

## **LEASE POLICY ADDENDUM**

Thank you for choosing United Realty & Investment Company in the leasing and management of your new home! Please read the following policies carefully and if you have any questions, please discuss them with your leasing agent or property manager.

Your Lease Contract is a legal, binding contract between you, the Resident, and the Owner, which clearly spells out the conditions under which your home is rented. Please keep in mind that the Lease Contract is an agreement between two parties. It not only includes the responsibilities of the Owner and the Owner's Agent, but your responsibilities as the Resident as well. If either party fails to fulfill the lease obligations, the other party may have cause to take legal action. **It is very important that you read and understand your rights and obligations as outlined in the Lease Contract.**

The "jointly and severally" clause means that everyone who signs the Lease Contract is responsible **in full** for any and all rents and damages. This means that any one resident can be held responsible for paying the entire rent and/or damages if one or more of the other residents move out before the completion of the lease. If you have roommates, we strongly urge you to sign a separate roommate agreement, for each and everyone's protection. Please note that any roommate agreement is strictly between roommates only. The Owner and the Owner's Agent are not a part of the roommate agreement and cannot enforce any terms of a roommate agreement.

**SECURITY:** Neither the Owner nor the Owner's Agent provides, guarantees or warrants security. Neither the Owner nor the Owner's Agent represents that the dwelling or apartment complex is safe from criminal activities by other residents or third parties. The existence of perimeter fences, outdoor lighting, or any service that may be provided is not a guarantee of your personal safety or security, and they are not a guarantee against criminal activity. Clever criminals can defeat almost any kind of crime deterrents.

Owner representatives, not even the police, can physically be every place at every moment of the day or night. Owner assumes no duties of security except to proceed with diligence to repair any such system after actual notice that they are defective. Owner reserves the right to cancel or reduce any security-related mechanism or personnel listed above, if provided, at any time. **Remember to call the police first if trouble occurs or if potential crime is suspected.**

Please read and follow all recommendations in the "Security Guidelines for Residents" Addendum of your TAA Lease Contract.

**INSURANCE:** Your belongings, as a resident, are not protected from fire, water damage, theft, etc., under the owner's insurance. If you are a student, you may be covered under your parent's homeowner's policy. If you are not a student or you are not covered under your parent's policy and do not have any type of renters insurance, we encourage you to obtain a policy to protect yourself from the loss of your personal belongings in case of any mishap.

**MAKE READIES:** Every effort is made to paint, clean, make any repairs and shampoo the carpets before a new resident moves in. Please contact our office if you feel the unit was not adequately prepared before you took residence. Also, remember to turn in your Move-In Inventory & Condition form within 2 days of the date you picked up your keys.

### **POLICIES:**

- In roommate situations, multiple payments are accepted for the monthly rent. We accept exact cashier's checks, money orders, personal checks, direct deposit, and credit card payment. **WE DO NOT ACCEPT CASH!**
- No foil is to be put on windows at any time.
- Move-In Inventory and Condition Form must be turned in within 2 days after move in. Please check all appliances, fixtures, and general condition of the unit when moving in. We would like to take care of all maintenance problems at one time. Please make sure all items are noted. Otherwise, everything will be considered to be in a clean, safe and good working condition.
- All trash must be put in proper trash container or in plastic bag with a tie. Trash must not be placed on porch, balcony, or landing for even a short period of time. **Trashcans must be placed out at the curb on trash pickup day only and removed at the end of that day.** In some areas, HOA rules dictate where you can keep your trashcan(s). Please see your Property Manager for more information.
- No vehicles, trailers, boats or motorcycles are to be parked on the grass at any time; they will be towed automatically, without notice. Parking is limited. If spaces are assigned, you must park only in those spaces. Extra vehicles and guests must park on the street, along the curb or in designated guest areas. Make sure you abide by all city codes and signage posted on the street. No auto repair or vehicle washing can take place in the parking area or on the grass.
- You are responsible for keeping the grounds and common area clean and free of trash and debris. If we must contract litter removal, residents will be charged for this service.
- If a roommate change occurs during the term of the Lease Contract, contact your Property Manager to begin the roommate change process.
- No barbecue grill may be used on any covered patio or balcony at any time.
- **ALL utility connects** associated with your unit that are not provided by the owner are the **resident's responsibility to get connected before you pick up your keys to move-in.** Any maintenance calls associated with utilities not being connected will be the responsibility of the resident to reimburse.

**LAWN MOWING:** If lawn mowing is included as part of your Lease Contract, please note that it is the resident's responsibility to keep all trash, animal waste, lawn furniture, children's toys, etc. picked up so the lawn service can mow. If you do not keep your yard in an orderly manner, the yard will not be mowed and it will become your responsibility for the upkeep. If you have a pet in the yard that does not allow the lawn service into the yard, the upkeep will also become your responsibility. If the responsibility of yard maintenance is in question, refer to Paragraphs 9 and 12.2 of your Lease Contract for clarification.

**PEST CONTROL:** If quarterly pest control is provided as part of your Lease Contract and a problem persists between the quarterly spraying, call the office for a re-spray. If the responsibility of pest control is in question, refer to Paragraphs 9 and 12.3 of your Lease Contract for clarification.

**MAINTENANCE:** We strive to take care of all maintenance requests in as timely a manner as possible. Under most circumstances, the owner will pay for maintenance, unless the repairs are due to negligence or misuse on the part of the resident or their guests, then the cost will be charged back to the resident and we will expect prompt reimbursement. In the case of such repairs stemming from vandalism or theft, you must furnish a police report to the Owner's Representative or pay for repairs yourself. **\*\*Please note that we contract maintenance work orders to be fulfilled by third party vendors. As such, we do not have access to their schedules and cannot make specific appointment arrangements for a work order to be completed.**

Refer to the following list before you call maintenance; **YOU** may be charged for some repairs:

- Check smoke alarm operation upon move in and report any malfunction immediately. Residents are responsible for changing the battery in a battery-operated model after initial move in. Removal or tampering with a smoke alarm is a misdemeanor and is punishable under state law.
- Residents are responsible for changing a/c filters every 3 to 4 weeks without fail. Any service call due to a dirty filter will be charged back to the resident.
- For power failures of any type, or if appliances or A/C system are not functioning, check the breakers including GFI breakers. The breaker box is usually located in one of the closets, the washer/dryer area, or under the electric meter on the outside of your building. The GFI breaker is usually located on a bathroom or kitchen electrical outlet. Many times a breaker will have tripped and just needs to be reset. Flip the breaker to OFF and then back to ON and it should reset. To reset a GFI, push the reset button found on the electrical plug.
- For more information on the proper upkeep of your dishwasher, garbage disposal, washer/dryer, faucets, bath tubs and toilets, please refer to the Useful Maintenance Tips in your move-in packet.
- Do not flush large quantities of toilet tissue, any paper towels, Q-tips or any type of feminine hygiene products down the toilet. These items will clog lines and cause backups. **ALL plumbing stoppages will be charged to the resident, unless found to be in the main line.**
- You must report any type of water leak, dripping faucet, or running toilet immediately, as these will increase the water bill and could damage the property. If the toilet is running or the leak is constant, it is best to turn the water off at the floor level shut off valve until repairs can be made. Damages or water cost due to unreported leaks may be charged back to you.
- All glass breakage is the responsibility of the resident, unless you provide a police report of the incident.
- All screens are the responsibility of the resident. Please account for these upon move-in.
- During the winter months, thermostats must be set no lower than 50 degrees. If you are away from your unit for any period of time, please open all cabinet doors so the heat can get to the pipes. This will reduce the chance of pipes freezing, bursting, and causing severe damage to the property.
- If you have any problems with a phone jack, contact the Phone Company first. Ask them to check if there is more than one phone line connected to your unit. If there is not more than one line, call our office for repair information. We recommend you have the phone company repair plan, which costs an additional amount per month, and pays for all inside repairs to lines or jacks.

**MOVE-OUT:** At least 120 days before your lease expires, we must have a **WRITTEN NOTICE**, signed by all residents stating your intentions to either renew your lease or move out at the end of the lease term.

The requirements for the return of your deposit are outlined in your lease. They are as follows:

- Occupy the unit for the entire lease term or renewal period.
- Give written notice to vacate.
- Pay all rents and other sums due according to the terms of the lease.
- Clean the unit according to the cleaning instructions provided to you at move-in.
- Turn in all keys and other access devices.
- Leave a forwarding address in writing.

Your security deposit will be refunded within 30 days after the lease has expired, you have vacated the unit, provided our office with a forwarding address and all keys have been returned. The deposit will be returned in one check and mailed to one address only. In the case of multiple residents, please refer to paragraph 4 of your lease for specifics on who the check will be written out and mailed to.

**We have read and fully understand the above LEASE POLICY ADDENDUM.**

\_\_\_\_\_  
Resident Signature                      Date

\_\_\_\_\_  
Resident Signature                      Date

\_\_\_\_\_  
Resident Signature                      Date

\_\_\_\_\_  
Resident Signature                      Date

## MOVE-OUT INSTRUCTIONS

All dwelling keys and access devices must be turned in upon move-out. Please use the key return envelope available in our office and at our drop box. If a mailbox key was provided by United Realty then it must be turned in to our office. If you picked up your mailbox key from the Post Office then it must be returned back to the Post Office.

**Only one security deposit refund check will be issued.** The security deposit check will be issued in accordance with Paragraph 4 of your Lease Contract. You must provide a forwarding address in writing. If no forwarding address is provided, security deposit reconciliation statements and checks will be mailed to the last known address.

You must not be delinquent in rent, late charges, NSF charges, etc. upon move-out. The dwelling is to be surrendered in the same condition as it was received.

The following is a list of cleaning instructions to be followed to ensure the proper and complete return of your security deposit. This is not an all-inclusive list; there may be items not listed that do not release you from your responsibilities under the Lease Contract.

### Cleaning Instructions

#### Kitchen, Dining Area, & Utility Room

- Clean refrigerator inside and out, turn it off, un-screw the bulb (CAUTION HOT!), and leave the door open.
- Clean the oven, stovetop, drip pans, control panel and underneath the top thoroughly.
- Clean the dishwasher. (Run the dishwasher through a cycle with a cup of vinegar sitting on top shelf.)
- Clean the counter top, vent hood, and sink.
- Clean washer and dryer inside and out (if provided).
- Wipe down all the cabinets and drawers, inside and out.
- Vacuum or sweep and mop floor and clean all baseboards.
- Wipe off light fixtures and/or ceiling fan and replace any burned out light bulbs.
- Dust any blinds and window sills.

#### Living Room & Bedroom

- Wipe fingerprints and other marks from switches, walls, and doors.
- Vacuum or sweep and mop floor and clean all baseboards.
- Wipe off light fixtures and/or ceiling fan and replace any burned out light bulbs.
- Dust any blinds and window sills.
- Remove all items from closets and wipe closet shelves.

#### Bathroom

- Clean tub, toilet, vanity and surrounding area.
- Clean mirrors and tile.
- Clean sink and all plumbing fixtures.
- Wipe down all the cabinets and drawers, inside and out.
- Vacuum or sweep and mop floor and clean all baseboards.
- Wipe off light fixtures and/or ceiling fan and replace any burned out light bulbs.
- Dust any blinds and window sills.

#### Yard/Outside the Unit

- Remove all trash in yard and outside the unit.
- Sweep off all porches, patios, and balconies.
- Any loose trash must be in a bag and put to the curb or trash pickup area.
- Trash container must be put to the curb where garbage pickup services will pickup.
- Fill in all holes from pet (if applicable).
- Remove any pet feces.

**A/C return grill must be clean and must have a clean air filter.**

**For your own protection, fill out and return your Move-In Inventory & Condition form within 2 days of the move-in date. If you do not return your Move-In Inventory & Condition form by the deadline, you accept and acknowledge that the unit is in excellent condition.**

A list of average security deposit deduction costs is provided on the next page.

Thank you for renting from United Realty & Investment Company!

I have read and understand the above instructions.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

AVERAGE SECURITY DEPOSIT DEDUCTION COSTS

Bathroom

Item	Cost/per
Sink Cleaning	\$15
Clean Cabinets	\$20
Clean Shower/Tub	\$25
Clean Countertop	\$25
Clean Toilet	\$30
Replace Tank Lid	\$75
Replace/Repair Towel Bar	\$25
Replace Commode Seat	\$35
Remove Decal	\$15
Clean Mirror	\$25
Clean Floor	\$25

Kitchen

Item	Cost/per
Sink Cleaning	\$15
Clean Cabinets	\$45
Clean Dishwasher	\$25
Clean Countertop	\$45
Clean Stove/Oven	\$50
Clean Refrigerator	\$50
Replace Drip Pans	\$40
Clean Floor	\$45

Room

Item	Cost/per
Clean Ceiling Fan	\$20
Clean Window	\$20
Clean A/C Grill	\$15
Remove Decal	\$15
Carpet Cleaning per room	\$75
Carpet Stain Removal (per stain)	\$25
Painting per Wall (up to 15x10)	\$75
Painting per Ceiling (up to 10x10)	\$75
Sheetrock Repair – up to 12"x12"	\$75
Sheetrock Repair – up to 3'x3'	\$150
De-Flea	\$100
Pest Control	\$75
Tire Removal (per tire)	\$15
Replace Interior Door	\$150
Replace Exterior Door	\$350
Replace Deadbolt	\$75
Replace Doorknob	\$50
Replace Light Bulb	\$5
Replace Wall plug/plate	\$5
Replace Outside Light Globe	\$15
Replace Doorstop	\$5
Replace Smoke Detector	\$30
Replace A/C Filter	\$15

REMINDER

Complete and return your Move-In  
Inventory form within 2 Days of  
moving into your home

Actual Cost Replacement Items

Garbage Disposal  
Blinds  
Appliances  
Toilet  
Carpet  
Vinyl/Tile/Wood Floors  
Ceiling Fan  
Window Screen

Actual Cost Items

Required Lawn Care  
Repairs  
Bed Bug Treatment

**\*\*These are average prices ONLY. United Realty does not employ any cleaning or maintenance technicians, but contracts with local companies for all services, so costs may vary. These are examples of average costs and may or may not include actual labor costs.**

Initials: \_\_\_\_\_