



Addendum to Lease between SAMPLE and Kitterman Woods

ENTRY ACCESS ADDENDUM

Resident Name: Sample

Apartment #:

Number of door keys issued: 2

Number of mailbox keys issued: 2

Number of Cards received: <u>0</u> Serial Number(s):	1	_____
Initial card fees (non-refundable) at \$20.00 each at move in only.	2	_____
	3	_____
	4	_____
Lost, damaged, or additional cards are replaceable at \$25.00 each.	5	_____
*Note: Total number of cards is limited to number of lease holders.	6	_____
	7	_____

Total cost of cards: \$.00

Number of Remotes received: <u>0</u> Serial Number(s):	1	_____
Initial remote fees (non-refundable) at 35.00 each at move in only.	2	_____
	3	_____
	4	_____
Lost, damaged, or additional are replaceable at \$50.00 each.	5	_____
*Note: Total number of Remotes is limited to number of lease holders.	6	_____
	7	_____

Total cost of remotes: \$.00

The undersigned resident(s) acknowledge receiving the number of cards/remotes indicated above and agree to the following:

1. Only those occupants listed on the lease agreement of legal driving age will be issued a gate card, decal, or gate remote.
2. To pay amenity card/fob/decal/garage remote charge indicated above for each remote lost or not returned upon vacating the apartments.
3. Provide Management with current name, address, and telephone number in order to program your access.
4. Management is not responsible for any damages caused to vehicle(s) should community have or obtain traffic controlling entry and exit gates.

Resident

Resident

Resident

Resident

Agent for Owner

Dated:



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COMMUNITY RULES & REGULATIONS

The following Community Policies have been established by Management and are considered an addendum to your Lease Agreement. Failure to comply with these policies may, at the discretion of Management, be grounds for termination of the Lease Agreement.

- 1. Collections:** Acceptance by the Owner of any installment or payment shall not be deemed a waiver of any remedies. In the event the Owner deems necessary to employ a collection agent and/or an attorney to enforce payment of any delinquent amount owed by the resident, the resident agrees to pay all collection costs and attorney's fees.
- 2. Renters/Personal Property Insurance Requirement:** Insurance coverage by the Owner/Management Company does not protect you, your guests or your personal belongings from personal injury, dog attacks, theft, damage of any kind caused by you or a surrounding neighbor(s) or due to any act of God. Residents are required to obtain a Renters Insurance Policy throughout the lease term. Proof of insurance is required at time of move-in and will be monitored throughout your time at the community. See Renters Insurance addendum for additional details.
- 3. Transfers On-site:** In order to transfer from one apartment home to another, you must reside in current apartment home for a minimum of six months before you are permitted to change apartment homes. A 30 day written notice is required on your current apartment home. A new security deposit must be paid in full in order to secure the new apartment home. In addition, a non-refundable transfer fee of \$600 is to be paid up-front in order to move. If the rental amount of your new apartment home is higher than what you are currently paying, you will be required to show proof of income at 2.5 x the new rent. Once you relocate into your new apartment home, your current apartment home will be inspected for cleaning and damages and any monies owed will be disclosed to you in writing. If you are eligible for a refund of your security deposit, it will be refunded within the time allotted by law. Security deposits cannot be transferred from one apartment account to another. If you paid a non-refundable pet fee at your current apartment, you will not be required to pay one in your new apartment home.
- 4. Speed Limits:** Both you and your guests are expected to adhere to the posted speed limit signage throughout the community. If this community does not have signs posted, the speed limit defaults to 10 mph. Please watch out for pedestrians, children playing, pets and golf carts within the community. Police can issue citations for speeding within this community.
- 5. Parking Facilities:** All vehicles driven/owned by residents are required to be registered at the Leasing Center. Each apartment is allowed use of two (2) parking spaces and any additional vehicles must be parked in overflow parking. Parking spaces are located throughout the community and are not guaranteed to be directly available in front of your apartment home. All guests are required to park in spaces that are not located directly in front of buildings and/or designated spaces clearly marked G for guests. Parking in reserved spaces without proper visible decal, on grass, sidewalks, blocking resident garages, compactor/dumpsters, gates, driveways or street signs is prohibited and doing so will result in having your vehicle towed and impounded at the resident/vehicle owner's expense. Large trucks, commercial vehicles, trailers, campers, boats and jet skis are prohibited unless the community offers specialized rentable parking spaces for such vehicle. All prohibited vehicles will be towed and impounded at the resident/vehicle owner's expense. Vehicles must be operable and in good physical condition, with no flat tires, broken/cracked windows/side mirrors or visible damage of being in an accident. Any vehicles in this condition will be towed and impounded at the resident/vehicle owner's expense. Vehicles with expired license plates/tags, invalid registration or missing plates/tags will be towed and impounded at the resident/vehicle owner's expense. In the event that this community offers assigned parking, all vehicles must have a visible decal to park in any assigned space. Parking a vehicle in an assigned space without a visible decal will result in the vehicle being towed and impounded at the resident/vehicle owner's expense. Vehicles may not be backed into any parking space as license tags/plates must be visible at all times. Reminder: anyone parking in a handicap space will be subject to excessive fines based on the local ordinances/law and will be strictly enforced by local police. Doing so will result in having your vehicle towed and impounded at the resident/vehicle owner's expense. Vehicle repairs in the parking spaces or garages is prohibited at all times. Vehicles may be washed on site only if the community offers a designated car wash area.
- 6. Brezeways, Hallways, Stairwells, and Corridors:** To avoid fire hazards, all common areas are to be kept free of your personal items; no bicycles, toys, trash, boxes, plants, shoes, coolers, chairs, etc. are permitted at any time. Leaving personal items in these areas will result in a \$75 fine assessed to your account. Management maintains the right to immediately remove any such items and dispose of them without notifying the resident in advance.
- 7. Patios and Balconies:** You are permitted to have the following items on your patio or balcony: approved outdoor furniture that is clean and in good condition and live, healthy plants. Management maintains the right to decide if the approved items are acceptable. Patios and balconies must be kept free of the following items: bicycles, toys, trash, boxes, dead or unhealthy plants, shoes, clothes, towels, gas or charcoal grills, coolers, umbrella folding chairs, umbrellas, curtains, indoor furniture, wind chimes, hanging non holiday décor, pet fences, pet bowls and pets. Leaving personal items out will result in a \$75 fine assessed to your account. Charcoal and gas grills are prohibited for use on patios and balconies per local fire marshal. Management maintains the right to immediately remove any such items and dispose of them without notifying the resident in advance.
- 8. Maintenance Service Requests:** You can make a maintenance service request directly at the Leasing Center in person, over the phone or online via our property website. Non-emergency maintenance service requests will be completed within 24 hours of the call based on Leasing Center hours only, pending parts on back-order. Times may vary per community and are posted on Leasing Center signage. After-hour maintenance service requests are completed for EMERGENCIES ONLY! For after-hour maintenance service requests, please call the Leasing Center and the answering service will contact the on-call maintenance personnel for emergencies ONLY. All calls will be recorded. EMERGENCIES are as follows: No A/C if outside temps are at or above 80 degrees at the time of call, no heat if outside temps are at or below 55 degrees at the time of call, no electricity (confirm this is not caused by area power outage or non-payment of bill), sewer backups, flood, fire or non-working toilet if you only have one in the apartment. In case of any emergency involving fire, ALWAYS CALL 911 first!
- 9. Lockouts:** Only a lease holder will gain access to an apartment for a lockout. After hours lockouts are only responded to if the resident has a valid government issued photo ID and a check or money order payment of \$50 given directly to the on-call maintenance personnel BEFORE resident can be given access to their apartment home. No ID or payment will result in no access granted. If on-call personnel is called out and resident does not have ID and payment at the time of call, the resident will be charged \$75 for false call that will be assessed to their ledger and due as additional rent.

Addendum to Lease between SAMPLE and Kitterman Woods

10. **Kitchen and Bathroom Equipment:** Do not cut food items directly on countertops or sit hot pans, cooking trays, or baking dishes on any countertop; damages of any kind, no matter how small, will result in full replacement of countertop at the resident's expense. Do not use iron skillets on the glass top stove as the heat from iron will crack the glass resulting in full replacement at the resident's expense. Do not use a razor blade or any sharp object to clean a glass top stove; any scratches, no matter how few, will result in full replacement at the resident's expense. Do not clean granite, marble, or stone countertops with ammonia or vinegar-based cleaning products as this will dull countertops, resulting in full replacement at the resident's expense. Do not sit or stand on any countertop as any damage will result in full replacement of countertop at the resident's expense. Do not flush anything down the toilet(s) with exception of humane waste and toilet paper; flushing anything else that clogs or damages toilet will result in charges at the expense of the resident. Do not put anything other than food in the garbage disposal; some food items such as egg shells, coffee grounds, nutshells, rice, seafood shells and potato skins or any non-food items such as fish tank gravel, toys, marbles, etc. are prohibited as they will cause damage to the garbage disposal and repairs will be at the resident's expense. Appliances must be used in accordance with instruction manual. If you do not have an instruction manual you can obtain it online by entering the specific appliance make and model into a web browser search such as Google. Misuse of any appliance that causes damage will be at the expense of the resident. Do not start your dishwasher, washing machine, or dryer and leave it unattended at any time. Water or fire damage as a result of leaving it unattended will be at the expense of the resident.
11. **Window Treatments:** Mini-blinds are provided for you throughout the apartment. You may hang your own drapes, provided they have a white backing. Bed linens, towels, tinfoil, reflector film, etc. are not acceptable. No signs or other articles shall be attached to the windows visible from the exterior.
12. **Disturbing Noise:** Your thoughtfulness and consideration of neighbors will be expected and appreciated. Residents are requested to control the volume of stereos, TVs and devices within the apartment. Noisy or disorderly conduct and annoying or disturbing other residents will not be permitted. Residents are responsible for their guests. Surround sound is not permitted.
13. **Pest Control:** The exterior of apartments are sprayed on a regular basis. If you have a special problem with pests inside your apartment, notify the Leasing Center and the exterminators will treat your apartment on their next visit. Residents are asked to assist our pest control by maintaining a high standard of good housekeeping. If a resident has a pet and it becomes necessary to spray for fleas, resident must pay an additional charge.

In the case of suspected or confirmed bed bug infestation, resident will be responsible for all charges related to removal of infestation and resident agrees to the following:
 - Resident will follow all instructions provided by the pest-control company and/or Management.
 - Resident will thoroughly clean, off premises, all luggage, handbags, shoes and clothes.
 - Resident will cooperate with Owner's cleaning efforts for all mattresses and seat cushions or other upholstered furniture, and will dispose of same if requested.
14. **Utilities:** Resident agrees to accept full responsibilities for electricity, water/sewer and trash as of . Telephones may only be placed at previously wired locations. Utility account numbers must be provided at the time of move in. See Utility Addendum for further details.
15. **Interior Decorating:** We ask that you use standard sheet rock hangers or thin nails to hang your pictures, mirrors, etc. Any excessive repairs to the walls or woodwork will be at the resident's expense.
16. **Trash:** A trash compactor is conveniently located for your use. Please use plastic garbage bags and tie them securely. Place all trash inside the compactor chute. Do not place trash around exterior of compactor at any time. If this community recycles, DO NOT place non-recyclable items in the recycling bins. Flatten all boxes before disposing of them. Trash found in any area of the property other than the compactor, will result in a \$75 fine charged to the violating apartment and will be due as additional rent.
17. **Grounds Upkeep:** The community maintains a high degree of ground maintenance. Management requests that you help in maintaining our high standards.
18. **Children:** Residents with children are asked to supervise their play activities so that they remain safe and do not disturb other residents.
19. **Occupants:** Only those persons identified on your lease and application are permitted to occupy your apartment. You are required to sign a key release at the Leasing Center in advance if you wish repairmen, deliverymen or visiting relatives to enter your apartment in your absence. We will not accompany anyone to your apartment. Any extended visitors, longer than two (2) weeks, require the consent of Management. Visitors must be accompanied by a resident when using any amenities. The tanning bed is for resident use only.
20. **Pets:** No pet is allowed without a signed pet agreement on file and required pet fees must be paid in full. Photos of pets and current vaccination records are required to be on file at the Leasing Center. Please see Animal/Pet Addendum for further details.
21. **Air Filters:** HVAC air filters should be changed regularly and are available in the Leasing Center free of charge. If you cannot or do not wish to do this yourself, it is necessary for you to contact the Leasing Center to report a request for service so we can perform the air filter change in your apartment. This can also be done via a service request from our community website.
22. **Package Delivery Release:** Management may accept packages at any time from Management-authorized delivery companies. Resident hereby releases property, Management and all affiliated employees of any liability for the acceptance of such packages and resident will not hold any party responsible for missing or damaged packages or their delivery to apartment. Pick-up of packages must be made during Leasing Center hours only and notification of any deliveries is the sole responsibility of the delivery company.

RECREATION FACILITIES/AMENITY USE POLICIES:

1. NO LIFEGUARD ON DUTY. Persons using the pool and all facilities do so at their own risk. Management assumes no responsibility for accidents or injury. Management is not responsible for articles that are lost or stolen. Prior to pool use, all persons must shower and not use excessive oils or lotions which could severely damage pool systems.
2. Resident(s) shall consult a physician before using any equipment or beginning any exercise program. No persons with contagious illness should use facilities, including the pool.
3. The pool is to be used between the hours of dawn and dusk daily or as determined by Management.
4. No persons under the age of thirteen (13) will be allowed in ANY recreation facilities area at any time unless supervised by an adult.



Addendum to Lease between SAMPLE and Kitterman Woods

- 5. All recreation facilities are reserved exclusively for use of residents of Property. Each adult resident is permitted maximum of two (2) guests while using these facilities unless prior approval by Management is given. Resident MUST accompany all guests at all times. Guests and visitors are not allowed to use the tanning studio.
- 6. No glass may be taken into ANY of the amenities/facilities including the pool.
- 7. Loud music (stereo/radio/devices), boisterous, dangerous or inappropriate behavior and language is not permitted or tolerated.
- 8. No diving.
- 9. Residents and guests, including children, are required to be properly attired at all times going to and from and in and around ALL facilities. Determination as to what constitutes proper attire shall be made by a member of Management.
- 10. Personal belongings including toys, inner tubes, rafts and the like are to be closely guarded and unobtrusive to others.
- 11. Safety equipment including life rings, ropes and hooks are not to be used except in the case of emergency.
- 12. Please use proper receptacles for trash and cigarettes.
- 13. No persons thought to be under the influence of alcohol or drugs are permitted in the facilities.
- 14. Management reserves the right to exclude any and all persons from use of the facilities for any reason, including maintenance, repairs or inclement weather.
- 15. Pets are not allowed in any recreation facilities, including the pool.
- 16. Residents MUST register with the Leasing Center and sign the Ultraviolet Radiation Addendum to utilize the tanning studio. Guests or visitors are never allowed to use the tanning studio.

ATHLETIC CLUB RULES:

- 1. The athletic club hours will coincide with Leasing Center hours unless otherwise stated by posted hours.
- 2. Persons under the age of thirteen (13) must be supervised by a parent or adult resident over eighteen (18) years of age.
- 3. Residents must accompany guests at all times. By using this amenity you are accepting liability for you, your children and your guest's safety. Do so at your own risk.
- 4. Always consult a physician prior to beginning any exercise program.
- 5. Proper athletic shoes and clothing are required at all times.
- 6. No food, alcohol or glass containers are permitted inside this amenity.
- 7. Profanity is not permitted in this amenity.
- 8. Smoking is not permitted in this amenity, including electronic cigarettes.
- 9. Individual time allotted on equipment is at the discretion of Management based on demand. Please be considerate of others.
- 10. Pets are not permitted inside this amenity.
- 11. Rollerblades, skates, skateboards, bikes and the like are not permitted inside this amenity.
- 12. Put all trash inside trash receptacles.
- 13. Wipe down all equipment with provided spray and paper towels after use.
- 14. Please report any violations, damages or malfunctioning equipment to the Leasing Center.
- 15. In case of an EMERGENCY call 9 1 1.
- 16. Resident shall automatically revoke such privileges upon the expiration or terminations of the resident lease or upon a default under such lease.

These rules are to be strictly observed and will be enforced by Management. We hope all residents understand that these rules have been made for their protection, pleasure, and convenience in order that this property may maintain a reputation for refined, quiet and happy living. Please help us to maintain this reputation. The Management reserves the right to make other reasonable rules, in the judgment of the Management, shall it become necessary to protect the safety, care and cleanliness of the premises and for the preservation of good order therein.

Thank you for your cooperation in observing these rules and regulations.

Resident

Resident

Resident

Resident

Agent for Owner

Dated:



RENTERS INSURANCE ADDENDUM

This is an addendum to your Apartment Lease Contract for apartment # _____ and Owner. It is intended to be part of the Apartment Lease Contract between the parties for leasing a residential rental apartment.

You understand that our property and liability insurance will not protect you, your guests or any occupants against loss or damage to personal property or belongings, or cover your liability for loss or damage caused by your actions or those of any occupant of the dwelling or any guest. You understand that by not maintaining a renter’s insurance policy, you will be liable to us and others for loss or damage caused by your actions or those of any occupant or guest in the dwelling. You understand that you are required to maintain a renter’s insurance policy, which provides limits of liability to third parties in an amount not less than \$100,000 per occurrence. You agree to maintain, at your own expense, during the Term of the Lease and any subsequent renewal periods, a renter’s insurance policy satisfying these requirements. Liability Insurance DOES NOT protect you against loss or damage to your personal property or belongings – only a renter’s insurance policy does this. The minimum renter’s insurance coverage required for your personal belongings is \$10,000.

Initial your choice below:

1. _____ You agree to purchase renter’s insurance through LeasingDesk Insurance Services (“eRenterPlan”). If you have questions regarding eRenterPlan please call 1-888-906-5865 or visit www.eRenterPlan.com; Leasing Office Employees are not licensed agents. Note that LeasingDesk Insurance Services, LLC is not owned or operated by us, and we make no guarantees, representations, or promises concerning the insurance or services it provides. You are under no obligation to purchase renter’s insurance through eRenterPlan.
2. _____ You may purchase renter’s insurance from an insurance company of your choice. If you elect to purchase the required insurance from another company, you will provide us with written proof of compliance with this Lease Addendum on or prior to the lease commencement date, and any time we request it. Your insurance company will be required to provide notice to us within 30 days of any cancellation, non-renewal, or other material change in your insurance policy. **You agree to obtain renters insurance with a minimum amount of \$100,000 liability coverage and a minimum of \$10,000 covering your personal property, to notify us within 30 days of cancellation, and to include us in insurance certificate as “Additional Interested Party” or “Additional Certificate Holder” {Kitterman Woods -ContraVest Management Company}, PO Box 115009, Carrollton, TX 75011-5009. Under no circumstances should the community be listed as “Additional Insured.”**

Non-Compliance Fee:

Tenant/Lessee also acknowledges and agrees by signing below that Tenant/Lessee will accept a charge of \$25 Lease Violation Fee in any month during which Tenant/Lessee allows the coverage described in items 1 or 2 above to lapse or expire. THIS CHARGE WILL ONLY APPEAR IF TENANT/LESSEE ALLOWS HIS/HER RENTERS INSURANCE POLICY TO LAPSE, AND IT IS NON-REFUNDABLE. THIS CHARGE WILL OCCUR EACH MONTH THAT THE TENANT/LESSEE DOES NOT HAVE RENTERS INSURANCE, AND IT IS NOT REFUNDABLE, NOR PRORATEABLE. This Lease Violation Fee is for the purpose of reimbursing the Landlord/Lessor for multiple expenses associated with the risk of an uninsured resident/lessee.

_____ Tenant/Lessee agrees to pay Landlord/Lessor this amount in addition to all other obligations in the Lease Agreement. Tenant/Lessee also agrees that the cost of this Lease Violation Fee will be considered additional rent for purposes of the Lease Agreement. Personal Premises Insurance and Liability. All personal property kept in the Apartment, Apartment building and/or common areas by Tenant/Lessee (or anyone else whom Tenant/Lessee permits to use or occupy the Apartment) shall be kept at Tenant’s/Lessee’s own risk. Tenant/Lessee agrees that, as the law permits, Tenant/Lessee and Tenant’s/Lessee’s insurance carrier will not hold Landlord liable for claims for damage or injury normally covered by Renter’s Insurance, even if Landlord/Lessor is grossly negligent, and Tenant/Lessee will look solely to Tenant’s/Lessee’s insurance to compensate Tenant/Lessee or others for any such damage or injury

Resident

Resident

Resident

Resident

Agent for Owner

Dated:



CARPET ADDENDUM

I, SAMPLE, understand the carpet in my apartment was installed on January 1, 2015. This carpet has a minimum life expectancy of five (5) years. I understand the any pet or human urine on this carpet will irreversibly damage the carpet, pad and sub-floor, resulting in full replacement of carpet/pad and treatment of subfloor. This carpet will be inspected at time of move out (Monday-Friday) at which time I may be present. I understand that though the urine may not be visible on the surface of the carpet, that during the inspection, carpet will be pulled back for an inspection of the backing, which accurately displays any sign of urine damage. In some cases a black light may be used for urine detection. If it is necessary to replace, any or all, the carpet, pad and treat the subfloor, all cost will be charged to resident(s).

As the resident of apartment # , I understand that I will be held accountable for additional damages to carpet/pad caused by and not limited to: stains, bleach spots, rust, frays, tears, wax, burns and odors. I understand the ContraVest Management Company, in order to maintain the highest standard and consistency in the property value and upkeep, will not patch carpet. In addition we will not replace just one room as die lots cannot be matched. I understand that stains and odors that cannot be removed by a professional carpet cleaning company will result in full carpet replacement.

I understand that this carpet has a five (5) year life expectancy and will depreciate with age. If I am charged for full carpet replacement, my carpet will be depreciated based on the install date stated above. ContraVest will take the full replacement cost divided by the five (5) year expectancy and calculate balance owed from that formula.

Resident

Resident

Resident

Resident

Agent for Owner

Dated:



DRUG-FREE HOUSING ADDENDUM

In Consideration of the execution or renewal of lease of the dwelling unit identified in the lease, Owner and Resident agree to the following:

1. Resident, any member of the resident’s household, or guest or other person under the resident’s control shall not engage in criminal activity, including drug-related criminal activity on, near or within sight of the premises. Drug-related criminal activity means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in section 102 of the Controlled Substance Act 21 USC802).
2. Resident, any member of the resident’s household, or guest or other person under the resident’s control shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity on, near or within the premises.
3. Resident or members of the household will not permit the dwelling unit to be used for or to facilitate criminal activity, including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or guest.
4. Resident or member of the household will not engage in the manufacture, sale, or distribution of illegal drugs at any location, whether on, near or within the premises or otherwise.
5. Resident, any member of the resident’s household, or a guest or other person under the resident’s control shall not engage in acts of violence or threats of violence, including, but not limited to, the unlawful discharge of firearms, on, near or within the premises.
6. Violation of the above provisions shall be material violation of the lease agreement and good cause for immediate termination of residency. A single violation of any of the provisions of this addendum shall be deemed a serious violation and a material noncompliance with the lease. It is understood and agreed that a single violation shall be good cause for immediate termination of the lease. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by a preponderance of the evidence.
7. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provision of this addendum shall govern.
8. This lease addendum is incorporated into the lease into the lease executed or renewed this day between Owner or Owner’s Agent and Resident.

Resident

Resident

Resident

Resident

Agent for Owner

Dated:



Addendum to Lease between SAMPLE and Kitterman Woods

UTILITY & SERVICE ADDENDUM

This Utility and Services Addendum shall become part of the Apartment Rental/Lease Agreement. This Utility Addendum is in affect for the entire length of the lease period. Resident is responsible for payment of utility and service bills, including charges for usage, deposits, and any other charges, taxes, fees, administrative fees or costs associated with the utility services or billing. The method of metering or otherwise allocating the payment of utility services and costs is indicated below:

Item:	Allocation:	Payment due to:	Account # (if applicable):	Date Transferred:	Authorization # / Verified by (Utility Agent):
Water	Individually Submetered	Oates			
Sewer	Individually Submetered	Oates			
Trash	Flat Rate: TBD	Included in rent			
n/a	Flat Rate	Oates			
Electric	Individually Submetered	FPL			
Gas	N/A				

Resident will be charged for the full period of time that you are living in, occupying, or responsible for the payment of rent and utility or service charges on the apartment. If you breach the Lease, you will be responsible for utility and service charges for the time period you were obligated to pay the charges under the Lease, subject to our mitigation of damages. In the event you fail to timely establish utilities and services (within 10 days of possession), we may charge you for any utilities and services billed to us with respect to your apartment and may charge reasonable administration fees for billing you for such utilities and services.

Lessor is not liable for any losses or damages you incur as a result of outages, interruptions, or fluctuations in utilities or any other services provided to the apartment. You release us from any and all such claims and waive any claims or reduction of rent or diminished rental value of the apartment due to such outages, interruptions or fluctuations.

When lawful, all utilities, charges and fees of any kind under this lease shall be considered additional rent, when payments are accepted by the Landlord, they will be allocated first to non-rent charges and to rent last.

Resident

Resident

Resident

Resident

Agent for Owner

Dated:

If Applicable: Trash Entered into Utility Company on:

If Applicable: Water Entered into Utility Company on:

All utility transfers verified by:



INTRUSION ALARM ADDENDUM

This lease addendum shall become part of the Residential Apartment Lease.

If this box is checked, owner does NOT provide an intrusion alarm. If you choose to install your own alarm, this addendum applies.

Your dwelling is equipped with an intrusion alarm. It must not be considered a guaranty of safety or security. You should at all times take precautions as if the intrusion alarm were malfunctioning. You acknowledge that the security of you and your family, occupants, and guests are your responsibility alone.

Your use of the alarm system is optional. You are responsible for all permit costs, false alarm charges and any additional fees associated with the intrusion alarm including the option to have it monitored through a monitoring service.

You agree to use reasonable care in operating the alarm and to follow the written instructions, rules and procedures furnished to you by us. Instructions may be provided to you when you move in.

You must make arrangements with an independent alarm company to activate and maintain a monitored alarm system. You may choose your own alarm company. It is your responsibility to ensure the alarm services are deactivated on or before your move out date.

Upon activation of the alarm system, you must immediately provide Management with your security code and any special alarm instructions for lawful entry into the dwelling when no one is there, as authorized in the right of entry paragraph of your Apartment Lease Contract. You must reimburse us for any expenses we incur in entering your dwelling, when those expenses are due to your failure to provide the foregoing information.

If the intrusion alarm malfunctions, you agree to contact us immediately for repair. Any cost for repairs may be paid by you and considered additional rent. If you have an alarm installed, you must contact your alarm service provider for any necessary repairs/service issues.

We make no guarantees or warranties, express or implied, concerning the alarm system. All guarantees and warranties are expressly disclaimed. Crime can and does occur despite the best security measures. Anything electronic or mechanical in nature will malfunction from time to time. We are absolutely not responsible for malfunction of the alarm.

We are not liable to you, your guests or other occupants for any injury, damage or loss resulting from the alarm or any malfunction of the alarm. Renter's Insurance is required to cover casualty loss of your property including loss by theft.

Always call 911 or law enforcement authorities or emergency medical services in the event of a crime or emergency. We are not required to answer an alarm, but we do have the right to enter and cut off the alarm to minimize annoyance to neighbors when it malfunctions or is not disabled in a timely manner.

We have made no promises or representations regarding the alarm system except those in this addendum.

Resident

Resident

Resident

Resident

Agent for Owner

Dated:



Addendum to Lease between SAMPLE and Kitterman Woods
MAINTENANCE CHARGES

<u>Cleaning Charges</u>	<u>Cost</u>	<u>Kitchen Replacements</u>	<u>Costs</u>
Furniture Removal	\$100.00 per item	Cabinet Hinges/Handles	\$2.00
Cleaning of Apartment	Cost + Labor	Faucet/Fixtures	\$200.00
Vacuum Apartment	\$20.00	Garbage Disposal Stopper	\$3.00
Trash Removal/per bag	\$25.00	Sink Basket Strainer	\$3.00
Trash Removal – garage/per bag	\$25.00	Counter Tops	Cost + labor
Clean Light Fixtures	\$5.00 each	Shelves	Cost + labor
Clean Ceiling Fans	\$10.00 each	Drawers	Cost + labor
Clean Range or Oven	\$25.00	Cabinet Doors	Cost + labor
Clean Bathroom Floor	\$10.00	Cabinet Repair/Replacement	Cost + labor
Clean Tub or Shower	\$10.00	<u>Window Repair/ Replacement</u>	
Clean Bathroom Tile	\$10.00	Window Screens	\$25.00 each
Clean Toilet	\$15.00	Horizontal / Vertical Blinds	Replacement Cost
Clean Refrigerator	\$20.00	Window Glass	Cost + labor
Remove Food From Refrigerator	\$25.00	Window Pane	Cost + labor
Clean Kitchen Floor	\$10.00	<u>Electrical</u>	
Clean Microwave	\$10.00	Light Fixture (complete)	Cost + labor
Clean Sink	\$5.00	Light Globe	Cost
Clean Counters	\$5.00	standard Bulb	\$2.00 each
Clean Cabinets	\$5.00 each	Hollywood Bulb	\$5.00 each
<u>Flooring</u>		Switch Plate Cover	\$1.50 each
Cleaning, other than normal wear	Cost + labor	Socket Plate Cover	\$1.50 each
Carpet Repair/Replace/Sealing	Cost + labor	Ceiling Fan Replacement	Cost + labor
Patio Clean/Repair/Replace	Cost + labor	AC Thermostat	Cost + labor
Tile/Vinyl Flooring	Cost + labor	Smoke Detector Replacement	Cost + labor
<u>Appliance Repair</u>		<u>Doors</u>	
Oven Heating Elements	\$20.00	Repair/Replace	Cost + labor
Range Heating Elements	\$20.00	Door Stops	\$2.00 each
Drip Pan (each)	\$12.50	Replace Door Frame	Cost + labor
Control Knobs	\$5.00	Replace Lock	\$50.00
Broiler Pan	\$25.00	Paint Door Facing/ Jamb	Cost + labor
Oven Racks	\$35.00	Patio Screen Door	Cost + labor
Oven Door or Vent Hood	Cost + labor	Patio Glass Door	Cost + labor
Light Bulb Cover Vent Hood	\$12.50	<u>Bathroom Replacements</u>	
Refrigerator Racks	\$20.00	Toilet (complete)	Cost + labor
Chiller Drawers	\$20.00	Toilet Tank Top	\$40.00
Vegetable Bins	\$15.00	Toilet Seat	\$15.00
Refrigerator Hydrator	\$15.00	Toilet (without tank)	\$60.00
Refrigerator Supports	\$10.00	Cabinet Repair/Replace	Cost + labor
Butter Door Rack	\$10.00	Towel Rack	\$10.00
Butter Dish	\$10.00	Toilet Tissue Holder	\$5.00
Refrigerator Thermostat Control	\$25.00	Soap Dish	\$5.00
Refrigerator Bottom Molding	\$20.00	Toothbrush Holder	\$5.00
Icemaker	\$75.00	Shower Head	\$35.00
<u>Appliance Replacement</u>		Flush Values	\$25.00
Range, Refrigerator, Microwave	Cost + labor	Sink Stoppers	\$5.00
Garbage Disposal	Cost + labor	Mirror Repair/Replace	Cost + labor
Dishwasher, Washing Machine, Dryer	Cost + labor	Sink Replace	Cost + labor
<u>Miscellaneous</u>		<u>Final Utilities</u>	
Sheetrock repair under 2 SQ FT	\$65.00	Water/Sewer/Electricity	Actual cost
Sheetrock repair over 2 SQ FT	Cost + labor		
Fireplace Repair	Cost + labor		
Fire Extinguisher Replacement	\$75.00		

All charges above are estimated costs for like replacements and repairs of an unusual nature will be actual cost of material, supplies and labor to repair such damages. The actual cost could exceed listed charge depending on amount of damage. Some items may not be present in the apartment home.

Resident

Resident

Resident

Resident

Agent for Owner

Dated: