



General Rental Information

This will give you an idea of what to expect from us, before you move in, while you're a renter and when you move out.

1) When you first see the property, normally "what you see is what you get". If you have any questions or concerns about the property, ask us about it before you submit the rental application. If things can't be worked out, do not submit the application.

2) Non-built in appliances, range/ovens, refrigerators, washers, dryers are provided in some of the properties. The rent has not been increased for these items they have no rental value. If they need repair and the cost of repair is unreasonable, the owner may decide not to repair and opt to have them removed. No reduction in rent will be given. Tile flooring are usually provided but if there is a question, ask before the application is submitted.

3) You will be notified when the application is approved or denied. If approved, you will be expected to pay the balance of the move-in costs, get **all utilities transferred into your name - including water - effective on your move-in date** (unless specified differently in writing), sign the rental agreement and occupy the property, usually within the next two (2) weeks. Your deposit is not refundable if, for any reason, you decided not to move in. Here are utility company telephone numbers for your convenience.

Electric _____ Water _____ Gas _____ Garbage _____

4) When you sign a lease agreement, you will be given a blank inspection form. Complete the blank inspection form and either mail it or fax it to our office within 1 days. We will put your inspection form in the property file to prevent any controversy when you move out. When you move in, you may find something that needs repair and feel it may be charged against your security deposit. Relax no one wants to take advantage of you! If a repair is required, call our office to schedule the repair. The inspection form is not a repair request list.

5) Repairs are only authorized by our office, no one else. If we did not authorize the repair, we will not pay the repair bill.

6) We do not provide pest control service to the properties. We recommend an inexpensive pest spray found in most super-markets. Use it every month or so.

7) Absolutely no Pets allowed.

8) All Lease Agreement are at least 1 year, we do not offer month-to-month rental. You are expected to submit the following documentation before signing the lease; valid ID such as driver's license, Social Security ID, and paperwork showing source of income such as W2 or pay stud.



9) You have agreed to pay the rent in a timely manner. If there is a real crisis, talk to us and we will try to work out a solution. Do not avoid us, that only makes matters worse. We are not heartless but we can't provide "free rent". If you avoid us, we have no choice but to start the eviction and assign the account for collection. The rent payment is normally used to pay the mortgage payment, HOA dues & repairs. If rent is not paid, everyone is upset. Rent is to be paid on 1st of every month. You are expected to have the whole amount deposited into designated bank account no later than 1st of the month. You will be charged \$50 per day if you pay between the 2nd and 5th of the month. Eviction will be issued on the 6th of the month.

10) When the time comes to vacate, there are several things you should do. You **must** give us a 30 day notice, before the next rental due date.

11) Prior to vacating, at a minimum you should clean the inside and outside of the property. Cleaning should include floors, range/oven, sinks, toilets, tubs, windows, etc. **Carpets must be professionally cleaned.** Remove all trash/debris from the outside (including any pet feces) cut the grass and trim the shrubs, etc.

12) After everything has been removed and the cleaning is completed, return the keys to our office. **Don't leave the keys in the property you will be charged rent until the keys are given to us.** After we have the keys, the property will be inspected. If you desire to be at the inspection, please schedule the walk through at least a week in advance.

13) The inspector will look at the inspection form he filled out before you moved in, the repairs made during your occupancy, the inspection form you completed at move-in and the inspection made after you vacated. It is a simple matter to determine if there should be charges to the security deposit.

14) The law is very specific about the security deposit. It **can't** be used as the last month rent. If you have damaged the property it is easier and cheaper for you to fix it. If you do not, we will and deduct the charges from your deposit.

15) Parking is not permitted on the front yard or along side of the drive or house. City ordinances say parking in a non-dust proof area is prohibited and subject to a fine.

A PLUS MANAGEMENT STAFF.

Applicants have read & understand this 2 page General Rental Information.

Tenant's Signature _____ Date _____

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