

PASEO ON MISSION TRAIL

COMMUNITY POLICY ADDENDUM

This Community Policies Addendum is for the benefit of Paseo Properties and their residents.

Our goal is to provide quality housing to each of our residents. We regard service as a foundation of our business. Our entire staff is skilled in their areas of responsibility. Please take a few minutes to read these community policies. Do not hesitate to call the management office if you have any questions.

1. **Office Hours:** Our Customer Service number is 915-598-2248 or (915) 472-7680 Monday - Friday 9:00 AM to 5:00 PM.
2. **Rent:** Rent is due on the 1st and late on the 4th. An initial late fee of \$50.00 is due on the 4th and \$10.00 per day for each day late until paid in full.

Payments must be made by on-line payment. All late fees apply in accordance to the lease contract and will be satisfied first.

3. **Cancellation of Lease and Concession:** In addition to fees for not fulfilling your lease obligation (i.e. Re-letting Fee) you will be responsible for paying back to the owner any concessions, discounts, or specials received during your lease term and rent thru your required 30 day written notice without any monthly concession. Upon submitting your 30 day written notice to vacate early, you agree to submit payment for the Re-letting Fee.
4. **Maintenance:** We intend for our maintenance staff to be prompt and of top quality, however we need your help in maintaining this high standard by reporting any needed repairs immediately. All requests for maintenance should be made by sending Management a text to (915)820-3559, or email at jennifer.padilla@paseoelpaso.com Monday - Friday 9:00 AM to 5:00 PM.

Emergencies - Our emergency maintenance service is designed to assist you in making your home a safe and functional environment. When you call (866)893-4786 to place an emergency request, please use the following guidelines:

What is an After-hours Emergency?

No heat (when outside air is below 55 degrees), no air conditioning (when outside air is above 85 degrees), no water, commode not working (one bath apartments only), flooding, broken pipes, no electricity, anything that can cause harm or injury to a resident, any situation of potential property damage.

What is not considered an After-hours Emergency?

Light bulbs, dripping faucets, exterminator request.

Qualified maintenance staff for emergencies are on duty 24 hours a day to handle emergency maintenance, but please be considerate of after hour emergency calls. An emergency is a circumstance that calls for immediate action. Example: Any condition posing immediate threat to health or safety or which may cause property damage.

Emergency call hours are Monday - Friday 5:00 PM to 9:00 AM and all-day Saturday and Sunday.

Emergency maintenance number is (866)893-4786.

If you have an emergency involving a crime call the El Paso Police Department at 911. Be sure to give the exact location (community name, address, building number, floor & apartment number).

If you have an emergency involving a fire call the El Paso Fire Department at 911. Be sure to give the exact location (community name, address, building number, floor & apartment number).

Owner reserves the right to determine whether a maintenance situation is an emergency. This provision shall not be construed as a waiver by Owner to require written notice of any repair requests.

5. **Pets:** Pet owners must pay a pet deposit and sign a pet agreement. Please keep your pet inside your apartment when not walking it on a leash. Please clean up after your pet. Pets are not allowed to be left on your patio / balcony. A pet agreement, once signed, becomes a part of your lease. Residents not in compliance with these policies will be in violation of their lease.

Pet Policy

Paseo on Mission Trail is a pet friendly community. The following policy is in place to assist in maintaining a healthy and attractive community. Please contact the Main Office in the event you have any questions concerning this policy.

As defined in this policy **Small pets are considered adult pets** under 20 lbs. The pet deposit is \$300 (\$150 non-refundable). The monthly rent per pet is \$20 (maximum 2 small pets). **No pets that weigh 20 lbs. or more will be permitted.**

Paseo on Mission Trail does restrict certain breeds. Cats must remain inside your apartment and may not be allowed to roam the community and must be littered trained. Tenants must bring their pet(s) to the office prior to management's approval of the pet. You must provide copies of vaccination records as well as a recent photo for the file. There is no deposit or weight limit

for a service or therapy dog, however, proper paper work and certifications for the dog are required.

Paseo on Mission Trail **does not** permit the following pets under any circumstances:

Ferrets, squirrels, skunks, foxes, pigs, large tropical birds, spiders, lizards, snakes, rabbits, rats and mice

Small rodents (hamsters, guinea pigs) must be housed in an appropriate housing. Crustaceans and amphibians must be kept in an appropriate terrarium with secure top. Small birds must be kept in a secure cage. A pet deposit is not required for these pets. **No aquariums are allowed.**

6. **Decorating/Windows:** It is permissible to hang pictures, mirrors, etc, on walls, but please use the small nails specifically for hanging pictures. Please do not use large nails. No modification to walls, shelves, closets, or counters may be made to the apartment. All windows **MUST** show white to the outside. You may use your own drapes, but they must have white backing, do not remove the mini-blinds. There is to be no aluminum foil or other unsightly materials in the windows. If any window or patio door is broken, the resident will be expected to pay for replacement of glass immediately upon breakage. Please use a cutting board rather than chopping and cutting on the kitchen counter tops. Alterations to your apartment are generally not permitted. Those made without permission of management will be charged to the resident.
7. **Community Appearance (Patios):** Please keep your patios and entryways clean and free of debris and clutter. Do not store furniture, appliances, etc, on your patio. We pride ourselves on our neat and attractive grounds. No screening material or storage of any kind is permitted on the patios or in the entries. Brooms, mops, trash, and laundry are not allowed on your patio at any time. Only healthy potted plants and patio furniture are allowed. Patios must be neat and clean at all times, failure to comply will result in a \$50.00 fine to your account. Healthy potted plants are an asset to the community; we suggest attractive pots and containers when displaying them outdoors.

Paseo Properties is not responsible for your property that is left in the patio or entries. It is your responsibility to make sure that your property (other than patio furniture and potted plants) is in your apartment and the door is locked. In addition, no outdoor grills are allowed anywhere in the community, that includes (but is not limited to) inside the apartments, the patios and entries.

8. **Parking:** Parking is assigned to residents only. All other parking is on a first come, first served basis. Please observe the 5 mph speed limit when driving in the parking lot. Motorcycles must be parked in the parking lot, NOT on sidewalks, breezeways, or patios and NEVER inside apartments. Two vehicles

per apartment are permitted for two and three bedroom units. One vehicle is permitted for one bedroom units. Please do not do car repairs on the property.

Abandoned, disabled, or disassembled cars will be tagged for towing. Towing will occur 72 hours after initial tagging of a car. Any cars parked in a no parking zone, blocking a dumpster, parked in a "Reserved" space or in a fire lane will be towed immediately. Cars with expired inspection stickers or tags will also be tagged. Towing will occur 72 hours after being tagged.

No trailers, motor homes, oversize campers, or industrial trucks will be allowed on property. Please do not EVER park on landscaped areas, even when moving in or out of your apartment.

A parking sticker is provided at the time the lease is executed. Only vehicles with a state approved handicap placard are allowed to park in the allocated handicap spaces. If a vehicle is parked in these spaces with out a handicap placard their vehicle will be towed at their expense.

I have read and agree to the above guidelines.

I agree to inform my guest of the parking policy.

_____	_____	_____	_____
Make	Model	Color	Year
_____	_____	_____	_____
Make	Model	Color	Year
_____	Initial		

9. **Noise (Disturbances):** We request that you keep your sound equipment and televisions at a reasonable level at all times. "Quiet" time is from 10:00 pm until 8:00 am. Boisterous conduct, large parties, or excessive noise is prohibited. Residents in violation of this rule will be given two (2) written notices; repeated offenses will result in eviction.
10. **Garbage Policy/Fine:** There is a garbage receptacle located on the property. Please dispose of your garbage inside a dumpster. Please do not leave garbage sitting on your patio, balcony, or front entry area. Please do not leave garbage on the grounds or anywhere outside of the dumpsters. There will be a \$50.00 charge on identified trash found on the grounds, front of doors, patios, or balconies.
11. **Trash Addendum:**
- Boxes are to be broken down flat. No trash can be placed in the boxes, as the boxes MUST be broken down flat.

- Trash must be bagged with standard trash bags or grocery bags that have been tied closed.
- Newspapers, pizza boxes, and any other containers are to be put in a trash bag. Do not place them outside without being in a bag.
- Any other trash that does fit in a standard trash bag MUST BE taken to the dumpster. Please, no exceptions!
- If you have any furniture or large items that you want to discard, please feel free to contact our office and we can recommend several organizations that will pick up the furniture.
- If you feel it is trash, you must take it to a dumpster located on property.
- Trash is always to be placed INSIDE the dumpster not outside the dumpster.

I understand that a \$50.00 per bag fee will be assessed for any violations of the above addendum or if trash is found at my front door, in a breezeway or any other location not permitted.

12. **Pest Control:** The management provides pest control services. Please contact the office if you have a specific problem. Kitchen waste should never be left in the apartment for an extended period of time. Residents will be charged if they do not cooperate with management, and the exterminator has to spray because of the resident's fault. Residents with pets will be charged for any flea spraying necessary. Resident cooperation with the exterminators is extremely important. If a resident has a health problem that prevents them from being exposed to the exterminating chemicals, they need to contact the management office to make special arrangements for extermination.
13. **Guests/Visitors:** Friendly gatherings of residents and their guests are welcomed providing that such gatherings do not become loud, boisterous, rude, or disturbing to other residents. All gatherings must be INSIDE a resident's apartment. Gatherings in the parking lot are not permitted. Residents are liable for the conduct of their guests. Keep the volume of stereos, radios, and televisions to a minimum. All residents, guests and other occupants must comply with all terms of the lease and the written rules and regulations.
14. **Toilet:** Do not flush diapers, sanitary napkins, tampons, Kleenex, paper towels or other foreign materials down the toilet. Toilet tissue is the only biodegradable material designed for this purpose. If foreign matter (toothbrushes, toys, etc.) is found in the toilet as a cause of a stoppage, the resident will be charged \$50.00.

15. **Locks and Keys:** Fire regulations require management to have keys to all entrances and exits, including all dead bolt locks. There will be a \$25.00 charge for replacement of lost door keys and a \$25.00 charge for replacement of all lost mailbox keys. No lock changes, including re-keying or installation of additional locks will be permitted without prior written permission from the management. The resident will be responsible for providing keys for the new lock to management.

The office does not perform lock outs after hours. You must contact a locksmith to gain entry.

16. **Insurance:** We strongly recommend that you obtain renter's insurance. You are responsible for damage or loss to personal or real property to the apartments and yourself from fire, theft, vandalism, or water damage. Paseo Properties is not responsible for damage of loss to your personal or real property to the apartments and yourself from fire, theft, vandalism, or water damage. This is outlined in your lease.

Waterbeds are not allowed in any of the apartments.

17. **Appliance Care:** Please do not put grease down any sink or garbage disposal. Dispose of grease by placing in a container and putting in the trash. Pouring grease down any sink or garbage disposal will cause a stoppage in the line. Please do not put bones down garbage disposal, as this will cause the garbage disposal to break. When using your garbage disposal, please run cold water for approximately 30 seconds before switching on the unit. Keep a strong flow of cold water running while the unit is on and let it run for another 30 seconds after the unit is turned off. A \$50.00 fee will be charged if a garbage disposal needs to be serviced.
18. **Drinking:** Public consumption of alcoholic beverages is prohibited on the property. A \$50.00 per person will be assessed for any display of public intoxication. Residents responsible for any disturbance of any nature will be issued a warning once. Any second disturbance will be ground for eviction.
19. **Satellite:** Satellite dishes are only permitted with the approval of management.
20. **Electric Utility Addendum:**

I certify that I have changed the electric billing to my name starting on the day of move-in and I am responsible to keep it in my name until the office approved move-out date.

This is an addendum to the Lease Contract executed by you the resident(s), on Apt # _____ at Paseo on Mission Trail. You are responsible for connecting electricity in your name prior to occupying the above apartment. You understand and agree that the electricity will be disconnected from Paseo Properties by the day that you accept the keys to the above apartment and that you will

provide Paseo Properties with your electric account number. You agree to pay Paseo Properties a \$50 administrative electric fee if service is not transferred before receiving the apartment keys. Anytime you switch providers you agree to

- (1) Give us advance written notice of the switching of providers
- (2) Pay all switching fees, including fees to switch back to our provider when you move out

ACCOUNT NUMBER: _____

NAME OF COMPANY: _____

21. **Water Utility Addendum:** Paseo Properties will pay for your monthly water utility expense, provided that your water usage is reasonable and not excessive. Paseo Properties has the right to charge you for any water usage that Paseo Properties believes is excessive.
22. **Non-Smoking Community:** There is a separate addendum pertaining to our non-smoking policy. Please read it carefully and sign it.
23. **Storm and Surface Run-off Ponding Areas:**

This community is required by the City of El Paso to maintain ponding areas to accept storm and surface water run-off. The ponding areas are enclosed by a fence. The ponding areas should not be accessed by any resident or their families for any purpose. They are designed solely for receipt of storm water and surface run-off. Any resident or their family who attempts to access the ponding areas does so at their own risk.

THE PONDS ARE DANGEROUS AND SHOULD NOT BE USED FOR ANY PURPOSE OTHER THAN FOR PONDING. IT IS EXPRESSLY PROHIBITED BY THE RULES OF THIS COMMUNITY FOR ANY RESIDENT OR THEIR FAMILY OR GUEST TO GO INTO THE PONDING AREAS TO CONDUCT ANY ACTIVITIES IN THE PONDING AREAS OR TO USE THE PONDING AREAS FOR ANY PURPOSE WHATSOEVER.

SIGNATURE FOR COMMUNITY POLICIES And ALL ADDENDUMS

Do NOT sign this Addendum if you have not read it!

Please read carefully before signing.

These 8 pages become a part of your lease agreement. Your signature below acknowledges that you have read, received, understand, and will abide by the "Community Policies Addendum".

Resident(s)
(All residents must sign)

Date of Signing

X _____

X _____

X _____

Contact Number

Owner or Owner's Representative

Date Signing

