

# Tenancy Guidelines

## RESPONSIBILITIES FOR THE CARE OF THE PREMISES:

Tenant shall be responsible for the following items and for other Tenant damage not listed below:

- a) Keep the Premises clean and sanitary inside and out, and in good order and condition.
- b) Watering, mowing, edging, trimming shrubs and weeding flowerbeds, cleaning gutters, maintenance for sprinkler systems and gutters as required for proper care and maintenance.  
**Exceptions:** \_\_\_\_\_
- c) Neither mar nor deface the walls, woodwork or any part of the Premises.
- d) Immediately report to Owner those items needing repair.
- e) Pay Owner/Landlord upon demand for damage to Premises as a result of failure to report a problem in a timely manner.
- f) Pay Owner/Landlord upon demand for cost to repair, replace or rebuild any portion of the Premises damaged whether through act or negligence by the Tenant, Tenant's guests, or invitees.
- g) Pay Owner/Landlord upon demand for damage caused by rain or wind as a result of leaving windows or doors open, or lawn hoses left connected outside resulting in freezing damage.
- h) A telephone is required and Tenant shall have telephone service within fourteen (14) days of occupancy and furnish Owner with the telephone number and notify Owner/Landlord of any telephone number changes. Should it be necessary for Owner/Landlord to drive to the Premises for any reason due to Tenant not having a telephone, Tenant agrees to pay a \_\_\_\_\_ dollar (\$\_\_\_\_\_) trip charge. Tenant shall also be responsible for cost of repairing telephone lines damaged by the Tenant.
- i) **Non-smoking:** Tenant agrees that smoking or E-cigarettes/vaping in the premises is not permitted and should cigarette smoke and/or vaping damage occur due to Tenant, Tenant's employees, or Tenant's visitors smoking or vaping within the premises, Tenant agrees to pay the cost of having premises painted, walls washed, interior deodorized and carpets and draperies professionally cleaned, and/or replaced as needed and any other cost to repair smoke and/or vaping damage.
- j) **Locks:** Tenant may not change locks without permission, in the event the locks are changed, Tenant shall furnish keys to Owner within five (5) days or pay the cost of a locksmith to make a set of keys. All property keys and garage door openers, in addition to access cards/remotes, must be returned the day of vacating the Premises. If Tenant fails to return said keys and garage door openers (in working order), Tenant agrees to pay the cost to re-key the Premises and to the replace garage door openers.
- k) **Window Coverings:** Owner/Landlord shall provide window coverings on most windows. Tenant may hang draperies or drapery hardware on any sheet rocked/painted walls. Only tension-type rods are to be used on any windows or walls where wallpaper or wood trim exists. No aluminum foil or sun screening film is permitted.
- l) **Security System:** If your leased property contains a security system, monitoring is optional. Should you choose to have your system monitored, you will be responsible obtaining the city permit, if required, for set-up, payment of the service and payment of any false alarm penalties.
- m) **Satellite Dishes/Antennas:** No radio or television wires or antennas or satellite dishes will be allowed in or about the premises without written permission of the owner, any and all damages associated with installation of satellite dishes and antennas will be responsibility of tenant.

## TENANT'S RESPONSIBILITIES FOR MAINTENANCE.

Tenant shall be responsible for the following:

- a) Hardwood Floors are to be maintained as follows: \_\_\_\_\_
- b) \_\_\_\_\_ Tenant shall be responsible to change batteries in thermostat before calling Landlord for HVAC service. Tenant agrees to be responsible for ordinary maintenance such as changing of air-conditioning filters and repairing damaged air-conditioners due to lack of filters, clogged filters, dirty coils and/or an obstruction around the air-conditioning unit.
- c) Changing the furnace/air-conditioner filter at least once every two (2) months.
- d) Replacing burned out light bulbs, regular or fluorescent.
- e) Any breakage, damage, destruction and/or soiling caused by acts of the Tenant or by Tenant's employees, agents, visitors or pets. In the event of vandalism, break-ins, or broken glass, Tenant agrees to pay all repair cost, regardless of the circumstances of breakage, unless Tenant, at Tenant's expense, supplies Owner/Landlord with a copy of a police report.
- f) Exterminating ants, rodents, fleas, cockroaches, spiders, bed bugs, and other insects and pests from premises and yard.
- g) Use plunger on clogged toilets and drains before calling Owner/Landlord. Tenants are responsible for all costs incurred for all clogged toilets and drains not caused by natural causes.

- h) Pay Owner upon demand for unnecessary workman service calls.
- i) Under no circumstances is Tenant to perform any electrical, gas line, or water line repairs, or sewer lines.
- j) Tenant agrees to pay a \$\_\_\_\_\_ trip charge in the event a breach of this Lease Agreement by Tenant (i.e., failure to pay rent, dishonored check, unauthorized pet, failure to maintain landscaping, etc.) requires a trip to the Premises by Owner/Landlord.
- k) Tenant agrees to properly operate all appliances and mechanical equipment.
- l) Tenant agrees to not stack or lay firewood or logs of any kind against or next to the house.

**SMOKE/CARBON MONOXIDE DETECTORS**

Tenant agrees to test the detector at least once a month. If the detector is battery powered, Tenant agrees to replace the battery as needed. After replacing the battery, if the detector still does not work, Tenant agrees to inform Owner/Landlord immediately in writing. If the detector is not battery powered, Tenant agrees to inform Owner immediately of any malfunction. Tenant has been instructed on the care and operation of the detector and knows how to operate and care for the detector.

**MOTOR VEHICLES, BOATS, ETC.**

No more than \_\_\_\_\_ motor vehicles may be kept on or near the Premises. No motor coach, trailer, camper, boat or other recreational vehicles shall be parked on or near the Premises. No commercial vehicles in excess of ¾ ton may be parked on or near the Premises. Tenant shall not perform vehicular repairs on, in, or in front of Premises. Vehicles shall not be parked, repaired, or washed on the lawn. Vehicles leaking fluids, oil, brake fluid, transmission fluid, gasoline, and batteries shall not be allowed on the Premises. Inoperative and unregistered vehicles shall not be parked on, in, or in front of Premises. Tenant agrees to pay for towing of any vehicle that is in violation of this paragraph.

**COLD WEATHER INSTRUCTIONS**

The cold winter season requires special precautionary measures for maintaining the property. So that you are prepared for sudden changes that are bound to occur each year, please read carefully the following suggestions:

1. Monitor local weather reports for freeze warnings.
2. Leave the heat on at all times. If you leave town, do not leave the thermostat under 60 degrees.
3. If temperatures of 25 degrees or lower are anticipated, open all sink and vanity cabinets in your home. This will allow warm air to circulate around the pipes. Open hot and cold faucets enough to allow the water to drip continuously.
4. All hoses must be removed from outside facets. Remember, hoses left attached will guarantee a frozen pipe!
5. Become familiar with your nearest water cut-off valve in case of emergency. You may be closer than our plumber!

**WINTER LAWN CARE**

**Please take note if the fall proves to be very dry:** All lawns and foundations must be watered in the winter as well as in the summer unless we have had excessive moisture. Be sure plants, shrubs and the foundation continue to receive water all winter.

**Maintenance Requests should be made to:**

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The undersigned Tenant(s) acknowledges having read and understood the above and agrees to comply with the above Tenancy Guidelines.

Tenant: _____	Date: _____
Tenant: _____	Date: _____
Tenant: _____	Date: _____