

# 1. New Resident Orientation

## 1.1 READ VERY CAREFULLY: IMPORTANT INFORMATION

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This section contains key information about your lease agreement & rules and regulations. If the rules stated on this document are not followed, you may be subject to fines and notices.

If you would like, Zuma Housing can send you the information covered in this document in your language. Please email us [info@zumahousing.com](mailto:info@zumahousing.com) if that is the case.

## 1.2 WALK THROUGH & TENANT MOVE IN INSPECTION FORM

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The most important document after signing a lease agreement is **Walk-Through Form** or **Tenant Move-in Inspection Form**. **Every tenant must fill and submit Tenant Move-in Inspection Form**. This is a vital step in ensuring that the tenant is not held responsible for any damages to the property caused by the previous tenant's abuse or neglect. Basically, the move-in inspection documents the actual and current condition of the property. If tenant does not return the **Tenant Move-in Inspection Form within 48 hours of move-in date or finish Move-In inspection with a Zuma Team Member (Inspector)**, tenant will be held liable for additional fees and/or deposit reductions.

## 1.3 SMOKING

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Smoking is a lease violation and is prohibited in all Zuma units.

All smoking carries a fine of \$250 for each offense, and will be strictly enforced by Zuma Housing.

## 1.4 CLEANING

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The unit must be kept clean, sanitary, and free from objectionable odors. Zuma Housing schedules cleaning inspections by sending a 24-hour notice to residents. If your place is found below our agreed cleanliness standards, you may be subject to fine between **\$100-\$250**.

## 1.5 PARTIES, GATHERINGS & EXCESSIVE NOISE

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Tenants shall not make or allow any disturbing noises in or around the apartment by Tenant, family, or guests. Tenants shall also not permit anything by such persons which will interfere with the rights, comfort, or convenience of other Tenants. All musical instruments, television sets, stereos, radios, etc., are to be played at a volume **which will not annoy or disturb other Tenants**. The activities and conduct of all Tenants and guests outside the apartment, on the common grounds, parking areas, or any other building areas must be reasonable at all times and not annoy or disturb other Tenants and building residents. Quiet time is from 10:00pm to 7:00am, daily.

Tenant(s) acknowledge and understand that if a violation of any of the above rules and regulations are committed, penalties and/or eviction may be used in response to the action. Tenant agrees to be responsible for guests' actions, and Tenant will also inform guest of all Rules & Regulations.

**Excessive Noise & Disturbance 1st violation: \$250**

**Excessive Noise & Disturbance 2nd violation: Eviction**

## 1.6 POOL & HOT TUB

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Personal Conduct and Noise Levels: No running, pushing, wrestling, loud music, shouting or unnecessary splashing shall be permitted in the pool area. All persons using the pool and pool area shall respect and comply with the requests of Landlord, including, but not limited to, matters of personal conduct in and about the pool and pool area.

Alcohol: No alcoholic beverages of any kind are allowed in the pool or the pool area. No one under the influence of drugs or alcohol shall use the pool or the pool area. No glass containers are permitted in the pool area, and all trash shall be disposed of in trash bins.

**Any violation of this rule is cause for immediate eviction and monetary charge of \$250.**

## 1.7 30-DAY-MOVE-OUT NOTICE

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Zuma Housing requires **30 days** of notice in writing **before you move out**. Should your rental agreement specifies a different notice

allotment (for example: 10 days), you must give Zuma a written notice as required by that agreement. You may give a written notice anytime during your rental period, however a notice does not supersede the contract or excuse from paying the rent during the period covered by the notice. For example, you have a month-to-month rental agreement, and pay rent on the first day of each month. You could give notice any time during the month (for example, on the tenth), and leave 30 days later (on the tenth of the following month, or earlier if you choose). Still, you would have to pay rent for the first 10 days of the next month whether you stay for those 10 days or move earlier. **(Exception:** You would not have to pay rent for the entire 10 days if you left earlier, *and* the landlord rented the unit to another tenant during the 10 days, *and* the new tenant paid rent for all or part of the 10 days.)

**Please ask Zuma, if you are still confused about 30 days Move Out Notice.**

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## 1.8 PET POLICY

We love animals, however we have to enforce the pet policy below:

**Resident shall not permit any pet or animal, even temporarily, anywhere in the Apartment or Apartment Community. If a pet or animal is seen or evidence of the pet or animal is found anywhere in the Apartment or Apartment Community, Resident shall automatically forfeit their entire Security, Cleaning and Damages Deposit.**

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## 1.9 RENT DUE DATE AND LATE FEE

**Rent is due on the 1st day of each month, regardless if the tenant moves in other than the 1st of the month.**

If Tenant(s) fails to pay the rent in full by the 1st day of the month, Tenant(s) will pay Lessor a late charge of \$50.00, for payment between the 2nd and 5th of the month. On the 6th, the late fee increases to \$100.00. If rent has not been delivered by the 7th, Lessor will move forward with the eviction process. Lessor does not waive the right to insist on payment of the rent in full on the date it is due.

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## 1.10 UTILITIES

Zuma Housing is please to provide its tenants with fully-furnished housing with included utilities. This includes: water, power, gas, trash, standard cable television, and wifi internet. However, to prevent the abuse of our services, an allotment of \$60 per private room.

Should the tenant(s) combined usage of utilities exceed this predetermined amount, Zuma Housing reserves the right to charge the difference back to the tenant. Excessive utility charges will either be charged along with the next month's rent or taken from the security deposit.

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Date Signed