



HANDBOOK OF RULES AND REGULATIONS

All of us at Mi-Place at the Shore would like to welcome you to your new home. We believe very strongly in providing our residents a top quality housing experience.

We want our residents to be great neighbors, so we have prepared this handbook, containing the rules, regulations, policies and procedures for your Community. These rules and regulations have been established for the benefit, comfort and safety of all our residents.

Please read this handbook carefully. If you do not understand any of the policies, please ask a member of your Property Management Team for clarification. All of our residents are expected to adhere to these policies at all times.

From time to time, this handbook may be modified; any changes will be sent to you. If at any time you lose or need an additional copy of this handbook, please see a member of your Property Management Team.

Again, thank you for choosing Mi-Place at Absecon.

Sincerely,

Your Property Management Team

Tenant Agrees to comply with the following Rules and Regulations established by Landlord. Tenant agrees to comply with new Rules and Regulations, which may be established in the future by Landlord for the benefit, comfort or safety of all Tenants. Violations of these policies will not be tolerated.

In the event that you have questions, comments or concerns that your Property Management Team has been unable to answer or address, please contact the main office in writing at 1 Kathleen Drive, Jackson, NJ 08527, attention of Antonette DiMiceli.

When writing the main office, please remember to include your Community name and unit number. All responses from the main office will be sent via US mail. The management office hours are 9am to 5pm Monday through Friday.

If you have any questions, please contact the office during regular business hours at 732-719-5000 x38.

EMERGENCY PROCEDURES

The following information is presented as a reminder of the importance of proper safety planning. Each emergency is different and may require different actions to ensure the safety of your family. We encourage each resident to review fire and emergency evacuation procedures with each family member, especially children and minors. Review these procedures as frequently as necessary for you and your family's safety. In addition, you may contact the New Jersey State Office of Emergency Management, the local Fire Department, and/or Police Department for additional information and pamphlets containing precautionary and preventative safety information.

Members of your Property Management Team are not certified nor qualified to train or instruct residents on emergency procedures.

Smoke/Fire Alarm

Each apartment is equipped with smoke detectors and a carbon monoxide detector. In the event that either detector goes off in your apartment, immediately proceed to evacuate your unit and call 911. Proceed with caution as you exit the building. Once the Fire or Police Department Official arrives, follow their instructions.

Do not re-enter the building or your unit, until a Police or Fire Official informs you that it is safe to return to the building.

Sprinkler Discharge

Each apartment is equipped with fire sprinklers. The sprinklers are automatic and do not need to be set or tested by the resident. In the event that the sprinklers discharge, immediately evacuate your unit. Proceed with caution as you exit the building.

Once you have evacuated your building, go to one of the neighboring buildings and alert the residents in that building. Ask one of the residents to dial 911 to alert the Fire and Police Departments. Once the Fire or Police Department Officials arrive, follow their instructions. **Do not re-enter the building or your unit, until a Police or Fire Official informs you that it is safe to return to the building.**

Natural Disasters

From time to time every area of the country can experience a natural disaster. In the event of a natural disaster, follow the instructions of the local authorities, such as Police or Fire Departments. If you are unsure of what to do, contact the Police Department for instructions. In many instances, you can also receive instructions by tuning to your local TV, radio or weather station.

MOVE IN/MOVE OUT PROCEDURE

Move-In Procedure

1. All move-ins must be prearranged with your Maintenance Management. Your moving company's certificate of insurance is due prior to move in day. If we have not received this certificate you will not be allowed to move in.
2. The actual move in cannot occur before 10:00AM and must be completed before 5:00 PM Monday through Friday. We suggest you arrive an hour before your scheduled move time to do your move in inspection and any additional paperwork.
3. On the day of your move in, you must first check in with a member of your Maintenance Management Team. You will need to complete any required paperwork with a member of your Property Management Team. There will also be a move-in inspection done of your unit and a brief property orientation. Once this is completed, you will be given the fob/keys to your home and mailbox.
4. All moving boxes and materials must be disposed of or recycled properly. They must be crushed, folded and placed in the closest recycle bin.
5. Tenants will be responsible for any damage to the property that may occur during the moving process, including damage to the stairway, landscape, siding, light fixtures etc.
6. Vehicles are not permitted to park on the lawns and sidewalks.
7. Moving vehicles may not be parked on the property overnight.

Move-Out Procedure

1. At least sixty (60) days written notice to vacate prior to move-out date must be received at the management office.
2. The term of the lease must be fulfilled, or you will be held liable for the full term of the lease with the exception of the Military Clause Addendum.
3. A week prior to move-out, you must call the leasing office to schedule an appointment for a move-out inspection. The move out inspection will be completed on your move out day. Once you have removed all of your belongings from the apartment, a member of the Property Management Team will inspect the unit with you. At that time any items requiring excessive repairs or maintenance will be noted. The costs of repairing these items will be deducted from your security deposit. In the event that you fail to be present for the move out inspection, a member of the Property Management Team will perform the inspection in your absence and you will waive any right to contest any of the items listed for excessive repairs or maintenance.
4. The apartment must be clean, including bathrooms, kitchen, appliances and floors or you will be charged. In addition all appliances must be in working order with all accessories intact.
5. You will be charged for any damages to the apartment beyond normal wear and tear. You will be charged for removal of trash, furniture, carpeting, etc., if it is left in the apartment after you vacate. Anything left in the apartment after move out day will be disposed of.
6. Large items must be disposed of properly. They are not to be put in the dumpsters on the property.
7. The keys/fobs to the apartment and mailbox keys must be dropped off at the leasing office along with a correct forwarding address for the return your Security Deposit.

MAINTENANCE PROCEDURES

NORMAL MAINTENANCE PROCEDURES

When reporting a maintenance problem it must be done in writing **ONLY**. For your convenience maintenance request forms can be submitted to the leasing office or on-line. Please include your name, apartment number, your home telephone number, your work telephone number and clearly describe the type of problem you are experiencing. No maintenance request will be assigned a work order without written documentation.

EMERGENCY MAINTENANCE PROCEDURES

For extreme emergencies only call 1-866-517-6511. No refrigeration, no heat and leakage from any water supply are the only items considered extreme emergencies. Lack of air conditioning, a problem with roof or siding, failed circuits other than refrigeration, and any accidental loss or damage due to acts of nature are not considered extreme emergencies. **If you call for emergency service for a non- emergency item, you will be billed \$100.00 for the maintenance call.**

MAINTENANCE BILLING

Tenants will be billed for any damage caused by the Tenants, their guests or visitors neglect or abuse to the property.

SCHEDULED MAINTENANCE

All smoke detectors, carbon monoxide detectors, and thermostat batteries as well as furnace filter replacement will be scheduled for routine maintenance. All tenants will receive advance notice of this scheduled maintenance. If at any time tenant notices a problem with any of these items they are expected to contact the maintenance department immediately.

PEST CONTROL

Pest Control is scheduled by the Maintenance Department. Tenants must notify the maintenance department **in writing** if they are experiencing pest problems so that treatment can be scheduled. If it is determined, that a tenant's actions are the source of the pest problem, i.e. leaving open food containers in their kitchen, hallways, and balconies etc., the Tenant will be billed for the pest control costs. All Tenants are expected to keep their apartments in a clean and sanitary condition.

COMPLAINTS, ACCIDENTS AND OTHER INCIDENTS

If at any time, you experience or witness a problem, please contact a member of your Property Management Team as soon as possible. You will be required to fill out a complaint/incident form. Every complaint/incident will be investigated. Based on the investigation, warnings and or violation notices may be given out. Habitual and/or repetitive problems or intolerable behavior may result in eviction.

If at any time, you feel there is a problem with a member of your Property Management Team, or any of the company's employees, please contact the main office in writing at 1 Kathleen Drive, Jackson, NJ 08527, attention of Antonette DiMiceli. All complaints will be investigated and dealt with accordingly.

TENANT INFORMATION

Your privacy and security is very important to us. For this reason, no resident information or phone numbers will be released to any party without your prior written consent. Please make sure that all guests have your correct apartment number, address and/or phone number before they arrive at the property.

Should a company need Credit/Rental History regarding a tenant the request must be in writing and must be faxed to the Main Office at 732-719-5001 to the attention Antonette DiMiceli.

LEASE, RENT PAYMENT AND RENEWAL

Your occupancy is governed by your lease and the rules and regulations set forth in this handbook. Please read your lease completely and contact a member of your Property Management Team with any questions you may have.

SECURITY DEPOSIT

Upon vacating your unit, the costs of any repairs and outstanding charges will be deducted from your security deposit. The balance will be returned to you within 30 days of vacating. If you break your lease and vacate your unit, any security deposit balance will not be returned until a new tenant moves into your apartment. Any outstanding charges and repair bills will be deducted from your deposit. In both situations, you will receive an itemized statement showing the deductions.

In the event, that the landlord evicts you, any security deposit balance will not be returned until a new

tenant moves into your apartment. Any outstanding charges and repair bills will be deducted from your security deposit.

Your security deposit cannot be used to pay your monthly rent, repair bills or other monthly charges. Your security deposit will not be refunded until you have vacated your apartment and all charges are settled.

Based on annual rent increases, your security deposit may need to be increased annually.

Security deposits will be mailed to your new forwarding address, they cannot be picked up. Please make sure to provide the leasing office or main office your forwarding address. The return check will be made out to the tenant listed on the lease. Return checks will not be split between tenants, made out to new landlords or any other party. Additional information can be found in your lease.

BREAKING YOUR LEASE AND CHANGING UNITS

Please see EARLY TERMINATION terms in Lease.

PETS

Please see PET POLICY under separate cover.

FIRE SPRINKLERS

Each apartment has automatic fire sprinklers installed in conformance with the County requirements. The sprinklers do not require any maintenance or setting by the Tenant. The fire sprinklers can be set off by high heat levels and open flames. Tenant will not permit any person to tamper with, touch, modify or destroy the Sprinkler System or Sprinkler Heads provided in the apartment. In the event a Tenant accidentally or purposely sets off the fire sprinklers, the Tenant will be responsible for all damage caused by the sprinklers, including water damage to other units. If you have any concerns regarding the fire sprinklers in your apartment or how they operate, please contact the leasing office.

PARKING

Tenants and guest shall park in designated parking spaces only. Any vehicle double parked, illegally or improperly parked will be towed at the owner's expense. **Commercial vehicles are not permitted to park on the property overnight.** All vehicles shall be registered and properly insured. No vehicle shall be stored or repaired on the property. Vehicles that are abandoned, leaking fluids, an eyesore or in disrepair shall be towed at the owner's expense. There are no reserved or assigned parking spaces for residents. Parking in the fire lane is prohibited.

LANDSCAPING/LAWNS AND LAWN SPRINKLERS

For the benefit of all our residents, please refrain, from cutting and/or picking flower and shrubs. Residents are not allowed to plant flowers, vegetables, trees or shrubs on the grounds. Any Tenant responsible for damaging the landscaping and lawns will be held accountable for the cost of replacing the damaged vegetation.

The lawn sprinklers go on and off automatically. Tenants are prohibited from modifying, tampering with or adjusting the sprinklers. Any Tenant responsible for damaging the lawn sprinklers will be held responsible for the cost of repairing or replacing the damaged sprinklers.

Children's pool, play structures, swing sets, lawn ornaments, bird feeders and bird baths are not permitted to be placed on the lawns and grounds.

ENTRY KEYS/FOBS

On move in day, the landlord will provide each TENANT on your lease with an apartment key, a mailbox key, and a fob to the building, for each OCCUPANT on your lease the landlord will provide a fob to the building. The landlord will retain a copy for emergencies and other access as allowed under the lease. The landlord will not give copies of an apartment's key or mailbox keys to any person other than the tenant listed on the lease. In the event that you lose any key or break it in the lock, keys will be replaced for a charge of \$25.00. The cylinder will be replaced at a cost of \$125.00 and key fobs for a charge of \$50.00. If you do not return your keys/fobs upon vacating your unit, you will be charged to replace the cylinder and keys/fobs.

MAIL BOXES AND DELIVERIES.

You will be given your mailbox keys on move-in day. The Post Office of Absecon. 1001 New Jersey Ave, Absecon, NJ. The phone number is 609-383-6963.

The Leasing office will not accept the delivery of packages for any tenant. Tenants must arrange to have packages delivered at a time when Tenant can accept delivery.

TRASH AND RECYCLABLES

All trash is to be disposed of properly. Tenants are prohibited from leaving garbage in the hallways. Commercial office/off site garbage is not to be placed in the trash containers. Toxic waste and flammable materials are to be disposed of properly and are not to be placed in the trash containers.

Recycling bins are set up in each garbage facility, each bin is labeled, please dispose of your recyclables properly.

BUILDINGS, SIDEWALKS, HALLWAYS AND BALCONIES

Neither the tenant nor the tenant's personal property shall obstruct the sidewalks, halls, passages or stairs. The tenant may not obstruct or place personal property at the entrance doors, leasing office entrance or on lawns or walks. No loitering is permitted in any common area including the leasing office. Bicycles, toys, carriages and carts are not permitted to be left or stored in the common areas, including the hallways, stairways and leasing office. The landlord reserves the right to remove and dispose of any items left in the common areas, particularly the stairways, passages and entrances. Balconies are not intended for storage. Storage of personal property on the balcony is strictly prohibited.

Clotheslines or other clothes drying equipment shall not be hung or placed outside the apartment or on the balconies. Clothes and/or towels are not allowed to hang on or over the balconies. Potted plants are allowed on the balconies; however, no planter or plant box is permitted to be affixed to the railings or deck.

INSURANCE

Please see insurance addendum.

RULES AND REGULATIONS

1. No tenant shall make or permit any disturbing loud noises by him/her, family, employees, agents, visitors, licensees, invitees and pets if applicable at any time. No tenant shall play or operate any musical instrument, sound reproduction, television or radio or allow same to be played or operated in the apartment in a disturbing manner at any time during the day or night. Any disorderly or boisterous conduct, which will disturb the peace and quiet enjoyment of other tenants, is absolutely prohibited. The tenant shall not commit or permit the commission of a breach of the peace or nuisance on the premises. All conduct which detracts from the safety, health, quiet, or quality of life of other tenants is prohibited.
2. Neither the tenant nor the tenant's personal property shall obstruct the sidewalks, halls, passages or stairs. The tenant may not obstruct or place personal property at the entrance doors or on lawns or walks. No loitering is permitted in any common area. No bicycle riding, running, or roller- skating is permitted in the common areas.
3. Landlord has the right to retain a duplicate key/fob to the premises.
4. No sidewalks, lawns, or parking areas shall be used for sports, games or other recreational purposes. In addition, wading pools, lawn ornaments, birdbaths, bird feeders and any other item are not permitted in these areas.
5. The toilets and other water apparatus shall not be used for any purpose other than for which they are constructed, and no sweepings, rubbish, rags, towels, toys, hazardous chemicals, paper, ashes other substances shall be throw in them. Any cost for damage resulting to them, from misuse of any nature whatsoever shall be paid by the tenant who caused it and shall be considered as additional rent.
6. The tenants are encouraged to conserve energy and water.
7. There shall be no heating by kerosene stoves or lighting by lamps other than electric. Gasoline, kerosene and other flammable liquids shall not be stored on the premises, property or in any unit. No personal gas, charcoal or barbecue grills of any kind shall be used on the premises.
8. The tenant agrees to give prompt written notice to the landlord of any leak, flooding or other defect in the premises. Failure to notify Landlord may result in the Tenant being held responsible for any damage caused.
9. Automobiles operated within parking lots and driveways shall not exceed the speed of ten miles per hour. All automobiles must be legally registered, inspected and license plates must adhere to New Jersey law. Failure to do so may result in the vehicle being towed at the owner's expense. There shall be no overnight parking of commercial vehicles permitted on the property. The tenant may not repair any automobile on the property.
10. Tenants, family members, their agents, employees, visitors, licensees and invitees must give immediate notice to the Management Office of any accident or any injury to any person, or of any damage to the premises or furnishings. The tenant must file an incident report in writing; these forms are available at the Management Office.

11. Tenant shall see that the windows and doors of the apartment are closed and securely locked before leaving the premises. Tenant will be held responsible for any damage resulting from frost, rain or other causes in violation of this rule.
12. No air conditioning units of any kind are permitted in the windows. Only the Maintenance Department can arrange to have an air conditioning unit or furnace serviced or repaired.
13. Tenant will not permit any person to tamper with, touch, modify or destroy the sprinkler system or sprinkler heads provided in the apartment. Tenant will be responsible for any damage caused by the violation of this rule. In the event that Tenant's actions set off the sprinkler system, Tenant will be responsible for all damages caused by the discharge.
14. Satellite service equipment must be installed as per the Satellite Dish Addendum.
15. Tenant shall report to the Landlord and the appropriate health authority any case of infectious or contagious disease occurring in the premises, and they shall report to the Landlord the presence of insects or vermin on the premises.
16. Tenant must adhere to local recycling laws.
17. Lawn maintenance is scheduled to take place once a week during seasonal months. Lawn sprinkler system is on an automatic timer during seasonal months.
18. No signage of any type is allowed to be displayed in the windows, on the doors and buildings.
19. No Tenant shall conduct a business in a unit or on the property.
20. Alcohol shall not be consumed on the grounds or in any public area.
21. Tenants are responsible for the actions of their guests and visitors, including the costs to repair any damage caused by guests and visitors.
22. No RV, boats, personal motor crafts may be parked or stored on the property at any time.
23. Garages are to be used for parking vehicles and not for storage purposes.