

COMMUNITY SERVICES DEVELOPMENT CORPORATION

RESIDENT
HANDBOOK

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Introduction

Community Services Development Corporation (“CSDC”) welcomes you as a Resident to one of our rental units. At CSDC, we pride ourselves in providing high quality and economical housing for our Residents. We maintain our units and surrounding areas to meet high standards so you can be assured of safe, sanitary, and high quality housing. Our residents are key to meeting this goal. We work cooperatively with residents to maintain our high standards. Please let us know if you have any problems or concerns with your unit or if you notice problems with the surrounding grounds or exterior of the building. By working together, we can maintain the high quality of your living conditions.

Another way to maintain the quality of the living standards in our rental units is to have clear rules and expectations of our Residents. The following handbook provides rules for all Residents. The Resident handbook is an addendum and is considered part of your Rental Agreement between you and CSDC. Please read it carefully and KEEP THIS HANDBOOK so you can refer to it when needed. The handbook also contains information regarding some of your legal rights while living in rental housing. Failure to follow the rules contained in the handbook or in the terms of your lease, including any addenda to the lease may result in CSDC taking action against you up to and including termination of your continued rent of the apartment, mobile home, or home in which you live.

We value our residents and recognize our partnership with you in maintaining the rental housing. We believe residents should be aware of their rights in this partnership. Therefore, we know that a Resident has the right¹:

- ✓ To be treated fairly and equitably when applying for, living in, and vacating a rental residence.
- ✓ To prompt response to requests for repair upon providing a written request to the property owner or manager.
- ✓ To written notice from the rental property owner or manager before any rent adjustment
- ✓ To return of any security deposit that may have been collected by the rental property owner or manager and a good faith accounting of any charges against that deposit within 21 days after the rental residence has been vacated.

Welcome!

Brian R. Abbott
Executive Director

¹ These rights are not to be construed as a list of legal rights of the resident or the rental property owner and is not exhaustive or exclusive of any such rights.

Equal Housing Opportunity



CSDC does business in accordance with the Fair Housing Act (the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988).

IT SHALL BE ILLEGAL TO DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE COLOR, RELIGION, SEX, PHYSICAL OR MENTAL DISABILITY, FAMILIAL STATUS (HAVING ONE OR MORE CHILDREN), OR NATIONAL ORIGIN

- ✓ In the sale or rental of housing or residential lots
- ✓ In advertising the sale or rental of housing
- ✓ In the financing of housing
- ✓ In the provision of real estate brokerage services
- ✓ Blockbusting is illegal

Anyone who feels he or she has been discriminated against should send a complaint to:

CSDC
Attn: Executive Director
1101 San Felipe Road
Hollister, CA 95023
(831) 636-5524

AND/OR TO

U.S. Department of Housing and Urban Development
Assistant Secretary of Fair Housing and Equal Opportunity
Washington, D.C. 20410

Fair Credit Reporting Compliance



CSDC performs credit checks on all applicants as part of its overall screening process. A prospective Resident's credit history is one of many factors considered in selecting renters for our properties.

CSDC complies with the Fair Credit Reporting Act as amended by the Consumer Credit Reporting Act of 1996. If a prospective Resident is rejected in whole or part because of information contained in the credit report, CSDC will inform the prospective resident of this decision in writing as provided by law.

Grievances



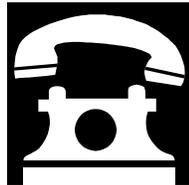
If a Resident has a problem in dealing with Management, we ask that you try to solve the matter with the person whom you have the complaint. If you cannot resolve the matter informally or you do not feel comfortable dealing directly with the person whom you have the complaint, you should write a letter of complaint to CSDC at:

CSDC
ATTN: Executive Director
1101 San Felipe Road
Hollister, CA 95023

Upon receipt of the written letter of complaint, CSDC will act to resolve it. Unless circumstances dictate otherwise, we will try to resolve complaints within thirty days (30) of receipt of the complaint in our office. You will be informed in writing about the way the complaint has been handled. All resolutions of complaints by the executive director are deemed final.

Please don't forget to write when you feel someone has done an exceptional job and deserves recognition, too!

Emergency and After Hours Contact Numbers



In case of fire dial 911

For a police emergency dial 911

For a medical emergency dial 911

If you smell gas leaking call P.G.&E immediately at 1-800-743-5000. If it should be necessary to call for the Fire Department or Police for assistance, please do so at once and then promptly advise the management office.

These telephone numbers should be listed at a location near your telephone.

If an emergency happens (other than one related to police, fire or medical) such as a plumbing, electrical, or heating problem, or another emergency affecting the safety or sanitation of your unit, during normal business hours (Monday through Friday from 8:30 A.M. to 4:30 P.M), please call CSDC at (831) 636-5524 or the property manager at (831) 637-9293

If an emergency happens after hours or on weekends, contact the staff person or vendor for the type of problem you are having. If the staff person or vendor determines that your request is not considered an emergency, **YOU MAY BE**

REQUIRED TO PAY THE COSTS RELATED TO RESPONDING TO AN EMERGENCY SERVICE CALL. Payment for responding to non-emergency service calls must be paid by the Resident on demand.

Type of Problem	Who to Call	Phone Number
Plumbing	A & N Plumbing	831-637-3873
Gas	P.G.&E	1-800-743-5000
Any other emergency	Maintenance	831-636-5524

If it should be necessary to call for the Fire Department or Police for assistance, please do so at once and then promptly advise the management office.

These telephone numbers should be listed at a location near your telephone.

Children



Though children are most welcome, they are not permitted to play on the stairways or anywhere in or around the building where they may endanger themselves or unnecessarily disturb other residents. It is of utmost importance that children be supervised so that they will not present a disciplinary problem for the Management and other residents.

Security



Security is the responsibility of each Resident and each guest. CSDC assumes no responsibility or liability, unless otherwise provided by law, for residents' and guests' safety and security, or for injury or damage caused by the criminal acts of other persons. Resident should ensure that all appliances are turned off before departing from the premises.

Resident should ensure that all doors and windows are locked during Resident's absence. Resident must inform property manager if locks become inoperable.

When leaving for an extended period, Resident should notify property manager how long the Resident will be away.

Before any planned absence from the unit, Resident shall give CSDC authority to allow entry to the unit to any person or provide CSDC with the name of any person or entity permitted by Resident to enter the unit.

Resident shall refrain from smoking in bed.

Resident shall refrain from using or storing gasoline, cleaning solvent, or other combustibles in the unit, including garages.

Resident shall refrain from using charcoal barbecues on porches, balconies, or patios adjacent to building if such use would constitute a fire hazard.

Resident shall ensure that no personal belongings, including bicycles, play equipment, or other items be left unattended in the halls, stairways, or about the building.

About Your Rental Agreement

Termination of Rental Agreement and Evictions



All rental agreements are on a month-to-month basis; however, in certain cases the Landlord reserves the right to evict Resident for breach of rental agreement, failure to perform conditions, or failure to pay rent. You are free to terminate your agreement with thirty (30) days written notice to the property owner or manager. You can send or bring your notice to terminate the rental agreement to: CSDC, 1101 San Felipe Road, Hollister, CA 95023. The thirty-day period begins the day CSDC receives your notice at our office.

If you move before expiration of your thirty-day notice to terminate the rental agreement, you will continue to be liable for paying rent for the full thirty days.

Security Deposit Refunds



We value our excellent reputation for the prompt and fair refunding of security deposits. If all the conditions of your rental agreement are satisfied relating to vacating your unit, any amount due back from your security deposit will be paid within the time prescribed by law.

Move-in/Move-out List



When you move into your premises, it is clean, undamaged, in good working order, and adequate for customary use. Before you move in, the property manager will walk through premises with you. At that time, you or the property manager can note any damage or defects on the Move-In Move-Out list. Before you move from your premises, the property manager will walk the premises with you and will note any damage or defects on the Move-In Move-Out list that was completed before you moved in. Any damage not associated with normal wear and tear shall be repaired at the resident's expense. The cost of repairing such damage shall be deducted from the resident's security deposit. If the cost of the repairs exceeds the security deposit amount, the resident shall make payment to CSDC upon receipt of the demand for payment.

Insurance



Generally, except under special circumstances, CSDC IS NOT legally responsible for loss of the resident's personal property, possessions, or personal liability, and CSDC'S INSURANCE WILL NOT COVER such losses or damages.

If damages or injury to CSDC's property is caused by a Resident, Resident's guest(s), or child (children), the owner's insurance company may have the right to attempt (under the "subrogation clause") to recover from the Resident(s) payment made under the owner's policy.

Following is a non-inclusive list of examples of possible costly misfortunes that, except for special circumstances, you could be held legally responsible for:

- a. Your babysitter injures herself in your unit.
- b. Your defective electrical extension cord starts a fire, which causes damage to the building and your personal property or the personal property of others.
- c. A friend, or your handyman, is injured while helping you slide out your refrigerator so you can clean behind it.
- d. While fixing your television set, a handyman hired by you is injured when he slips on the floor you have just cleaned
- e. Your locked car is broken into and your personal property or that of a friend is stolen.
- f. A burglar breaks your front door lock and steals your valuables and/or personal property.

If you desire to protect yourself and your property against loss, damage, or liability, **CSDC STRONGLY RECOMMENDS YOU CONSULT WITH AN INSURANCE AGENT AND OBTAIN APPROPRIATE COVERAGE FOR FIRE, THEFT, LIABILITY, WORKERS' COMPENSATION, AND OTHER PERILS.** The cost is reasonable considering the peace of mind, the protection, and the financial recovery of loss that you get if you are adequately protected by insurance.

Payment of Rent and Stop Payments or Dishonored Checks



Rent is due and payable on the first business day of each month. Please do not pay by cash, as this can endanger the person receiving the payment, and causes bookkeeping problems. Make your check or money order payable to: CSDC. Make sure to include your name, address, and apartment number on the check or money order to ensure your payment is credited to you. You are responsible for ensuring that the rent payment reaches us in time. Postmarked envelopes will not be accepted for on-time payment of rent.

If the bank dishonors your check or you stop payment on the check, CSDC will issue demand for payment. Payment must be made within thirty days, including any bank fees charged to CSDC for the dishonored check. If payment is not made

within thirty days, resident shall be liable to pay CSDC the amount owed upon the check, draft, or order, damages treble the amount so owing, but in no case less than one hundred dollars (\$100.00) or in no case no more than one thousand five hundred dollars (\$1,500.00).

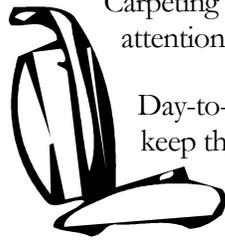
If CSDC must take action to recover the amount owed for a dishonored check or you do not have a good faith basis to stop payment on a check, as required by law, Resident is notified that a negative credit report reflecting on your credit history may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligations.

Rent Increases

CSDC shall provide at least a 30-day written notice to Resident before increasing rent.

Maintaining Your Premises

Carpet



Carpeting will give excellent service if it receives reasonable care and attention.

Day-to-day vacuuming has two purposes: to remove loose soil and to keep the pile erect. Vacuum daily in moderate and heavy traffic areas such as doorways, halls, etc. Please vacuum the entire carpet weekly. CSDC will have the carpets professionally cleaned once a year.

Be sure to keep your vacuum cleaner mechanically fit for best results. Brushes should be kept clean and replaced when worn out. Belts should be replaced from time to time because they stretch and slow the speed of the brushes. Dirt bags should not be allowed to fill more than half way.

Act quickly, when anything has dropped or spilled, to remove spots and stains before they dry and set themselves. Have necessary cleaning supplies always on hand and try to identify what caused the spot or stain and remove it by following directions carefully.

There are two cleaning materials you may safely use on carpets:

First, combine one teaspoonful of neutral detergent (like Tide, Ajax or Rinso) to a quart of warm water, and add one teaspoonful of vinegar. This is a weak acid and will serve to neutralize any alkaline materials.

Second, it is acceptable to use carpet cleaning solutions that are sold in most supermarkets.

If you cannot identify a spot or stain on your carpet, use this cleaning procedure:

Remove excess materials, in case of liquids absorb with a clean, white cloth or paper towel. Press down on the spot with the cloth or paper towel. Do not rub, as this will

rub the stain into the carpet fibers. If the spill is semi-solid, scrape with a knife or use a sponge.

Apply the detergent-vinegar solution. Use a clean, white cloth and wipe gently from the edge of the soiled area toward the center. At intervals blot with a dry, clean cloth to absorb excess solution.

Dry the Carpet.

If you use a commercial carpet cleaning solution, follow the directions on the label.

In using this procedure, you will want to exercise judgment as to whether both types of cleaning solutions are necessary, or if any application should be repeated. For example, if the detergent-vinegar water solution seems to remove most of the stain, it would be wise to repeat application of it.

Carpeting must be in good condition upon resident termination, except for normal wear. Charges will be made for cost of repairs due to burns, stains or tears/rips, or other excessive wear and tear in the carpeting.

Walls



Upon move in to your unit, the paint and wall surfaces were in good condition. Upon move out, the walls must remain in good condition, except normal wear and tear.

Any holes in the walls or excessive wear and tear (e.g., writing on the walls, removal of stickers, tape, or decals, stains, etc.) caused by Resident or guest shall be repaired by Owner or agent at Resident's expense. The cost for repairing damage shall be paid by the Resident from Resident's security deposit or upon demand by Owner during tenancy.

Vinyl flooring



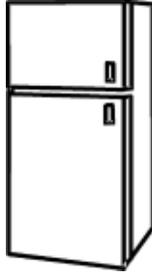
Vinyl floors are provided in the kitchens and bathrooms. These floors are best maintained if you sweep them occasionally with a soft brush, dry mop, or broom to remove surface dust and soil. Always clean the floor with cleaning solution made especially for vinyl flooring. Follow the directions on the label when using this cleaner. Alternatively, you can clean the floor with a combination of one-fourth cup of mild detergent or cleaner with one gallon of warm water. Avoid using strong cleaners or any cleanser with abrasives, like Comet or Ajax, as this will remove the protective coating on the vinyl and damage it beyond repair. After washing the floor, rinse it with clean, cold water to remove cleaning residue. Allow the floor to dry thoroughly before walking on it.

Do not use paste wax or any product containing petroleum or acrylic solvents. Do not use cleaning agents containing caustics, strong soaps and powders or solvents such as gasoline, kerosene, turpentine, or benzene. The vinyl flooring is made to hold its shine, as long as you follow proper cleaning procedures.

All resilient floors are subject to indentation from heavy loads. The use of non-staining casters and glides is necessary to provide adequate protection.

Appliances

All rental units contain ranges and refrigerators. Resident shall use appliances in safe manner based on the intended use of the appliances.

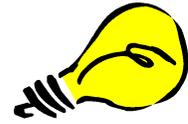


Do not use any sharp instrument to pick or scrape ice from the freezer compartment of your refrigerator. This action can very easily puncture the coil, causing a loss of the refrigerant, and requires the replacement of the refrigerator. Tenant shall be responsible for paying the cost of replacing the refrigerator due to negligence or abnormal wear and tear.

Range tops and ovens should be cleaned periodically by Resident. Some ranges have gas pilot lights. If the pilot light goes out please call P.G.&E. or the property manager or CSDC to relight the pilot light. Do not try to relight a pilot light yourself.

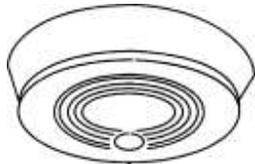
Any malfunction in any kitchen equipment should be immediately reported to the Management office. CSDC is not responsible for the loss or spoilage of food resulting from the malfunction of a refrigerator or an electrical outage.

Light fixtures and lights



Each apartment is equipped with functioning light fixtures and bulbs at the time of occupancy. After move-in, each resident is expected to replace his or her own burned-out bulbs. Please maintain light fixtures and exercise caution to not break ceiling and wall mounted fixtures. Upon move out from your unit, tenant will be charged to replace burned out bulbs or broken fixtures.

Smoke detectors



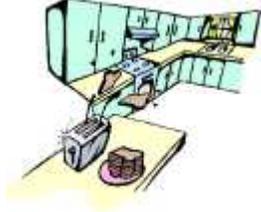
Each rental unit is equipped with smoke detectors in each bedroom, in the hallway, and, in some units, at other locations. Resident acknowledges that the smoke detection devices were tested and its operation explained by owner or agent in the presence of Resident at time of initial occupancy and the detectors were operating properly at that time.

Resident is responsible for ensuring that battery operated detectors function at all times and will replace the battery as needed (unless otherwise provided by law), and, if after replacing battery, shall inform the owner or agent immediately if the detector does not work.

Resident must inform owner or agent in writing of any defect, malfunction, or failure of any detectors.

In accordance with California law, Resident shall allow Owner or agent access to the premises for the purpose of repairing the detector(s).

Countertops



With proper care, your kitchen and bathroom countertops should last and remain useable. We ask that you follow a few simple rules in caring for the counter tops, which will prevent excessive or unusual wear and tear.

Avoid slicing foods directly on the counter top surface.

Use a protective pad on the counter top when placing pans taken directly from a hot oven or range, and also under electrical appliances such as bottle warmers, hot plates, fry pans and boilettes, or other hot objects, like curling irons.

The counter tops will resist the hard knocks of normal usage, but are not hammer-proof and should not be used as a pounding surface.

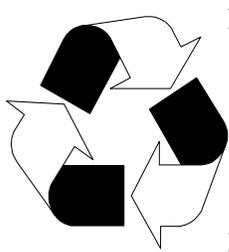
Bathrooms



All bathrooms are equipped with a mechanical vent and most units have windows. Resident must use the mechanical vent when showering, bathing, or running water in the sink. The mechanical vent allows for moist air to be removed from the bathroom and prevent water damage to the bathroom, as well as preventing mold and mildew from growing. We suggest that you open the bathroom window regularly to allow additional ventilation.

regularly to allow additional ventilation.

Garbage Disposals



If your unit has a garbage disposal, please follow these guidelines. Prevent foreign material from accidentally dropping into the waste disposal unit. In using your disposal, be sure you have the cold water turned on. It is important to maintain a sufficient flow of water to flush shredded waste, such as potato peelings, through the drain even after the disposal has been turned off. **DO NOT** put bottle caps, glass, pins, foil, crockery, rags, string, or paper in the

disposal. Any damage or costs for repairing the disposal due to negligence will be charged to the tenant. If the disposal should not operate properly, make sure the switch is off, and then call the management office for service. Do not attempt to repair the disposal yourself!

Heaters



The maintenance personnel and other outside vendors perform regular preventive maintenance on the heating/air conditioning equipment in your unit. Please assist our staff and vendors by providing access to your apartment and the equipment when requested. To ensure proper functioning of your heater and, if applicable, your air conditioning, please operate your system unit for at

least 30 minutes each month – year round. CSDC will replace filters in your system, if they exist, three times annually. If you have a wall furnace, CSDC will clean the wall furnace once yearly.

Plumbing



Please report dripping faucets, dishwashers or toilet malfunctions to the Management office. Our maintenance staff will repair the problem as quickly as possible. Do not flush sanitary supplies or disposable diapers down the toilet. Ensure children do not deposit small toys or objects in the toilet. Do not dispose of material that the sink drains that may cause clogs. If a plumber determines that any stoppage in pipes is due to tenant's actions, tenant shall be responsible for the cost of clearing the stoppage.

Showers and Tubs



Some properties have glass-enclosed shower stalls only and other have shower and tub combinations. Some properties have glass doors for the shower tub combination. The showers are to be used only when a shower curtain or shower door is closed. Shower curtains should be long enough to fit within the bathtub when properly hung from the shower curtain rod. The curtain must be hung in a manner that will ensure that no water is allowed to accumulate on the bathroom floor. Additionally, an appropriate bath mat should be placed on the floor of the bathroom in order to absorb excess water. Any water damage resulting from the failure to use and follow these instructions will require Management to charge tenant for damage.

Please wipe down glass shower or tub enclosures after each use to prevent pitting to the metal and mineral build up on the glass and metal. Use glass cleaner to clean the glass and metal. Failure to follow these cleaning procedures may cause excessive damage to tub enclosures for which the tenant shall be responsible for replacing or cleaning.

Garbage and Other Materials



All of your garbage and trash should be placed in the garbage dumpster or can nearest to your building. Some rental units require you to contact the local garbage company to provide a garbage can. If you decide to dispose of your own trash, you must still have a container to place the trash.

Only children who are tall enough to properly place the garbage in the dumpster should be allowed to assist in this family chore. Remember to keep dumpster lids and doors closed. This will keep pests and pets out, and trash inside and off our parking lots.

Resident shall ensure that garbage and other materials are not permitted to accumulate in or around the premises, including garages, and that it is placed in the trash containers provided for that purpose on a daily basis. Residents shall ensure that large boxes are broken apart before being placed in the trash containers. Resident shall be responsible, at Resident's expense, for hauling to the dump those items too large to fit in trash containers.

Resident shall refrain from disposing of any combustible or hazardous material in trash containers or bins.

CSDC is responsible for cleaning areas where community garbage bins are located. We ask that you do your part to keep these areas clean. If you notice that a garbage area is dirty, please contact the office or submit a work order so that the area will be cleaned.

General Cleanliness



Resident shall keep the unit clean, sanitary, and free from objectionable odors at all times.

Resident shall ensure that papers, cigarette butts, and trash are placed in appropriate receptacles so that litter is not created on or about the Resident's unit.

Resident shall ensure that furniture is kept inside the unit and unsightly items are kept out of view.

Resident shall refrain from leaving articles in the hallways, porches, balconies, stairways, or other common areas.

Resident shall refrain from shaking or hanging clothing, curtains, rugs, and other coverings and cloths outside of any window, ledge, balcony, or fence.

Annual and Periodic Inspections



Around the time of the anniversary of your tenancy, the Owner or agent will conduct an inspection of the interior and exterior of your premises after giving proper notice. Resident agrees to allow Owner or agent to inspect closet areas, cabinets, and appliances only for damage and to determine if components are working properly.

At the discretion of the Owner and after giving reasonable notice to enter premises, Owner or agent may inspect premises for any damage or to determine maintenance needs.

If the Owner or agent notices damages or items needing maintenance, Owner or agent shall act to make necessary repairs and perform maintenance as indicated from the inspection.

Damage to property



CSDC maintains its premises in good condition to provide Residents a safe, sanitary, and high quality living environment. We expect that Resident will report any items in need of repair or maintenance. If at any time, Owner or agent must repair damage caused by Resident beyond normal wear and tear, Owner or agent shall charge Resident the cost of repair based on time and materials, including any reasonable mark ups in charges to cover administrative costs. Resident must make payment

immediately upon demand. Failure to pay for repair of damage may result in Owner or agent initiating eviction proceedings against Resident.

Request for repairs



If Resident requires routine repair or maintenance of any item within the premises or outside, please submit a work order to the Owner or agent. Owner provides work orders with your resident handbook. If you do not have a work order, please contact owner or agent to request copies. We will send or deliver the work orders to you. Follow the directions on the work orders and

submit to owner via mail, hand delivery, or facsimile.

Use of Common Areas

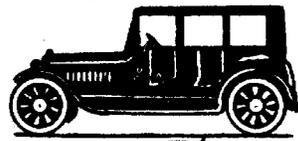
Resident Laundry Room



Coin operated washers and dryers are located in some rental properties. Please remove clothing from the machine promptly. Be careful not to overload the machines. Do not use tints or dyes in the machines. Report any malfunction of these machines to the property manager or CSDC immediately.

The Management reserves the right to remove washers and dryers if tenants cause excessive damage to machines or repeatedly use slugs instead of coins to operate the machines. We ask that you maintain security of the laundry area to prevent unnecessary damage or use of the machines.

Parking



Outdoor parking space is usually provided for private licensed passenger vehicles of residents and their guests. For reasons of fire protection, garbage removal, and child safety, NO PARKING areas must be observed. In some cases parking may not be provided. If this is the case, you

will have to make your own parking arrangements. All vehicles should be parked with their keys removed, convertible tops closed and fastened, all windows and sunroofs shut tight, and all doors locked.

Trucks, buses, campers, boats, trailers and other similar vehicles may be parked only with written permission of the Management and in spaces specifically indicated by Management.

Motorbikes, motor scooters, motorcycles and other similar vehicles are to be driven only on the streets. They are to be parked only in authorized parking areas. Specifically, they are not to be parked in building entranceways, patios, rental units, or on the grounds or sidewalks.

Any illegally parked or unauthorized parked vehicle may be towed away at the discretion of management and at the expense of the vehicle owner.

In order to maintain the appearance and condition and in consideration of all residents, vehicles are not to be washed or repaired on the rental property except when and where specifically authorized by Management.

Public Entrances, Balcony and Staircases



In compliance with the Fire Code and fire insurance company requirements, children's toys, bicycles, motorcycles, wagons carts, and other items shall not be left at the entrances or on stairways, and common balconies at any time. Please do not place obstructions at your entrance door. This includes boots or other inclement weather apparel. Signs of any type are not to be placed on apartment doors. Delivery of newspapers and packages to your door should be taken in promptly.

No clothing or other objects shall be hung over or affixed to balcony ledges, to fences around the property, or to the building.

Porch, Balcony, and Backyard of Units



Some rental units have a patio or balcony for the enjoyment of the tenants. For insurance and safety purposes, residents are asked to cook only in their kitchens and not on balconies. Residents may barbecue in first floor patio or backyard areas when using caution not to cause the building to catch fire. Heavy objects should not be stored on any balcony. Nothing should be stored on or hung over any balcony or patio fence that will affect the overall appearance of the residence. This especially includes, but is not limited to, laundry, rugs, shoes, ice skates, awnings, bikes, etc.

Garage and Garage Laundry Rooms



If Resident parks a vehicle in the garage, Resident shall not back the vehicle into the garage. No repairs of vehicles, including motorcycles may take place in the garage, or in or about the premises. Only one car per rental unit may be parked in the driveway area of the property if sufficient space is provided for parking on the rental site. If you have more than one car, it must be parked on the street.

Garages may be used for storage, however, Resident may not store items in a way that creates a fire hazard.

For Seventh Street Residents Only: **The garage in each unit has a laundry room. Please use the hookups provided for your washer and dryer. The dryer must be vented using the vent provided. No sinks may be added to the laundry room.**

Landscaping



The property you live in has landscaping around it (plants, trees, and/or grass). Some units have landscaping in backyards. To keep the landscaping in good condition, we seek your cooperation in keeping lawn areas free of litter, trash, bicycles, baby strollers, wagons and other toys/equipment. Please do not act in ways to damage the landscaping. CSDC provides regular landscape maintenance. If you see a problem with the landscaping, please contact the property manager or CSDC.

Please remember that the other residents and/or neighbors units overlook each section of the grounds. All of us appreciate an uncluttered and attractive view from our residence.

Prohibited and Restricted Use

Decorating and Remodeling



Though Management performs the necessary decorating, you can make arrangements to personalize the decorations in your apartment. Any work you want to do in your apartment must be approved by Management in writing **BEFORE THE START OF WORK**. No contact paper or wallpaper is permitted. All painted walls and ceilings must be standard off-white paint at the time you vacate your apartment.

Remodeling or changes to the apartment will not – generally speaking – be permitted.

Pets



Pets and animals (such as dogs and cats) are permitted only when specifically authorized. Resident shall complete an addendum to the rental agreement **before** Owner will allow pets in or around the premises. Resident must comply with all terms and conditions of the rental agreement addenda for pets before a pet is allowed in or around premises and during the term that Resident has a pet.

Dogs, cats, canaries and parakeets are the only pets allowed. Dogs cannot exceed 14 inches in height, must be over one year old, and both dogs and cats must be housebroken.

Posters and Notices



Posters and notices are to be put up only with the advance permission of Management. This includes, but is not limited to, notes on your entrance door, notes by the mailboxes, political or social group posters, etc.

Waterbeds or other Water Filled Furniture



Resident shall not install or place in premises a waterbed and/or liquid filled furniture until Resident has completed Waterbed and/or Liquid Filled Furniture Agreement (“Agreement”) with owner and has complied with all terms and conditions of the Agreement. Such terms and conditions include but are not limited to, liability insurance requirements for Resident, increase in rental deposit, increase in utility payment, if the waterbed has a heater, and compliance with Civil Code Section 1940.5.

Satellite Dish and Antenna



Resident may install a satellite dish or antenna only with the written permission of the Owner. Before installing a satellite

dish or antenna, Resident must execute an addendum to the rental agreement that specifies the terms and conditions of installation of a satellite dish or antenna. Such terms and conditions include but are not limited to, liability insurance requirements for Resident, size and location of the dish or antenna, deposit increase, and removal and damages. Resident must comply with all terms and conditions contained in the addendum before installing the dish or antenna.

Use or possession of illegal drugs and Criminal Activity



Resident, any member of Resident's household, or a guest or other person under the Resident's control shall not engage in criminal activity, including drug-related criminal activity, on or near property premises. "Drug-related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use a controlled substance (as defined in section 102 of the

Controlled Substance Act [21 U.S.C. 802]).

Resident, any member of Resident's household, or a guest or other person under the Resident's control shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, on or near property premises.

Resident or members of the household will not permit the dwelling unit to be used for, or to facilitate, criminal activity, including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or guest.

Resident or members of the household will not engage in the manufacture, sale, or distribution of illegal drugs at any location, whether on or near property premises or otherwise.

Resident, any member of Resident's household, or a guest or other person under the Resident's control shall not engage in acts of violence or threats of violence, including, but not limited to the unlawful discharge of firearms on or near the property premises.

VIOLATION OF ANY OF THE ABOVE PROVISIONS SHALL BE MATERIAL VIOLATIONS OF THE RENTAL AGREEMENT AND GOOD CAUSE FOR TERMINATION OF TENANCY. A single violation of any of the provisions of this policy shall be deemed a serious violation and a material noncompliance with the rental agreement. It is understood and agreed that a single violation shall be good cause for termination of the rental agreement. Unless otherwise provided by law, proof of violation shall not require a criminal conviction, but shall be by a preponderance of the evidence.

In case of conflict between the provisions of this policy and any other provisions of the rental agreement, the provisions of this policy shall govern.

Noise and Conduct



Resident shall not make or allow any excessive noise in the unit nor permit any actions that will interfere with the rights, comforts, or conveniences of other persons.

Resident shall refrain from playing musical instruments, television sets, stereos, radios, and other entertainment items at a volume that will disturb other persons.

Resident shall refrain, and shall ensure that Resident’s guests likewise refrain, from activities and conduct outside of the unit (in common areas, parking areas, or recreation facilities), which are likely to annoy or disturb other persons.

Other Important Information

Occupancy Limitations

CSDC strives to maintain high quality housing. Overcrowding of units causes health and safety problems, as well as unusual wear and tear to the premises. To avoid these problems, CSDC has established guidelines setting the minimum and maximum number of occupants based on the number of bedrooms in the rental unit.

Unit Size	Minimum Occupancy (number of persons)	Maximum Occupancy (number of persons)
Single Room	One	One
One-Bedroom	One	Two
Two-Bedroom	Two	Four
Three-Bedroom	Three	Six
Four-Bedroom	Six	Eight
Five-Bedroom	Eight	Ten

In addition to the occupancy standards set forth above, CSDC will also consider the following factors in determining minimum and maximum occupancy per unit.

- ✓ Persons of the opposite gender, other than spouses or couples living together, will not be required to share the same bedroom.
- ✓ Children of the opposite gender, above the age of six, will not be required to share the same bedroom.
- ✓ Children will not be required to share a bedroom with a parent.
- ✓ An unborn child may be considered for the purposes of determining the occupancy standards.
- ✓ Living or family room spaces, and garages shall not be counted as bedroom space.

Accommodations to these standards may be made at the sole discretion of CSDC for health, safety, or medical reasons upon tenant or prospective tenant providing CSDC written verification of the reasons justifying the change in occupancy standards.

Keys and Lock outs



Two apartment keys and, if applicable, two mailbox keys are issued at the time of your occupancy. If these keys are lost or damaged (except through fair wear and tear), Management will replace them at the resident's expense. Alterations or other replacement of locks or installation of bolts, knockers, mirrors or other attachments to the interior or exterior of any door requires prior written consent of the Management. In consideration of maintenance problems and fire safety, Management must have access to your residence in times of emergencies. Since no resident is home twenty-four (24) hours each day, the property manager must have a key to each and every door lock. Therefore, we ask that you furnish property manager a key for any lock, which you get permission to install.

Unfortunately, residents occasionally lock themselves out of their apartment. Do not try to break into your unit because you will be charged for any damage you cause. If you are locked out, please call the property manager, who will arrange for unlocking your door *at reasonable hours*. If Management must call a locksmith for you to gain entry to your unit, the tenant shall pay for such services upon demand.

Mailboxes



Only individuals who have their names on a properly executed a rental agreement are entitled to have their name(s) on the mailbox.

Extermination



Outdoor pest extermination services are provided on a regular basis and requested at the discretion of the Management. This should prevent pest problems in your units. If you have a pest problem indoors or believe there is a pest problem outdoors, please contact the property manager or CSDC. ***THIS POLICY SERVES AS NOTICE, UNDER CALIFORNIA LAW, THAT CSDC HAS CONTRACTED WITH A REGISTERED PEST CONTROL COMPANY TO PROVIDE PEST CONTROL SERVICES.*** The notice provided by the pest control company is contained in this handbook.

In order to keep pest problems to a minimum, good housekeeping practices are very important. Garbage should not be kept in any apartment building for any excess length of time. Also, please make sure to dispose of trash in garbage cans or bins. No trash or other items shall be stored in or around your unit, as this attracts pests and may cause a health or safety hazard. If you fail to keep the interior and exterior of your unit free of trash and debris, CSDC may take action to clean up the mess and tenant shall pay for clean up upon demand.

Severability

If a provision of the Resident Handbook is found invalid or unenforceable by a Court of law, such finding shall not affect the remainder of the Resident Handbook, which shall remain in full force and effect.

Controlling Authority

In the event that a provision of the rental agreement is in conflict with provisions of the Resident Handbook, the policies in the Resident Handbook shall prevail or control.

ACKNOWLEDGEMENT

By signing below, Resident (including all individuals named on the rental agreement and other members living in the unit) acknowledges reading and understanding the Resident Handbook and agrees to abide by all terms and conditions. Resident understands and agrees that the Resident Handbook is incorporated into and made part of the rental agreement by reference.

Resident understands that violation of the policies, rules, and regulations of the Resident Handbook is considered a breach of the rental agreement and may result in the Owner initiating legal proceedings to evict Resident from the premises.

For Resident:

For Owner:

Signature

Signature

Signature

Printed Name

Signature

Title

Signature

Date

Signature

Date

By signing below Resident acknowledges that the following items were explained and CSDC or its agent answered any questions about these items satisfactorily.

	Resident's Initials
1. Resident was instructed on the operation of the smoke detectors in the unit and Resident understands the policy regarding smoke detectors on page 10 of the Resident Handbook.	
2. Resident is responsible for obtaining necessary insurance coverage for losses to personal property or for personal liability as stated on page 6 of the Resident Handbook	
3. CSDC reserves the right, with proper notice, to enter your unit to perform annual and periodic inspection of the premises to determine repair and maintenance work per page 13 of the Resident Handbook	
4. You may not have a pet in or about your unit unless you have complied with all conditions stated in the Resident Handbook (page16)	
5. You may not place a waterbed or water filled furniture in your unit or install a satellite dish on or about the premises until you have complied with the requirements stated in the Resident Handbook (pages 16 & 17).	
6. The use and possession of illegal drugs and engaging in criminal activity is prohibited as stated on page 17 of the Resident Handbook.	
7. Resident understands that the number of individuals living in the unit must fall within the occupancy standards set in the Resident Handbook (page 18).	
8. CSDC provides outdoor pest extermination services around your premises as stated in the Resident Handbook (pg 19 & 20); Resident has received written notice about the services provided by the pest extermination company.	

Pest Control Notice