

RIPPLE MANAGEMENT (608) 238-2044/24 HOUR PHONE
 3800 Regent Street
 Madison, Wisconsin 53705
 24 HOUR EMERGENCY: (608) 258-0103

IMPORTANT - TENANT HAS BEEN GIVEN A CHECK-IN FORM. THIS MUST BE RETURNED WITHIN SEVEN (7) DAYS OR TENANT WAIVES RIGHT TO CLAIM FOR ANY PRE-EXISTING DAMAGES. TIME IS OF THE ESSENCE!

1. Your Managers are Tom, Char, and Lance and can be reached 24 hours a day at 238-2044. Please call them for repair needs and general questions. Ripple Management is open 7:30 a.m. - 5:30 PM. Monday through Friday. If you know of repair work needed, please call early in the day, so repairs can be made prior to overtime situations. **2. Dogs - NO DOGS ARE ALLOWED WITHOUT MANAGEMENT PERMISSION.** The monthly charge shall be \$25.00 per month per dog. Residents may have up to two spayed/neutered and declawed cats. The monthly charge shall be \$20.00 per month per cat. Any damages to the property caused by pets shall be assessed residents of that unit. Any pet discovered on premises without permission shall result in a onetime \$250.00 charge to tenant. **3. Rent is due on the 1st of every month.** A discount of \$25.00 will be given for rents received on or before the third (3rd) of each month. **After second late payment in twelve month period, late fee will increase to \$50.00 per month.** (DCHA/CDA leases do not get this discount.) **4. NSF Checks** - NSF checks will be charged \$40.00. After two NSF checks are received over a 12 month period, all rental payments must be by money order or cashier's check. **5. Security deposits** - Security deposits in excess of one-half months rent for tenants in the City of Madison earn 0.81% simple interest and in the City of Fitchburg earn 1.4% simple interest, provided their rent is paid on a timely basis. Rent must be paid by the 1st of each month during the lease. The security deposit can **not** be applied to your last month's rent -- **NO EXCEPTION!** **6. Rent Certificates** - All rent certificates must include a self-addressed, stamped envelope. Any certificates not including an envelope will be held at our office until tenant picks it up **7. Lease Cancellation Option** - Resident may upon 30 days written notice from the 1st of the month, cancel this lease for a fee equal to 2 months rent in advance. **Cancellation fee must be paid 14 day prior to the move out date specified on the notice or cancellation option is void.** This clause does not apply to locations between the east (Yahara) and west (Wingra) Rivers. **8. Unit Cleanliness** - All Residents hereby agree to keep their unit properly clean to minimize wear and tear and further to have the unit presentable for rental showings when needed. Management reserves the right to conduct quarterly inspections and hire a cleaning person (at the Resident's expense of \$10.00 per hour plus cleaning supplies) to put the unit in reasonable showing condition. If your tenant responsibilities include snow removal, you must keep walk clean by noon the day following the snowfall or you will be ticketed by the City and you will be responsible for said ticket (about \$60.00) . Place your trash at curb no more than 12 hours in advance of the date it is collected. Any deviation will result in a ticket from the City for which tenant will be held responsible. **9. Parking** - Parking in most cases is limited to one stall per unit. Unauthorized, unlicensed, or inoperable cars will be ticketed and towed at owner's expense. No car repairs are allowed in the property's parking lots; all vehicles must display valid license. **10. Noise** - To protect every Resident's privacy and enjoyment of your apartment home, disturbances created from (which include but are not limited to): loud parties, loud stereos, loud traffic coming and going to apartments, loitering in hallways, misuse of intercom system, running laundry facilities prior to 8:00 AM or after 10:00 PM, unsupervised children, storing personal items or garbage in hallways, or improper supervision of approved pets are prohibited and are specific **causes for eviction.** The Police Department issues "disturbance tickets" for loud parties and stereo. A \$100.00 charge will be assessed to tenant after one warning. **11. Entrance Doors** - Entrance doors should be kept closed and **locked at all times!** Tampering with doors defeats purpose of a locked entry building. **12. Sublet** A lease is a contract to pay rent for a specific period of time. If you need to relocate, call our office to discuss subletting. Under a sublet "you" are responsible to find another renter to complete your lease, and pay all advertising required to do so. Ripple Management will put your unit on the availability list and assist in taking rental calls in an attempt to find a suitable sublessee. The sublessee should pay a security deposit (same amount as yours), so yours can be returned. Ripple Management will assist you in checking sublet applications. Ripple Management reserves the right to reject unacceptable sublet applications. There is a \$150.00 sublet fee to Ripple Management for coordinating sublet (payable upon notice of sublet intention). If you need to subsidize the rent, the full subsidy to the end of the lease is required prior to assignment of lease. **13. Lock-Outs** - If Residents are locked-out, there is a \$50.00 fee to open your unit. If no one from the office is available, Ripple Management locksmith is Rik at 258-0103 (\$50.00 charge). **14. Keys** - Residents shall pay for any lost apartment or mailbox keys (\$40.00). If all original keys are not returned when moving out, locks must be rekeyed at Resident's expense. **15. Community Appearance** - Each Resident shall help keep the hallways, basements and yards free of litter and debris. Garbage bags with twist ties must be used and taken to the proper disposal areas by residents. If dumpsters are on-site, all bags must be placed inside. Signs in windows, doors, buildings, stickers, advertisements, or TV antennas are not allowed. Families are to keep children's bicycles, big-wheels, toys, etc. stored out of sight from hallways or yards. Private yards are to be neat and free from stored items, toys old chairs, old grills, and other unsightly items. If management must clean or repair any item cause by Tenants neglect, the Tenant will be charged \$15.00 per hour.) **16. Lawns and Sidewalks** - No driving on lawns or sidewalks is ever allowed. Fine for violation is a \$200.00 charge to tenant. **17. Insurance** - Neither Ripple Management and/or the property's insurance covers losses to Resident belongings and renter's insurance is highly recommended. Waterbeds are not allowed until Ripple Management has received a rider for the water bed from the Resident's insurance policy naming the property a beneficiary for damages. **18. Screens, Storms, Doors, and Windows** - Residents are responsible for all screens, storms, doors, and windows in their unit. Damage, breakage, or labor to reinstall if stored in the apartment or basement by the Resident will be charged to Residents. **19. Children** - Children are not allowed to play in basements or hallways. Parents must provide close supervision of children's activities and shall make arrangements to have someone supervise children if children arrive home prior to their parents arrival. If any resident cause disturbances to other Residents and do not take measures to correct these problems, legal action/eviction can result. Damages caused by Residents must be paid for by the resident in the month the damage is caused. **20. Hanging Pictures** - Please use only small "picture hanging" nails (not stick-on hooks). Resident Managers are to install all ceiling hooks. **21. Mailboxes** - Only residents on lease have the use of mailboxes.

chooses to have an air conditioner **where one is not provided**, it must be approved by the management and there will be a \$29.00 per month charge for use if management pays for electric. **24. Basement storage where provided is at tenant's own risk.** Basements are damp and can leak causing damage to items stored there. **25. Mandatory Refuse Recycling** - Ripple Management has explained their recycling policy and I acknowledge receipt of the brochure regarding the items that can and cannot be recycled. Ripple Management will remind by circular or doorhanger on **June 15 and December 15** of every year of any new changes in the recycling program. If you have any questions, contact the management recycling office (608) 238-2044. **26. Newspaper and Cardboard** - Tenant agrees to flatten and bind all cardboard boxes in accordance with recycling rules. Tenant will tie all newspapers in accordance with recycle rules and take to curb on the appropriate day. **27. Pest Control** - Tenant understands that the building within which they reside is covered by a pest control contract through Professional Pest (258-3136). If tenant notices any pests on the premises, they will first call Ripple Management and then contact Professional Pest Control direct and set up an appointment for treatment. It is understood there is no cost to tenant. Tenant agrees to cooperate in scheduling in order to eliminate any problem. Tenant also accepts responsibility to take necessary steps to make the phone contacts. **28. Painting of Apartment** - Your apartment has been freshly painted. Ripple Management does not expect to paint after your lease expires. If your apartment must be painted, you will be assessed at \$60.00 charge. If you remain a resident for more than 15 months this charge will not apply. **29. Vacating Apartment** - Tenant agrees to vacate their apartment by **noon** on the last day of this lease. Tenant agrees that a **\$250.00 fee** will be deducted from their security deposit if they do not comply with this clause. An appointment to check out should be made one week in advance. **30. Previous Tenant Damages** - Tenant acknowledges receipt of a copy of previous tenants' Security Deposit Disposition Form for their use in checking in, if a check-out form is not available at that time, tenant agrees to stop into the Ripple Management Office and receive a copy within seven (7) days of move-in date. **31. Smoke Detector** - As per State Statute 101.145(3) Stats., states: the owners of a residential building shall install any smoke detector required under section according to the directions and specifications of all manufacturer of the smoke detector and maintain any smoke detector which is located in a common area of that residential building. The occupant of a unit in a residential building shall maintain any smoke detector in that unit, except that if an occupant who is not an owner, or a state, county, city, village or town officer, agent or employee charged under statute or municipal ordinance with powers or duties involving inspection of real or personal property, gives written notice to the owner that a smoke detector in the unit is not functional, the owner shall provide, within five (5) days after receipt of that notice, any maintenance necessary to make that smoke detector functional. Maintenance: **a.** The owner shall be responsible for maintaining the smoke detectors and keep the smoke detector system in good working order. **b.** Tenants shall be responsible for informing the owner, in writing, of any smoke detector malfunction, including the need for a new battery. **c.** The owner shall have five (5) days upon receipt of notice from the tenants to repair or replace the smoke detector replace the battery. **d.** Tenant, in spring and fall, may take the battery from the smoke detector directly to any Madison Fire Station and they will be given a battery free of charge, to replace the used battery.

*** I have read and understand the above information regarding smoke detectors and previous tenant damages. _____ (initials). **32. Trash** - All trash is to be placed in plastic trash bags with a twist tie and brought to the curb on **«GarbageDay» Night**, as trash collection begins the morning after. (If your building has a dumpster, this does not apply.) Non compliance with this rule will result in a \$35.00 charge. Please ask if you have any questions. There is no grace period on this trash charge if it must be levied. **33. Co-signer** - needed: **«Cosigner»**. As part of this lease, co-signer forms are required for each Resident. If signed forms are not received by the office prior to the beginning of the lease, each Resident without co-signed forms will be assessed \$75.00 per month additional rent per month until the co-signed forms are returned completed. **34. Security Deposit Return** - 21 days after move out, tenant will pick up security deposit at Ripple Management office. Tenant will call 48 hours prior to pick-up date for appointment. **SPECIAL CONDITIONS: Security Deposits will be returned in one check made out to all residents with no exceptions! Upon written notice signed by all tenants, security deposit will be proportioned as provided by written notice provided by tenants. This notice must be submitted 30 days prior to the expiration of the lease. Tenant agrees to notify Landlord of exact moveout date by certified mail if move is earlier than lease expiration date; otherwise, it is agreed that tenant retains possession of the unit until the lease expiration date.**

THE MANAGEMENT SHALL RESERVE THE RIGHT TO MAKE OTHER SUCH RULES & REGULATIONS AS MAY, IN THEIR JUDGMENT, BE NECESSARY FOR SAFETY, CARE AND CLEANLINESS OF THE PREMISES.

Ripple Management has a zero tolerance regarding discriminatory, derogatory and harassing behavior with regard to any protected class of persons. The protected classes are outlined on the back of the applications that you have filled out for this apartment. If you have any questions regarding this zero tolerance, please ask! NOTE: THESE RULES AND REGULATIONS BECOME PART OF YOUR LEASE. RESIDENT HAS READ AND ACKNOWLEDGES RECEIPT OF RULES AND CHECK-IN FORM.

INITIALS: _____