

RESIDENT & COMMUNITY POLICIES ADDENDUM
Capitol Area Development Authority (CADA)
Effective JANUARY 1, 2020

1. GENERAL

- A. Affordable Housing:** CADA makes 25% of the units it develops and manages affordable to households earning below- median incomes. Waiting lists are opened each year when there are openings in the affordable housing programs. While most programs are open to the public, CADA's scattered-site program is open year-round to existing CADA Residents only, and is not available to the public at this time. To qualify for this program Residents must be disabled; or have minor children; AND have a household income below 50% of Area Median Income for Sacramento County. Eligible Residents *may be required to transfer to a different CADA apartment to receive assistance.* For more information, Residents should contact CADA's Affordable Housing Assistant at (916) 322-2114.
- B. Assistive Animals:** Residents who desire to have an assistive animal in order to have equal opportunity to use and enjoy the apartment and community must submit a written request to CADA's Resident Services Manager and provide verification by a medical or other logical provider. Upon approval, Residents must execute and abide by the terms of the **CAA Assistive Animal Policy Addendum.**
- C. Barbecues/Grills:** In accordance with California State Law, "Charcoal burners and other open-flame cooking devices cannot be operated on combustible patios/balconies, or within 10 feet of combustible construction." Accordingly, CADA does not allow barbecues or grills of any type to be used at any CADA property.
- D. Car Washing:** Cars, bicycles, scooters, etc. may not be washed in the common areas or parking areas of any CADA property. Residents may not use CADA's outdoor water supply for their own use at any time.
- E. Cash Payments:** For safety and security reasons CADA does not accept cash payments. Resident is encouraged to pay rent through on-line bill pay whenever possible. Resident who does not have a checking account may purchase money orders at his/her bank. Safeway, at 19th and R, also sells money orders for a reasonable fee (in amounts up to \$500 dollars), as do all US Post Offices. The post offices nearest CADA are the branches at 8th and I, and 21st and Broadway. We appreciate Resident's cooperation with this term.
- F. Clotheslines/Drying Racks:** The State of California passed a law in 2015 that allows Residents of multi-family properties to install a clothesline or drying rack outside their apartments, in an area reserved for the Resident's personal use, and for limited periods of time. The type of clothesline/drying rack material and proposed location of the clothesline or drying rack must be approved by CADA, and **Residents must sign a "Clothesline/Drying Rack Addendum"** prior to installing/using any clothesline or drying rack. Residents must submit a written request to install a clothesline or drying rack to CADA's Resident Services Manager. Failure to obtain proper permission before installing a clothesline or drying rack will be considered a material breach of the Lease or Rental Agreement.
- G. Concessions:** Resident who receives a rent discount, or "free rent," or any other concession as a condition of signing a Lease, is hereby informed that the dollar value of the concession will be reversed and applied to the rental account if the Lease term is not fulfilled.
- H. Daycare:** Resident who desires to conduct daycare on the Premises must execute a **Daycare Addendum**, to be provided upon request. **Resident must also have insurance and pay an additional deposit equal to one month's market rent.**
- I. Door Mats:** Doors mats are no longer allowed at CADA properties, due to their potential as a trip hazard.

- J. Guests:** Guests who stay more than **14** days in a row, or more than **30** days in a calendar year without permission of CADA constitutes a breach of the Rental/Lease Agreement. Residents who desire to have guests for longer than these limits must submit a written request to CADA's Resident Services Manager for allowance of longer-term guest, and sign associated "**Long-term Guest Addendum.**" At CADA's discretion, guests may be required to go through the application process and, if approved, must sign a Rental/Lease Agreement. Resident is responsible for any violation of these rules and the Rental / Lease Agreement terms, by Resident's guest(s).
- K. Inspections:** Resident is hereby informed of CADA's intent to inspect each apartment on an annual basis, in accordance with the City of Sacramento's Residential Rental Housing Inspection Program. On March 4, 2008, the City of Sacramento adopted Chapter 8.120 of the Sacramento City Code, establishing a Rental Housing Inspection Program. The purpose of this program is to address the issue of substandard rental properties, promote greater compliance with health and safety standards and preserve the quality of Sacramento's neighborhoods and available housing. The program achieves compliance of health, safety and welfare code violations in/on Residential rental property that are: A threat to the occupant's safety; a threat to the structural integrity of the building; a negative impact on the surrounding neighborhoods. The City allows CADA to conduct its own inspections, and self-certify that its apartments are in compliance (i.e. clean, safe, no pest issues, no fire code issues, no hoarding, etc.) During the inspection CADA staff will also ensure the smoke detector/s and carbon monoxide detector/s (if any) are working properly, and change heating and air filters, as needed. In some instances, staff will need to enter the Premises up to four times per year, or more, if the heat and air filter service schedule requires this, or if the Resident fails the Annual Inspection. Resident will be notified in advance.
- L. Intercom Systems:** Some CADA properties have an intercom system that remotely opens the front door or front gate of the property to allow visitors to enter the property without a key. A working phone line with a local area code is required for operation. Some of CADA's properties require an actual installed phone line. Ask your Rental Agent.
- M. Laundry Machines:** Coin operated dryers and washing machines are provided for the Resident's use only. No heavy items such bath rugs, blankets, spreads, etc., are to be washed and/or dried in machines. Resident must clean up any mess or spill that occurs during process of doing laundry. Any damage to the laundry equipment due to Resident's negligence will be billed to the Resident's rental account. For safety and security purposes, laundry rooms that open to the exterior of the Premises are locked each night at **9 PM**, and are re-opened the next morning by **7 AM**. Residents must plan accordingly. If machines are not working correctly, Resident is instructed to call the laundry company that services the equipment at the number posted in the laundry room, or listed on the "Important Numbers" page, included herein. Use of liquid bleach is discouraged. If Resident chooses to use liquid bleach, extreme caution must be taken when transporting the bleach to and from the apartment as it can cause serious damage to carpeting in hallways and in the apartment. No dyeing of any kind is allowed in the washing machines.
- N. Lease Renewals:** Resident who does not receive his or her lease renewal/rent adjustment due to not checking mail on a regular basis – or not receiving the renewal in the mail - is still obligated to pay the new rental rate on the effective date.
- O. Lease Term:** Resident who signs a fixed-term Lease at move-in is advised that CADA ends all Leases on the last day of a month, which may cause the term to be six or twelve full months, **plus some additional days if the Resident moves in on any date other than the first of the month.** Resident is encouraged to carefully review the Lease term noted on the Lease Agreement, and ask a CADA Rental Agent for clarification if the Lease period is not clear.
- P. Lockouts:** Resident who is locked out during business hours should contact his or her Resident Services Manager (RSR) for re-admittance (see Phone List included herein for phone #'s). Lockouts can take up to one hour to resolve, as staff must obtain a key to the residence from a locked cabinet at one of CADA's offices. If Resident is locked out after 4:00 PM on any weekday or anytime on Saturday or Sunday, a service-call charge will be assessed (presently \$45/hour; subject to change without notice). In addition, Resident may be assessed additional charges if the lock out requires staff to perform additional work, or spend additional time in order to assist the Resident to gain entrance to the Premises. Resident must produce picture ID for access. **If Resident is locked out more than three times during the tenancy, the Lease/Rental Agreement may be subject to termination.**

- Q. Move-out Notice:** Resident on a Month-to-Month Rental Agreement must inform CADA *in writing* of intent to vacate their apartment *thirty (30) days in advance of desired move-out date (7 or 30 days advance notice for vacating parking space)*. Upon receipt, CADA will send Resident written acknowledgement of having received the Notice. If Resident does not receive said acknowledgement this means CADA has not received Resident's vacate notice, *and Resident should call the CADA Office immediately. Rent will continue to be charged through the proper notice period and date keys are returned to the CADA Administrative Office, whichever is later.* Resident on a fixed-term lease is encouraged, but not required by law, to provide CADA with advance notice of vacating the premises. Any holdover past the last day of the lease will result in the creation of a month-to-month tenancy, which then requires resident to provide CADA with 30-days' advance written notice of vacating the premises.
- R. New Policies:** New policies and rules or amendments to this document may be adopted by CADA upon 30 days' notice in writing to Resident.
- S. One-Roommate Move-out:** CADA requires all adult Residents residing on the Premises to complete an Application, be approved to rent, and sign the Rental/Lease Agreement prior to moving in. In the event one roommate wishes to vacate before the other, the Resident who is moving is still liable for rent, damages, etc., for the duration of the lease term. The Security Deposit that is paid at the time of the rental stays on the account until ALL Residents have vacated. If Residents are on a month-to-month term, the Resident who wishes to vacate must give a 30-Day Notice of Intent to Vacate to CADA, as well as to the remaining roommate(s). If Residents are on a fixed-term that has not yet expired, the Resident who is vacating must have the written approval of the remaining Resident(s) AND CADA in order to leave early and be released from any rent obligations. **In order for CADA to also approve the early departure of one roommate, the remaining Resident must be able to qualify for the rental on his or her own.** Financial matters should be settled between co-Residents at the time one roommate or co-Resident moves out. **CADA will not arbitrate or become involved in a dispute between co-Residents.**
- T. Pets:** Up to two pets with a combined weight of 35 pounds are allowed at all but the following CADA properties: Somerset Parkside (1001-1035 Q Street) and 1619 Q Rooming House. Before bringing a pet to the Premises Resident must have permission of CADA, execute a separate **Pet Addendum**, and pay an increased Security Deposit for keeping a pet. No refunds will be made of the increased portion of a security deposit paid to keep a pet until the apartment is vacated. Exceptions to this rule may be made in cases of hardship, and must be approved by CADA's Resident Services Manager and Accounting Supervisor. Prior to bringing ANY pet to the Premises, Resident must refer to the CAA Pet Addendum for specific obligations when keeping an approved pet at the Premises. Pets must not visit the Premises without written permission of CADA. Refer to the Pet Addendum for more information.
- U. Political Signs:** California law allows Residents to post political signs, subject to certain limitations:
- A "political sign" is one that relates to any of the following:**
 - An election or legislative vote, including an election of a candidate to public office.
 - The initiative, referendum, or recall process.
 - Issues that are before a public commission, public board, or elected local body for a vote.
 - Size and Location of Signs:** Resident may only post political signs in the window or door of the Premises leased by Resident in a multi-family dwelling or in the case of a single family home, from the yard, window, door, balcony, or outside wall of the Premises leased by the Resident. The signs may not be:
 - More than six (6) square feet in size.
 - Posted or displayed in violation of any local, state, or federal law.
 - Posted or displayed in violation of a lawful provision in a common interest development governing document that satisfies the criteria of California Civil Code Section 1353.6.
 - Posting and Removal of Signs:** Resident shall post and remove any political signs in compliance with the time limits set by the ordinance for the jurisdiction where the Premises are located. A tenant shall be solely responsible for any violation of a local ordinance. If no local ordinance exists or if the local ordinance does not include a time limit for posting and removing political signs on private property, political signs may be posted no more than Ninety (90) days prior to the date of the election or vote to which the sign relates and must be removed within fifteen (15) days following the election or vote.

- d. **Damages:** Resident may not install or allow a political sign to be installed that causes any damage to or alteration of the leased Premises such as drilling holes; nailing into outside walls, door frames, window sills, railings, etc.; or affixing tape or other sticky material in a way that will cause damage to paint or other finishes.

Resident is strictly liable for any damages or injury as a result of such installation, and for the cost of repairs or repainting that may be reasonably necessary to restore the leased Premises to its condition prior to the posting of the political sign(s).

- e. **Effect of Breach:** A breach of this Addendum by the Resident shall be deemed a material breach of the Rental/Lease Agreement by Landlord.

V. Pool Rules: The following pool rules apply to **1420 O Street and 1615 P Street properties**, only:

- a. The Pool is to be used only between the hours of 9 A.M. and 9 P.M.
- b. The Pool is reserved exclusively for use of Residents of the building, Occupants listed on the Rental/Lease Agreement and their guests. Guests must be accompanied by a Resident or Occupant when using the pool.
- c. As provided by California law, children under the age of fourteen (14) shall not use the pool without an adult CADA Resident or Occupant in attendance.
- d. Maximum of two (2) guests per apartment, not to exceed 4 total persons per apartment (Resident, Guests, minors, etc.) using the pool at any one time.
- e. No food may be served or eaten in or around the Pool area at any time without Landlord's consent. Refreshments must be served in unbreakable containers.
- f. No alcoholic beverages shall be served or consumed in or around the Pool area at any time. No person under the influence of alcoholic beverages is permitted in or near the Pool.
- g. Running and jumping, "horseplay", fighting, foul language, boisterous or dangerous conduct, and/or any noisy behavior disturbing to the other Residents, is forbidden in or around the Pool area.
- h. No radios, record players, or other musical instruments may be used in or around the Pool area without consent of Landlord.
- i. Residents and their guests are required to be properly attired at all times, going to and from and in or around the Pool area.
- j. Showering is required prior to using the Pool. Those using the Pool shall dry themselves off before leaving the Pool area.
- k. Residents and guests will place their own towels over Pool furniture when using suntan oil or other lotions.
- l. No toys, inner tubes or any other objects whatsoever will be allowed in the Pool at any time.
- m. Safety equipment is not to be used except in case of emergency.
- n. Swim diapers are required for infants and children who are not toilet-trained, as well as adults who may be incontinent.
- o. Pool privileges may be revoked if CADA management determines a Resident or their guests' actions are making the pool unsanitary, unhealthful, or unsafe.
- p. No lifeguard will be on duty. Persons using pool facilities do so at their own risk. Landlord is not responsible for accident or injury.
- q. Landlord is not responsible for articles lost, damaged or stolen.

W. Premature Lease Termination: In accordance with California law, Civil Code Section 1951.2, Resident who signs a fixed-term Lease agreement is obligated to fulfill the term in accordance with guidelines set forth in the Lease. Should Resident desire to terminate the Lease early in order to vacate the Premises the Lease specifies that Resident must pay rent until another Resident takes possession. Resident is responsible for any other amount necessary to compensate the Landlord for damages caused by the breach, such as costs incurred by the Landlord in his or her attempts to re-let the unit. In some circumstances, CADA may allow Resident to pay an "Early Termination Penalty." Please contact CADA's Accounting Manager for more information. If approved to pay the Early Termination Penalty to terminate the lease early Resident must provide CADA with a written Notice to Vacate at least 30-days in advance of the desired vacate date. If Resident plans to continue renting the Premises on a month-to-month term, the rent is subject to being increased to the month-to-month rental rate upon notice by CADA.

X. Sub-leasing: Sub-leasing is not allowed. All additional Residents/Occupants must apply to rent and be approved by Landlord/CADA. **NO "AirBnB" or "VRBO," or any other short-term rentals allowed at any time.**

- Y. Telephone Service:** CADA provides one working phone jack in each apartment, as required by applicable law. If Resident wishes to have additional phone lines installed the work must be completed by a licensed professional at Resident's expense.
- Z. Unit Transfers:** Unit transfer requests are processed in the same manner as a new rental. In order for the transfer to be approved, Resident's existing Lease term must be fulfilled; Resident must not have a history of late rent payments or Lease violations; and Resident must allow an inspection of the Premises to confirm that the apartment has been well-maintained during the Tenancy. If the transfer is denied and Resident still desires to vacate the Premises, Resident must provide CADA with a written notice of intent to vacate at least thirty days in advance of the move-out date, AND pay an Early Termination fee if terminating lease early.

AA. Utilities: Resident agrees to pay all utilities supplied to the apartment (**as noted on the Utilities Information handout included herein**), unless otherwise specified. Resident must keep utilities on at all times, effective on the date of the Lease/Rental Agreement. To avoid a break in service Resident must contact the applicable utility company to establish service in his/her own name. Resident must inform CADA if the electric or gas utilities have been shut off for non-payment. Resident agrees to call PG&E to light the pilot light and conduct an inspection of the appliances if the gas seems to be working incorrectly, or is turned off any time. **Resident must call PG&E to light the pilot light no earlier than the day of the move-in in order to have the gas turned on at the Premises.**

CADA re-bills for electricity at the following addresses, due to a shared meter. Failure to pay the utility bill when asked is considered a breach of the Rental/Lease Agreement.

- 1510 O Street, #10
- 1631 P Street
- 1524 17th Street, #'s 1, 2, 3

BB. Waterbeds: Residents who desire to have a waterbed or liquid-filled furniture must execute a "**Waterbed and Liquid-filled Furniture Addendum**" prior to installing such furniture on the Premises. Waterbeds and other liquid-filled furniture are only permitted at the following CADA properties (built after 1973): Biele Place (1421 15th Street), 1506-1520 17th Street (17th Street Commons), 1401-1415 Carriage Pathway, 1500 N Street (Brannan Court Apartments), 1400-04 O Street (Greentree Commons), 1616-1640 O Street (17th Street Commons), and 1001-1035 Q Street (Somerset Parkside). Resident must pay an additional Security Deposit equal to half of one month's current market rent for having a waterbed.

2. NOISE AND CONDUCT

- A. Activities & Conduct:** Resident shall refrain, and shall ensure that Resident's guests likewise refrain, from activities and conduct outside of the unit (in common areas, parking areas, or recreation facilities), which are likely to annoy or disturb other persons.
- B. Complaints & Violations:** Resident is requested to notify the CADA's Resident Services Manager *in writing* (with as much detail as possible) when desiring to lodge a concern or complaint about a neighbor or a CADA decision or action. If about a neighbor, a written violation will be issued to the offending party if CADA determines that a term of the Lease / Rental Agreement has been breached. Continued breaches will result in termination of residency. Resident may also request the assistance of CADA's Courtesy Patrol for noise and nuisance issues after hours. All complaints will be kept confidential, unless it is impossible to do so. Please refer to the "Important Numbers" page included herein for Courtesy Patrol contact information. If the concern or complaint is about a CADA decision or action, the appropriate staff member will respond as soon as his or her schedule permits.
- C. Downtown living:** Resident is reminded that he/she is living in an urban setting in the heart of a vibrant downtown. In such a setting there may be increased noise related to nearby restaurants and bars, special events, park activities or increased noise and dust related to new development projects being built. To the best of our ability, CADA strives to mitigate the impact of such events and projects on our Residents.
- D. Noise/Quiet Hours:** Resident and his/her guests shall not make or allow any excessive noise in the unit, nor permit any actions, which will interfere with the rights, comforts or conveniences of other persons. Resident and his/her guests shall refrain from playing musical instruments, television sets, stereos, radios, and other devices at a volume which will disturb other persons. Resident and his/her guests shall refrain from creating, or allowing to be created, any noise that is disturbing to other Residents *at any time*. Extra care must be taken between the hours of 10 PM and 7 AM, *in accordance with the City Noise Ordinance*.

- E. Staff / Vendor Safety:** For the safety and well-being of CADA employees and vendors, CADA will not tolerate any harassment (sexual or otherwise), or abusive language or behavior, by Resident (or guests of Resident) toward CADA staff or vendors. Violation of this term will be grounds for immediate termination of Lease / Rental Agreement. Misconduct between Residents should be handled by sending a written complaint to CADA's Resident Services Manager as noted in Paragraph B, above.
- F. Unlawful Activity:** Resident, members of the Resident's household, and any guest or other persons under the Resident's control shall not engage in criminal activity, including drug-related criminal activity, on or near property Premises:
- a. "Drug-related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in section 102 of the Controlled Substance Act (21 U.S.C. 802)).
 - b. Resident, members of the Resident's household, and any guest or other persons under the Resident's control *shall not engage in any act intended to facilitate criminal activity*, including drug-related criminal activity, on or near property Premises.
 - c. Resident and members of the household *will not permit the dwelling unit to be used for, or to facilitate, criminal activity*, including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or a guest.
 - d. Resident and members of the household will not engage in the manufacture, sale, or distribution of illegal drugs at any location, whether on or near Premises and property or otherwise.
 - e. Resident, any member of the Resident's household, or a guest or other person under the Resident's control shall not engage in acts of violence or threats of violence, including, but not limited to the unlawful discharge of firearms on or near property/Premises.
 - f. *Violation of any of the above provisions shall be a material breach of the Rental/Lease Agreement and good cause for termination of tenancy.* A single violation of any of the provisions of this Addendum shall be deemed a serious and material violation of the Rental/Lease Agreement. It is understood and agreed that a single violation shall be good cause for termination of the Rental/Lease Agreement. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by a preponderance of the evidence.

3. CLEANLINESS AND TRASH

- A. Common Areas:** Common areas are areas shared by all Residents, including hallways, stairwells, walkways, pool areas, courtyards, basements, etc. Resident and his/her family and guests are to conduct themselves in a manner that will not disturb neighbors' peaceful enjoyment of the Premises, or which constitute a nuisance. Noise, odors, or any other actions, which cause unreasonable disturbance to other Residents or interferes with their rights, comforts, or convenience are not permitted. Resident shall refrain from leaving personal items (including bicycles, scooters, plants, ashtrays) in the hallways, walkways or any other common area. Residents and Guests are not allowed to engage in social or recreational activity in any common area, including stairwells, hallways, and walkways used for ingress and egress to and from the units and buildings. Resident must not throw trash, cigarette butts, or any item from balconies or windows. No skateboarding, rollerblading, or biking in the common areas is allowed. All pets must be cleaned up after. CADA is not responsible for items left in common areas and may remove and dispose of such items, as needed. Parties (or large gatherings of Residents and guests) are not allowed in the common areas without the express written permission of CADA. Residents or guests are not permitted on roofs of buildings at any time. Bicycles and motorcycles may not be stored in common areas except as designated by Management.
- B. Dust & Debris:** Resident shall refrain from shaking or hanging clothing, curtains, rugs, and other coverings and cloths outside of any window, ledge, or balcony.
- C. Furniture:** Resident shall keep all household furniture inside the unit and keep unsightly items out of view. **Only furniture specifically designed for outdoor use may be kept on Resident's private patio/balcony.** Resident shall ensure that outdoor furniture is well maintained at all times.
- D. Objectionable Odors:** Resident shall keep the unit clean, sanitary and free from objectionable odors at all times. Odors that penetrate into other units or common areas will be considered a breach of the "Quiet Enjoyment" term of the Rental/Lease Agreement. At properties where smoking is allowed, Residents who smoke are encouraged to do so outside of the apartment, at least 20 feet away from doors and windows of the Premises, in order to alleviate the potential for smoke to penetrate into a neighbor's leased Premises.
- E. Patios/Balconies/Railings:**
- a. Resident shall ensure that patios and balconies are not used for storage of any items other than plants (with proper drip-pans) and outdoor furniture. Storage of regular household items is not allowed. No items should ever be stored on railings.
 - b. Plants or patio furniture must never block ingress or egress to/from apartment.

- c. All plants are to be securely placed so they will not cause a hazard for staff or other Residents.
 - d. Plants and planters are not allowed to be placed on railings at any time.
 - e. **Resident may only place plants on private patios and balconies that are reserved for the Resident's exclusive use. CADA limits the number of total plants to five (5).**
 - f. Care must be taken when watering plants so water does not flow onto patio or balcony of a downstairs neighbor.
 - g. French Balconies (such as those at Brannan Court Apartments - 1500 N Street) are to be used to display plants only, in the appropriate holders provided. Because of the minimal depth of the French Balconies and space between the bars, these balconies are designed as a complement to the décor of the building, and are not intended to be used for entertaining or as a play area, or for storage of mops and brooms or other items.
 - h. Resident is responsible for keeping patio or balcony free of dirt and debris at all times, and must not allow leaves to accumulate that have blown in or dropped from bushes and trees planted inside or outside the patio or balcony (regardless of whether the leaves are from plants owned by Resident or CADA).
 - i. Refer to the **CADA Landscaping Addendum** for more information about Resident's responsibility to maintain landscaping inside of private patio/balcony.
- F. Personal Belongings:** Resident shall ensure that no personal belongings, including bicycles, play equipment or other items shall be left unattended in the halls, stairways, walkways or common areas of the building. CADA is not responsible for items left in common areas and may remove and dispose of such items, as needed.
- G. Pest Management:** Resident agrees to notify CADA immediately if any pest issues arise. If pests are determined to have been caused by, or brought in by the Resident, the Resident may be held responsible for all charges associated with eradicating the pest/s. Resident agrees to abide by the Good-housekeeping practices listed below, and the **Pesticide Application Addendum and Notice** and **Bedbug Addendum** attached to the Rental / Lease Agreement. Resident is informed that bedbugs are becoming more and more prevalent in communities across the United States, and can be carried into an apartment by any Resident at any time. Residents who travel frequently, shop at second-hand stores, maintain a cluttered living environment, or bring in items other Residents have discarded have a higher probability of contracting bedbugs.
- H. Good Housekeeping Practices for Pest-Free Apartments:** When Residents and the property management team work together, pests can be prevented. Maintaining clean and clutter-free homes and adhering to these recommendations may help you enjoy a pest-free environment:
- a. Keep clutter to a minimum. Remove stacks of newspapers, magazines, or cardboard.
 - b. Vacuum carpeting more than once a week. Vacuum thoroughly; a small crumb is a feast for any pest.
 - c. Store dry or prepared food in sealed plastic or glass containers.
 - d. Remove kitchen trash before nightfall. Empty all other trash containers frequently.
 - e. Check for pests in packages or boxes before carrying them into your home.
 - f. Report pests immediately to the CADA Maintenance office. Failure to do so could result in additional pest control charges that will be passed on to the Resident.
 - g. Clean up spills immediately.
 - h. Keep your dishwasher closed or empty.
 - i. Pick up and clean pet food bowls when your pets are done eating.
 - j. Do not leave pet food dishes outside. Pet food dishes left outside will be removed and disposed of by CADA staff.
 - k. If applicable, follow all instructions given by pest control professionals.
 - l. Do not use any store-bought liquid pesticide sprays after professional pesticide treatment in your home.
 - m. Do not feed pests by allowing cooking grease, oils, or other food particles to remain in your kitchen.
 - n. Do not leave unwashed dishes in the sink overnight.
 - o. Do not let water accumulate anywhere in your home. Report water issues to CADA's Maintenance office promptly.
 - p. Do not keep paper bags or cardboard. Insects feed on the glue and nest in the folds.
 - q. Do not use strong cleaners around pest control baits.

I. Waste Management:

- a. **Cigarettes:** Resident agrees to abide by the **CADA Smoking Policies Addendum**, and further agrees to clean up cigarette butts and dispose of properly, both inside and outside the Premises. **Hazardous Materials Disposal:** Resident shall refrain from disposing of any combustible or hazardous material in trash containers or bins. It is against the law for any person or household to dispose of Universal Waste items such as household batteries, fluorescent light bulbs, appliances, cell phones and other electronic devices in the trash. Universal waste items contain hazardous materials such as metals that are toxic, including mercury, cadmium, zinc, lithium, and nickel. In Sacramento, these items may be disposed of at the Sacramento Municipal Transfer Station at 8491 Fruitridge Road (916-379-0500), or the Sacramento County Household Hazardous Waste Collection Facility at 4450 Roseville Road (916-875-5555). Residents should call ahead to confirm hours and exact items that will be accepted. For more information about recycling and environmental programs, call the City of Sacramento's Solid Waste Customer Service line at (916) 808-4800.

- b. **Recycling:** CADA must help Residents comply with a County and City of Sacramento Ordinance (Solid Waste Authority, Number 20, Title IV, Chapter 4.00) that requires multifamily properties to subscribe to an authorized recycling program. Owners and managers of multifamily properties must notify Residents in writing about the recycling ordinance, which requires all multifamily Residents to separate recyclable materials from other solid waste. Every CADA property has a recycling bin on the Premises, or at an adjacent property, where all recyclable items are to be deposited. Recycled materials should be clean and dry. Materials that must be recycled include:
 - **Fiber materials** such as newspapers, cardboard, magazines, catalogues, phone books and junk mail
 - **Food and beverage containers** such as glass bottles and jars, aluminum cans, steel food containers
 - **Plastics** having a #1-7 on the bottom such as water bottles and toys (batteries must be removed)
 - **Metals** such as aerosol, steel and tine cans and small kitchenware.
- c. **Trash Accumulation:** Resident shall ensure that garbage is not permitted to accumulate and that it is placed on a daily basis in the trash receptacles provided for that purpose. Resident shall ensure that large boxes are broken apart before being placed in the recycling containers. Resident shall be responsible, at Resident's expense, for hauling to the dump those items too large to fit in the trash containers.
- d. **Trash Chutes:** At properties with trash chutes, Resident agrees to securely wrap trash in plastic bags before placing in trash chute. Absolutely no glass or cardboard boxes should be placed in the chute.
- e. **Trash Receptacles:** Resident has access to trash receptacles on the Premises or at a neighboring CADA property. Ask your RSR if you are unable to locate the trash receptacles. Trash must be bagged so that waste does not leak into the trash receptacle. Resident shall ensure that papers, cigarette butts, and trash are placed in appropriate receptacles so that litter is not created in or about Resident's unit. All glass, plastic, and cardboard boxes must be properly recycled. Bulk items should never be disposed of outside of waste enclosures or left on community grounds. Resident will be charged for removal of items left in or near the trash area. Trash must not be left in halls, stairways, balconies, or laundry rooms, as doing so may create a favorable environment for pests. All items deposited in the trash must fit inside a receptacle.

4. SAFETY/SECURITY

- A. **Appliances:** Resident shall ensure that all appliances are turned off before departing from the Premises. Use of aluminum foil on stove burners, drip pans, ovens and broilers is prohibited due to fire and electrical shock hazards.
- B. **CADA Courtesy Patrol:** CADA contracts with a private company to provide nightly Courtesy Patrol services to our Residents. The current service is provided by Lyon's Security Service at (916) 208-5612 or 383-2308. A Lyon's Courtesy Patrol Officer patrols CADA properties in a vehicle and on foot, 12 hours per night, every night of the year, between the hours of 8 PM and 8 AM. Residents who need assistance at a time when the Courtesy Patrol Officer is not yet on duty are instructed to call CADA's after-hours emergency # at (916) 324-8494. During the summer months (May through August), an additional Courtesy Patrol Officer is available to assist our Residents on Saturdays and Sundays between the hours of 10 AM and 6 PM. The Courtesy Patrol Officer is here to assist YOU! If you have a noisy neighbor, notice something suspicious, or would like the Patrol Officer to walk you or your guest to your car or apartment, please do not hesitate to give them a call! Please call 911 FIRST if you feel that you are in danger, or notice an emergency at your property. Our Courtesy Patrol Service has not been hired to replace the services of emergency personnel; they are here to provide back-up assistance and support to our Residents. If for any reason you are not satisfied with the services provided by any Courtesy Patrol Officer, please notify the CADA's Resident Services Manager right away. Please note that the Courtesy Patrol's on-duty days and hours may change with notice. Residents who make unsubstantiated requests or complaints to CADA's Courtesy Patrol are subject to having their Rental Agreement/Lease terminated. Please refer to the "Important Numbers" included herein, for contact information.
- C. **Cameras:** Resident may not install a camera on the exterior of any CADA property.
- D. **Doors/Locks:** Resident shall ensure that all doors are locked during Resident's absence. Resident agrees to notify CADA if doors or locks become inoperable. Resident shall not change any lock or place additional locks on any door of the Premises without the prior written consent of CADA.
- E. **Emergency Contact Information:** Resident agrees to provide CADA with Emergency Contact Information upon move-in, and on an annual basis thereafter, or upon request.
- F. **Emergency Evacuation Information:** Resident agrees to provide CADA with Emergency Evacuation information (regarding assistance that may be needed in the event of an emergency) upon move-in, and on an annual basis thereafter or as requested.
- G. **Health/Fire/Safety Violation:** Resident shall ensure that trash and other materials are not permitted to accumulate in or around the Premises so as to cause a hazard, or be in violation of any health, fire or safety ordinance or regulation. Clutter and debris inside Resident's apartment must be avoided so that there is a clear path to enter and exit the apartment in the event of an emergency. Resident who violates this term is subject to City Code Enforcement involvement and possible termination of residency.

- H. Keys:** Resident agrees not to duplicate or cause, permit, allow or authorize another person to duplicate any key given to Resident by CADA without permission of CADA. A reasonable charge will be made for the replacement or issuance of keys or change of locks (for Resident's unit, or all units in the building) necessitated by an act of the Resident, or at the request of the Resident. **If CADA must call an outside vendor/contractor to retrieve keys from apartment, plumbing fixture, elevator shaft, etc., or change locks to Resident's unit (or all units in the building) due to keys being lost, Resident will be responsible to pay the full bill from the vendor/contractor.**
- I. Liability & Insurance:** Security is the responsibility of each Resident and guest. CADA assumes no responsibility or liability, unless otherwise provided by law, for Residents' and guests' safety and security, or for injury or damage caused by the criminal acts of other persons. **Generally, except under special circumstances** The OWNER IS NOT legally responsible for loss to the Resident's personal property, possessions or personal liability, and OWNER'S INSURANCE WILL NOT COVER such losses or damages. If damages or injury to owner's property is caused by Resident, Resident's guest(s) or child (children), the owner's insurance company may have the right to attempt to recover from the Resident(s) payments made under owner's policy. CADA strongly recommends you consult with your insurance agent and obtain appropriate coverage for fire, theft, liability, workers' compensation and other perils to protect yourself and your property against loss, damage, or liability. Following is a non-inclusive list of examples of possible costly misfortunes that, except for special circumstances, you could be held legally responsible for:
- Your babysitter injures herself in your unit. A friend, or your repairperson, is injured while helping you slide out your refrigerator so you can clean behind it. While fixing your television set, a repairperson hired by you is injured when s/he slips on the floor you have just waxed.
 - Your defective electrical extension cord starts a fire, which causes damage to the building and your personal property and or the personal property of others.
 - Your locked car is broken into and your personal property, and that of a friend, is stolen.
 - A burglar breaks your front door lock and steals your valuables or personal property.
- J. Permission for Entry:** Prior to any planned absence from the unit, Resident shall give CADA written authority to allow entry to the unit to any person permitted by Resident to enter the unit.
- K. Secured Entry Buildings:** Resident shall keep closed at all times doors and gates of secured-entry buildings, and refrain from allowing entrance to anyone who does not have a key.
- L. Smoking:** Resident agrees to abide by the **CADA Smoking Policies Addendum**, and further agrees, if smoking is allowed in Resident's apartment, not to smoke in bed.
- M. Storage of Combustibles:** Resident must not bring anything into the apartment or building that increases the risk of fire, such as flammable oils, fluids, propane, benzene, gasoline, kerosene or hazardous materials. Resident shall not use or store these items or other combustibles in the unit.
- N. Vacation:** When leaving for an extended period, Resident should notify CADA how long Resident will be away.
- 5. MAINTENANCE, REPAIRS AND ALTERATIONS**
- A. After-hours Emergency Maintenance Requests:** CADA has an excellent after-hours service emergency response program. Emergency requests, such as a water leak, electrical outage, or plumbing stoppage will be responded to after-hours. After-hours service requests for items that are deemed to be the responsibility of the Resident will be billed at the present rate of \$45 per hour (subject to change with notice). Please call (916) 324-8494 for all after-hours emergencies.
- B. Alarm Systems:** Alarm systems may not be installed without prior written approval from the CADA Maintenance Office. If approved, installation must be completed by a licensed contractor, and the activation code must be provided to CADA.
- C. Alterations:** Resident shall refrain from making any alterations or improvements to the unit without the written consent of CADA and use of a licensed and insured contractor. Some seemingly simple alterations can cause structural damage or create environmental hazards. Resident shall refrain from using adhesives, glue, or tape to affix pictures or decorations.
- D. Appliance Care:**
- a. **Disposal Care:** To keep the garbage disposal in working order, please adhere to the following guidelines: 1) Break food into small pieces; 2) Run COLD water when the disposal is on; leave water running for a few minutes after disposal is turned off; 3) Do not stuff the disposal; gradually slide waste past the splash guard; 4) Mix soft with hard texture waste to allow the disposal to operate at maximum capacity; 5) Do not put celery, pasta, artichoke leaves, cigarettes, corn husks, potato peels, banana peels, oyster or clam shells, tea bags or grease down your disposal; and 6) Do not use drain cleaners. Repair charges that arise from Resident's improper disposal of food or grease will be passed onto the Resident.

- b. **Refrigerator Care:** To ensure efficient operation, manual defrost freezers should be defrosted at least every two months or whenever the frost is approximately $\frac{1}{4}$ inch thick. To defrost, all food should be removed from the freezer and a pan of warm water placed inside after the control knob has been turned off. Sharp objects should not be used to loosen ice or frost. The refrigerator exterior may be cleaned with glass or tile cleaner.
 - c. **Stove Care:** Residents agree to keep the stove clean and grease free. Accumulated grease is a fire hazard. Hood vent filters should be cleaned with hot, soapy water. Sharp instruments should not be used to clean the oven or stovetop. Use of aluminum foil on stove burners, drip pans, ovens and broilers is prohibited due to fire and electrical shock hazards.
 - d. **Carpet Care:** Residents are responsible for keeping their carpets clean. Carpets must be vacuumed on a regular basis for proper care. Food and beverage stains may be removed by using cold water and Ivory soap. Ink stains may be removed by immediately covering with salt and scooping up once the ink has been absorbed. Repeat process until stain is lifted. If necessary, leave salt on stain overnight. For information on the removal of other stains, contact CADA's maintenance office. For stains that are beyond the ability of the Resident to cure, a professional carpet cleaner must be arranged through CADA's Maintenance office, at the Resident's expense.
- E. Heavy Items:** Residents may not affix heavy electronic equipment, or other heavy items, to any walls of the dwelling unit. Additionally, items that weigh more than are determined to be reasonable for the floor loading of the apartment are not permitted. Resident must check with CADA before bringing heavy items (i.e., waterbeds, safes, pianos, etc.) into the apartment, to ensure the building can handle the increased floor load.
- F. Light Bulbs:** Residents are expected to furnish and replace their own electric light bulbs.
- G. Plumbing & Drains:** To avoid sewage back up and costly repairs, Residents should **NEVER flush** the following items: Personal-facial-baby wipes, including disposable wipes, paper towels, disposable diapers, facial tissue, dental floss, personal hygiene products. Grease should not be disposed of in the sinks or toilet. Costs of repair or clearance of stoppages in waste pipes or drains, water pipes or plumbing fixtures caused by Resident negligence or improper usage are the responsibility of the Resident. Payment for corrective action must be paid by Resident upon request of CADA.
- H. Right of Entry:** Landlord may enter a Resident's unit **without notice** under the following circumstances: emergency (i.e. electrical, fire, flood, loud noise, etc.); by court order; Resident has abandoned the unit; or the Resident consents.
- I. Service of Equipment:** CADA will maintain all equipment it owns in the apartment, without charge, provided that the cause of the breakdown or damage was not caused by Resident's negligence. If it is determined that Resident is at fault, the cost of the repair will be billed to Resident.
- J. Service Request Notification:** Resident agrees to call or email CADA's Maintenance Office to advise CADA of any item/s requiring repair, such as electrical problems, dripping faucets, or inoperable appliances. CADA's Maintenance Dispatcher will give Resident a tracking number to confirm the request has been received. Resident shall make repair requests as soon after the defect is noted as is practical. Resident shall refrain from making service requests directly to maintenance personnel, field staff, or other staff unless directed to do so by CADA. If Resident cancels a scheduled appointment for a requested repair without giving at least 48 hours advance notice, a service charge may be assessed. Repeated cancellations may be grounds for termination of Rental Agreement or Lease.
- K. Useful Life of Fixtures/Finishes:** Residents are responsible for damages to all interior fixtures/finishes including, but not limited to, floor coverings, paint, window coverings and countertops. Ordinary wear and tear is expected over the life of the fixture/finish. Charges for damage will be pro-rated based on the length of residency and the remaining useful life of the fixture/finish. The list below provides CADA's policy for the useful life of each major fixture/finish:

<u>Fixture</u>	<u>Useful Life</u>
• Carpeting	5 years
• Vinyl Composition Tile/Linoleum	10 years
• Paint	5 years
• Window blinds (vertical/horizontal)	10 years
• Laminate countertops	10 years

- L. Window Coverings:** Resident shall refrain from using aluminum foil as a window covering and shall obtain the written approval of CADA before using any window covering visible from the exterior of the building. No window covering added by the Resident shall obscure the CADA-supplied blinds.

M. Window Sills: Resident must refrain from using windows and windowsills to display items if said items are visible from the exterior of the building. Seasonal items may be allowed upon approval from CADA. Condensation that is allowed to build up on windows or windowsills can cause costly damage to the Premises. Resident must run a small oscillating fan in rooms where condensation is noticed, especially when it does not quickly dissipate.

6. ENVIRONMENTAL ISSUES

- A. Condensation Prevention:** When it is colder outside than it is inside a Resident's apartment, windows will sweat. If condensation is allowed to accumulate, it can damage the windowsill, frame, and surrounding drywall and sheetrock. Residents must look for the presence of condensation, and take steps to reduce the damage it may cause. Residents are encouraged to run a small oscillating fan in any room where condensation is noticed, especially in the bathroom. **A fan should be left on until any steam or condensation has dissipated, and ideally for another hour afterwards.**
- B. Proposition 65 "Safe Drinking Water and Toxic Enforcement Act of 1986":** California's Proposition 65 (Safe Drinking Water and Toxic Enforcement Act of 1986) requires businesses with 10 or more employees to provide warnings prior to exposing individuals to chemicals known to the State to cause cancer, and/or birth defects or other reproductive harm. Please refer to the Prop 65 Notice/Addendum for more information.
- C. Spare the Air Program:** The Air District in which the Premises is located has enacted a "Spare the Air" program, which prohibits certain activities, which may include burning wood, pellets, or manufactured fire logs when a "Spare the Air" Alert is issued. A map of all California Air Districts, with links to local information and contacts is available at www.arb.ca.gov/capcoa/dismap.htm. If a Resident's apartment is equipped with a working fireplace the following rules must be followed:
- Resident shall take all steps necessary to ensure that he/she is aware of "Spare the Air" days. Most Air Districts have toll-free numbers, email alerts and/or websites that provide this information.
 - Resident shall comply with all "Spare the Air" restrictions. Restrictions can vary from one Air District to another. Resident is responsible for obtaining information about the restrictions specific to the District in which the Premises are located.
 - Resident is responsible for any "Spare the Air" fines or other costs occasioned by "Spare the Air" violations on the Premises while the Resident is in possession. If any such fines or costs are levied against Landlord, Resident agrees to pay such fines or costs attributed to Resident's tenancy or the conduct of Resident, Resident's guests or others at the Premises. The obligation to pay fines and costs assessed against Landlord may be in addition to any assessed directly against Resident.
 - Resident agrees that Landlord may provide Resident's name and address to the regional Air District for the purpose of notifications and enforcement of the Spare the Air program.
 - Nothing herein is deemed to be authorization of or consent by Landlord to burn anything that is not authorized by the Rental/Lease Agreement.
- D. Water Conservation:** The State Water Resources Control Board's regulation prohibits all Californians from: washing down driveways and sidewalks; watering of outdoor landscapes that cause excess runoff; using a hose to wash a motor vehicle, unless the hose is fitted with a shut-off nozzle; and using potable water in a fountain or decorative water feature, unless the water is recirculated. Many local water boards also have restrictions. Links to local information and contacts is available at: <http://droughtresponse.acwa.com/agencies>. Resident agrees to the following:
- Resident shall take all steps necessary to ensure that he/she is aware of water use restrictions. Most water agencies have toll-free numbers, email alerts and/or websites that provide this information.
 - Resident shall comply with all state and local water use restrictions. Restrictions can vary from one area to another. Resident is responsible for obtaining information about the restrictions specific to the City or County in which the Premises are located.
 - If Resident is responsible under the Rental/Lease Agreement for maintaining landscaping, including sufficient watering, Resident shall perform this obligation in a manner consistent with state and local water use Restrictions. Please contact Landlord for more information.
 - Resident is responsible for promptly paying any fines or other costs occasioned by water usage violations that are the proximate result of the Resident's action. If any such fines or costs are levied against Landlord, Resident agrees to pay such fines or costs attributed to Resident's tenancy or the conduct of Resident, Resident's guests or others at the Premises. In the event that Landlord has already paid fines or costs levied against Landlord as of the date Resident is notified of the levy against Landlord, Resident shall, within five (5) days of Landlord's written demand therefore, reimburse Landlord for the entire sum paid. The obligation to pay fines and costs assessed against Landlord may be in addition to any assessed directly against Resident.
 - Resident agrees that Landlord may provide Resident's name and address to the local water agency for the purpose of notifications and enforcement of water use restrictions.
 - Nothing herein is deemed to be authorization of or consent by Landlord to water usage not authorized by the Rental/Lease Agreement.

7. PARKING AND STORAGE

- A. Car Washing:** Cars, bicycles, scooters, etc. may not be washed in the common areas or parking areas of any CADA property. Residents also may not use CADA's outdoor water supply for their own use at any time.
- B. No Parking Zones:** Resident shall ensure that posted and designated fire zones or "No parking" areas remain clear of vehicles at all times.
- C. Parking Agreement:** All parking spaces managed by CADA are reserved. Resident must sign a separate **Parking Agreement Addendum** and pay a monthly fee. The only units that come with parking are the Carriage Pathway Townhomes.
- D. Parking Costs:** CADA Residents receive a 50% discount off CADA's market parking rates.
- E. Registration:** Only currently registered vehicles may be parked on the property. A vehicle parked in violation of local laws/ordinance, or that lacks an engine, transmission, wheels, tires, doors, windshield, or any other major part or equipment necessary to operate safely on the highways, is subject to being towed under California Vehicle Code 22658.
- F. Reserved Parking Spaces:** Resident shall refrain from parking in unauthorized areas or in another Resident's designated parking space. Vehicles parked in unauthorized areas or in another Resident's space may be towed away at the vehicle owner's expense.
- G. Storage:** Some apartment communities operated by CADA may have storage units or lockers that may be rented for a fee, in accordance with the terms of a separate **Storage Addendum**. If available, Resident agrees to store items at own risk. The following items are prohibited: flammable liquids, corrosives, explosives, toxics, or materials subject to spontaneous combustion, etc.

8. MISCELLANEOUS:

- A. Banquet Space Available:** CADA Residents have access to a banquet facility, the Courtyard, near the corner of 14th & O Streets. CADA Residents receive a \$50 discount off regular rental rates. For more information, log onto www.cadacourtyard.com.
- B. Bike Racks:** Bike racks are available at many CADA properties. Ask your Resident Services Representative for the location of the bike rack nearest your apartment. Residents may make suggestions for bike rack locations at any time. CADA will strive to meet the request if at all possible.
- C. Bus & Light Rail:** All of CADA's properties are within easy walking distance to a bus or light rail stop. CADA encourages Residents to make use of public transit whenever possible to reduce the number of cars on the roads. Please call Regional Transit at (916) 321-buss (2877); for hearing impaired: TDD (916) 483-HEAR (4327).
- D. Customer Service:** CADA is committed to its Residents, and to providing a high level of customer service. If we ever fail to fulfill our commitment, Residents are encouraged to put any concerns in writing to CADA's Resident Services Manager. She will work diligently to resolve any concern or complaint that may arise.
- E. Internet:** CADA Residents have several options for connecting to the internet. The cable company, Comcast, offers internet service, as does ATT Phone Company. See the list of "Important Phone Numbers" included in this handout for contact information.
- F. Referral Rewards:** CADA offers a referral reward to our valued Residents upon referral of a friend or family member who moves into a CADA apartment. Sometimes the Referral Reward is in the form of a rent credit; other times it is a gift card to a local business. In order to claim your Referral Reward, the person you referred must list you on their Rental Application or Guest Card as the person who referred them to CADA. Once the referred party moves in you may claim your Referral Bonus by filling out a Referral Reward Request form. The Referral Rewards are subject to change; ask your Rental Agent for more information.
- G. TV Reception:** CADA does not provide "over the air" television reception. In order to receive a television signal, Resident must provide his/her own antenna in the form of "rabbit ears," or sign up with a private cable company. All of CADA properties are wired to receive cable television, which can be activated by the Resident signing an agreement with Comcast Cable. Their fees vary according to the package chosen. Satellite dishes may be installed in very limited circumstances, in accordance with the terms of the Cable/Satellite Addendum to the Rental/Lease Agreement.

- H. Vendor Charges:** If an outside vendor/contractor must be called to make repairs due to Resident's negligence; change locks due to Resident losing keys; retrieve keys (i.e. from elevator shaft); or respond to after-hours emergency caused by Resident, CADA will bill all charges from vendor to Resident.

I. Additional Community Policies and General Information – included herein:

- a. Important Phone #'s
- b. Resident Services Representative Contact #'s
- c. Utility Charges by Property
- d. CADA Ombudsman Program
- e. Accessibility Accommodation / Modification Requests
- f. CADA Fair Housing Policies
- g. Service Request Response Times
- h. Emergency Procedures
- i. Rooming House Policies – applies to 1619 Q Street only