

IMPORTANT REMINDERS TO TENANTS



DO NOT CALL LANDLORD. PLEASE ALWAYS TEXT LANDLORD (614) 595-0077

Text Landlord for all issues regarding repairs, rent, emergency issues, everything. Please DO NOT CALL. Only text Landlord so your issue will be resolved quickly and does not get over looked. Landlord's policy is to forward text received to contractors for repairs. If you do not text, Landlord cannot forward and your issue may not get resolved. Tell Landlord what you need. If you do not receive a text back from Landlord within a reasonable period of time, please resend. Landlord tries to respond to all text same day during reasonable hours.

Repairs Calls DURING COVID-19 "STAY AT HOME" and thereafter: IF ANYONE IN YOUR HOME IS SICK, PLEASE INFORM LANDLORD PRIOR TO REQUESTING A REPAIR. Only emergency repairs will be done.

General repairs are scheduled with various contractors during the week with "all day" appointments between 8AM and 8PM. Emergency repair calls will depend on the circumstances and take priority. DO NOT wait to text repairs to Landlord – especially on FRIDAY at 5pm, weekends and holidays, text immediately. Promptly notify Landlord of the need for repairs; **Tenant may be responsible for first \$50 of any requested repair and shall be responsible for all cost if Tenant is deemed responsible for damage.** If you can make small repairs, please do so to avoid cost. If a water issue, shut off water line at meter. Do not let run. *Please understand just because you are a "Tenant" renting a home does not mean you do not have cost in maintain the property that you are living in. Landlord will be "fair" with billing repairs, but if you call for a repair you should expect to receive an invoice.*

Tenant is responsible for first \$50 of required CMHA Annual Inspection if it does not PASS.

Tenant is responsible to keep property in good condition as CMHA inspects Property annually. Minor repairs are the responsibility/expense of Tenant. It is your responsibility to maintain your property in a GOOD overall condition at all times. A good rule of thumb is that your property should be in the same condition as when you moved in and had your initial inspection, "less normal wear and tear." All Tenants should PASS annual inspection with little to no required repairs. Again, same as any repair, Tenant is responsible for first \$50 of any annual repair. Additionally, Tenant may be responsible for more than the first \$50 in repairs made at annual inspection if such damage was caused by Tenant. *Repairs required by CMHA and marked at "OWNER" still may be billed to Tenant if Tenant damage, regardless of if CMHA deems owner required.*

Renter's insurance is required at all times. Tenant will carry a policy with \$15,000 of personal property, \$300,000 of personal liability, name Landlord as "Additional Interest" and provide Landlord with a Certificate of Insurance. Tenant is responsible for insuring all of Tenant's personal property prior to moving in. Tenant is responsible for any and all damage resulting from, but not limited to, domestic issues, break-ins, burglary, vandalism, broken windows and doors that such policies may not cover. Should Tenant's policy lapse at any time, Landlord may pay such policy in full and bill Tenant. Please contact your insurance agent or Hosket Ulen Insurance Solutions at (614) 339-1771.

Grass Cutting and Gutters: Tenant is responsible for keeping grass and weeds mowed weekly, gutters and downspouts clean. Leaves clog gutters and cause them to over flow, causing roof leaks. KEEP CLEAN!

Screen Doors: Tenants are permitted to install screen doors. Landlord does not provide or repair.

Swimming Pools: Landlord does not permit any type of swimming pool on Property. No exceptions.

******Landlord does not provide or replace existing AC units. If your home has an AC, make sure you take care of it. Change furnace filter monthly to keep clean. If it stops working, it will NOT be replaced. Tenants provide their own standalone or window units. ******



Cool down your home! No Cost Weatherization Program: To see if your home qualifies for FREE weatherization, including insulating of your attic, call Cindy with MORPC at (614) 233-4213

Low Income Water: City of Columbus offers 20% discount off water. Call (614) 645-8276 for application.

NO PETS: Landlord does not allow ANY pets. Specifically, NO DOGS allowed at all. If a dog is found on Property, eviction notice will immediately be served on Tenant. Dogs bite people and chilled and cannot be controlled.



Please pay your rent with from home!

Avoid going to Chase Bank to pay your rent. Pay it from home. Use Chase QuickPay or Zelle (download app on your mobile device). Text Landlord to get the information you need to pay. FAST and Easy. Same day. If you cannot pay electronically, please deposit your rent directly into Landlord's bank account at any Chase Bank. Please use Rental Payment Deposit Tickets provided by Landlord. Please put your name and property address on the deposit ticket and complete what your payment is for. Always save your receipt as proof of payment. (If you don't put your address on the deposit ticket, how will I know who the deposit is from and your rent will be late.) Chase may require photo ID if you are making your deposit in cash. **No personal checks, payroll checks or third-party checks allowed.** Do not mail payment of rent. No personal delivery.

Rent: Rent is always due on or before the 1st day of each month (the due date) and late on the 2nd. If all rent is not received on or before the 5th, minimum late charge of \$25 then \$5 per day until balance (including late fee) is paid in full. Please make payment at any Chase Bank. If the bank is closed on the 5th because it is a Sunday or Holiday, rent must be paid prior to avoid late fee. All funds received shall be applied to: dishonored check charges; late charges; damage or repair charges; utility charges; delinquent rent; then to current rent; in that order.

Has your income changed . . . If so please update CMHA today!

Rent is set 100% by CMHA, not Landlord. If your income has changed and you have not reported it to your CMHA advisor you need to do so immediately. CMHA sets Tenants portion of the rent based on income. Tenant income is used to determine that portion of the rent. Per CMHA Tenant can fully afford Tenant's rent portion. As such, it is due monthly and late fees apply if not paid in full. If your income has changed, CALL CMHA TODAY!!!!!!!!!!!!

Utilities: All utilities (electric, gas, water) must remain on at all times and must be in the name of the Tenant. **Keep your gas on at all times!!!!** Required by Landlord and CMHA and if shut off, may result in a leak. If a disconnection of utility service occurs and results in any type of Landlord required repair for damage, red tag, etc. - such expense will be the full responsibility of the Tenant to pay for immediately.

Lock Outs: Tenants are responsible for calling locksmith directly if they get locked out of Property. Landlord will not unlock Property for any reason. Landlord strongly recommends duplicating keys and giving to someone you trust or hiding a key at Property for just such an emergency.

Appliances: Landlord is not responsible for appliances and will not repair or replace any if damaged.

Satellite Dishes: Landlord only permits satellite dishes to be installed in ground. No roof installs.

Security Alarms: No security alarms are permitted without written approval of Landlord. Alarm systems linked to a monitoring system must be registered with the Columbus Police. False alarms can result in fines of \$100 per occurrence. Landlord is NOT responsible for any fines resulting from alarm systems.

Pest Infestation: Per Columbus City Code 4551.02(f) pest infestation is the responsibility of the Tenant to remedy at Tenant's expense. Cost can be up to \$300 and Landlord will require Tenant to have quarterly treatments at Tenant's expense. If Tenant has any type of insect infestation (ants, roaches, bedbugs, fleas, mice, etc.), Tenant is required to notify Landlord and begin treatment immediately. Repairs will not occur will active infestation.

Fences and Gates: Landlord does not maintain any fences or gates located on the Property.

DRAINAGE ISSUES: Normal day to day drain clogs are the responsibility of the Tenant. Minimum service charge for a plumber to visit the property is \$98 and maybe more depending on the circumstances. Landlord does not replace disposals if damaged. Do not flush anything other than toilet paper down toilet.

Tenant's with Basements: Please check your basements frequently when it rains. Make sure if you have a sump pump it is working properly and if you notice during such time it is full of water, please call immediately. A sump pump well should NEVER be full of standing water. Make sure your gutters are clean and downspouts have water running away from your foundation to prevent flooding. Basements get water in them and some areas flood. There is nothing Landlord can do to prevent this as most Properties are 50 to 70 years old. **Do Not store boxes directly on floor. Keep on shelves up high.** If you can, please keep cap in basement drain to prevent backup.