



FCF MINISTRY HOUSING AGREEMENT

This Agreement is made by and between Faith Christian Fellowship LLC (“FCF”) and «responsible applicant names» (hereinafter “Resident”).

PHILOSOPHY OF MINISTRY HOUSING STATEMENT

FCF is a ministry of Faith Church of Lafayette, Inc. (“Faith Church”). FCF’s membership includes members of the Lafayette and West Lafayette Community, Purdue Students, Faith Bible Seminary Students, Vision of Hope (VOH) participants, missionaries of the Church, and others from the community that are seeking ministry housing through Faith Church. The FCF community is those who have covenanted to encourage and exhort one another and to seek counsel when appropriate from the Church’s FCF leadership or other qualified spiritual mentors. As is specifically delineated in this document FCF members are committed to following a faithful lifestyle that is to be growing in godliness as defined in the Christian Scriptures. FCF Ministry Housing seeks to provide a safe, secure, and nurturing environment so that each resident’s relationship with Christ is actively cultivated by living at Faith West. Residents of FCF’s Ministry Housing are expected to be individuals seeking a place where they can live out their faith and take advantage of a full cluster of community ministries that Faith West offers.

WHEREAS, FCF leases, for use in its ministry, apartments located in the Facility at 1920 Northwestern Avenue and is authorized to enter into housing agreements with certain residents for rooms in apartments located at Faith West;

WHEREAS the Resident desires to join the FCF covenant community as a resident in a room in the Facility (the “Room”);

NOW THEREFORE the parties do hereby AGREE as follows:

1. **Definitions.**

“*Agreement*” means this FCF Ministry Housing Agreement.

“*Apartment*” means the apartment or unit in the Facility in which the Room assigned to the Resident is located.

“*Facility*” means that portion of Faith West containing residential housing, including the Room.

“*Faith Church*” means Faith Church of Lafayette, Inc.

“*FBCM*” means Faith Biblical Counseling Ministry, a ministry of Faith Church that provides free counseling services to the communities served by Faith Church.

“*Faith West*” means the real estate and improvements owned by Faith West Properties, Inc. at 1920 Northwestern Ave., West Lafayette, Indiana, 47906.

“*FWPI*” means Faith West Properties, Inc. or the owner of the Facility.

“*Resident*” means the person named in the first paragraph of this Agreement.

“*FCF*” means Faith Christian Fellowship LLC, a ministry of Faith Church

“*Occupancy Period*” means the period described in Section 11 of this Agreement.

“*Room*” means a bedroom within an apartment at Faith West, including a bathroom, kitchen, and common living area within the apartment.

2. **Eligibility for Residency.** Among other requirements, membership in good standing in FCF is a prerequisite and ongoing requirement for consideration for and/or continued residence of Resident at Facility.
3. **Lifestyle Covenant.** In accordance with the Philosophy of Ministry Housing Statement set forth above, following a faithful lifestyle includes growing in the practice of the Christian spiritual disciplines of Bible study, prayer, fellowship, worship, and service to others. Also, Resident strives to avoid behaviors that could detract from spiritual growth of Resident or other residents at Faith West. These behaviors include but are not limited to
 - The use of abusive, destructive, and vulgar speech
 - Addictions to any kind of substance, activities or relationships
 - Participation in sexual relationships outside of heterosexual marriage
 - The viewing of pornographic or indecent media
 - The use or possession of any alcoholic beverages, tobacco, or illegal drugs while on Faith West properties
 - Dressing immodestly on the premises of Faith West

Resident agrees to not enter Faith West under the influence of drugs or alcohol. Resident also agrees to abide by all applicable rules and policies established by FCF, FWPI, or Faith Church relating to the use or occupancy of the Facility or to Faith West.

4. **Worship Policies.** In accordance with the Bible (Hebrews 10:24-25), the Resident agrees to live out their faith by regularly attending either Faith Church or a place of worship that will facilitate their continued spiritual growth.

5. **Counseling Services.** Pursuant to all the policies of FBCM, Resident will have access to the biblical counseling services of FBCM.
6. **Pastoral Services.** Faith Church will provide any needed pastoral services to the Resident. The Resident will have access to discipleship services consistent with the mission of Faith Church (Matthew 28:19). If Resident wishes to receive focused mentoring, he or she may speak with a pastor of Faith Church and the pastor will coordinate and supervise that mentoring process with either other members of FCF or other members of Faith Church.
7. **Ministry Participation.** As noted above FCF exists to encourage the use of FCF members' time in godly activities. In order to encourage that, Resident agrees to participate in some sort of ministry activity on a regular basis and invites accountability from FCF in this area. Community-based outreach ministry opportunities will be made available by FCF to residents who desire to participate in them.
8. **Problem Solving Among Residents.** Resident agree to solve personal conflict as outlined in the Bible (Matthew 18:15-20, Ephesians 4:15-32, Galatians 6:1, Proverbs 18:13). If Resident has a conflict with Another Resident they are first encouraged to solve problems between themselves. If they are not able to solve the problem on their own, they are to seek help from the Pastor overseeing FCF Ministry Housing or another pastor of Faith Church. Other sources of counsel may be brought in by FCF or Faith Church to help solve any issues. Resident agrees to solve problems in a way that is concurrent with the Bible and in the absence of criminal activity, to avoid legal recourse for any dispute.
9. **Covenant Violations.** Upon discovery that a covenant violation has occurred a formal process for remediation shall go into effect. The remediation process may include formal meetings with the Director of Faith West Ministry Housing or a pastor of Faith Church, a notice of covenant violation, and a plan for resolving the violation in a manner consistent with the mission of FCF. If Resident refuses to cooperate in this process, Resident risks the termination of their lease and, at the discretion of FCF leadership, an incremental fee per violation will be assessed that shall start at \$250 and increase by \$250 per violation unless otherwise noted in the fee schedule.
10. **Housing.** FCF shall assign Resident to a Room in Facility for Resident's use during the Occupancy Period. FCF will exercise reasonable efforts to meet requests for roommates within certain apartments or halls or floors of the Facility. FCF is not able to provide housing for men and women to live in the same unit unless they are related. FCF will also seek to maintain as much continuity for Resident as is reasonably possible from one academic period to another. However, FCF reserves the right to change a Room assignment for any reason with as much advance notice and consideration as possible for Resident.

Residents will be assigned rooms by FCF. Only persons who are of the same biological sex and gender identity will be permitted to live in the same apartment. Persons who are married pursuant to the definition of Faith Church of Lafayette, IN will be permitted to live together at the discretion of FCF.

11. **Occupancy Period.** Occupancy under this Agreement shall commence on «lease start date», which is the date Resident either moved or is expected to move into the Room. Occupancy shall continue until «lease end date» or until 24 hours following Resident's failure to be eligible for residence, whichever comes earlier.

12. **Fees.** Resident agrees to pay to FCF the residency fees and any applicable Policy Violation Fees, all of which are listed at "Addendum B," which is attached hereto and hereby incorporated herein, as amended from time to time. All residency fees shall be payable in advance without notice or demand on or before the first day of each month payable to Faith Christian Fellowship and delivered to FCF at 1920 Northwestern Avenue, West Lafayette, Indiana 47906 or at such other address as FCF may designate. Other fees shall be payable promptly upon invoice. To ensure proper credit Resident should include with payment the Resident's full name and Room or Apartment number.

The amount, nature, and timing of the covenants, and conditions hereof relating to payment to FCF by Resident is of the essence of this Agreement and shall survive all events of termination of this Agreement.

13. **Termination of Lease.** Termination of lease is at the discretion of FCF. Possible reasons for the termination of a lease are limited to the Lessee being declined admission to their educational facility, having lost financial aid upon which Lessee relied to cover expenses, or Lessee has had a significant change in health that would inhibit their ability to live at premises, and an official letter from their medical provider verifying the same.

14. **Use of Room.** Resident agrees to use the Room only for residential purposes and shall not conduct business or any commercial enterprise therein. Resident agrees to comply with all local, state and federal laws and regulations and with all regulations of Faith West Properties, Inc. and FCF regarding residency expectations and prohibitions, as amended from time to time. This Agreement may not be assigned, and the Room may only be used by Resident. No subletting of the Room is permitted, and any attempt to do so is null and void. Expectations regarding guests and visitors are established and amended from time to time by FCF. So long as Resident complies with the foregoing and with the other requirements under this Agreement, Resident shall be entitled to peaceably possess, hold, and enjoy the Room and the common areas of the Facility.

15. **Pet Policy.** Pets are prohibited at FCF Ministry Housing. Violations of the pet policy will result in fees as delineated in Addendum B.

16. **Guests/Visitors.** Resident agrees not to have guests of the opposite sex stay overnight in the Apartment. Guests of the same sex may stay overnight for a period of no longer than 72 consecutive hours. Exceptions may be made for family members at the discretion of FCF but not without first communicating with Other Residents who share the Apartment.
17. **Maintenance of Room.** Resident, at his or her sole expense, agrees to maintain his Room and the Apartment, including all furnishings and equipment, in a clean and safe condition, and to contribute to the maintenance of common areas in the Facility and to the security of the property of each resident at Faith West. Resident shall not modify the Room or Apartment in any way, except with prior written permission from FCF, and will promptly pay any and all assessed charges for damages or special cleaning or maintenance resulting from misuse or such modification. Resident shall be jointly and severally liable with roommates or Apartment-mates, and hall-mates for assessed charges limited to modifications within the Room, Apartment, or common areas on a hall in the Facility, unless the individual or individuals responsible for the damage are validly identified. FCF shall keep in good repair and working order (except to the extent damaged by Resident) kitchen and bathrooms and all structural portions of the Facility, including (without limitation) foundations, walls, floors, stairways, roof and exterior portions of the Facility, and all electrical, water, central heating, central air conditioning, and plumbing equipment and appliances, and any other equipment and appliances furnished by FCF under this Agreement.
18. **Keys/Keycards.** Resident agrees not to duplicate any key or keycard assigned, or to transfer their key or keycard to another person, and will nevertheless be considered responsible and liable for any use of their key or keycard and subsequent actions permitted by such access to the Facility. Resident is responsible for securing the Room and Apartment at all times and for taking additional precautions as necessary to protect their person and property.
19. **Satellite Dishes.** Resident agrees to not install any sort of Satellite Dish or similar service in their unit or to the building.
20. **Surrender of Room and Apartment.** Upon termination of this Agreement, Resident shall remove all of his property from the Room and Apartment, and shall surrender the Room and Apartment, to FCF in a clean and orderly condition, with the exception of normal wear and tear.

FCF shall inspect the Room and Apartment from time to time during the Occupancy Period. FCF shall also inspect the Apartment within seven (7) days after the end of this Agreement. The cost of any damages to the Room will be charged to Resident. The cost of any damages to the Apartment that can be attributed to Resident will be charged to and promptly paid by Resident. The cost of any damages to the Apartment that cannot be attributed specifically to Resident shall be charged to Resident and the other persons residing in the Apartment and Resident shall be jointly and severally liable with such

persons for the cost of repairing such damage and Resident agrees to promptly pay all or Resident's share of such charges.

21. **Right to Enter.** FCF and any representative of FWPI reserves the right to access the Apartment and Room during reasonable hours for the purpose of making such inspections, repairs, alterations, additions and improvements as FCF or FWPI may deem necessary or desirable.

When FCF or FWPI has a reasonable belief that a violation of a federal, state, or local law, regulation, or ordinance is in progress, and/or that another emergency situation exists, FCF and/or FWPI may enter the Apartment or Room without notice. Resident's signature to this Agreement constitutes explicit consent for authorized personnel of FCF and FWPI to enter those spaces without notice for such purposes.

22. **Parking at Faith West.** Upon move-in a Resident may fill out a Parking Permit Application. The application will be reviewed by FCF and the resident will receive a parking permit within 5 business days.

23. **Trash.** Resident agrees to bring all trash to the dumpster or other collection point designated by FCF. Under no circumstance shall Resident leave trash in any common area.

24. **Condition of Room and Apartment at Move-In.** Resident has inspected the Room and Apartment and is satisfied with its condition. Except as otherwise provided in this Agreement, Resident's taking possession of the Room shall be conclusive evidence of receipt thereof in good order and repair.

25. **Utilities.** Resident shall pay directly to the utility companies all charges for electricity, incurred for the Apartment as well as any additional cable or internet features that Resident desires.

26. **Limitation of Liability, Insurance, and Indemnification.** Resident agrees that neither FCF, Faith Church, FWPI, their affiliated entities or any directors, officers, employees, volunteers, or agents of same ("Indemnitees") shall be liable for damage to or loss of personal property of Resident or Resident's guests or for a failure or interruption of utilities at the Facility. As such, if Resident seeks coverage for any such personal property, he or she will acquire and/or maintain sufficient insurance coverage for all personal property housed by them in the Facility. Resident further agrees to indemnify, defend, and hold harmless the Indemnitees, jointly and severally, from and against any and all loss, liabilities, damages, injuries, claims, suits, judgments, causes of action and expenses, including reasonable attorneys' fees, as a result of or arising from Resident's breach of this Agreement or Resident's occupancy of the Room or Apartment hereunder, including but not limited to personal injury or death, unless such is caused by the intentional misconduct of the Indemnitees.

27. **Nondiscrimination.** FCF considers residents at Faith West without regard to their race, color, or national or ethnic origin. As a ministry of Faith Church, FCF does consider religious affiliation in consideration of its membership, and thereby in consideration of eligibility for residency.
28. **Condemnation.** If the whole of the Facility, or such portion of it as will make the Apartment unusable for residential purpose(s), is condemned and sold for any public use or purpose by any legally constituted authority, this Agreement shall terminate when possession is taken by such authority. In the event of such termination, fees shall be prorated as of the date possession is so taken. Termination of this Agreement under this section shall not prejudice the rights of either FCF or Resident to recover compensation from the condemning authority for any loss or damage caused by such condemnation. Neither FCF nor Resident shall have any rights in or to any award made to the other by the condemning authority.
29. **Right to execute.** FCF reserves the right to enforce any of its policies as it sees best to further its Christian mission and is not required to execute any or all parts of this agreement.
30. **Subordination and Attornment.** Tenant agrees that its rights under this Lease shall be subordinate to the lien of any mortgage or any other lien resulting from any method of financing or refinancing now or in the future existing against all or part of the Premises, and to any and all renewals, modifications, replacements, consolidations and extensions of the same (collectively, a "Mortgage"). Upon request, Tenant shall execute and deliver all documents requested by the holder of a Mortgage to confirm this subordination. In the event of any foreclosure, sale, or other event causing Landlord's ownership of the Premises to terminate, (i) Tenant shall attorn to the new owner and shall recognize the new owner as Tenant's Landlord under this Lease; (ii) Tenant shall, upon request of the new owner, execute and deliver any instrument reasonably requested by the new owner to evidence this attornment; (iii) Tenant waives any right that it may have at law or in equity to terminate this Lease or to surrender possession of the Premises upon termination of, or institution of proceedings against, Landlord's rights of ownership in the Premises; and (iv) the holder of the Mortgage may, at holder's option, accept or reject Tenant's attornment (except as to third-party credit tenants unrelated to the holder of the Mortgage, as to which the holder of the Mortgage shall grant a non-disturbance provision). If requested by the holder of a Mortgage, Tenant shall give the holder notice of and reasonable opportunity to cure any default under this Lease by Landlord, and if necessary, to allow the holder sufficient time to foreclose Landlord's interest in the Premises before effecting the cure.
31. **Community Rules.** Resident agrees to sign and live by the "Community Rules Addendum C".

32. **Miscellaneous.**

- 32.1 **Binding Agreement.** This Agreement shall bind and insure to the benefit of the parties and their respective legal representatives, heirs, successors and assigns.
- 32.2 **Invalid Provision/Severability.** The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions of it; and this lease shall be construed in all respects as if such invalid or unenforceable provision was omitted.
- 32.3 **Cancellation of Prior Agreements.** This Agreement cancels and supersedes any prior verbal or written agreement between the parties pertaining to the subject matter of this Agreement.
- 32.4 **Amendments.** No amendments, modifications, alterations, or additions to this Agreement shall be binding unless made in writing and signed by the parties.
- 32.5 **Governing Law.** This Agreement shall be governed in all respects by the substantive law (and not the law of conflicts) of the State of Indiana.
- 32.6 **Headings.** The section headings in this Agreement are included solely for convenience, and shall in no event affect or be used in connection with the interpretation of this Agreement.
- 32.7 **Counterparts.** This Agreement may be executed in several counterparts, each of which shall be deemed an original, but together the counterparts shall constitute one and the same document.
- 32.8 **Entire Agreement.** This Agreement constitutes the entire agreement of the parties, all prior negotiations and agreements, whether written or oral, having been merged into this Agreement.
- 32.9 **Time of Essence.** Time is of the essence in this Agreement.
- 32.10 **Waiver.** FCF's failure to enforce any terms of this Agreement shall not be deemed a waiver of any subsequent breach by Resident or Parents.
- 32.11 **Notices.** Any notice, designation, consent, approval, offer, acceptance, statement, or other communication required or allowed under this Agreement shall be in writing. In the case of notice to Resident during the Occupancy Period, notice shall be given to Resident at Faith West, unless Resident has provided another address for receipt of notice. After the Occupancy Period, notice shall be given to Resident at the address provided by Resident or, if no such address is provided, then to the address stated below. Notice to FCF shall be provided at the address stated below, or at such other address as FCF may designate. Notice shall be deemed given when either the notice is mailed to the party to be notified by means of certified or registered U.S. mail, return receipt requested, postage prepaid or personal service of the notice is made on the party to be notified.

32.12 **Christian Arbitration.** Any claim or dispute between the parties concerning questions of law or fact or both arising out of or relating to this Agreement, its performance, or its alleged breach, which is not disposed of by agreement of the parties, must be resolved by binding arbitration by the Institute for Christian Conciliation in accordance with its rules, and the parties agree to attempt first to resolve such claim or dispute through biblically-based mediation as defined by and in accordance with such organization's rules. (If the Institute for Christian Conciliation does not then exist, such claim or dispute must be resolved by binding arbitration by an arbitrator or arbitrators who is or are a professed Christian or Christians mutually agreed to by the parties, or selected in accordance with the procedures set out in the rules of the American Arbitration Association, and the claim or dispute will be resolved in accordance with the rules of that organization.) The parties will keep such questions and arbitration proceedings confidential except as necessary to effectuate arbitration. The parties may not sue or otherwise bring actions against each other in any courts, other than to compel compliance with these arbitration provisions, they agree that arbitration is their sole and binding remedy, they waive their rights to sue or to other remedies, and they agree that if this covenant not to sue and waiver are not effective then such arbitration is a prerequisite to any other remedy. The parties will abide by, perform, accept, and fulfill the final award or finding concerning such questions without recourse to any other court or tribunal, except to the extent necessary to enforce said final award or finding.

[SIGNATURES ON NEXT PAGE]



Resident Name	«responsible applicant names»
Address	1920 Northwestern Ave.
Unit	«unit_number»
	West Lafayette, IN 47906
Bedroom	«unit_space_number»

**APARTMENT SELECTION FORM
ADDENDUM A**

Property: Faith West Ministry Housing
Property Address: 1920 Northwestern Ave.
Manager: Faith West Ministry Housing
Lease Term: **Move In** **Move Out**
 «new_or_renewal_lease» «lease_start_date» «lease_end_date»
Utilities Included: Furniture, Parking, Internet, Water, Sewer, Trash Removal

Apartment Type (the "Premises")	Description	Monthly Market Rent (per bedroom)		Yearly Market Rent	Yearly Total
«floor_plan_name»	«unit_description»	\$«monthly_market_re nt»	x 12	\$«yearly_market_rent »	\$«yearly_market_rent»

Base Rent	\$«yearly_market_rent»
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Indicate promotional: «promotional_description»	Subtotal Resident Rent	\$«yearly_market_rent»
	Credit Adjustments (if applicable) <i>*note on Promo</i>	\$«concession_amount»
	Resident's Net Rent	\$«monthly_charge_total_lease»
	Resident's Monthly Rent Installment	\$«monthly_charge_total»
	Total Joint Lease Rent (the "Rent") <i>Residents Net Rent multiplied by number of bedrooms in apartment</i>	\$«total_joint_lease_rent»

Custom Rent Payment Schedule

The First Monthly Rent Installment is due on or before **August 1, 2017**
 The Second Monthly Rent Installment is due on or before **September 1, 2017**
 The remaining Monthly Rent Installments shall be due on the 1st of each consecutive month until all Rent is paid in full.

Any prorations to rent shall be noted in the promotional space provided if any such proration is applicable.

Resident acknowledges that he has received, read, understands and agrees to the terms and conditions contained in this Exhibit, which is incorporated by reference in its entirety to the Lease.

NOTICES TO:

FCF Housing
 Attn: Pastor of Faith West
 1920 Northwestern Ave.
 West Lafayette, Indiana 47906

SERVICE OF PROCESS TO:

FCF Housing
 Attn: Pastor of Faith West
 1920 Northwestern Ave.
 West Lafayette, Indiana 47906



**FEE SCHEDULE
ADDENDUM B**

Automatic Housing Fees

Application Fee.....	\$50.00
Redecoration Fee ¹	\$200.00

Potential Housing Fees

Late Rent Fee	\$50.00 on 5 th and \$50.00 on 15 th
NSF Fee	\$25.00 plus all fees, fines, charges, penalties assessed by bank
Room Lockout Fee.....	\$20.00/occurrence
Subleasing Procurement Fee.....	\$250.00
Re-let Fee.....	\$250.00
Lease Termination Fee ²	
Before May 1 st , 2017.....	One Month's Rent
After May 1 st , 2017.....	\$1500.00
Utility Revert Fee.....	\$100.00
Key Replacement Fee (Building or Room).....	\$50.00
Key Replacement Fee (Mailbox)	\$10.00
Pet Violation Fee.....	\$500.00
Parking Violation Fee	\$30.00/day
Abandoned Property Removal Fee	\$50/HR/LABORER
Excessive Cleaning Fee	\$35/HR/LABORER
Property Repairs.....	Market Rate
Smoking Cleaning Fee.....	Market Rate

¹The redecoration fee is non-refundable and covers basic wear and tear to the unit.

² Please refer to section 13 of lease for qualifications for lease termination.

Upon vacating, the apartment must be left in good condition; completely cleaned, all trash removed, and the carpets vacuumed. Items found to be unclean or not in working order at time of inspection or upon move-out will be charged accordingly. The overall condition of the apartment will be compared to the condition listed on the move-in inspection checklist in your file. If you did not turn in your move-in inspection checklist the apartment will be compared against normal age standards.

The prices below for the items listed are average prices only and will be charged for each instance that an item must be repaired or cleaned. If there is a variance in cost, you will be billed for the difference. **Please note that this list is not intended to be all-inclusive. You can and will be charged for items not listed below, if they are found to have been damaged or are missing. Replacement or repair costs can also include labor or service charges. Furniture replacement costs are identified in the Furniture Addendum.**

		<u>Cleaning Cost</u>	<u>Replacement Cost</u>	
Kitchen	Oven	\$40	Market Rate	
	Stove/ Range Hood	\$25	Market Rate	
	Stove Burners	\$45	Market Rate	
	Refrigerator	\$35	Market Rate	
	Drip Pans 6" (2)		Market Rate	
	Drip Pans 8" (2)		Market Rate	
	Freezer/ Ice Bucket		Market Rate	
	Refrigerator Racks		Market Rate	
	Floors	\$40	Market Rate	
	Garbage Disposal	\$20	Market Rate	
	Microwave	\$35	Market Rate	
	Dishwasher	\$40	Market Rate	
	Bath/ Bedroom	Tub/ Shower	\$45	Market Rate
		Toilet Tank Lid		Market Rate
Toilet Seat			Market Rate	
Toilet		\$40	Market Rate	
Toilet Paper Holder			Market Rate	
Towel Rod			Market Rate	
Shower Curtain Rod			Market Rate	
Bathroom Mirror			Market Rate	
Sink/ Cabinets		\$75	Market Rate	
Light Bulbs (each)			Market Rate	
Specialty Bulbs (each)			Market Rate	
Bedroom Blinds		\$30-\$60	Market Rate	
Bedroom Door			Market Rate	
Miscellaneous		Hand Railing (TH)	\$80	Market Rate
	Window Blinds	\$30-\$60	Market Rate	
	Hard Surface Floor	\$50	Market Rate	
	Paint (per colored wall)	\$80	Market Rate	
	Window Glass	\$190	Market Rate	
	Window Screen	\$45	Market Rate	
	Exterior Door		Market Rate	
	Pressure Wash Patio	\$75	Market Rate	
	Smoke Detector		Market Rate	
	Vertical Slats (each)	\$3	Market Rate	
	Light Globes (each)		Market Rate	
	Stained Carpet	Market Rate + 20%	Market Rate	
	Drywall Repair	Market Rate + 20%	Market Rate	
	Cigarette Butts	\$100		
Cable Box / Cables		Market Rate		
Remote Controls		Market Rate		

If you are concerned about the condition of any of these items in your apartment please contact the office so we can setup a review of charges and/or inspection.



COMMUNITY RULES AND REGULATIONS ADDENDUM C

The following guidelines are added as a part of the Lease Agreement. You agree to these Rules and Regulations for the purpose of preserving the welfare, safety and convenience of the residents at Faith West for the purpose of making a fair distribution of services and facilities for all residents and for the purpose of preserving our property from abusive treatment. A violation of these Rules and Regulations may be deemed a default by you, and may result in termination of the Lease Agreement. Complaints for violations of these Rules and Regulations will be addressed in accordance with the following procedure:

YOUR UNIT

1. **After moving into the Premises residents are responsible for supplying and changing all interior light bulbs as they burn out.** Colored bulbs are not permitted in any exterior light fixture.
2. No neon, flashing or other signs or use of foil or other unsightly materials to cover windows are permitted.
3. Garments, rugs, bed sheets, blankets, nor any other items are to be hung from the windows, patios, balconies, common hallways or any other exterior area of the community.
4. Balconies are to be kept in a clean and orderly manner. They are not to be used as storage areas and articles are not to be hung over railings. Outdoor furniture only is allowed on patios/balconies. No objects are to be thrown from patios, balconies, or windows. No garbage is allowed on patios/balconies. If any items are not removed as requested, Faith West will remove the items and issue a fine for the removal. Such fine will be due immediately.
5. Indiana State Fire Code prohibits the use of any open flame cooking or heating device on patios and balconies. This includes grills (gas or charcoal), and torches. ISFC also prohibits live cut trees and extension cords. Resident will be responsible for any fines associated with violating this code.
6. Distributing, posting and hanging signs or notices in any portion of the community are not allowed without the Property Manager's prior approval. No solicitation or canvassing is allowed without our prior written consent.
7. Welcome mats can be placed in front of the doors, but rugs or carpet remnants are not permitted.
8. Due to the multi-tenant and residential nature of the Community, offensive or disruptive noises or odors of any kind are prohibited in the Community. You and your guests should, at all times, maintain order and practice good conduct in the Apartment and in all areas of the Community. Loud, offensive or boisterous activities or odors or other conduct that unreasonably disturbs the comfort, sleep or enjoyment of other residents and their guests in the Community (including, but not limited to, unreasonable uses of televisions, radios, guitars, band instruments, pianos, keyboards, stereo systems and computers) are not permitted in the Community.
9. Alarm systems, lock changes or re-keying is not permitted.
10. Hot plates, candles, halogen lamps, incense, space heaters, or lighter fluid are prohibited within the Apartment. Owner will not be responsible for any damages incurred from use of the preceding items.
11. No furniture/appliance is to be removed from the Apartment or Common Areas at any time. Residents will be responsible for damages to the furniture that has been provided in each apartment.
12. You will not remove any of our property, and you will not perform any repairs, painting, wall papering, electrical changes or other alterations (other than for small nail holes in sheet rock for hanging pictures) of the Apartment without our prior written permission.
13. Command strips or other such adhesive devices are not allowed due to excessive damage to drywall.

14. Surge protectors are required to be used on all equipment connected to the cable and internet systems. Anyone found to be in violation of this agreement will be disconnected from the service, and will not be reconnected until such time that approved surge protector is used. Any damage caused to the system due to non-compliance of the resident will be investigated, and if deemed of merit, will be assessed the charges of the repairs. This determination will be made by the internet provider.

COMMON AREAS

1. The driveways, sidewalks, entry passages, stairs and halls are not to be obstructed.
2. Bicycles and other personal property may not be parked or left outside premises, except on bicycle racks that owner may provide. Bicycles, motorcycles and scooters are not to block stairwells, hallways, sidewalks, or other fire escape routes. All trash and garbage must be placed in receptacles in locations designated by management. Resident agrees to deposit trash and refuse directly into such dumpsters and not leave it in the apartments or common areas, hallways, or the property. Management reserves the right to impose a reasonable charge for the violation of this provision as well as for littering. Resident agrees to place trash inside of dumpster not outside it or in surrounding area. Mail kiosks are not to be used to post advertisements, messages or flyers of any kind. If mail is found on the ground, a charge will be assessed to resident.
3. Fire warning devices and safety equipment are to be used only in case of emergency. The sounding of a fire alarm should be taken seriously and you must proceed accordingly. **The intentional sounding of an alarm, or tampering with any other safety equipment, outside of an emergency situation will be considering a criminal offense and the person or persons responsible will be treated accordingly.**
4. As a convenience, we may accept mail/UPS/FedEx, etc. packages on your behalf, but we will not be held responsible for accepting the packages in the event of theft, damage or other loss. You must show your valid picture ID to retrieve your package.

PARKING AND TOWING

1. Parking spaces adjacent to the building are reserved for community guests and preschool parents. Residents are to park in the main lot and leave these spots available in order to serve others well.
2. No parking allowed on the grass, sidewalks, or any other area, not designated as an appropriate parking space within the parking lot, including fire lanes and handicap parking spaces. Any vehicle parked in a handicap space must display licenses and tags required by the State of Indiana.
3. Maintenance repairs are not to be made on any vehicle within the community. This includes oil changes, etc.
4. Commercial vehicles, trailers, campers, mobile homes, and recreational vehicles cannot remain on any area of the community except for the temporary purpose of loading or unloading of passengers or personal property. Vehicles violating this provision are subject to towing at the vehicle owner's expense.
5. Faith Christian Fellowship reserves the right to regulate the time, manner, and place of parked cars, trucks, motorcycles, bicycles. All cars must display parking permits at all times. Any vehicle without permit is subject to immediate towing. Faith Christian Fellowship will remove illegally parked vehicles and have them towed away. A vehicle is prohibited in the community if it: has flat tires or other conditions rendering it inoperable; has an expired license plate; takes up more than one parking space; is parked in a designated handicapped space without the required handicap insignia; blocks another vehicle from exiting or entering; is parked in a fire lane or designated "no parking area"; is parked in a space marked for or assigned to other resident(s), guests or preschool parents; or is parked off the pavement. We will not be responsible for the cost of towing a vehicle found in non-compliance.

Faith Christian Fellowship reserves the right at any time to make changes to these Rules and Regulations as Landlord shall in its judgment determine to be necessary for the safety, care, and cleanliness of the premises and for the preservation of good order, comfort and benefit of residents in general and for the efficient operation of the apartment community.



**FURNITURE REPLACEMENT FEES
ADDENDUM D**

The Landlord will provide the following identified furniture items within each dwelling:

Full Sized Mattress and Frame (per bedroom).....	\$ 313.00
Dresser (per bedroom)	\$ 255.00
Desk and Chair (per bedroom)	\$ 201.00
Leather style Sofa	\$ 505.00
Leather style Chair.....	\$ 305.00
Coffee Table	\$ 89.00
End Table	\$ 79.00
TV Stand	\$ 136.00
Dining Table	\$ 130.00
Dining Chairs (each)	\$ 35.00

Residents are responsible for storing any furniture they do not want in the unit; the landlord will not remove or store any furnishings. Any furnishings stored outside of the unit must be returned upon move-out. Residents will be responsible for any missing or damaged furniture.



INSURANCE AND INDEMNIFICATION ADDENDUM E

This addendum is entered into on the date signed by the parties below as a part of the Agreement dated for «lease generated on» at Faith West (the "Agreement").

Pursuant to the Agreement, resident acknowledges that they shall secure renter's insurance as defined in section 26 of the Agreement. Resident further acknowledges responsibility to provide proof of insurance to Faith Christian Fellowship in one of the following manners, as defined below:

1) Personal Renter's Insurance: Insurance coverage purchased by the resident; provides protection for the resident's legal liability as well as their own property. The policy must show the resident as the "named insured" and should show the apartment unit address as the "Location Address." Resident must provide Faith Christian Fellowship with a copy of the "Declarations Page" of the policy and a paid receipt for the full policy premium. Resident must be covered for the term of the Agreement. If the policy expires during the Agreement term, the resident is required to submit a new copy to property management. **A minimum of \$100,000.00 of liability coverage is required.**

2) Parent's Homeowner's Policy: Insurance coverage purchased by the parents of the resident can be used to document the legal liability and property coverage of the resident. The insurance agent for the parent's resident must provide a "Certificate of Insurance" (COI) showing the homeowners' policy coverage period, the name and address of the named insured(s) and the dollar value of the coverage limits. This COI should show coverage is extended to the resident's name and address at Faith West Ministry Housing. **A minimum of \$100,000.00 of liability coverage is required.** The named insured on the "Certificate of Insurance" should normally match the name of the individual(s) that have signed the parental guarantee form to support our resident's Agreement. Resident must be covered for the term of the Agreement. If the policy expires during the Agreement term, the resident is required to submit a new copy to property management.

Selected Option: «renters insurance selection»