**FREEDOM MOBILE HOME COMMUNITY LEASING GUIDELINES**

These Leasing Guidelines are attached as Schedule 15 of the new Site Lease, and/or Home Lease, between the Lessor and the Lessee. All tenants and residents will be subject to the same guidelines, unless otherwise specified in the signed lease agreement. In the event of any inconsistency between the provisions of this guidelines and any provision of the signed Lease agreement, the terms and provisions of the signed Lease agreement shall govern and control.

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**21.3     WELCOME!**

Welcome to **FREEDOM MOBILE HOME COMMUNITY.** We believe that it is important for the Community and the residents to work together to achieve and maintain a safe and enjoyable neighborhood. Although the Community is privately owned, there are certain laws and regulations which govern the duties and responsibilities of all of the parties to the Lease to which these Leasing Guidelines are attached (the "Lease"). The Community is a neighborhood, with a goal of providing an enjoyable living experience for all residents. In order to achieve this goal, it is important that all parties comply with the terms and conditions of the Lease and these Leasing Guidelines. Please respect your neighbors and your neighborhood!

**21.4   COMPLIANCE WITH THE LEASE AND THESE LEASING GUIDELINES**

These Leasing Guidelines (the “Leasing Guidelines”) are attached to the Lease for the **Freedom Mobile Home Community** (the “Community”). The provisions in these Leasing Guidelines are intended to supplement the terms and conditions of the Lease, and provide clarification regarding Your rights, duties and obligations under the Lease and the safety, welfare and enjoyment of other Community residents. PLEASE NOTE THAT REFERENCE TO ANY TERM, CONDITION OR SECTION OF THE LEASE IN THESE LEASING GUIDELINES IS ONLY FOR ILLUSTRATIVE OR SUMMARY PURPOSES AND YOU MUST READ THE ENTIRE LEASE AND THESE LEASING GUIDELINES FOR ALL THE TERMS AND CONDITIONS GOVERNING YOUR RIGHTS, DUTIES AND OBLIGATIONS UNDER THE LEASE AND THESE LEASING GUIDELINES. CAPITALIZED TERMS NOT DEFINED HEREIN SHALL HAVE THE MEANINGS ASSIGNED THERETO IN THE LEASE.

YOU MUST READ AND UNDERSTAND THE ENTIRE LEASE AND THESE LEASING GUIDELINES. IF YOU FAIL TO COMPLY WITH EACH LESSEE REQUIREMENT AND DUTY SET FORTH IN THE LEASE AND THESE LEASING GUIDELINES, YOU WILL BE IN BREACH OF THE LEASE. YOUR BREACH OF THE LEASE COULD RESULT IN THE TERMINATION OF THE LEASE AND YOUR EVICTION FROM THE HOME, THE SITE AND/OR THE COMMUNITY. THE LEASE SETS FORTH THE RIGHTS AND DUTIES OF THE LESSOR AND YOU IN THE EVENT OF YOUR BREACH OF THE LEASE OR THESE LEASING GUIDELINES.

**21.5   LEASE FEES**

**SECTION 1.4 (PAYMENT OF LEASE FEES)**and **SECTION 2 (LEASE FEES)**of the Lease identify the amounts and timing of the Lessee's Lease Fee payments due under the Lease.

**21.6**    **USE OF THE HOME, THE SITE AND THE COMMUNITY**

**LEASE SECTION 4 (USE OF THE SITE AND HOME)**identifies your permitted use of the Site, the Home and the Community, and certain related rules and regulations. In addition to the terms and conditions set forth in **LEASE SECTION 4,**the following applies to Your use of the Home and Site:.

1. **RESIDENTIAL USE:**The Site and the Home may only be used for residential, not business, purposes.
2. **PERMITTED SITE AND HOME OCCUPANTS:**The only persons permitted to live in the Home are the Lessee and other authorized persons approved by the Lessor (referred to as “Approved Lease Occupant”, as that term is defined in the “**DEFINITIONS**” Section of the Lease).
3. **TEMPORARY GUESTS/VISITORS:**Except for Temporary Lessees, no temporary guest may stay at the Home overnight and must be approved, in writing, by the Community Manager. Additionally, any guests intending to stay overnight are subject to Community Manager's criminal background check. Further, Community Manager may limit the number of days in a week, month, or year that a houseguest  may remain. Your houseguest should bring a valid Government photo ID and fill out the necessary paperwork. **BOARDERS ARE NOT PERMITTED**. However, if you are deemed to be renting rooms in your home, for a fee or otherwise, Community Manager may either a) increase your rent by up to $100.00 for each person, and/or b) terminate your lease unless advance written permission has been provided by Community Manager. **Definition of a Boarder is someone who you allow to live in your home but is not listed on the title to the house and/or the park lease, regardless of whether or not they pay any rent/fee.**Residents will be responsible for the actions of their guests and will be financially responsible for any damage caused by them to private or Park property. The presence of a Boarder is a violation of the lease and is grounds for termination of the lease.
4. **COMPLIANCE:**The Lessee, each Approved Lease Occupant and their respective guests, agents and contractors must strictly comply with the Lease, these Leasing Guidelines and Applicable Laws. Any violation is a breach of the Lease.
5. **ABANDONED HOMES AND HEALTH/SAFETY ISSUES:**The Lease sets forth certain rights and interests of the Lessor and the Lessee, in the event that the Lessee abandons the Home or permits the Home/Site to become a health and safety risk to other lessees and/or the Community. **YOU** **MUST READ THE LEASE AND THESE LEASING GUIDELINES TO UNDERSTAND ALL OF YOUR RIGHTS AND DUTIES.**
6. **NO STORAGE**: No storage is permitted on top, around or under the Home or otherwise on the Site or the Community, other than approved sheds that comply with Community requirements.
7. **YARD** **SALES:**Yard sales, "car washes" or other similar commercial activities or transactions conducted in the Home, on the Site or in the Community are prohibited.

**21.7     MOTOR VEHICLES AND PARKING**

In addition to the terms and conditions in **LEASE SECTION 6.H. (MISCELLANEOUS LESSEE DUTIES AND OBLIGATIONS)**, the following provisions apply:

1. **SIGNS:**The Lessee understands and agrees that the Lessor is not responsible to provide signage on the Community roads, and that the Lessee is solely responsible to drive safely, diligently, and in compliance with all laws on all Community roads.
2. **SPEED LIMIT:**The speed limit in the Community is as posted, where applicable. You are responsible to ensure that You, other Lessees under the Lease, all Approved Lease Occupants and their respective guests, visitors and contractors are responsible to comply with the speed limit and drive safely on all Community roads.
3. The first time drivers are caught are determined to have been driving at least ten (10) miles above the speed limit shall receive a warning.
4. The second time drivers are caught are determined to have been driving at least ten (10) miles above the speed limit shall be fined $100 which will be included in the following month’s bill.
5. The third time drives are caught are determined to have been driving at least ten (10) miles above the speed limit shall be good cause for the immediate termination of this Home or Site Lease.
6. **NO SEMI-TRUCKS OR RV'S:**Semi-trucks/tractors, buses, and vehicles with RV plates are strictly forbidden in the Community. Violators may be towed immediately, without warning or notice, at the Lessee's expense.
7. **NO BOATS/CAMPERS:**Boats, RV campers and business vehicles are not allowed in the Community.
8. **ABANDONED VEHICLES:**Abandoned, neglected, unlicensed and/or inoperable vehicles are not allowed in the Community. All vehicles must be properly licensed. Violators may be towed immediately, without warning or notice, at the Lessee's sole expense. Excessive noise from any vehicle will not be tolerated and will be considered a breach of the Lease.
9. **VEHICLE REPAIRS:**Minor auto repairs may be performed on the Site space provided for parking. Examples of minor repairs are changing a flat tire, charging a battery, or any other repair that can be completed within a short period of time (less than sixty (60) minutes). Under no circumstances shall any major repairs, including brake jobs, tuning of engines, repairing transmissions, pulling engines, removing parts of any engine, oil changes, etc., be performed at any Site or anywhere within the Community. Flat tires must be repaired immediately. No vehicle may be set on blocks/jacks.
10. **PARKING PERMIT**: The Lessee must register all owned vehicles to the community manager. The community manager shall provide a parking permit for up to one (1) vehicle per unit at no additional costs to the Lessee. Any additional vehicle is subject to a parking fee of $25/year which will be included in the monthly bill.

Parking permit tags must be displayed on the rear view mirror of vehicle at all times! If Lessee’s parking permit is lost or stolen, a replacement parking permit must be requested and displayed. Failure to prominently display the permit tag on the rear view mirror at all times while vehicle is parked in the designated parking space on the premises may result in inadvertent towing. In the event a vehicle is towed because of Lessee’s failure to properly and prominently display the permit tag, the Lessee shall bear all responsibility, including all financial responsibility, for such towing, storage, and retrieval of the towed vehicle.

1. **EXCEPTIONS:**Exceptions are only allowed with Lessor's written consent.

**21.8     UTILITIES**

**LESSEE RESPONSIBILITY FOR LESSEE UTILITY EXPENSES: LESSEE ACKNOWLEDGES, AND AGREES THAT THE LESSEE SHALL BE RESPONSIBLE TO ARRANGE, AND PAY FOR, ALL LESSEE UTILITY EXPENSES, AND THAT ALL OF THE LESSEE'S QUESTIONS HAVE BEEN ADDRESSED TO THE LESSEE'S FULL AND COMPLETE SATISFACTION.**

In addition to the terms and conditions identified in the Lease and these Leasing Guidelines, the following utility system requirements are applicable to all lessees:

No poles, posts, or stakes are permitted to be driven into the ground (in order to avoid the possible creation of a lightning rod and the possible risk from and to underground utility lines and systems).

Meters, wires or other equipment cannot be altered, disturbed or tampered with. In case of trouble, first notify the utility company. If the utility company cannot resolve the issue, then notify the Community Manager.

**YOU MUST CALL THE UTILITY LOCATING COMPANY OF YOUR STATE AND THE COMMUNITY MANAGER BEFORE ANY DIGGING IN THE COMMUNITY. WARNING: THE COMMUNITY IS EQUIPPED WITH OVERHEAD AND UNDERGROUND ELECTRIC LINES OF UP TO AND/OR EXCEEDING 12,000 VOLTS, WHICH ARE HIGHLY DANGEROUS AND CAN BE FATAL.**

The Lessor has the right to remove any property, including trees, shrubs, etc. located on any easement or Common Area, and is not responsible for any costs, liability or replacement and, if Lessee knowingly placed such item on a utility easement or Common Area, Lessee shall be responsible for all of Lessor's removal costs and expenses (including legal fees and expenses).

If You request a service call from the Lessor, or the Lessor arranges for a service call, for any utility services, and it is determined that the utility issue is a result of a cause, other than the Lessor's failure to satisfy its duties and obligations under the Lease, You will be charged the full amount of all related fees, expenses and damages to resolve the issue.

**21.9   PETS**

Lessee shall be permitted to have pets but at no time shall any pet be located outside of the Home unless it is on a leash held by Lessee. By having a pet on the Lessee's Site or Home, Lessee hereby acknowledges and affirms that Lessee shall waive all liability of Lessor, to the fullest extent of the law. Lessor reserves the right to change this Pet Policy at any time. Lessee must have liability insurance in an amount not less than $300,000, with Lessor named as an Additional Insured. If requested by Lessor, Lessee shall complete a Pet Schedule **(SCHEDULE 7)**.

**21.10   SELLING AND MOVING A HOME**

1. **SELLING A HOME**

**THE LESSEE MUST COMPLY WITH ALL LEASE REQUIREMENTS AND THE PROVISIONS SET FORTH BELOW IN CONNECTION WITH TRANSFERRING OR SELLING A HOME.** If the Lessee fails to strictly comply with all requirements, the Lessee shall be in breach of the Lease and shall be responsible for all related Lessor damages, costs (including all Lease Fees through the end of the Lease Term and the accrued and earned Lease Fees identified in the Lease) and expenses (including legal fees and expenses). You must notify the Community Manager, not less than thirty (30) days prior to the closing of the Home sale, to allow the Community Manager adequate time to 1) exercise its first right of refusal and 2) provide You with written approval (which shall be in the sole discretion of the Lessor) of the proposed lessee and to provide the proposed lessee with the form of Lease to be executed by the proposed lessee. The requirements for obtaining Community approval of the new lessee include, but are not limited to, the following:

1. A credit application (including a credit application fee) by the proposed new lessee must be completed.
2. Interview with the Community Manager.
3. Reference letter from current landlord with name, address and contact phone number.
4. Sales contract for Home between the Lessee and the proposed lessee.
5. Within sixty (60) days of the Home purchase, proof of ownership in the name of the proposed lessee (i.e. promissory note or title).
6. Provide a copy of insurance policy or binder with required coverages.
7. Only authorized Lessees and Approved Lease Occupants are allowed to reside in the Home. The Lessee is not permitted to assign the Lease (directly or through a sale of the Home) or sublease the Home.
8. Personal property taxes for the Home (and improvements) must be paid, in compliance with Applicable Laws, and a copy of the paid receipt must be submitted to the Community Manager prior to the Home sale.
9. All outstanding Lease Fees (including the Lease Fees due throughout the remaining Lease Term) must be paid prior to the sale of the Home. The Lessee must provide written evidence, satisfactory to the Manager that all utilities and service fees, including Lessee Utility Expenses, have been paid through the proposed Home sales date.
10. No Lessee selling a Home can guarantee or represent to prospective purchaser/lessees that they will be approved as a lessee by the Lessor and permitted to rent the Site or any other Site in the Community. The Lessee acknowledges and agrees that the Lessor shall not be liable, and the Lessee shall hold the Lessor harmless from, any liability, damages, costs or expenses (including legal fees and expenses) relating to any claim or action by any person or entity relating thereto. If the proposed new lessee is not approved or is rejected as a lessee, the Home must be moved from the Community on the date of the sale of the Home, and the current Lessee shall remain liable for all Lease Fees for the Lease term.
11. The Lessor reserves the right to require a Home to be removed from the Community in connection with an unauthorized home sale or transfer, consistent with the terms and conditions of the Lease, these Leasing Guidelines and Applicable Laws.
12. While Lessee has the freedom to market and sell the mobile home to any prospective buyer and for whatever price the Lessee and prospective buyer agree upon, the lease includes provisions concerning a first right of refusal and the terms therein.
13. Persons moving into the Community in violation of the terms and conditions of this Lease and the Leasing Guidelines, and/or without prior written approval from the Lessor, are considered to be trespassing and are subject to prosecution, and the Lessee shall be liable for, and hold the Lessor harmless from, all costs and expenses (including legal fees and expenses) incurred by the Lessor in connection with such unauthorized home sale, transfer or assignment.

1. **MOVING A HOME**

IN ADDITION TO ANY PROVISION IN THE MOBILE HOME PURCHASE AND SALE CONTRACT, THE LESSEE MUST COMPLY WITH ALL LEASE REQUIREMENTS AND THE PROVISIONS SET FORTH BELOW PRIOR TO MOVING THE HOME OUT OF THE COMMUNITY OR TO ANOTHER LOCATION WITHIN THE COMMUNITY. If the Lessee fails to comply with such requirements, the Lessee shall be responsible for all related damages, expenses (including legal fees and expenses) and costs (including the Lease Fees for the remaining Lease Term identified in the Lease).

1. The Lessee must give the Community Manager not less than thirty (30) days prior written notice of the proposed moving date of a Home.
2. The Lessee, or the Lessee's moving company, must supply to the Community Manager, a Certificate of Insurance, which shall include a minimum of Five Hundred Thousand Dollars ($500,000.00) liability, prior to the beginning of any work.
3. An appointment must be made with the Community Manager to schedule the disconnection of all utilities.
4. All Lease Fees (including the Lease Fees for the remaining Lease Term) and accrued fees and expenses (including legal fees and expenses) must be paid, in full, prior to moving the Home, in accordance with the terms and conditions of the Lease.
5. All scrap metal, boards, glass, and miscellaneous rubbish must be cleaned up and removed from the Site within twenty-four (24) hours of the Home being removed from the Site.
6. All bushes, shrubs, lawns, plants and trees must be left in good condition and the Lessee shall be responsible for all damages.
7. All sidewalks, curbs, driveways, and pads must be left in good condition and repair (no oil stains, paint, large cracks, etc.).
8. All water mains, “red heads”, sewer pipes, etc., must be left in good working condition and repair.
9. The lease provisions concerning first right of refusal must be adhered to.

The Lessor will inspect the Site after the Home is moved and, within fifteen (15) days of the date the Home was moved, notify the Lessee of any damage, repair and costs. Upon notification by the Lessor, the Lessee shall repair all damages within ten (10) days and indemnify the Lessor, and hold the Lessor harmless, from all related costs and expenses (including legal fees and expenses) incurred by the Lessor.

**21.11     SITE IMPROVEMENTS**

To maintain the appearance of the Community, any proposed construction/alteration or installation of storage sheds, garages, decks, patio awnings, porch steps or any other Site improvement must first be approved by the Community Manager and must have any necessary city permit, a copy of which shall be supplied to the Community Manager. If work is done on the Site, without the Community Manager's prior written approval, the Lessor may, in its sole discretion, require that the “improvement” be removed, within five (5) days of notification to the Lessee, or it may be removed by the Lessor, and the Lessee hereby authorizes and directs the Lessor to remove, or arrange for the removal of, such "improvement", at the Lessee's sole cost and expense.

* 1. **SITE MAINTENANCE**

1. **OVERALL APPEARANCE:**The Lessee is responsible for the overall appearance of the Site, the Home and all improvements. They shall be kept orderly, neat, clean and free of debris. Mowing, trimming, weeding, pruning and general care of lawn, trees and shrubs is the responsibility, and cost, of the Lessee. Additional landscaping and shrubs may be planted with the Community Manager's written approval (including a completed Site Enhancement Form) of type and location. Once planted, all plantings become the property of the Lessor, although the Lessor has no responsibility to maintain such plantings. The Lessee shall be in breach of this Lease if the Lessee fails to maintain the Home or Site as required in the Lease or these Leasing Guidelines, or permits any improper or offensive signs or conditions to exist.
2. **LEAVES:**During the fall season, leaves on the Site must be raked and placed in appropriate yard waste containers or disposed of in accordance with Applicable Laws. Leaves and grass clippings shall never be swept or blown into the street, onto another Site or into any Common Area.
3. **SNOW**: IT IS THE LESSEE'S RESPONSIBILITY TO ENSURE THAT SNOW AND ICE DO NOT ACCUMULATE AND SHALL BE REMOVED FROM, ALL SITE AND HOME PORCHES, STEPS, SIDEWALKS, DRIVES, WALKWAYS, ETC. SNOW AND ICE ARE NEVER TO BE PLACED IN THE STREET, ON ANOTHER SITE OR IN THE COMMON AREA. IT IS NOT THE LESSOR'S RESPONSIBILITY TO REMOVE SNOW OR ICE FROM THE SITE, OR THE SITE'S SIDEWALKS OR DRIVEWAY.
4. **IMPROVEMENT** **COSTS:**All improvements, including steps, sheds, garages, decks, or driveways, if applicable, on the Home and Site, are to be completed and maintained at Lessee's expense, including annual seal coating, if applicable. C.B. towers, beam antennas, or other unsightly antennas are not permitted.
5. **SWING SETS:**Each Lessee is permitted, upon obtaining the written approval of the Community Manager, to construct and maintain a “swing set”. The approval will be contingent on the location, size and type of swing set. If approved, the swing set must be located near the rear of the Home and Site, be properly constructed and maintained in good condition and repair. Under no circumstances may swing sets be cemented into the ground. Tire swings are not permitted. A copy of the Lessee's current insurance policy, indicating liability coverage, must be on file with the Community Manager before the addition of a swing set will be approved.
6. **GOALS** **AND POOLS:**Lessees shall not locate or erect basketball hoops, “street” or ice hockey goals or swimming pools, hot tubs, water slides, including, but not limited to, “kiddie” and/or “wading” pools on the Site or in the Community.
7. **FENCES:**Fences currently existing shall be maintained in good condition and repair, at the Community's discretion, and must be removed upon the sale of the home. Failure to maintain the fence may result in your having to permanently remove the fence at the expense of Lessee. No fences shall be constructed without the Community Manager's written approval, and any approved fence must be transparent, white picket, less than three feet high, and shall not be used at any time to be used as a “pen” for dogs or other animals to run free.
8. **CLOTHESLINES:**No “string” or “line” clotheslines are permitted. Umbrella clotheslines are only permitted if they are not visible from the road and must be in a closed position if not in use during daytime hours and always after 5:00 p.m.
9. **SATELLITE** **DISHES:**Satellite dishes must be mounted on the Home or shed in compliance with Community requirements, which may be obtained from the Community Manager. Approval from the Community Manager is required prior to satellite dish installation.
10. **TRAMPOLINES, TENTS AND GAZEBOS:**The Lessee shall not place or use, or permit to be placed or used, a trampoline, tent or similar equipment on the Home and Site. The Lessee shall not place or use, or permit to be placed or used, a "gazebo", or similar structure, on the Site unless the Lessee has submitted to the Community Manager, and the Community Manager has approved in writing.
11. **SKIRTING:**The Lessee's Home must maintain, at all times during the Lease Term, Home “skirting” which is in good condition and repair, and consistent with Community standards and requirements. Additionally, no homes in the park shall be permitted to have an exposed tongue or hitch for transit or other purposes and Lessee acknowledges that Lessor may choose to remove said tongue or hitch at actual removal cost or $50.00, whichever is greater.

* 1. **LAWN**

It is the responsibility of each Lessee to ensure that the Home and Site lawn is properly maintained and to provide for the following:

1. Fertilize the lawn as necessary.
2. Keep the lawn free of weeds by using a commercial weed killer, as often as necessary, for proper control.
3. Re-seed the lawn, as necessary, to ensure full strands of grass.
4. Cut and maintain the lawn, as necessary, but not less often than by Friday of every second week, to ensure that it is never more than three and one-half inches (3-1/2”) high, including, but not limited to, trimming around the Home, landscaping, sheds, etc.
5. Once landscaping, gardens, etc., are planted, they must be kept orderly and free of weeds.

Should Lessee fail to comply with these requirements, Lessor reserves the right to arrange for such necessary services at the sole expense of the Lessee (as provided in **SECTION 2.1 C.**of the Lease). Lessee shall make payment for such services immediately upon presentation of the invoice by the Lessor, or with the next monthly rent payment, whichever is sooner.

* 1. **STORAGE**

1. **STORAGE SHEDS:**
2. A storage shed may be purchased by the Lessee and erected on the Home and Site, but only if Lessee obtains prior written approval from the Community Manager any necessary city permit, after completing and submitting a Site Enhancement Form to the Community Manager, and the Lessee does not already have a shed located on the Site. The Lessee must ensure that the storage shed is kept in good condition and repair and, if rusting or rotting occurs, it must be repaired, painted or replaced. The storage shed is only to be used to store hand tools, lawn mowers, patio furniture, bicycles, toys and other such similar property. The only items permitted to be stored outside are patio furniture, grills, and other reasonable outdoor items, determined at Lessor's discretion.
3. No water or electric service may be installed in, on or around the shed. If the shed or any other improvement has to be moved for any repair to the Site or the Home, it will be moved at the Lessee's sole expense. Only one (1) storage shed per Home and Site is permitted. The maximum size of the shed may not exceed 100 square feet (but only where appropriate space is available). The roof peak must be no higher than the eaves on the Home. Sheds must be the same color as the Home or coordinated with the Home color. The Lessee is responsible for ensuring that the size and location of the shed complies with all Lease, Leasing Guidelines and Applicable Laws.

* 1. **SITE ENHANCEMENTS AND MAINTENANCE**

1. **HOME MAINTENANCE:**The Home, the Site and improvements (including but not limited to all skirting, steps and porches at, near or attached to the Home) shall be maintained by Lessee in a reasonable and attractive manner, and comply with all terms and conditions of the Lease, these Leasing Guidelines and Applicable Laws. The Site shall not be altered or any structure, equipment or items be placed, installed or maintained on the Site or the Home without a Site Enhancement Form, approved and executed by the Community Manager. Lessee must ensure that the Site, Home, driveway, if applicable, and improvements are maintained in good condition and repair; and if rusting or fading occurs, such item must be repaired and/or painted. Lessor reserves the right to require Lessee to remove any improvement should the Community Manager determine such removal to be necessary or required under or pursuant to the Lease, these Leasing Guidelines or Applicable Laws.
2. **INSPECTION OF HOME/SITE:**Lessee acknowledges and agrees that Lessor may inspect the Site and the exterior of the Home to determine what repairs are necessary, or required, to siding, skirting, walkways, drives, screen doors, porches, steps, garages, decks and sheds. Lessee acknowledges and agrees that Lessor may inspect the interior of the Home and improvements if the Lessee is leasing the mobile home from the Lessor and this inspection may be for the same purposes. A Notice of Violation may be distributed if Violations are noted by the Community Manager. All violations must be promptly and fully corrected by Lessee in a manner that satisfies the terms and conditions of the Lease, these Leasing Guidelines and/or Applicable Laws. If the violation is not corrected within the required time frame, the Community Manager may, but is not required to, arrange for the repairs to be completed at the Lessee's sole expense, as provided in Lease Section 2(c).
3. **HOME WASHING:**Lessees are required to wash the exterior of the Home and improvements as necessary.
4. **DEBRIS:**Lessees are responsible for maintaining the entire Site and curb area in front of the Home and Site clean and free of debris, weeds, snow, water and ice. Community manager will have any excess debris or trash removed from the lot at the lessee's expense if debris/trash is not removed in a reasonable time. Lessee shall make payment for such services immediately upon presentation of the invoice by the Lessor, or with the next monthly rent payment, whichever is sooner.
5. **ELECTRICAL APPLIANCES:**Lessee shall not "overload" the Home's electrical system. Lessee must use appropriately rated surge protectors and, if Lessee possesses two (2) or more major appliances, Lessee shall be required to install an additional breaker(s). It is the sole responsibility of the Lessee to determine the capacity and safe use of the Home's electrical system, including all outlets and appliances. All electrical work shall be performed by a licensed electrician, at Lessee's sole expense. The Lessee agrees that the Lessor shall have no liability for the installation, maintenance or operation of the electrical system located in the Home, including damage to property or injury to persons.
6. **SMOKE DETECTORS:**Lessees shall obtain and maintain, in good working condition and repair, not less than two (2) smoke detectors, one (1) carbon monoxide detectors and not less than two (2) fire extinguishers in the Home, as well as provide accessibility to two (2) escape exits.
7. **WINTERIZING:**It is the Lessee's responsibility to arrange for all materials and workmanship regarding connections, winterizing or frost-proofing of the Home and the utility services. In the event that the Lessor is required to perform emergency services due to insufficient or improper work by the Lessee in connection herewith, the Lessee will be assessed a fee and amount based upon the work required to be performed by, or at the direction of, the Lessor, and related damages, if any.
8. **HEAT** **TAPE:** Each year, Lessees are responsible for checking and plugging in the Home heat tape to prevent freezing. Lessees shall be responsible for the repair of broken pipes and water lost, in Lessor's reasonable estimate, in the event a pipe breaks due to freezing.
9. **PAINTING:**Homes, sheds, improvements, decks, mailboxes, etc., may not be painted unless a Site Enhancement Form is completed, submitted to and approved by the Community Manager. The Community Manager reserves the right to deny any color he/she determines to be unattractive or unsightly.
10. **AIR CONDITIONING:**Window and central air conditioning are permitted. Window units must be properly installed, in accordance with Community requirements, and be attractive in appearance. Window units may not be braced by boards or other materials from the ground to the unit.
11. **DECKS AND PORCH STEPS:**Decks and porch steps must be constructed using either pressure treated lumber or fiberglass. Only designs and materials, approved by the Community Manager and City Inspector, in writing, may be used. It is the sole and exclusive responsibility of the Lessee to complete a Site Enforcement Form, prior to installing and maintaining decks and porch steps. All decks and porch steps must be maintained in good condition and repair.
12. **CARPORTS:**Carports and porch/patio awnings may not be installed, without the permission of the Community Manager.
13. **HOME ADDRESSES:**Lessees are required to display address numbers on the Home or mailbox. Address numbers must be a minimum of 3” in height, made of plastic or metal, and prominently displayed on the street side of the Home. Any trees or bushes obstructing the view of the address number shall be trimmed or removed.

* 1. **NOISE**

Objectionable noise will not be permitted in the Community, at any time. This includes, but is not limited to, loud music, loud mufflers, cursing, yelling or screaming. This rule will be strictly enforced between the hours of 10:00 P.M. to 8:00 A.M. Loud parties, drunkenness, use or sale of drugs, acts of immoral conduct, excessive noise disturbance, acts of juvenile delinquency, boisterous conduct, willful or careless destruction of property or violations of posted Speed Limit and roadway signs and/or improper use of Community roads will be deemed to be violations and a breach of the Lease and these Leasing Guidelines.

**21.17    WEAPONS**

All weapons, including, but not limited, to firearms, bows and arrows, may be possessed by Lessee who possesses the appropriate State and Federal licenses for possession of said weapons. Use and possession is limited to compliance with State, Local and Federal Law and must be done in a safe and responsible manner. Possession of any items that would be deemed to be a health or safety risk or would adversely affect the Lessor's ability to obtain commercially reasonable insurance are strictly prohibited.

**21.18     TRESPASSING ON ANOTHER HOME AND SITE**

Trespassing by any Lessee, Approved Lease Occupant or their guests/visitors through other lessee's property for a “faster route” is prohibited. All Lessees, Approved Lease Occupants or their guests/visitors are forbidden from playing in or around any Site other than their own or that of the lessee whom they are visiting. Lessees will be strictly responsible for all damage caused by such persons to other lessees' or Community property. Other Sites, streets and Common Areas are not to be used as playgrounds or for ball-playing or other recreational purposes, which is only permitted, if at all, in specifically designated areas.

**21.19     LESSEE COMPLAINTS**

In order for the Community Manager to respond to a request or complaint by a Lessee, the request must be in writing, dated and signed by the requesting/complaining Lessee, and provided to the Community Manager in a timely manner. The Lessee's request or complaint will not be shared with any other lessee and will remain confidential, unless the use is necessary or required in connection with legal proceedings or for the enforcement of the Lease or these Leasing Guidelines.

**21.20     USE OF WATER AND SEWAGE SYSTEM**

Lessees shall not waste water or sewer services, and are responsible to repair all internal leaks and immediately report external leaks to the Community Manager. It is the Lessee's responsibility to ensure that no Kleenex, any form of tobacco, chemicals, garbage, oil, grease, disposable diapers, condoms, sanitary napkins, tampons, coffee grounds or anything else that will not dissolve or is non-biodegradable, is put into sink drains or toilets. Any costs, expenses or damages related to any repairs, obstructions or damages caused by these items will be billed to, and paid by, the Lessee.

**21.21     HEALTH/SANITATION AND REFUSE**

Garbage, rubbish and similar materials are currently collected once a week. Garbage is a service provided to the tenant, but one that should not be abused. Lessees shall make sure that ALL of their trash makes it into the dumpster NOT ON THE GROUND AROUND THE DUMPSTER. Dumping of hazardous material is not allowed. Dumping of items such as batteries, tires, and car oil is prohibited. It is the tenant's responsibility to dispose of such items. No dumping of oversized items such as beds and couches. No items shall be placed beside the dumpsters. All garbage must be bagged and stored in an insect, animal/rodent, water-tight container with a secure lid.

**21.22     SERVICE CALLS**

If a service call problem is determined by the Community Manager to be the result of the Lessee's failure to comply  with the Lease,  these Leasing Guidelines or Applicable Laws, and the problem/issue has not been resolved, after notice from the Lessor, the work may be completed by the Lessor's employees or vendors, at the Lessee's sole expense. Lessee shall immediately pay any invoice for such services, fees and expenses, upon presentation of the invoice by the Lessor or by the vendor providing such services. The payment of such amount by the Lessee does not cure any breach of the Lessee under the Lease or reduce the liability of the Lessee under the Lease or these Leasing Guidelines, nor does the receipt of such amount by the Lessor or the servicing vendor constitute a Lessor waiver, release or an accord or satisfaction.

**21.23 THREATS AND HARRASSMENT**

The Lessee shall not threaten, harass or verbally abuse (including cursing) (or permit any person for whom the Lessee is responsible to threaten, harass or verbally abuse) any representative, agent, vendor, contractor or employee of Lessor, any other lessee or person in the Community or commit, or threaten, any acts of violence against any person or property. ANY SUCH THREAT, HARASSMENT OR VERBAL ABUSE SHALL BE AN IMMEDIATE AND MATERIAL BREACH OF THE HOME OR SITE LEASE AND, IN THE LESSOR'S SOLE DISCRETION, AUTHORIZES AND ENABLES THE LESSOR TO TERMINATE THE HOME OR SITE LEASE. ALL RELATED EXPENSES (INCLUDING LEGAL FEES AND EXPENSES) SHALL BE THE SOLE RESPONSIBILITY OF THE LESSEE.

**21.24   CRIME FREE AND DRUG FREE COMMUNITY**

The Lessee agrees to strictly comply, and to cause each Approved Lease Occupant, and all their respective guests, visitors, agents and contractors to strictly comply, with the "crime free" and “drug free” Community terms and conditions set forth below:

1. The Lessee, Approved Lease Occupant, and their respective guests, visitors, agents and contractors, shall not engage in any criminal activity, including but not limited to drug-related criminal activity, illegal gambling, and prostitution, on or near the Site (or the home located thereon) and the Community. “Drug- related criminal activity” means the reasonable suspicion of or illegal production, sale, distribution, use or possession of a controlled substance.
2. Lessee, Approved Lease Occupant, and their respective guests, visitors, agents or contractors, shall not engage in any act intended to facilitate or permit criminal activity, including but not limited to drug-related criminal activity, illegal gambling and prostitution, on or near the Site (or the home located thereon) and the Community
3. Lessee, Approved Lease Occupant, and their respective guests, visitors or contractors, shall not permit the Site (or the home located thereon) or the Community to be used for or to facilitate or permit criminal activity, including but not limited to drug-related criminal activity, illegal gambling and prostitution, regardless of whether the individual engaging in such activity is a Lessee, Approved Lease Occupant, or their respective guests, visitors, agents or contractors.

Any violation of the above provisions shall be a material violation and breach of this Home or Site Lease and shall constitute good cause for the immediate termination of this Home or Site Lease. The Lessee understands and agrees that a single violation of these provisions shall be good cause for termination of the Home or Site Lease. Proof of the violation shall not require criminal conviction, but shall only require a reasonable determination by the Lessor, based upon reasonable facts and circumstances.

**21.25     MISCELLANEOUS**

* **Community Manager Office Hours:**The Community Manager is available from 10:00am-5:00pm Monday through Friday, and at other times as necessary and available.
* **Amendments:**Subject to Applicable Laws, these Leasing Guidelines may be amended with thirty (30) days written notice to the Lessee.
* **Notices:**Notices shall be mailed, emailed, or hand-delivered pursuant to SECTION 17.E. of the Lease. LESSOR MAY DELIVER AND LESSEE AGREES TO DELIVERY AND RECEIPT VIA THE ONLINE TENANT PORTAL.
* **Cleanup:**Every Lessee has a responsibility to help keep the Community clean. Each person is expected to do their share. It is Your neighborhood.
* **Questions:**If there is anything in the Lease or these Leasing Guidelines that is not clear or if You have any questions, please notify the Community Manager, in writing.
* **Soliciting:**Solicitation by any person in the Community, including Lessees, is strictly prohibited. If someone is approached by a solicitor, please communicate that solicitation is not allowed in the Community and ask them to leave. If they continue to solicit, please notify the Community Manager or local law enforcement.

*“Community is much more than belonging to something; it’s about doing something together that makes belonging matter”* *– Brian Solis*