant shall bear the cost for any required extermination.

- d. The Tenant shall bear the cost for extermination any time after the first thirty days of the initial lease term. If the bed bug infestation in the Tenant's unit spreads to an adjacent property, the Tenant shall bear the cost for exterminating the adjacent property as well.

4.03 *BEES*

- a. The Landlord will remove a bees' nest if it is larger than a tennis ball and located on the building.
- b. The Landlord will not treat for bees that are on the grounds including yard, landscaping, or trees.

4.04 *MICE*

- a. Effective mouse control involves sanitation, mouse-proof construction, and population reduction. The first two are useful as preventive measures. However, when a mouse infestation exists, some form of population reduction is almost always necessary.
- b. The Tenant has the following responsibilities: (i) keep the part of the premises that the Tenant occupies in a safe and sanitary condition; (ii) store trash in tied plastic bags in a tight-fitting lidded container that is emptied weekly; (iii) store food products in glass jars, metal canisters, or other sealable airtight containers; and (iv) when only a few mice are present in a building (this is the most common case), set traps and dispose of dead rodents.
- c. The Landlord has the following responsibilities: (i) keep all common areas in a safe and sanitary condition, and (ii) perform any mouse-proof construction required on the building.
- d. Sanitation is an integral step to control mice population. Mice can survive in very small areas with limited amounts of food and shelter. Consequently, most buildings in which food is stored, handled, or used will support house mice. Although good sanitation will seldom eliminate mice, poor sanitation is sure to attract them and will permit them to thrive in greater numbers. Good sanitation will reduce food and shelter for mice and in turn make baits and traps more effective. Pay particular attention to eliminating places where mice can find shelter. If they have few places to rest, hide, or build nests and rear young, they cannot survive in large numbers.
- e. Mouse-proof construction is a successful and permanent form of house mouse control by eliminating openings through which mice can enter the building. Any openings larger than 1/4" should be sealed to exclude mice. Steel wool mixed with caulking compound makes a good plug. Patching material needs to be smooth on the surface to prevent mice from pulling out or chewing through the patching compound. Seal cracks and openings in building foundations and openings for water pipes, vents, and utilities with metal or concrete. Doors, windows, and screens should fit tightly.
- f. Population reduction is often effectively controlled by trapping. Trapping has several advantages: (i) it does not rely on inherently hazardous poisons, (ii) it permits the user to make sure that the mouse has been killed, and (iii) it allows for disposal of the mouse carcasses, thereby avoiding dead mouse odors that may occur when poisoning is done within buildings. The simple, inexpensive wood-based snap trap is effective and can be purchased in most hardware and grocery stores. Bait traps with peanut butter, chocolate candy, dried fruit, or a small piece of bacon tied securely to the trigger. Set them so that the trigger is sensitive and will spring easily. Set traps close to walls, behind objects, in dark corners, and in places where evidence of mouse activity is seen. Place them so that mice will pass directly over the triggers as they follow the natural course of travel, usually close to a wall. Use enough traps to eliminate the rodents quickly. Using too few traps is a common error by individuals attempting to control mice. Mice seldom venture far from their shelter and food supply, so place traps no more than 10 feet apart in areas where mice are active. Leaving traps unset until the bait has been taken at least once often increases the success of trapping. An alternative to traps is glue boards, which catch and hold mice attempting to cross them in much the same way flypaper catches flies. Place glue boards along walls where mice travel. Two or three glue boards placed side-by-side will be more effective than individual boards. Do not use them where children, pets, or desirable wildlife can contact them. Glue boards may lose their effectiveness in dusty areas and when exposed to extreme temperatures.
- g. Poison baits, or rodenticides, are prohibited by the Landlord.
- h. Disposal of dead rodents is a necessary part of controlling the mouse population. Always wear intact rubber or plastic gloves when removing dead rodents and when cleaning or disinfecting items contaminated by rodents. Put the dead rodent in a plastic bag and then put that bag in a tightly sealed second bag. Dispose of rodents in trash containers with tight fitting lids. Traps can be

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disinfected by soaking them in a solution of three tablespoons of bleach per gallon of water or a commercial disinfectant containing phenol. After handling rodents, resetting traps, and cleaning contaminated objects, thoroughly wash gloved hands in a general household disinfectant or in soap and warm water. Then remove gloves and thoroughly wash your hands with soap and warm water.

5. PETS

5.01 *ANIMAL ASSISTANTS*

- a. Animal assistants, both service animals and support animals, are not considered pets. Service animals are dogs that are individually trained to do work or perform tasks for the benefit of an individual with a disability. Support animals can be trained or untrained animals to do work, perform tasks, provide assistance, and/or provide therapeutic emotional support for the benefit of an individual with a disability.
- b. Adding or removing an animal assistant will not cause rent to be increased or decreased.
- c. Documentation for service animals, upon the Landlord's request, may be provided by the Tenant or a medical professional and include the following: (i) the date; (ii) a statement that the animal is required because of a disability; (iii) a statement describing what work or task the animal has been trained to perform, other than emotional support; and (iv) the Tenant's or professional's signature.
- d. Documentation for support animals, upon the Landlord's request, must be provided by a medical professional and include the following: (i) the date; (ii) a statement that the Tenant, identified by name, has a disability with a physical or mental impairment that *substantially* limits one or more major life activity; (iii) a statement that the animal assistant is *necessary* for the Tenant's disability, and; (iv) the professional's signature.
- e. More detailed information can be found on this topic by reviewing the U. S. Department of Housing and Urban Development FHEO Notice FHEO-2020-01.

5.02 *PET RENT*

- a. Cats and dogs will cause an additional rent to be charged as part of the monthly total rent. The additional rent amount is specified in the lease, and is assessed per pet and per month.
- b. Animals kept in cages or aquariums, such as birds, fish, reptiles, etc., will not cause an additional rent amount to be charged.
- c. Pet rent is non-refundable.
- d. Pet rent does not act as a deposit to be applied toward damages caused by pets.
- e. For any pet added during an existing lease term, pet rent will begin on the first of the following month from when the pet was brought to the property. For example, if a cat is added on May 12th and the Landlord is notified on May 24th, then rent adjustment will be effective on June 1st. If, however, a cat is added on May 12th and the Landlord is notified on June 24th, then rent adjustment will be effective June 1st.
- f. For any pet removed during an existing lease term, pet rent will be terminated on the first of the following month that the Landlord is provided notice that the pet was removed from the property. For example, if a cat is removed on May 12th and the Landlord is notified on May 24th, then the rent adjustment will be effective on June 1st. If, however, a cat is removed on May 12th and the Landlord is notified on June 24th, then the rent adjustment will be effective on July 1st.

5.03 *PETS*

- a. The Landlord must approve all pets.
- b. Pets that are permitted with no additional rent charge, so long as they are kept in their cage, crate, aquarium, etc. at all times, include birds, chinchillas, fish, frogs, guinea pigs, hamsters, hermit crabs, lizards, mice, rabbits, snakes, spiders, rats, and turtles.
- c. Ferrets are not permitted.
- d. The lease will specify if cats are permitted. If permitted, all cats must be litter box trained.
- e. The lease will specify if dogs are permitted. If permitted, all dogs must be housebroken. Even if the lease permits dogs, the pit bull breed is not permitted.

PROPERTY GUIDELINES

6. EXTERIOR GUIDELINES

6.01 *CABLE INSTALLATION*

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- a. The Tenant is permitted to install cable services with the following conditions for exterior wiring and interior wiring. Exterior wiring requirements are as follows: (i) shall not penetrate the roof, (ii) shall not be visible from the curbside, (iii) shall be installed parallel to vinyl siding, (iv) shall be tucked under J-channel or corner molding, (v) shall be white in color if the vinyl siding is white, (vi) shall be conglomerated next to existing electrical service meters, (vii) shall be buried underground when traversing the yard, and (viii) only one penetration is permitted through an exterior wall. Interior wiring requirements are as follows: (i) shall be terminated in wall boxes located the same distance from the floor as other duplex electrical outlets in the room (typically about 14" from the floor to the center of the box), (ii) shall have cover plates that match color of other existing electrical devices in the room where the new jack will be located (e.g., do not install an almond cover plate in a room where other plates are ivory), and (iii) shall not be surface mounted to finished drywall walls.
 - b. The Tenant will be charged to remedy any violation of these requirements.
- 6.02 *OUTSIDE APPEARANCE*
- a. This policy applies to residential leases only.
 - b. The Landlord desires a neat and orderly exterior appearance.
 - c. All items kept outside, such as grills, patio furniture, children's toys, etc., must be placed in the rear of the property and outside of the mowed area.
 - d. The Landlord may dispose of any item within the mowed area. The Tenant will not be compensated for items disposed.
 - e. Outside storage of any motor home, trailer, motorcycle, tractor, etc., is not permitted.
- 6.03 *PARKING*
- a. This policy applies to residential leases only.
 - b. Outside parking is permitted for automobiles and light duty trucks.
 - c. Outside parking is prohibited for boats, trailers, motor homes, jet skis, ATVs, snow mobiles, commercial vehicles, semis, buses, etc.
 - d. Vehicles must be operable.
 - e. Vehicles must have current plates.
 - f. Vehicles may not be parked on the street.
 - g. Vehicles may not be parked in the yard.
 - h. Violation of any of these policies may result in towing at the owner's expense.
- 6.04 *SATELLITE INSTALLATION*
- a. The Tenant is permitted to install satellite services with the following conditions for exterior wiring, interior wiring, and dish locations. Exterior wiring requirements are as follows: (i) shall not penetrate the roof, (ii) shall not be visible from the curbside, (iii) shall be installed parallel to vinyl siding, (iv) shall be tucked under J-channel or corner molding, (v) shall be white in color if the vinyl siding is white, (vi) shall be conglomerated next to existing electrical service meters, (vii) shall be buried underground when traversing the yard, and (viii) only one penetration is permitted through an exterior wall. Interior wiring requirements are as follows: (i) shall be terminated in wall boxes located the same distance from the floor as other duplex electrical outlets in the room (typically about 14" from the floor to the center of the box), (ii) shall have cover plates that match color of other existing electrical devices in the room where the new jack will be located (e.g., do not install an almond cover plate in a room where other plates are ivory), and (iii) shall not be surface mounted to finished drywall walls. Dishes are permitted to be installed in the following locations: (i) backyard, (ii) wood fences, (iii) wood decks, (iv) existing landscape beds, and (v) on a treated 4x4 post installed outside of the mowed area. Dishes are prohibited to be installed in the following locations: (i) front yard, (ii) vinyl fences, (iii) vinyl decks, (iv) roofs, and (v) exterior walls.
 - b. The Tenant must remove the dish, mounting bracket, wiring, and any other related installed items prior to vacating the property.
 - c. The Tenant will be charged to remedy any violation of these requirements.
- 6.05 *SCREEN DOORS*
- a. The Tenant is permitted to install a screen/storm door under the following conditions: (i) the cost for installation and all materials will be the Tenant's responsibility, (ii) installation must be done in a professional manner, (iii) the screen/storm door may not be mounted to the siding in any way, and (iv) the screen/storm door must be mounted to the existing exterior door jamb and/or brick molding only.

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- b. The Tenant must remove the screen/storm door prior to vacating the property.
 - c. The Tenant will be charged to remedy any violation of these requirements.
- 6.06 *SNOW PLOWING*
- a. The lease will stipulate as to whether or not the Landlord provides snow plowing services.
 - b. The area serviced includes all parts of the driveway that the plow truck can reasonably access.
 - c. Any cars parked in the driveway may limit the access of the plow truck and cause the driveway to be skipped. No special return trips will be made. An attempt to clear a skipped driveway will be made during the next circuit of plowing.
 - d. The plowing service does not include any hand shoveling. This includes, but is not limited to, shoveling of walkways to exterior doors, city sidewalks, any snow near a parked vehicle, or any snow near the overhead garage door that the plow truck could not access.
 - e. The plowing service does not include applying any salt.

7. *INTERIOR GUIDELINES*

7.01 *BLINDS & CURTAINS*

- a. The Tenant is permitted to install blinds and/or curtains under the following conditions: (i) the cost of the blinds and/or curtains shall be born solely by the Tenant, (ii) the blinds and/or curtains may be fastened directly to any surface covered in drywall, (iii) the blinds and/or curtains may be fastened directly to any wood jamb extension, which is the square stock material between the window and the casing, (iv) the blinds and/or curtains may not be fastened directly to a window sash, frame, or casing, (v) the blinds and/or curtains may not be fastened directly to any surface made of vinyl, and (vi) the blinds and/or curtains may not be fastened to any surface made of metal (e.g., there is no screwing into metal doors to install blinds to cover a half glass window in a door. One could use faux etched glass adhesive decals to cover glass panes or utilize magnetic curtain rods).
- b. The Tenant must remove the blinds and/or curtains as well as any associated hardware prior to vacating the property.
- c. The Tenant will be charged to remedy any violation of these requirements.

7.02 *LIGHT BULBS*

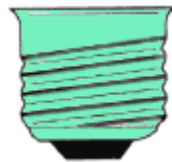
- a. The Tenant is responsible for replacing all interior light bulbs.



- b. The Tenant is responsible for replacing all exterior light bulbs with candelabra (E12) or medium (E26) bases.



Candelabra (E12)



Medium (E26)

7.03 *PAINTING*

- a. The Tenant is permitted to paint walls under the following guidelines: (i) the Tenant must receive written permission prior to beginning any paint jobs, (ii) work must be done in a professional manner, (iii) there will be no paint on the baseboards, casing, cabinetry, ceilings, floor coverings, etc., and (iv) the paint will have a smooth finish and be free from runs or excessive texture.
- b. The Tenant must repaint the walls using paint with the color, sheen, and manufacturer as specified by the Landlord prior vacating the property.
- c. The Tenant will be charged to remedy any violation of these requirements. Please proceed with caution as removing paint from baseboards, casing, cabinetry, ceilings, floor coverings, etc., can be a difficult, time consuming, and expensive process.

POLICY SCHEDULE

REGULATIONS & RULES

8. REGULATIONS

8.01 *NOISE*

- a. The Tenant agrees to maintain a noise level that is not disturbing to any occupants of the building, neighbors, or the Landlord. This includes noise created by yelling, radio/stereo, pets, etc.

8.02 *OCCUPANCY LIMITS*

- a. The Tenant is permitted to occupy the property.
- b. The Tenant's children under the age of eighteen are permitted to occupy the property.
- c. Any person other than those specifically permitted to occupy the property must receive written permission from the Landlord.
- d. A guest is permitted to occupy the property without written permission from the Landlord so long as the length of the stay does not exceed thirty days in any calendar year.
- e. The maximum number of persons permitted to reside at any residential property is two people per bedroom.

8.03 *PAYMENT APPLICATIONS*

- a. The Landlord will apply payments first to fees, second to damages, third to reimbursable expenses, and lastly to rent.
- b. The Landlord will apply payments first to the oldest invoice if there are multiple invoices within a category.

8.04 *PREPAYMENT DISCOUNTS*

- a. The Tenant who pays rent in advance by twelve months will be issued a credit memo equal to one-half of one month's rent. For example, if the monthly rent is \$1,000.00 and a prepayment of \$12,000.00 is made, a credit memo for \$500.00 will be issued.
- b. The Tenant who pays rent in advance by eighteen months will be issued a credit memo equal to one month's rent. For example, if the monthly rent is \$1,000.00 and a prepayment of \$18,000.00 is made, a credit memo for \$1,000.00 will be issued.
- c. The Tenant who pays rent in advance by twenty-four months will be issued a credit memo equal to two months' rent. For example, if the monthly rent is \$1,000.00 and a prepayment of \$24,000.00 is made, a credit memo for \$2,000.00 will be issued.
- d. The Tenant will receive a reimbursement for any unused payments and any credit memo issued will be reversed if the lease is terminated prior to utilizing all of the advance payments or credits. For example, if the monthly rent is \$1,000.00, a prepayment of \$12,000.00 is made on January 1st (for rent payments from January through December), a credit memo for \$500.00 was issued on January 2nd, and the lease is terminated on June 30th, then the Tenant will be reimbursed for \$6,000.00 for unused payments (for rent payments from July through December) and the \$500.00 credit memo issued on January 2nd will be reversed.

8.05 *RENTERS INSURANCE*

- a. This policy applies to residential leases only.
- b. The Tenant is encouraged, but not required, to purchase renters insurance effective throughout the term of the lease. Renters insurance protects the Tenant's personal property in the event of damage by fire, casualty, or other causes.
- c. The Landlord is not liable for the Tenant's property.

8.06 *SPACE HEATERS*

- a. The use of petroleum-based fuel (e.g., kerosene or gasoline) heaters is prohibited in any property, including both attached and detached garages.
- b. The use of electrical space heaters is prohibited without the Landlord's written permission other than an EdenPURE brand heater in good working condition.

8.07 *TARGET SHOOTING*

- a. The discharge of any firearm for the purposes of target shooting is prohibited.
- b. The use of any bow and arrow for the purpose of target shooting is prohibited.

8.08 *UTILITIES*

- a. All utilities designated as the Tenant's responsibility in the lease must be turned on and remain on during the entire term of the lease. Disconnection of a utility service may cause unforeseen

POLICY SCHEDULE

problems such as no power to a sump or septic pump, no security lighting, no heat that may cause pipes to freeze and burst, no water in the event of a kitchen fire, etc.

- b. The Landlord may activate a utility if the Tenant fails to maintain continuous service.
- c. Any utility designated as the Tenant's responsibility and billed to the Landlord will be re-billed to the Tenant and charges computed on a per diem basis.

8.09 *WELL WATER*

- a. The Tenant may experience poor taste, odors, staining of plumbing fixtures, and staining during laundering if the property is serviced by well water.
- b. The water pressure may be lower than and not as consistent as city water.
- c. The Landlord is responsible for maintenance of the water well, pump, and pressure tank.
- d. The Tenant is responsible for maintenance and repairs of any water treatment equipment, including but not limited to water softeners, filtration devices, etc., that are used exclusively for their unit. This includes providing water softener salt, if necessary.

9. *RULES*

9.01 *ACCESS*

- a. The Landlord has the right to enter the property after giving twenty-four hours' notice.
- b. The Landlord has the right to enter the property without twenty-four hours' notice in the event of an urgent maintenance concern.

9.02 *AMENDMENTS*

- a. Amendments must be in writing and signed by all parties.

9.03 *DAMAGES*

- a. The Tenant shall pay for all damages to the property above normal wear and tear.
- b. The Tenant shall pay any costs incurred by the Landlord due to the Tenant's acts or omissions.

9.04 *EARLY TERMINATION*

- a. Early termination of a lease may be permitted if the lease specifically permits it.
- b. Early termination of a lease will cause damages to the Landlord.
- c. The exact amount of the damages is uncertain and difficult to determine.
- d. Examples of damages include, but are not limited to, the following: administrative costs, advertising costs, showing fees, turnover costs, utility expenses, and vacancy loss.
- e. Early termination damages are in addition to damages to the property above normal wear and tear.

9.05 *EPLING ESTATES*

- a. Jonathan M. Epling is the sole proprietor doing business as Epling Estates.
- b. Epling Estates is a registered trade name in the state of Ohio referenced as entity #1942120.
- c. The employer identification number for Epling Estates is 45-3971638.
- d. In the event that Jonathan M. Epling dies, Kathryn J. Epling will act on behalf of Epling Estates.
- e. In the event that Jonathan M. Epling and Kathryn J. Epling die, the beneficiary(s) as named in the Eplings' last will and testament will act on behalf of Epling Estates.

9.06 *KEYS*

- a. The Tenant must return the keys to the Landlord upon vacating the property.
- b. A drop box is available twenty-four hours a day.

9.07 *SECURITY DEPOSIT*

- a. The security deposit serves as a guarantee for faithful performance of all terms in this lease.
- b. The security deposit will not be applied to the Tenant's outstanding balance until after the Tenant has vacated the property.
- c. The Landlord agrees to refund this deposit, less any deductions, within thirty days of the lease termination date.

9.08 *WAIVERS*

- a. Waivers must be in writing and signed by the Landlord.
- b. No failure or delay by the Landlord to enforce any provision of the lease is a waiver of the provision.