

LEASE CONTRACT

Version 5-25-2015

Property _____ Last Names _____

Lease Contract begins (today) _____ and continues thru the last day of _____, 20 _____

Possession Date (if different) _____ Authorized Pets/Names _____

All utilities are to be paid by Resident. (Exceptions ___Water, ___Sewer, ___Heat paid by Management

Maintenance/repair labor & materials provided by ___ Management ___Resident (rent is discounted)

Rent of \$_____ is due on the first of the month.

Early Lease Buy-Out Fee \$_____ (Resident may pay this one time fee to end the lease early and not be held liable for the remaining months of the lease. If not paid at time of move-out notice, Resident is required to pay for all remaining months. 30 day notice still required.)

Smoking ___IS or ___IS NOT permitted inside the home.

Partial Rent for period _____ to 1 st due date _____	_____
Security Deposit - cannot be applied to last month's rent	_____ "No Deposit" Promotion
Non-refundable Animal Registration Fee (\$150 per animal)	_____
Subtotal	_____
Received Date Rec'd _____ by _____	_____
Balance Remaining (complete Promissory Note)	_____

Resident(s): This is a legal and binding contract. All persons occupying the home who are 18 or older must sign. This lease includes Terms, Policies, Move-In Inspection, Repair Costs, Smoke Detector Release, EPA Lead Paint Release, Emergency Contacts, and a Management Contact page. Resident acknowledges receipt of these. Resident accepts property "AS IS", with no additional terms or promises which are not outlined in this lease. English is the official language of this lease.

Resident Sign	Print Name	Date
X _____	_____	_____
X _____	_____	_____
X _____	_____	_____
Management:	_____	_____

SMOKE DETECTOR ACKNOWLEDGEMENT AND RELEASE FROM LIABILITY

I hereby state that I have inspected the subject property and have determined that the smoke detectors are in proper working order. I understand that the landlord, management, and his/her agents and legal representatives are under no obligation or duty to test or inspect the smoke detectors. **I understand that the ongoing maintenance of the smoke detectors and their batteries is the responsibility of the Resident.** I have read and fully understand this smoke detector acknowledgement and release from liability and understand that my signature on this form operates as a complete release of the landlord, management, owners, partners, agents, or legal representatives.

SIGN _____ DATE _____

SIGN _____ DATE _____

EMERGENCY CONTACTS: Minimum 2 contacts per adult, no overlaps. (Please print clearly)

In the event I cannot be reached, the following persons are trusted friends or family members I designate as approved to receive mail, notices, phone calls, texts, messages, deliveries, etc for me. The categories listed are memory joggers. You can list any adult.

Adult # 1 _____

Mother _____

Address _____

City _____ State _____

Phone _____

Father _____

Address _____

City _____ State _____

Phone _____

Grandparent _____

Address _____

City _____ State _____

Phone _____

Sibling _____

Address _____

City _____ State _____

Phone _____

Friend _____

Address _____

City _____ State _____

Phone _____

Friend _____

Address _____

City _____ State _____

Phone _____

Friend _____

Address _____

City _____ State _____

Phone _____

ADULT # 1 SIGN X _____

Adult # 2 _____

Mother _____

Address _____

City _____ State _____

Phone _____

Father _____

Address _____

City _____ State _____

Phone _____

Grandparent _____

Address _____

City _____ State _____

Phone _____

Sibling _____

Address _____

City _____ State _____

Phone _____

Friend _____

Address _____

City _____ State _____

Phone _____

Friend _____

Address _____

City _____ State _____

Phone _____

Friend _____

Address _____

City _____ State _____

Phone _____

ADULT # 2 SIGN X _____

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

(ii) _____ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check (i) or (ii) below):

(i) _____ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

(ii) _____ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

(c) _____ Lessee has received copies of all information listed above.

(d) _____ Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agent's Acknowledgment (initial)

(e) _____ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____ Lessor	_____ Date	_____ Lessor	_____ Date
_____ Lessee	_____ Date	_____ Lessee	_____ Date
_____ Agent	_____ Date	_____ Agent	_____ Date

1 TERM: The term of this agreement shall commence on the date shown above and continue for a
2 **minimum of twelve full calendar months. The lease is automatically renewed upon the**
3 **anniversary date each year with a 1.4%- 2.9% Cost of Living increase.** Notice of non-renewal by
4 Resident must be received by Management at least 30 days prior to lease anniversary date shown on
5 page 1. In the event this agreement is not accepted by Management or Owner's agent within 5 business
6 days, the total deposit paid shall be refunded, minus any charges incurred. Resident may terminate prior
7 to anniversary date by paying the Early Lease Buy-Out Fee and any other associated charges.
8

9 RENT: **Rent shall be paid on or before the dates shown for the plan chosen on page one. A Late**
10 **Fee of \$50.00 will be added after the fifth day of the due date** on the delinquent amount.

11 Returned check fee: \$50 per occurrence.

12 Should the due date fall on a Sunday or federal holiday, the rent will be due on the following day.

13 Saturday is considered a business day for paying rent. Please plan accordingly.
14

15 PAYMENTS: **Rent is to be paid by A) automatic draft from your checking account.**

16 **B) Bank Check C) Personal Check D) Credit/Debit Card Online E) Cozy checking payments.**

17 **Handling paper money may result in additional costs to the resident.** Resident is responsible to
18 communicate to Management any changes in his/her account and allow 48 hours for changes. Cancelling
19 the account will result in a \$50 NSF fee.

20 If check or money order is allowed by management, make them **PAYABLE TO: 7 TRUMPETS REALTY**
21 (the name shown on the attached CONTACT page) and delivered to the address shown on that same
22 page.
23

24 **Mail or other delivery services are NOT recommended due to delays and lost mail.** These systems
25 create delays and you lose of control of your money. Delays due to mail or other services will not be
26 allowed and will go on your record as a late payment. Late fees will be applied and eviction started.
27 Please do not jeopardize your credit report over a postage stamp.

28 Should the Resident ignore this clause and use the mail or other delivery services, if the rent is "lost in the
29 mail" or "money order was lost or stolen" the rent is considered late and eviction will be started.
30

31 OPTIONAL: **Deposit Only account. With special permission, Resident may go to Management's**
32 **bank in person and deposit CASH ONLY into this account.** See attached sheet or card for account
33 info. This account will not accept personal checks.

34 The Deposit Only account is a convenience for Residents in good standing. In the case of eviction, the
35 Resident is no longer in good standing and this privilege is revoked. Funds deposited by a Resident who
36 ignores this clause will be ruled "not accepted" and will not delay eviction.

37 Management will accept cash at the initial lease signing appointment only and write a receipt. If a
38 manager refuses to write a receipt, DO NOT give them money.

39 Cash is not accepted by Management other than the deposit only account and initial lease signing.
40

41 **Rent will not be picked up. The Resident is responsible to deliver rent.**

42 **DO NOT GIVE ANY MONEY TO MAINTENANCE PERSONNEL OR ANYONE ELSE!!**

43 When purchasing a money order, IMMEDIATELY write the property management company's name in the
44 payee line. If left blank, ANYONE can pick up your money order and cash it.
45

46 COMMUNICATION: **We do not have personnel to answer the phones. All communication should**
47 **be in writing, either delivered to the office address, emailed, or by text, as shown on the CONTACT**
48 **page.**

49 If you do not receive a response within 3 business days, please contact us again by phone or mail.
50

51 Rent is based on current property taxes and insurance costs. These expenses are controlled by the local
52 school board, local, county, state, and federal government and agencies, and insurance companies. If
53 these are increased, the amount of increase will be added to the rental amount. A written notice will be
54 provided.
55

56 _____ (Resident initial) _____ (Resident initial)

57 If the lease is marked for "repairs by Resident", any labor or parts by management to cover the Resident's
58 responsibility may be added to the Resident's balance due.

59
60 All unpaid late fees, returned check fees, damages, penalties, fines, citations, liens, etc. will be added to
61 the Residents' account and considered "additional rent".

62 All monies received will be applied to the outstanding balance and late fees will be applied to any unpaid
63 balance.

64 Any unpaid balance will be considered unpaid rent and grounds for eviction.

65 Payer may not re-arrange this process by writing something on his/her payment. Doing so will be
66 considered an act of bad faith regarding the lease.

67
68 _____ (resident initial) **Verbal communications are non-binding. If a dispute should occur, the**
69 **terms of the written lease shall override any verbal communications.** Any promise of repairs,
70 changes, terms, etc. must be in writing.

71
72 ***** RENT IS DUE ON OR BEFORE THE DAY SHOWN ON PAGE 1.**
73 ***** A LATE CHARGE OF \$50.00 WILL BE ADDED FIVE DAYS AFTER THE DUE DATE.**
74 ***** UNPAID RENT WILL START THE EVICTION PROCESS.**
75 ***** THIS WILL APPEAR ON YOUR CREDIT REPORT.**

76
77 **PHYSICAL POSSESSION:** If Management is unable to deliver possession of the premises at the
78 commencement hereof, Management shall not be liable for any damage cause thereby, nor shall this
79 agreement be void or voidable Resident may void contract if possession is not delivered with 15 days of
80 possession date shown on page 1.

81
82 **MULTIPLE OCCUPANCY:** it is expressly understood that this agreement is between the Management
83 and each signatory jointly and severally.
84 **The term "jointly and severally" means each adult named on the lease shall be responsible for**
85 **timely payment of rent** and performance of all other provisions of this agreement
86 **no matter what the other signers may do.** All adult occupants must complete an application and will be
87 added to the lease if approved.

88 **New occupants, spouses, or roommates must be approved before occupying the property.** In the
89 case of a spouse released from incarceration or any other facility or treatment program who was not listed
90 on the original application, that spouse must complete an application and be approved prior to
91 occupancy. Occupancy, approved or not, assumes legal and financial responsibility for the property and
92 lease. Occupancy by persons not approved will be billed at \$20 per day per person, retroactive to the first
93 day of the lease contract and trigger eviction.

94
95 **USE:** The premises shall be used exclusively as a residence for no more than the actual persons listed
96 on the application. No businesses, daycare, manufacturing, mechanical work, auto body work, animal
97 breeding, etc are not allowed.

98 **Guests:** Persons staying more than a total of 14 days in a calendar year without management's written
99 consent shall constitute a violation of this agreement and incur a fine of \$50 per day, per person. Visitors
100 must abide by all policies.

101 Visiting children, stepchildren, and other regular overnight occupants must be listed on the application.

102
103 **ROOMMATES:** should have a written business agreement between themselves. Even if a person moves
104 out, they are still on the lease and responsible for the rent, cleaning, and damage. Management will not
105 settle disputes between roommates. Security deposits stay with the home until all persons have vacated.
106 When replacing a roommate we suggest the new roommate "buy out" the deposit of the exiting
107 roommate.

108 Cleaning and repairs are based on the original move-in inspection and the persons on the lease, not on
109 the condition when a certain person moved in or out during the lease. Management is not responsible to
110 determine who caused damage.

111 **s _____ (resident initial) _____ (resident initial)**

112 Deposit refunds will be issued by one check, listing all persons on the lease. It is up to the roommates to
113 divide the funds.

114
115 **DIVORCE / BREAK UP:** Management is not responsible for changes in Residents' personal life. The
116 lease continues even if someone moves out. We do NOT remove them from the lease. One person can
117 receive official notices on behalf of all leasees.

118
119 **UTILITIES:** Resident shall be responsible for the payment of all utilities and services, except those
120 indicated as paid by Management. Heat utilities, both gas and electric, must be in service during tenancy.

121
122 _____ (resident initial) **Utilities have been discontinued and must be activated in the tenants'**
123 **name. A phone list is enclosed.**

124
125 Should any part of the house fail or break, Management is responsible only for the repair of the structure
126 and mechanicals, not the utility bill. Example: a water leak goes undetected or unreported and creates a
127 high water bill – the water bill is the responsibility of the Resident.

128
129 **ANIMALS:** **No animals shall be brought on the premises without the prior written consent** of the
130 Management. Only pets listed on the lease may be on the property, inside or outside.

131 **No temporary pets/animals, pet/animal sitting, or visiting pets/animals allowed.** Fine: \$300, plus
132 \$50 per day, per animal, per occurrence.

133 If an unauthorized animal is found on the property, the Non-Refundable Animal Registration Fee per
134 animal and Animal Rent of \$35 per animal will be added to the Resident's account. Management is not
135 responsible to determine when the animal was brought into the home so the fees are retroactive to the
136 start of the lease.

137 **Animals must abide by house rules for quiet, cooperative behavior, sanitation,** no damage, no
138 digging, plus have documentation showing proper shots, registrations and tags, or the Resident will be
139 asked to leave. Feces must be picked up and disposed properly by Resident or face a \$50 fine per
140 occurrence.

141 Cat litter must be cleaned regularly and NOT flushed down the toilet. It will clog the sewage lines under
142 the house and create a large plumbing expense for the Resident.

143 Deceased animals or animals no longer living at the home can be removed from the lease after a
144 minimum of one calendar year of animal rent. Management will do an inspection to verify the animal is no
145 longer at the home.

146
147 **ADDING AN ANIMAL:** If Management allows animals at this location, submit your request in writing along
148 with a photo of the animal. If approved, fees will be applied. A replacement animal will not incur extra
149 fees.

150
151 **HOUSE RULES:** In the event that the premises are a portion of a building containing more than one unit,
152 Resident agrees to abide by any and all house rules, whether promulgated before or after the execution
153 hereof, including, but not limited to, rules with respect to noise, odors, disposal of refuse, animals,
154 parking, and use of common areas.

155 **Quiet Time Rules apply during normal sleeping hours, from 9 pm to 8 am each day. Music, TV,**
156 **guests, voices, machinery, musical instruments, movement, exercise, car engines, car horns, etc.**
157 **should be not audible in the next apartment or house.** Resident shall not have a waterbed on the
158 premises without prior written consent of the Management.

159 Make the effort to be a good neighbor. Neighborhood complaints of noise, trash, unkempt yards,
160 improper parking, unruly children, noisy visitors, arguing, yelling, foul language, bad treatment toward
161 neighbors, verbal abuse to repairpersons or inspectors, interfering with the quiet enjoyment by others,
162 etc. are grounds for ejection.

163 **No outside storage other than trash cans, furniture made for outdoors, or children's outdoor play**
164 **apparatus.**

165 No one is allowed on the roof.

166
167 _____ (resident initial) _____ (resident initial)

168 MAINTENANCE, REPAIRS, OR ALTERATIONS: Resident acknowledges that the premises are in
169 **good order and repair, unless otherwise indicated in the attached Move-In Inspection form.**
170 Management may at any time give Resident a written inventory of furniture and furnishings on the
171 premises and Resident shall be deemed to have possession of all said furniture and furnishings in good
172 condition and repair, unless he objects thereto in writing within five (5) days after receipt of such
173 inventory.

174
175 **Repair or service requests are to be submitted in writing to the office, by email, by text, or via**
176 **Management's website.** Resident has a duty to report needed repairs immediately in writing. Email and
177 text are always available. Check Management's website
178 Resident should allow extra time for weekends and holidays. Non-emergency issues may take up to 30
179 days.

180 Management has preferred vendors who work at a contracted discount rate. If the resident chooses to
181 hire their own service company, the resident is responsible for that bill. Management will not reimburse
182 for service or contractors not on the approved list.

183 **Resident may not deduct repairs or parts from rent without written permission.**

184
185 DRAIN CLOGS: All drains and sewer lines were functioning properly at move in. Resident is responsible
186 for basic housekeeping which includes keeping drains free of hair and grease. Management suggests
187 using screen traps and a grease can in the kitchen to collect cooking grease. Hot water will NOT keep
188 grease liquefied as it travels a long distance to the city sewer line. It cools quickly and creates a clog.
189 A clog at the sink or toilet is the responsibility of the Resident. We suggest a tool called ZIP IT to easily
190 remove hair and simple clogs. A good plunger or snake can unclog a toilet. These are everyday tools
191 every household should have for basic housekeeping.

192 A clog in the main line will be cleared by Management.

193 **These items must NOT be flushed: Tampons, feminine napkins, diapers, wet wipes, brushes, hair**
194 **clips, socks, toys, phones, cat litter, etc. as they can easily clog the line, making the toilet**
195 **overflow now or later.** Please keep this in mind with small children who like to experiment with the toilet.

196
197 If the plumber finds such items in the main line the Resident will be charged for the cleanout. Resident
198 will not be charged if the blockage was due to defective plumbing, tree roots, or acts of nature as
199 described in the plumbers' written report.

200 Here's a quick test: Only what you already ATE should go down the toilet.

201
202 SEPTIC TANKS: If your home is on septic system, please know that additional water running down the
203 drain puts a strain on the system and can fill the tank quickly. Grease will clog the system creating toilet
204 overflow.

205 Bleach should not go down the drain as it will kill the good bacteria in the septic tank.

206
207 APPLIANCES: If washer and dryer are provided they are provided at no additional cost and are
208 considered "loaners" to be repaired or maintained by the Resident. Refrigerators and stoves are
209 appliances rented by Management and will be repaired by Management.

210
211 **Resident shall maintain the premises in a clean and sanitary manner** including all equipment,
212 appliances, furniture and furnishings therein, at his own expense, and at all times, and shall surrender the
213 same, at termination hereof, in as good condition as received, ready to re-rent.

214
215 **Resident shall be responsible for damages caused by his negligence and or caused by other**
216 **people, invited or uninvited. Example: the neighbor's baseball breaks your window. Resident is**
217 **responsible to repair. Resident may settle up with the baseball player.**

218 Burglary/Break-in: Renter's Insurance should cover damage to doors or windows caused by an intruder.
219 Call the police to file a report before calling Management.

220 Keep your doors and windows locked, and valuables out of sight and locked up to minimize theft.

221 All glass breakage is the responsibility of the resident.

222
223 _____ (resident initial) _____ (resident initial)

224 FENCES, SHEDS: If Resident would like to add such items, submit a drawing of the layout plus
225 photos or brochures of the products to Management. They may not be added without written
226 permission by Management. Such structural items will stay on the property at move out unless
227 Management wants them removed by the Resident.

228
229 _____ resident initial) Resident shall not paint, paper or otherwise redecorate or make alterations
230 to the premises without the prior written consent of the Management. Fine: \$250 per room plus
231 repair and painting costs. To make a room more “colorful”, use removable items such as drapes,
232 throw rugs, furniture covers, towels, flowers, posters, etc. . Improvements by the Resident become
233 part of the property and must stay unless Management deems they should be removed and conditions
234 restored by Resident.

235 **Wall pictures must be mounted with 1” brad style nails (very thin) and are limited to an average of**
236 **5 per room.**

237 **If the wall are grooved paneling, the nails must be placed in the grooves, NOT the smooth portion.**
238 **Posters should be mounted with thumbtacks. NO TAPE! It tears up walls.**

239 **Nothing permanent or semi-permanent is to be attached to the interior or exterior of the building –**
240 **this includes brackets, shelving, cabinets, hooks, wall systems, etc.**

241 **Exception is wall mount TVs. These must be mounted to the studs. Resident is responsible for**
242 **repair to the wall at move out.**

243
244 **Resident shall maintain any surrounding grounds, including lawns and shrubbery**, and keep the
245 same clear of rubbish or weeds, if such grounds are a part the premises and are exclusively for the use of
246 the Resident. Shrubby needs to be trimmed both in the Spring and again in the Fall.

247 Trees, shrubs, plants, flowers may not be removed or altered by the Resident or guests.

248 Resident shall not commit any waste upon said premises, or any nuisance or act which may disturb the
249 quiet enjoyment of any Resident in the building or neighbors

250
251 GRILLS, BBQ: must be 15 feet away from any structure and not under any overhang when in use. Heat
252 from a grill will easily melt vinyl siding, creating a large repair expense for the Resident.

253
254 LOCKED OUT: Management will unlock the door with a \$35 trip charge. We suggest the Resident keep
255 an extra key handy.

256
257 DAMAGES TO PREMISES: If the premises are so damaged by fire or from any other cause as to render
258 them uninhabitable, as determined by Management, Management shall have the right to terminate this
259 Lease as of the date on which such damage is determined.. Should such damage or destruction occur as
260 the result of the abuse or negligence of Resident, or his invitees, then only Management shall have the
261 right to termination and Resident will be responsible for lost rents and repairs.

262
263 ENTRY BY SERVICE PERSONS: Submitting a service request, in any fashion, (website, phone, email,
264 text, etc) is considered permission to enter during reasonable business hours unless plainly
265 communicated in writing by the Resident. Certain requests are considered high priority and automatically
266 grant permission to enter, such as no heat during times of extreme cold, refrigerator not cooling and
267 potential loss of food, gas odor, sparks, smoke, running water.

268 Management reserve the right to enter if messages to the Resident go unanswered or abandonment is
269 suspected.

270 If an appointment has been arranged between Management and Resident, and the resident is not present
271 to allow the inspector or repairman entry, or refuses entry, a trip charge of \$35 may be billed to the
272 residents’ account.

273 Abusive treatment toward service persons such as foul language or threats will be considered a lease
274 violation.

275 Management keeps a key to each residence and building for safety reasons.

276 In case of emergency, Management or his agents may enter the building to secure it from potential harm
277 or harm to other persons.

278
279 _____ (resident initial) _____(resident initial)

280 **Doorknob and deadbolt locks may not be changed or added without written permission. If**
281 **Resident has a need to change locks (divorce, lost keys, etc), Management will change them for**
282 **\$5 per lock with a written request. This is less expensive than locks from a store and are**
283 **stronger, safer, commercial locks.** Management will keep a copy of all keys for safety purposes.
284

285 With notice, Management may make occasional inspections for repairs, pest control, seasonal checks,
286 and safety checks. Management shall have the right to enter the premises: (a) in case of emergency; (b)
287 to inspect (c) to make necessary or requested repairs, alterations, improvements; to supply necessary or
288 agreed services, exhibit the premises to prospective buyers, mortgagees, Residents, workmen, or
289 inspectors; (d) when Resident is non-responsive or phones have been disconnected, and Management
290 suspects Resident may have abandoned or surrendered the premises.
291

292 _____ **(resident initial) Resident agrees to allow entry for Periodic Preventive Maintenance &**
293 **Safety Inspections** by Management or its agents or contractors.
294

295 Resident will be given advance notice 24 hours or longer. If the time and date are inconvenient, Resident
296 may contact Management to reschedule. The new date must be within one week of the original date. A
297 third date will not be provided and the Resident will be in violation of the lease.

298 This inspection will include taking photos of the interior and exterior of the home to document its
299 condition.

300 If the inspection finds lease violations or cleanliness issues, Resident will be notified in writing and given 7
301 days to remedy. Send a photo to management to demonstrate completion. If not remedied to
302 management's satisfaction, management will send in their own crew at the rates listed on the Standard
303 Cleaning and Repair Costs page. This amount will be added to the Resident's account and must be paid
304 immediately.

305 Resident agrees to allow showings to prospective agents, contractors, applicants, buyers, etc.
306

307
308 INDEMNIFICATION: Management shall not be liable for any damage or injury to Resident, or any other
309 person, or to any property, occurring on the premises or any part thereof, or in common areas thereof.
310 Resident agrees to hold Management, Managements' agents, suppliers, and repairmen harmless from
311 any claims for damages, no matter how caused.

312 **Management's insurance covers the structure only. It does not cover Resident's personal**
313 **property such as furniture, appliances, computers, TVs, clothing, food, etc. Resident is required**
314 **to carry "Renter's Insurance"** which shall include liability coverage. Failure to carry Renter's Insurance
315 will not place the burden on Management. Management is not responsible for Residents' or guests'
316 property or vehicles. When the lease is marked "repairs by management:", Management is only
317 responsible for the repair of the structure and mechanicals and is not responsible for damages or utility
318 bills resulting from broken or defective appliances, mechanicals, plumbing, or structures. Example: a
319 storm knocks out local electricity causing the refrigerator to lose power and allow food to spoil. The
320 spoiled food is not Management's responsibility.

321 Should the building become uninhabitable, Management is not responsible to supply motel/hotel,
322 alternate housing, or alternate storage.

323 Reminder: refrigerators are insulated boxes like a camping cooler, and will keep food cool for many hours
324 without power. Keep the door closed. The frozen food or simply bags of ice can be used to chill the
325 refrigerated food. Double bag the ice or place it in large pans to contain the water as it melts.
326

327 Damage to persons or personal property caused by malfunctions or conditions of the building, appliances,
328 mechanicals, structure, materials, weather, trees, surroundings, etc will not be reimbursed by
329 management. This includes food, clothing, linens, antiques, furniture, electronics, portable devices, mold,
330 mildew, insects, rodents, pests, neighbors, visitors invited or uninvited.

331 Resident is required to carry renters' insurance. Failure to carry renter's insurance will not place the
332 burden on management.
333

334
335 _____ **(resident initial)** _____ **(resident initial)**

336 LEGAL SERVICE: Each person listed on the lease has 100% authority to receive legal notices on behalf
337 of all persons on the lease.

338
339 SECURITY DEPOSIT: The security deposit set forth, if any, shall secure the performance of Resident's
340 obligations hereunder. Management may, but shall not be obligated to, apply all portions of said deposit
341 on account of Resident's obligations hereunder. Any balance remaining upon termination shall be
342 returned to Resident.

343 **Resident shall not have the right to apply the security deposit in payment of the last month's rent.**

344
345
346 DEPOSIT REFUNDS: The balance of all deposits shall be refunded after possession is delivered to
347 Management or his Authorized Agent and premises is repaired or restored to its condition at move it,
348 together with a statement showing any charges made against such deposits. Deposits will be returned by
349 mail within 30 days, after necessary repairs have been completed. Resident must provide Management
350 with a new mailing address in writing.

351
352 VEHICLES: **No parking or driving on the grass, including trucks during moving process. \$50 fine**
353 **per vehicle or set of tracks.** Vehicles must be properly parked.

354 **Unlicensed or inoperative vehicles parked outdoors may not remain on the property.** Improperly
355 parked or stored vehicles may be towed by management at Resident's expense.

356
357 TRASH: **Resident is responsible to keep grounds litter free and properly dispose of trash.** Local
358 law requires that only trash in closed cans or totters may be stored outside, out of sight from the street.
359 Trash stored inside until pickup must be sealed for proper insect control. Some municipalities pick up
360 trash. In others the Resident is responsible to dispose of trash properly or hire a trash collection service.

361
362 **Trash cans or portable trash totters are to be set out no longer than 48 hours.** All trash must be in
363 closed plastic bags before placed in totter and the lid must be closed for pickup.
364 Watch your neighbors to know your trash day. If you will be out of town on pickup day, please ask a
365 neighbor to move your totter or cans.
366 If a dumpster is provided by management this is a convenience for the Residents only. Non-Residents
367 may not use this dumpster for their trash. Trash must be in closed bags and properly placed INSIDE the
368 dumpster. Trash or junk left outside the dumpster will be fined \$50 per occurrence.

369
370 APPLIANCES: These are listed on the lease. Rental appliances are property of Management.
371 Appliances marked LOANER are provided as a convenience and will not be repaired or replaced by
372 Management. Should a loaner appliance become defective, Resident may NOT dispose of it without
373 written permission from Management. If the loaner appliance is missing at move out Management will
374 charge the Resident for a replacement. **Resident agrees to clean and maintain appliances.**

375
376 FIREPLACE/ WOOD STOVE: **These items are non-functioning and for decoration only.** Should
377 Resident use or alter this equipment in anyway, Resident accept full responsibility for any resulting
378 cleaning, repair, damage, injury, or death.

379
380 SWIMMING POOLS / TRAMPOLINES: **are not permitted on the property.** Children's wading pools
381 less than 6" deep are allowed, but at the Resident's risk.

382
383 BASEMENTS: **No basement is ever guaranteed "dry" by management.** Even if the basement
384 appears dry, there may be excess ground moisture concerns. Place stored items up off the floor on
385 waterproof blocks. Cardboard boxes stored in a basement will absorb moisture from the air.

386
387 CRIMINALS: Resident takes responsibility to research criminals, paroles, sex offenders, or persons on
388 house arrest living in the area. Discovering information after signing the lease is not reason to void the
389 lease. If Resident desires to move out early, Resident may use the Early Lease Buyout program.

390 _____ (resident initial) _____ (resident initial)
391

392 RENTERS' INSURANCE: Resident must show proof of a valid "Renters' Insurance" policy. Failure to
393 carry this insurance will not place the burden of liability on management or owners. Management is not
394 responsible in any way for the personal items of the Resident or his/her family or guests.
395 **Damage to persons or personal property caused by malfunctions or conditions of the building,**
396 **appliances, mechanicals, structure, neighbors, trees, weather will not be reimbursed by**
397 **management or owners.** This includes refrigerators, furnaces, heat sources, air conditioners, heat or
398 cold, food, clothing, linens, antiques, furniture, electronic equipment, mold, mildew, rust, corrosion, water
399 stains, warping, discoloring, rotting, swelling, etc.
400 Management is not responsible for electronic items plugged into the building's wiring system. Test outlets
401 before inserting plugs.
402

403 SMOKING: Smoking by Residents or visitors leaves a nicotine residue and odor which increases the
404 costs of cleaning, interior painting, and odor removal.
405 Outdoor smoking must be 15 feet away from any doors or windows.
406 Smokers must be aware their smoke may drift into other homes or apartments and act accordingly to
407 prevent this.
408 Cigarettes, vapor pens, e-cigarettes, pipes, cigars, hookahs, marijuana, hemp, and any other smoking
409 device or material fall under the lease's smoking policy.
410

411 SATELLITE TV DISH: **These are allowed but may not be attached to the building** in any fashion.
412 **These must be mounted on a pole in the yard.** Resident agrees to a **\$200 fine if dish is attached to**
413 **building.**
414

415 ABANDONED PROPERTY: Premises and personal property will be considered abandoned when all of
416 the following take place:
417 a. Tenant fails to respond to official written notices from management or local government delivered by
418 USPS, or posted at the home
419 b. Tenant fails to respond to telephone calls or texts, or phone numbers provided by Resident are
420 disconnected
421 c. Rent is 10 days past due
422 d. Management has posted an Abandoned Property Notice on the door
423 e. In the event management deems the tenant is not responding and the property is abandoned, the
424 parties agree that management may take possession of the premises and dispose of remaining personal
425 property at management's discretion.
426 Items remaining after eviction or vacating will be considered abandoned and disposed without liability to
427 management. If it's valuable to you, take it with you.
428

429 CANDLES: Insurance does not allow lighted candles. Any flame is also a fire hazard and will be deemed
430 negligence on the part of the tenant. A burning candle releases soot and wax residue which accumulates
431 on ceilings and walls, requiring extra painting costs and will reduce deposit refunds. Liquid wax spills into
432 carpet fibers. Use other forms of air fresheners.
433

434 NORMAL WEAR AND TEAR: **This is defined as the long term effect on an item over its normal**
435 **lifespan, under normal use, for what it was normally intended, with normal care and maintenance,**
436 due to sunlight, residential foot traffic, and the effects of aging.

437 Non-normal wear is considered damage and includes stains, scratches, gouges, rust marks from metal
438 items, melted spots, nicotine film, odors, animal digs in dirt or flooring, excessive wear, spots or drawings
439 by marker, crayon, pencil, lipstick, nail polish, makeup, nail holes, screw holes, damage to walls or paint
440 from shelves or brackets, marks from gasoline, oil, tire marks, grease, tape, rub marks, hand oil or hair oil
441 on walls, breakage of glass, neglect, misuse, etc.

442 If something can be cleaned or repaired, this is not normal wear and tear.
443 Carpet should last 10 years, paint 12 years, appliances 20 years.
444

445
446 _____ (resident initial) _____(resident initial)

447 DEATH, INCAPACITATION, INCARCERATION: In the event of the tenants'
448 death/incapacitation/incarceration or the death/incapacitation/incarceration of all authorized occupants
449 over the age of majority, management may immediately secure the property as needed.

450
451 DEATH or INCAPACITATION: **Management will attempt to contact persons listed on the**
452 **EMERGENCY CONTACTS** page. If no person listed by the Resident can pay the rent, utilities, and care
453 for the property, or remove the personal belongings within 7 days, Management shall dispose of all
454 perishable items immediately. Non-perishable items shall be delivered to an Emergency Contact. Items
455 of no value will be disposed.

456 Tenant or his/her estate shall pay any and all costs related to the packing, cataloguing, storing, and
457 transporting of tenants' belongings in addition to any legal or court costs of management associated with
458 tenants' items. Tenant authorizes management to sell said items to pay any monies due to management.

459
460 EMERGENCY CONTACTS: Tenant agrees to allow management to contact references and emergency
461 contacts in the event tenant cannot be reached or is non-responsive to management calls or notices, and
462 agrees that notice to those contacts is considered legal service.

463
464 SIGNS, ADVERTISING: Tenant agrees to allow sign and advertising in the yard when vacancy is
465 anticipated. Tenant agrees to maintain signs or advertising installed by management. Placing signs of
466 advertising material does not constitute possession.

467
468 ORDINANCES AND STATUTES: Resident shall comply with all statutes, ordinances and requirements of
469 all municipal, state and federal authorities now in force, which may hereafter be in force, pertaining to the
470 use of the premises.

471
472 ASSIGNMENT AND SUBLETTING: Resident shall not assign this agreement or sublet any portion of the
473 premises without prior written consent by Management.

474
475 LEGALITY: If any part of this lease conflicts with local or state laws, the rest of the lease will be
476 unaffected.

477
478 RELEASE: Resident grants Management permission to use his/her name, image, comments,
479 communications, referrals, voice, still, audio, or video, in materials to train, promote, advertise, etc.
480 without compensation, including those of his/her family who occupy the home

481
482 WAIVER: No failure of Management to enforce any term hereof shall be deemed a waiver. The
483 acceptance of rent by Management shall not waive his right to enforce any term hereof.

484
485 NOTICES: Any notice which either party may give or is required to give, may be given by mailing the
486 same, postage prepaid, to Resident at the premises or to Management at the address shown herein or at
487 such other places as may be designated by the parties from time to time.

488 All communication must be confirmed in writing. Verbal, telephone, recorder, voicemail, text, or email
489 messages sent are non-binding without a confirmation reply in writing from Management, by mail, text, or
490 email. Resident authorizes anyone at the home to sign for deliveries or notices in his/her absence.

491
492 HOLDING OVER: Any holding over after expiration of this lease, with the consent of Management, shall
493 constitute an automatic renewal of the lease.

494 The last day of the lease period is designated as NOON local time on the specified day. Any holding over
495 will be billed at \$200 per day due to costs and inconvenience incurred by multiple parties – Management,
496 cleaning crew, painting crew, repair crew, marketing costs, the Resident who planned to move in, his/her
497 moving crew and truck rental, etc. To avoid this extra cost, put items into storage, return the keys, and
498 rent a motel room. ; In the case of tenant not peacefully vacating after management's final notice, this
499 lease becomes a daily rent lease taking on the same right of a hotel, enabling management to remove
500 any personal property and have the persons arrested for trespassing and/or theft of services.

501
502 _____ (resident initial) _____ (resident initial)

503 INSPECTION, REPAIRS, MOLD: Standard policy A. Resident acknowledges that management has
504 advised Resident of his/her right to have a professional home inspection performed on the subject
505 property. Resident has completed his/her inspections and/or voluntarily waives that right.

506
507 _____(resident initial) Resident has inspected the home, is satisfied with its condition, including
508 respect to any health concerns, pests, and is accepting it AS IS with imperfections and no
509 additional work or changes expected. Resident shall have 7 calendar days from date of signature to
510 amend any inspection results in writing to management. Resident has reviewed several homes and chose
511 this one.

512
513 _____(resident initial) Resident agrees that management has delivered the dwelling in a safe,
514 clean and habitable condition and has given the rental premises to tenant in compliance with the rental
515 agreement, and in a safe, clean, and habitable condition.”

516 B. “(1) The tenant gives the landlord notice of non-compliance [needed repairs]”.

517
518 _____ (resident initial) Notice of needed repairs must be submitted to management in writing, and
519 receipt confirmed by management. Verbal or voice mail is not acceptable. Email or texting is only
520 accepted when a confirmation reply is sent by management. **The landlord [will be] given a reasonable**
521 **amount of time to make repairs** or provide a remedy of the condition described in the tenant’s notice.
522 The tenant may not prevent the landlord from having access to the rental premises to make repairs or
523 provide a remedy...” Resident agrees to allow 30 days for non-emergency repairs. Emergency is
524 defined as uncontrollable running water, stopped toilet when only one toilet is in the home, sparking
525 electricity, gas odor, no heat in severe cold, and no air conditioning (only if provided by management) in
526 severe heat.

527
528 Management is not responsible in any fashion for the personal items nor personal health of the
529 Residents, family, roommates, and guests. Law does not allow Management to review an applicants’
530 health condition during the application process and as such Management cannot review the Resident’s
531 health condition during tenancy.

532 Resident has examined the home and is satisfied the home is compatible with their health issues.

533
534 From the State Department of Health website:

535 “Mold spores are in the air and on all surfaces. Mold spores are very tiny and light-weight so they float in
536 the air for a long time. Use a dehumidifier as needed. Wipe hard surfaces with a damp, soapy cloth
537 weekly.”

538
539 **“Mold (fungi) is present everywhere—indoors and outdoors.**

540 There are more than 100,000 species of mold. **At least 1,000 species of mold are common in the U.S.**
541 **Most types of mold that are routinely encountered are not hazardous to healthy individuals.**

542 **Many molds are black in appearance but are not Stachybotrys.** For example, the black mold
543 commonly found between bathroom tiles is not Stachybotrys. Stachybotrys can be positively identified
544 only by specially trained professionals (e.g., mycologists) through a microscopic exam.”

545 E. “Small areas of **mold should be cleaned using a detergent/soapy solution or an appropriate**
546 **household cleaner.** “ **Many cleaners are now readily available at stores like WalMart.**

547 ** EPA's statement: "Since no EPA or other federal limits have been set for mold or mold spores,
548 sampling cannot be used to check a building’s compliance with federal mold standards.”

549 **Resident agrees that this cleaning and disinfecting mildew and mold are part of everyday**
550 **housekeeping and as such are the responsibility of the Resident.** “Tenant shall...keep the areas of
551 the rental...reasonably clean.”Resident shall make every effort to control and eliminate moisture in the
552 home – run bathroom exhaust fans, ceiling fans to circulate the air, limit use of humidifiers, etc.

553 Houseplants bring mold spores and moisture into the home.

554 If mold or mildew persists, contact management for assistance.

555 Mold and mildew are NOT sufficient reason to end a lease.

556 If a doctor makes a recommendation about your home and mold, start with simple cleaning.

557 If you choose to leave the home, you may follow the Early Lease Buyout program.

558 _____(resident initial) _____(resident initial)

559 BEDBUG INFORMATION/EXTERMINATION & OFFICIAL POLICY:

560 For thousands of years our ancestors dealt with bedbugs. The nursery rhyme "Sleep tight, don't let the
561 bedbugs bite" actually had meaning. 50 years ago the pesticide DDT eliminated bedbugs from the U.S.
562 so most of us have never had any issue with them...until now. **Bedbugs are back and rapidly getting**
563 **worse. They are now in every state.** With the ban on DDT and easy international travel **bedbugs are**
564 **Nature's Tiny Super Hitchhiker**, have been carried back to the U.S. from other countries. **Rich or poor,**
565 **clean or filthy does not matter. Bedbugs are like mosquitos, attracted to humans by our carbon**
566 **monoxide breath, our body heat, in search of a blood meal. Bedbugs search for humans.**

567 They do not fly. **They can only travel by hitch hiking in or on things, like suitcases, clothing,**
568 **jackets, backpacks, stuffed animals, mattresses, furniture, which are all personal belongings.**
569 Bedbugs are easily and innocently passed to others through simple contact. Example: lay your coat on a
570 waiting room chair or church pew where a person had already unknowingly carried a bedbug. That one
571 lone insect hitches a ride on your coat and comes into your home without your knowledge. Even new
572 furniture can contain bedbugs if stored near used furniture on a delivery truck.

573 **They hide in mattresses, bedding, furniture, stuffed animals, boxes, even in the dark areas of**
574 **varnished wood furniture such as dressers**, usually within 8 feet of a sleeping area. They come out
575 once the human warms the bed and breathes carbon monoxide into the air. They are flat and tiny like a
576 small apple seed. A single female can lay 500 eggs.

577 **Resident understands and agrees that if bedbugs are found they have been introduced to the**
578 **home by being carried there during occupancy** by the visitors, children, deliveries, pets, Residents,
579 etc and their personal belongings, and as such **are the responsibility of the Resident to eradicate.**
580 **Resident agrees to full responsibility for examining, handling, and treating their own personal**
581 **property** such as mattresses, bedding, dressers, stuffed animals, toys, electronics, furniture, clothing,
582 boxes, etc, and that **Management is not responsible to handle or treat the Resident's personal**
583 **property.**

584 **IMPORTANT: If you find bedbugs remember the HOUSE does not have them. Your personal**
585 **belongings have them so it's up to you to remove, clean, and treat your belongings.**

586 Procedure:

587 -Don't panic. Although creepy, scientists have proven bedbugs do not transmit disease.

588 -Think. Did you recently bring something into the house such as a used couch or suitcase? Remove
589 suspicious items.

590 -Don't be embarrassed. Call Management immediately for advice.

591 -Do remove all bedding, clothing, and stuffed animals, and run them through a washer and dryer on high
592 heat. Heat kills them. Seal these in a plastic bag so they are not re-infested.

593 -Vacuum everything especially cracks, top and bottom of mattresses, backside of headboards, and the
594 inside of dressers after removing the drawers to pick up insects and their clear eggs. Seal the sweeper
595 bag in a plastic bag and get it out of the house.

596 -Scrub EVERYTHING.

597 -Spray crevices with your choice of chemicals available at home stores.

598 -When the spray has dried, dust all areas with "food grade" Diatomaceous Earth, an all natural fine
599 powder that will kill the bedbugs that walk over it. Available in garden stores and online. Puff it with a
600 clean ketchup bottle into crevices and the seams of a mattress.

601 -Enclose the mattress with a mattress bag available at Walmart, home stores, and online.

602 EXTERMINATION

603 Resident agrees that at the time of move in and after Residents pre-inspection of leased property,
604 Management has rented Resident a property free and clear of all insects, rodents, and pests at time of
605 move in. Resident agrees to return property to Management in the same condition.

606 Resident agrees that after taking possession of the leased property, Management will no longer be
607 responsible for extermination. Resident agrees he or she will schedule termination if or when needed.

608

609

610

611

612

613 _____ (Resident initial) _____ (Resident initial)

614 **DEFAULT: Management does not allow late or partial payments. If Resident shall fail to pay rent**
615 **when due, or fail to keep up the terms of this lease, within five (5) days written notice,**
616 **management may start the eviction process** hereunder, unless Resident, within said time, shall cure
617 such default. If Resident abandons or vacates the home, while in default of the payment of rent,
618 Management may consider any personal property left on the premises to be abandoned and may dispose
619 of the same. In the event the Management reasonably believes that such abandoned property has no
620 value, it may be discarded. All property on the premises shall be subject to a lien for the benefit of
621 Management securing the payment of all sums due hereunder, to the maximum extent allowed by law. In
622 the event of a default by Resident, Management may elect to (a) continue the lease in effect and enforce
623 all his rights and remedies hereunder, including the right to recover the rent as it becomes due, or (b) at
624 any time, terminate all of Resident's rights hereunder and recover from Resident all damages he may
625 incur by reason of the breach of the lease, including the cost of recovering the premises, lost rents during
626 vacancy due to Resident's failure to comply, and including the worth at the time of such termination.

627
628 _____ (resident initial) Resident agrees in advance to peacefully vacate within 10 days from
629 management's notice.

630
631 _____ (resident initial) Resident agrees in advance to a voluntary wage assignment (payroll
632 deduction) of \$75 per week to pay any back rent, charges, or damages, from each adult.

633
634 _____ (resident initial) Resident agrees in advance to pay any and all costs related to eviction.
635 Because court action is a direct result of a Resident's failure to comply and is beyond the normal scope of
636 renting and cost of doing business, Resident agrees to pay all costs related to legal action, court action,
637 and collections, including but not limited to documentation/photos/copies/ (\$100), **court filings (\$80-150),**
638 **attorney consultation fees (\$300 per hour),** court appearances (\$50 each time). Some of these fees
639 may be incurred after court judgments and added to the judgment. Amounts shown are estimates.
640 Resident agrees to settle out of court for the fees listed in this lease.

641
642 Unpaid rent is not a secret or a surprise. Resident is aware the rent has not been paid.
643 Purposely withholding payment for any reason is a violation of this lease and state law. If you have a
644 grievance with Management, submit that in writing.

645
646 **REPORTING:** Tenant is advised that late payments will be reported to all credit agencies and will appear
647 on their credit report.

648
649 **FEDERAL, STATE, AND LOCAL LAWS: Resident agrees to follow all laws.** Breaking laws which
650 relate to drugs, housing, safety are grounds for eviction.

651
652 **TRANSFER HOMES:** or apartments within our company - Resident must complete a new application and
653 be approved. The lease on the new home starts when Management takes it off the market. The lease on
654 the current home continues until the Resident has returned possession to Management and the home
655 has been cleaned and prepped, ready for a new Resident. This creates an overlap of rent expense which
656 the Resident accepts. Any deposit remaining after move out will be transferred to the new home. If the
657 deposit on the new home is higher, the difference will have to be paid. If the new deposit is lower, no
658 refund is made until move out. Standard move out criteria applies. Packing and moving out quickly
659 combined with super cleaning can shorten this overlap and save the Resident money.

660
661 **MILITARY ORDERS:** We follow the SCRA rules and state law. The military person being transferred or
662 deployed must submit his/her notice to Management in writing 30 days in advance as required by SCRA
663 (rent is for full months only), along with the PCS orders.
664 The rights of any remaining persons will also be considered in this process.
665 Rules regarding cleaning and returning possession still apply.

666
667
668 _____ (resident initial) _____(resident initial)

669

670 **INSPECTION: ADDRESS / APT** _____

3-1-16

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Manager will make all notations and take photos of the entire home, inside and out.

MOVE IN INSPECTION Date _____ **MOVEOUT INSPECTION** Date _____

COST*

	Date _____	Date _____	COST*
ENTRY			
STORM DOOR	_____	_____	_____
FRONT DOOR	_____	_____	_____
MAILBOX	_____	_____	_____
FRONT PORCH	_____	_____	_____
DOORBELL	_____	_____	_____
EXT LIGHT	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
LIVING ROOM			
DOOR, KNOB	_____	_____	_____
CLOSET DOORS	_____	_____	_____
WALLS N S E W	_____	_____	_____
FLOOR	_____	_____	_____
LIGHT FIXTURES	_____	_____	_____
CEILING FAN	_____	_____	_____
SWITCH. SOCKET	_____	_____	_____
WINDOWS	_____	_____	_____
SCREENS	_____	_____	_____
STORMS	_____	_____	_____
BLINDS. DRAPES	_____	_____	_____
THERMOSTAT	_____	_____	_____
FIREPLACE	_____	_____	_____
	_____	_____	_____
FAMILY ROOM			
DOOR, KNOB	_____	_____	_____
CLOSET DOORS	_____	_____	_____
WALLS N S E W	_____	_____	_____
FLOOR	_____	_____	_____
LIGHT FIXTURES	_____	_____	_____
CEILING FAN	_____	_____	_____
SWITCH. SOCKET	_____	_____	_____
WINDOWS	_____	_____	_____
SCREENS	_____	_____	_____
STORMS	_____	_____	_____
BLINDS. DRAPES	_____	_____	_____
THERMOSTAT	_____	_____	_____
FIREPLACE	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
DINING ROOM			
DOOR, KNOB	_____	_____	_____
CLOSET DOORS	_____	_____	_____
WALLS N S E W	_____	_____	_____
FLOOR	_____	_____	_____
LIGHT FIXTURES	_____	_____	_____
CEILING FAN	_____	_____	_____
SWITCH. SOCKET	_____	_____	_____
WINDOWS	_____	_____	_____
SCREENS	_____	_____	_____
STORMS	_____	_____	_____
BLINDS. DRAPES	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

731	KITCHEN			
732	DOOR, KNOB			
733	CLOSET DOORS			
734	WALLS N S E W			
735	FLOOR			
736	LIGHT FIXTURES			
737	CEILING FAN			
738	SWITCH. SOCKET			
739	WINDOWS			
740	SCREENS			
741	STORMS			
742	BLINDS. DRAPES			
743	SINK, FAUCET			
744	COUNTERTOP			
745	CABINETS			
746	RANGE			
747	RANGE HOOD			
748	REFRIGERATOR			
749	MICROWAVE			
750				
751	BATHROOM #1			
752	DOOR, KNOB			
753	CLOSET DOORS			
754	WALLS N S E W			
755	FLOOR			
756	LIGHT FIXTURES			
757	CEILING FAN			
758	SWITCH. SOCKET			
759	WINDOWS			
760	SCREENS			
761	STORMS			
762	BLINDS. DRAPES			
763	TUB, SHOWER			
764	VANITY, SINK			
765	TOILET, SEAT			
766	PAPER HOLDER			
767	TOWEL BARS			
768	MIRROR, CABINET			
769	EXHAUST FAN			
770				
771	BATHROOM #2			
772	DOOR, KNOB			
773	CLOSET DOORS			
774	WALLS N S E W			
775	FLOOR			
776	LIGHT FIXTURES			
777	CEILING FAN			
778	SWITCH. SOCKET			
779	WINDOWS			
780	SCREENS			
781	STORMS			
782	BLINDS. DRAPES			
783	TUB, SHOWER			
784	VANITY, SINK			
785	TOILET, SEAT			
786	PAPER HOLDER			
787	TOWEL BARS			
788	MIRROR, CABINET			
789	EXHAUST FAN			
790				
791				
792				

793	BEDROOM 1			
794	DOOR, KNOB			
795	CLOSET DOORS			
796	WALLS N S E W			
797	FLOOR			
798	LIGHT FIXTURES			
799	CEILING FAN			
800	SWITCH. SOCKET			
801	WINDOWS			
802	SCREENS			
803	STORMS			
804	BLINDS. DRAPES			
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806	BEDROOM 2			
807	DOOR, KNOB			
808	CLOSET DOORS			
809	WALLS N S E W			
810	FLOOR			
811	LIGHT FIXTURES			
812	CEILING FAN			
813	SWITCH. SOCKET			
814	WINDOWS			
815	SCREENS			
816	STORMS			
817	BLINDS. DRAPES			
818				
819	BEDROOM 3			
820	DOOR, KNOB			
821	CLOSET DOORS			
822	WALLS N S E W			
823	FLOOR			
824	LIGHT FIXTURES			
825	CEILING FAN			
826	SWITCH. SOCKET			
827	WINDOWS			
828	SCREENS			
829	STORMS			
830	BLINDS. DRAPES			
831				
832	BEDROOM 4			
833	DOOR, KNOB			
834	CLOSET DOORS			
835	WALLS N S E W			
836	FLOOR			
837	LIGHT FIXTURES			
838	CEILING FAN			
839	SWITCH. SOCKET			
840	WINDOWS			
841	SCREENS			
842	STORMS			
843	BLINDS. DRAPES			
844				
845	HALL/STAIRS			
846	DOOR, KNOB			
847	CLOSET DOORS			
848	WALLS N S E W			
849	FLOOR			
850	LIGHT FIXTURES			
851	CEILING FAN			
852	SWITCH. SOCKET			
853	WINDOWS			
854	BLINDS. DRAPES			

855	UTILITY, LAUNDRY			
856	DOOR, KNOB			
857	CLOSET DOORS			
858	WALLS N S E W			
859	FLOOR			
860	LIGHT FIXTURES			
861	CEILING FAN			
862	SWITCH. SOCKET			
863	WINDOWS			
864	SCREENS			
865	STORMS			
866	BLINDS. DRAPES			
867	WASHER			
868	DRYER			
869	SINK, FAUCET			
870	FURNACE, BOILER			
871	WATER HEATER			
872				
873	GARAGE, SHED			
874	DOOR, KNOB			
875	OVERHEAD DOOR			
876	OPENER			
877	WALLS N S E W			
878	FLOOR			
879	LIGHT FIXTURES			
880	SWITCH. SOCKET			
881	WINDOWS			
882	SCREENS			
883	STORMS			
884				
885	BASEMENT			
886	DOOR, KNOB			
887	CLOSET DOORS			
888	WALLS N S E W			
889	FLOOR			
890	LIGHT FIXTURES			
891	CEILING FAN			
892	SWITCH. SOCKET			
893	WINDOWS			
894	SCREENS			
895	STORMS			
896	BLINDS. DRAPES			
897	FURNACE, BOILER			
898	WATER HEATER			
899				
900	EXTERIOR			
901	LAWN			
902	TREES, SHRUBS			
903	DRIVEWAY, WALKS			
904	MAILBOX			
905	LIGHT			
906	HOUSE NUMBERS			
907	GUTTERS, SPOUTS			
908	ROOF			
909	SIDING N S E W			
910	AIR CONDITIONER			
911	FENCE			
912	TRASH TOTE			
913				
914				
915				
916				

917 **GENERAL** _____

918

919 KEY NUMBERS Front _____ Rear _____

920

921 Side _____ Garage _____

922

923 # GARAGE REMOTES _____

924

925 # WINDOW AC _____

926 SMOKE DETECTORS _____

927 CLEANLINESS _____

928 FRESH PAINT _____

929 FRESH SHAMPOO _____

930 FRESH BUG TREAT _____

931 FRESH RODENT TRT _____

932 _____

933 _____

934

935 RESIDENT WILL: _____

936 _____

937 _____

938

939 MANAGEMENT WILL: _____

940 _____

941 _____

942 _____

943

944 **RESIDENT HAS INSPECTED THIS PROPERTY AND IS ACCEPTING IT " AS IS ", INCLUDING ANY**

945 **MOLD, LEAD, or CLEANING ISSUES.**

946

947 **There are no verbal agreements or promises.**

948

949 *Cleaning and repair costs may be posted after signatures.

950

951

952 **RESIDENT SIGN IN** X _____ **OUT X** _____

953

954 **MANAGER SIGN IN** X _____ **OUT X** _____

955

956

957 **Letter of Permission to Cable TV, Internet, and Satellite Dish**

958

959 Give this letter to the cable or dish installation company.

960 Resident is responsible for damage by installers.

961

962 Address: _____

963

964 This letter will allow installation of cable TV, internet, or satellite dish services in the property listed above.

965 By making this installation, the Resident, installer, and service provider accept full responsibility for

966 compliance to policy and repairs for improper construction technique and associated damage to the

967 building or grounds.

968

969 All installation costs and any building repair costs are the responsibility of the Resident. Should the

970 Resident fail to pay, the installer and service provider accept responsibility for repair costs for damage or

971 improper installation.

972

973 Management will not pay any costs or fees.

974

975 Installer agrees to install in a workmanlike manner, hiding all cables and boxes:

976 Cables must be run through basements, crawl spaces, and attics wherever possible, and not
977 visible from the street.

978 Cables may not be attached to the siding.

979 Holes must be properly grommeted and sealed for weather and insects.

980 Holes in floors must be within 6" of a permanent wall and be no larger than

981 3/8 inch diameter.

982

983 Repairs to the building, siding, walls, carpet, etc. caused by installers' improper installation will be billed at

984 \$50 per hour.

985

986 Residents may have TV satellite dishes.

987

988 **The dish may not be attached to the building in any way.**

989

990 **The dish must be mounted to a post in the yard.**

991

992 **Resident will be charged \$200 if a dish is attached to the building or roof.**

993

994 Resident is responsible to communicate this policy to any dish installation crew.

995

996 Improperly installed satellite dishes will be removed by management.

997

998 Authorized By: Management _____ Manager, 7 Trumpets Realty, LLC

999

1000 **MOVE OUT PACKET**

1001 **Our goal is to help you get ALL of your deposit back!! Plus \$100!!**

1002

1003 **Basically, if it does not move... clean it! ☺ The home must be in move-in ready condition.**

1004 **We know cleaning after moving is total drudgery, but it must be done. and it CAN be done!**

1005

1006 TO DO list:

1007 Submit the official 30 day written Move Out Notice form

1008 Remove all furniture, belongings, trash, vehicles

1009 Clean house, appliances, yard – see Move-Out Cleaning Checklist

1010 Yard mowed, bushes trimmed

1011 Return all keys

1012 Provide forwarding address

1013 Pay sewer bill

1014 Complete all rent and fee payments

1015 Schedule carpet cleaning

1016

1017 (initial) **Carpets must be professionally cleaned by Management's designated cleaner only,**

1018 **AFTER** all items have been removed from the home. Recent cleanings prior to total vacancy do not

1019 apply. Rental and store purchased machines do not have the power to remove fully dirt, pet dander,

1020 and stains. Do not risk damaging several thousand dollars of carpet by trying to save a few dollars on

1021 cheap cleaners or chemicals.

1022 Management can arrange carpet cleaning. If Resident arranges this, the receipt must be provided to

1023 management.

1024

1025 Rent is for full calendar months only (1st through 31st). The last month's rent will not be prorated.

1026 (Example: On March 10, Resident notifies management that he will be moving out on April 20. Resident

1027 cannot apply deposit to rent and is still responsible for rent, late fees, and utilities until April 30)

1028 Deposit cannot be applied to the last month's rent.

1029 **Management will pay you \$100 for your cooperation if we get the house rented before you leave.**

1030 **How? Keep the home clean, allow showings (with notice of course!), and give us a good reference!**

1031 **Tell all your friends, post it on Facebook...**

1032 Deposits are refunded after Resident cleaning and repairs are complete.

1033

1034 Utilities must be kept on through the end of the last month. Utilities turned off by Resident may be

1035 reinstated and charged to the Resident.

1036 Management:

1037 Completes inspection

1038 Completes repairs

1039 Checks with sewer companies

1040

1041

1042

1043

1044

1045

1046

1047 (resident initial) (resident initial)

1048 MOVE OUT CLEANING CHECKLIST

1049 This is a rough checklist of the Resident's responsibilities.

1050 **By cleaning these items yourself, you can save the \$35 per hour our crew will charge.**

1051 Moving and cleaning are 2 separate tasks. After you have moved out your belongings, plan on spending
1052 2 hours per room cleaning. This is a great task for friends or family to help with. The Resident is
1053 responsible to bring the home back to a clean, fresh, move-in condition. Remember, this is YOUR dust
1054 and dirt you are cleaning.

1055
1056 _____ (initial) CONDITION AT MOVE OUT: **Resident is responsible to return the property in**
1057 **"move in condition"**, same as when given possession. This includes a \$200 exit cleaning fee, even if
1058 not collected at move in. Management is available to do a "pre-move out walk thru" to check for damage
1059 and advise the tenant on what to do in order to get a full refund of deposit. Contact Management to make
1060 an appointment for a walk thru. Unrepaired damage will be treated as vandalism and is subject to arrest

1061 General cleaning:

1062 _____ Windows inside and out.

1063 _____ Inside and outside of front and back doors.

1064 _____ All marks must be washed off the walls. Remove all nails, DO NOT PATCH.

1065 _____ Mop vinyl and tile floors.

1066 _____ All carpeting is to be vacuumed and then professionally shampooed by only management's
1067 designated company as show on the CONTACT page. Rental machines and other companies are not
1068 approved and will not count toward the required exit cleaning. No other shampooers will be accepted.
1069 Home style and rental shampoo machines are good for everyday clean-up but are not strong enough to
1070 deep clean the carpet, especially when pet hair and dander are involved

1071 _____ Clean all blinds and wash.

1072 _____ Clean all light fixtures throughout unit and replace any burned out bulbs.

1073 Kitchen:

1074 _____ Inside and out of range hood.

1075 _____ Stove: run the SELF CLEAN cycle. Do NOT use spray oven cleaners on self cleaning ovens.

1076 _____ Stove: under elements, pan drawer

1077 _____ Cabinets and Drawers wiped clean

1078 _____ Clean sink and counter tops (last)

1079 Bathroom(s):

1080 _____ Wash down tile. Spray bleach on white grout.

1081 _____ Bathtub ring, tile around the tub, sink, door and fixtures.

1082 _____ Toilet

1083 _____ Inside of medicine cabinet

1084 _____ Mirror.

1085 _____ Floor.

1086 _____ Do not use powdered cleansers or scouring pads on chrome, sinks, or plastic/fiberglass tubs.

1087 _____ Vinegar or Lime Away can remove hard water film and build-up.

1088 _____ All trash must be removed from the premises.

1089 _____ Once you have cleaned your home and removed all your belongings, please call our office to
1090 arrange for a walk-through inspection and to return all keys. All utilities must be left in service until after
1091 the walk-through inspection.

1092

1093 _____ (initial) **General labor for cleanup and repairs due to Resident negligence:**

1094 **\$35.00 per man, per hour, plus material costs, disposal costs, and mileage.**

1095

1096 **Do not leave anything behind**--that includes bags of garbage, clothes, food, newspapers, furniture,
1097 appliances, dishes, plants, cleaning supplies or other items. Anything left behind will be considered
1098 abandoned and disposed at our rate business labor rate. If you have usable items, local thrift stores will
1099 provide a receipt as charitable donation.

1100

1101 Resident is responsible for the rent for the days it takes to bring the home back to "market ready".

1102

1103 _____ (resident initial) _____(resident initial)

1104 **Management is not responsible to determine who caused any damage. The Resident is**
 1105 **responsible to clean and protect the home.**
 1106 **Resident is responsible to maintain heat in the home to protect water pipes from freezing.** Failure
 1107 to do so may result in large plumbing repair bills to the Resident.
 1108 Frozen pipes generally take a few days of waiting for pipes to thaw then to repair.
 1109 Please allow extra time over weekends and holidays for all repair requests.

1110
 1111 PET DAMAGE: The Non-Refundable Pet/Animal Registration Fee does not cover damages by pets such
 1112 as scratches, gouges, tooth or nail marks, flea treatment, feces clean up, carpet stains, carpet
 1113 replacement, odor treatment, etc. Pet owners are still required to pay for pet caused damage. Pet owners
 1114 are expected to clean up or pay for repairs just as they would after a child or other occupant.
 1115 **Pet ownership requires additional cleaning or repair on the part of the Resident.**

1116
 1117
 1118 _____ **(initial) STANDARD CLEANING & REPAIR COSTS:** Repairs are billed at REPLACEMENT COST.

Stove cleaning	\$35	Door – replace interior	275
Refrigerator Cleaning	35	Door – replace exterior	375
Sink, counters cleaning	15	Storm door, alum. – replace	195
Microwave cleaning	15	Storm door, alum. Replace panel	50
Range hood cleaning	15	Sliding patio screen and frame	120
Vacuum, Sweep, Mop each room	15	Glass broken, per pane	35
Cabinet cleaning	35	Screen, replace, average size	35
Cabinets, repaint	350	Screen frame, alum.	50
Unclog sink drain	35	Screen, replace patio slider	50
Unclog toilet	65	Window lock	5
Toilet cleaning	15	Door bumpers	5
Sewer clean out	200	Miniblind, replace average	25
Tub/shower cleaning	30	Lock, or Deadbolt, exterior	65
Toilet seat replacement	25	Lock / knob, interior	20
Trash pick up, per hour, per man	35	Keys, each	5
Trash hauling, per load	85	Mailbox key	10
Roach / flea treatment	95	Smoke Detector, hard wired	50
Medicine cabinet cleaning	20	Smoke Detector, battery style	20
Mow, small lawn	50	Smoke Detector battery	5
Bushes, trim, each	10	Light fixture, basic	65
Eviction –filing fee (varies)	100	Light shade, basic	20
Eviction document prep	100	Light bulbs, each	5
Attorney fees – estimate per hour	300	Switch / socket plates	3
Deliver/post summons	35	Towel bar	25
Photos, each	1	Mirror in medicine cabinet	35
Painting, per normal room	235	Shower curtain rod	35
Nail holes (allow 5 brads per room)	.25	Window cleaning, each	10
Remove stickers, each	2	Aquarium removal, large	100
Drywall hole / rebuild	75	Aquarium removal, small	50
Drywall dent repair	15	Aquarium animals relocated	50
Paneling repair	75	Remove couch or appliance	100
Carpet shampoo, per room	\$ 50	Remove mattress	25
Carpet stains, each	5	Abandoned animal handling	75
Carpet, remove, replace per Sq Ft	4	Unlicensed vehicle handling	100
Carpet stains or repairs, each	60	Sewer bill payment to avoid lien	25
Carpet, treat for pet odor	100	TV dish attached to house	200
		Trees damaged, minimum each	150
		Bushes damaged, minimum each	75

_____ **(resident initial)** _____ **(resident initial)**

Move Out Worksheet:

Thank you for contacting our office.
Let's close our business relationship on a positive note.
Your cooperation is essential so we may give you a good reference when banks and employers call!

This letter will confirm we received your 30 day notice on _____.

Proper notice is not complete until you provide your forwarding address.

Plan extra time for the cleaning checklist.
Please call the office to tell us you are fully out and done cleaning. Management will check the home.
Utilities must remain in your name until the home has passed move-out inspection.

Empty houses attract vandals. You are responsible for any vandalism or repairs until Management takes possession (broken windows, copper thieves...) so we suggest you notify the office when you are fully out and the home thoroughly cleaned so we may do our inspection. You do not need to be present for the inspection.

Lease Anniversary Date: _____ = _____ payments x \$ _____ = balance due _____

OR...

Early Lease Buy Out Fee _____
Page 1 of the lease states: "Resident may pay this one time fee to end the lease early and not be held liable for the remaining months. A 30 day is still required"

Unpaid Balance _____

30 Day Notice Period Rent due for _____
A 30 day notice is required.
Rent is for full months only, prorated on the move-in, not the move-out.

Other Fees: _____

Carpet shampoo Required at move-out _____ rooms x \$50 each = _____
Lease requires the carpet be professionally cleaned after move out by Management's designated cleaner only. Spots and stains are extra.
If you prefer, you may call the carpet cleaner and ask about their specials, and pay them directly. They require the water and electricity to be in service. Give us a copy of their bill as proof.

Estimated total for move out _____

Repairs for any damage, cleaning, trash removal, etc will be added after move-out at \$35 per hour and per the lease's Standard Cleaning & Repair Costs.
Pay special attention to mowing, bushes, trash pick up, cleaning sinks, tub, cabinets, refrigerators and stoves.

_____ (initial at move in) _____ (initial at move in)

Official Move Out Notice Form

Complete this form and deliver it to Management as your notice.

This form must be received and acknowledged by Management. Verbal and voice mail are not acceptable because messages can be misinterpreted. Email is only acceptable when a confirming email reply is sent by Management.

We have reviewed our obligations as shown in the lease

and will be vacating the property as of _____.

Forwarding address (required) _____

I agree to the terms on this page (sign) X _____ Date _____

I agree to the terms on this page (sign) X _____ Date _____

Written move out notice received by Management on _____.

Rent due through the month of _____.

Move out Packet sent to Resident on _____.

Contact Page:

Manager's Name _____

Property Management Company Name _____

Mailing Address _____

City _____ State _____ Zip _____

Office Phone _____ Office Hours _____

Text _____

Email _____

Website _____

In person bank payments of rent (Deposit Only Account):

Bank _____ Branch _____

Address _____

City _____ State _____ Zip _____

Account # _____ Have the teller write your name and address on the deposit.

Paypal account _____

Cozy account _____

Designated Carpet Cleaner _____ Phone _____