

EDI Real Estate, Property Management
704-319-9069 (NC) 803-396-1423 (SC) FAX: 704-973-0599
PropertyManager@EDIREalEstate.com

Application Disclosures

EDI Real Estate Property Management
 10612-D Providence Road, #239
 Charlotte, NC 28277

- ANY person over the age of 18* must apply (Applicant) for residency and will be listed as a leaseholder. All applicants must submit a completed application in order to complete the process. If approved, we have a timeline associated with our application process so that applicants who may apply for more than one home will not hold up the property for other applicants who have applied and are waiting. Our timeline is strictly adhered to. An MLS status of "application received" does NOT mean other applicants will not be considered. If an approved applicant does not meet the timelines herein we move on to other applicants immediately. Under no circumstance is any application fee refunded. _____ **Initial Here****
- Proof of Income and a photo ID (i.e. valid Driver's License) **MUST** accompany all applications. Please be sure to **INCLUDE** these with your Application or it will delay processing. _____ **Initial Here****
- There is a **NON-REFUNDABLE** \$50 application fee *per* applicant which must be paid prior to reviewing any application. Payments must be received for each Applicant and may be found on our online Payment Center. No cash or checks. _____ **Initial Here****
- Our properties are **SMOKE FREE** homes. Some properties are **PET FREE** homes. Please inquire prior to submitting an application if you have pets to determine whether your desired property will **ALLOW PETS!** Pet Fees, if allowed, are *per pet*. The Application Fee is **NON-REFUNDABLE**. _____ **Initial Here****
- Once you complete your application, you may fax or email your paperwork to us, or place your paperwork in a sealed envelope and drop it off at our central drop location desk at the address above. **Hand delivery does not ensure faster processing.** _____ **Initial Here****
- Processing a COMPLETED application usually takes less than 24 to 48 hours. We do take into consideration life events when reviewing applications. Fees are **NON-REFUNDABLE**. _____ **Initial Here****
- If an application is approved, a binder of \$200.00 **MUST** be received by EDI Real Estate within **24 hours** of receiving the Application Approval email. This ensures that applicants who are serious about leasing a home do so and do not keep other potential applicants waiting nor hold the owner's property out for extended amount of time. Applicants need to check email frequently after submitting an application. _____ **Initial Here****
- Upon receipt of the binder, the lease paperwork for the property will be emailed promptly. The \$200.00 binder will be credited to the first month's rent *after* move in or toward any prorated rent due prior to the lease start date, or pet fee. Once the lease paperwork is emailed, if you choose to lease the property, EDI Real Estate must receive 1) the signed Lease, 2) Security Deposit, and 3) 1st month's rent (along with any pet fees if applicable) within **three days**. This ensures that applicants who have submitted several applications for multiple homes will not tie up the property for an extended amount of time as other applicants are waiting to be considered. After three days, we will move on to other applications immediately or place the home as "available" if no other applications are on hand. For any reason if you are concerned about your funds not arriving on time, have your documents/funds **overnighted** to our office to ensure receipt. This is your responsibility. Be aware of this timeline and funds required prior to submitting an application. **WE DO NOT ACCEPT WIRED FUNDS. We reserve the right to increase the Security Deposit (within legal limits) based on final evaluation of applicant.** _____ **Initial Here****
- Our fax No. is 704-973-0599, email address: PropertyManager@edirealestate.com.

Signature (Each Applicant): _____ **Date:** _____

*18 Year old individuals who are in High School under the care of their parents on the lease may not need to be listed as leaseholders

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Property Application

Before we begin processing your Property Application for residency, we require a paid \$50.00 Application Fee per applicant.

Property Address: _____ Rental Rate: \$ _____

Move In Date: _____ Lease Term Desired: _____ (We cannot hold properties)

Have you physically seen this property? YES:___ NO___. If Yes, Date? _____ By Whom? _____

I hereby apply to lease the premises for the term and upon the conditions set forth above. If accepted I agree to sign a Residential Lease Agreement prior to taking possession of the premises and pay required rents and deposits.

Resident Information

Any occupant over the age of 18 must apply for residency and will be listed as a leaseholder*

Applicant #1

Name: (First, Middle, Last)	Date of Birth:	Social Security #:
Phone #:	Driver's License #:	State:
Email Address:	How did you hear about us?	

Applicant #2

Name: (First, Middle, Last)	Date of Birth:	Social Security #:
Phone #:	Driver's License #:	State:
Email Address:	How did you hear about us?	

*18 Year old individuals who are in High School under the care of their parents on the lease may not need to be listed as leaseholders

Address History for Last 24 Months (For Each Applicant)

Current Address Street, City, State, Zip:			
Current Landlord Name:	Phone #:	Monthly Payment: \$	From: / / - / /
Previous Address Street, City, State, Zip:			
Previous Landlord Name:	Phone #:	Monthly Payment: \$	From: / / - / /

Reason for Leaving Current Address: _____

Reason for Leaving Previous Address: _____

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Employment Information

Applicant #1:	Current Employer:	
Supervisor's Name:	Business Address Street, City, State, Zip:	
Phone #:	Fax #:	
Applicant Position:	Gross Monthly Income: \$	From: / / - / /
Other Source of Income:	Monthly Income: \$	

Applicant #2:	Employer:	
Supervisor's Name:	Business Address Street, City, State, Zip:	
Phone #:	Fax #:	
Applicant Position:	Gross Monthly Income: \$	From: / / - / /
Other Source of Income:	Monthly Income: \$	

Automobiles:

Make _____ Model _____ Year _____ Tag No. _____

Make _____ Model _____ Year _____ Tag No. _____

Make _____ Model _____ Year _____ Tag No. _____

PETS Yes / No If Yes, how Many?

Pet Type and Name:	Breed:	Color:	Age:	Weight:	Current Shots

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Miscellaneous Information

1. Have you ever been convicted of and/or pled "Guilty" or "No Contest" to a felony or misdemeanor (other than a minor traffic offense), regardless of whether or not jail time was served or adjudicated? If yes, when, where, result & explain. _____
2. Have you declared bankruptcy in the past seven years? _____
3. Have you owned a personal residence which was foreclosed up or short-sold in the past seven years? _____
4. Have you had two or more late rental payments in the past year? _____
5. Have you ever willfully or intentionally refused to pay rent when due? _____
6. Have you ever been evicted, asked to vacate or broken a rental or lease agreement or left a leased property prior to the full term of the lease? If yes, please explain. If yes, when, where, result & explain. _____
7. Have you ever been sued for damage to rental property or non-payment of rent? If yes, when, where, result & explain. _____
8. Are you currently registered as a sex predator or sexual offender, or charged with (an) offense(s), which may result in your registration as a sexual predator or sexual offender, regardless of a "No Contest" or "Not Guilty plea? If yes, when, where, result & explain. _____

References

1. The following persons, none of whom are or have been related to me by blood or marriage, have known me for at least the past 5 years.

Name _____	Phone _____
Name _____	Phone _____
Name _____	Phone _____

In Case of Emergency, whom may we contact?

NAME: _____

RELATION: _____

ADDRESS: _____

CITY: _____

STATE: _____

PHONE: _____

EMAIL: _____

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Release/Consent of Information

I am 18 years of age. I hereby agree that all information provided in this application is true, correct and has not been misrepresented in any way. If I have provided any false information or have misrepresented any information in this application, I understand that my application may be denied for residency. If the misrepresentation or false information is discovered after a rental agreement or lease has been signed, I understand that my tenancy may be terminated. All persons named in this application may freely give any information concerning me and I hereby consent and authorize EDI Real Estate, LLC through its officers, employees and/or authorized agents, to obtain information and verification of the submitted informational references, to obtain information as to my financial status and/or criminal history and background as contained in, but not limited to, consumer credit reports as well as public and private sources about my credit, employment, income, payment history and prior landlord experience, including any and all judgments of records. By signing below, I hereby waive all rights of action for any consequence resulting from such information. I hereby authorize, without any limitation or restriction, any credit bureau, prior landlord company, institution, government or law enforcement agency or referenced contacted by EDI Real Estate, LLC, or its agents to furnish the information described herein. I understand that should I lease from EDI Real Estate, LLC, EDI Real Estate, LLC has the right to continue reviewing my consumer information, rental application, payment history and occupancy history for account review purposes and for improving application methods.

In addition to the above, applicant has paid the sum of \$50.00 as a non-refundable fee for the application review process.

I understand that if an application is approved, a binder of \$200.00 must be received by EDI Real Estate within 24 hours of email notification of approval to move forward with lease preparation.*** This binder will be applied to the first month's rent after move in if a Lease Agreement is signed. Upon receipt of the binder, the lease paperwork will be emailed or faxed to applicant. The signed Lease, Security Deposit, and first month's rent must be received by EDI Real Estate within three days from the date/time sent.

Keys will be furnished only after all parties have properly executed the Lease and other rental documents and only after applicable rent and security deposits have been paid. The application is preliminary and does not obligate the owner or owner's agent to execute a Lease or deliver possession of the proposed premises.

***** I UNDERSTAND THAT ANY DEPOSIT/BINDER IS NON-REFUNDABLE AFTER TWO (2) DAYS IF I CHANGE MY MIND, FIND ANOTHER PROPERTY, OR DECIDE TO NOT SIGN THE APPROVED LEASE. IF THE LEASE PAPERWORK IS NOT RECEIVED WITHIN THREE DAYS FOR ANY REASON, I UNDERSTAND THAT THE BINDER WILL NOT BE RETURNED AND THAT EDI REAL ESTATE WILL MOVE TO THE NEXT MOST QUALIFIED APPLICANT WHO HAS APPLIED TO LEASE THE PROPERTY OR PLACE THE HOME AS AVAILABLE IF NO OTHER APPLICATIONS ARE ON HAND. THE DEPOSIT/BINDER FEE, UPON REQUEST, MAY BE RETURNED PRIOR TO THIS TWO (2) DAYS, MINUS A \$25.00 PROCESSING FEE.**

ALL utilities must be placed in my name (if required per the Lease Agreement) prior to the day of key pickup. I understand that funds due with the lease are required to be paid in certified funds.

I have read and understand this *Release/Consent of Information*, the *Rental Payment, Repair & General Policies*, the *Application Policies* and make this application with full knowledge of same.

Signature: _____ Date: _____

Signature: _____ Date: _____

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Rental Payment, Repair and General Policies

Rental payments may be mailed to:
EDI Real Estate at 10612-D Providence Road, #239, Charlotte, NC 28277
 or may be dropped off during these hours below:
Monday – Friday between 8:00 a.m. – 7:00 p.m.
Saturday, 9:00 a.m. – 4:00 p.m. The drop location is *closed on Sunday*
Please be aware of this timeframe regarding rent payment due dates.

1. In the event that you have a returned check we will no longer be able to accept checks, you will be required to pay all future rents by bank check or money order.
2. Rent is due on the 1st of each month and must be paid no later than the 5th. If received after the 5th of the month you will be charged a late fee, per your lease. At the end of the lease term, a lease may be renewed at the current rate for another year, contingent on the previous 12 month payment history, a 5% increase for a six month lease, or a 10% increase for a month to month. A courtesy email reminder of your lease ending date will be sent to you prior to the end of your lease term. If we do not hear back from you regarding a lease extension, your lease will extend to a month to month with a 10% increase. The first month's rent, pet fee if required, and Security Deposit must be paid with **CERTIFIED FUNDS** at lease signing.
3. In an effort to make service more efficient and expeditious **we have an online Service Request Form on our website: www.EDIREalEstate.com**. **ALL** repair inquiries or concerns regarding the property, unless a true emergency, must be transmitted through our online "Service Request". It is located in the drop down menu under Property Management at the top of the website. Simply fill out your information and press the submit button. **For a property emergency, always call EDI Real Estate at either 704-319-9069 or 803-396-1423.** Necessary non-emergency repairs will be made between the hours of 9:00 a.m. – 7:00 p.m. Monday thru Friday unless otherwise noticed.
4. IT IS YOUR RESPONSIBILITY to maintain the property as if it were your own. You should change out furnace air filters every 30 – 60 days and replace smoke alarm batteries as needed. If maintenance is called out to make repairs which are due to tenants neglect or damage, the tenant will be responsible for those charges. If a handyman is sent out on a repair request and finds no problems, tenant will be responsible for services rendered.
5. A charge of \$25.00 is required if a service call is required due to a LOCK OUT or lost keys. Key replacement will be the responsibility of the tenant.
6. In order to receive your full deposit at the end of your lease, other than ordinary wear and tear, the property must be in the same condition as move in. If we have any work done to the property above normal wear and tear, this will be itemized and deducted from your deposit. Your Security Deposit minus any charged damages or extra cleanup will be returned to you within 30 days. Your Security Deposit is NOT your last month's rent. It is a security for damage to the premises. Your last month's rent is due on the 1st and late if received after the 5th.
7. Upon move out, EDI Real Estate will conduct a walkthrough of the home. This walkthrough does not have to be accompanied with a tenant. It is the tenant's responsibility to return the Property Inspection Checklist within two days of move in. EDI Real Estate will use this form at its exit walkthrough. EDI Real Estate takes extensive move-in pictures.

Signature (Applicant): _____ Date: _____

Signature (Applicant): _____ Date: _____

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Application Policies

Property Address: _____

Applicant(s) Name: _____

Applicant(s) Name: _____

1. All Applicants for lease must be at least 18 years of age.* Occupancy is without regard to age. However, all occupants at least 18 years of age will be held financially responsible and therefore, must be listed as leaseholders and complete the application process. *18 year old individuals who are in High School under the care of their parents on the lease may not need to be listed as leaseholders.
2. All Applicants for residency must provide proof of a **valid Social Security Number or Individual Taxpayer Identification** number.
3. Applicant's cumulative monthly income must be 2.5 times the amount of one month's rent. Applicants who hold jobs that are commission paid only; base salary plus commission, tips or bonuses; are considered self employed. Those Applicants must provide the previous year's personal income tax return and the previous two months personal bank statements as evidence of sufficient income.
4. Applicants will be required to provide the **TWO MOST RECENT PAY STUBS** for proof of income.
5. Applicants owing an **outstanding obligation without verifiable justification will be required to pay that debt to provide proof of payment before application will be considered.** If an Applicant owned a home as previous residency, they may be required to furnish mortgage company references and proof of title ownership or transfer of ownership.
6. It is Applicant's responsibility to provide information necessary to contact previous landlords and employers to verify rental and employment history.
7. Management reserves the right to deny Applicant's application if, after making a good faith effort, is unable to verify Applicant's rental or employment history.
8. Tenant(s) must bring proof of renter's insurance policy PRIOR to move in.
9. An Applicant with a felony or misdemeanor conviction or who has received deferred adjudication for crimes involving the actual or potential threat of physical harm to a person, firearms, illegal drugs, theft, destruction of property, or any crime involving a minor or that is sexual in nature, will not be accepted.
10. Providing any false, misleading or incorrect information on the rental application will be sufficient grounds for rejecting the application. Discovery of falsification of application after move-in will be sufficient grounds for immediate termination of Lease Contract. All information provided by the prospective resident may be reviewed with appropriate state and local government authorities and or consumer credit reporting agencies as permitted by law.
11. Non-discrimination on the basis of race, color, religion, sex, handicap, familial status or national origin is the comprehensive policy of this company.
12. Management shall comply with and enforce any applicable governmental limitations on the number of persons who may reside in a unit or any portion thereof, imposed by statute, code, ordinance or regulation. (2 occupants per bedroom)
13. **If application is not approved the \$50 Application Fee is non-refundable.**
14. If the owner approves a pet, there is a non-refundable pet fee of **\$250.00 PER PET unless an individual home owner has a different fee structure due to extenuating circumstances (i.e. new carpet, new hardwoods, etc.).**
15. Water furniture is not allowed.
16. All Applicants understand that upon application approval they are required to obtain and maintain liability insurance protection with provisions covering at least perils of fire, explosion, sewer backup, smoke, accidental water discharge, renters' insurance and personal property.
17. Applicants agree and understand the home will have a **bi-annual home inspection** during the tenancy to ensure care of the property. These inspections will be notified according to the lease agreement.

I HAVE READ, UNDERSTAND AND AGREE TO THE APPLICATION POLICIES:

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

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Rental Verification

To Whom It May Concern:

The below named applicant has applied for residency with EDI Real Estate Property Management. Part of our application process includes obtaining the applicant's rental history. The information you provide to us is for the purpose of determining eligibility. Please complete the information below and fax back to our office at 704-973-0599. We appreciate your time.

By signing below, I grant permission for the information requested below to be released to EDI Real Estate Property Management.

Applicant Name: _____

Applicant Signature: _____

Applicant Address: _____

Note to Applicants: Do NOT complete this form yourself or provide to your Landlord to complete. Only sign and return the form to EDI Real Estate Property Manager as we will verify residency ourselves. If this form is submitted to us already completed, it will delay your application process.

To Be Completed by PREVIOUS Landlord:

Dates of Residency: _____

Monthly Rent: _____ Any late payments? _____ # of late payments: _____

Has resident had eviction papers filed? _____

Number of NSF payments _____

Is resident's account in good standing? _____ What amount is owed? _____

Complaints against the resident: _____

Notice to Vacate given? _____ Would you re-rent to this resident? _____

Pets? _____ If yes, what type? _____

Anyone else not on the lease, living in residence? _____

Additional Comments: _____

Name & Address of Person Providing Information

Title

Date

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PET ADDENDUM – Complete if Your Application Requests Pet / Pets

1. PERMISSION: Landlord grants permission to Tenant to Keep _____ Pet/Pets on the Premises, subject to the terms and conditions of the Lease and this Addendum. Said permission is limited to the specific pet(s) whose breeds(s)/description is/are identified as

_____ Landlord may revoke permission at any time if Tenant fails to comply with any of the terms of the Addendum or Lease or maintains an additional pet(s) or replacement of the pet specified above without further permission of the Landlord.

2. PET FEE: Tenant has paid the Pet Fee _____ per the Lease, as a non-refundable fee to induce Landlord to grant permission for the Pets(s). Tenant understands that Pet Fee will not be refunded, even if the Pet is subsequently removed from the Premises or if there is no damage to the Premises at the end of the Term.

3. PET CONTROL: Tenant shall keep the Pet in accordance with all applicable laws and ordinances, including licensing the Pet, keeping current all applicable shots, and leashing the Pet when outdoors. Tenant shall provide to Landlord evidence of pet vaccination upon request. Tenant shall promptly remove and properly dispose of all pet waste at all times, and shall not curb the Pet on the shrubbery, flowers, or small trees. Tenant shall not permit the Pet to bark, howl, or otherwise emit noises in such a level, frequency, or time as to disturb others. Tenant shall not keep the Pet on the Premises if the Pet is or becomes vicious or threatening, bites or attacks any person or other pet, or otherwise is or becomes a nuisance. Tenant shall not leave the pet on the premises unattended for any period in excess of 12 hours. Tenant shall provide proper care, food, and shelter for the Pet and not abuse the Pet in any way. No breeding of the Pet shall be permitted on the Premises.

4. CONDITIONS OF PREMISES: Tenant shall be responsible for all damage caused by the Pet to the Premises, including all repairs and replacements considered appropriate by Landlord or Agent. Upon termination of the Lease or removal of the Pet from the Premises, whichever occurs first, Tenant shall have the Premises professionally exterminated and the carpets professionally cleaned and deodorized at Tenant's cost through companies approved by Agent. Tenant shall provide Agent with copies of paid receipts for the extermination and cleaning. Tenant shall remain liable for the dormant infestation and latent pet odor (including extermination costs and carpet replacement/floor refinishing if necessary) for 30 days after the Pet is removed from the Premises and the required extermination and cleaning are complete, even if prior to that time the Security Deposit has been returned to Tenant. Tenant shall clean up and discard of all of pet waste regularly, and upon vacating the Premises. Tenant is responsible for any potential costs associated with damages caused by the pet, including but not limited to, excess scratches on floors, carpet stains/odors, carpet replacement costs, damage to irrigation system, destroying the yard, etc. In furnished residences, dogs may not jump/sit on furniture, including beds.

5. INTERPRETATION: This Addendum supplements the terms and conditions of the Lease. If any provision of this Addendum conflicts with any provision of the Lease, this Addendum shall control. All rights and remedies of Landlord are cumulative. Any default under this Addendum shall constitute a default under the Lease.

Tenant: _____ Date: _____

Tenant: _____ Date: _____

Landlord: _____ Date: _____

FCRA Summary of Rights

A Summary of Your Rights - Under the Fair Credit Reporting Act.

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you - such as if you pay your bills on time or have filed bankruptcy - to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. §§ 1681-1681u, by visiting www.ftc.gov. The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you - such as denying an application for credit, insurance, or employment - must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs - to which it has provided the data - of any error.) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in the future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items and the source of the information.** If you tell anyone - such as a creditor who reports to the CRA - that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA - usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for the unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

FOR QUESTIONS OR CONCERNS PLEASE CONTACT:

Federal Trade Commission

Consumer Response Center - FCRA

Washington, DC 20580 * 202-326-3761

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EDI Real Estate – Maintenance Addendum & Agreement for Residential Lease

Address of Property: _____

PURPOSE: The purpose of the Addendum is to give you, the Tenant, specific examples of things you are responsible for maintaining during the term of your lease so that you will have a better understanding of your obligations under the lease. It does not list everything you are responsible for maintaining. Depending on what type of residence you are leasing (single-family house, duplex, condominium, etc) and what kind of improvements it contains, some items on the following list may not apply to you.

GOOD HOUSEKEEPING IS EXPECTED OF EVERYONE.

VEHICLES

- You and your guests may park only in designated areas and not on the grass
- Keep driveways free of oil and grease
- Do not keep inoperable or unlicensed vehicles on the property
- You or your guests may not work on motor vehicles in the parking lot of the complex
- _____ **Initial and Date**

LIGHTS, FILTERS, FUSES, ETC.

- Replace burned-out electric light bulbs and blown fuses
- Reset tripped circuit breakers and oven timers
- Leave working light bulbs in all electrical sockets at the end of tenancy
- Relight oil or gas furnaces and hot water heaters
- Replace heating/air conditioning filters at least every three months
- Leave new filter in the air return at end of tenancy
- _____ **Initial and Date**

CARPETS

- Use a professional carpet cleaning service to steam clean or otherwise clean carpets unless you have written permission to clean them yourself
- _____ **Initial and Date**

FIRE SAFETY

- If you have never used a fireplace before, ask for instruction on how to use it
- Do not store ashes in trash cans
- Do not build a wood fire in a fireplace that has connections for gas logs
- Do not use kerosene heaters
- Do not use grills within 10 feet (horizontally or vertically) of anything that will burn
- _____ **Initial and Date**

WATER LINES. To help prevent water lines from freezing and bursting during cold weather.

- Allow water to trickle and place lights as appropriate
- If you are going to be away from home, have water turned off and water lines drained or leave sufficient heat in the house
- Disconnect garden hoses from the outside faucets
- _____ **Initial and Date**

PEST EXTERMINATION

- Keep the Premises free from visible infestations of roaches, ants, hornets, bees, mice and other pests
- _____ **Initial and Date**

LOCKS

- Do not change or remove any existing locks or add any additional locks without Agent's written permission
- Immediately provide Agent keys for any changed or additional locks
- _____ **Initial and Date**

MOLD AND MILDEW. To help prevent mold and mildew from accumulating in the Premises:

- Clean and dust the Premises on a regular basis
- Remove moisture on windows, walls, and other surfaces as soon as possible
- Immediately notify Agent of any evidence of a water leak or excessive water moisture or standing water
- Immediately notify Agent of the presence of mold, mildew, or similar growth in the Premises after you have attempted to remove it using common household cleaning solutions or anti-microbial products
- Immediately notify Agent of any malfunction of any part of the heating, ventilation, air conditioning, plumbing , or laundry systems
- Immediately notify Agent of any inoperable doors or windows
- _____ **Initial and Date**

EXTERIOR MAINTENANCE

- Mow the grass in a timely manner
- Clean any gutters and trim any shrubs at least semi-annually
- Keep the porches, patios, balconies, and front and back yards free of clutter, unsightly items, and other personal articles
- Keep any and all vines from growing up and over any fence (front and back) and away from any storage shed or facility.
- _____ **Initial and Date**

INTERIOR MAINTENANCE

- No painting will be allowed without the express written permission of Agent
- A reasonable number of wall hangings are permissible. Any damage to the walls must be repaired and returned to previous condition
- Door stops must remain in place and in operation
- Smoke alarm batteries must be changed every six months unless hardwired into the building or unless they contain an extended life battery.
- _____ **Initial and Date**

I have read and understand the maintenance requirements for leasing a home with EDI Real Estate. I understand that this **MAINTENANCE ADDENDUM AND AGREEMENT** will be incorporated in a Lease signed with EDI Real Estate.

Name _____ Date _____

Name _____ Date _____

EDI Real Estate, Landlord/Agent _____ Date _____