Account No.

DWELLING LEASE

THIS LEASE AGREEMENT entered into as of this _____ day of _____20____, by and between Dunlap RAD LLC, 881 Amboy Avenue, Perth Amboy, NJ, 08861, hereinafter referred to as Landlord and, _____ hereinafter referred to as Tenant;

W I T N E S S E T H:

In consideration of the covenants and agreements of the respective parties herein contained, the parties hereto agree as follows:

1. ***DESCRIPTION OF OCCUPANTS:*** The tenant represents that the following will occupy the Apartment for the term of this Lease.

_____ _____
(Tenant) (Spouse)

Name	Age	Name	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. ***PREMISES AND TERM OF LEASE:*** The Landlord covenants onto the Tenant and the Tenant hereby hires and takes as Tenant at the rental hereinafter specified, the premises located at _____ consisting of _____ rooms and bath, for a term commencing on _____ and terminating on _____, at noon, unless renewed in accordance with this Lease Agreement. This Lease shall be automatically renewed in one year periods unless terminated by either party in accordance with Section 10 hereof.

3. ***RENT:*** The parties hereto agree that the initial monthly contract rent is $_____, which shall be due and payable on the 1st day of each month beginning _____, 20_____. This rent will remain in effect unless adjusted in accordance with the provisions of the HUD Tenancy Addendum 52530.c. Rent shall accrue for partial periods of occupancy on the basis of 1/30th of the monthly rental for each day of occupancy.

4. ***UTILITIES:*** The Landlord covenants and agrees to furnish the following utilities: Heat, Water, Gas for Gas Ranges and Electricity. Tenant agrees not to use any electrical Appliance that is or would create a violation of Federal, State, or Municipal Code. Use of any such Appliance shall be deemed to be an absolute violation of this Lease. Landlord will not be responsible for a failure to furnish utilities etc. due to acts beyond its control. Utilities supplied is at no extra cost to the tenant..

5. ***REDETERMINATION OF INCOME, DWELLING SIZE AND ELIGIBILITY:*** Tenant agrees to supply prior to signing this lease and annually any information required by the Landlord to comply with the income certification requirements of the Low Income Housing Tax Credit Program in accordance with IRS regulations and NJHMFA requirements. The tenant also agrees to notify the Dunlap RAD LLC of any changes in income. All information must be verified. Tenant agrees to comply with Dunlap RAD LLC's request for verification by signing releases for third party sources,

presenting documents for review, or providing other suitable forms of verification. The tenant, spouse, and all occupants age 18 and over, are also required to sign a release for information or to provide information at the Dunlap RAD LLC request, so that the Dunlap RAD LLC can comply with the requirements of the Low Income Housing Tax Credit Program. Failure to supply such information when requested is a serious violation of the terms of the lease, and Dunlap RAD LLC may terminate the lease.

A. If Landlord determines or Tenant reports that the size of the Dwelling Unit is no longer appropriate to Tenant's need, Landlord may amend this Lease by Notice to Tenant, in accordance with Section 9 hereof, requiring Tenant to move to another unit within the jurisdiction of Landlord, giving Tenant a reasonable time in which to move.

Dunlap RAD LLC may move a Tenant into another unit if it is determined necessary to rehabilitate or demolish Tenant's unit.

B. If tenant has accepted and is residing in a handicapped-accessible unit, where no one in the tenant's household requires such unit, the Landlord can require the tenant to move to another unit within the jurisdiction of Landlord by amending this lease by Notice to Tenant, in accordance with Section 9 hereof, after giving the tenant a reasonable time in which to move.

6. ***OCCUPANCY OF THE DWELLING UNIT.*** Tenant covenants and agrees not assign this lease, not to sublet or transfer possession of the premises, nor to give accommodation to boarders or lodgers. This provision does not exclude reasonable accommodation of not more than ten (10) days for Tenant's guests or visitors. Guests or visitors who wish to stay more than ten (10) days, must receive written consent from the Landlord.

Any additions to household members named on the lease, including live-in aides, spouses and foster children, but excluding natural births, require the advance written approval of Dunlap RAD LLC. Except for spouses to the head of household or in extreme hardship cases, Dunlap RAD LLC will not permit the addition of adults to the lease. All approvals are also subject to the new family member passing Dunlap RAD LLC's screening criteria and a unit of appropriate size being available. Permission to add Live-in Aides and foster children shall not be unreasonably refused.

Tenant agrees to wait for Dunlap RAD LLC's approval before allowing additional persons to move into the Premises. Failure on the part of Tenant to comply with this provision is a serious violation of the material terms of the lease, for which Dunlap RAD LLC may terminate the lease in accordance with Section 10.

Ability to comply with Lease terms: If, during the term of this Lease, Tenant, by reason of physical or mental impairment, is no longer able to comply with the material provisions of this lease and cannot make arrangements for someone to aid him/her in complying with the lease, and Dunlap RAD LLC cannot make any reasonable accommodation that would enable Tenant to comply with the lease; THEN, Dunlap RAD LLC will assist Tenant, or designated member(s) of Tenant's family, to find more suitable housing and move Tenant from the dwelling unit. If there are not family members who can or will take responsibility for moving Tenant, Dunlap RAD LLC will work with appropriate agencies to secure suitable housing and will terminate the Lease in accordance with Section 10.

At the time of admission, all Tenants must identify the family member(s) to be contacted if they become unable to comply with lease terms.

The Tenant must give prompt prior notice to Dunlap RAD LLC of the tenant's leaving dwelling unit unoccupied for any period exceeding 7 days. Absences from the unit for periods exceeding one month require the prior approval of the Dunlap RAD LLC and will only be granted in cases where tenant is hospitalized or must care for a family member who is ill.

The Tenant must personally occupy the dwelling unit. If the tenant is not physically living in the unit for any single period of time in excess of one month and the Dunlap RAD LLC has not approved the absence, the lease may be terminated at the discretion of the Dunlap RAD LLC.

Tenant further agrees not to permit the use of the dwelling unit for any purpose other than as a private dwelling unit solely for Tenant and his family and/or dependents as identified in the lease, and not to use or permit its use for any other purpose.

Tenant may have pets in accordance with Dunlap RAD LLC's pet policy (Appendix B)

If tenant commits or performs any act which violates any Ordinance of the City of Perth Amboy, the same shall be an absolute violation of this lease.

Tenant agrees to comply with all obligations imposed upon tenants by applicable provisions of building and housing codes materially affecting health and safety; to dispose of all ashes, garbage, rubbish, and other waste from the dwelling unit in a sanitary and safe manner and in conformance with Municipal ordinance; to use only in reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air-conditioning and other facilities and appurtenances including elevators.

Tenant agrees to take reasonable precautions to prevent fires and to refrain from storing or keeping flammable materials upon the premises.

Tenant agrees to refrain from, and to cause the household and guests to refrain from destroying, defacing, damaging, or removing any part of the dwelling unit or project; to act, and cause household members or guests to act, in a manner which will not disturb other residents peaceful enjoyment of their accommodations and will be conducive to maintaining the project in a decent, safe and sanitary condition;

To act in a cooperative manner with neighbors and Dunlap RAD LLC's staff. To refrain from and cause members of Tenant's household or guests to refrain from acting or speaking in an abusive or threatening manner toward neighbors and Dunlap RAD LLC's staff.

Not to display, use or possess or allow members of Tenant's household or guests to display, use or possess any firearms, (operable or inoperable) or other offensive weapons as defined by the laws and courts of the State of New Jersey anywhere on the property of Dunlap RAD LLC.

Failure of the tenant to comply with the above provisions could result in the imposition of damage charges to the tenant in accordance with Section 7 of this lease and notification of termination of lease in accordance with Section 10 of this lease.

7. ***DAMAGE OR REPAIR:***

Tenant shall use reasonable care to keep his dwelling unit in such condition as to prevent health or sanitation problems from arising. Cooperation with the maintenance repairers, and exterminators is a lease requirement.

Tenant will abide by the Housekeeping Standards (Appendix D.).

Tenant covenants and agrees not to throw objects from the Windows of the leased premises or the windows located in the public access areas of the buildings.

Tenant agrees not to make physical alterations or improvements to the dwelling unit without prior permission of Landlord. Costs to Landlord necessitated by restoring any alternations or improvements made by the Tenant without consent of Landlord shall be paid by Tenant.

All apartments are painted prior to Tenant taking occupancy. It is the responsibility of the tenant to maintain said color and not deviate by tinting to other colors. Charges of $100.00 per room will be assessed of failing to comply with the above, unless apartment is restored to conforming color by tenant at move out.

Except for normal wear and tear, Tenant agrees to pay reasonable charges for repair of accidental, intentional, or negligent damage to the leased premises or development caused by Tenant, his family, dependents, or guests. Such charges shall be billed to Tenant and shall specify the items of damage involved, correctional action taken and the cost thereof. See "Appendix A" for Schedule of Charges. The charges in Appendix are subject to change upon 30 days notice to the

tenant.

Tenant agrees to report to Landlord all maintenance problems and damages to the apartment within twenty-four (24) hours for repair.

Tenant agrees to report any incident resulting in injury to the tenant, a member of the tenant's household, or a guest of the tenant, the Dunlap RAD LLC within 72 hours of occurrence.

Landlord with cooperation of Tenant, shall maintain the building and common areas and grounds of the development in a decent, safe, and sanitary condition in conformance with the requirement of Local Housing Codes and applicable regulations of the Department of Housing and Urban Development. Management shall make all necessary repairs, alterations, and improvements to the dwelling unit with reasonable promptness at its own cost and expense, except as otherwise provided in this section. If repairs of defects hazardous to life, health and safety are not made, or temporary alternative accommodations offered to the Tenant within a reasonable amount of time after Tenant reporting same to Management and if it was within Management's ability to correct the defect or obtain the correction thereof, then Tenants rent shall abate during the entire period of the existence of such defect while he is residing in the unrepaired dwelling. Rent shall not abate if tenant rejects reasonable alternative temporary accommodation of if damage was caused by the tenant, tenant's household or guests.

Tenants are responsible to maintain smoke detectors and carbon monoxide detectors in working order. Under no circumstances should the Tenant disable the detector or remove the batteries. The Tenant shall immediately report to Dunlap RAD LLC any smoke or carbon monoxide detector that is not operational, including when the detector makes a beeping noise (indicating the batteries need to be replaced). Tenants found in violation of this policy will be subject to a $25 fine, plus the cost of replacing the detector. Further violations of this policy may result in lease termination.

To remove any personal property left on Authority property when Tenant leaves, abandons or surrenders the dwelling unit. In the case of an eviction, property left for more than 30 days shall be considered abandoned and will be disposed of by Dunlap RAD LLC in accordance with the Abandoned Property Act. Costs for storage and disposal shall be assessed against the former Tenant.

Tenant is responsible for losses or damage to tenants' personal property regardless of cause. Tenant agrees to hold landlord harmless for damages to tenants' personal property and indemnify landlord for any such losses.

8. ***INSPECTIONS:*** Prior to Tenant taking possession of the premises, the Landlord shall inspect the dwelling unit and shall give Tenant a written statement of the condition of the dwelling unit and equipment in it. Tenant or his designate or representative shall join Landlord in such inspection. Tenant shall approve condition of dwelling unit before taking occupancy by signing satisfactory pre-occupancy inspection report. Only then will Tenant be permitted to take possession of the premises. Tenant agrees that the duly authorized agent, employee or representative of Landlord will be permitted to enter Tenant's dwelling unit for the purpose of examining the condition thereof or for making improvements or repairs. Such entry may be made only during reasonable hours, after advance notice in writing to the Tenant of the date, time and purpose, such notice shall be given a least forty-eight (48) hours in advance of examination, provided, however, the Landlord shall have the right to enter Tenant's dwelling unit without prior notice to Tenant if Landlord reasonably believes that an emergency exists which requires such entrance. Landlord must promptly notify Tenant in writing of the date, time, and purpose of such entry, and of the emergency which necessitated it. Entry for the purpose of making repairs or inspections as requested by Tenant will constitute permission to enter in the tenant's absence. When Tenant vacates, Landlord will inspect the dwelling unit and give Tenant a written statement of the charges, if any, for which Tenant is responsible. Tenant may join Landlord in such inspection.

9. ***LEGAL NOTICES:*** Legal notices required hereunder, except Rent Adjustment Notices will be sufficient if delivered in writing to Tenant personally, or to an adult member of his family residing in the dwelling unit, or if sent by certified mail, return receipt requested, properly addressed to Tenant, postage prepaid. Notice to Landlord must be in writing, and either delivered to a Landlord employee at the Landlord Office of the development or sent to Landlord by certified mail, properly addressed, postage prepaid. Legal Notice as required herein shall be deemed to be sufficient if made in a manner taking into account revised provisions of law or governmental regulation. Legal Notices to tenants who are visually impaired will be in an accessible format.

10. ***TERMINATION OF LEASE:***

After the first year of the lease, the Lease may be terminated by the Tenant at any time by giving 30 (30) days written notice in the manner specified in Section 9 thereof.

Tenant agrees to leave the dwelling unit in a clean and good condition reasonable wear and tear excepted and to return all keys to Management when he vacates. If tenant fails to return all keys, Tenant shall be liable for the cost of new locks.

The PHA shall not terminate or refuse to renew the lease other than for good cause, such as repeated violation of material terms of the lease, failure to pay rent, failure to fulfill the tenant's obligations as set forth in this lease, or breach of any condition or of any provision of this lease.

This lease may be terminated when a person, including a juvenile adjudicated delinquent or tenant who knowingly harbors such person, has been convicted or pleaded guilty to an offense involving assault or terroristic threats against the landlord, a member of the landlord's family, or an employee of the landlord.

This lease may be terminated when a person has been found by a preponderance of the evidence liable in a civil action involving assault or terroristic threats against the landlord, a member of the landlord's family or any employee of the landlord, or a tenant or lessees knowingly harbors a person who committed such an offense and allows the person to occupy the rental premises for residential purposes continuously or intermittently, except if a person harbors a juvenile who has been adjudicated delinquent of an offense of use or possession.

Termination by Management will be given by written notice as set forth in Section 9 as follows:

1. 14 days in the case of failure to pay rent;

2. Reasonable notice of not less than 5 or more than 30 days if termination is for activity that constitutes a threat to health and safety of other persons residing in the immediate vicinity or to DUNLAP RAD LLC employees or Perth Amboy Housing Authority employees, or in the event of any drug-related or violent criminal activity, or any felony conviction.

3. not less than 30 days prior to termination for other good cause.

Notice by either party to this Lease may be given on any day of the month. The term of this Lease shall then end on the date specified in the notice: provided that when Management gives notice the termination date may not be less than fourteen (14) days for non-payment of rent and thirty (30) days from the date notice is given for other good cause and when Tenant gives notice the termination date may not be less than thirty (30) days from the date notice is given.

This Lease may also be terminated without notice to the Tenant if the Tenant abandons the unit and fails to deliver the key to the Management; and any personal property left therein by the Tenant may be disposed of by the Management in accordance with the Abandoned Property Act.

If Management gives written notice to Tenant to vacate the dwelling unit at a certain time for proper cause in accordance with the provisions of this Lease, and Tenant fails to remove himself and all his personal possessions there from at such time, and if Management institutes court action such removal, Tenant shall reimburse Management upon demand for its reasonable costs incurred thereby, including but not necessarily limited to court filing fees, attorney fees and moving and storage charges for Tenant's personal possessions.

11. ***INFORMAL HEARING:*** Tenants will be entitled to an informal hearing for any dispute that a tenant may have with respect to Landlord action taken in accordance with the lease.

12. ***DEFAULT:*** If default should be made in the payment of rent or other charges, or in the event of any violation of any of the terms and conditions of this Lease, it shall be lawful for the Landlord to re-enter the premises by any lawful means and the same to have again, repossess and enjoy.

13. ***CHARGES:*** This Lease, together with any future adjustment of rent or maintenance charges evidences the entire agreement between Landlord and Tenant. No changes herein except those permitted under Section 7, or in accordance with the provisions of the HUD Tenancy Addendum 52530.c. shall be made except in writing, signed and dated by both parties.

14. ***SECURITY DEPOSIT:*** Tenant agrees to pay $_____ as a Security Deposit. Management agrees to deposit such Security Deposit in an interest bearing account, crediting such interest as may accrue to Tenants' Security Deposit. Management agrees to return the Security Deposit with such accrued interest as may have been earned, to Tenant when he vacates, less any deduction for any of the costs incurred by the management to restore the dwelling unit to its condition when originally occupied by said tenant. Management will give Tenant a written statement of any such costs for damages, and/or other charges to be deducted from the Security Deposit. The Security Deposit may not be used to pay rent or other charges while Tenant occupies the dwelling unit. The Security Deposit shall be a sum equal to one (1) months rental.

15. ***CHARGES TO TENANTS:*** Charges to tenants for maintenance and repair beyond normal wear and tear and for consumption of excess utilities where such appliances used are allowable by Federal, State, County or Municipal regulations are incorporated herein and made a part thereof: (See "APPENDIX A" for charges). The charges in Appendix are subject to change upon 30 days notice to the tenant.

16. ***GRACE PERIOD:*** Rent Payments are payable the first calendar day of the month, however a grace period of seven (7) calendar days will be given upon request. If at the end of the seven (7) day grace period said rental shall not be paid, a late charge of $10.00 will be assessed and court proceedings will be instituted and said court costs shall be added to amount due and payable at the determination of said court proceedings. Payment of rental in full plus the late charges and court charges will accepted at any time prior to actual court appearance and upon receipt of said monies court proceedings will be terminated. Said charges shall be considered rent.

17. ***PROVISIONS FOR MODIFICATIONS:*** The Lease shall not be modified unless a written rider to the Lease is executed by both parties, except for maintenance charges that may be implemented upon a 30 day written notice to the tenant.

18. ***TENANTS RIGHT TO USE AND OCCUPY:*** This Lease provides that the tenant shall have the right to exclusive use and occupancy of the leased premises which shall include reasonable accommodations of the tenants guests or visitors and with the consent of the Landlord may include care of foster children and live-in care of a member of the tenants' family.

19 ***OBLIGATION OF DUNLAP RAD LLC:*** The Management will maintain the dwelling unit and the project in decent, safe and sanitary condition,

The Management will comply with requirements of applicable building codes; housing codes, and HUD regulations materially affecting health and safety,

The Management will make necessary repairs to the dwelling unit,

The Management will maintain in good and safe working order and condition electrical, plumbing, sanitary, heating, ventilating, and other facilities and appliances, including elevators, supplied or required to be supplied by Dunlap RAD LLC and,

The Management will provide and maintain appropriate receptacles and facilities (except containers for the exclusive use of an individual tenant family) for the deposit of ashes, garbage, rubbish, and other waste removed from the premises by the tenant in accordance with Paragraphs 6 and 7 of this Lease and,

The Management will supply running water and reasonable amounts of hot water and reasonable amounts of heat at appropriate times of the year (according to local custom and usage) except where the building that includes the dwelling unit is not required by law to be equipped for that purpose, or where heat or hot water is generated by an installation within the exclusive control of the tenant and supplied by a direct utility connection.

20. ***OBLIGATIONS OF THE TENANT:***

A. Not to commit any fraud in connection with any Federal housing assistance program, and not to receive assistance for occupancy of any other unit assisted under any Federal housing assistance program during the term of the lease. No tenant or member of the tenant's household shall make fraudulent statements or provide fraudulent information to the Dunlap RAD LLC in order to gain admittance or continue occupancy in such programs.

B. Tenants are responsible for complying with the City of Perth Amboy ordinances and State of New Jersey requirements on recycling. All recyclables must be separated according to City directive and disposed of in the proper receptacles. Not to do so shall be cause for termination of tenancy. For the first non-compliance, a written warning will be issued. For the second, there will be a written notice imposing a fine of $25.00. For a third act of non-compliance, the Dunlap RAD LLC will move to terminate the tenancy.

C. Tenants must adhere to local garbage pick-up schedules. Not to do so shall be cause for termination of tenancy. Garbage receptacles are to be kept in the rear yard or inside the building, and put out in the garbage enclosures or curbside (as it pertains to the tenant's development) the night (no earlier than 4:00 p.m.) before scheduled pick-up and returned to your apartment no later than 11:00 a.m. the next morning. For the first non-compliance, a written warning will be issued. For the second, there will be a written notice imposing a fine of $25.00. For a third act of non-compliance, the Dunlap RAD LLC will move to terminate the tenancy.

D. Tenant agrees to keep the dwelling unit and other such areas as may be assigned to Tenant for exclusive use in a clean and safe condition. This includes maintaining their front and back yards and walkways free of litter and other debris. Failure to do so will be cause for termination of tenancy. The tenant shall be responsible for removal of ice and snow from those areas specifically assigned to the tenant, such as front and rear porches, front and rear steps immediately adjacent to and considered a part of tenant's dwelling, driveways and walkways leading directly to tenant's front and back door. The use of any salt or chloride based products is forbidden.

Snow removal from common walkways, common sidewalks and all other common areas designated as part and parcel of the project building shall be the responsibility of Dunlap RAD LLC, however, Dunlap RAD LLC has 24 following the end of a snow storm to plow, shovel or spread de-and will not be liable for snow related accidents during a snow storm or for 24 hours following the end of a snow storm. Tenants who do not abide by the above clean up procedures will be subject to a $25.00 fine, and possible termination of the lease.

E. Dunlap RAD LLC must have emergency access to all apartments, therefore, the tenant will not replace any exterior or interior locks without prior approval. Dunlap RAD LLC shall be provided with keys for all exterior and interior doors if approved. Any tenant who has replaced a Dunlap RAD LLC main door or interior door lock without approval will be charged for removal plus labor and materials cost of installing a new lock. Dunlap RAD LLC does not need permission of the tenant either to remove the unauthorized lock or to assess the above charges against the tenant. DUNLAP RAD LLC maintains the right to maintain and install locking devices as it sees appropriate, within Federal and State guidelines.

F. Tenant agrees not to park personal family vehicles or vehicles of visitors of the Tenant in areas other than those provided and will abide by all police regulations pertaining thereto. Tenant further agrees that said vehicles be in operating condition with current registration, insurance and inspection done. Vehicles without these requirements will be considered abandoned and will be towed away within twenty-four (24) hours at owner's expense. Tenant shall not repair cars on Authority property including in driveways or parking lots. Tenants found in violation of these rules will be subject to having cars towed at owner's expense.

G. Tenant shall refrain from erecting or hanging radio or television antennas on or from any part of the dwelling unit. Tenant shall not run hoses, telephone, cable or electric cords out of windows.

We, the undersigned, acknowledge all terms and conditions of the Perth Amboy Dunlap RAD LLC Dwelling Lease, as explained above.

Head of Household: _____ Date:

Spouse: _____ Date:

APPENDIX A TO THE DWELLING LEASE

Labor charges for maintenance work that is not normal wear and tear and for non-emergency maintenance requests responded to after regular hours (8:00 a.m. - 4:00 p.m. week days)

Hourly Rate for Maintenance Repair during Regular Hours	$20.00
Hourly Rate for Maintenance Repair other than 8:00 a.m. - 4:00 p.m. week days (Time and One-Half)	$30.00

Any item not specifically mentioned in this section will be charged according to time and material (T/M) including charges to clean up garbage, debris, or feces, left outside or inside the apartment.

There will be a minimum charge of $20.00 for each smoke detector or carbon dioxide found to be broken, disabled or removed by the tenant.

OTHER CHARGES TO TENANTS:

LOCKS

Replace bathroom or bedroom door lock	$ 25.00
Replace Quick-Set entrance lock or deadbolt	33.00
Replace Quick-Set strike plate	3.00
Replace Best core with 2 keys (knob lock or deadlock)	30.00
Replace Best cylinder and core (knob lock or deadlock)	58.00
Replace Best Mortise lock complete	185.00
Replace Best strike plate	7.00
New keys for Best locks (pair)	5.00
Replace Best mailbox lock complete with core and keys	28.00
All other charges time and material.	

WINDOW, SCREENS, AND STORM DOORS

Windows (Plexiglass)

(A)	Living Room		$30.00	$45.00
(B)	Kitchen		30.00	30.00
(C)	Bedroom		30.00	30.00
(D)	Bathroom		30.00	35.00
(E)	Main Door	panel	15.00	15.00
(F)	Storm Door (Top & Bottom)		60.00	60.00
(G)	Storm Door (One Pane)		32.00	32.00

Screens — All screens either project, living room, kitchen, bedroom, bathroom, main door or storm door:

With Insert - front & rear	$18.00
Without Insert - front	57.00

Storm Doors

Repaired.....	Materials plus	$ 20.00
Replaced.....		190.00

DOORS

Entry Main Doors	$300.00
Replace one wood interior door with hardware	90.00

APPLIANCES

Repair: Cost of parts by appliance company plus hourly rate for maintenance time.

Replacement: The actual cost to Dunlap RAD LLC by the company.

20" gas range	$272.00
20" gas range w/electric ignition	$296.00
24" electric range	$341.00
30" gas range	$251.00
Refrigerator	$378.00

ACCESS

Gaining access to apartment due to loss of key or any other cause...

During regular working hours	$20.00
After working hours	30.00
Additional keys	5.00

AIR CONDITIONERS, EXTRA REFRIGERATOR OR REFRIGERATOR/FREEZER

Each Air Conditioner Per Year	$90.00
Extra Refrigerator or Refrigerator/Freezer Per Year	75.00

There are many services requested by tenants, which are not the responsibility of the Dunlap RAD LLC to provide. The Dunlap RAD LLC may provide these services at the hourly rate if maintenance resources are available at the time of the request. The tenant will be advised of the charge in advance.

_____ _____

Resident Signature Date

PARTS

1.	Toilet Bowl - Broken or Cracked			$60.00
2.	Toilet Tank - Broken or Cracked			60.00
3.	Medicine Cabinet - Broken or Cracked			40.00
4.	Medicine Cabinet - Replacement of mirror	15.00		
5.	Electric Light Fixture - Replacement or Repair			T/M
6.	Door Handles - Replacement or repair inside door		T/M	
7.	Blocked Toilet			25.00
8.	Blocked Toilet - Removal of Bowl			50.00
9.	Blocked Sink			20.00
10.	Kitchen Cabinets - Repair or Replace			T/M
11.	Kitchen Cabinets - Door - Repair or Replace	T/M		
12.	Any missing fixtures, electrical or plumbing	T/M		
13.	Air Conditioners - Flat fee per year per A/C			70.00
14.	Excess of one refrigerator or refrigerator/freezer combination, each per year.			70.00
15.	Toilet Seat			20.00
16.	Bathroom Faucets (Single)			T/M
17.	Bathroom Faucets			T/M
18.	Radiator Knobs			5.00
19.	Kitchen Faucets			T/M
20.	Wall outlets or switches			T/M
21.	Kitchen Floor Tile Installed (each tile)	12x12 + $3.70		3.70/2.00
22.	Bedroom Floor Tile Installed (each tile)	9x9 = $2.00		3.70/2.00
23.	Living Room Floor Tile Installed (each tile)	3.70/2.00		
24.	Bathroom Floor Tile Installed (each tile)			3.70/2.00
25.	Shower Head, all projects			15.00
26.	Shower Rod Installed	28.00		
27.	Shower control			T/M

T/M - Time and Material

Billing will only be for work other than normal wear and tear.

Appendix B

PET POLICY

(Dunlap Homes, Otlowski Gardens, Dzema Gardens, Sofield Gardens)

I. Rights of Residents to Have Pets

Residents have the right to keep pets in accordance with New Jersey State Law; City of Perth Amboy applicable ordinances; and Dunlap RAD LLC policies. Residents found in non-compliance of these requirements will be required to come into compliance, give up their pet(s), or be subject to eviction. Residents are responsible for educating themselves in regard to municipal and state laws.

II. Common Household Pets

A. Domesticated dogs not exceeding 25 pounds in weight and 20 inches in height. Dogs must meet both weight and height restrictions.
B. Domesticated cats.
C. Fish in approved tank not exceeding 20 gallons.
D. Domesticated, caged, small birds not exceeding 12 inches in approved cage.
E. Other domestic pets kept in approved cage such as gerbils, hamsters, guinea pigs, rabbits, and turtles.
F. Exotic and livestock animals will not be permitted. Examples are snakes, chickens, roosters, and pigs.

III. Limitations on the number/type of animals based on unit size.

1-2 bedrooms- one dog OR one cat as described in III A. and B. above AND one fish tank or one caged bird or one other small pet as described in III E. above.

3-5 bedroom- one dog AND one cat as described in III A. and B. above AND one fish tank or one caged bird or one other small pet as described in III E. above.

IV. Non-Refundable Pet Fee

Residents with pets are required to pay a non-refundable pet fee as follows:

Dogs -	**$30.00**
Cats -	**$20.00**
Other pets -	**$10.00**

V. Pet Application Registration

Tenants who wish to apply for a Pet Permit must file an application for a Pet Permit at the administrative offices

VI. Pet Permit

Prior to placing a pet into residency in any Dunlap RAD LLC administered housing tenant must file an application for a Pet Permit and a picture of a the pet. A Pet Permit will be issued after all initial conditions of this policy have been met.

VII. Conditions for Issuance of Pet Permit

A. Tenant must submit an application for a pet permit and a picture of the pet at the administrative office. This document will be reviewed to ensure the size and type of pet conforms to Section III of this policy.

B. Once the application for a pet permit is approved, applicant must file a certificate of Municipal Registration of the pet in accordance with local ordinance, including animals that are classified as vicious dogs in accordance with applicable municipal ordinances.
C. Applicant must file evidence in the form of an acceptable certificate that pet is in good health and has been inoculated for distemper and rabies and that said inoculation is current. (Applies to dogs and cats.) Example of accepted proof is statement from a N.J. State Licensed Veterinarian stating animal is free of all related diseases.
D. Applicant must certify and agree to the general terms and conditions of the management of said pet and acknowledge that the Pet Permit can be revoked for failure to follow pet management rules
E. Prior to issuance of Pet Permit, applicant agrees to sign a statement that applicant has read and understands the I Pet Policy and agrees to amend the lease accordingly.
F. Applicant must file, as part of the application process, a "Pet Emergency Care Plan" in case applicant is unable to care for said pet in an emergency and which will empower the Housing Manager to transfer pet care responsibility to an approved friend or relative of the applicant off the premises of the project as set forth in the "Pet Emergency Care Plan".
G. Applicant must display a "beware of dog" sticker in the front and back windows of the apartment if a dog is on premises. The Dunlap RAD LLC will supply the sticker.

VIII. Pet Management Plan

A. Pets to be confined to apartment unless on a leash when transitting.
B. Pets shall not be allowed in common areas of buildings. Pets will be allowed in common areas of the grounds only if leashed.
C. In the event that the tenant leaves the building in an emergency, pet is to be provided for in accordance with the "Pet Emergency Care Plan" within 4 hours of departure of said tenant.
D. Tenant acknowledges responsibility for the cleanliness of pet and removal of pet waste from building daily by:

1. Placing cat litter waste into bags and into garbage receptacles.
2. Placing dogs on leash and taking dog off premises to relieve itself. Tenant is responsible for removing pet waste from common areas and grounds. Failure to do so will result in a $20.00 charge .
3. Note: Tenants are not to store pet waste in their apartment or flush pet waste with "kitty litter" down the toilet, sinks, or bathtubs.
4. Tenant pet owner must clean up pet residue (odor, hair, seeds, feather, water) daily. Apartment must be kept clean and free of odors at all times.
5. Tenant pet owner must prevent pet from damaging property (within apartment, common areas, grounds or personal property of others).
6. Tenant agrees to manage pet in such a way it does not contribute to complaints from other tenants regarding behavior and activities of said pet.

IX. Pet Control

Tenant must keep pet in arms (if a cat) or on a leash in public while transitting in building or on grounds.

X. Pet Waste

Tenants who do not clean up after their pets will be charged $20.00 per occurrence if Dunlap RAD LLC staff must clean up waste.

XI. Inspection of Apartment

Tenant agrees, as a condition of accepting the Pet Permit, that tenant's apartment will be available for inspection as in accordance with the lease agreement.

XII. Petition of Removal

Upon petition by two (2) or more neighboring residents alleging complaint against the pet owner for non-compliance of Pet Policy, tenant agrees to a hearing on said infraction by a representative of the Dunlap RAD LLC and to abide by determination of said hearing including removal of pet within 72 hours if removal of pet is the decision at the hearing. Final determination will be made by the Board of Commissioners in event tenant wishes to appeal.

XIII. Damages

Damages caused by pet as determined by inspection shall be repaired/replaced by management at full repair/replacement cost at time of discovery of damage. Tenant will be billed for full repair cost at time of repair.

XIV. Revocation of Pet Permit

A. Revocation of Pet Permit may occur upon the occasion of the following conditions:

1. Upon death of pet.
2. Upon permanent removal of pet from the project.

B. Upon determination by management of project, the following conditions may be considered cause for revocation:

1. Pet has caused damage to apartment, common areas, personal property or persons.
2. Pet has bitten, scratched or caused injury to any person.
3. Pet makes animal sounds that are generally annoying to tenants and management. For example: barking dog, or loud meowing cat or sounds from birds.

4. Pet defecates or urinates in apartment common areas, or grounds and is not cleaned up immediately and /or becomes repetitive in this behavior.

5. Pet is found out of control:
   a. Dog off leash
   b. Cat running loose
   c. Bird not caged

6. Upon expiration of municipal animal license is not renewed within 7 days.

7. Upon expiration of inoculation unless current inoculation status is recertified.

8. Upon any determination by the Dunlap RAD LLC that pet is a danger and hazard to the health and safety of tenants, management and guests of project. If tenant disagrees with determination a request for a Grievance Hearing may be made within 7 days of determination.

XV. Death of Pet

The tenant shall be responsible for arranging for burial or other disposal, Off the premises, of pets in the event of death of pet.

_____ _____

Tenant Signature Date

PET PERMIT

1. The parties of the permit are the Dunlap RAD LLC, referred to as the Management, and _____ referred to as the Tenant. The management leases to the tenant unit # _____ located at_____.

2. The term of this permit shall begin on _____ and end as per the Pet policy.

3. The tenant agrees to file a copy of any Municipal Registration or license with the Management and to keep same current.

4. The tenant agrees to keep the pet properly inoculated for rabies and distemper, and to file proof that such inoculation or vaccinations are current.

5. The tenant hereby certifies and agrees to the general terms and conditions of the management of this pet by tenant, and understands and acknowledges that the Pet Permit can be revoked for failure to follow and abide by the Pet Policy.

6. The tenant has read and understands the Pet Policy and agrees to amend the Lease accordingly.

7. The tenant agrees that the Pet Policy is part of the Lease and this permit.

8. The tenant agrees to file a "Pet Emergency Care Plan" with the Management and agrees to hold the Management and employees harmless of any liability in connection with the Pet Emergency Care Plan.

9. The tenant agrees to pay for any and all costs for the care of the pet in a pet care facility, if it becomes necessary, in the event of an emergency.

10. The tenant agrees to any reasonable changes the in the Pet Management Rules that may occur in the future.

11. The tenant agrees to make the apartment available for inspection during normal working hours, as set forth in the Lease Agreement.

12. The tenant agrees to have pet use outside relief if pet is a dog or cat, or cats may use approved kitty litter in apartment. Tenant further agrees to clean up as the result of "accidents" by the pet.

13. Tenant agrees to dispose of pet waste and kitty litter by placing in double plastic bags and putting bag in trash DAILY.

14. Description of Pet _____

15. Pet Emergency Plan _____

Tenant understands that this permit may be revoked if it is found the tenant misrepresented the characteristics of the pet, and the pet characteristics are not in accordance with section II of policy. The tenant also understands the Dunlap RAD LLC is not responsible for the actions, of the pet and that the tenant is fully responsible for the pet's actions.

As a condition of application for a Pet Permit on _____ I, _____ understand and agree to the terms and conditions of the Pet Policy.

_____ _____

Dunlap RAD LLC Representative Tenant

_____ _____

Date Date

APPENDIX C
Window Guards

You are hereby notified that the Dunlap RAD LLC is required by law to provide, install and maintain window guards in the apartment of any tenant who has a child or children 10 years of age or younger living in the apartment, or who can demonstrate that a child or children 10 years of age or younger spend a substantial amount of time in the unit. The tenant must make a written request to the Dunlap RAD LLC that the window guards be installed and can request the window guards by indicating in the space provided below.

Window guards are only required to be provided in first floor windows where the window sill is more than six feet above grade or there are other hazardous conditions that make installation of window guards necessary to protect the safety of children.

I hereby request installation of window guards. I understand once they are installed I cannot alter or remove the window guards.

_____ _____

SIGNATURE DATE

I hereby acknowledge receipt of this notice and decline installation of windows guards.

_____ _____

SIGNATURE DATE

WORK ORDER No. _____

APPENDIX D
HOUSEKEEPING STANDARDS

In an effort to improve the livability and conditions of the apartments owned and managed by the Dunlap RAD LLC, uniform standards for resident housekeeping have been develop for all tenant families.

(a) Dunlap RAD LLC Responsibility: The standards that follow will be applied fairly and uniformly to all Tenants. The Dunlap RAD LLC will inspect each unit at least annually, to determine compliance with the standards. Upon completion of an inspection, the Dunlap RAD LLC will notify Tenant in writing if he/she fails to comply with the standards. The Dunlap RAD LLC will advise Tenant of the specific correction(s) required to establish compliance. Within a reasonable period of time, the Dunlap RAD LLC will schedule a second inspection. Failure of a second inspection will constitute a violation of the lease terms.

(b) Tenant responsibility: Tenant is required to abide by the standards set forth below. Failure to abide by the Housekeeping Standards that results in the creation or maintenance of a threat to health or safety is a violation of the lease terms and can result in eviction.

(c) Housekeeping Standards : Inside the Apartment

General--

(1) Walls: should be clean, free of dirt, grease, holes, cobwebs, and fingerprints.
(2) Floors: Should be clean, clear, dry and free of hazards.
(3) Ceilings: should be clean and free of cobwebs.
(4) Windows: should be clean and not nailed shut. Shades or blinds should be intact.
(5) Woodwork: should be clean, free of dust, gouges, or scratches.
(6) Doors: should be clean, free of grease and fingerprints. Doorstops should be present. Locks should work.
(7) Heating units: should be dusted and access uncluttered.
(8) Trash: shall be disposed of properly and not left in the unit.
(9) Entire unit should be free of rodent or insect infestation.

Kitchen—

(1) Stove: should be clean and free of food and grease.
(2) Refrigerator: should be clean. Freezer door should close properly and freezer have no more than one inch of ice.
(3) Cabinets: should be clean and neat. Cabinet surfaces and countertop should be free of grease and spilled food. Cabinets should not be overloaded. Storage under the sink should be limited to small or lightweight items to permit access for repairs. Heavy pots and pans should not be stored under sink.
(4) Exhaust Fan: should be free of grease and dust.
(5) Sink: should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner.
(6) Food storage areas: should be neat and clean without spilled food.
(7) Trash/garbage: should be stored in a covered container until removed to the disposal area.

Bathroom—

(1) Toilet and tank: should be clean and odor free.
(2) Tub and shower: should be clean and free of excessive mildew and mold. Where applicable, shower curtains should be in place, and of adequate length.
(3) Lavatory: should be clean
(4) Exhaust fans: should be free of dust.
(5) Floor: should be clean and dry.

Storage Areas—

(1) Linen closet: should be neat and clean.
(2) Other closets: should be neat and clean. No highly flammable materials should be stored in the unit.
(3) Other storage areas: should be clean, neat and free of hazards.

(d) Housekeeping Standards: Outside the Apartment

The following standards apply to family and scattered site development only; some standards apply only when the area noted is for the exclusive use of Tenant:

(1) Yards: should be free of debris, trash, and abandoned cars. Exterior walls should be free of graffiti.
(2) Porches (front and rear): should be clean and free of hazards including snow and ice.
(3) Steps (front and rear): should be clean, and free of hazards including snow and ice.
(4) Sidewalks: should be clean and free of hazards including snow and ice.
(5) Storm doors: should be clean, with glass or screens intact.
(6) Parking lot and driveways: should be free of abandoned cars. There should be no car repairs in the lots. Tenants found in violation will be subject to having cars towed from premises at their own expense.
(7) Hallways: should be clean and free of hazards.
(8) Stairwells: should be clean and uncluttered.
(9) Laundry areas: should be clean and neat. Removed lint from dryers after use.
(10) Utility room: should be free of debris, motor vehicle parts, and flammable materials.

APPENDIX E

Good Neighbor Agreement

Dunlap Homes, Otlowski Gardens, Dzema Gardens, and Sofield Gardens

In order to maintain a safe, secure, clean and quiet community environment, to maintain the property in good condition and to ensure the enjoyment of family life for all of the residents, the Dunlap RAD LLC and the Resident agree as follows.

DUNLAP RAD LLC will enforce the following rules fairly and evenly among all residents.

1. Pools: Plastic pools used in the summertime shall be less than 24" deep and shall have a surface area of no more than 100 square feet. Pools must be drained daily to avoid injury. Never leave children unsupervised in a pool, or leave a filled pool unsupervised. Pools must be drained daily. No spas or hot tubs. (All Sites)
2. Sheds or Other Structures: No sheds, decks or structures of any kind are allowed in the rear or front yards, unless approved by the Authority for accessibility purposes. (All Sites)
3. There are no resident erected fences permitted on Authority property. (All Sites)
4. Starting in the Spring of 2007 there will be no flower or vegetable gardens permitted in the front or rear yards. Residents of Dunlap Homes who currently have gardens should not replant these gardens next Spring. Any Dunlap resident who currently has perennial flowers (the type that bloom every year without replanting) will be permitted to keep them provided the Authority inspector verifies that they are existing at the time this lease is effective. (All Sites)
5. Clotheslines are provided for residents use. Clothes should not be hung out on any other fixture but the clotheslines. (All Sites)
6. Exterior Lights: The exterior lights will come on and off automatically and will be maintained by DUNLAP RAD LLC. Residents shall notify DUNLAP RAD LLC when a light is out. (All Sites)
7. No objects of any kind, including antennas, dishes, flagpoles or decorations, shall be mounted on the exterior walls or roof of the building. (All Sites)
8. No objects shall be attached or hung on the fencing. (All Sites)
9. No bird feeders or other attractions for wildlife are permitted for health reasons. Residents are prohibited from feeding birds or animals by placing food on the ground.(All Sites)
10. Residents may not place anything in such fashion that a sidewalk, an areaway or a crawl space entry is obstructed. Nothing shall be kept on the porches if it obstructs access to the unit. Nothing at all may be attached to handrail.(All Sites)
11. Residents are permitted to keep outdoors in the backyard, one outdoor table set and chairs, one grill, one garbage can and one recycling container. Furniture intended for indoor use is not permitted outside. All other belongings should be stored indoors. (All Residents)
12. Resident agrees not to store anything in the crawlspaces. They may <u>not</u> be used for storage. (Dunlap)
13. Resident agrees not to move the splash pads which are located at the bottom of the downspouts. (All Sites)
14. The gates leading to the rear yards shall not be locked, and alleyways between the buildings shall be kept clear to allow DUNLAP RAD LLC maintenance personnel access for work and utility access to read the meters.(Dzema and Sofield only)
15. The entrance to the driveway shall be kept clear at all times. Vehicles may not be parked in the driveway so as to block access of the public sidewalk, or so that the vehicles are parked on the unpaved portion of the property or are destroying Authority property. (Dzema and Sofield only).
16. Lawn Maintenance and Watering: DUNLAP RAD LLC has provided for a system to water the lawns. Residents shall not disconnect this system and shall report to DUNLAP RAD LLC grass or vegetation, which is dying. DUNLAP RAD LLC will provide the lawn mowing service and maintenance of the planting beds. Each unit will have a water connection at the front and rear of the house for the house for the resident's use. Residents must abide by water use restrictions imposed by the City of Perth Amboy, State of NJ, or Federal government.(Dzema and Sofield only)

17. The mechanical room inside the apartment is off limits to the residents. No storage of any kind is allowed in this room per the building codes. (Dzema, Sofield, Otlowski)
18. All window air conditioning units shall be approved by DUNLAP RAD LLC prior to installation. (Dzema, Sofield, Otlowski)
19. Air conditioner units at Dunlap Homes must be 110 volt only. (Dunlap)
20. Ceiling fans or other devices connected to the house electric shall be installed by DUNLAP RAD LLC only. Ceiling fans to be installed must be new and in the original box of purchase and be UL approved (All sites)
21. The house is equipped for either electric or gas clothes or gas clothes dryers. DUNLAP RAD LLC will not provide the dryer; however, DUNLAP RAD LLC will make the gas and dryer vent connections. The resident shall call to make an appointment for this work. Resident will clean lint screens and vents as per manufacturer guidelines. (Dzema, Sofield, Otlowski)
22. Residents are permitted to use propane grills outdoors only, provided all local and state codes are followed. Propane tanks may not be stored indoors. Grills and tanks must be used and stored at least five feet from the building. Grills must not be used or stored on any porch or under any building overhang. Grills need to be attended to at all times. The resident should provide a fire extinguisher to be used for emergency purposes. (All sites)
23. The house is equipped with a thermostat for heating. The thermostat will be set for 70 degrees. The resident shall make no changes to the thermostat setting. (Dzema, Sofield, Otlowski)
24. Residents must take care to conserve gas, electric, water, and sewer resources. Residents should not use Authority supplied water to wash vehicles.(All Sites)
25. Residents must maintain resident and Authority supplied appliances in good working order. (All Sites)
26. Parking spaces are limited at DUNLAP RAD LLC properties. The Authority reserves the right to limit the number of cars parked on site per family. At the time of annual recertification, and whenever there is a change in vehicles, families are asked to provide copies of registration and insurance documentation for any cars to be parked on DUNLAP RAD LLC property on a regular basis, including private driveways and street parking at Dzema and Sofield gardens.(All Sites)

The resident has read and agrees to the above rules. The resident agrees also to ensure that all household members and guest will abide by these rules.

Dunlap RAD LLC

By:_____
Douglas G. Dzema, Executive Director

By: _____
Head of Household

APPENDIX F
Air Conditioners

Date: November 1, 2017
To: Residents, John E. Sofield, Douglas G. Dzema and George J. Otlowski Gardens

From: Douglas G. Dzema, Executive Director

Re: Air Conditioner Units

Air conditioner units have been installed throughout the development in all bedrooms having only one window. This unit may only be used during the cooling season from May 15 through September 30 and only receiving written permission from Dunlap RAD LLC to operate the unit. Tenants who operate the units at other times of the year may cause damage to the compressor. Compressor failure is very expensive and the cost to repair or replace the air conditioner unit will be charge to the tenant in the amount of $400.00. Dunlap RAD LLC has installed the air conditioners for the benefit of our residents and we ask your cooperation in operating the units as instructed by staff.

Residents will be required to pay for use of each air conditioner a $110.00 deposit to cover misuse or damage to the air conditioner. Tenants that wish to take advantage of this opportunity shall call the management office and make an appointment with Christine DeAmorim. Ms. DeAmorim will explain to the resident what their responsibilities for the operation and maintenance of the air conditioner unit during the cooling season. Any residents that operate the air conditioner without approval by Dunlap RAD LLC will be charged for use for the entire season. Residents have the option of using any one or none of the air conditioners and will only be charged a security deposit for the air conditioner if they are used.

Please contact this office to schedule your appointment.

Douglas g. Dzema, PHM
Executive Director

APPENDIX G
LEASE ADDENDUM ON MOLD

To minimize the occurrence and growth of mold in the Leased premises, Resident hereby agrees to the following:

1. MOISTURE ACCUMULATION. Resident shall remove any visible moisture accumulation in or on the Leased Premises, including on walls, windows, floors, ceilings, and bathroom fixtures; mop up spills and thoroughly dry affected area as soon as possible after occurrence; use exhaust fans in kitchen and bathroom when necessary; and keep climate and moisture in the Leased Premises at reasonable levels.

2. VENTILATION. Resident shall arrange their possessions to allow proper circulation of air throughout the unit and shall introduce fresh air as much as possible. Relative humidity should be maintained at levels below 60% to discourage mold growth.

3. APARTMENT CLEANLINESS. Resident shall clean and dust the Leased Premises regularly, and shall keep the Leased Premises, particularly kitchen and bathrooms, clean.

4. NOTIFICATION OF MANAGEMENT. Resident shall promptly notify management by calling the administrative offices at (732) 826-3110 to report the presence of the following condition:

    i. A water leak, excessive moisture, or standing water inside the Leased Premises;

    ii. A water leak, excessive moisture, or standing water in any community common area;

    iii. Mold growth in or on the Leased Premises that persists after resident has tried several times to remove it with household cleaning solution, such as Lysol or Pine-Sol disinfectants, Tilex Mildew Remover, or Clorox, or a combination of water and bleach;

    iv. A malfunction in any part of the heating, air-conditioning, or ventilation system in the Leased Premises.

5. LIABILITY. Resident shall be liable to Owner for damages sustained to the Leased Premises or to Resident's person or property as a result of Resident's failure to comply with the terms of this addendum.

6. VIOLATION OF ADDENDUM. Violation of this Addendum shall be deemed a material violation under the terms of the Lease, and Owner shall be entitled to exercise all rights and remedies it possesses against Resident at law or in equity.

7. ADDENDUM SUPERSEDES LEASE. In case of a conflict between the provisions of this Addendum and any other provisions of the Lease, the provisions of the Addendum shall govern. This Lease Addendum on Mold is incorporated into the lease executed or renewed on the date listed below between Owner and Resident.

Resident's signature_____Date_____

Dunlap RAD LLC signature_____Date_____

Appendix H
Bed Bug Prevention and Extermination Procedures

In order to prevent the infestation and spread of bed bugs at DUNLAP RAD LLC developments, certain preventive and post infestation procedures must be followed.

Ideally, the DUNLAP RAD LLC would like to avoid residents bringing bed bugs into their units. In an effort to prevent bed bug infestation residents must do the following:

Maintain unit in accordance with the DUNLAP RAD LLC housekeeping standards outlined in Appendix D of this lease agreement.
Maintain a schedule of vacuuming the unit on a regular basis including floors, carpeting, mattresses, mattress box springs and upholstered furniture.
Avoid clutter, such as stacks of clothing, paper items, and cardboard, in order to reduce the places bed bugs can hide.
Avoid bringing home used or second hand furniture and clothing that may already be infested with bed bugs.
Under no circumstances buy or bring home refurbished or second hand mattresses and mattress box springs.
Cover all mattresses and mattress box springs in mattress bags. Information on purchasing mattress bags is provided in the bed bug information sheet provided to all residents.
Frequently launder all bedding and clothing.
Permit DUNLAP RAD LLC staff and exterminators access to the unit for inspections.

To make sure DUNLAP RAD LLC adequately exterminates for bed bugs, and to prevent the further spread of bed bugs from one unit to another, residents must do the following:

Immediately notify the Dunlap RAD LLC if bed bug infestation is suspected.
Permit DUNLAP RAD LLC staff and exterminators access to the unit for inspection and treatment of bed bugs as often as needed.
Cooperate in an interview with DUNLAP RAD LLC staff to determine the cause of the infestation and assist in the successful extermination of the bed bugs.
Follow all exterminating procedures including the washing of all clothing and bedding as instructed by DUNLAP RAD LLC staff.
Follow all procedures outlined above in preventing bed bugs.

Residents who have had bed bug infestations will be required to reimburse the Dunlap RAD LLC for the installation of encasements for each mattress and box spring in the unit. Additionally, all new residents will be required to reimburse the Dunlap RAD LLC for these encasements at the time of move in. The cost to the resident will be $50 per mattress and box spring. Example: 2 beds in unit total cost $100.

If the unit is not maintained as required in a safe and decent condition or bed bugs are found, then the resident's tenancy will be in jeopardy. Negligent behavior that leads to continued or new infestations will be viewed as a severe violation of your lease and the eviction process will commence to end your tenancy. Negligent behavior includes failure to abide by this lease appendix and/or refusing to cooperate with DUNLAP RAD LLC staff in following extermination procedures. If negligent behavior is determined the resident will be responsible for any and all costs related to treatment of the infestation or any damage in direct result of the infestation.

I have read and discussed with DUNLAP RAD LLC staff Appendix I regarding bed bugs and agree to abide by the terms of this agreement.

Resident Signature Date

BED BUG FACT SHEET

General Information

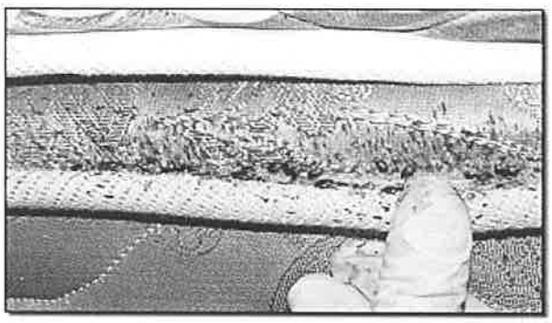
Bed bugs are parasites that preferentially feed on humans. If people aren't available, they instead will feed on other warm-blooded animals, including birds, rodents, bats, and pets. Adult bed bugs are brown to reddish-brown, oval-shaped, flattened, and about 3/16 to 1/5 inch long. Their flat shape enables them to readily hide in cracks and crevices. Bed bugs cannot fly. Bed bugs hide during the day in dark, protected sites. They seem to prefer fabric, wood, and paper surfaces. They usually occur in fairly close proximity to the host, although they can travel far distances.

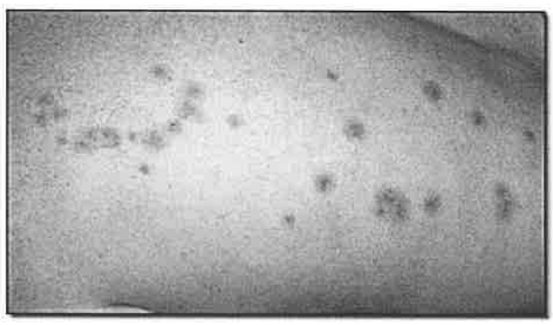
Method of initial infestation

There are several means by which dwellings can become infested with bedbugs. People can often acquire bedbugs at hotels, motels, and bed-and-breakfasts, thanks to increased domestic and international tourism, and bring them back to their homes in their luggage. They also can pick them up by inadvertently bringing infested furniture or used clothing to their household. If someone is in a place that is severely infested, bedbugs may actually crawl onto and be carried by people's clothing. Finally, bedbugs may travel between units in multi-unit dwellings (such as condominiums and apartment buildings), after being originally brought into the building by one of the above routes. This spread between units is dependent in part on the degree of infestation and whether or not infested items are dragged through common areas while being disposed of, resulting in the shedding of bedbugs and bedbug eggs while being dragged.

Feeding habits

Bedbugs are generally active only at night, with a peak attack period about an hour before dawn, though given the opportunity, they may attempt to feed at other times of day. After feeding for about five minutes, the bug returns to its hiding place. Although bedbugs can live for up to 18 months without feeding, they typically seek blood every five to ten days. Bedbugs have not been linked to the transmission of any disease and are not regarded as a medical threat. Some individuals, however, can get skin infections and scars from scratching bites. The effect of these bites on humans varies from person to person, but often cause welts and swelling that are more itchy and longer-lasting than mosquito bites.





Common location of infestations

Bedbugs are very often found in beds, usually either the seams of a mattress (usually the seams closest to the sleeper), in the boxspring, or within the structure of the bed itself. They can also be found in a wide variety of locations in a home, such as behind baseboards, behind a picture frame, within books (near the bed), in telephones, or radios near the bed, within the folds of curtains. Bedbugs are capable of travelling as far as 100 feet to feed, but usually remain close to the host in bedrooms or on sofas where people may sleep.

Bed Bug Detection

Bed bugs infest only a small proportion of residences, but they should be suspected if residents complain of bites that occurred while sleeping. The bedroom and other sleeping

areas should be carefully examined for bed bugs and signs of bed bug activity. Folds and creases in the bed linens, and seams and tufts of mattresses and box springs, in particular, may harbor bed bugs or their eggs. They may also be found within pleats of curtains, beneath loose areas of wallpaper near the bed, in corners of desks and dressers, within spaces of wicker furniture, behind cove molding, and in laundry or other items on the floor or around the room. Sometimes, characteristic dark brown or reddish fecal spots of bed bugs are apparent on the bed linens, mattress or walls near the bed.

If bed bugs are found or suspected you must contact your manager immediately. The successful abatement of a bed bug infestation requires a cooperative effort between residents, management and treatment providers.

Prevention

Have a regular house cleaning schedule including vacuuming of mattresses and other furniture. Frequently launder bedding and clothing and dry in hot dryer. This process will kill all stages of bed bugs. Do not bring second hand clothing and furniture into your home. Avoid socializing with individuals that have bed bug infestations in their residences. Avoid clutter, such as stacks of clothing, paper items and cardboard, in order to reduce the places that bed bugs can hide. After travel closely check your luggage and clothing and immediately launder all clothing items.



APPENDIX I

ACKNOWLEDGEMENT OF RESIDENT REQUIREMENT TO SUPPLY REFRIGERATOR AT DUNLAP, OTLOWSKI, DZEMA AND SOFIELD

I acknowledge that the Dunlap RAD LLC does not provide residents in the above developments with refrigerators, nor is the Dunlap RAD LLC responsible to maintain them. If I am a current resident at one of these sites I certify that I have provided a refrigerator for the unit that is in good working condition. If I am a new resident or transferring to one of these sites, I understand it is my responsibility to provide my own refrigerator and to maintain it in good working order.

Resident/Applicant Signature Date