

**Tail Light Homes, LLC**  
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## CONTACT INFORMATION

Business hours:

9AM-5PM Monday- Friday

*Messages received outside of these times will generally be returned on the next business day.*

**Our preferred method of communication is text.**

If you need assistance during / outside our regular business hours, please send a text to the appropriate person. Mobile phone numbers are listed below.

LEASING- LUKE 785-650-3237    renthaysks@gmail.com

MAINTENANCE- MIKE 785 259-0379

MAINTENANCE- KEN 928-300-5228    67601rent@gmail.com

ADMINISTRATIVE- HOLLY 928-451-6220    payme@optionsaz.com

**If you have an EMERGENCY- - no heat, no water, no hot water, or have discovered an ACTIVE water leak, TEXT KEN OR MIKE IMMEDIATELY.**

# ACCORDING TO YOUR ADDRESS

## **Alley Flats- 1005 E 15TH STREET , #1-16**

1. Mailboxes have been provided for your convenience on the exterior of your unit. They are NOT waterproof. We suggest you pick up your mail on a daily basis.
2. Trash is collected Monday and Thursday, excluding holidays. Dumpsters are located in the alley behind units 4-5. All garbage MUST fit in the dumpster and the lids must close. Do NOT place any items next to or near the dumpster. They will not be picked up. If there isn't room in the dumpster, you must wait until there is room, or take the item(s) to the dump.

## **1700 DECHANT ROAD #1-38**

1. Trash is collected every Monday and Thursday, excluding holidays. The dumpster is located adjacent to unit 28. All garbage disposed of MUST fit in the dumpsters. If one half is full, please fill the other side so the lids can close properly. Do NOT place items next to or near the dumpster. They will not be picked up. If there isn't room in the dumpster, you must wait until there is room, or take the item(s) to the dump.
2. Your mailbox is in front of your unit. They are NOT waterproof. We suggest you pick up your mail on a daily basis.

## **Southpark- 1590 HWY 40 BYPASS, #1-41, A-G**

1. Mailboxes have been provided for your convenience and are located across from #7 Please contact us for a mailbox key if a key wasn't provided upon move in.
2. Trash is collected every Monday, excluding holidays. Dumpsters are located next to the storage building on the West side of the neighborhood. All garbage disposed of MUST fit in the dumpsters. If one half is full, please fill the other side so the lids can close properly. Do NOT place items next to or near the dumpster. They will not be picked up. If there isn't room in the dumpster, you must wait until there is room, or take the item(s) to the dump.
3. Units 1-7 and units A-G are served by a private water well. The City of Hays provides water to the other units and provides sewer service throughout the park.

# **UTILITIES**

## **GAS/ ELECTRIC**

Gas and Electric service are provided by Midwest Energy. You MUST put service into your name within 24 hours of occupation. 1-800-222-3121

## **WATER & SEWER**

The City of Hays has passed ordinances for water conservation in the City of Hays and setting forth fees, schedules and rates for the use of water and can assess penalties for excessive use.

1. In order to comply with these ordinances and to properly allocate the cost incurred for excessive use of water by Tenant(s), Tenant agrees to the following conditions:
  - A. Water is provided by the City of Hays ( a private well serves a portion of 1590 HWY 40 BYPASS). Each tenant pays a proportionate share. Water, Trash and sewer are either billed monthly in arrears, or included in your rent payment. Utility bills which remain unpaid after 10 days may be subject to late charges and/ or eviction proceedings.
  - B. If the usage of water exceeds the monthly average as calculated by the City of Hays, then Tenant(s) will also pay any penalties, surcharges or higher consumption rates incurred for the water used. Be aware city sewer charges are increased proportionally with the amount of water used.
  - B. It is further understood that if any leaks occur, and is not the fault of the Tenant(s), excess charges will not be allocated to the Tenant(s) provided that the Tenant(s), immediately notify Tail Light Homes, LLC, upon discovery.

## **TRASH SERVICE/DUMPSTER ETIQUETTE**

3. Trash service is provided by Cards. Below is "dumpster etiquette," that we expect our residents to follow. If you have any further questions about their service, please contact them directly.  
785-628-8689
  - A) They WILL NOT take ANY items left beside the dumpster. If you cannot fit or lift the item into the dumpster, then YOU must make other arrangements to get the item to the dump. Waste oil and tires will not be disposed of by Ideal. YOU must make alternative arrangements to dispose of these items.
  - B) DO NOT overfill any section so the lids won't lay flat. If a section is full, open the lids to another portion.
  - C) Please help us keep your neighborhood clean by ensuring all your trash is routinely placed inside the bins and the lids are able to fully close.



# MAINTENANCE & REPAIR REQUESTS

Tail Light Homes, LLC seeks to consistently maintain all our rental homes in a clean, safe and sanitary manner. We employ both full and part-time maintenance people to handle repairs and maintenance needs.

We attempt to do all maintenance and repairs between the hours of 7 a.m. to 6 p.m., Monday through Friday. Emergency maintenance issues will be tended to ASAP (no heat, no water, and ANY active leak). Please remember these rules and helpful hints when requesting maintenance:

We strongly recommend all our tenants consider purchasing renters insurance to protect their personal belongings. Please be sure to test the smoke alarm in your unit and replace the battery as needed. We also recommend you purchase and become familiar with the use of a fire extinguisher in the event you experience a fire emergency while leasing the premises.

1. **IMPORTANT!** It can be difficult to reliably source parts needed for repairs. In many instances, we can no longer go to a local store and easily purchase replacement appliances. If you notice an appliance or system "acting up," please notify us immediately. Waiting an extra day, might mean the part we could have bought today, now has to wait until the next shipment arrives, whenever that may be.
2. **MAINTENANCE REQUESTS. ALL MAINTENANCE REQUESTS MUST BE IN WRITING !** We prefer ALL Maintenance requests are processed through the Rentred app, HOWEVER, **If you have an EMERGENCY** repair request, In addition to using Rentred, **send a text IMMEDIATELY to Ken or Mike** for the quickest possible response. **Include your address and nature of the problem.** We manage multiple units, in multiple areas, so please don't expect us to remember anything casually mentioned at the mailbox and be sure to clarify who and where you are when sending a text.
3. **HIRING CONTRACTORS** Tenant(s) ( unless the home is tenant owned) should not hire outside contractors (including a plumber, electrician, carpenter) to complete work in their unit. We never authorize Tenant(s) to complete maintenance or repairs, either on their own or through a contractor, nor will we pay for any work that was completed by others without our prior authorization.
4. **MOWING & YARDWORK** We will maintain the exterior of the premises during warm weather months. Tenants may mow their own yards or trim shrubs, trees or other plantings on their lot, however, they will then be responsible for any damage to the premises or damage to the possessions of other tenants. ( Care **MUST** be taken with weed wackers/mowers as they often throw rocks and other debris which **WILL** cause damage to skirting, glass, painted surfaces, etc) If you have obstructions in your yard preventing mowing, **YOU** are responsible to mow/ maintain those grounds. We will not move your items.
5. **PEST CONTROL** Upon written request, Tail Light Homes, LLC. will provide pest control at no charge during the first 14 days of your tenancy. Pest problems which occur after that time are the tenants responsibility.
6. **TENANT DAMAGES** If we determine needed repairs were the result of Tenant(s) (or their guests') damage or actions, we will bill Tenant(s) for the cost of the repair, including parts and labor. For example, any sewer line clogs caused by sanitary products, toys, excess paper products, or food, will be billed back to the Tenant(s). Maintenance charges must be paid within thirty (30) days of receipt. Any balance not paid within (30) days shall be subject to a finance charge of a 1 1/2 % per month which is an annual percentage rate of 18%.
7. **AIR CONDITIONING** Please note "no air conditioning" is not an emergency, except in the case of a documented health problem that is in writing from a health professional. Repair times for air conditioning repair is typically three (3) to five (5) business days.

Always report any noticed maintenance issues, either in or outside your unit, other units or on the neighborhood grounds.

# OPERATING/ USING APPLIANCES

**WATER-** Water intrusion can cause significant damage to home if not repaired immediately. You **MUST** notify us immediately if you see water leaking from a pipe, faucet, or appliance, or notice new stains appearing around windows, doors, or on the ceiling and walls.

**FAUCETS/ TOILETS-** It is very important that you notify us immediately if any faucet is leaking or you are having difficulty turning off. Faucet mounted water filters are **NOT** permitted. Please utilize a filter pitcher instead. We recommend you do not store items directly under the sink plumbing, so you can monitor the area and report any leaks for immediate repair.

You should not flush anything other than toilet paper unless you are prepared to flush a few hundred dollars down the drain for plumbing repairs to your unit. Toilets should **NOT** "run." If you hear water or your toilet making noise at anytime other than after a flush, call us to repair. **Flushable wipes go into the garbage, not down the drains.**

**REFRIGERATOR/FREEZER-** The temperature may be turned up or down. We recommend having thermometers to monitor temperature. Some freezers are not frost free. You will need to defrost the unit periodically to keep it working efficiently.

**HOT WATER HEATER-** We are able to adjust the temperture if the water is too hot. Please schedule via rentredi maintenance request. Please do not store any items in close proximity to the water heater or other mechanical items. All appliances need "breathing room."

**HEATER-** Do not store anything in or near the heater compartment. If cold weather is expected, please check to be sure your heater is functioning properly **BEFORE** it gets cold, **BEFORE** the weekend, and **BEFORE** 5PM!

**AIR CONDITIONER-** air conditioners work by removing heat from the interior. You can greatly enhance the units performance by limiting heat from entering your home. Keeping doors and windows closed and hanging curtains over your South and West facing windows will make a dramatic difference! **It is also VERY IMPORTANT that you do not allow your dog to urinate on the condensing unit- over time, it will destroy the unit.**

**WASHERS/ DRYERS-** If the unit you rent has washer/ dryer hooks, please note it is **YOUR** responsibility to ensure the washer is free of leaks and the dryer vent stays clean and unclogged. Lint must be cleaned regularly. Tenants who allow lint to enter and foul adjacent AC units will be charged to clean and service both units.

**PORTABLE DISHWASHERS & WINDOW ACs, etc.-** The use of portable dishwashers is prohibited. Window AC units are also prohibited **UNLESS** you have obtained prior permission from management, **AND** the unit is installed by our staff. Tenant will be billed time & materials for installation if permission granted.

**STORM WINDOWS-** Many of our homes are equipped with storm windows. This means if you want to open or close the windows, you must open or close **BOTH** of them. It is very important to be sure the outer window is **FULLY** closed so water does not inundate the sills or interior walls. The interior window must be closed to provide insulation from drafts/ exterior weather. Be sure to **ALWAYS** close windows prior to leaving your residence, if storms are a possibility.

**NOTE: If any appliance or system is making loud noises or does not seem to be functioning correctly, SHUT IT OFF IMMEDIATELY to prevent further damage.**

# GENERAL RULES

**REPAIRS, ALTERATIONS & MINOR MAINTENANCE.** We have full-time maintenance staff.

**Tenants are NOT AUTHORIZED to make any repairs, installations or alterations of any kind to the premises.** Also, do not use Drano or other solvents to attempt to clear clogged drains. Many of these products damage the plumbing. Consult us before having any individual other than our staff perform a repair or maintenance item. Be sure you are using cleaning products that are safe for the surface you are using them on. Be aware "Flushable Wipes," ..... Aren't! If you intend to use them, dispose of them in the trash, not the sewer. You will be billed for any stoppages that occur due to usage.

**VEHICLES.** All vehicles (including cars, trucks, motorcycles, etc.) must be parked on the street or in designated parking areas. **Do not park in your yard or on grass.** City laws require all vehicles to be street legal, "tagged," and in running condition. MINOR vehicle maintenance and repairs (changing oil, wipers, batteries, etc.) are allowed on the premises, IF AND ONLY IF all work is performed in a timely fashion, and the work area is left SPARKLING clean with ALL fluids disposed of properly. "Work areas" may not contain ANY permanent or semi-permanent fixtures. **Leaking vehicles are not permitted to park in any paved area as it damages road surfaces, unless a container is routinely placed under the vehicle. If your vehicle leaks, you must contain the leaking fluid.**

**OUTSIDE STORAGE/ SHEDS.** Outside storage of items other than typical patio items, is prohibited. If a shed is located on your property, it is NOT included in your lease. You may be able to add it to your lease for an additional monthly fee. Locks used on sheds must be combo only and we must have the code at all times for maintenance purposes. Key locks and unauthorized locks will be cut off. Junk and garbage are not to be stored in sheds under ANY circumstance, for any length of time.

**PAINTING AND DECORATING.** Painting the interior or exterior is strictly prohibited. Decorative stickers and thumbtacks are also prohibited. Please try to use existing nail/screw holes for any pictures you want to hang. We recommend Command Strips, as they do little damage to wall surfaces when properly removed. If you would like to hang curtains, please call us to install the hardware. Hanging sheets, towels or blankets over windows is not permitted.

**NOISE AND DISTURBANCES.** The City of Hays Noise Ordinances apply at all our properties. No excessive noise is allowed, especially during quiet hours (10PM-6AM). That being said, please note we are not the neighborhood police force. If you are having a SERIOUS issue with a neighbor, call the police. We will not intervene in ANY minor quibbles among tenants. However, tenants should be aware a handful of repeated complaints about you from multiple neighbors is VERY likely to result in your eviction/non-renewal.

**REFRIGERATORS AND APPLIANCES.** Every unit is provided with a range and refrigerator. From time-to-time, a refrigerator may stop working, and not reach adequate temperatures. Usage of a thermometer in the refrigerator and freezer so you can monitor their performance is recommended ( we do NOT provide these). If you notice an issue, we suggest you put your refrigerator's contents in a cooler with ice ( Dry ice is best) and text us immediately. If this is not possible, refrain from opening the door to either component until a replacement unit is sourced. We do not reimburse Tenant(s) for any food damaged or spoiled under ANY circumstance.

**CHARCOAL AND PROPANE GRILLS.** No grill may be used or operated within 8 feet of combustible materials. This includes, but is not limited to, dry grass and brush, wooden decks and stairs, or a buildings exterior walls. If a grill is used within 8 feet of a structure, We will require the grill permanently removed. Failure to follow this rule will be considered a breach of the Rental contract and grounds for a Tenant(s) eviction. Any damage to the structure(s) will be billed to tenant.

**WATER RESTRICTIONS.** City ordinances restrict the use of water outdoors. Watering the yard, washing vehicles, and washing down a hard surface (such as porches, sidewalks or driveways) are prohibited during certain hours of the day. Tenants who violate this will be subject to a fine from the City of Hays Police Department. You MUST use water conservatively, and not in a manner grossly inconsistent with your household size.

**SATELLITE DISHES, ANTENNAS AND OTHER PROHIBITED ITEMS.** We do not allow tenants to attach any item, including satellite dishes or antennas - to the exterior of a dwelling unit, porch or storage shed, UNLESS, they have obtaining prior approval from us in writing. Temporary carports or other structures are NOT permitted. Outdoor furniture is acceptable, so long as it is composed of ACTUAL outdoor furniture, and the area is not unkempt, unsightly or contain items in a state of disrepair. Please note: If you plan on having outdoor items, YOU must maintain ALL the grounds surrounding those items.

## PARKING

1. The speed limit on all our neighborhood streets is 15 miles per hour. Please be a safe driver. Repeated complaints from multiple tenants are likely to result in your eviction.
2. Parking is first come, first served, however, Tail Light Homes, LLC., reserves the right to designate parking spaces.
3. All vehicles must be parked in designated parking areas. Motorcycles, ATVs and other smaller vehicles cannot be parked on patios or sidewalks. Tail Light Homes maintenance equipment are the only vehicles or equipment allowed to traverse or park on grassy areas.
4. Both the City of Hays ordinances and Tail Light Homes prohibit parking on the yard or grass AND require all vehicles to be street legal, "tagged," and in running condition. Unlicensed or unregistered vehicles WILL be towed at the owners expense,
5. Any vehicle parked in a NO PARKING area may be towed at the vehicle owner's expense.
6. Leaking vehicles must have fluids contained as many fluids damage paved surfaces.
7. "Extra, spare or second" cars may not "camp" in prime parking locations. These vehicles must be parked on the street and be able to be moved routinely to alternate locations.

# ANIMALS

Although we consider ourselves to be pet friendly, according to the terms of your Rental Contract, **no pets or other animals will be allowed, or shall be kept, by any resident on the premises without prior written agreement with Tail Light Homes, LLC. In order to keep an animal on the premises, a non-refundable pet fee, pet deposit and pet rent must be paid.**

If undisclosed pets are discovered, pet fees and pet deposits equal shall be immediately payable to Tail Light Homes, LLC, and pet rent will be assessed at 1.5 times the pet rent rate listed on the tenants lease. You *must* remedy the matter within 14 days. If you fail to remedy the matter, eviction proceedings shall be initiated.

Eviction Policy (due to unapproved Pets):

1. In the event that a tenant violates the rules and conditions of occupancy established by Tail Light Homes, LLC or the terms and conditions of the Rental Contract, the Tenant will be notified pursuant to K.S.A. 58-2564 and K.S.A 58-2555.
2. Pursuant to the notice served, each tenant shall be allowed fourteen (14) days to remedy any such violation. If the violation is not remedied, the Rental Contract will terminate within thirty (30) days from the date the notice was served.
3. In the event the same or similar violation occurs after the fourteen (14) day period provided, the tenant will be notified that the rental agreement will be terminated in thirty (30) days from receipt of notice, with no opportunity for remedy of the indicated violation.

Tenants wishing to have a Pet(s) need to do the following:

1. Notify us PRIOR to getting a pet! We will prepare a lease addendum.
2. Pay required pet fees, pet deposits and pet rent. A lease change fee of 250.00 may also be required.
3. Be prepared to prove the animal has been spayed or neutered.
4. Comply with any licensing requirements from the City of Hays.
5. Provide to Tail Light Homes, LLC, after vacating the unit, a receipt showing professional carpet cleaning recently performed by a Hays area carpet cleaning company. Failure to have carpets professionally cleaned immediately prior to vacating the unit will result in a charge for cleaning the carpet deducted from your deposit.

**DO NOT ALLOW YOUR DOG TO URINATE ON AC UNITS. IT WILL DESTROY THE UNIT.**

# PET RULES

1. Your pet(s) **MUST** be house trained- It's excrement **MUST** be contained to a cage, litter box or outdoors. Animals who only utilize interior "pee pads" are **NOT ALLOWED** to reside in **ANY** of our units.
2. You are expected to keep your yard and the interior of your home free of pet excrement at all times.
3. You are expected to keep your cats litter box clean and fresh at all times.
4. If you walk your dog in our neighborhood, we expect you to pick up after your dog if your dog did its business where another tenant or maintenance person is likely to have an unpleasant encounter with it. Most of our neighborhoods have alternate areas close by.
5. **DO NOT** allow your dog to pee on **AIR CONDITIONING UNITS!** This will destroy the unit and you will be charged for it's replacement.
6. Dogs must not be left alone in a unit for more than 12 hours. Cat must not be left alone in a unit for more than 48 hours.
7. If your cat is an indoor/outdoor cat, please be sure we can identify/ distinguish it from the feral cats ( We occasionally round them up for spay/nueter and health checks).
8. **DO NOT ALLOW YOUR DOG TO URINATE ON THE AC UNITS. IT WILL DESTROY THE UNIT.**

## FERAL CATS

Existing colonies of feral cats inhabit or frequent some of our properties. From time to time, we will work with the City of Hays to trap these cats, have them spayed or nuetered, and returned to the area.

This is why **ALL TENANT PETS MUST BE SPAYED OR NUETERED- NO EXCEPTIONS.** We don't want more feral cats!

Please help us identify any feral cat you know to have or has had kittens in the past or one that you know has not been nuetered.

If you notice a cat routinely entering the crawlspace of your home or a neighboring home, please notify us so we can block the area from entry. An alternative space, out of the elements, will be provided for them. We also provide food for them during the winter months. Please let us know if you would like to help keeping their bowls full during the winter.

## KEYS AND LOCKS

The following rules and charges apply to replacement or repair of keys or locks:

**Locks may not be changed or any new lock added without the express written consent of Tail Light Homes, LLC. Any new or different locks, door chains, deadbolts, etc. MUST be installed by our maintenance staff.**

The charge for removal of deadbolt locks installed by residents is \$50.00, plus the cost of a new door and frame, if necessary.

The charge for unlocking your apartment during office hours is \$50.00. If you lock yourself out of the house after hours, please call a locksmith. This is not a service we provide. We suggest you get and have a hide-a-key available to you somewhere on the premises.

The charge for replacement of mail box key is \$75.00.

The charge for replacement of an entry door lock set is \$50.00 per lock.

If additional keys are needed, copies may be made and purchased at any hardware store.

**After a Tenant vacates his or her rental unit, keys to the premises must be returned. We consider your lease in full force, with rent still accruing until all keys are surrendered to us.**

Additionally, failure to return keys to the Landlord will result in a \$150.00 rekey fee charge for the dwelling and 75.00 for the mailbox rekey.

# RENT PAYMENTS

By signing your lease with Tail Light Homes, LLC you have agreed to the following conditions:

1. The rent is due and payable on the 1<sup>st</sup> of each month.
2. Tenants are required to pay rent through the Rentredi app. **The only alternative to using Rentredi is to deliver cash or check to us, in person. We do NOT pick up rents.**
3. If you use a debit or credit card to pay while using Rentredi, convenience fees will be assessed. **If you pay with an e-check, NO FEES are assessed to your transaction.**
4. Rent not received by the 1st of the month is considered late. A fixed late fee will be added to the monthly rent payment on the 2nd. If rent remains unpaid on the 3rd, a per day late fee begins to accrue and is charged every day an outstanding balance remains unpaid. The amount of the fixed and per day late fees are specified in your Rental Contract. Late fees can be avoided altogether, by utilizing Rentredi's automatic payment feature, or ensuring your rent is paid in a timely fashion- On or BEFORE the 1st.
5. Payments made through Rentredi on or before the 1st of each month are considered by us as received on the date sent, regardless of when the money is deducted from your account, or deposited to ours. Conversely, payments that are returned will begin accruing late fees as of the 2nd of the month remaining unpaid.
6. If you do not pay rent by the 3rd of the month, we will post or hand deliver a written 3 day demand for funds on the door to the premises. We will evict Tenant(s) from dwelling units for non-payment of rent and take immediate legal action.
7. In the event you are evicted or removed from your unit, you will continue to be responsible for any and all rent payments that accrue until the unit is re-rented or the lease term expires, whichever comes first. You shall also be responsible for any damages to unit during or after your eviction or removal from said dwelling unit.
8. In case of conflict between the provisions of this Section and any other provisions of the lease, the provisions of this Section shall govern.
9. If you anticipate being late with your rent, or likely to be unable to fulfill the terms of your contract, the best course of action is to contact us IMMEDIATELY and see if a solution is possible that is acceptable to both parties. We were both renters long before we became landlords and appreciate forthright honesty much more so than no communication from you.



# YOUR LEASE: GENERAL RULES AND RESPONSIBILITIES

The Rental Contract is a legal, binding contract in which the Tenant(s) are jointly and severally liable for the rent due under the agreement, and for the performance of all terms and conditions set forth in the Contract.

**Your lease is also for a definite period time, which means you are responsible to pay rent for the full term and to maintain the utilities for the entire duration of the contract.** Moving out prior to the end of your lease does not mean you no longer need to pay rent or utilities. Landlords may report to credit bureaus, utilize collection agencies to collect unpaid balances, seek judgements and garnish wages for unfulfilled contracts. It is in YOUR best interest to immediately inform us of any potential inability to perform your obligations as agreed.

A copy of the completed Rental Contract will always be available to you in the Rentredi app. If a copy is not accessible, please contact us to upload a copy of the agreement. Please read it carefully as to avoid any misunderstandings at a later date.

## **Inspection Report**

Within five (5) days of the initial date of occupancy, Tenant(s) shall inventory the leased premises using the Move in- Move Out form provided in Rentredi. This written record should detail the condition of the leased premises and any appliances or furnishings provided. The Tenant(s) should sign and date the Report and email it to us immediately upon completion. Move in- Move out forms will only be accepted during the first 10 days of your tenancy. It is the responsibility of Tenant(s) to complete the Inventory and Inspection Report AND RETURN A COMPLETED COPY to us. This report is required and a benefit to you.

## **Occupancy**

As a Tenant of Tail Light Homes, LLC, you have agreed to the following general rules of occupancy:

1. To keep the unit in as clean and as safe a condition as possible.
2. To remove all trash promptly from the unit in a clean and safe manner.
3. To keep all plumbing fixtures in clean and working condition.
4. To use in a reasonable manner all appliances, fixtures etc. and to be held responsible for destruction of such that leads to damage of the premises.
5. To prevent the destruction of property by any person or animal on the premises with your express or implied consent.
6. To obey all the laws of the United States, the State of Kansas, and the City of Hays.
7. To notify us immediately of anything that has been broken, damaged or is no longer functioning correctly. Leaks, no matter how minor MUST be immediately reported to us for repair.

## SUBLEASING/LEASE CHANGES & ADDITIONS

**Your lease DOES NOT ALLOW subleasing**, assignments or additional persons. If tenant desires subleasing, substitution or an additional party to be added, if approved by management, resident agrees to pay, in advance, a \$250.00 substitution/ lease change fee. The fee is a non-refundable fee, even if the request for sublease or substitution is canceled. The subleasing fee cannot be deducted from the Security Deposit. Since the tenant is seeking to renegotiate the terms of the initial contract, Landlord reserves the right to renegotiate other terms of the lease, including monthly rates.

If the sublease request is approved, each resident is still obligated under the terms of the contract until the apartment is rented to another Tenant and said Tenant occupies the apartment or until the expiration date of the contract, whichever occurs first. Tail Light Homes, LLC is not obligated to advertise or guarantee the sublease rental.

### Request For Roommate Change/ Lease Change

Please be aware, NO CHANGES to this leasing agreement can occur unless, ALL PARTIES to the lease agree to new terms. In other words, we cannot remove a party from your lease agreement without their permission and you cannot move an additional person in, without our permission. In the event a roommate change is requested between any of the original residents of the rental agreement, the following policy and procedures will be strictly adhered to:

1. The prospective roommate will need to do the following:
  - A. Complete rental application ( located at [www.sedonaonline.net](http://www.sedonaonline.net) ) and be accepted as a tenant.
  - B. Email the landlord a copy of the front and back of their ID to [payme@optionsaz.com](mailto:payme@optionsaz.com), from the email address they will use to e-sign the lease addendum.
  - C. Read the original contract and sign a rental contract addendum.
  - D. Be aware a parents co-signature/ ID/email address and signature may also be required.
  - E. Remit 250.00 lease change fee.
2. The departing roommate will need to do the following:
  - A. Submit a vacate notice in writing
  - B. Remit \$250.00 lease release fee (NOT to be held out of the security deposit)
  - C. Verify no delinquent moneys are owed.
  - D. Provide forwarding address and contact information.
  - E. Sign a rental contract addendum
3. The roommate remaining-will need to complete the following:
  - A. Sign all rental contract addendums.

## RENTERS INSURANCE

Insurance on Tenant(s) furniture, personal property and personal liability is recommended. Tail Light Homes, LLC assumes no responsibility for loss or damage to tenants contents. If you are a student, you may be covered under your parent's homeowners' policy. It is suggested you check with your parents insurance carrier.

# CRIMINAL ACTIVITY PROHIBITED

By signing your lease with Tail Light Homes, LLC, you agree to the following conditions:

1. Tenant(s), members of the Tenant's household, or a guest or other person under the Tenant's control shall not engage in or facilitate criminal activity including drug related criminal activity, on or near said leased premises. Drug related criminal activity means the illegal manufacture, sale, distribution, use or possession with the intent to manufacture, sell, distribute, or use, of a controlled substance (as defined in Section 102 of the Controlled Substances Act - 21 U.S.C. 802).
2. Tenant(s), any member of Tenant's household, or a guest or other person under the Tenant's control shall not engage in acts of violence or threats of violence, including, but not limited to, the unlawful discharge of firearms, on or near said leased premises.
3. Violation of the above provisions related to criminal activity shall be a material violation of the tenants lease and good cause for termination of tenancy. A single violation of any of the provisions of this Section shall be deemed a serious violation and a material noncompliance with the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by a preponderance of the evidence.
4. In case of conflict between the provisions of this Section and any other provisions of the lease, the provisions of the Section shall govern.

# RENEWING OR TERMINATING YOUR LEASE

Please note: All yearly leases automatically convert to month to month leases. This means, if you do not give us notice (At least one full calendar month) that you are moving, you are responsible for the next months rent.

If you do not wish to remain beyond the date of your lease expiration YOU MUST:

1. Notify us IN WRITING that you do not wish to renew your contract at least one full calendar month prior to you lease expiration. You may email or text us. A full calendar month would be providing notice on 9/28 (but no later than 9/30) for a move out date of 10/31.
2. Provide us with a forwarding address so that we may return your security deposit funds. If no forwarding address is provided, deposit returns will be sent to the last known address ( The unit you rented)
3. Return all keys, including mailbox keys. Failure to do so will result in additional charges as mentioned in **Section 8: Keys and Locks.**
4. Under Kansas Law, a Landlord has up to thirty (30) days after a Tenant gives up possession of a dwelling (returns the keys) to return a Security Deposit. If a Landlord withholds a portion of the Security Deposit for any reason, then a list of itemized deductions must be provided.

Tenants who vacate a dwelling prior to the termination date listed on the Rental Contract are responsible for monthly rental payments until the premises is re-rented. Tenants who

move out early must do the following:

1. Notify Tail Light Homes, LLC, IMMEDIATELY of the intention to break the lease and provide the date you will surrender possession ( return keys).
2. Provide a forwarding address.
3. In addition to the current months rent ( if not paid), a Novation Fee of \$250.00 will be paid by tenant to reimburse Tail Light Homes, LLC for all costs associated with early termination, including but not limited to, costs of re-renting the premises.

# MOVE- OUT PROCEDURES

1. **ALL tenants must provide the landlord with WRITTEN notice at least one full calendar month** prior to xcecvkpi "c"tgpvcn\wpk0"Hqt"gzco r ng."kh"c"vgpcpv'y kn'o qxg'qw'qp"P qxgo dgt"52vj ."vj g{ "o wuv" pqvkh{ "wu"QP "QT"DGHQTG"32I53."K"vj g"Vgpcpv'y kn'o qxg'qw"F gego dgt"3uv"4pf."7vj ."34vj , 45tf or 29th."vj g{ "cnq"o wuvpqvkh{ "wu"pq"rcvt"vj cp"32I53, and expect to pay December rent in full0If sufficient notice is not given, the tenant will be responsible for another months rent.
2. An email or text to us is sufficient for move out notice. We will acknowledge receipt.
3. If you are considering terminating early, be aware you are contractually obligated for the full term of your lease. This means you are obligated to pay rent and maintain all utilities until the termination date listed on your lease. Additional fees may apply and the landlord may pursue the entire balance due via civil judgement. It will **always** be in your best interest to immediately have a discussion with us to see if there is a solution that works for both of us. Honest and forthright conversations are always appreciated.
4. Leave the unit in a CLEAN, MOVE-IN READY, CONDITION, taking ALL your personal possessions and properly disposing all of your garbage. Be sure all cabinets and shelves are free of items, crumbs and dust. All surfaces, appliances and fixtures should be clean and ready for the next tenants use. Refrigerators should be left clean and"ON." If winter, the heat must be left on, and set to at least 60 degrees. Utilities MUST remain on through the duration of your lease, do not terminate service early, regardless of your move out date.
5. If your lease required carpet cleaning, please schedule prior to your leases expiration and email a copy of the receipt.
6. As much as we appreciate the attempt to return our property to us in good condition, **you MUST NOT attempt to repaint/touch up the unit with paint or attempt to fix any damage that occurred while you lived in the home.** The guy selling the paint will always tell you it will match....and... it never does! In otherwords, **DO NOT touch up the paint! DO NOT fill nail holes, DO NOT attempt to repair or replace any item yourself.** Chances are, we will need to fix what you fixed, so it will wind up costing you more in the long run. Please leave any screws or nails used for hanging pictures in the wall.
7. When you are 100 percent done with the unit, you may leave the keys to your unit on the kitchen counter and lock the doors behind you. Be sure all windows are closed and secured. Send us a text stating you have vacated the premises.
8. Be sure we have your forwarding address.