



Rules & Regulations

1. Rent Payments

- Rent is due on or before the 1st of each month.
- If rent is not received by 5:00 p.m. on the 5th, a \$45 late fee will be charged.
- If rent is not received by 5:00 p.m. on the 10th, management may proceed with eviction or other legal action under California law.
- Approved payment methods:
 1. ACH (Automatic Clearing House) – may be scheduled monthly or processed manually.
 2. Credit or Debit Card – subject to a \$17 service fee charged by the processor.
 3. Electronic Cash Payments (ECP) – available at participating 7-Eleven and ACE Cash Express locations.

2. Keys & Access

- Tenants may not re-key their space. Unauthorized re-keying will result in a \$50 charge. There is a \$25 for a lost key.
- Gate hours: 6:30 a.m. – 10:00 p.m., seven days a week.

Page 1 of 2 • Prohibited items: flammable, toxic, hazardous, or explosive materials; firearms; ammunition.

- No smoking anywhere inside or around the building.
- No drugs are permitted on the premises. Any violation will result in immediate removal and forfeiture of deposit.
- Pets are not allowed inside the building.

4. Use of Facilities

- The elevator is shared; it must not be monopolized and must be returned to the 1st floor after use.
- Trash must be disposed of in the dumpster. If full, notify management. No large item dumping.
- Units must be kept clean. A minimum \$50 charge applies if management must clean after move-out.
- Alterations (painting, flooring, etc.) require prior management approval.
- Upon vacating, walls must be restored to white. Touch-up and patch services available at \$25/hour.

5. Gatherings & Events

- Workspaces and common area are intended for work only.
- Gatherings of more than four (4) people, parties, shows, photoshoots, or filming are not allowed without prior written approval.

6. Occupancy & Parking

- No overnight stays are permitted. Unauthorized overnight use will result in immediate removal and forfeiture of deposit.
- Parking is first-come, first-served. One (1) parking permit per unit will be issued and must be displayed.
- All parking rules must be followed. Violations may result in towing at the vehicle owner's expense.
- No overnight parking. Unauthorized vehicles will be towed at tenant's expense.