

# PARADIGM PROPERTIES, LLC

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110 Andrew Place, West Lafayette, Indiana 47906  
PHONE: 765-807-0088 FAX: 765-743-3801  
www.paradigmproperties.net

## Policy and Procedures

- 1. Application Process:** A completed and signed application with the accompanying security deposit must be turned in to start application process along with the application fee of \$50 and security deposit. Landlord Verification, Income Verification, Criminal Report, and Credit Report will be completed in this order to determine eligibility for residency. A letter of denial will be sent upon application completion to applicant. If an applicant is denied, the security deposit will be returned. If an applicant is accepted the security deposit will be deposited. Paradigm Properties, LLC conducts business in accordance with all federal, state, and local fair housing laws. It is our policy to provide housing to all persons regardless of race, color, religion, sex, national origin, handicap, or familial status.
- 2. Service Requests:** Lessor must be contacted for all repairs needed to the apartments. If you have an emergency maintenance problem (no heat, no air conditioning, no water, leaking water onto the floor) during non-office hours, you should call immediately. For all other repairs, call our office during normal hours 10:00am-5:00pm. Lessor reserves the right to enter your apartment if there is maintenance that needs attention or should an emergency arise. Otherwise, we will place a notice in common areas for exact dates.
- 3. Rental Payments:** Rent is due on the first day of each month. A grace period until 5:00pm on the third day of the month will be granted without any penalty. Please have your check or money order made payable to: "Paradigm Properties" and have your building and apartment number written on the check. Place your check in an envelope and place in the rent drop box that is located in your building. Cash will be accepted with a receipt given upon request. Any lessee that has not paid rent on or before 5:00pm on the third day of the month shall be assessed a fifty-dollar (\$50.00) late fee. Lessee agrees that suit will be filed on the 10<sup>th</sup> day of the month in which the rent is not paid in full as stated in the lease and eviction proceedings will begin.
- 4. Delinquent Funds:** If payment is returned for non-sufficient funds, a thirty (\$30.00) fee will be assessed. After a check has been returned to Lessor due to NSF, all future payments must be made in the form of a money order or cashier's check. If a check is returned due to NSF, Lessee has 24 hours to provide rental payment or eviction proceedings will begin.
- 5. Utilities:** Lessee is responsible to contact all of the utility companies on or prior to move-in date and have the utilities transferred to Lessee's name(s). At departure, the Lessee will be responsible for transferring electric service to Paradigm Properties on move-out date. Lessee, as outlined in lease, will pay the utilities that the Lessee agreed to pay, during the lease term. Paradigm Properties reserves the right to charge for administration expense if utilities are not set-up in Lessee name during lease terms.
- 6. Disturbances:** Any conduct on the part of Lessee or guest, which would disturb the other residents, is prohibited. The loud playing of music or televisions is discouraged and not permitted after 10:00pm or before 9:00am. Nothing shall be done in or about the buildings, which will interfere with the rights, comforts, or conveniences of others.
- 7. Windows:** All Lessees and occupants must observe strict care not to leave their windows open when it rains or snows, and for any default or carelessness in these respects; shall be

- liable for any injury sustained by Lessee and to Lessor for damage to paint, drywall, or any other parts of the building, resulting from such default or carelessness.
- 8. Alterations to Apartment:** No alterations of any nature may be made to any part of the building by putting up or changing any partitions, doors, windows, or shall there be any large nailing, boring, or screwing into the woodwork or drywall, without the consent of Lessor. All pictures, mirrors, or wall mountings shall be hung with the proper small nails or hook support. No adhesive or gummed hangers are permitted. Wallpapering and painting is not permitted. Clothing, rugs, or other articles shall not be placed at any window or balcony of the Premises. Nothing shall be placed outside or upon any windowsill or thrown or dropped from any window, or balcony nor shall any Lessee or guest climb in or out of any window on the Premises.
  - 9. Locks/Keys:** All locks are changed prior to renting the apartment. No additional locks are to be put on any door. If Lessee needs to have a lock re-keyed, Lessor must be contacted. In the event you find yourself locked out of your apartment, call Lessor manager during normal business hours (10:00am-5:00pm) only. There will be a fee for all lockouts after hours by an outside contractor. You have been given key(s) for your apartment. It is your responsibility to keep track of these items. If lost, you will be fined and payment will be collected before another item is given to you. The fines are: 1) apartment key-\$20.00 2) bedroom key-\$20.00 3) mailbox key-\$15.00 4) electronic card-\$50.00 5) parking permit-\$50.00. The management has the right to increase fines without prior notice. Management will only replace these items during normal business hours.
  - 10. Common Areas:** The common areas must be kept clean from personal items. Lessor reserves the right to remove any and all objects and nuisances, and the failure on the part of Lessor to remove it promptly does not constitute a waiver in that regard. The sidewalks, entrances, and corridors must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the Premises. Fines will be given for trash and violence conducted by lessees and their guests.
  - 11. Pets:** Pets are prohibited unless a Pet Agreement has been signed. If a lessee has an unreported pet a fifty-dollar (\$50.00) monthly fee will be assessed for the rest of the term of the lease.
  - 12. Inspections:** Lessor reserves the right to conduct inspections on each apartment as deemed necessary.
  - 13. Security Deposits Settlements:** When a resident moves out from an apartment, a complete inspection will occur in the apartment. Residents may request to be present and therefore call 24 hours in advance to schedule an inspection. Damages, past balances due, and ware and tare above normal will constitute for the deductions. A written notice of forwarding address needs to be received by management for the 45 days to begin which the state of Indiana allows for completion of the deposit settlement. All security deposits refunds will be processed via check disbursement.
  - 14. Carpet Cleaning:** As Lessee, you are responsible to maintain the carpet in the same condition it was found as when you moved in. All carpets are cleaned prior to re-renting the apartment.
  - 15. Complaints** Any complaints that you have must be placed in writing and given to Lessor.

- 14. Smoke Detectors:** Each apartment is equipped with smoke detectors. These are in working order when you move in. It is your responsibility to maintain the smoke detector. Periodically, check to ensure that it continues to work and call the office if you have any problems or you think the batteries need changed. If you find that it is not in working order, it is your responsibility to contact the manager to have it repaired or replaced. These detectors will sound an alarm if there is an excess of smoke in your apartment. If the alarm sounds, please vacate your apartment immediately and remember to close the door behind you. Notify the local fire department of the fire once you have exited from the building. If a smoke detector is found without a battery, the Lessee will be fined fifty-dollars (\$50.00). Maintenance will check smoke detectors quarterly along with annual test by outside source.
- 15. Trash Disposal:** It is agreed that Lessee will cooperate to keep all public areas as clean as possible, particularly the area around the dumpsters. You agree to place all your trash in small heavy plastic bags and deposit in the dumpster while ensuring that no trash will spill outside of the designated area. If possible, please flatten cardboard boxes before depositing in dumpster. It is the Lessee's responsibility to dispose of large items. At no time shall you be permitted to set trash outside your apartment doors. A one hundred dollar (\$100.00) fine will be given to a Lessee for littering including the discarding of cigarette butts around patio/balcony and dropping junk mail in lobby and other areas of property.
- 16. Satellite Dishes:** Lessee may place a satellite dish, which is no more than 18" or less in diameter, which does not extend above or below the ceiling and floor lines, respectively, of the Premises on any balcony or patio for which Lessee has a license of use hereunder, upon the following conditions:
- a. Lessee shall deposit with Lessor, as an increase in the Security Deposit, the sum of one hundred dollars (\$100.00), which amount shall be used and /or applied as provided in this Lease and not solely to offset damages, if any, resulting from the placement of satellite dish;
  - b. Installation shall only be done on the balcony/patio railing in a manner acceptable to Lessor that causes no damage to the railing. It may not be attached to the roof or exterior walls;
  - c. The satellite dish shall not be permanently affixed in any manner to any exterior wall, fence, railing, etc. Clamps may be used where appropriate and are subject to Lessor's approval;
  - d. No drilling, tapping, or sawing of any wall, floor, balcony, railing, door, or window in or adjacent to the Premises shall be permitted;
  - e. Lessee shall purchase and maintain liability insurance (and provide proof thereof to Lessor prior to any such installation) with limits acceptable to Lessor, covering liability for personal injury or property damage arising out of or in connection with the antenna or its installation and placement by Lessee; and
  - f. Lessee shall remove all fixtures and devices used in the installation and return the Premises to their original condition upon expiration of the Term of this Lease.
- 17. All Vehicles:** Apartments in this Planned Development will be rented to a maximum of two persons in each apartment. Each apartment shall have a parking space assigned to it and the tenants of that apartment shall use that space and only that space. If the two tenants have a second car, then they must have proof of a legal parking place at some other location or the tenant will be required to sign an affidavit that the tenant does not have a car in the City of West Lafayette. Violators will be towed at the owner's expense. The cars must be pulled in straight and between the lines. All vehicles must be properly licensed and in driving condition or they will be towed away at the owner's expense. Motorcycles must remain in the parking area and are under no circumstances to be taken into the buildings. You may not perform any major mechanical work on your vehicles on the property.
- 18. Heating:** If you are away from your apartment overnight or longer during cold winter months,

do not turn your heat off. Turn the heat no lower than 60 degrees.

- 19. Internet:** Your Internet connection is designed for your personal, non-commercial use. Illegal activity, spamming, trolling, port scanning, hacking, sniffing traffic, cross-posting, running high traffic servers, and activity that has negative impact on other tenants or Wintek customers may result in disconnection of your service. In order to allow the widest range of Internet applications, including interactive applications like telnet, instant messaging, telephony, gaming, and video conferencing, we ask that you limit large file transfers (e.g. MP3's and videos) to non-primetime hours: midnight to 6:00am. The amount of traffic to each apartment will be monitored during primetime, and tenants judged to be degrading the service to everyone else may be warned or disconnected.
- 20. Solicitors:** For your protection and security, door-to-door soliciting is not permitted. Please contact the police if any suspicious persons appear on the property. You shall not conduct any business out of your apartment.
- 21. Electricity:** Light bulbs will be furnished when you arrive, but not replaced when burned out. Only the recommend wattage should be used. Upon vacating the apartment, all bulbs must be in working order or Lessee will be charged a five dollar (\$5.00) fee per light bulb.
- 22. Flammable Materials:** The storage of kerosene, gasoline, or other flammable or explosive agents is prohibited.
- 23. Harassment:** As Lessee, you agree and understand that any harassment to the management, staff, or contractors could lead to eviction.
- 24. Damages:** Lessee will be charged for any damages caused by Lessee or any Lessee's guests.
- 25. Grills:** The Indiana Fire Code does not allow grills to be used on balconies of apartment buildings. Please take your grill outside of your building to use.

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*Equal Housing Opportunity*

