

Regional Property Management

700 W 48th St

Hays, KS 67601

Phone: (785) 621-2100; Fax: (785) 621-2101

rpm@yourentme.com

LEASE AGREEMENT

This is a legally binding contract. If not understood, seek competent advice.

This lease agreement is made on the _____ day of _____, 20____ by and between Regional Property Management (Hereinafter designated as "Landlord"), and _____ (Hereinafter designated as "Tenant").

Based upon rent and the mutual considerations contained herein, Landlord hereby leases, in its present condition, the following described premises, located in the city of Hays, County of Ellis, State of Kansas, to the above Tenant. Tenant hereby leases said premises, located at _____ from Landlord upon the terms and conditions set forth herein:

- 1) **LEASE TERM.** The initial term of this lease is for 12 months beginning on _____ and ends on _____. If the first month of the lease is not a full month it will be pro-rated. The Landlord/and or Tenant shall have the right to terminate this lease by giving a notice thereof 30 days prior to the expiration of the term of the lease, as herein above set forth, said notice to be in WRITING (state law requires notice to be from rent-paying date to rent-paying date). This notice must be presented to the landlord on or before the first of the expiring month. If tenant gives notice to move out prior to lease expiration date, a termination fee of \$75.00 will be charged to the tenant, and rent and utilities must be paid until the end of the lease or until the property is re-rented.
- 2) **POSSESSION.** Landlord shall give possession to Tenant at the beginning of the lease term. If possession is delayed by Landlord, the rent shall be pro-rated. Before Tenant is able to take possession they must pay security deposit, have receipt for utilities changed to their name, and the first month's rent paid. Landlord has no liability for failure to give possession. If Landlord fails to give possession within 3 calendar days from the beginning of the lease term, tenant may cancel this lease by giving Landlord written notice of cancellation prior to receiving the possession.
- 3) **RENT.** Tenant agrees to pay \$_____ per month for rental of the premises in addition to utilities, payable in advance on the first day of each and every month. Payment of rent shall be mailed or delivered to Regional Property Management 700 W 48th Hays, KS 67601.
 - a. If all rent is not paid in full by the 5th day of each month, Tenant shall pay \$50.00 for delinquent payment. This late fee applies to each tenant when the rent is late. It is understood that this payment of \$50.00 in unliquidated damages is not a penalty. A check that is returned for any reason is deemed non-payment of rent and is subject to late charges and an additional administrative charge of \$35.00 and may be charged without notice. Landlord may, at Landlord's option, demand all sums payable under this lease be paid by cashier's check or money order in lieu of personal checks. Landlord shall apply any payments first to any damages, repairs, or administrative charges, if any, then to accrued late charges, if any, then to delinquent rent, if any, and lastly to the current month's rent. Any default in the payment of rent shall not be deemed as cured until all charges and rents are paid. In the event of default in the payment of said charges, Landlord shall have the same remedies as upon default in the payment of rent.

- 4) **PETS.** No pets will be allowed in the property under any circumstance unless a) otherwise specified as part of the lease agreement and b) all applicable pet deposits/fees have been and are being paid by tenant. Violation will result in a \$150.00 pet fee and tenant will be responsible for any charges for repair or cleaning due to pet behavior/actions.
- a. Pet Deposit is 50% of monthly rent rate: \$ _____.
 - b. Pet Fee is \$25.00 per month for each pet.
 - i. Number of pets _____ x \$25.00/month = _____.
- 5) **E-MAIL.** E-mail is a necessary means of communication for us at RPM due to the different schedules of tenants. The tenant may receive notices such as lease violations and late notices electronically as well as being followed up by a hard copy by posting or US mail if there is not a response.
- a. Email addresses:** _____
- 6) **RESIDENTIAL USE ONLY.** The tenant shall use the premises only for residential purposes, except for incidental use in Tenant's trade or business, so long as such incidental use does not violate local zoning laws or affect Landlord's ability to obtain any policy of insurance. Tenant shall use the premises only as a private residence and for no other purpose, unless with written consent of the Landlord. The only individuals who will reside in the premises are the Tenant and Signed Leaseholders.
- 7) **CONDITION OF PROPERTY.** Tenant acknowledges that neither Landlord nor any agent of Landlord has made any representation or warranty with respect to the premises of same for use as tenant residence, nor has Landlord agreed to undertake any modification, alteration or improvement to the premises except as expressly provided in the lease. Within 5 days from the date of occupancy, Tenant shall inspect the premises and any furnishings and appliances located therein. Tenant agrees to return the premises, including the furnishings and appliances to Landlord in the same condition that it was in at the time of occupancy, normal wear and tear expected. If Tenant fails to deliver written notice to Landlord ("Inspection Notice") within the 5-day inspection period referred to above of any damage, which existed at the time of the occupancy, then such failure constituted an admission that such damage was not there at the time Tenant took possession of property. A copy of the Inspection Notice shall be signed by all parties, and each shall retain a copy thereof. The Condition Report is not a Maintenance Request. If there are maintenance issues, please report them to RPM immediately. They will not be picked up from the Condition Report to be resolved. A cleaning charge of \$25.00 an hour will be assessed and may change without notice.
- 8) **RENT INCREASE.** Written notice of a rent increase must be given to Tenant by Landlord at least 45 days before the end of the term or periodic rent paying date. This is so the Tenant has time to decide whether to pay the rent or to give 30-day written notice to quit.
- 9) **UNAUTHORIZED TENANTS.** Unauthorized tenants (tenants living on the premise without a signed lease) will be assessed a \$150.00 fee per month until the lease is signed. Rent may increase at the time of the lease signing of the extra tenant without prior written notice.
- 10) **UTILITIES.** Utility service must be provided at all times, including electricity, water, sewer, trash removal and, if applicable, natural gas service at the tenant's expense or as specified in the lease agreement. A 2% late charge will be applied to any delinquent utilities (if applies). Utilities become delinquent after 30 days.
- a. Landlord and Tenant hereby agree that the cost of utilities serving the premises shall be paid as follows:

	Landlord	Tenant
Gas	_____	<u> X </u>
Water	_____	<u> X </u>
Garbage and Trash collection	_____	<u> X </u>
Cable TV/Internet	_____	<u> X </u>

Electricity	_____	<u> X </u>
Other (specify)	_____	<u> X </u>

11) **MAINTENANCE.** The following maintenance items shall be the responsibility of:

	Landlord	Tenant
Mowing and Yard Maintenance	_____	<u> X </u>
Snow & Ice Removal	_____	<u> X </u>

12) **SATELLITE/INTERNET INSTALLATION.** Written permission must be received from RPM authorizing all satellite and wireless internet antenna installations. Satellites must be mounted on a removable post and not attached to the premise. If signal cannot be received when post-mounted, authorization is NOT automatically given to attach to the roof or any other part of the premise. If satellite is mounted on the roof or other parts of the premise, a penalty of \$1,500.00 will be assessed to the tenant for repairs. Satellite removal at move out is the responsibility of the Tenant. If satellite is not removed a \$50.00 fee will be assessed to the tenant to pay for removal.

13) **DAMAGES/MAINTENANCE REPAIRS.** Tenant shall maintain the premises in as good condition as at present and shall not: commit acts of destruction, commit acts tending to injure or deface the property, do anything which will jeopardize subsidy payments if any are being received, do anything which will cause the premises to be in violation of applicable city codes. Tenant will not attempt any repair to the sewer system, plumbing system, electrical system and heating, ventilating or air conditioning system. Tenant is financially responsible for repairs and maintenance caused by the Tenants failure to report needed repairs to Landlord. Tenant is responsible for cost of repairs and maintenance caused by Tenants failure to maintain the premises and/or Tenant or any of the guests damaging the premises. Tenant shall reimburse Landlord all costs and expenses incurred by Landlord in connection with such performance within 10 days of written demand for reimbursement.

- a. In the event Tenant does not comply with his/her obligations concerning repairs and maintenance, Landlord may perform, but is not obligated to perform, such repairs and maintenance. Landlord may perform any repairs and/or maintenance which Tenant is not allowed to perform. Landlord will attempt to give advanced notice, but is not obligated to give such notice. Tenant shall reimburse Landlord all costs and expenses incurred by Landlord in connection with such performance within 10 days of written demand for reimbursement.
- b. If the premises are damaged or destroyed by fire or casualty to an extent the use of the premises is substantially impaired and Tenant does not cause such damage Tenant may vacate the premises immediately. This lease may be breached and security deposits returned.

14) **KEYS/LOCK OUT SERVICES.** Keys will not be released until the entire first month's rent amount and security deposit have been paid in full and proof that utility services have been switched into Tenants name. Upon termination of the lease, if all keys are not returned to Regional Property Management on time, Tenant will pay for the replacement of ALL related door locks and mailbox locks and an additional month's rent will be charged. Tenant may also be assessed \$25.00 to cover the costs associated with copying new keys.

- a. Lock out charge shall be \$50.00 and may change without notice. Lock out service is at the discretion of Regional Property Management. All fee amounts may change without notice.

15) **ALTERATIONS TO PROPERTY.** Tenant shall make no alterations to the premises or any part thereof without proper written consent of the Landlord. This includes, but is not limited to, painting and satellite installation.

16) **SUBLEASE.** Tenant may not sublet the premises or assign the lease without proper written consent of the Landlord. Landlord's consent to assignment or subletting shall not waive Landlord's right to refuse subsequent assignment or subletting, nor shall it release Tenant from liability under this lease agreement.

- 17) **TERMINATION OF LEASE.** At expiration of the term of this lease, or if this lease is sooner terminated by Landlord or by default as provided above, Tenant shall quit and deliver up the possession of the premises to Landlord, its agents or assigns, without process of law and said premises shall be in good order and condition when received, except for normal and usual wear and tear. After the lease is terminated by the end date, (Tenant or Landlord) Landlord may after 30 days unpaid, apply 2.0% per month/20% annually service charge to any unpaid balance.
- 18) **ENFORCEMENT OF LEASE.** Failure or neglect of Landlord at any time to insist upon the strict performance of the terms, covenants, agreements and conditions herein contained or any of them, shall not be taken or considered as a waiver of the Landlord's right to thereafter enforce any such term, covenant, agreement, or condition, but the same shall continue in full force and effect.
- 19) **LANDLORD ACCESS.** Landlord and his agents shall have the right to enter the premises at any and all reasonable times, in view of the reason for entry, to view or show the same, to inspect the same and to make such repairs and alterations as Landlord may deem necessary. Tenant agrees to permit Landlord and its agents, during the last 60 days of this agreement to show the property for lease or rent unless tenant renews the lease agreement within the last 60 days of the lease.
- 20) **AMENDMENTS.** Landlord reserves the right to amend this lease at any time deemed necessary. After amending the lease, Tenant shall have 30 days to give written notice to quit lease.
- 21) **MODIFICATIONS.** Tenant agrees that he/she is not relying upon any representation or agreements other than those contained in this lease agreement and the addenda attached thereto. This lease agreement may not be modified except in writing. In the event of a Housing Assistance Program contract, the terms of said contract shall supersede and control over the terms of this lease. By Tenant entering into this contract, the Tenant understands that money owed for, but not limited to, rent, utilities, cost of repair for damage caused by Tenant is a secure debt owed to Landlord.
- 22) **DEFAULT.** In the event of default at any time by Tenant in the payments of rent, or in the payment of any late charges designated, or in the performance of any other terms of the lease, or if Tenant shall abandon or vacate the premises without the consent of the Landlord, Tenant will be deemed in default. Upon such default, Landlord will have the right, as its option to enter upon the premises, or any part thereof, either with or without process of law and to expel, remove or put out Tenant and /or other persons who may be thereon, together with all personal property found therein without terminating the lease, however Landlord may elect to do at its sole and exclusive option. All the remedies herein provided shall be cumulative to all other rights or remedies herein given to Landlord by law. A waiver by Landlord of any default by Tenant in the performance of any terms or condition of this lease shall not be considered or treated as a waiver of any subsequent or other default.
- a. If Tenant defaults in the performance of any agreement, provision or condition contained in this lease agreement, Landlord, without waiving such default, may perform the same and charge the expense to the Tenant with or without notice to Tenant. Bills for any expense incurred by Landlord in connection with any such performances by Landlord as well as bills for any property, material, labor or services provided to Tenant may be sent to Tenant monthly or immediately, at Landlord's option, and shall be due and payable by Tenant within 10 days after the same are sent to Tenant, and the amounts thereof shall be deemed to be additional rent under this lease.
 - b. If Tenant breaches any provision of this lease and Landlord is required to engage in legal counsel to enforce this lease, Tenant shall be liable to the Landlord, and shall pay to Landlord, including, but not limited to, reasonable attorney fees, filing fees, court fees, court costs, etc., incurred by the Landlord.
 - c. In the event of default, if the Landlord or his agents employs the services of any debt collector or attorney to collect money due under this agreement, the undersigned Tenant hereby consents that the debt collector or attorney may contact the undersigned at such times and places as said debt

collector deems appropriate and may contact other persons for the purpose of acquiring information to aid in the collection of any debt.

- d. The tenant shall be responsible for any and all sewage concern. These include, but are not limited to, prophylactic sheaths, sanitary napkins, cell phones, etc.

- 23) **WRITTEN NOTICES.** All notices to be given hereunder by either party shall be in writing. Except for termination notices that must be served in accordance with applicable state statutes, notice to Landlord is 1) When received by Tenant; 2) 3 days after deposit in US mail, postage prepaid; 3) when served on Tenant or anyone residing at the premises and/or on day after being posted on the tenants door. Except as otherwise provided in the lease agreement, Tenant waives all right to notice or demand by Landlord with respect to Tenant's performance or non-performance of any obligations or duty to perform or refrain from any acts or acts empowered upon Tenant by the terms of this lease agreement.
- 24) **MUNICIPAL REGULATIONS.** Any notice received by this office from a municipality notifying of violations to City, County, State or Federal codes, ordinances or laws due to Tenant's actions (or lack thereof) or behaviors will be rectified immediately by the Landlord at the tenant's expense. This includes, but is not limited to, yard maintenance and trash.
- 25) **CRIME.** Unlawful activity of any kind is a lease violation. The property is to remain crime free. Tenant, the members of Tenant's household and/or the Tenant's guests shall not possess, manufacture, sell or distribute controlled substances at any location, whether on or near the premises or otherwise shall not engage in criminal activity or any act intended to facilitate criminal activity on or near the premises and shall not permit the dwelling unit to be used for, or to facilitate, criminal activity regardless of whether the individual engaging in such activity is a member of the household or guest. Tenant, the member of Tenant's household, or the Tenant's guests will not engage in any illegal activity including prostitution, criminal street gang activity, acts of violence or threats of violence, including, but not limited to, the unlawful discharge of firearms on or near the premises, or any breach of lease agreement that jeopardizes the health, safety and welfare of the Landlord, his/her agents, or other tenants or involving imminent or actual serious property damage. A single violation of any of these provisions shall be deemed a serious violation and a material noncompliance with the lease and shall be good cause for termination of the lease. Proof of violation shall not require criminal conviction, but shall be by as preponderance of the evidence. A failure of Tenant to comply with the Laws set forth by Federal Laws, Kansas Laws, County Laws, City of Hays Laws, and as described in Crime Free Housing and Rules and regulations of RPM, shall constitute breach of lease.
- 26) **EXTENT OF LEASE.** If the provision of the lease agreement shall be deemed or ruled to be invalid or unenforceable to any extent, the remainder of this lease agreement and the application thereof shall not be affected thereby and shall be enforceable to the extent permitted by law.
- 27) **JURISDICTION.** This lease agreement and the performance thereof shall be governed, interpreted, construed and regulated by the laws of the State of Kansas.
- 28) **EXTENDED CONDITIONS.** Except as herein otherwise expressly provided, the conditions and agreements contained in this lease agreement shall bind and insure to the benefit of Landlord and Tenant and respective heirs, successors, administrators and assigns, if permitted.
- 29) **SEVERALTY.** Multiple tenants are jointly and severally liable for all terms of this lease. An individual tenant remains liable even if said individual moves out prior to the end of the term. It is understood that the premise is being rented as a unit and that the liability for the payment of the rent, damages and other obligations under this lease is joint and several and each tenant is responsible for the full amount of rent, damages and other obligations. All lease agreements are signed in severalty. This means that each person on the lease is responsible for the whole lease as well as the amount of rent due at the first of each month and late fees that may occur. If there is an agreement between individuals on the lease about how much each person pays, it is strictly a personal agreement, not one the management has made with the lessees. If any one person on the lease does not pay, it is still responsibility of ALL tenants to see that the whole amount of the rent is paid on or before the first of each month. IF ONE PERSON

DEFAULTS, THE WHOLE AMOUNT OF RENT IS STILL DUE ON OR BEFORE THE FIRST OF EACH MONTH.

- 30) **LEASE TRANSFER.** It is understood that RPM is not the owner of the property and is working on behalf of the owner of the property. It is also understood that at any time, this lease may be assigned (transferred) to the owner of the property. This does not constitute a change in lease terms or an amending of this lease. This lease will continue as originally written and/or renewed.
- 31) **DEPOSIT.** It is expressly understood that Tenant has deposited with Landlord the sum of as security for the faithful performance and observances by Tenant of the terms and provisions of the lease agreement. It is hereby agreed that in the event Tenant defaults in respect of any of the terms, provisions and conditions of this lease agreement, including, but not limited to, the payment of rent and required repairs which Landlord may use, apply or retain the whole or part of the Security Deposit to the extent required for the payment of any monies owed or cost of repairs which Landlord may be required to make by reason of Tenants default in respect of any of the terms and conditions of this lease agreement to the full extent allowed by applicable law. The parties expressly agree that Landlord shall not be liable for interest on said deposit unless required by law. The security deposit shall be returned to the tenant after ALL of the following have been met:
- a. The entire lease term must have expired or been terminated without fault by tenant.
 - b. 30 days written notice must have been given to Landlord prior to the date of termination or expiration. If no written notice is received, the security deposit will be forfeited in full.
 - c. There are no unpaid charges, damages or rents due by Tenant under the terms of this lease agreement.
 - d. Tenants forwarding address has been given to the Landlord in writing. If no forwarding address is given to RMP, the tenant shall have 60 days to claim deposit.
 - e. The property has been cleaned in accordance with the move-out policy, including all carpeted areas being professionally cleaned by an RPM approved cleaning company. Cleaning is billed at \$25.00 an hour plus fees for any other contracted services such as professional carpet cleaning.
 - f. All keys have been returned to Landlord.
 - g. Tenant did not holdover and impede new tenants from moving into premise. If tenant is in holdover status, the security deposit will be forfeited in full.

The landlord shall inspect the premises following the termination of the lease to determine the condition. Within 30 days after the date of termination of the lease, the Landlord shall mail to the last known address:

- 1) The full amount of the security deposit, or
- 2) A written itemized list of the rent and/or damages for which the security deposit or any portion is withheld along with the balance of the security deposit, if any.

Additional Deductions of Security Deposit:

- a. Tenants terminating lease prior to move in will forfeit entire security deposit and pet deposits.
- b. Carpet Cleaning is required and will be deducted from the Security Deposit at the discretion of any agent of Regional Property Management. Tenants will be required to have a receipt showing the carpets were cleaned at the time of their move out.
- c. Maintenance issues that were not reported to Regional Property Management during a tenancy will be billed to the tenant. Negligence on the tenant's part reporting maintenance issues will not constitute a credit after the work has been completed and billed.

Nothing in the section shall be construed to limit the right of the Landlord to recover actual damages in excess of the security deposit or to permit Tenant to apply or deduct any portion of the security deposit at any time in lieu of payment of rent. If the premises are rented by more than one person, Tenants agree that Landlord may pay the refund to any tenant who has signed the lease. The Tenant to whom the deposit is refunded agrees to hold Landlord harmless from the claims of the other Tenants for all or any portion of the security deposit. Security deposit will not be refunded to any tenant in a lease break.

Tenant(s) is responsible for the entire amount of rent and utilities until replacement tenant(s) is found or until lease expires. Each tenant breaking a lease will be charged \$75.00 termination fee. Tenants terminating lease prior to move in will forfeit entire security deposit and pet deposits

- 32) **RENTAL INSURANCE.** It is required that each and every renter have rental insurance to insure their belongings are covered by accidents including flood, fire and theft. Landlord is not responsible for any damages.
- 33) **SMOKING.** I UNDERSTAND THAT SMOKING IS **NOT** PERMITTED. There is no smoking allowed in the unit at any time. All smoking should be done outside making sure to pick up any cigarette butts from the ground or grass
- 34) **PROHIBITED ITEMS:**
- a. Swimming Pools
 - b. Hot Tubs
 - c. Space Heaters
 - d. Water Beds
 - e. Aquariums over 10 gallons
 - f. Direct-mount Satellite & Wireless internet antenna
- 35) **FALSIFICATION.** Tenant or any agent of tenant that falsifies any report or misrepresents information contained in the Rental Application, shall constitute a material default and breach of this lease by Tenant.

RULES AND REGULATIONS

A violation of the following rules and regulations is also considered a lease violation. Costs of damages associated with the violations will be assessed to the Tenant.

- A. **VEHICLES.** Vehicles, motorcycles and trailers shall be operable, currently registered, tagged and must be parked or driven on designated driveways and parking lots only. All vehicles must have current registration.
- B. **OUTDOOR FURNITURE.** Any furniture outside the property shall be limited to the barbecue equipment and traditional lawn furniture. Any interior furniture such as couches shall not be placed on lawns, porches or patios.
- C. **GUESTS.** The tenant is responsible for any lease violation committed by the Tenant's guests.
- D. **CHILDREN.** Children must be supervised at all times. The Tenant is responsible for any lease violation or disturbance committed by Tenant's children or children of guests.
- E. **FURNACE/UTILITY ROOM.** Tenant shall not store anything in the furnace/utility room due to fire codes and the safety of Tenant.
- F. **CANDLES/INCENSE.** Lighting/burning of candles or incense in the unit is strictly prohibited at all times. It is a fire hazard.
- G. **MOVING DAMAGES.** All damages to the premises caused by the moving or carrying of furniture, packages or articles there in shall be paid for by Tenant.
- H. **HEATING/LIGHT INTERFERENCE.** Tenant shall not interfere in any portion of the heating or light apparatus in or about the leased premises.
- I. **LOCKS.** No additional locks shall be placed upon any door of the building without written consent of the Landlord.
- J. **FIXTURES OF ANY KIND.** No towel bars and racks, traverse or curtain rods, and fixtures of a similar nature shall be placed on any part of the premises by Tenant without written consent of the Landlord.
- K. **ELECTRONIC EQUIPMENT/WIRING.** No outside antenna or wiring of any type for radio, TV, electronic, or similar equipment is permitted without the written consent of the Landlord.

- L. **HANGING OF PICTURES.** Tenant shall only use picture hanging devices designed to cause minimum damage to the wall.
- M. **MECHANICAL MAINTENANCE.** Tenant shall notify Landlord immediately of mechanical conditions needing correction.
- N. **ALTERATIONS.** Tenant shall make no substantial alteration, addition, improvement or redecoration of the premises (Ex. Painting) without written consent of the Landlord.
- O. **CONTACT PAPER.** There will be no contact paper allowed in any area including bathroom, kitchen or cabinet drawers/doors.
- P. **LIGHT BULBS.** You will be charged for any missing or burned out light bulbs or screens on windows/doors if the screens are cut or slashed in full upon moving out.
- Q. **FREEZING OF PIPES.** Let it be known that during the winter, if Tenants leave for any period of time, they are responsible for leaving their heat on to prevent freezing of pipes. Any damages done due to frozen pipes or negligence will be the Tenants responsibility.
- R. **ACCIDENTS.** All accidents pertaining to injuries of Tenants or Tenant's guests shall be reported to Regional Property Management within 48 hours of the accident. Regional Property Management is not financially responsible for any injuries sustained by a Tenant or a Tenant's guest. Regional Property Management and/or the owners of the property do not hold liability insurance on any property that the firm manages.
- S. **ROBBERY.** All robbery incidents pertaining to Tenants or Tenant's guests shall be reported to Regional Property Management within 48 hours of the incident. Regional Property Management is not financially responsible for any loss due to robbery, regardless of where the crime took place. This includes possessions located in the dwelling as well as parking areas. Regional Property Management requires all Tenants to acquire renter's insurance.

Tenant hereby warrants and states that he/she has read this lease agreement in its entirety, is familiar with its terms and provisions and Tenant recognizes and understands his/her duties, rights and responsibilities hereunder.

RPM Agent: _____ Date: _____

Tenant: _____ Date: _____

Tenant: _____ Date: _____

Tenant: _____ Date: _____

Tenant: _____ Date: _____

Tenant: _____ Date: _____

The following addenda, as indicated are incorporated as part of the lease agreement.

- a) Lead Based Paint Disclosure
- b) Deductions Receipt For Keys

Regional Property Management

700 W 48th St

Hays, KS 67601

Phone: (785) 621-2100

rpm@vourrentme.com

Addendum A Lead Based Paint Disclosure

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 taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead poisoning prevention from lead-based paint and lead-paint hazards in the dwelling.

Landlord's Disclosure: (initial)

- _____ (A) Presence of lead-based paint or lead-based paint hazards
- _____ Known lead-based paint and/or lead-based paint hazards are present in the house. (Explain)
- _____ Landlord has no knowledge of lead-based paint and/or lead-based hazards in the housing.
- _____ (B) Records and reports available to the Landlord (check one below)
- _____ Landlord has provided the Tenant with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing. (List documents below)
- _____ Landlord has no reports or records pertaining to lead-based paint and/or Lead-based paint hazards in the housing.

Tenant's Acknowledgement: (Initial)

- _____ (C) Tenant has received copies of all information listed above
- _____ (D) Tenant has received the pamphlet "Protect Your Family from Lead in Your Home"

Agent's Acknowledgment: (Initial)

- _____ (E) Agent has informed the Landlord of the Landlord's obligations under 42 USC 4582(d) and is aware of his/her responsibilities to ensure compliance.

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Addendum B Receipt for Keys

I (We) hereby acknowledge the receipt for keys for the following:

_____ Building Entrance Door # _____
_____ Apartment Door # _____
_____ Mailbox Door # _____
_____ Garage Door Opener # _____

I (We) further agree to return the same and all subsequent copies thereof upon termination of the lease agreement.

- Keys will not be released until the entire first month's rent amount and security deposit have been paid in full and proof that utility services have been switched into Tenants name.
- If all keys are not returned to Regional Property Management on time, Tenant will pay for the replacement of **ALL** related door locks and mailbox locks and an additional month's rent will be charged.
- Tenant may also be assessed \$25.00 to cover the costs associated with copying new keys.

RPM Agent: _____ Date: _____

Tenant: _____ Date: _____

Tenant: _____ Date: _____

Tenant: _____ Date: _____

Tenant: _____ Date: _____

Tenant: _____ Date: _____

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Move In Inspection Form

Appliances Furnished by Regional Property Management:

Stove Yes _____ No _____

Refrigerator Yes _____ No _____

Dishwasher Yes _____ No _____

Microwave Yes _____ No _____

Washer Yes _____ No _____

Dryer Yes _____ No _____

Tenant(s) Acknowledges the Following:

- The property is in good condition. No promises or commitments (either expressed or implied) have been made by Regional Property Management concerning improvements or repairs.
- The Tenant(s) is responsible for returning the Condition Report after move-in. The Condition Report documents all physical damage to the property upon move-in and protects Tenant(s) from damages not incurred by Tenant(s). If the Condition Report is not returned, the property will be considered in excellent condition. The Condition Report is not a Maintenance Request. If there are maintenance issues, the Tenant(s) needs to contact Regional Property Management immediately.

RPM Agent: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

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Tenant Settlement Statement

Effective Date: _____

Property/Address: _____

Security Deposit: \$ _____

Pet Deposit: \$ _____

Pro-rated Rent: \$ _____

Total Due at Signing: \$ _____

Security Deposit, pet deposit, and rent are all due at lease signing.

Payments are not accepted on security deposit or pet deposit.

Landlord/Agent: _____ Date: _____

CASH CHECK # _____ MO

Monthly rent amount due (including pet fees, if applicable): \$ _____

Made Payable to: _____

Notes: