



Premises: \_\_\_\_\_

Tenant: \_\_\_\_\_

**PURPOSE:** The purpose of this 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 (apartment, single-family house, duplex, pent house, condo/townhome 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. HAPPY LEASING!**

**IT IS THE RESPONSIBILITY OF THE TENANT TO REPORT NEEDED REPAIRS**

- If you need a repair to be made, please use BUILDIUM to report the issue. You may follow up with an email ([Support@HallRealtyResults.com](mailto:Support@HallRealtyResults.com)) or text to HRR. All repair requests need to be in writing through Buildium.. Your problem will be referred to a competent repairman and will be corrected as quickly as possible. If you have an after-hours EMERGENCY, please request it in on Buildium, in writing, then contact HRR & every effort will be made to handle the emergency.
- You have the right to be present when any repairs are being made other than possible emergency repairs. If you are not present when the repair crew arrives, they will go ahead and make ordered repairs.
- If you request repairs and the worker is unable to enter due to animals or extra locks/ chains on the door not being removed, you will be charged the service call fee.
- You will be charge for any service call on items you are responsible for maintaining
- You may not authorize any maintenance or repairs at Landlord's or Agent's expense
- You will not be reimbursed for any unauthorized repairs that Landlord is responsible for

**LATE PAYMENTS**

- All rent is due on the 1<sup>st</sup> day of each month. There is a charge of 5% of rental amount if rent is received after the 5<sup>th</sup> of the month.

**BAD CHECKS**

- There will be a \$35.00 returned check fee for each check returned by the bank, for whatever reason, plus a late fee of \$15.00 or 5% whichever is greater, if it has not already been included. It is understood that if a check is returned by the bank for any reason, then we will no longer be able to accept checks from you & you will be required to pay by cashier's check or money order (or through Buildium). Out of state checks are not acceptable.

**EVICCTIONS**

- We do process evictions every month. If rent is not received by the 5<sup>th</sup>, eviction papers will be filed on the first Monday on/after the 15<sup>th</sup>.

**LOCKED OUT OF UNIT/LOCKS**

- Each tenant is advised to have extra keys made. Should a lockout occur (lost keys, forgotten keys, etc.) there will be a \$200.00 charge to come & unlock the unit. If after 5:00pm, then you will need to call a locksmith & immediately provide the management company a copy of the key. You will not be reimbursed for changing any locks.
- Do not change, remove or add any locks to the home without the agent's written Permission. LOCKS WILL BE BORED OUT AND CHANGED BY MAINTENANCE IF CHANGED BY TENANT at the tenant's expense
- It is the tenant's responsibility to arrange the return of all keys to HRR on the day you are moving out. You will be charged for each day the keys are not returned. If keys are not returned, it is possible an eviction will be filed and tenants will be liable for cost of changing the locks.

**VEHICLES**

- Tenants must park only in designated areas and not on the grass. Guests are not allowed to park at the property.
- Only licensed and pre authorized vehicles are allowed to park on the property. All other vehicles will be towed away.
- Tenants are not allowed to work on their vehicles on the property.(except for fixing flat tire)

**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. You will be charged for all missing light bulbs
- Relight oil or gas furnaces and hot water heaters
- Check breaker on electric water heaters before calling in a problem
- Replace heating/air conditioning filters **once a month** to prevent damage to the system & loss of heating and/or cooling.
- Leave a new air filter in the air return at the end of tenancy. You will be charged for dirty air filters.

#### **CARPETS/ FLOORING**

- Keep carpets vacuumed at all times
- Use a professional carpet cleaning service to steam clean carpets unless you have written permission to clean them yourself. You will be charged for dirty/stained carpets.
- Have proper protection under all furniture not to damage and scratch the hardwood floors. Tenants will be charged for repairing damages and refinishing of the floors. Have the hardwood floors vacuumed regularly and upon vacating have them vacuumed and properly cleaned.

#### **FIRE SAFETY**

- If your unit has a fireplace, it is for decoration only. **DO NOT USE THE FIREPLACE.** Tenant will be responsible for any damages that incur from use of a fireplace.
- Do not store ashes in trash cans.
- Do not build a wood fire in a fireplace that has a gas connection.
- Do not use grills within 10 feet of anything that will burn or melt. Grills with charcoal are strictly forbidden.
- It is the tenant's responsibility to check the smoke detectors and carbon monoxide detectors and replace batteries as needed. Call HRR if a detector does not work after the battery was replaced. Do not remove smoke and carbon monoxide detectors.

#### **WATER LINES**

- **DO NOT** pour grease down drain lines. You will be charged for drain lines clogged with grease. It is your responsibility to use drain opener and a plunger before calling for maintenance
- Removing hair clogs from tub or shower drains is the tenant's responsibility
- Repair bill for removing any foreign objects such as cigarette butts, towels, dental floss, feminine products, Q tips, baby wipes, etc. from toilet drains will be charged to tenant.
- ONLY toilet paper, water and excreta should ever go down toilet(s).

#### **To help prevent water lines from freezing and bursting during cold weather:**

- If you are going to be away from home, have water turned off and water lines drained and leave sufficient heat, minimum 60 fahrenheit, in the house to prevent freezing – Never turn the heat off while gone
- Disconnect garden hoses from outside faucet
- Extremely cold weather you can leave all faucets and downspout dripping to prevent freezing. Please be careful on properties with septic tanks to not let water run too hard

#### **PEST EXTERMINATION**

- Keep the premises free from visible infestations of roaches, ants, hornets, bees, mice and other pests. **SUGGEST SPRAYING EVERY WEEK OR AT LEAST ONCE A MONTH**
- When moving in you are going to be getting boxes from wherever you can find them. We urge all new tenants to spray around all walls for several weeks after moving in to kill any pests present or carried in with boxes.
- If tenant develops an infestation after moving in it is the tenant's responsibility to hire a **pest control company to remove the infestation.**

#### **PETS**

- **Your animals MUST be written into your lease. NO PETS** or visiting pets will be allowed inside or outside. If a pet is seen at the property at any time, the appropriate and non refundable pet deposit will be withheld from the house and /or apartment Security Deposit.

#### **MOLD AND MILDEW**

- Clean and dust the premises on a regular basis
- Remove moisture on windows, walls, bathrooms and other surfaces as soon as possible
- Immediately notify agent of any evidence of a water leak or excessive 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

#### **EXTERIOR MAINTENANCE**

- Mow the grass and trim in a timely manner. Mowing, weeding & pruning are required year round. Remove all leaves during fall and winter. We will not remind you to mow each time. We will hire it at the TENANTS EXPENSE.

- Clean any gutters at least semiannually
- Keep the porches, patios, balconies, and front and back yards free of clutter, unsightly items, and other personal articles

#### APPLIANCES

- Keep oven clean at all times as this is a fire hazard
- Clean stove burners and oven periodically & at end of tenancy
- Clean refrigerator and freezer periodically & at end of tenancy

#### REFUND OF DEPOSIT:

Security Deposits will be held by Owners Agent and shall be refunded without interest to the tenant within Thirty (30) days after termination of tenancy. The 30 days start the day the keys are turned into HRR. Please ensure we have a correct mailing address. If your forwarding information is not given, we can not send your security deposit back to you. The following conditions must be satisfied:

- Proper 30 day notice of termination has been given
- There is no default in rent and/or late fees
- The premises are left in a clean and orderly condition, including but not limited to:
  1. Refrigerator
  2. Oven & stove clean
  3. Window covering clean
  4. Carpet Clean – Carpets may require cleaning at your expense
  5. Yard free of debris & freshly mowed & trimmed
  6. Walls free of holes & clean
  7. Baseboard, window tracts & sills well dusted
  8. Air Filter cleaned or new
  9. No items belonging to tenant are left on the premises
  10. All keys are turned in, Reminder: rent is due through the date on when the keys are turned in & failure to do so may result in eviction & rekeying at your expense
  11. No damage has occurred to the premises inside or out
  12. All trash has been removed from the premises, inside & outside and all trash containers are empty.
  13. No fleas, roaches or mice become evident, inside or out
  14. No evidence of pet odor, inside or out

#### THINGS TO REMEMBER

- You **MUST** turn in a 30 day notice IN WRITING to be eligible to get your deposit back
- Your Security Deposit is **NOT** your last month's rent
- Keys Must be turned in to HRR at end of tenancy or you will be charged for each day missing
- If you or your guest causes damage, YOU will be billed for the repair
- We reserve the right to inspect the property with a 24 hour notice to ensure the property is being maintained in a satisfactory manner. Inspections will take place at least every 1x/ lease term, but at least a 24 hour notice will be given.
- Utilities such as power, water, gas, oil, etc. must be transferred or placed in tenants name 48 hours before key access will be given. Please share your utility information with Support@HallRealtyResults.com.
- Eviction papers will be filed on the first Monday after the 15<sup>th</sup> day of the month.
- Please leave the sign in the yard. If it is not picked up in a few days, please give us a call.

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Tenant

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Date

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