



## Tenant Rules

1. **Inspection Report** – In your Move In Packet you will find an inspection form. Please take the time to fill out this form. This form is for you to report any pre-existing problems so you will not be held responsible for them when you vacate. Fill out and return the form within 10 days of your move in. We suggest you keep a copy for your records.
2. **Property Condition** – The property, lawn and pool must be kept in good order and repair, including any improvements that may have been made during your stay. Make sure you are watering the lawn, especially in the summer months. See local newspaper for restrictions on watering. Mowing, weeding and pruning are required year round. You must treat the lawn with weed killer/fertilizer at least twice during the summer months. If you are not familiar with taking care of a pool/spa please let us know immediately. (If lawn care and/or pool care are included in your rent you are exempt from maintaining the lawn and pool.
3. **Parking** – All vehicles must be parked in the driveway or garage. NEVER on the lawn. Vehicles must have a current tag and registration. All must be in working condition.
4. **Roommates** – All adults 18 and over must complete an application and be listed on the lease. If you want to take on a roommate they must put in an application and be approved by the property manager and property owner. NO subletting.
5. **Service Calls/ Maintenance Requests** – Except for emergency repairs all maintenance issues MUST be submitted in writing. You can email it, fax, mail or drop off your repair request. Examples of emergencies are: backed up plumbing, plumbing leak which cannot be isolated where it is necessary to shut off water at the meter, electrical shorts or blown out windows due to strong winds or other acts of nature, air conditioning and heating problems in extreme heat or cold situations which threaten health or safety of an individual. All service calls deemed unnecessary will be billed to you at a minimum charge of 440.00. Please make sure you check all breakers, replace light bulbs and batteries and check switches before requesting maintenance. If the tenant has caused a maintenance issue the tenant will be billed for the repair. You will have 30 days to pay in full.
6. **Air Conditioning Filters** – To keep the system running properly you MUST change the filter(s) once a month. If you cannot locate the filter please let us know immediately. If a service call is needed on the unit and the repair was due to the filter not being changed you will be billed for the repair.
7. **Smoke Detector Batteries** – These must be checked and replaced by you on a regular basis. Suggestion: Check each month while you are changing the A/C filter.
8. If the property you are renting is in a condominium or homeowner's association you must abide by all of the community rules and regulations. If you do not have a copy of the rules and regulations please let us know immediately.
9. You are hereby notified that if you fail to fulfill the terms of your credit obligations a negative credit report will be submitted to a credit-reporting agency.
10. ALL OF OUR PROPERTIES ARE NON-SMOKING. YOU MUST GO OUTSIDE TO SMOKE.