

RESIDENTIAL RENTAL AGREEMENT

1 This Agreement for the premises identified below is entered into by and between the Landlord and Tenant (referred to in the singular whether 2 one or more) on the following terms and conditions:

3 TENANT: (_____ adults and _____ children)

4 _____

5 _____

6 Additional occupants under the age of eighteen (18) residing on the

7 Premises: _____

8 _____

9 PREMISES: Building Address

10 _____ (street)

11 _____ (city, village, town) _____ (state) _____ (zip)

12 Apartment/room/unit: _____

13 Included furnishings/appliances: refrigerator, range, oven

14 List other: _____

15 RENT: Rent of \$ _____ for Premises and

16 \$ _____ N/A for other (specify _____)

17 is to be received no later than the 1st day of each month

18 and is payable at Metro Investments' online tenant portal .

19 If rent is received after 3rd or 15th for the month that rent is due, _____

20 the Tenant shall pay a late fee of \$ \$50 after the 3rd and \$75 after the 15th. _____

21 Charges incurred by Landlord for Tenant's returned checks are 22 payable by Tenant. Landlord shall provide a receipt for cash 23 payments of rent. All tenants, if more than one, are jointly and 24 severally liable for the full amount of any payments due 25 under this Agreement. Acceptance of a subsequent payment 26 does not constitute a waiver of that default or any other default 27 under this Agreement. Other Landlord or Tenant obligations: _____

28 Utilities: Water, Sewer, Gargage & Recycle Fees: Tenant(s) pro rata share of water, sewer,

29 garbage & recycle charges will be posted to tenant portal approximately every 3 months by _____

30 Metro Investments. These charges include all fees on a Milwaukee or Shorewood water bill, _____

31 as well as any outside trash contractor. Tenants will be charged back on a per person basis, _____

32 specific to dates of occupancy. Total building charges/number of occupants = charge per tenant. _____

33 SECURITY DEPOSIT: Upon execution of this Agreement, Tenant shall pay a security deposit in the amount of \$ _____ to be held 34 by Landlord or Landlord's agent. The deposit, less any amounts legally withheld, will be returned to Tenant's last known address within twenty- 35 one (21) days after any event set forth in Wis. Stat. § 704.28(4). If any portion of the deposit is withheld, Landlord must provide Tenant with a 36 written statement accounting for amounts withheld. The statement shall describe each item of physical damage or other claim made against the 37 security deposit, and the amount withheld as reasonable compensation for each item or claim. If repair costs are not known within twenty-one 38 (21) days Landlord may use a good faith estimate in the written accounting. The reasonable cost for tenant damage, waste, or neglect of the 39 premises, normal wear and tear excluded, may be deducted from Tenant's security deposit as well as any amounts set forth in Wis. Stat. 40 § 704.28(1). Tenant may not use the security deposit as payment for the last month's rent without the written permission of Landlord.

41 DEDUCTIONS FROM PRIOR TENANT'S SECURITY DEPOSIT: Tenant is hereby notified that Tenant may do any of the following within 42 seven (7) days after the start of their tenancy: (a) inspect the unit and notify Landlord of any pre-existing damages or defects, and (b) request a 43 list of physical damages or defects, if any, charged against the previous Tenant's security deposit. If such a request is made by Tenant, Landlord 44 will supply Tenant with a list of all physical damages or defects charged against the previous tenant's security deposit regardless of whether 45 or not those damages or defects have been repaired. Said list will be provided to Tenant within thirty (30) days from when the request was 46 received or, within seven (7) days after Landlord notifies the previous tenant of the security deposit deductions, whichever occurs later. Landlord 47 need not disclose previous tenant's identity nor the amount deducted from the previous tenant's security deposit. Landlord will provide Tenant 48 with a Check-In / Check-Out sheet. Should Tenant fail to return it to Landlord within seven (7) days after the start of the tenancy, Tenant will be 49 considered to have accepted the Premises without any exceptions.

50 RULES: Landlord may make reasonable rules governing the use and occupancy of the Premises and the building in which it is located. Any 51 failure by Tenant to substantially comply with the rules will be a breach of this Agreement and may result in the eviction of Tenant. Landlord may 52 amend the rules to provide for newly added amenities or to meet changed circumstances or conditions adversely affecting the property. No 53 such amendments may unreasonably interfere with Tenant's use and enjoyment of the Premises or the property of which it is part. A copy of the 54 rules, if applicable, have been given to Tenant at the time of application and at the time of the signing of this Agreement.

LANDLORD: _____

Agent for Metro Investments LLC

service of 414-332-6977 office@metroinvestments.net

process (phone) (e-mail)

3610 N Oakland Ave

(address) (city, village, town) (state) (zip)

Shorewood, WI 53211

Agent for Metro Investments LLC

maintenance, 414-332-6977 office@metroinvestments.net

management (phone) (e-mail)

3610 N Oakland Ave

(address) (city, village, town) (state) (zip)

Shorewood, WI 53211

Agent for Metro Investments LLC

collection 414-332-6977 office@metroinvestments.net

of rents (phone) (e-mail)

3610 N Oakland Ave

(address) (city, village, town) (state) (zip)

Shorewood, WI 53211

TERM: (Strike either (a) or (b) enter complete date.)

(a) Month to month beginning on _____; or

For a term of _____ months beginning on _____ at 3PM ,

and ending on _____ at 11AM at 12:00 noon.

NOTE: An Agreement for a fixed term expires without further notice.

If tenancy is to be continued beyond this term, parties should make

arrangements for this in advance of the expiration.

UTILITIES: Check if paid by: Landlord Tenant

Electricity _____

Gas _____

Heat _____

Air Conditioning _____

Sewer/Water _____

Hot Water _____

Trash _____

Other Cooking Gas _____

If utilities or services payable by Tenant are not separately

metered, tenant's share of payments are allocated as follows:

Water, Sewer, Garbage & Recycle Fees, see lines 28-32

56 **NOTICE TO VACATE: Lease for Term** – No written notice is required to terminate a lease for term because the lease automatically ends on the 56 last day of the term. Nonetheless, both Landlord and Tenant should discuss prior to the end of the original lease term whether or not they wish to 57 continue the tenancy beyond the original lease term and if so, enter into a new rental agreement accordingly. **Month to Month Tenancy** – Written 58 notice must be received by the other party at least twenty-eight (28) days prior to the ending of a month to month tenancy. A month to month 59 tenancy may only be terminated at the end of a rental period. A rental period runs from the first day of a calendar month through the last day of 60 a calendar month.

61 **CONTROLLING LAW:** Landlord and Tenant understand their rights and obligations under this Agreement and that they are subject to the laws 62 of Wisconsin, including Wis. Stat. ch. 704 and ch. 799, Wis. Admin. Code § ATCP 134, and applicable local ordinances. Both parties shall obey 63 all governmental orders, rules and regulations related to the Premises, including local housing codes.

64 **CONDITION OF PREMISES:** Tenant has had the opportunity to inspect the rental unit and has determined that it will fulfill their needs and 65 acknowledges that the unit is in good and satisfactory condition, except as noted in the Check-In / Check-Out sheet provided to them, prior to 66 taking occupancy. Tenant agrees to maintain the premises during their tenancy and return it to Landlord in the same condition as it was received 67 less normal wear and tear.

68 **POSSESSION AND ABANDONMENT:** Landlord shall give Tenant possession of the Premises as provided. Tenant shall vacate the Premises 69 and return all of Landlord's property promptly upon the expiration of this Agreement, including any extension or renewal, or its termination, in 70 accordance with its terms and the law. A Tenant will be considered to have surrendered the Premises on the last day of the tenancy provided 71 under this Agreement, except that, if the Tenant vacates before the last day of the tenancy, and gives Landlord written notice that Tenant has 72 vacated, surrender occurs when Landlord receives the written notice that Tenant has vacated. If the Tenant mails the notice to Landlord, 73 Landlord is deemed to have received the notice on the second day after mailing. If Tenant vacates the Premises after the last day of the tenancy, 74 surrender occurs when Landlord learns that Tenant has vacated. If Tenant abandons the Premises before expiration or termination of this 75 Agreement or its extension or renewal, or if the tenancy is terminated for Tenant's breach of this Agreement, Landlord shall make reasonable 76 efforts to re-rent the Premises and apply any rent received, less costs of re-renting, toward Tenant's obligations under this Agreement. Tenant 77 shall remain liable for any deficiency. If Tenant is absent from the Premises for two (2) successive weeks without notifying Landlord in writing of 78 this absence, Landlord may deem the Premises abandoned unless rent has been paid for the full period of the absence.

80 **ABANDONED PROPERTY:** If Tenant vacates or is evicted from the premises and leaves personal property, Landlord may presume, in the 81 absence of a written agreement between the Landlord and Tenant to the contrary, that the Tenant has abandoned the personal property and 82 Landlord may dispose of it in any manner that the Landlord, in his sole discretion, determines is appropriate. Landlord will not store any items of 83 personal property that tenant leaves behind when tenant vacates or is evicted from the premises, except for prescription medicine or prescription 84 medical equipment, which will be held for seven (7) days from the date of discovery. If Tenant abandons a manufactured or mobile home or a 85 titled vehicle, Landlord will give Tenant and any other secured party that Landlord is aware of, written notice of intent to dispose of property by 86 personal service, regular mail, or certified mail to Tenant's last known address, prior to disposal.

87 **USE OF PREMISES:** Tenant shall use the Premises for residential purposes only. Operating a business or providing childcare for children 88 not listed as occupants in this Agreement is prohibited. Neither party may: (1) make or knowingly permit use of the Premises for any unlawful 89 purpose; (2) engage in activities which unduly disturb neighbors or tenants; and/or (3) do, use, or keep in or about the Premises anything which 90 would adversely affect coverage under a standard fire and extended insurance policy. Nothing in this section authorizes Landlord to terminate 91 the tenancy of Tenant based solely on the commission of a crime in or on the property if Tenant, or someone who lawfully resides with Tenant, 92 is the victim, as defined by Wis. Stat. § 950.02(4), of that crime.

93 **GUESTS:** Tenant may have guests residing temporarily in the Premises if their presence does not interfere with the quiet use and enjoyment 94 of other tenants and if the number of guests is not excessive for the size of the facilities of the Premises. Unless prior written consent is given 95 by Landlord, Tenant may not have any person residing in the Premises for more than fourteen (14) non- 96 consecutive days within any one (1) year period or for more than three (3) consecutive days within any one (1) month period. Tenant shall be 97 liable for any property damage, waste, or neglect of the Premises, building, or development upon which it is located, that is caused by the 98 negligence or improper use by Tenant, Tenant's guests, and/or invitees.

99 **NON-LIABILITY OF LANDLORD:** Landlord, except for his negligent acts or omissions, shall not be liable for injury, loss, or damage which 100 Tenant may sustain from the following: (a) theft, burglary, or other criminal acts committed by a third party in or about the premises, (b) delay or 101 interruption in any service from any cause whatsoever, (c) fire, water, rain, frost, snow, gas, odors, or fumes from any source whatsoever, (d) injury 102 or damages caused by bursting or leaking pipes or back up of sewer drains and pipes, (e) disrepair or malfunction of the Premises, appliances, 103 and/or equipment unless Landlord was provided with prior written notice by Tenant of the problem. Tenant holds Landlord harmless from any 104 claims or damages resulting from the acts or omissions of Tenant, Tenant's guests or invitees, and any third parties, including other tenants.

105 **CRIMINAL ACTIVITY PROHIBITED:** Tenant, any member of Tenant's household, guest, or invitee shall not engage in or allow others to 106 engage in any criminal activity, including drug-related criminal activity, in the Premises or on the property. Pursuant to Wis. Stat. § 704.17(3m), 107 Landlord may terminate the tenancy of Tenant, without giving Tenant an opportunity to remedy the default, upon notice requiring Tenant to 108 vacate on or before a date at least five (5) days after the giving of the notice, if Tenant, a member of Tenant's household, or a guest or other invitee 109 of Tenant or a member of Tenant's household engages in any of the following: (a) criminal activity that threatens the health and safety of, or right 110 to peaceful enjoyment of the Premises by, other tenants, (b) criminal activity that threatens the health or safety of, or right to peaceful enjoyment 111 of their residences by persons residing in the immediate vicinity of the Premises, (c) criminal activity that threatens the health or safety of Landlord 112 or an agent or employee of Landlord, (d) drug-related criminal activity, which includes the manufacture or distribution of a controlled substance, 113 on or near the Premises. Nothing in this section authorizes Landlord to terminate the tenancy of Tenant based solely on the commission of a 114 crime in or on the rental property if Tenant, or someone who lawfully resides with Tenant, is a victim, as defined in Wis. Stat. § 950.02(4), of that 115 crime. It is not necessary that there has been an arrest or conviction for the criminal activity or drug-related criminal activity.

116 **CRIME VICTIM PROTECTIONS:** Nothing in this Agreement authorizes Landlord to terminate the tenancy of Tenant based solely on 117 the commission of a crime in or on the rental property if Tenant, or someone who lawfully resides with Tenant, is a victim, as defined in 118 Wis. Stat. § 950.02(4), of that crime.

119 **DANGEROUS ITEMS AND ACTIVITIES PROHIBITED:** Tenant, any member of Tenant's household, guest, or invitee shall not possess or 120 use on the property the following items including, but not limited to, swimming or wading pools, trampolines, slip 'n slides or any other water 121 recreation devices, air, pellet or BB guns/rifles, explosives, fireworks, sparklers, candles, space heaters or any other items that, in the opinion of 122 Landlord, create an unreasonable risk of injury or damage, without the prior written consent of Landlord.

Tenant 1 Initials

Tenant 2 Initials

Tenant 3 Initials

Tenant 4 Initials

123 **DAMAGE BY CASUALTY:** If the Premises are damaged by fire or other casualty ("the casualty") to a degree which renders it untenable,
124 and if, in Landlord's sole discretion, the repairs can be completed in a reasonable period of time, this Agreement will continue but rent will abate
125 until the Premises is restored to a condition comparable to its condition prior to the casualty. Tenant's liability for rent will not abate if the casualty
126 was caused in any part by the negligence or intentional acts of Tenant, members of Tenant's household, guests or invitees. Tenant may be
127 required to vacate the Premises during repairs. If, in Landlord's sole discretion, the Premises cannot be repaired in a reasonable period of time,
128 this Agreement will terminate as of the date of the casualty. If, after the casualty, the Premises remain tenable, Landlord will complete repairs
129 as soon as reasonably possible.

130 **ELECTRONIC DELIVERY OF CERTAIN INFORMATION/DOCUMENTATION:** Landlord may, but is not required to, provide the following
131 information and/or documentation to Tenant via electronic means: (a) a copy of the rental agreement and any documents related to the rental
132 agreement; (b) a security deposit and any documents related to the accounting and disposition of the security deposit and security deposit
133 refund; (c) any promise to clean, repair, or otherwise improve any portion of the Premises made by Landlord prior to entering into the rental/
134 agreement with Tenant, (d) advance notice of entry to inspect, make repairs, or show the Premises to prospective tenants or purchasers.

135 **CONTINUATION OF AGREEMENT:** If Tenant continues to occupy the Premises after the expiration of this Agreement and makes a timely
136 payment of rent, which is accepted by Landlord, Tenant shall be under a month to month tenancy with the same terms and conditions of the
137 original rental agreement unless other arrangements have been made in writing.

138 **ASSIGNMENT OR SUBLEASE:** Tenant shall not assign this Agreement or sublet the Premises, or any part of the Premises, without the prior
139 written consent of Landlord. This prohibition includes, but is not limited to, short-term rentals and/or vacation rentals through websites like
140 Airbnb, Homeaway, or VRBO.

141 **MODIFICATIONS AND TERMINATION:** This Agreement may be terminated or modified by written agreement of Landlord and Tenant. The
142 parties may terminate this Agreement and enter into a new Agreement instead of renewing it, assigning it, or subleasing the Premises.

143 **SEVERABILITY OF RENTAL AGREEMENT PROVISIONS:** The provisions of this rental agreement are severable. If any provision of this rental
144 agreement is found to be void or unenforceable, the unenforceability of that provision does not affect the other provisions that can be given
145 effect without the invalid provisions.

146 **NON-WAIVER:** Any failure to act by Landlord with regard to any specific violation or breach of any term of this Agreement by Tenant shall be
147 considered temporary and does not waive Landlord's right to act on any future violation or breach by Tenant. Landlord, by accepting payment
148 from Tenant for rent or any other amount owed, is not waiving its right to enforce a violation or breach of any term of this Agreement by Tenant.

149 **TIME IS OF THE ESSENCE:** As to delivery of possession of Premises to Tenant, completion of repairs promised in writing in the Agreement
150 or before; vacating of the Premises, return of Landlord's property, payment of rent, performance of any act for which a date is set in this
151 Agreement or by law.

152 *Time is of the essence* means that a deadline must be strictly followed.

153 **SPECIAL PROVISIONS:** 1. **EMERGENCIES:** For all maintenance emergencies, please call our office directly at 414-332-6977.

154 2. Tenants may not change or add any lock to the premises. 3. Only 1 set of keys per identified tenant (lines 4&5) will be provided. 4. No dogs allowed unless you've

155 been given special written permission by the landlord via an executed pet agreement and by paying a \$375 non-refundable pet fee.

156 5. Cats: Only after a pet agreement is signed by all parties, up to 2 cats will be allowed. A \$150 charge is due within 1 day of signing the pet agreement.

157 6. You will be charged \$500 for any unauthorized cat and \$1000 for any unauthorized dog. If you do not have a wood burning fireplace, it is for decorative purposes only and you are prohibited from using it.

158 8. Fire pits are not allowed. 9. Space heaters are not allowed. Only nails and tacks are permissible to hang items on walls. 3M products (or similar), sticky tape and, sticky adhesive are not allowed.

159 **RENTAL DOCUMENTS:** Landlord has given Tenant a copy of the Residential Rental Agreement as well as any Rules and Regulations, if
160 applicable, for review prior to entering into this Agreement and prior to accepting any earnest money or security deposit.

161 **Pets and water beds are not permitted unless indicated otherwise in writing.**

162 **Emergency Contact:**

163 Name _____ Phone _____ Relationship _____

164 Address _____ CITY STATE ZIP

165 **NOTE: SIGNING OF THIS AGREEMENT CREATES LEGALLY ENFORCEABLE RIGHTS.**

166 **OWNER / AGENT OF OWNER** Signature: _____ Date: _____

167 Print Name: _____

168 **TENANT(S)**

169 Signature: _____ Date: _____

170 Print Name: _____

171 Signature: _____ Date: _____

172 Print Name: _____

173 Signature: _____ Date: _____

174 Print Name: _____

175 Signature: _____ Date: _____

176 Print Name: _____

See page 4 for additional provisions.



177 **MAINTENANCE:** Pursuant to Wis. Stat. § 704.07, Landlord shall keep the structure of the building in which the Premises are located and
178 those portions of the building and equipment under Landlord's control in a reasonable state of repair. Tenant shall maintain the Premises under
179 Tenant's control in a clean manner and in as good of a general condition as it was at the beginning of the term or as subsequently improved by
180 Landlord, normal wear and tear excluded. Tenant shall not physically alter or redecorate the Premises, cause any contractor's lien to attach to the
181 Premises, commit waste to the Premises or the property of which it is a part, or attach or display anything which substantially affects the exterior
182 appearance of the Premises or the property in which it is located, unless otherwise allowed under the rules or unless Landlord has granted
183 specific written approval. Landlord shall keep heating equipment in a safe and operable condition. Whichever party is obligated to provide heat
184 for the Premises they shall maintain a reasonable level of heat to prevent damage to the Premises and the building in which it is located.

185 **PAYMENT FOR DAMAGE:** Tenant is responsible for any damage, waste, or neglect caused by Tenant, any members of Tenant's household,
186 guests or invitees including, but not limited to, damage, waste, or neglect to the Premises, common areas, building, or grounds. Tenant must
187 pay Landlord for any costs to repair or replace any damage, waste, or neglect within ten (10) days of demand. Tenant may be required to pay
188 estimated repair cost before work will begin. Payment of said cost by Tenant does not waive Landlord's right to terminate Tenant's tenancy for
189 causing the damage, waste, or neglect. Failure to pay said amounts within the specified time period is a material breach of this Agreement and
190 grounds for eviction.

191 **REIMBURSEMENT TO LANDLORD:** If Tenant fails to pay any amounts that Tenant is responsible for under this Agreement, Landlord has the
192 option, but is not required, to pay said amounts on behalf of Tenant and demand reimbursement. Reimbursement must be made within ten (10)
193 days of demand. Reimbursement after Landlord's demand does not waive Landlord's right to terminate Tenant's tenancy for failing to pay said
194 amounts initially. Failure to reimburse Landlord after demand is a material breach of this Agreement and grounds for eviction.

195 **NO MODIFICATIONS TO PREMISES:** Tenant may not make any modifications to the Premises without the prior written consent of Landlord.
196 Modifications include, but are not limited to, removal of any fixtures, painting of any rooms, installation of blinds or other window coverings,
197 drilling of holes, mounting of flat-screen televisions to the wall, building of any additions, installation of any satellite dishes, or any modifications
198 that would be attached to the ceiling, floor or walls of the Premises. This restriction does not apply to the hanging of photographs, paintings or
199 related items within reason. If Tenant violates this provision Tenant will be charged the actual costs incurred by Landlord to return the Premises
200 to its original condition. Payment of said costs by Tenant does not waive Landlord's right to terminate Tenant's tenancy for violating this provision.

201 **EXTERMINATION COSTS:** Tenant will be responsible for the costs of extermination or removal of any insects, pests, or rodents that are
202 found on the Premises, and which are the result of the Tenant's (or any member of the Tenant's household, Tenant's guests, or invitees) acts,
203 negligence, failure to keep the Premises clean, failure to remove garbage and waste, and/or improper use of the Premises.

204 **ENTRY BY LANDLORD:** Landlord may enter the Premises occupied by Tenant, with or without Tenant's consent, at reasonable times upon
205 twelve (12) hours advance notice to inspect the Premises, make repairs, show the Premises to prospective tenants or purchasers, or comply
206 with applicable laws or regulations. Landlord may enter without advance notice when a health or safety emergency exists, or if Tenant is absent
207 and Landlord believes entry is necessary to protect the Premises or the building from damage. Neither party shall add or change locks without
208 providing the other party keys. Improper denial of access to the Premises is a breach of this Agreement.

209 **BREACH AND TERMINATION:** Failure of either party to comply substantially with any material provision is a breach of this Agreement.
210 Should Tenant neglect or fail to perform and observe any of the terms of this Agreement, Landlord shall give Tenant written notice of the breach
211 requiring Tenant to remedy the breach or vacate the Premises on or before a date at least five (5) days after the giving of such notice, and if
212 Tenant fails to comply with such notice, Landlord may declare the tenancy terminated and proceed to evict Tenant from the Premises, without
213 limiting the liability of Tenant for the rent due or to become due under this Agreement. If Tenant has been given such notice and remedied the
214 breach or been permitted to remain in the Premises, and within one (1) year of such previous breach, Tenant breaches the same or any other
215 covenant or condition of Tenant's lease, this lease may be terminated if Landlord gives notice to Tenant to vacate on or before a date at least
216 fourteen (14) days after the giving of the notice as provided in Wis. Stat. § 704.17. The above does not apply to the termination of tenancy
217 pursuant to Wis. Stats. §§ 704.17(3m), 704.17(4)(c), and 704.16. These provisions shall apply to any lease for a specific term and do not
218 apply to a month to month tenancy. If Landlord commits a breach, Tenant has all rights, and remedies as set forth under the law, including Wis.
219 Stats. §§ 704.07(4) and 704.45, and Wis. Admin. Code § ATCP 134.

220 **RESPONSIBILITY FOR UTILITIES:** Tenant must maintain, and will be responsible for the cost of, all utilities for the Premises until the end of
221 the lease term or until the last day that the Tenant is responsible for rent.

222 **RENT:** Unless otherwise agreed by Landlord, all rental payments must be from Tenant or Co-signer's account. Third-party checks will not be
223 accepted. If any of Tenant's rent payments are returned due to insufficient funds or for any other reason, Landlord may demand that all future
224 payments be made via certified funds. All late fees, security deposit, utility charges, or any other monetary amount set forth under this Agreement
225 are to be considered and defined as "rent."

226 **REPAIRS:** Any promise by Landlord, made before execution of this Agreement, to repair, clean, or improve the Premises, including the promised
227 date of completion, will be listed in this Agreement or in a separate addendum to this Agreement. Time being of the essence as to completion
228 of repairs does not apply to any delay beyond Landlord's control. Landlord shall give timely notice of any delay to Tenant.

229 **CODE VIOLATIONS AND ADVERSE CONDITIONS:** There are no code violations or other conditions affecting habitability of the Premises
230 unless indicated otherwise in writing.

231 **RENTERS INSURANCE RECOMMENDED:** Landlord recommends that Tenant purchase Renter's Insurance to protect Tenant's personal
232 property and to protect Tenant from any liabilities while living at the property. Tenant understands that if they do not purchase Renter's Insurance
233 that Tenant may not have any insurance coverage should Tenant's belongings be damaged or should Tenant be held liable to a third party and/
234 or the Landlord.

235 **NOTICE OF DOMESTIC ABUSE PROTECTIONS:**

236 **1.** As provided in Wis. Stat. § 106.50 (5m) (dm), a tenant has a defense to an eviction action if the tenant can prove that the landlord knew, or
237 should have known, the tenant is a victim of domestic abuse, sexual assault, or stalking and that the eviction action is based on conduct related
238 to domestic abuse, sexual assault, or stalking committed by either of the following: (a) A person who was not the tenant's invited guest, (b) A
239 person who was the tenant's invited guest, but the tenant has done either of the following: (1) Sought an injunction barring the person from the
240 premises, (2) Provided a written statement to the landlord stating that the person will no longer be an invited guest of the tenant and the tenant
241 has not subsequently invited the person to be the tenant's guest.

242 **2.** A tenant who is a victim of domestic abuse, sexual assault, or stalking may have the right to terminate the rental agreement in certain limited
243 situations, as provided in Wis. Stat. § 704.16. If the tenant has safety concerns, the tenant should contact a local victim service provider or law
244 enforcement agency.

245 **3.** A tenant is advised that this notice is only a summary of the tenant's rights and the specific language of the statutes governs in all instances.

NONSTANDARD RENTAL PROVISIONS

The Nonstandard Rental Provisions listed below are part of your rental agreement and list the various charges and costs that your Landlord may assess and withhold from your security deposit.

Name of Tenant(s): _____

Address of Premises: _____
(Street) (City, State, Zip)

Note: Landlord may strike (x) any provisions that are not applicable and/or add any additional provisions as needed.

1. _____ 1 **LATE FEE:** A late fee of \$ 50 or 75 will be charged as set forth in the rental agreement upon all late rental
2 payments. These fees may be deducted from Tenant's security deposit.
2. _____ 3 **RETURNED CHECK/STOP PAYMENT FEE:** If any payment by Tenant is returned unpaid due to insufficient
4 funds or for any other reason, Tenant will be charged a fee of \$ 50.00 per occurrence. If Landlord incurs
5 any other costs or fees as a result of Tenant's payment being returned due to insufficient funds or for any other
6 reason, Tenant will also be charged the actual costs incurred by Landlord as a result. These fees and costs may
7 be deducted from Tenant's security deposit.
3. _____ 8 **GARBAGE/TRASH REMOVAL:** If Tenant leaves garbage or trash in hallway, outside of door of unit, or in any
9 other common area of building or grounds which is not designated for the deposit of garbage or trash, Tenant will
10 be charged a fee of \$ 75.00 plus the actual costs incurred by Landlord to remove the garbage or trash. These
11 fees and costs may be deducted from Tenant's security deposit.
4. _____ 12 **FAILURE TO PROPERLY DISPOSE OF RECYCLABLES:** It is the Tenant's responsibility to separate all recyclable
13 materials and deposit them in appropriate containers as required by law or local ordinance. If Tenant fails to
14 separate recyclable materials and deposit them in the appropriate containers, Tenant will be charged a fee of
15 \$ 75.00 for each occurrence plus the actual costs incurred by Landlord to properly dispose of the recyclables.
16 These fees and costs may be deducted from Tenant's security deposit.
5. n/a 17 **LAWN MOWING/SNOW REMOVAL:** If Tenant fails to mow the lawn and/or remove snow from sidewalks or other
18 designated areas within a reasonable time period, Tenant will be charged a fee of \$ 150 plus the actual costs
19 incurred by Landlord to complete the above. Tenant will also be responsible for payment of any municipal fines
20 or other costs imposed on Landlord due to Tenant's failure to comply with law or local ordinances regarding lawn
21 mowing and/or snow removal. These fees and costs may be deducted from Tenant's security deposit.
6. _____ 22 **PARKING:** Tenant may park his/her vehicle in the designated area or space as set forth in the rental agreement.
23 If Tenant parks his/her vehicle anywhere other than the designated area or space Tenant will be charged a fee
24 of \$ 75.00 for each day that the vehicle is parked in a non-designated space. Inoperable vehicles and vehicles
25 in the process of being repaired may not be kept on the Premises and the above-mentioned fee will also be charged
26 to Tenant for each day that this rule is not followed. Tenant must ensure that all visitors follow the rules or risk being
27 charged the above-mentioned fees. These fees may be deducted from Tenant's security deposit.
7. _____ 28 **FAILURE TO PERMIT ACCESS TO UNIT:** If Tenant fails to permit access to unit after Landlord has properly
29 complied with all notice provisions set forth in Wis. Stat. ch. 704 and Wis. Admin. Code § ATCP 134, Tenant will
30 be charged a fee of \$ 300.00 for each occurrence. Tenant will also be charged for any damages and/or costs
31 incurred by Landlord as a result of Tenant's failure to allow access to unit. These fees and costs may be deducted
32 from Tenant's security deposit.
8. _____ 33 **RETURN OF KEYS/GARAGE DOOR OPENER:** If Tenant fails to return all keys including, but not limited to,
34 mailbox, laundry, and storage keys, as well as garage door openers upon vacating, Tenant will be charged
35 a fee of \$ 150/lock. These fees may be deducted from Tenant's security deposit.
9. _____ 36 **DAMAGE, WASTE OR NEGLECT:** Tenant is responsible for any damage, waste or neglect to the Premises
37 including but not limited to the: building, grounds upon which the building sits, rental unit, and any common
38 areas. The Premises should be left in the same condition that it was received less any normal wear and tear.
39 If there is any damage, waste or neglect to the Premises, Tenant will be charged the actual costs incurred by
40 Landlord up to \$ 35.00 per hour plus the costs of any materials. These fees and costs may be deducted from
41 Tenant's security deposit.
10. _____ 42 **MODIFICATIONS TO UNIT:** Tenant is not allowed to make any modifications to unit without the prior written
43 consent of Landlord. If Tenant makes modifications to unit without the prior written consent of Landlord then
44 Tenant will be charged the actual costs to return the unit to its original condition. These costs may be deducted
45 from Tenant's security deposit.

SAMPLE

Name of Tenant(s): _____

11. _____ 46 **REMOVAL OF ABANDONED PROPERTY:** If Tenant leaves behind any personal property after vacating or if
47 Tenant's personal property is removed by the Sheriff and/or a moving company pursuant to an eviction, Tenant
48 will be charged the actual costs incurred by Landlord to remove and/or dispose of Tenant's personal property.
49 These fees and costs may be deducted from Tenant's security deposit.

12. _____ 50 **RE-RENTAL COSTS:** If Tenant vacates the unit without proper notice or is removed from the property for failure
51 to pay rent or any other breach of rental agreement, Tenant will be responsible for all charges permitted under
52 Wis. Stat. § 704.29 including, but not limited to, all costs incurred to re-rent the vacated unit and all utilities for
53 which Tenant is responsible through the end of the term of the rental agreement, subject to Landlord's duty to
54 mitigate. These charges may be deducted from Tenant's security deposit.

13. _____ 55 **FAILURE TO VACATE AT END OF LEASE OR AFTER NOTICE:** If Tenant remains in possession of the premises
56 without the consent of Landlord after expiration of lease or termination of tenancy by notice given by either
57 Landlord or Tenant, or after termination by valid agreement of the parties, Tenant shall be liable for any damages
58 suffered by Landlord because of Tenant's failure to vacate within the time required. In absence of proof of greater
59 damages, Landlord shall recover as minimum damages twice the rental value apportioned on a daily basis for the
60 time Tenant remains in possession. Should Tenant's hold over result in the loss of any portion of rent by Landlord,
61 Tenant shall be responsible for any lost rent. These charges may be deducted from Tenant's security deposit.

14. _____ 62 **RENTAL PROMOTION/CONCESSION:** If Tenant vacates the rental unit prior to the end of the rental term, is
63 evicted prior to the end of the rental term, or if Tenant's tenancy is terminated for any reason prior to the end
64 of the rental term, Tenant will forfeit any rent promotion/concession received. Any forfeited rent promotion/
65 concession will be treated as unpaid rent and will immediately become due and payable by Tenant. Any forfeited
66 rent promotion/concession may be deducted from Tenant's security deposit.

15. _____ 67 Failure to Clean Appliances upon move-out: Tenant is responsible to thoroughly clean all appliances that are within the unit prior to vacating. For ovens/stove tops, a
68 product similar to Easy Off is recommended. Refrigerator/Freezer must be dry and completely defrosted. If the appliances
69 are not cleaned, or poorly cleaned, fees assessed at \$125 per appliance (stove/oven, refrigerator/freezer, dishwasher, laundry).

16. _____ 70 Failure to thoroughly clean unit prior to vacating. Fee List: \$75 per toilet, \$125 per bathtub and shower stall,
71 \$50 per bathroom & kitchen counter-tops, \$50 per kitchen and bathroom sink and faucets, \$150 per tub surround - soap scum and mildew removed.
72 \$50 (kitchen drawers and cabinets), \$175 Sweeping & mopping floors well, \$100 cleaning all baseboards, \$175 cleaning out storage lockers.

73 Tenant acknowledges that Landlord or Landlord's agent has specifically identified each nonstandard rental provision
74 with Tenant prior to entering into a rental agreement.

75 Date: _____
76 _____
77 _____
78 _____

Tenant Signature
Tenant Signature
Tenant Signature
Tenant Signature

Owner/Agent of Owner Signature

79 **When To Use:** A Nonstandard Rental Provisions document must be used if a landlord wants to deduct anything from a tenant's
80 security deposit other than: (a) tenant damage, waste, or neglect of the premises; (b) unpaid rent; (c) payment for utility service owed
81 by tenant that was provided by landlord but not included in the rent; (d) payment for direct utility service owed by the tenant that was
82 provided by a government-owned utility, to the extent that the landlord becomes liable for tenant's nonpayment; (e) unpaid monthly
83 municipal permit fees assessed against the tenant by a local unit of government under Wis. Stat. § 66.0435(3), to the extent that
84 the landlord becomes liable for the tenant's nonpayment. The landlord shall specifically identify each provision with the tenant(s)
85 prior to entering into a rental agreement with the tenant. When tenant initials each nonstandard rental provision and tenant(s) signs
86 at the end of document, it will be rebuttably presumed that the landlord has specifically identified the provision with the tenant and
87 that the tenant has agreed to it.

88 Wis. Stat. § 704.28(2).

**RENTER'S INSURANCE DISCLOSURE
ADDENDUM TO RESIDENTIAL RENTAL AGREEMENT**

This Addendum is incorporated into Tenant's Residential Rental Agreement. If there is any conflict between the terms and conditions of this Addendum and those contained in the Residential Rental Agreement, the terms and conditions of this Addendum shall be controlling.

Tenant(s): _____

Address: _____ Apt./Unit No.: _____

City: _____ State: _____ Zip: _____

The following is:

- REQUIRED**
- RECOMMENDED**

that each Tenant purchase Renter's Insurance to protect both Tenant's personal property and Tenant himself/herself from any liabilities that Tenant may create while residing at the Property.

Tenant understands that Landlord's insurance does not cover Tenant's personal property from damage caused by burglary, vandalism, electrical surge or failure, lightning strike, freezing, wind damage, heat damage, water damage, hail damage, fire damage, smoke damage, acts of God, or for any other reason not caused by Landlord.

Tenant also understands that Landlord's insurance does not cover Tenant for loss or damage caused by Tenant's actions or those of Tenant's guests. Tenant understands that if Tenant does not purchase Renter's Insurance that Tenant may be held responsible for any loss or damage caused by Tenant's actions or the actions of Tenant's guests.

Tenant understands that Renter's Insurance is readily available and can be purchased relatively inexpensively. If Tenant does not purchase Renter's Insurance, then Tenant will be "self-insured" and therefore may become personally responsible for damages caused by Tenant to other persons or property of others.

If Tenant is required to purchase Renter's Insurance, as set forth above, then Tenant agrees to maintain, at Tenant's own expense, a renter's insurance policy during the term of Tenant's Residential Rental Agreement and any subsequent renewals. Tenant understands that if it is required that Tenant purchase and maintain Renter's Insurance that failure to do so is a breach of Tenant's Rental Agreement and grounds for termination of Tenant's tenancy and the filing of an eviction action.

Tenant understands and agrees that it is in Tenant's best interest to purchase Renter's Insurance.

Date: _____

Tenant Signature

Tenant Signature

Tenant Signature

Tenant Signature

Owner/Agent of Owner Signature

REQUIRED INSURANCE ADDENDUM TO LEASE AGREEMENT

This Addendum is attached to and becomes a part of the Residential Lease Agreement. For the duration of the Lease, Lessee is required to maintain and provide the following minimum required insurance coverage:

- \$100,000 Limit of Liability for Lessee's legal liability for damage to Lessor's property for no less than the following causes of loss: fire, smoke, explosion, backup or overflow of sewer, drain or sump, and water damage ("Required Insurance").

Lessee is required to furnish Lessor with evidence of Required Insurance prior to occupancy of leased premises and at the time of each lease renewal period. If at any time Lessee does not have Required Insurance, Lessee is in breach of the Lease and Lessor shall have, in addition to any other rights under the Lease, the right but not the obligation to purchase Required Insurance coverage protecting the sole interest of the Lessor and seek contractual reimbursement from the Lessee for all costs and expenses associated with such purchase. This may be referred to as "force placed insurance".

Lessee may obtain Required Insurance or broader coverage from an insurance agent or insurance company of Lessee's choice. If Lessee furnishes evidence of such insurance and maintains the insurance for the duration of the Lease, then nothing more is required. If Lessee does not maintain Required Insurance, the insurance requirement of this Lease may be satisfied by Lessor, who may purchase such coverage through the Lessor's Legal Liability Insurance Policy ("LLIP"). The coverage provided under the LLIP will provide the Required Insurance coverage listed above. An amount equal to the total cost to the Lessor for the LLIP coverage shall be charged to Lessee by the Lessor as a recoverable expense under the Lease. Some important points of this coverage, which Lessee should understand are:

1. LLIP is designed to fulfill the insurance requirement of the Lease. Lessor is the Insured under the LLIP. This is single interest forced placed insurance. Lessee is not an Insured, Additional Insured or beneficiary under the LLIP. All loss payments are made to the Lessor.
2. LLIP coverage is NOT personal liability insurance or renters insurance. LLIP does not cover the Lessee's personal property (contents), additional living expenses or liability arising out of bodily injury or property damage to any third party. If Lessee requires any of these coverages, then Lessee should contact an insurance agent or insurance company of Lessee's choice to obtain personal liability insurance or renters insurance to protect Lessee's interests.
3. Coverage under the LLIP may be more expensive than the cost of Required Insurance obtainable by Lessee elsewhere. At any time, Lessee may contact an insurance agent or insurance company of their choice for insurance options to satisfy the Required Insurance under the Lease.
4. If Lessee has purchased Renters Insurance and at any time allows such Renters Insurance to lapse in breach of the Lease Agreement, Lessor may purchase Lessor Insurance without notice and add the total cost associated therewith to Lessee's monthly rent payment.
5. Licensed insurance agents may receive a commission on the LLIP.
6. The total cost to the Lessee for the Lessor obtaining LLIP shall be (\$9.50) per month, subject to no proration. This is an amount equal to the actual premium charge to the Lessor including any premium taxes and fees due to state governing bodies. Additionally, an Administration Fee in the amount of Three Dollars (\$3.00) to be retained by the Lessor for processing and handling will be charged.
7. In the event that loss or damage to Lessor's property exceeds the amount of Required Insurance, Lessee shall remain contractually liable to Lessor for such amount. In the event of liability to any other party for bodily injury or property damage, Lessee shall remain liable to such other party.
8. It shall be the Lessee's duty to notify Lessor of any subsequent purchase of Renters Insurance.

As used in this Addendum: "Lease" may be interchangeable with "Lease Agreement"; "Lessee" may be interchangeable with "Resident" or "Tenant", and "Lessor" may be interchangeable with "Landlord" or "Owner".

Scheduling of the premises under the LLIP is not mandatory and Lessee may purchase Required Insurance from an insurance agent or insurance company of Lessee's choice at any time and coverage under the LLIP will be terminated by the Lessor.

Lessee Signature

Date

RULES AND REGULATIONS

Tenant(s): _____

Address of Premises: _____
(Street) (City, State, Zip)

These Rules and Regulations are incorporated into Tenant's Residential Rental Agreement. If there is any conflict between the terms and conditions of the Rules and Regulations and those contained in the Residential Rental Agreement, the terms and conditions of the Rules and Regulations shall be controlling.

GENERAL

- 1 These Rules and Regulations are necessary to insure the proper use and care of the property as well as to insure the protection and safety of the landlord, his employees, other tenants, and neighbors.
- 2 Tenant will be responsible for the conduct of any and all family members, guests, invitees, and/or others under tenant's control.
- 3 The term "tenant" is defined broadly and includes, all persons named in the rental agreement, their family members, guests, invitees, and/or others under their control.
- 4 Tenant shall not engage in criminal activity or any other activity that disturbs others or damages the property. Nothing in the prior sentence authorizes landlord to terminate the tenancy of tenant based solely on the commission of a crime in or on the rental property if tenant, or someone who lawfully resides with tenant, is the victim, as defined in Wis. Stat. § 950.02(4), of that crime.
- 5 Landlord has the right to make other reasonable rules and regulations as may be necessary for the safety of others and the property.
- 6 A violation of these Rules and Regulations constitutes a material breach of tenant's rental agreement and may result in termination of tenancy and eviction.
- 7 These Rules and Regulations will be enforced strictly and without exception.
- 8 Nothing in these Rules and Regulations authorizes landlord to terminate the tenancy of tenant based solely on the commission of a crime in or on the rental property if tenant, or someone who lawfully resides with tenant, is the victim, as defined in Wis. Stat. § 950.02(4), of that crime.

USE OF PROPERTY

- 9 The term "property" is defined broadly and includes, but is not limited to, the home or apartment building, individual rental units, common areas, grounds upon which the home or apartment building is located, and any other associated physical structures.
- 10 The property is to be used as a personal residence only and is for individuals listed on the rental agreement only.
- 11 The property shall not be used to operate any form of business for any reason including but not limited to, a child-care facility.
- 12 The property shall not be used for any illegal activity whatsoever or for an activity that in the opinion of the landlord will damage the property. Nothing in the prior sentence authorizes the landlord to terminate the tenancy of tenant based solely on the commission of a crime in or on the rental property if tenant, or someone who lawfully resides with tenant, is the victim, as defined in Wis. Stat. § 950.02(4), of that crime.
- 13 Tenant shall not do anything on the property that may increase the risk of fire or compromise safety, increase the landlord's insurance premiums, or which would be a violation of state or local laws or regulations.
- 14 Tenant shall not keep any hazardous items on or inside of property including, but not limited to, paint, lacquer, turpentine, paint thinner, acetone, gasoline, motor oil, pesticides, herbicides, kerosene, propane, lighter fluid or any other hazardous, flammable or combustible items.
- 15 Tenant shall not possess or use on the property the following items including, but not limited to, swimming or wading pools, trampolines, slip 'n slides or any other water recreation devices, air, pellet or BB guns/rifles, explosives, fireworks, sparklers, candles, space heaters or any other items that, in the opinion of landlord, create an unreasonable risk of injury or damage, without the prior written consent of landlord.
- 16 Tenant is prohibited from using any portion of the basement or attic as a living quarters including, but not limited to, for sleeping.
- 17 No rummage sales, or sales of any kind, may be held on the property without the prior written consent of landlord.
- 18 No car washes, for profit or otherwise, may be held on the property without the prior written consent of landlord.
- 19 Tenant agrees to use all appliances, fixtures, and equipment in a safe manner and only for the purpose for which it was intended.
- 20 Tenant agrees not to destroy, deface, damage, or remove, any part of the property.

APPEARANCE & UPKEEP OF PROPERTY

- 21 Tenant shall not allow any sign, advertisement, or notice to be placed inside or outside the rental unit or on the property without the prior written consent of landlord.
- 22 Tenant shall use only appropriate window coverings, such as drapes or blinds. Rugs, towels, blankets, or sheets are not allowed.
- 23 Tenant agrees to keep the rental unit in a clean, safe, and sanitary condition and not litter the property.
- 24 Tenant is responsible for replacing any light bulbs within the rental unit. Tenant shall only use the proper wattage of bulb as specified on the light fixture.
- 25 Tenant is responsible for replacing any batteries for smoke alarm and carbon monoxide detectors located within the rental unit.
- 26 Tenant agrees to regularly and properly dispose of garbage and recyclable materials and to place such items in the proper receptacles provided for that purpose.
- 27 Neither garbage nor recyclable materials shall be kept on the porch, common areas, or grounds. Tenant agrees to comply with any and all laws, ordinances, and/or regulations regarding the collection, sorting, separation, and recycling of materials.

Initial Tenant 1 _____ Initial Tenant 2 _____ Initial Tenant 3 _____ Initial Tenant 4 _____ Page 1 of 3

- 28 If tenant wishes to dispose of any large items, it is the responsibility of tenant to make special arrangements in accordance with local ordinances and laws, to dispose of such items. Any charges incurred by landlord as a result of tenant's failure to comply with the above will be the responsibility of the tenant.
- 29 Tenant agrees to keep all personal property within the rental unit or other assigned areas. Personal property shall not be kept in common areas or on the grounds and will be immediately removed and disposed of by landlord. Any costs incurred by landlord to remove tenant's property will be the tenant's responsibility.
- 30 Tenant shall cooperate with the landlord to keep common areas and grounds in a safe and clean condition.
- 31 Tenant agrees to promptly notify landlord of any maintenance or repair issues.

MODIFICATIONS TO PROPERTY

- 32 Tenant is prohibited from making any alterations, additions, or improvements to the inside or outside of the property, including but not limited to, painting, varnishing, wallpapering, or installing any fixtures, without the prior written consent of landlord.
- 33 Should tenant make any alterations, additions or improvements in violation of the above, landlord may immediately remove it and tenant will be responsible for all costs incurred by landlord to return the property to its original condition.
- 34 Tenant is not authorized to instruct any contractors hired by landlord to provide any additional services not previously authorized by landlord.

DAMAGE, WASTE, OR NEGLECT

- 35 If the property is damaged as a result of the intentional acts, negligence, carelessness, or misuse by tenant, tenant will be responsible for the repair costs incurred by landlord.
- 36 Tenant must reimburse landlord within ten (10) days of demand for any damage, waste, or neglect to the property and/or any other amounts owed due to tenant's failure to follow these Rules and Regulations.

CHANGING LOCKS

- 37 ~~Tenant will not install additional or different locks or gates on any doors or windows in the property without the prior written consent of landlord.~~
- 38 ~~If landlord approves tenant's request to install or change locks, tenant agrees to provide landlord with a new key within twenty four (24) hours.~~
- 39 ~~Tenant will be responsible for any repair costs incurred by landlord to gain entry to property if tenant does not provide landlord with a new key within twenty four (24) hours.~~
- 40 Tenant shall not give any keys to the property to any person other than those listed on the rental agreement without the prior written consent of landlord.

PLUMBING

- 41 Tenant will be responsible for the cost of any and all plumbing repairs resulting from the improper use of the plumbing facilities by tenant.
- 42 Tenant will not dispose of any cloth, metal, glass, wool, plastic, condoms, feminine hygiene products, or similar items in the toilet, sink, or garbage disposal.
- 43 Tenant will immediately report to landlord in writing if any pipes or faucets are leaking or if any toilet continues to run. If tenant fails to notify landlord, then tenant will be responsible for any increased water bill.
- 44 Tenant will not leave water running except during actual use.
- 45 Tenant will only do laundry in designated areas and during the posted hours unless otherwise approved by landlord.

SMOKING

- 46 No smoking is allowed on the property at any time unless otherwise indicated in writing by landlord.
- 47 Any damage to the property as a result of tenant's smoking will be the tenant's responsibility.

WATERBEDS

- 48 No furniture filled with liquid, including but not limited to waterbeds, is allowed on the property without the prior written approval of landlord.

LOITERING

- 49 Tenant will not loiter, congregate, or play in common areas of the building, including but not limited to the hallways, stairways, basement, garages, storage areas, and driveways.

NOISES & ODORS

- 50 Tenant will not make or permit noises, odors, or other acts that will disturb the right or comfort of other tenants and/or neighbors. Tenant agrees to keep the volume of any radio, stereo, television, computer, musical instrument, or any other device at a level that will not disturb other tenants and/or neighbors. Nothing in the prior sentences authorizes landlord to terminate the tenancy of tenant based solely on the commission of a crime in or on the rental property if tenant, or someone who lawfully resides with tenant, is the victim, as defined in Wis. Stat. § 950.02(4), of that crime.

GUESTS

- 51 Tenant is responsible for the conduct of any and all guests.
- 52 No guest may reside in the property for more than fourteen (14) non-consecutive days within any one (1) year period or for more than three (3) consecutive days within any one (1) month period.
- 53 No guest shall remain on the property unless tenant is also present.

PETS

- 54 Pets are not permitted on the property at any time without the prior written consent of landlord.

GRILLING

- 55 No grilling is allowed within ten (10) feet of the property.
- 56 No grilling is allowed on any balcony or porch.
- 57 Only covered grills are allowed to be used - no fire pits or bonfires allowed.
Any grilling materials must be removed from common areas and/or grounds after use.
- 58 Indoor storage of gas grills, gas tanks, charcoal, or lighter fluid is prohibited.

Initial Tenant 1 _____ Initial Tenant 2 _____ Initial Tenant 3 _____ Initial Tenant 4 _____ Page 2 of 3

SUBLETTING / ASSIGNMENT

60 Tenant shall not assign or sublet the property, or any part of the property, without the prior written consent of landlord. This prohibition includes, but is not limited to, short-term rentals and/or vacation rentals through websites like Airbnb, Homeaway, or VRBO.

VEHICLES

- 61 Only vehicles authorized by landlord may be parked on property.
- 62 Tenant must register the license plate number, model, and make of tenant(s) vehicle(s).
- 63 Vehicles of tenant's guests must be parked in designated spaces, if any, otherwise they must be parked on the street.
- 64 Tenant's guests or invitees may not park their vehicles in other tenant's parking spaces.
- 65 Tenant shall not park any unregistered, unlicensed, or inoperable vehicles on the property.
- 66 Tenant shall not park any commercial or recreational vehicles on the property without the prior written consent of landlord.
- 67 At no time is tenant allowed to repair vehicles on the property, including but not limited to, changing flat tires and/or changing oil.
- 68 Any unauthorized, unregistered, or inoperable vehicles on the property may be ticketed and/or towed.
- 69 Tenant shall not drive any vehicle on the grass or sidewalk at any time.
- 70 Vehicles must be maintained in reasonably good repair and shall not drip fluids or cause damage to landlord's property.
- 71 If tenant's vehicle causes any damage to the property, such costs to repair, will be the tenant's responsibility.
- 72 Tenant shall not wash any vehicles on the property without the prior written consent of landlord.

INSURANCE

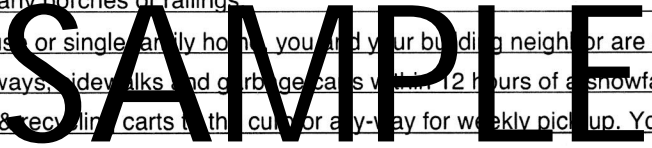
73 It is tenant's responsibility to obtain insurance coverage for their personal property stored on the property. Landlord shall not be responsible for any loss or damage to tenant's property unless the loss or damage was the result of landlord's negligent acts or omissions.

NON-WAIVER

74 Any failure to act by Landlord with regard to any specific violation or breach of these Rules and Regulations by Tenant shall be considered temporary and does not waive Landlord's right to act on any future violation or breach by Tenant.

ADDITIONAL RULES AND REGULATIONS:

- 75 1. All original keys must be returned at the end of the lease. If not, tenant(s) will be charged \$150/lock to replace.
- 76 2. If available (no guarantee), lock-out charges are \$25 from 9AM-5PM, \$95 from 5PM-9PM. 9PM-9AM, this service is unavailable.
- 77 3. Satellite dishes ARE NOT permitted on the property. 4. Live Christmas trees on not permitted in any unit / building.
- 78 5. If a porch or yard space is available, only outdoor (patio) furniture is allowed.
- 79 6. If available, basements and attics are for storage only and are not to be used as living or entertaining spaces.
- 80 7. Bicycles may not be locked to any porches or railings.
- 81 8. If you live in a duplex, townhouse, or single family home, you and your building neighbor are responsible for snow
- 82 and ice removal from all walkways, sidewalks and garbage carts within 12 hours of a snowfall. Additionally, you're
- 83 responsible to move garbage & recycling carts to the curb or alley-way for weekly pickup. You also share
- 84 the responsibility to bring all carts back to the storage area no later than 10PM on the day of collection.
- 85 9. Only nails and tacks are permissible to hang items on walls. 3M products (or similar), sticky tape/adhesive are not allowed.
- 86 10. If a unit has hardwood floors, tenant should use carpet pads under all furniture legs to prevent floor scrapes/gouges.
- 87 11. You are responsible to have a toilet plunger on hand should your toilet back up.
- 88 12. If the Landlord/Agent consents to a sublease, a sublease fee of \$200, paid by sublesor, is due upon document execution.
- 89 13. Fire pits are not allowed. 14. Space heaters are not allowed.



A VIOLATION OF THE ABOVE RULES AND REGULATIONS SHALL CONSTITUTE A MATERIAL VIOLATION OF TENANT'S RENTAL AGREEMENT AND IS GOOD CAUSE FOR TERMINATION OF TENANCY AND EVICTION OF TENANT.

Tenant _____ Signature _____ Date _____ Tenant _____ Signature _____ Date _____

Tenant _____ Signature _____ Date _____ Tenant _____ Signature _____ Date _____

Owner/Agent of Owner _____ Signature _____ Date _____

SMOKE DETECTOR NOTICE

1 Tenant(s): _____

2 _____

3 Address: _____ Unit No.: _____

4 City: _____ State: _____ Zip: _____

5 **Landlord has provided working smoke detectors on the Premises as required by law. Tenant acknowledges that all**
6 **smoke detectors on the Premises are fully operational. Smoke detectors shall be maintained as follows:**

7 (a) Landlord shall be responsible for maintaining and testing all smoke detectors in common areas as required by law;

8 (b) Tenant shall be responsible for maintaining and testing all smoke detectors within Tenant's unit as required by law;

9 (c) Tenant shall inform Landlord, in writing, of any smoke detector that is not working and Landlord shall have (5) days
10 after receipt of written notice to repair or replace smoke detector;

11 (d) Tenant shall replace batteries in all smoke detectors inside Tenant's unit as necessary.

12 *The following detector locations are optional and may be used for convenience in locating the devices:*

13 **Detector 1 Location** _____ *Tenant Initials* **Detector 2 Location** _____ *Tenant Initials*

14 **Detector 3 Location** _____ *Tenant Initials* **Detector 4 Location** _____ *Tenant Initials*

15 **Detector 5 Location** _____ *Tenant Initials* **Detector 6 Location** _____ *Tenant Initials*

16 Tenant acknowledges that all smoke detectors in the unit are working properly.

SAMPLE

17 _____ *Tenant Signature* _____ *Date*

18 _____ *Tenant Signature* _____ *Date*

19 _____ *Tenant Signature* _____ *Date*

20 _____ *Tenant Signature* _____ *Date*

21 _____ *Landlord/Agent Signature* _____ *Date*

22 §101.145, Wis. Stats.

SMOKING POLICY ADDENDUM

ADDENDUM TO RESIDENTIAL RENTAL AGREEMENT

Name of Tenant(s): _____

Address of Premises: _____
(Street) (City, State, Zip)

This Addendum contains terms, conditions, and rules related to Landlord's smoking policy and are incorporated into Tenant's Residential Rental Agreement and any other rental documents.

If there is any conflict between the terms and conditions of this Addendum and those contained in the Residential Rental Agreement, the terms and conditions of this Addendum shall be controlling.

(Check One)

Smoking is strictly prohibited on the Premises. This includes, but is not limited to, the rental unit, balcony and/or patio, common areas, laundry, office, garage, the entire building, and the grounds on which the building is located.

Smoking is allowed on the Premises but only in the following location(s): _____

If smoke enters the building or otherwise interferes with the health, safety or well-being of others or interferes with the quiet use and enjoyment of the Premises by other tenants, Landlord reserves the right to modify the location(s) where smoking is permitted.

SAMPLE

The term "smoking" includes the inhalation, exhalation, breathing, burning, or carrying of any lighted or heated cigar, cigarette, pipe, or other tobacco product or plant product in any manner or in any form. Smoking also includes the use of electronic cigarettes or any similar electronic device that provides vapor or liquid nicotine and/or other substances to the user.

Tenant acknowledges that Landlord's adoption of this smoking policy does not make Landlord or its agents the guarantor of Tenant's health or the health of Tenant's family members, guests, invitees, and/or others under Tenant's control. Landlord will take reasonable steps to enforce the smoking policy but does not guarantee the smoke-free condition of the premises. Landlord cannot enforce the smoking policy unless Landlord has firsthand knowledge of a violation or has received a written notice of a violation.

Failure to follow the smoking policy constitutes a material breach of Tenant's Residential Rental Agreement and may result in the termination of tenancy and eviction pursuant to Wis. Stat. ch. 799. Tenant is responsible for the conduct of any and all family members, guests, invitees, and/or others under Tenant's control with regard to the smoking policy.

Tenant understands that other tenants who have entered into a rental agreement prior to the implementation of the smoking policy will not be immediately subject to the policy. Current tenants are exempt from the smoking policy for the remainder of their existing rental agreement. As current tenants vacate or sign new rental agreements, the smoking policy will apply to them.

Tenant is responsible for the repair, replacement, and/or cleaning of any and all smoke-related damage to the Premises resulting from his/her smoking, the smoking of Tenant's family members, guests, invitees, and/or others under Tenant's control. Smoke-related damage includes, but is not limited to, odors and staining.

<i>Tenant Signature</i>	<i>Date</i>	<i>Tenant Signature</i>	<i>Date</i>
<i>Tenant Signature</i>	<i>Date</i>	<i>Tenant Signature</i>	<i>Date</i>

When to Use: This form should be used when a Landlord wants to prohibit smoking anywhere on the rental premises or to restrict smoking to a specific location(s) on the rental premises.

ADDENDUM A Bed Bugs

Date: _____

Tenant(s): _____

Address: _____ Apt./Unit No.: _____

City: _____ State: _____ Zip: _____

This Addendum outlines your responsibility and potential liability regarding bed bugs. In our efforts to maintain a quality living environment, we must have your cooperation to minimize the risk of bed bugs in your apartment and throughout this community .

Please Note:

If you fail to notify us of the presence or infestation of bed bugs, fail to comply with the agreements set forth in this Addendum or fail to pay us for any associated costs due to the presence or infestation of bed bugs, you will be in default, and we will have the right to terminate your right of occupancy and exercise all rights and remedies under this Lease Contract. However, the presence or infestation of bed bugs does not release you from this Lease Contract . You are legally bound to this document . Please read it carefully .

Facts about Bed Bugs

- Bed bugs are wingless, flat, reddish-brown, oval insects about 3/16-inch long or the size of an apple seed. As they feed on blood and during digestion, they become swollen and reddish.
- Detecting bed bugs can be difficult, as they are mostly nocturnal. However, evidence of an infestation can often be found in, around and between cracks and crevices including mattress seams, sheets and other bedding, carpeting, furniture, under cushions, behind baseboards, curtains, electrical outlet plates, picture frames and along window and door frames. Blood spotting on mattresses and nearby furnishings are also signs of a bedbug infestation.
- Bed bugs tend to stay close together and have a distinctively sweet, yet unpleasant smell.
- Bed bugs are found worldwide due to human travelers who transport luggage, clothing, bedding and furniture. Because bed bugs can easily travel from one room to another, it is recommended that travelers thoroughly inspect their luggage and belongings for bed bugs before returning home.
- Bed bugs do not discriminate and can be found anywhere .
- Claims that associate bed bugs with poor hygiene and uncleanliness are false. Apartment residents who avoid notifying property managers out of shame only facilitate the spread of bed bugs.
- Although their bites can cause irritation and even infection, bed bugs do not carry or transmit diseases. Bed bug bites can become itchy and may leave red bumps and marks. Bed bug bites may appear similar to a number of other insect bites. However, unlike those of other insects, bedbug bites appear in tight lines of multiple, small, red marks. However, many bed bug bites leave no mark and go completely unnoticed.

Tips for Residents

- DO NOT bring used furniture or belongings from unknown sources into your apartment.
- DO NOT try to treat the problem yourself! Improper treatment can not only be ineffective but also harmful to your health and the health of other residents.
- DO inform the property managers about bed bug sightings immediately!
- DO inspect your belongings after travel and prior to returning to your apartment.
- DO follow the property's outlined procedures for treatment and elimination.
-

Resident Agreement

You agree that you have read this addendum in its entirety and will inspect the apartment within 48 hours after move-in and immediately report any evidence of bed bugs or bed bug infestation. If we do not receive notification within the required 48 hours, you agree that no presence or infestation of bed bugs exists. You are not aware of any infestation.

Tenant agrees to the terms and conditions of this addendum to the rental agreement.

Tenant _____ Signature _____ Date _____ Tenant _____ Signature _____ Date _____

Tenant _____ Signature _____ Date _____ Tenant _____ Signature _____ Date _____

Owner/Agent of Owner _____ Signature _____ Date _____

ADDENDUM B

SHORT TERM RENTING PROHIBITED

Date: _____

Tenant(s): _____

Address: _____ Apt./Unit No.: _____

City: _____ State: _____ Zip: _____

SHORT TERM RENTING PROHIBITED.

This Addendum to the Lease further supplements and defines the requirements and prohibitions contained in the Lease Contract between you and us. You are hereby strictly prohibited from renting to any third party of all or any portion of the dwelling, whether for an overnight use or duration of any length, without our prior written consent in each instance. This prohibition applies to stays arranged on Airbnb.com or other similar internet sites.

PROHIBITION ON LISTING OR ADVERTISING DWELLING ON RENTING WEBSITES.

You agree not to list or advertise the dwelling as being available for rental on Airbnb.com or similar internet websites. You agree that listing or advertising the dwelling on Airbnb.com or similar internet websites shall be a violation of this Addendum and a breach of your Lease Contract.

VIOLATION OF LEASE AGREEMENT.

Your Lease Contract allows for use of your dwelling as a private residence only and strictly prohibits conducting any kind of business in, from, or involving your dwelling unless expressly permitted by law.

REMEDY FOR VIOLATION.

A violation of this Addendum constitutes a material violation of the Lease Contract, and as such we may exercise any default remedies permitted in the Lease Contract, including termination of your tenancy, in accordance with local law. This clause shall not be interpreted to restrict our rights to terminate your tenancy for any lawful reason, or by any lawful method.

RESIDENT LIABILITY.

You are responsible for and shall be held liable for any and all losses, damages, and/or fines that we incur as a result of your violations of the terms of this Addendum or the Lease Contract. Further, you agree you are responsible and shall be held liable for any and all actions of any person(s) who occupy your dwelling in violation of the terms of this Addendum or the Lease Contract, including, but not limited to, property damage, personal injury, disturbance of other residents and violence or attempted violence to another person. In accordance with applicable law, without limiting your liability, you agree we shall have the right to collect against any renter's or liability insurance policy maintained by you for any losses or damages that we incur as the result of any violation of the terms of this Addendum.

SAMPLE

Tenant agrees to the terms and conditions of this addendum to the rental agreement.

Tenant _____ Signature _____ Date _____ Tenant _____ Signature _____ Date _____

Tenant _____ Signature _____ Date _____ Tenant _____ Signature _____ Date _____

Owner/Agent of Owner _____ Signature _____ Date _____

DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND/OR LEAD-BASED PAINT HAZARDS ADDENDUM TO RENTAL AGREEMENT

1 This addendum is made part of your Rental Agreement dated _____
2 Landlord/Agent _____
3 Name of Tenant(s): _____
4 _____
5 Address: _____ (Street) _____ (Unit No.) _____ (City, State, Zip)

6 Lead Warning Statement
7 Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health
8 hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before
9 renting pre-1978 housing, Landlord must disclose the presence of lead-based paint and/or lead-based paint hazards
10 in the dwelling. Tenant must also receive a federally approved pamphlet on lead poisoning prevention.

11 Lead Warning Statement (Check (1) or (2) below):
12 1. [] Landlord has knowledge of lead-based paint and/or that lead-based paint hazards are present in the property (explain).
13 _____
14 _____
15 _____
16 _____

17 2. [x] Landlord has no knowledge of lead-based paint and/or that lead-based paint hazards in the property.

18 Records and reports available to the Lessor (Check (1) or (2) below):
19 1. [] Landlord has provided Tenant with all available records and reports pertaining to lead-based paint and/or lead-based
20 paint hazards in the property (list documents below).
21 _____
22 _____
23 _____
24 _____

25 2. [x] Landlord has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the property.

26 Tenant's Acknowledgment
27 Tenant states that Tenant has received any records and reports listed under Landlord's Disclosures above. Tenant
28 acknowledges that Tenant has received the pamphlet Protect Your Family From Lead in Your Home.

29 Agent's Acknowledgment
30 If Landlord is represented by an Agent, the Agent certifies that Agent has informed the Landlord of the Landlord's
31 obligations under 42 U.S.C. 4852(d) and that the Agent is aware of Agent's duty to ensure compliance with the requirements
32 of federal laws and regulations.

33 Certification of Accuracy
34 The following parties have reviewed the information above and certify, to the best of their knowledge, that the
35 information they have provided is true and accurate.

36 Date: _____ Tenant Signature
37 _____ Tenant Signature
38 _____ Landlord/Agent Signature Tenant Signature
39 _____ Tenant Signature

Protect Your Family from Lead in Your Home

United States Environmental Protection Agency
United States Consumer Product Safety Commission
United States Department of Housing and Urban Development

Simple Steps To Protect Your Family From Lead Hazards

If you think your home has high levels of lead:

- Get your young children tested for lead, even if they seem healthy.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat healthy, low-fat foods.
- Get your home checked for lead hazards.
- Regularly clean floors, window sills, and other surfaces.
- Wipe soil off shoes before entering house.
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Take precautions to avoid exposure to lead dust when remodeling or renovating (call 1-800-424-LEAD for guidelines).
- Don't use a belt-sander, propane torch, high temperature heat gun, scraper, or sandpaper on painted surfaces that may contain lead.
- Don't try to remove lead-based paint yourself.

Are You Planning To Buy, Rent, or Renovate a Home Built Before 1978?

Many houses and apartments built before 1978 have paint that contains high levels of lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly.

OWNERS, BUYERS, and RENTERS are encouraged to check for lead (see page 2) before renting, buying or renovating pre-1978 housing.

Federal law requires that individuals receive certain information before renting, buying, or renovating pre-1978 housing:

LANDLORDS have to disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a disclosure about lead-based paint.

SELLERS have to disclose known information on lead-based paint and lead-based paint hazards before selling a house. Sales contracts must include a disclosure about lead-based paint. Buyers have up to 10 days to check for lead.

RENOVATORS disturbing more than 2 square feet of painted surfaces have to give you this pamphlet before starting work.

IMPORTANT!

Lead From Paint, Dust, and Soil Can Be Dangerous If Not Managed Properly

- **FACT:** Lead exposure can harm young children and babies even before they are born.
- **FACT:** Even children who seem healthy can have high levels of lead in their bodies.
- **FACT:** People can get lead in their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- **FACT:** People have many options for reducing lead hazards. In most cases, lead-based paint that is in good condition is not a hazard.
- **FACT:** Removing lead-based paint improperly can increase the danger to your family. If you think your home might have lead hazards, read this pamphlet to learn some simple steps to protect your family.

Lead Gets in the Body in Many Ways

People can get lead in their body if they:

- Breathe in lead dust (especially during renovations that disturb painted surfaces).
- Put their hands or other objects covered with lead dust in their mouths.
- Eat paint chips or soil that contains lead.

Lead is even more dangerous to children under the age of 6:

- At this age children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.
- Lead is also dangerous to women of childbearing age:
- Women with a high lead level in their system prior to pregnancy would expose a fetus to lead through the placenta during fetal development.

Childhood lead poisoning remains a major environmental health problem in the U.S. Even children who appear healthy can have dangerous levels of lead in their bodies.

Lead's Effects

It is important to know that even exposure to low levels of lead can severely harm children.

In children, lead can cause:

- Nervous system and kidney damage.
- Learning disabilities, attention deficit disorder, and decreased intelligence.
- Speech, language, and behavior problems.
- Poor muscle coordination.
- Decreased muscle and bone growth.
- Hearing damage.

While low-lead exposure is most common, exposure to high levels of lead can have devastating effects on children, including seizures, unconsciousness, and, in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults too.

In adults, lead can cause:

- Increased chance of illness during pregnancy.
- Harm to a fetus, including brain damage or death.
- Fertility problems (in men and women).
- High blood pressure.
- Digestive problems.
- Nerve disorders.
- Memory and concentration problems.
- Muscle and joint pain.

Lead affects the body in many ways: Brain or Nerve Damage, Slowed Growth, Hearing Problems, Reproductive Problems (adults), Digestive Problems.

Where Lead-Based Paint Is Found

Many homes built before 1978 have lead-based paint. The federal government banned lead-based paint from housing in 1978. Some states stopped its use even earlier. Lead can be found:

- In homes in the city, country, or suburbs.
- In apartments, single-family homes, and both private and public housing.
- Inside and outside of the house.
- In soil around a home. (Soil can pick up lead from exterior paint or other sources such as past use of leaded gas in cars.)

In general, the older your home, the more likely it has lead-based paint.

Checking Your Family for Lead

To reduce your child's exposure to lead, get your child checked, have your home tested (especially if your home has paint in poor condition and was built before 1978), and fix any hazards you may have.

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age. Consult your doctor for advice on testing your children. A simple blood test can detect high levels of lead. Blood tests are usually recommended for:

- Children at ages 1 and 2.
- Children or other family members who have been exposed to high levels of lead.
- Children who should be tested under your state or local health screening plan. Your doctor can explain what the test results mean and if more testing will be needed.

Get your children and home tested if you think your home has high levels of lead.

Identifying Lead Hazards

Lead-based paint is usually not a hazard if it is in good condition, and it is not on an impact or friction surface, like a window. It is defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter, or more than 0.5% by weight.

Deteriorating lead-based paint (peeling, chipping, chalking, cracking or damaged) is a hazard and needs immediate attention. It may also be a hazard when found on surfaces that children can chew or that get a lot of wear-and-tear, such as:

- Windows and window sills.
- Doors and door frames.
- Stairs, railings, banisters, and porches.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Dust also forms when painted surfaces bump or rub together. Lead chips and dust can get on surfaces and objects that people touch. Settled lead dust can re-enter the air when people vacuum, sweep, or walk through it. The following two federal standards have been set for lead hazards in dust:

- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) and higher for floors, including carpeted floors.
- 250 $\mu\text{g}/\text{ft}^2$ and higher for interior window sills. Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes.

The following two federal standards have been set for lead hazards in residential soil:

- 400 parts per million (ppm) and higher in play areas of bare soil.
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard.

The only way to find out if paint, dust and soil lead hazards exist is to test for them. The next section describes the most common methods used.

Lead from paint chips, which you can see, and lead dust, which you can't always see, can both be serious hazards.

Checking Your Home for Lead

You can get your home tested for lead in several different ways:

- A paint inspection tells you whether your home has lead-based paint and where it is located. It won't tell you whether or not your home currently has lead hazards.
- A risk assessment tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards.
- A combination risk assessment and inspection tells you if your home has any lead hazards and if your home has any lead-based paint, and where the lead-based paint is located. Hire a trained and certified testing professional who will use a range of reliable methods when testing your home.
- Visual inspection of paint condition and location.
- A portable x-ray fluorescence (XRF) machine.
- Lab tests of paint, dust, and soil samples.

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency (see pages 3 and 4) for more information, or call 1-800-424-LEAD (5323) for a list of contacts in your area.

Home test kits for lead are available, but may not always be accurate. Consumers should not rely on these kits before doing renovations or to assure safety.

Just knowing that a home has lead-based paint may not tell you if there is a hazard.

What You Can Do Now to Protect Your Family

If you suspect that your house has lead hazards, you can take some immediate steps to reduce your family's risk:

- If you rent, notify your landlord of peeling or chipping paint.
- Clean up paint chips immediately.
- Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner or a cleaner made specifically for lead. REMEMBER: NEVER MIX AMMONIA AND BLEACH PRODUCTS TOGETHER SINCE THEY CAN FORM A DANGEROUS GAS.
- Thoroughly rinse sponges and mop heads after cleaning dirty or dusty areas.
- Wash children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces.
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat nutritious, low-fat meals high in iron and calcium, such as spinach and dairy products. Children with good diets absorb less lead.

Reducing Lead Hazards In The Home

In addition to day-to-day cleaning and good nutrition:

- You can temporarily reduce lead hazards by taking actions such as repairing damaged painted surfaces and planting grass to cover soil with high lead levels. These actions (called "interim controls") are not permanent solutions and will need ongoing attention.
- To permanently remove lead hazards, you should hire a certified lead "abatement" contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent removal.
- Always hire a person with special training for correcting lead problems—someone who knows how to do this work safely and has the proper equipment to clean up thoroughly. Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.
- Once the work is completed, dust cleanup activities must be repeated until testing indicates that lead dust levels are below the following:
 - 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) for floors, including carpeted floors;
 - 250 $\mu\text{g}/\text{ft}^2$ for interior windows sills; and
 - 400 $\mu\text{g}/\text{ft}^2$ for window troughs.

Call your state or local agency (see pages 3 and 4) for help in locating certified professionals in your area and to see if financial assistance is available.

Removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house. Always use a professional who is trained to remove lead hazards safely.

Remodeling or Renovating a Home With Lead-Based Paint

Take precautions before your contractor begins remodeling or renovating anything that disturbs painted surfaces (such as scraping off paint or tearing out walls).

- Have the area tested for lead-based paint.
- Do not use a belt-sander, propane torch, high temperature heat gun, dry scraper, or dry sandpaper to remove lead-based paint. These actions create large amounts of lead dust and fumes. Lead dust can remain in your home long after the work is done.
- Temporarily move your family (especially children and pregnant women) out of the apartment or house until the work is done and the area is properly cleaned. If you can't move your family, at least completely seal off the work area.
- Follow other safety measures to reduce lead hazards. You can find out about other safety measures by calling 1-800-424-LEAD. Ask for the brochure "Reducing Lead Hazards When Remodeling Your Home." This brochure explains what to do before, during, and after renovations.

If you have already completed renovations or remodeling that could have released lead-based paint or dust, get your young children tested and follow the steps outlined on page 2 of this brochure.

If not conducted properly, certain types of renovations can release lead from paint and dust into the air.

Other Sources of Lead

- Drinking water. Your home might have plumbing with lead or lead solder. Call your local health department or water supplier to find out about testing your water. You cannot see, smell, or taste lead, and boiling your water

will not get rid of lead. If you think your plumbing might have lead in it:

- Use only cold water for drinking and cooking.
- Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.
- The job. If you work with lead, you could bring it home on your hands or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- Old painted toys and furniture.
- Food and liquids stored in lead crystal or lead-glazed pottery or porcelain.
- Lead smelters or other industries that release lead into the air.
- Hobbies that use lead, such as making pottery or stained glass, or refinishing furniture.
- Folk remedies that contain lead, such as "greta" and "azarcon" used to treat an upset stomach.

While paint, dust, and soil are the most common sources of lead, other lead sources also exist.

For More Information

The National Lead Information Center

- Call 1-800-424-LEAD (424-5323) to learn how to protect children from lead poisoning and for other information on lead hazards. To access lead information via the web, visit www.epa.gov/lead and www.hud.gov/offices/lead/.

EPA's Safe Drinking Water Hotline

- Call 1-800-426-4791 for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

- To request information on lead in consumer products, or to report an unsafe consumer product or a product-related injury, call 1-800-638-2772, or visit CPSC's Web site at: www.cpsc.gov.

Health and Environmental Agencies

- Some cities, states, and tribes have their own rules for lead-based paint activities. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your local contacts on the Internet at www.epa.gov/lead or contact the National Lead Information Center at 1-800-424-LEAD.

For the hearing impaired, call the Federal Information Relay Service at 1-800-877-8339 to access any of the phone numbers in this brochure.

EPA Regional Offices

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)
Regional Lead Contact
U.S. EPA Region 1
Suite 1100 (CPT)
One Congress Street
Boston, MA 02114-2023
1 (888) 372-7341

Region 2 (New Jersey, New York,

Puerto Rico, Virgin Islands)
Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 209, Mail Stop 225

Edison, NJ 08837-3679
(732) 321-6671

Region 3 (Delaware, Maryland, Pennsylvania, Virginia,
Washington DC, West Virginia)
Regional Lead Contact
U.S. EPA Region 3 (3WC33)
1650 Arch Street
Philadelphia, PA 19103
(215) 814-5000

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi,
North Carolina, South Carolina, Tennessee)
Regional Lead Contact
U.S. EPA Region 4
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 5 (Illinois, Indiana, Michigan,
Minnesota, Ohio, Wisconsin)
Regional Lead Contact
U.S. EPA Region 5 (DT-8J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 886-6003
EPA Regional Offices

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)
Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-7577

Region 7 (Iowa, Kansas, Missouri, Nebraska)
Regional Lead Contact
U.S. EPA Region 7
(ARTD-RALI)
901 N. 5th Street
Kansas City, KS 66101
(913) 551-7020

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah,
Wyoming)
Regional Lead Contact
U.S. EPA Region 8
999 18th Street, Suite 500
Denver, CO 80202-2466
(303) 312-6021

Region 9 (Arizona, California, Hawaii,
Nevada)
Regional Lead Contact
U.S. Region 9
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4164

Region 10 (Alaska, Idaho, Oregon, Washington)
Regional Lead Contact
U.S. EPA Region 10
Toxics Section WCM-128
1200 Sixth Avenue
Seattle, WA 98101-1128
(206) 553-1985

Your Regional EPA Office can provide further information
regarding regulations and lead protection programs.

CPSC Regional Offices Eastern Regional Center
Consumer Product Safety Commission
201 Varick Street, Room 903
New York, NY 10014

(212) 620-4120

Central Regional Center
Consumer Product Safety Commission
230 South Dearborn Street, Room 2944
Chicago, IL 60604
(312) 353-8260

Western Regional Center
Consumer Product Safety Commission
1301 Clay Street, Suite 610-N
Oakland, CA 94612
(510) 637-4050

HUD Lead Office

Please contact HUD's Office of Healthy Homes and Lead Hazard
Control for information on lead regulations, outreach efforts, and
lead hazard control and research grant programs.

U.S. Department of Housing and Urban Development
Office of Healthy Homes and Lead Hazard Control
451 Seventh Street, SW, P-3206
Washington, DC 20410
(202) 755-1785

Your Regional CPSC Office can provide further information
regarding regulations and consumer product safety.

U.S. EPA Washington DC 20460 EPA747-K-99-001
U.S. CPSC Washington DC 20207 June 2003
U.S. HUD Washington DC 20410

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we do not necessarily provide complete protection in all situations or
against all health hazards that can be caused by lead exposure.

SAMPLE

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