

Coppola Realty Management Services, Inc.
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Lease Addendum of Additional Provisions

GENERAL LEASE INFORMATION:

1. Lessee(s) acknowledge and understand that this lease agreement is a legal and binding contract. If the obligations created by it are not understood fully, Lessee(s) should consult their attorney. This addendum is incorporated as part of the lease.
2. Lease begins at 2:00PM on the first day of the lease and **terminates at 12:00PM, noon, on the last day** of the lease. Lessee(s) must vacate the apartment by 12:00PM noon on the last day of the lease. No exceptions will be made.
3. All tenants and guarantors are held jointly and severally bound. The Lessor may hold any such person legally responsible for all obligations of the tenant(s) under this lease. Tenant(s) acknowledge that this agreement is for a fixed term.
4. Lessee(s) agree to allow the Lessor or its designated representative entry to the apartment between 9:00am and 7:00pm for any valid purpose (i.e.: to show the apartment to prospective tenants or buyers, periodic inspections, maintenance, and repairs) with one hour telephone, verbal, text message, written, or email notice; with or without Lessee(s) being present. Lessee(s) also agree that the Lessor and its agents are allowed to take photos of the apartment to advertise the unit.
5. Lessee(s) acknowledge and understand that the **Lessor's insurance does not cover any loss of personal property of Lessee(s)** that may be lost, stolen, damaged by water, or destroyed by fire. Lessor, and its agents, have neither responsibility nor liability towards loss or damage of Lessee's belongings. Lessee(s) is responsible for insuring their personal belongings and it is recommended that they obtain tenants insurance.
6. Lessor is not responsible for any lost or stolen packages.

RENT COLLECTION:

7. Rent is due on or before the first of the month and must be paid online through the tenant portal for the entire monthly rental amount due.
8. Lessee(s) agree to pay all costs, including reasonable attorney's fees for the collection and enforcement of this lease. Unless otherwise designated by Lessee, all money is applied to NSF fees, constable fees, court cost and damages first then to rent.
9. Lessee(s) understand that there is a \$65.00 fee for all returned payments.
10. Lessee(s) agree that there is a late payment penalty fee of 6% of the Lessee(s)'s monthly rent. This fee is not to exceed \$200.00 per month. This fee will be imposed on any rent that is 31 days late. Penalties are not negotiable. Payments received will be applied to late fees first and rent second.

11. Lessee(s) acknowledge that the Lessor may report all delinquent monies and late payments to the major credit bureaus. Unpaid balances at the termination of the lease including the rent, damages, and court costs will be reported.

OCCUPANCY:

12. **No other persons other than those named herein shall occupy the premises** without prior written consent of the Lessor. There shall be **no more beds than the number of occupants on the lease**, inclusive of daybeds and futons. Anyone visiting for more than five days will be considered a roommate change or lease addition and is subject to policies for such.
13. Lessee will be evicted, and their eviction will be filed with the credit agencies and court systems if they advertise or re-rent their unit with "Air B&B" or any other guesthouse or bed and breakfast website.
14. **Lessee is not permitted to allow family members, friends, or guests to stay in the apartment in their absence.** This is considered a reportable lease violation and will be subject to the break lease fee.
15. **Subletting:** Lessee(s) may have the option to sublet the apartment, subject to Lessor's written permission. **If** permission is granted, Lessee(s) are responsible for an administrative fee of one month's rent. Additionally, Lessee(s) are solely responsible for finding a replacement tenant who must qualify according to Lessor's requirements. Sublets will only be permitted for a minimum of three months. If Lessee(s) choose to sublet, the last month's rent will still be applied to the end of the lease, and any security deposit will be issued in all Lessee(s)' and Sublet(s)' names at the end of the tenancy. The Lessee(s) and the Sublet(s) must work out the funds. Please understand that a "sublet" does NOT release the Lessee(s) or any cosigners from any obligation in the contract. This includes any rents due for the term of the lease or any damage done to the apartment, and may affect their credit. If Lessee(s) decide that they would like to sublet the apartment, they are encouraged to choose someone that they trust will be responsible. Additional terms and conditions may apply.
Early Termination/Break Lease: SHOULD the Lessor grant permission for the Lessee(s) to break the lease early, the Lessor will charge a termination fee equal to two months' rent and the Lessee(s) must continue to pay rent until the apartment is under lease with a new Lessee(s). Additional terms and conditions may apply. If you do not fulfill your lease term, you are responsible for any brokers fees paid by us in securing the apartment.
16. No mail or packages may be accepted on behalf of anyone not on the lease.

MAINTENANCE:

17. All maintenance requests must be made through the tenant portal. Routine maintenance requests will not be accepted via phone or email. True emergencies should be called in to the office first, then submitted to the tenant portal.
18. Lessee(s) is responsible for the cost of any separately metered utilities unless otherwise stated in the lease.
19. Lessee(s) understand that if locked out of the apartment, a \$75 fee is charged for Lessee(s) to be let in after office hours. This must be paid in cash to the person who lets Lessee(s) back in.
20. Lessee(s) agree that under no circumstances will they add, remove, or alter locks of the leased premises. Lessee(s) **may not install any type of lock**, padlock, door lock, or any other keyed entry door knob **on**

any of the doors. Lessee(s) acknowledge that they will be responsible for the cost of removing/replacing any locks that are found to be in violation.

21. Lessee(s) agree that any damages or work order requests that are the result of tenant neglect or tenant damage will be charged back to the Lessee. Failure to pay such sums within 30 days constitutes grounds for eviction.
22. Lessee(s) agree not to flush anything other than toilet paper down the toilet. All toilets are water-saving toilets. Flushing other materials (i.e. paper towels, "flushable" wipes) will result in a backup and will be charged back to the Lessee. Lessee(s) are responsible for plunging their own toilets.
23. No floors in the apartment are waterproof. Shower curtains should be hung to surround the entire tub, and must be kept inside the tub and overlapped in order to prevent any water from getting on the floor. Tenants are responsible for all damages to their unit and any other units due to negligence.
24. Lessee(s) agree that air conditioners may only be installed with written permission of the Landlord, and agrees that when permission is granted, air conditioners will only be in the window during the months of May through September. Lessee(s) agree to pay a charge of \$40 per month for each month that the air conditioner is in the window if all utilities are included in the rent. **No air conditioners will be permitted from October 1st through April 30th, and if found will be removed at Lessee(s)'s cost.** Lessee(s) may not turn the temperature below 64°F at any time, to avoid freezing the pipes in the unit. Lessee(s) will be responsible for all damages and costs associated with freeze-ups.
25. Lessee must keep windows closed and locked in the winter time to avoid freezing pipes. If the apartment has its own controls for heat, Lessee(s) must not turn off the heat from November 1 through March 1. Heat must be set to 62°F or higher to avoid freeze-ups. Lessee(s) will be responsible for all repair costs if pipes freeze.

EXTERIOR OF BUILDING:

26. Use of the fire escape and roof is restricted and limited to their intended purpose only. Any other use is strictly prohibited. Lessee(s) understand that, for safety reasons, unauthorized access of the roof or fire escape is grounds for eviction. Any chairs or personal items left on the roof, will be removed and disposed of immediately and the Lessee will be charged.
27. Absolutely no grills or BBQs of any kind are allowed to be stored or used on any decks per Massachusetts's fire code. Any grills or BBQs will be removed and immediately disposed of. The Lessee will be charged for the time and cost of such removal and disposal.
28. No bikes are to be locked or chained to any fence around the property or stored in common areas. They will be removed and disposed of.

GENERAL HOUSEKEEPING

29. Lessee(s) may not do their laundry in the bathrooms or kitchens. Laundry must be done in the laundry rooms or at laundromats.
30. Lessee(s) are responsible for trash removal. No trash shall be left in the hallways. Trash or any other personal property must be maintained within the confines of the apartment. Trash and all recyclables must

be placed and stored in proper receptacles. All fines levied by the City of Boston will be assessed to the Lessee(s) account with an additional fine of \$50, payable to the Management Company for the cost enforcement and removal of said trash.

31. Leased premises must be kept clean and sanitary. The Lessor has the right to do quarterly inspections, with one day notice to ensure the apartment is being kept in a clean and habitable condition. If, after two inspections, the apartment is not being kept clean, the Lessor has the right to send cleaners to restore the apartment to clean and habitable condition; the Lessee(s) will be responsible for this cost, billed at a rate of \$50 per hour.

SAFETY

32. Please call 911 in the event of an actual emergency.
33. Lessee(s) agree and understand that the use of halogen lamps and/or bulbs, clear light bulbs, candles, incense, or any other open flame is prohibited.
34. Lessee(s) agree not to alter, tamper, or remove any smoke detectors, carbon monoxide detectors, or other fire safety equipment. It is illegal and will result in a \$50.00 reconnection fee. Lessee(s) acknowledge that the apartment has been equipped with working smoke detectors and carbon monoxide detectors.
35. Lessee(s) agree that they **will not use nor store a space heater**, of any type, nor any other heating device in their apartment. Should any staff member see the heater it will be removed from the premises and neither the owner nor management will be responsible for its cost; in addition, Lessee(s) will be charged for the cost of the removal, at a minimum of \$50. Should the Lessee(s) be dissatisfied with the heat they are to submit a work order through the tenant portal. Under no circumstances will space heaters of any kind be permitted; they are a fire safety issue. Lessee(s) understand that the use of these heaters is in violation of this lease and constitutes grounds for an eviction.
36. If there are sprinklers or exposed pipes in the building, Lessee(s) agree not to hang anything from them or disturb them in any way. Improper use can lead to flooding; Lessee(s) will be held responsible for the cost of any resulting damage.
37. Lessee(s) are responsible for false fire alarm charges due to Lessee negligence; if emergency dispatch responds to such an event, Lessee(s) will be charged \$150. Windows, not apartment doors, should be used for ventilation in the event of smoke.
38. Lessee(s) found leaving any personal items in the common areas, including stairwells, will be disposed of immediately without notice. All means of egress must be clear at all times.

TERMINATION OF LEASE:

39. Any security deposit collected may not be used by Lessee as rent.
40. Lessee(s) agree to notify the Landlord in writing with at least 30 days' notice to vacate and will provide a forwarding address at that time.
41. The Lessee(s) acknowledge that the lease terminates at 12:00 noon on the final day of the lease term. Lessee(s) must ensure that the apartment is empty and cleaned by this time. **There are no exceptions.** The Lessee(s) agree to leave the apartment clean, including: The floors throughout the unit must be swept and mopped and/or vacuumed. In the kitchen, the stove must be cleaned (inside, on top, and the sides),

the refrigerator empty and clean (inside, on top, and the sides), the kitchen cabinets should be emptied and washed down, the counters and sink cleaned and free of debris. In the bathroom, the tub and shower should be cleaned of mold, mildew, or soap residue, the toilet cleaned (inside, on top and the sides), the medicine cabinet emptied and cleaned, and the floors washed. The walls must have all holes from nails, etc. filled and patched. The balcony, if any, must be free of debris and swept. If this is not done the tenant will be charged a cleaning fee based on a cleaner being billed at \$65.00 per hour. The Lessee is responsible for this payment within 30 days of vacating or the monies owed to the Lessor may be reported to the major credit bureaus.

MISCELLANEOUS

- 42. Painting, wallpapering, construction, alterations, and/or repairs of any kind shall not be done by the Lessee(s), a visitor, or any contractor anywhere in the apartment or building or on the building grounds unless approved in writing by the Lessor.
- 43. No beer keg or "open" parties are allowed at any time. Lessee(s) shall not have any parties of five or more people.
- 44. No water furniture, beds, or tanks are allowed on the premises.
- 45. No pets are allowed without the written permission from the Lessor. No dogs are ever allowed on the premises at any time.
- 46. Lessee(s) acknowledges receipt of the Massachusetts Tenant Lead Paint Notification Form and Tenant Certification Form and brochure, the Mold Addendum, the September 1st letter, if applicable, the Last Month's Rent and Security Deposit Receipt Form and Apartment Condition Statement, which should be filled out and returned within 15 days.

I/We have read this lease and addendum and understand it. This lease addendum is incorporated into the lease. I/We agree to abide by this contract as it is written, including each clause without exception.

Lessee

Lessor

Lessee

Lessee