

# SONIAT REALTY RULES AND REGULATIONS FOR RENTALS

TO BE MADE PART OF THE LEASE FOR THE PREMISES LOCATED AT \_\_\_\_\_,  
\_\_\_\_\_, BY LESSOR, THROUGH SONIAT REALTY, INC., AGENT,  
DATED \_\_\_\_\_, WITH \_\_\_\_\_,  
\_\_\_\_\_, LESSEE.

*Contact information for local utility service companies is listed below. You should contact the proper offices depending on the location of your rental.*

## ORLEANS PARISH

|                           |                           |                |                     |
|---------------------------|---------------------------|----------------|---------------------|
| <b>GAS &amp; ELECTRIC</b> | ENERGY                    | www.ENERGY.com | <b>800-368-3749</b> |
|                           | <b>GAS EMERGENCY</b>      |                | <b>504-636-2020</b> |
|                           | <b>ELECTRIC EMERGENCY</b> |                | <b>800-368-3749</b> |
| <b>WATER</b>              | SEWERAGE & WATER BOARD    | www.swbno.org  | <b>504-529-2837</b> |

## JEFFERSON PARISH

|                 |  |                     |                     |
|-----------------|--|---------------------|---------------------|
| <b>GAS</b>      | ATMOS GAS SERVICE                                  | www.atmosenergy.com | <b>504-849-4300</b> |
| <b>ELECTRIC</b> | ENERGY   | www.ENERGY.com      | <b>800-368-3749</b> |
| <b>WATER</b>    | JEFFERSON PARISH WATER DEPT.<br>(EAST & WEST BANK) |                     | <b>504-736-6060</b> |

## SERVICE REQUESTS

To submit a service request, call our maintenance department at (504)274-2825 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday.

**AFTER HOURS CALLING** – If you have an **emergency** repair request during the evening hours, holidays or on the weekend, call your Property Manager noted on the signature page of your Lease.

Our personnel are concerned with doing the best job possible in serving you, however, they enjoy their time with their families; please consider this when calling outside of working hours.

## EMERGENCIES

**GAS ODOR** - Immediately call the Gas Company's emergency number above when a gas odor is detected. If gas odor persists, turn off gas appliances and turn gas off at the meter. If Gas Company cannot remedy the problem contact Manager immediately.

**BROKEN PIPES/FAUCETS/FIXTURES** - Immediately cut water off at the valve nearest the break. If there is no cut-off valve, turn water off at the main house cut-off valve or the meter, to minimize damage to the property and your belongings.

**NO ELECTRICITY** - If power goes off to all or a part of your house or unit, first check the circuit breaker or fuse box. It is the responsibility of the Lessee(s) to make sure the problem is not with the breaker or fuses. Reset breaker or replace any blown fuses with the same size fuses. If the problem persists, contact the Manager. If an electrician is sent and the problem is only a tripped circuit breaker, a blown fuse and/or caused by Lessee's appliances, Lessee may be held responsible for the bill.

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LESSEE'S INITIALS

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LESSEE'S INITIALS

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LESSOR'S INITIALS

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LESSOR'S INITIALS

## RULES AND REGULATIONS FOR RENTALS (Cont'd)

### MAINTENANCE

*\*\* Visit <http://soniatrealty.com/tenants/diy-maintenance-tips/> for instructional videos with do-it-yourself solutions to common problems \*\**

**WATER SUPPLY** - If there are any leaking water pipes, dripping faucets or constantly running toilets, please report these promptly to the Manager. These problems can cause serious damage, as well as excessive water bills. If such problems are not reported immediately to Manager, the Lessee may be charged for excessive water consumption and/or for the cost to repair any damage caused by leaks. To prevent excessive waste of water and/or possible damages, Lessee should turn off the water at the leaking fixture or at the main cut-off valve, if it is a bad leak.

**PLUMBING STOPPAGES** - If a plumber is called to unstop a toilet, sink and/or shower/tub drains, etc., and any foreign objects are found, such as sanitary products, too much paper, hair, grease, toys, etc., Lessee will owe the entire cost.

**AIR-CONDITIONING/HEATING MAINTENANCE** - For premises with central air/heat or window air-conditioning unit(s), it is Lessee's responsibility to keep the filters cleaned or changed on monthly basis. IF LESSEE FAILS TO DO SO, AND A SERVICE CALL IS NECESSARY BECAUSE OF A DIRTY FILTER, LESSEE WILL BE CHARGED FOR THE SERVICE CALL AND ANY REPAIRS RESULTING FROM THE FILTER NOT BEING CHANGED. Clean filters enable the units to perform better and enable Lessee's utility costs to be less expensive. In addition, grass and weeds must be kept from around the outside condensing units at all times.

**SMOKE DETECTORS** - If smoke detectors are provided, Lessee must check and replace batteries as needed, at his/her expense.

**YARD/GROUNDS MAINTENANCE** - It is Lessee's responsibility to keep the interior of the premises clean and the exterior and yard area free of tall grass, weeds, litter, trash and debris, etc. If Lessee fails to maintain yard when it is his/her responsibility to do so and the Lessor/Agent requires cleaning be done, the work may be done by Lessor's workmen at Lessee's expense.

**LOCKS/KEYS/ACCESS** - Manager and/or Lessor has the right of entry in case of an emergency, if repairs are needed, to make inspections, or to show the property to prospective tenants or purchasers. Manager/Lessor will make reasonable efforts to gain access by contacting Lessee, but, if Lessee cannot be reached or if an acceptable appointment cannot be arranged, Manager/Lessor or an authorized technician will be allowed to go into the unit with the keys. NO LOCKS CAN BE ADDED OR CHANGED WITHOUT PRIOR WRITTEN CONSENT OF MANAGER. Manager must be provided with any new keys. If a replacement key is needed, or Lessee is locked out of the premises, Lessee must pay for key duplication and, if Manager delivers key to the premises, there will be a \$50 minimum charge.

### RULES

**WINDOW COVERINGS** - Lessee must not attach any film, foil, stencils, decals, etc., without prior written permission from the Lessor. Windows visible from the street must have white or neutral colored coverings. No masking tape is allowed to remain on the windows after the hurricane threat subsides. Lessee is responsible for removal of all tape and residue.

**WALL HANGINGS** - Please do not use the sticker type hangers; the adhesive is difficult to remove from the walls without leaving a mark and damaging the wallboard itself. Always use the slanting nail type of picture hangers. Mirror tiles, contact paper, wallpaper or anything with an adhesive backing are not permitted to be applied to the walls, floor surfaces, cabinets and/or fixtures.

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LESSEE'S INITIALS

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LESSEE'S INITIALS

\_\_\_\_\_  
LESSOR'S INITIALS

\_\_\_\_\_  
LESSOR'S INITIALS

Address: \_\_\_\_\_ Date: \_\_\_\_\_

## RULES AND REGULATIONS FOR RENTALS (Cont'd)

**CABLE & SATELLITE TV** – Lessee must obtain written permission from Lessor or Manager prior to having cable wires run on the exterior of the unit and/or a satellite dish installed on the exterior of the unit. **INSTALLING A SATELLITE DISH ON A ROOF IS PROHIBITED.**

**BBQ & GRILLING**- Barbeque or outdoor cooking is not allowed on porches, balconies or in covered areas.

**INSURANCE** - The Lessor's insurance does **not** cover loss to your personal possessions in the event of fire, storms, theft, plumbing leaks or flood, etc. We recommend that you contact an insurance agent for these types of coverage.

**SMOKING**- Smoking is not permitted inside of property.

**DISTURBANCES** - Social and friendly gatherings of residents and their guests are welcome and encouraged, provided such gatherings do not become boisterous, obscene or generally objectionable to other residents, neighbors or management. Drug use and drunkenness will not be tolerated. Residents are entirely responsible for the conduct of their guests in their apartments or outside in the common or adjoining areas. Stereos, radios and televisions are to be kept at minimum levels, so that neighbors are not disturbed.

Nothing should be done in or around the building that will interfere with the rights, comfort or convenience of other residents of neighbors. Loitering will not be allowed. No unlawful operations or illegal substances are allowed on the premises and those who do not comply will be subject to eviction.

**SALES** - If the Lessor contracts to sell the property, Lessor may cancel the lease by giving Lessee a 30 day prior written notice.

**VEHICLES** - You should be considerate of your neighbors and park properly. **ABSOLUTELY NO VEHICLE REPAIRS MAY BE DONE ON OR AROUND THE PREMISES.** Inoperable vehicles must not be kept at the property for a prolonged period.

**PAYMENT OF RENT AND OTHER FEES** - Rents are due and payable in advance on the date specified in your Lease. Payment must include any pro rata of utilities, if applicable. Rents paid by CHECK OR MONEY ORDER, must be made payable to SONIAT REALTY, INC. Please make certain that you write your address on the check/money order. Payments can be mailed to SONIAT REALTY, INC., P. O. BOX 19923, NEW ORLEANS, LA 70179. Lessor may designate other places for payment of the rent by written notice to Lessee. **IT IS LESSEE'S RESPONSIBILITY TO BE SURE THE PAYMENTS REACH THE POST OFFICE BOX ON OR BEFORE THE DUE DATE. IF YOUR RENT IS DROPPED OFF OR MAILED TO OUR OFFICE BUILDING, THERE WILL BE A \$5.00 CONVENIENCE CHARGE.** Any fees, court costs, repair charges, utilities, previous balances due on rent, etc., will be deducted from any rent payments before any credit is applied to the current month's rent. All of these fees and rent must be paid in full to obtain the "Discounted Rent" indicated in your Lease.

*\*\* Visit <http://soniatrealty.com/ways-to-pay/> for a complete list of payment options.\*\**

***By signing below, I acknowledge that I have read and understand the Rules and Regulations outlined above.***

X \_\_\_\_\_ X \_\_\_\_\_  
Lessee Signature Date Lessor Signature Date

X \_\_\_\_\_ X \_\_\_\_\_  
Lessee Signature Date Lessor Signature Date

X \_\_\_\_\_  
Lessee Signature Date