Community Policies

These Community Policies are incorporated into and made a part of your Lease Agreement. As a resident, you are required to comply with these policies. Non-compliance with any of the policies outlined herein may result in a violation of your lease agreement, subject to the remedies provided therein.

Occupancy Changes

Anyone occupying the property for more than the duration allowed for visits must be added to the lease. They are required to submit an application and meet all our requirements. Any current occupant who turns 18 must submit an application and the necessary documentation to be converted into a resident at time of renewal.

Alterations to Property

In addition to your lease, any unauthorized modifications or damage must be remedied immediately to restore the property to its original condition. Management reserves the right to determine whether residents may complete the remediation themselves or if it will be handled by management or a designated contractor. Failure to comply will result in charges or further action.

Animals

All animals require prior written approval. Approval, limits, fees, deposits, and monthly pet rent may vary by property and owner. Approved animals must be added through a signed Animal Addendum. Assistance animals are handled under applicable fair-housing requirements.

Quarterly Property Assessments

Spradley Properties conducts periodic assessments of the home. Residents must provide access and follow the instructions included in the assessment notice.

Cleanliness and Maintenance

Residents must keep the home in a clean and maintained condition. Failure to do so may lead to unwanted pests or vermin, and clutter can create fire hazards. Violations of this rule will result in penalties or corrective actions as outlined in the lease agreement.

Barbeque Grills

Use of barbeque grills under an awning, canopy, or other similar cover is prohibited. Grills must be stored on the back patio or storage shed.

Open Flames and Outdoor Fire Equipment

Fire pits, outdoor fireplaces, chimneys, burn barrels, candles, incense and other open-flame equipment are prohibited unless approved in writing by management and permitted by applicable law or HOA rules.

Restricted Vehicles and Parking

Commercial, oversized, recreational, specialty, unregistered, or inoperable vehicles or equipment may not be parked, stored, repaired, or maintained on the property. Examples include 18-wheelers, box trucks, RVs, campers, trailers, boats, ATVs/UTVs, golf carts, and heavy equipment. Vehicles must remain on approved parking surfaces and may not block access, sidewalks, driveways, mailboxes, fire lanes, or neighboring property. Violations may result in removal or towing as permitted by the Lease and applicable law.

Electric Vehicle Charging
Electric vehicles may be charged only through an approved charging outlet or device. Extension cords and unauthorized installation or modification of electrical equipment are prohibited.

Late Payment Policy
The "Master Lease Addendum" outlines the accepted payment methods. Weekends, holidays, and technical issues are not valid reasons for waiving late fees. If all available payment options are not functioning, you are required to deliver payment via cashier's check or money order to our office or office dropbox. The payment must be securely enclosed in one envelope with the address and the resident's name clearly marked. Failure to properly complete the money order or cashier's check may delay payment processing and result in late fees.

Electronic Payments
Electronic payments will not be accepted for past due balances after the 3rd day of the month or for rejected and/or returned payments. Residents will be required to submit a payment through a Cashpay Retailer only. Applicable late fees, returned payment fees, and other charges remain due per the lease.

Satellite Installation
If your lease agreement allows the installation of a satellite, in addition to the outlined terms on the satellite addendum, you must also adhere to placing the satellite on a temporary pole in the backyard only.

Basketball Equipment
Basketball equipment of any kind is not permitted on the property. Pending owner approval, portable equipment may be permitted. Any applicable HOA guidelines concerning basketball equipment must be followed. They are never permitted on the road or any other part of the property.

Porch Clutter
Porches must be neat and free of clutter. Tenants are prohibited from placing or hanging any items on windows, doors, balconies, or other surfaces visible from the outside that may be deemed, at management's discretion, unsightly or negatively impact the property's appearance.

Outdoor Furniture
Only outdoor furniture that does not greatly damage the integrity of the grass is allowed outside. Tenants may have a maximum of three potted plants. Storing indoor furniture, oversized items, or objects not intended for permanent outdoor use is prohibited.

Holiday Decorations
Residents may decorate for any holiday not more than 30 days prior to the holiday. Additionally, the decorations must be removed no later than two weeks after the holiday. If HOA guidelines are shorter, HOA guidelines must be followed. Christmas trees must be disposed of properly after use.

Trampolines and Similar Items
The use of trampolines and related items is strictly prohibited on rental property due to safety and liability concerns. This includes, but is not limited to, trampoline structures, mini trampolines, bounce houses, pools of any kind, and similar items. Unauthorized items will be subject to violations and removal at management's discretion.

Homeowner Association (HOA) Rules
If the property is in an HOA (Homeowner Association), you will be provided with a digital copy of the Covenant, Conditions, and Restrictions. If there are any issues with accessing the documents, you agree to notify management immediately. You will be responsible for reimbursing the owner for HOA Violation Fines if they are caused due to resident cause/neglect.

Grass Height
Grass must not exceed 6 inches in height. If HOA or city rules require a shorter height, those rules take precedence.

Contact Information Updates
Residents are responsible for notifying management of any changes to their contact information. If a resident fails to update their contact details and misses notifications from management, they will be held accountable for any consequences.

Fireplace Maintenance
For homes with a fireplace, residents must, at resident expense, have a fireplace inspected by a professional prior to use. After seasonal use, residents must, at resident expense, have the chimney professionally cleaned. DO NOT stack firewood next to the house, any building, or the fence.

Smoke Detector Maintenance
Smoke detectors must always be installed and in working condition. Residents are responsible for replacing the batteries and testing detectors monthly to ensure they are functioning. If a smoke detector is not working, residents must notify management immediately. If a detector is disconnected or not properly functioning, a fine will be imposed for each non-functioning detector.

Hazardous Waste Disposal
Household hazardous waste such as motor oil, antifreeze, batteries, solvents, and other waste must be disposed of in accordance with rules set forth by the city/county.

Pest Control
Residents are required to maintain their own pest control at their expense for common pests, including but not limited to ants, spiders, insects, snakes, and other similar pests. For larger pests, such as

roaches, bed bugs, termites, rodents, raccoons, or any other pests that may cause property damage, management will coordinate pest control services. If the pest issue is due to resident negligence or actions, the cost of treatment will be charged to the resident.

Minor Maintenance Troubleshooting
Residents must make a conscious effort to troubleshoot minor maintenance issues before requesting assistance (examples include resetting breakers, testing GFCI plugs, replacing bulbs or batteries, and unplugging and plugging back in regular outlets). Failure to do so may result in trip charges if the issue is determined to be the resident's responsibility.

Home Warranty and Third-Party Vendor Appointments
When a repair is assigned to a home-warranty company or third=party vendor, residents must reasonably cooperate with scheduling, respond to communications, secure animals, clear the work area, and provide access. Resident-caused delays may result in the applicable trip charge and any vendor charges incurred.

Reimbursement for Outside Repairmen
We will not reimburse any amounts for bills if the resident hires a repairman directly instead of submitting a maintenance request to property management.

Gutter Maintenance
The party responsible for lawn maintenance must ensure that the gutters are cleared of all debris regularly. They must also be cleaned before moving out.

Sprinkler System Maintenance
Residents must notify property management immediately of any issues with the sprinkler system. For homes where the resident is responsible for maintaining the sprinklers, it is their responsibility to ensure the system is properly winterized. Failure to do so may result in damage to the system and associated charges.

Foundation Watering Requirement
Residents are required to regularly water the foundation around their home to help prevent soil shrinkage and potential foundation issues.

Rental History Requests
Spradley Properties will not complete a rental-history verification for a current resident unless the resident has submitted a proper notice to vacate in accordance with the Lease.

Move-Out Condition
Prior to moving out, residents are required to leave the home in a move-in ready condition. For homes with carpet, residents must provide a carpet cleaning receipt for consideration. It is strongly encouraged to use a vetted vendor through Spradley Properties. If the cleaning or carpet cleaning does not meet our company’s standards, residents will be charged for our vendor to complete the necessary work.

Return of Keys and Surrender of Possession
All dwelling keys, non-USPS mailbox keys, garage remotes, and other access devices must be returned directly to the Spradley Properties office by the required deadline. Keys or access devices left inside the home, garage, mailbox, or elsewhere on the property are not considered returned to management.

Move-out Inspections
Move-out inspections are completed by management after residents have vacated and surrendered possession. Residents are not present during the inspection unless management agrees otherwise in writing.

Lock-Out Procedure
If you lock yourself out of your home or misplace your keys during normal business hours, we can make a copy of the key for a fee of $25.00. Only residents listed on the lease agreement who show valid identification are authorized to pick up a key to the home. After normal business hours, residents will have to contact a locksmith at their expense.

Attic Use
Residents may not use the attic for storage and will be responsible for any damage caused by disregarding this regulation.

Portable Equipment and Exterior Installations
Window air-conditioning units, portable generators, exterior antennas, sheds, canopies, carports, storage structures, and other equipment visible outside the home require prior written approval.

Clothing on Windows or Doors
Residents are prohibited from placing or hanging any items on windows, doors, balconies, or other surfaces visible from the outside that may be deemed unsightly or negatively impact the property's appearance. Compliance is required to maintain the community's aesthetic standards.

Acknowledgment of Community Policies
By signing this document, you acknowledge that you have read and understand the Community Policies. Furthermore, you acknowledge that you have access to your Resident Portal where additional documents and handbooks will be provided to you and will notify management immediately if you cannot access the documents.

_____ _____ _____ _____
Tenant Signature Date Landlord Signature Date

_____ _____
Tenant Signature Date

_____ _____
Tenant Signature Date

_____ _____