



Hanover Square Rentals
192 S. Hanover St. Suite 102
Pottstown, PA 19464
Ph: 484-624-5675

Email: info@hanoversquarehomes.com

Hanover Square Rules and Regulations:

1. New rules and regulations or amendments to these rules may be adopted by Landlord/Manager upon giving thirty (30) days' notice in writing. These rules and any changes or amendments have a legitimate purpose and are not intended to be arbitrary or work as a substantial modification of Tenant rights. They will not be unequally enforced.
2. Tenant is responsible for the conduct of guests and the adherence to these rules and regulations at all times.
3. When the Tenant has a new phone number or primary means of contact, they must communicate this information to the Landlord/Manager.
4. It is our policy to allow a maximum of 2 occupants per bedroom.
5. Short-term leases may be available, depending upon availability, at an additional cost.

NOISE AND CONDUCT:

1. Tenants shall not make or allow any disturbing noises in the unit by Tenant, family or guests, nor do, nor permit anything by such persons, which will interfere with the rights, comforts or conveniences of other persons.
2. All musical instruments, television sets, stereos, radios, etc., are to be played at a volume which will not disturb other persons.
3. The activities and conduct of Tenant, Tenant's guests and minor children of Tenant or guests, outside of the unit on the common grounds, parking areas, or any recreation facilities must be reasonable at all times and not annoy or disturb other persons.
4. No lounging, visiting or loud talking, that may be disturbing to other Tenants will be allowed in the common areas at any time.
5. After 10:00pm is considered quiet time. You may not have a party where there are more than 12 people, all parties must be within your apartment, and not spill out into the hallways and/or common areas. You are responsible for the behavior of yourselves and your guests. More than one written complaint for noisy behavior may be considered grounds for eviction of all tenants in the apartment.

6. Likewise, if you find that you are disturbed or bothered by the behavior of other tenants, and you have failed in your attempts to remedy the situation, please contact management and/or the police to allow us to address the situation.
7. All complaints made to management will be held confidentially.
8. All residents agree not to engage in or permit unlawful activities. This includes underage drinking and illegal drug related activities in the apartment, hallways, common areas or grounds.

CLEANLINESS AND TRASH:

1. The unit must be kept clean, sanitary and free from objectionable odors.
2. Tenant shall assist management in keeping the outside common areas clean.
3. No littering of papers, cigarette butts or trash is allowed.
4. No trash or other materials may be accumulated which will cause a hazard or be in violation of any health, fire or safety ordinance or regulation.
5. Garbage is to be placed inside the containers provided and lids should not be slammed.
6. Garbage should not be allowed to accumulate and should be placed in the outside containers on a daily basis.
7. Furniture must be kept inside the unit. All personal belongings must be kept inside the unit, or in storage areas approved in writing by Landlord/Manager.
8. Any items outside the unit (unless approved in writing) are subject to removal by Landlord/Manager. Tenant may be charged for the cost of removal.
9. Articles are not to be left in the hallways or other common areas.
10. Clothing, curtains, rugs, etc. shall not be shaken or hung outside of any window ledge or balcony.
11. Please do not hang or place plants directly on top of balcony railings.
12. All porches and balconies must be kept neat and clean.

TRASH & RECYCLING

Townhouses

- Every townhouse should have two red containers - one for trash and one for recycling.
- Please make sure that you are ONLY putting your trash/recycling in your bins.
- Trash & recycling gets picked up on Thursday's unless there is a holiday that week in which case it is usually pushed back a day.
- You may not put your bins out to the end of your driveway for pick up until the night prior to pick up. The homeowner's association can cite the owner who will in turn cite you for not following this rule.
- If you have a bulk item that needs to be picked up it must be scheduled - please contact Letisha in the leasing office so that she can make arraignments for pick up - again, DO NOT put the item out until the night prior to pick up.
- Trash and/or recycling is not to be placed on the ground at any time.
- Bins must be returned to the pad closest to your house or in the garage if you have one (not the grassy area between you and the neighbor's house, not the end of the driveway) as soon as possible.
-

Apartments

- Tenants living in apartments: do not leave trash in the hallway common areas for any reason!
- There is a dumpster for trash and larger recyclables and a red bin for smaller items like cans and glass.
- Please do not place trash on the ground.

SAFETY:

1. No smoking is allowed in unit or in shared areas of property.
2. All doors must be locked during the absence of Tenant.
3. All appliances, except refrigerators, must be turned off before leaving the unit.
4. When leaving for more than five (5) days, Tenant shall notify management how long Tenant will be away.
5. If someone is to enter Tenant's unit during Tenant's absence, Tenant shall give management permission beforehand to let any person in the unit and / or provide the name of person or company entering.
6. The use or storage of gasoline, cleaning solvent or other combustibles in the unit is prohibited.
7. The use of charcoal barbecues is prohibited unless consent is obtained from Landlord/Manager.
8. The use of a real Christmas tree is prohibited. Artificial Christmas trees are permissible.
9. Installation or attachment of any fixtures including but not limited to satellite dishes to the exterior of the home require prior written authorization from management.
- 10. Children on the premises must be supervised by a responsible adult at all times.**
11. Candles may not be burned in bedrooms. Candles used in common areas must be attended at all times.
12. No bike riding or ball playing in alleyways or streets.

MAINTENANCE, REPAIRS AND ALTERATIONS:

1. If the unit is supplied with a smoke detection devise(s) upon occupancy, it shall be the responsibility of Tenant to regularly test the detector(s) to ensure that the device(s) is in operable condition. Tenant will inform management immediately, in writing, of any defect, malfunction or failure of such smoke detector(s). Tenant is responsible to replace smoke detector batteries, if any, as needed unless otherwise prohibited by law. All smoke detectors have been checked to ensure that they are working when a tenancy begins. Smoke alarm batteries **MUST** be changed immediately when the detector starts to beep - this is a safety issue!
2. Service requests should not be made to maintenance people or other such personnel. Tenant shall advise management, in writing, of any items requiring repair (dripping faucets, light switches, etc.). Notification should be immediate in an emergency or for normal problems within business hours. Repair requests should be made as soon as the defect is noted. **Please email info@hanoversquarehomes.com to report issues.**
3. Costs of repair or clearance of stoppages in waste pipes or drains, water pipes or plumbing fixtures caused by Tenant's negligence or improper usage are the responsibility of Tenant. **This includes clogs caused by hair, food or toys.** Payment for corrective action must be paid by Tenant on demand.

4. No alterations or improvements shall be made by Tenant without prior written consent of management. This includes but is not limited to painting. Any article attached to the woodwork, walls, floors or ceilings shall be the sole responsibility of Tenant.
5. Tenant shall be liable for any repairs necessary during or after residency to restore premises to the original condition. Glue or tape shall not be used to affix pictures or decorations.
6. Installation of satellite dishes require prior approval from the homeowner's associations; please see management for an "Architectural Request Form". Additionally, any satellite dish that is installed must be removed when vacating or tenant will forfeit their security deposit.
7. All draperies, curtains, venetian blinds or other window treatments in Residential Units must be off white, white or natural wood color in color on the exterior side.

PARKING

Townhouses

- Each townhouse is allocated two private parking spaces in the driveway in the rear of the home - ALL OTHER SPACES ARE PUBLIC & THEREFORE OPEN TO ANYONE
- With that being said, please use discretion - if you have a larger vehicle or your outdoor parking area is tight you may need to utilize the street parking.
- Additionally, use caution when parking at a curb that is behind a townhouse with a garage - as those residents may need extra room to get in and out of their garage.

- Parking on S. Charlotte St. will be changing soon- Residents on S. Charlotte St. will have to utilize the parking provided behind their units.
- S. Charlotte Street will be changing direction to a one-way street going towards Industrial Highway by 12/31/19.
- As renovations are being completed on the Factory, parking behind townhomes on S. Charlotte St. and factory will be interrupted and limited. Please utilize street parking during this renovation.

APARTMENTS

- Parking in the lot is open to tenants of 192 and 194 South Hanover Street and their guests.
- Although there are no assigned spaces, we ask that during business hours residents park farther away from the buildings so that customers of the commercial businesses may utilize the closer spots. This includes overnight parking if you will not be gone early the next business day.

MOVING:

1. Moving in and out of units is permitted between the hours of 8:30am and 5:00pm. Cars and trucks are not permitted on the lawns, sidewalks, etc. while you are moving in or out, and are subject to towing without further notice. Any damage to the common areas caused by your moving will be charged accordingly.

SECURITY DEPOSIT REFUNDS:

1. Units will be inspected for damages shortly after the tenants vacate the apartment. Security Deposit refunds will be made in the name of all tenants on the lease, unless we receive a form (available in the office) indicating to whom the check should be made payable. In no event will we issue separate checks. It is important that you give us a forwarding address for the check. Failure to give us a forwarding address may delay return of your Security Deposit.
2. Any additions or alterations made to the home must be returned to pre move- in condition; including but not limited to painting of walls, ceilings, doors, shampooing of carpets and cleaning of appliances.

LOST KEYS

1. Lost keys will be replaced at a cost of \$10.00 each. Occasionally, a resident may wish to have his/her lock changed. The charge for this is \$150.00. If you get locked out of your unit during normal business hours, we will be happy to open the door at no charge as soon as possible. After normal business hours and on weekends there is no lockout service available. **Lockout service is not available after business hours. You must contact a locksmith.**

Pets:

1. Maximum of 2 pets per household.
All owners must show proof of most recent shot records and breed of pet from a veterinarian. Cats must be spayed or neutered.
2. **Dogs are subject to our breed and size restrictions.** We do not allow breeds such as Rottweilers, PitBulls, Doberman Pinschers, Akitas, Staffordshire Terriers, Mamlutes, Great Danes, Chowchows or any mixed breed of the aforementioned dogs / breeds.
3. Townhome residents' dogs must weigh no more than 50lbs fully grown. Dogs are not permitted in apartments.
4. This is a pet-friendly community and we would love to keep it that way! Please continue to clean up after your pets and dispose of the waste in the proper manner. Remember, ALL pets must be leashed when they are outside of the home.
5. Anyone with an unauthorized animal in their home will be asked to do the following (1) either pay the pet deposit, provide proof of recent immunizations and sign a pet addendum within 5 days or (2) remove the animal(s) from the home within 5 days or (3) vacate the unit themselves within 30 days. **THIS IS NON-NEGOTIABLE!!**
6. Hanover Square Rentals reserves the right to change the pet restrictions at any time without notice.

General

- At no time may any tenant leave a vehicle with an expired inspection/registration or disabled vehicle anywhere on the property.
- Additionally, tenants are not permitted to fix or do maintenance to vehicles on the property at any time.
- **ABSOLUTELY NO SMOKING OF ANY KIND WILL BE TOLERATED IN UNITS OR COMMON AREAS!** If tenants are caught or suspected of smoking in their units or common areas, you will receive one (1) warning. Further violations will result in eviction proceedings AND additional costs for cleaning to the unit.
- We welcome all constructive criticism of any policy we may have and welcome your suggestions for improving the overall quality of living at Hanover Square through. Please feel free to call upon the Manager with your thoughts.

Tenant Signature & Date

Tenant Signature & Date