



LANDLORD'S RULES FOR TENANTS

Additional Lease Terms

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Effective June 1, 2018

The Tenant has agreed in the Lease to abide by the following rules and regulations of the Landlord concerning Tenant conduct, operation of the apartment and administration of the Lease.

1. **NO HARASSMENT OR ABUSE:** Neither the Tenant nor the Tenant's guests shall harass, abuse, or annoy the Landlord or Landlord's agents, employees or other representatives.
2. **IMPORTANT INFORMATION:**
 - a. Ithaca Renting Company is the Landlord's agent. The Landlord has appointed Ithaca Renting Company to engage in all activities necessary to rent the apartment, collect the rent and otherwise administer the Lease, maintain the apartment, pay the Landlord's expenses related to the apartment, supervise the Tenant's move out and make any repairs to and effect any cleaning of the apartment that may be necessary after the Tenant's move out.
 - b. Refer to your Lease for your Lease end date and time. You are required to fully vacate and return all keys issued by the Landlord to the Tenants of the apartment no later than this time. No exceptions are permitted.
 - c. Any Tenant who has not vacated the apartment by the end of the Lease is subject to the following charges: \$20 per hour up to \$200 on the first day, and \$200 per day thereafter. In addition, the Tenant shall be liable to the Landlord for the Landlord's reasonable costs and expenses, including attorneys' fees if it is necessary to commence legal proceedings to remove the Tenant from the apartment.
 - d. Normal wear and tear on the apartment is not included in repair costs that may be deducted from the damage deposit. The flat rate damage charges listed later in this Booklet are used by the Landlord to calculate any repair/replacement cost only if required. Any portion up to the full amount stated per item may be charged based on the Landlord's evaluation.
 - e. You are required to fill out and return the Move-In Inspection form to note the condition of your apartment when you take possession.
 - f. The Landlord shall return the unused portion of the damage deposit by mail within thirty days after the Lease end date. All refunds are issued by check only payable to the Tenant. Checks cannot be issued to parents or other third parties.
3. **NO ILLEGAL OR DANGEROUS ACTIVITIES:** The Tenant will not engage in or permit any of the following activities to occur in the apartment that the Tenant rents or in the building in which the apartment is situated:
 - a. any unsafe or disorderly act;
 - b. any act of physical violence against any person or property;
 - c. any unlawful activity, including violation of any applicable law or ordinance of any governmental authority having jurisdiction over the Landlord's building;
 - d. any consumption of alcoholic beverages by any person under 21 years of age;
 - e. any illegal use, distribution, sale, possession or manufacture of controlled substances;
 - f. entrance onto the building roof;
 - g. any violation of recycling/environmental laws.
4. **NO ILLEGAL OR DANGEROUS MATERIALS OR GOODS:** The Tenant will not engage in or permit any of the following materials or goods to be present in the apartment that the Tenant rents or in the building in which the apartment is situated:
 - a. any illegal goods or materials of any nature;
 - b. any kegs of any size containing any alcoholic beverage;
 - c. any drug-related paraphernalia including, but not limited to bongs, water pipes/hookahs or roach clips;
 - d. any dangerous, hazardous or highly flammable materials including, but not limited to, weapons, firearms, BB guns, explosives, hazardous chemicals, propane tanks.
5. **NO DISTURBING OTHER APARTMENTS OR NEIGHBORS OR ROOMMATES:**
 - a. Tenant shall not make or permit others to make or engage in any loud or boisterous conduct or otherwise disturb the other Tenants of the building or neighbors in adjacent buildings.
 - b. Tenants are entitled to the quiet enjoyment of their own dwelling at all times, and neighbors are entitled to the same.
 - c. Use of devices such as radio/stereo, TV, computer, or other items which may cause noise is not permitted at a volume which is disruptive, disturbing or annoying to others at any time.

- d. No musical instruments shall be played on the premises that disrupt any other Tenants. Such use shall be prohibited upon any complaints from other Tenants.
 - e. Be considerate in using common areas of the building so as to not disturb others.
 - f. Management does not facilitate roommate disagreements.
6. FIRE SAFETY AND BUILDING CODE REGULATIONS:
- a. Tenant must not tamper with smoke detectors. They are for the Tenant's safety and are required by local regulations. There are no fire drills. Tenant must vacate the building immediately if fire alarms sound.
 - b. All apartments will be entered over winter break by maintenance staff to perform an annual test of smoke detector performance.
 - c. No satellite dishes, radio, or TV wires may be installed on the roof or exterior of the building. The Tenant shall not make any changes to the heating, electrical, telephone, or television cable system connections. Wiring between rooms is not permitted.
 - d. Tenant must use grounded three-prong surge protectors. Do not overload surge-protector units. All outlet maximizers, extension cords, plug adaptors and halogen lamps/bulbs are prohibited. Turn off lights when not in use. Microwaves, toaster ovens, coffee pots, crock pots, hot plates, etc. must be used only in the kitchen areas provided. Such items are not allowed in bedrooms or sleeping areas. Tenant may have one small dorm-size refrigerator in his/her room.
 - e. Portable space heaters are only allowed if the space heater is an oil-filled, UL Listed electric heater with auto shut-off and a no-tip feature. No other portable space heaters are permitted.
 - f. As required by the City of Ithaca Fire Code: do not leave bicycles, boxes, shoes or other obstructions in halls, stairs, elevators, kitchens, bathrooms, porches or fire escapes. Halls, stairs, and elevators are intended for ingress/egress only.
 - g. Installation of air conditioners is not permitted beyond any already installed by the Landlord.
7. USE OF PORCHES, BALCONIES, LAWNS AND FIRE ESCAPES
- a. Safety: Tenant shall not toss or throw any object from any balcony, porch or fire escape, or permit any object to be tossed or thrown from a balcony, porch, or fire escape. Tenant shall not spit from a porch, balcony or fire escape.
 - b. Lawns, parking areas, or driveways, if any, are not part of the leases premises, and Tenant does not have rights to these areas.
 - c. No Parties: Tenant agrees that s/he will not have or permit any party on a lawn, driveway, porch, balcony or fire escape. If the Tenant shall fail to abide by this rule, this will be deemed a material breach of the Lease, and the Landlord may evict the Tenant or resort to any other remedy permitted by law. Tenant agrees that if any porch, balcony or fire escape is occupied by more than one person per 10 full square feet of area on such porch, balcony or fire escape, such shall be considered a party for the purpose of this rule.
 - d. Maintenance: Tenant shall keep the porch, balcony and fire escape neat and clean at all times.
 - e. Furniture: Only outdoor patio furniture may be kept on a porch or balcony. No furniture belonging to Landlord is permitted on a porch or balcony at any time. Under the City of Ithaca Housing Code Ordinance, ONLY outdoor patio furniture is permitted outside at any time. No furniture of any kind is permitted on fire escapes.
 - f. Storage: No storage of any kind is permitted on any porch, balcony, hallways or fire escape, including, but not limited to, recyclables, garbage, housekeeping tools, machinery, recreational, exercise or other equipment. Tenant shall not keep combustible or flammable goods or materials on any porch, balcony or fire escape, including, but not limited to, charcoal, lighter fluid, paint, cleaning solutions, gasoline, and newspapers. No rugs, towels, laundry, clothing, clotheslines, or other items shall be stored or hung on any porch or balcony, or draped on railings of any porch or balcony. No items are at any time permitted to be stored on any fire escape.
 - g. Stored personal items or trash left found outside the leased premises shall be removed at the Tenant's expense with no prior notice or warning.
 - h. Outdoor Cooking: Outdoor cooking on porches, balconies or fire escapes is prohibited by the City of Ithaca Fire Code. Tenant may not use or store any gas, charcoal or other type of grill on any porch, balcony or fire escape. Tanks of any size containing flammable or compressed materials such as propane, helium or compressed air are prohibited at all times.
 - i. Landlord's Right of Access and Removal of Items: In the event Tenant stores materials or items on any porch, balcony or fire escape which the Landlord deems hazardous to the safety of the building or other Tenants, the Landlord reserves the right to remove and store such items until the end of the Lease at the Tenant's sole expense.

8. FITNESS ROOM: If the apartment Tenant rents is located at 111, 151, or 208 Dryden Road, Ithaca, New York, the Landlord provides to the Tenant a revocable license to use the Fitness Room located in that building. In consideration of the privilege of accessing and utilizing the Fitness Room located at 111, 151, or 208 Dryden Road, Ithaca, New York, the Tenant shall use the Fitness Room's facilities, services, and equipment at his/her own risk, subject to the following terms and conditions:
- a. The Fitness Room is for the sole use and privilege of the Tenant. Guests or visitors are not permitted in the Fitness Room at any time, even if accompanied by a Tenant.
 - b. The Landlord may close or restrict access to the Fitness Room from time to time for repairs, maintenance, or in other circumstances that may arise which, in the sole judgment of the Landlord, require the Fitness Room be closed or access restricted. Tenant will not be entitled to any reimbursement, abatement or adjustment of rent as a result of any restriction of access or closing of the Fitness Room. The Landlord shall set the open hours for the Fitness Room.
 - c. The Landlord may revoke Tenant's Fitness Room privileges as a result of a breach of any provision of the Lease, the Tenant's objectionable behavior or conduct when utilizing the Fitness Room (which shall be determined by the Landlord upon Landlord's sole judgment) or the breach of any of the Landlord's rules governing the use of the Fitness Room. This includes allowing guests or visitors access to the Fitness Room.
 - d. The Tenant upon using the Fitness Room shall be deemed to have represented and warranted to the Landlord that s/he is in good health and has no health condition, illness or communicable disease that may make Tenant's use of the Fitness Room's facilities potentially injurious to Tenant or to other users of the Fitness Room. Tenant further agrees to hold the Landlord harmless from all liability or damages which Tenant may incur if Tenant or any other party using the Fitness Room should sustain injury or damage while using the Fitness Room where such injury or damage is caused by Tenant's condition, illness or disease. Tenant acknowledges that if s/he has any chronic physical disability or medical condition, Tenant may be at risk in using the Fitness Room's facilities. The Tenant's utilization of the Fitness Room shall be wholly at the Tenant's own risk.
 - e. Landlord shall not be liable for loss, theft, or damage to personal property of the Tenant or any guest or visitor of the Tenant in connection with the utilization of the Fitness Room, including but not limited to, money or jewelry; and Landlord shall not be liable for any loss or damage suffered by Tenant as a result of personal injuries sustained by Tenant or any guest or visitor of the Tenant, on or near the Fitness Room. Tenant hereby releases and discharges the Landlord, the Landlord's agents and employees from any and all liabilities, suits, claims, demands, actions or damages (including without limitation, all claims for property damage, personal injuries or death) except to the extent that such loss or damage is caused by or results from the Landlord's or the Landlord's agents' or employees' gross negligence or willful misconduct.
 - f. Tenant is aware that the use of the Fitness Room involves certain risks of injury and Tenant expressly assumes the risks and responsibilities for any and all accidents or injuries of any kind which the Tenant may sustain by reason of physical exercise and/or use of the Fitness Room's facilities.
 - g. Landlord may permanently close the Fitness Room, change any service or equipment contained in the Fitness Room and/or change any condition or rule of use for the Fitness Room at any time at Landlord's sole discretion without notice to the Tenant. Tenant will not be entitled to any reimbursement, reduction or abatement of rent as a result of the Landlord's election to permanently close the Fitness Room or take any other action respect to the Fitness Room.
9. INTERNET SERVICES
- a. The Landlord may offer an optional Internet Service at an additional fee. If offered, the charge is paid as additional rent for the apartment and is subject to apartment Lease requirements. The Term of Service is from the date the fee is paid until the end date of the current year's Lease, including any sublets. There is no pro-ration for partial year service.
 - b. The Subscriber(s) may make unlimited personal use of the service within the listed apartment as allowed by Computer Room (the service provider). Connection or transmission of service outside the named apartment is not permitted. Subscribers may not host a server on the network. Hacking or tampering with network equipment is prohibited. More specific definitions can be found at www.ithacarenting.com under the Internet Service tab.
 - c. Connections to the internet are provided via one or more business class internet connections, and proprietary bandwidth sharing routers. Computer Room will maintain internet connectivity in operating condition as needed. Landlord is not liable for speculative or consequential damages.
 - d. Subscribers are required to have updated antivirus software installed and functioning.

- e. Subscriber must have a straight-wired Ethernet cable to connect to the jack located in the apartment to connect to the hard wired Ethernet service. You may set up your own wireless access for the apartment by using your own router. Your connection must be encrypted to secure your connection.
- f. Any violation of these rules may result in termination of service with no refund of any fees paid.
- g. Contact the Maintenance Department at 607-277-0179 if you experience an interruption of service. You should reboot your computer and router first to see if that corrects the issue.

10. HOUSEKEEPING AND DECORATION:

- a. Mattresses: Tenant shall provide and use a fully encasing zippered mattress cover on both the mattress and box spring. Tenant will be charged for deeply soiled or stained mattresses.
- b. Extermination: Tenant shall be responsible for any extermination fees that are caused by tenant, including, but not limited to, bedbug infestations due to lack of mattress covers, pests that originate from kitchen sources, accumulated trash, or other Tenant actions.
- c. Cleaning: Tenant shall keep the premises in a clean and sanitary condition. Clean kitchens and bathrooms regularly, and vacuum your apartment. Do not permit offensive odors to originate from the premises at any time.
- d. Painting: No painting, writing, or otherwise defacing any surface of the apartment is permitted. All apartments shall remain painted in the Landlord's choice of color. Landlord reserves the right to determine when the apartment will be painted.
- e. Pushpins, tacks or very small nails are allowed on walls. Use of tape, poster tape, Blu-Tack/Poster Putty or any adhesives is prohibited on walls or carpet. Tenant shall be charged for damage.
- f. No flags, signs or advertisements are to be displayed in apartment windows. No pianos, waterbeds or heavy furniture are permitted.
- g. Recycling: Tenant shall comply with recycling and tagging laws and be responsible for any fines incurred by the Landlord for the Tenant's failure to comply.
- h. Garbage: Tenant must supply Tenant's own garbage cans for the apartment. If garbage is allowed to accumulate inside or outside the apartment, there will be a charge to the Tenant for each bag/item the Landlord removes. To remove trash, use strong plastic bags, tied tightly, removed promptly and taken to the appropriate trash area. Put trash in garbage bins, recyclable items in recycle bins.
 - i. Collegetown Center, Collegetown Court: Trash/Recycle areas are located on each floor.
 - ii. Collegetown Plaza: Trash/Recycle area is located on Floor 3.
 - iii. Other Locations: Place trash in tightly tied bags at the curb with appropriate Trash Tag sticker for pick up. Recycling is collected every other week. If trash is placed incorrectly Tenant may incur fines.
- i. Tenant must thoroughly clean the premises at the Tenant's expense before departure and return of keys.
- j. If a part or parts of the apartment/unit cannot be satisfactorily cleaned or repaired, Tenant must pay for Landlord to replace them completely. Payment for damages, repairs, cleaning, replacements, etc., are due from the Tenant immediately upon the demand of the Landlord.
- k. Avoid Damage Charges: wall damage from tape and burn damage to carpet, furniture or countertops from cigarettes, pipes, coals, irons, cooking items are common but easily avoided deductions from the Tenant damage deposit.

11. SECURITY AND KEYS:

- a. Tenant is not permitted to change the lock or keying to the apartment or any room.
- b. Tenant is responsible for lock change fee and installation costs if any keys are lost, stolen or otherwise not returned promptly at the end of the Lease. Tenant must report lost or stolen keys immediately.
- c. The Tenant is strongly advised to always carry the apartment keys.
- d. Lock-outs are not considered an emergency by the Landlord. Lock-outs occurring when the rental office is closed will incur a Lock-out fee of \$75 per incident.
- e. The Landlord may arrange spare keys or entry to apartment during regular business hours.
- f. Tenant shall keep the apartment door and building entrance doors shut and locked at all times.
- g. Tenant shall not prop doors open.

12. ELECTRIC SERVICE:

- a. The Tenant must keep electric service for the apartment in the Tenant's name during the full term of the Lease, including sublets, and pay all bills issued by the utility company.

- b. Tenant may be billed for electric service that is billed under the Landlord's name during any portion of the lease period.
- c. Tenant may not turn off electricity for summer or winter school breaks.
- d. For information concerning electric service to the apartment, the Tenant should contact www.nyseg.com.
- e. Tenant is responsible for terminating electric service at the end date of the lease, or upon move-out if move-out date is prior to the end date of the lease, and prior permission is granted by the Landlord.

13. PRIVACY:

- a. Landlord recognizes that Tenants have a reasonable expectation of privacy. At certain times, however, it may be necessary for Landlord or agent to enter the apartment, in order to make repairs or improvements (as needed), show the unit to rental prospects, deliver packages, perform regularly scheduled monthly preventative extermination, or for other business reasons.
- b. With the exception of any emergency situations, any entry by the Landlord into the Tenant's apartment will be scheduled for a time between 9:00 a.m. and 6:00 p.m. When possible, the Landlord will give advance notice to Tenant by 7:00 pm the night before any entry is pre-scheduled.
- c. If Landlord is presented with proper documentation, Landlord shall allow law enforcement officers (including Cornell Police) to enter the apartment. Examples include, but are not limited to, search warrants, missing persons welfare checks.

14. SMOKING:

- a. No smoking of any tobacco, legal or illegal substances (such as e-cigarettes, marijuana, hashish, cocaine, or herbs in a hookah) or other similar lighted products (hereinafter referred to as "smoking") shall be permitted in any apartment or area of the building. Tenants are not permitted to allow second-hand smoke to filter into building hallways or other areas that may irritate other Tenants of the building. The Landlord cannot and does not guarantee a smoke free environment to the Tenants.
- b. Smoking is not permitted in stairwells, halls, elevators or any common spaces of buildings. In addition, smokers are expected to remain at a reasonable distance from building entrances while smoking so as not to interfere with building access or the rights of others.
- c. Tenant shall inform guests and visitors of the no-smoking policy. Further, Tenant shall promptly give Landlord a written statement of any incident where smoke is migrating into the Tenant's unit from sources outside of the Tenant's apartment unit.
- d. Tenant acknowledges that Landlord's adoption of a smoke-free living environment, and the efforts to designate the rental complex as smoke-free, do not make the Landlord or any of its managing agents the guarantor of Tenant's health or of a smoke-free condition in a Tenant's unit, the common areas, or the building complex.
- e. Tenant understands that if there is a smoking violation by Tenant or Tenant's guests and visitors, Tenant shall be responsible for any costs associated with damages caused by said smoking violation. Such damages charges may include, but are not limited to, painting, carpet and furniture replacement, and odor elimination. Such damages caused by smoking are not considered normal wear-and-tear. In addition, Tenant may be assessed a \$250 fine for violating the lease terms, plus cleaning and damage fees.

15. NO SOLICITATION: Solicitation is not permitted in the building.

16. NO PETS:

No pets or visiting pets are permitted in the building, and no Tenants can keep or harbor pets in their units. In compliance Federal and State law, Service or "working" Animals assisting disabled individual, or those in training are permitted in public areas. Tenants or prospective tenants that are disabled may apply for an accommodation to the no pet policy in the event of a physical or mental disability. Approvals are reviewed on a case by case basis, and the Tenant must provide documentation sufficient to establish the need for an accommodation. For additional information, please contact your rental agent.

Please note that all dogs harbored (provided food or shelter) in the City of Ithaca are required by State and City law to be vaccinated for rabies, to be licensed and at all times wear the dog license. Working animals are required by City law to be issued a second license which also must be worn at all times by the animal. For more information please refer to Ithaca City Code Article Chapter 164, Article II.

17. MAINTENANCE AND FACILITIES:

- a. Landlord shall provide a clean and well-maintained apartment at the start of the Lease, renewals and lease extensions excepted.
- b. Landlord shall furnish necessary heat and hot water. The heating season (as set by Ithaca City Housing Code) is September 15 through May 31. Each apartment must be heated to a temperature of at least 68 degrees. Tenant agrees not to block or cover heating appliances or heating ducts with furniture or bedding.
- c. Air Conditioners, where provided, may only be used when the outside temperature is above 55 degrees. The fan or air circulation setting on an air conditioner may be used when the outside temperature is above 30 degrees. Improper use of the Air Conditioner units will cause the units to freeze and not operate. Tenant shall be held responsible for any such damage.
- d. Landlord shall provide necessary maintenance during the term of the Lease. If at the commencement of the Lease there remain minor repairs or painting, the Landlord may give the Tenant possession and will complete such items when convenient to the Landlord. There will be no abatement or reduction of rent in such cases.
- e. Tenant must report any necessary repairs or maintenance requests to the Maintenance Department. Call 607-277-0179, and leave a detailed message with the report. Regular maintenance requests are completed weekdays, 10:00 am to 4:00 pm. After or before this time, weekends and holidays are for emergencies only. Emergencies are no heat, no water, water leaks, or any truly dangerous situation. Lost keys are not an emergency.
- f. Report any leaks or water drips immediately. The Tenant must treat all leaks as an emergency.
- g. Mandatory preventative extermination is provided monthly for each apartment. Please report any pest or insect issues immediately, and be prepared to fully cooperate with any extra extermination deemed necessary by a licensed professional exterminator.
- h. Tenant will be held responsible for the cost of damages caused by failure to report needed repairs or tenants own action or neglect. Normal wear and tear excepted. Maintenance Staff cannot determine costs of billable repairs, Management Staff will determine any costs.
- i. Do not flush large wads of toilet paper down the toilet. Grease, oils, coffee grounds, fibrous materials, Q-tips, sanitary napkins, tampons, and condoms must be put in the garbage, not in the toilet or down drains.
- j. Tenant is responsible for providing plungers and plunging toilets if they become clogged. Never re-flush a clogged toilet. Water may overflow and cause leaks. Tenant may be held responsible for costs associated to damage caused by this. Notify the Maintenance Department if plunging does not correct the problem. Caustic substances (Drano, Liquid-Plumr, etc.) must not be flushed down toilets or drains.

18. MOLD AND MILDEW: To prevent and reduce mold and mildew, the Tenant must follow the following procedures:

- a. Always use bathroom exhaust fans when showering to prevent mildew accumulation.
- b. Use a cleaning product on bathroom surfaces, including ceilings, that is indicated for mold/mildew removal and take necessary measures to prevent mold/mildew from accumulating in the premises by keeping all areas free from water accumulation, removing visible moisture or mildew from windows, walls, ceilings, and surfaces.
- c. Tenants are fully responsible and liable for the amount of all cleaning expenses incurred by Landlord to remove mold from the apartment as well as all damages to the apartment or the building caused by mold that is the result of tenant misuse, failure to report needed repairs or neglect. Tenant further agrees that the Tenant shall be responsible for damage to the premises and personal property as well as any injury to him/her and all occupants of the premises resulting from Tenant's failure to comply with these terms.

19. MOVING IN:

- a. No Tenant may take possession or pick up keys to an apartment if any Tenant on the Lease has any outstanding or unpaid Lease obligations.
- b. Tenant may pick up keys at the Landlord's Rental Office during regular business hours by the Tenant named on the Lease. Special arrangements for key pick-ups should be made in advance, and may be made at the discretion of the Rental Office.
- c. Tenant shall promptly examine the apartment and return the required Move-In Inspection form noting condition of the premises within five days of taking possession of premises, which will be considered the date that keys are issued. Photos are recommended for all move-in apartment inspections.
- d. If Tenant shall not return to the Landlord's Rental Office the completed Move In Inspection form within five days of the date the Tenant took possession of the apartment, it shall be deemed conclusively that the Tenant has received the apartment and all furniture and appliances therein in good order and repair.

20. MOVING OUT:

- a. The Tenant shall move out of the apartment and deliver the apartment to the Landlord peaceably and quietly at the end of the Lease and shall return all keys issued to the Rental Office. An apartment is not considered vacated until all keys from all tenants are returned. The Landlord may charge the Tenant lock change fees for any keys not returned.
- b. Tenant shall remove all personal property at the end of the Lease term. Any items not removed are considered abandoned by the Tenant, and will not be returned by the Landlord. Items may not be left in an apartment for use of any future Tenants.
- c. The Landlord may, at its option, remove Tenant’s personal property left at the end of the Lease term and place it in storage at the Tenant’s sole expense. The Landlord shall not be liable for any act or omission relating to the removal of the Tenant’s property.
- d. Landlord shall inspect the premises at the end of the Lease period, at a time convenient to the Landlord, after all apartment keys are returned by the Tenant to the Landlord.
- e. The Damage Deposit will not be returned until the Lease term ends.

21. PAYING RENT:

- a. Rent may be paid by check, cash, money order, or bank bill pay, in person or by mail to the Landlord at no fee.
- b. Bank transfer or credit card payments will incur a fee.
- c. Wire Transfers may incur fees from both your own originating bank, and our receiving bank.
- d. A discount may apply for a year in advance payment, please contact the Landlord’s Rental Office for details.
- e. Tenant should include Tenant’s name and apartment number with all payments to ensure proper credit to Tenant’s account.
- f. Mail or deliver rent to the Landlord at Ithaca Renting Company, 119 Dryden Road, Ithaca, NY 14850.
- g. Checks should be payable to the Landlord as named on Page 1 of the Lease.
- h. Payments received more than five days past the due date are subject to a 10% late fee.

22. FLAT RATE DAMAGE CHARGES: The Tenant has acknowledged in the Lease that should he or she fail to move out of the apartment at Lease end or should he or she cause damage to the apartment or any of the Landlord’s furniture in the apartment, or shall the Tenant fail to return the apartment and the furniture therein in the condition required by the Lease, that it would be very difficult and burdensome to calculate a dollar amount for the damage suffered by the Landlord. Therefore, the Landlord has proposed and the Tenant has accepted the following flat rate charges for cleaning, repairs and replacements. The Tenant agrees to pay these flat rate charges and further agrees that these charges are reasonable in amount.

CLEANING:

DESCRIPTION	CHARGE	DESCRIPTION	CHARGE
Dirty Kitchen	\$100	Dirty Bathroom	\$90
General Cleaning	\$30 per room/hall	Steam Cleaning Excessively Dirty Carpets	\$100 per room/hall
Trash Hauling (includes disposal fees)	\$30 per bag	Hauling/Disposal of bulky items furniture/boxes/any large items	\$50 per item

MISCELLANEOUS REPAIRS: Includes removal/disposal of damaged item, installation of new item, clean-up.

DESCRIPTION	CHARGE	DESCRIPTION	CHARGE
Carpet replacement due to burns/damages	\$500 per bedroom/hall \$700 per living room	Replace Broken Mirror	\$150 each
Replacement of damaged interior door	\$400	Replacement of range burner pans	\$30/set
Replacement of damaged entrance door	\$1,000	Repair/replace interior door hardware	\$95
Repair of split door jambs	\$200	Repair/replace entrance door hardware	\$275

Wall painting	\$100 per wall/ceiling	Repair wall damage from tape or residue	\$160 per wall
Wall painting, maximum per room or hall	\$350	Repair holes in wall up to 10sq. in.	\$50 each
Repair/replace damaged/missing window screens:	\$125	Replace broken window glass: Single Pane Double Pane	\$75 \$250
Replace mini-blind, One on a headrail	\$150	Replace mini-blind, Two on a headrail	\$300
Replace sheet vinyl floor cover (kitchen/bath)	\$500		

FURNITURE (missing or damaged): Includes removal/disposal of damaged item, installation of new item.

DESCRIPTION	CHARGE	DESCRIPTION	CHARGE
Sofa	\$1,200	Coffee table or end table	\$300
Easy chair	\$750	Dining/desk chair or barstool	\$200
Dining table	\$500	Desk	\$540
Bed	\$410	Bookcase	\$300
Dresser	\$545	Sofa cushions	\$250
		Desk/dining chair cushions	\$75

APPLIANCES AND FIXTURES (missing/ damaged): Includes removal/disposal of damaged item, installation of new item.

DESCRIPTION	CHARGE	DESCRIPTION	CHARGE
Stove/oven	\$530	Refrigerator, under 10 cubic feet	\$620
Dishwasher	\$595	Refrigerator, over 10 cubic feet	\$790
Microwave	\$200	Air conditioner	\$520
Toilet	\$600	Air conditioner cover	\$85
Toilet seat	\$45	Sink	\$525
Towel Bar	\$50	Toilet Paper holder	\$30
Tub/shower	\$950	Light fixture, normal incandescent	\$75
Light fixture, standard fluorescent	\$130	Light fixture, special	\$150 and up
Repairs to appliances, fixtures or furniture	Actual cost + 25%	Cupboard doors/countertops	Actual cost + 25%
Large screen TV	Actual cost + 25%	Replace smoke or carbon monoxide alarm	\$75

RENT AND OTHER CHARGES:

DESCRIPTION	CHARGE	DESCRIPTION	CHARGE
Unpaid rent	Actual amount + 10% late fee	Returned check fee	\$35
Miscellaneous charges fee	Actual amount + 10% fee	City fines or fees	Actual amount + \$25
After Hours Lock Outs	\$75 per incident	Retrieve keys from elevator shaft	\$40
Lock change (keys lost/not returned)	\$100 per Lock (includes key cuts)	Proximity reader entry tag	\$20
Extermination fees	Actual amount + \$25		
Miscellaneous spare keys	\$15 per key		
Review CCTV footage	\$50/hour, minimum 1 hour	Smoking violation	\$250 per incident, plus cleaning/damage fees

Any Tenant who has not vacated the premises by the end of the Lease is subject to the following fees: \$20 per hour up to \$200 on the first day, and \$200 per day thereafter. In addition, the Tenant shall be liable to the Landlord for the Landlord's reasonable costs and attorneys' fees if it is necessary to commence legal proceedings to remove the Tenant from the apartment.

Normal wear and tear is exempt from repair cost. The rates listed are used to calculate any repair/replacement cost only if required. Any portion up to the full amount stated per item may be charged based on the evaluation of the Landlord's agent. You are required to fill out and return Move-In Inspection form issued upon arrival to note the condition of your apartment when you take possession.

Ithaca Renting Company returns the unused portion of damage deposits by mail within thirty days after the Lease end date, in the form of a check payable to the Tenant. Checks cannot be issued to parents or other third parties. Refunds are made by check only.

23. SUBLETS AND ASSIGNMENTS:

- a. Subject to the Landlord's written consent, a tenant may sublet the Tenant's right to occupy the apartment. A sublet may be for any period of time less than the remaining term of the Lease. A sublet occurs when a Tenant transfers to a third party (the "Subtenant") the Tenant's rights to occupy the apartment for a specified period of time, with the agreement that at the end of the sublet the Tenant reserves the right to reoccupy the apartment.
- b. In the case of a sublet, the Tenant remains obligated to the Landlord under the Lease and the Subtenant becomes obligated to the Tenant.
- c. A Lease assignment occurs when a Tenant transfers all of the Tenant's rights to occupy the apartment to a third party (the "Assignee") for the entire Lease term. In an assignment the Tenant reserves no right to reoccupy the apartment. In the case of a Lease assignment, the Assignee becomes obligated to the Landlord under the Lease in place of the Tenant. Payments received prior to the completed assignment shall be credited to the Assignee.
- d. It is the responsibility of the Tenant to find their own Subtenant or Assignee, and to negotiate all lease terms and payments.
- e. The Landlord will not unreasonably withhold consent to a Tenant's request for a Lease assignment or a sublet. The Landlord will consent to a Tenant's request for a Lease assignment or sublet if all of the following are met:
 1. The Tenant submits a completed request form to Ithaca Renting Company. A Sublet Consent Request Form or a Lease Assignment Request Form is available at Ithaca Renting Company, 119 Dryden Road, Ithaca, NY, 14850 or at www.ithacarenting.com;
 2. A copy of the completed request form, having the original signatures of the Tenant and the Assignee or the Subtenant must be delivered to Ithaca Renting Company. Ithaca Renting Company will not accept fax copies of the form;
 3. In the case of an apartment having more than one Tenant, all of the remaining Tenants consent in writing to the Lease assignment or the sublet and the written consent(s) are submitted to the Landlord;
 4. The proposed Assignee or proposed Subtenant has not been in the past a troublesome tenant to the Landlord or to any other Landlord for which Ithaca Renting Company acts as agent; and
 5. The proposed Assignee or proposed Subtenant is a Cornell student.
- f. The Tenant agrees that the above list of five (5) conditions is reasonable.
- g. It is the responsibility of the Tenant seeking to sublet or assign the Lease to obtain the written consent of all other Tenants in the apartment.
- h. Landlord will not enter the apartment to assist in showings for prospective Subtenants or Assignees.
- i. There is a \$25.00 fee payable to the Landlord for each Lease assignment request.

24. RENEWAL LEASES: The Tenants have no right to extend their occupancy of the apartment beyond the end date of the Lease term, unless the Landlord shall agree in writing to a renewal Lease for the apartment. The following rules apply to a renewal Lease:

- a. A Lease is considered a renewal Lease, even if some or all of the Tenants named on the previous Lease will not continue to be Tenants under the renewal Lease.
- b. Tenants on a renewal Lease receive the benefit of a discounted rate over the market rental price that otherwise would have applied to a new Lease for the apartment. Also the Tenants on a renewal Lease have the advantage of not being required to vacate the apartment for any time over the summer months.
- c. Tenants on a renewal Lease, who were also Tenants on the previous Lease, need to pay an additional damage deposit if their current Damage Deposit amount is less than the amount required for their new Lease. If there are

any New Tenant(s) on a renewal Lease, the New Tenant(s) will pay a damage deposit, and the damage deposit of the previous Tenant(s) will be returned to the those Tenant(s), who shall not be Tenant(s) on the renewal Lease, as required by the previous Lease.

- d. On a renewal Lease the apartment will be delivered to the Tenant(s) in whatever condition the previous Tenant(s) may have left it.
- e. Cleaning, painting, steam-cleaning, vacuuming, dusting, or other general cleaning services will not be performed by the Landlord at the start of a renewal Lease. The Tenants, if they wish such cleaning services at the beginning of a renewal Lease, should hire professional cleaners for the apartment. The expense of any cleaning is the responsibility of the Tenants on the renewal Lease.
- f. If a new Tenant is entering into a renewal Lease, the Landlord will inspect the apartment for obvious damages on or about the end date of the previous Lease. There is no inspection performed, however, if there will be no new Tenant(s) on a renewal Lease.
- g. Any new Tenant named on a renewal Lease is required to complete a written Move-In Inspection form and submit same to the Landlord within 5 days of moving into the apartment. This form is available at the Ithaca Renting Company Office at 119 Dryden Road. Noting any damage to the apartment will protect the new Tenant(s) from liability for pre-existing damages in the apartment. Neglecting to note damage to the apartment at the time of the move-in by the new Tenant(s) may cause the repair cost for previous damage to be charged to all Tenants named on the renewal Lease, even if the new Tenant arrived after the damage occurred.
- h. Any repairs noted on the Move-In Inspection form will be performed by the Landlord as a regular maintenance request item
- i. Charges to the new Tenant(s) may be assessed according to the Flat Rate Damages Charges referred to by and incorporated into the Lease. The new Tenant has reviewed those charges and agrees they are reasonable..
- j. Internet Service as offered through Ithaca Renting Company (see Section 9) is not automatically renewed. The Tenant(s) must subscribe and pay the required fee if the Tenant(s) want this service with a renewal Lease.
- k. Tenants upon move out on a renewal Lease must return the full set of issued apartment keys to the Landlord in order to prevent a lock change fee charged to their damage deposit.

25. SPRINKLER SYSTEMS: *Effective December 3, 2014* For all New York State residential Leases, landlords are required to document the existence or non-existence of a maintained and operative sprinkler system on the leased premises, along with further notice as to the last date of maintenance and inspection. This information is kept up-to-date for each property at http://www.ithacarenting.com/ct_sprinklers.php