

**Society Hill Towers Owners' Association**  
**Leasing Policy**

Unit Owners are permitted to lease their apartments. The following policy applies to such Leases:

1. Prospective tenants must complete a Rental Application Form, which can be obtained from the Management Office. Before any lease is signed, the Unit owner must submit to Management the completed Rental Application and a credit report relating to any prospective tenant.
2. Any unit owner who leases an apartment shall attach to the written Lease the Addendum approved by the Association and available from Management. A copy of the Addendum is printed below.
3. A signed copy of every Lease and Addendum shall be submitted to Management within ten (10) days from the date of its execution (see Paragraph 2 of Lease Addendum below)

**APPROVED LEASE ADDENDUM**

Addendum to Lease dated \_\_\_\_\_ between  
\_\_\_\_\_, (Lessor) and  
\_\_\_\_\_, (Lessee) for Society Hill Towers

Condominium Unit \_\_\_\_\_

1. **SMOKING:** Smoking is prohibited in this apartment and anywhere in the Society Hill Towers property, including but not limited to all apartments, the hallways, elevators, lobbies, entranceways, laundry room, service areas, fitness center, hospitality suite, storage rooms, bicycle storage areas, roofs, loading areas, garage, Management Office, Community Room and shopping plaza stores and offices.
2. **CONDOMINIUM DOCUMENTS:** Lessee hereby agrees to be bound by all the terms and conditions contained in the Declaration, Code of Regulations and Community Rules and Regulations of Society Hill Towers Condominium, and any amendments thereto.
3. **NOTICE OF LEASE:** The Unit Owner shall deliver to the Association Office an executed copy of this Lease and Addendum prior to the date on which the Lessee moves any household goods or other personal property into the apartment. Lessor shall be subject to a fine of ten (\$10.00) dollars per day for each day in which receipt of this Addendum exceeds ten (10) days from the date of its execution.
4. **PERMISSION TO MOVE IN OR OUT OF AN APARTMENT:** Lessee is not permitted to move in or out of the apartment without prior approval of the Management Office. The date and time for movement of household goods shall be scheduled in advance with the Association. No move in/out is permitted after 4:30 p.m. on weekdays, or any time on Saturday, Sunday or a holiday. All moving shall be accomplished through the garage entrance to the Towers. Use of freight elevator shall not be granted until applicable fees have been paid to the Association.
5. **APARTMENT KEYS:** A copy of all keys necessary to gain access to Lessee's apartment shall be deposited in the Management Office. Such keys are secured in locked cases.
6. **DISTURBANCES:** No resident or guest of any resident shall make any noise, sound, or other disturbances that unreasonably interferes with the quiet enjoyment of other residents.

7. **CARPETING:** At least 80% of the floor in the living, dining and bedroom (s) shall be carpeted.
8. **ODORS/TRASH:** No person shall conduct any activities which may cause fumes or odors to emanate from the apartment. All garbage, trash and small articles which fit the trash chute opening are to be placed in small plastic bags, tied shut and placed into the trash chute. Recyclables, such as glass, aluminum, plastic, and newspapers should be deposited in the container provided across from the garage office. Large articles, such as boxes and household items, are to be placed on the floor of the trash room for pickup.
9. **DOGS:** No dogs or non-domestic animals are permitted in the apartment. The Association will levy a fine of \$500.00 plus \$100.00 per day on unit owners who's Lessee violates this provision.
10. **ALTERATIONS:** No alterations to the apartment are permitted which in any way relate to the existing electrical, plumbing, heating, air conditioning, or master antenna systems, or relate to structural changes without compliance with the Alterations Regulation and advance approval of the Association.
11. **WASHER/DRYERS:** Installation of washers and dryers is not permitted without advance approval of the Association.
12. **USE:** No business may be operated in the apartment, which shall be used exclusively as a single family residence.
13. **CONDITION OF PREMISES:** Lessee shall maintain the apartment in a clean and sanitary manner, to be solely determined by the Association.
14. **REPORTING OF LEAKS:** Lessee shall promptly report to the Association any water leaks or other potentially damaging, hazardous conditions in the apartment.
15. **INSURANCE:** Lessee shall obtain and maintain adequate renters' liability and property insurance coverage during the term of this Lease.
16. **ACCESS TO APARTMENT:** Lessee shall allow the Association, its agents, employees and representatives free access to the apartment at reasonable times, upon notice, except in the case of an emergency, for the purposes of maintenance, repair or replacement of the Common Elements, inspection of the apartment, enforcement of any of the provisions of this Lease and Addendum or the condominium documents, or abatement of any violations thereof.
17. **DELEGATION OF LESSOR'S REMEDIES:** Lessor hereby delegates to the Association all his/her rights under this Lease and Addendum, and under law, with respect to the remedies for its breach, so that the Association may exercise any such remedies upon failure of Lessee to abide by any of the terms and conditions of this Lease, Addendum, or the Condominium Documents. Pursuit of any such remedies by Lessor against Lessee shall not preclude the Association from pursuing any such remedies against Lessee.
18. **LESSOR'S DUTIES:** No provision of this Addendum shall relieve Lessor of any duties for which he/she is otherwise responsible, nor shall any provisions contained herein impose any duty, responsibility or liability upon the Association.
19. **TERM/PREMISES:** This Lease shall be for a term of not less than one (1) year, and shall not be for any portion of the premises less than the entire apartment.
20. **ASSOCIATION CHARGES OR ASSESSMENTS:**

(a) In the event Lessor fails to pay any charge or assessment levied by the Association against the Unit constituting the demised premises, and such failure to pay continues for thirty (30) days, the Association shall so notify Lessee in writing of the amount due. Within fifteen (15) days after the date of such notice, Lessee shall pay to the Association the amount of such unpaid charges or assessments, subject however to paragraph 19(b) below. The amount of such unpaid charges or assessments paid to the Association by Lessee after nonpayment by Lessor shall be a credit against and shall offset the next monthly rental installment due to Lessor following Lessee's payment of such charges or assessments to the Association.

(b) In the event Lessee shall be responsible to the Association for any amount of unpaid charges or assessments during any one month in excess of one monthly rental installment.

21. **RECEIPT OF DOCUMENTS:** Lessee hereby acknowledges receipt of the Community Rules and Regulations.

22. **NO MODIFICATION:** This Lease Addendum shall not and cannot be modified or terminated by any subsequent agreement between Lessor and Lessee.

Date: \_\_\_\_\_  
\_\_\_\_\_ Lessee:

\_\_\_\_\_  
Lessee:

Date: \_\_\_\_\_  
\_\_\_\_\_ Lessor:

\_\_\_\_\_  
Lessor: