

LEASE AND RENTAL AGREEMENT
THIS IS A BINDING CONTRACT. PLEASE READ IT CAREFULLY

THIS LEASE AND RENTAL AGREEMENT is entered into on this _____, by and between _____ Apartments, hereinafter called **Landlord**, and

Resident: _____	Birth Date: _____
Resident: _____	Birth Date: _____
Resident: _____	Birth Date: _____
Resident: _____	Birth Date: _____
Resident: _____	Birth Date: _____
Resident: _____	Birth Date: _____

Hereinafter called **Resident**, covering those certain premises known as Apt. No. _____, at _____ Apartments, located at _____, State of California, hereinafter called **Premises**.

NO ADDITIONAL PERSON SHALL OCCUPY SAID PREMISES, OR ANY PART THEREOF, WITHOUT LANDLORD'S PRIOR WRITTEN CONSENT ENDORSED HEREON.

1. TERMS:

The term of this Agreement is for a fixed-term tenancy commencing on _____, and terminating on _____.
a. A month-to-month tenancy shall be created only if Landlord accepts rent from Resident thereafter, and continue on a month-to-month basis until either party shall terminate the Agreement by giving written notice thirty (30) days in advance if (i) Resident has resided in the Premises for less than one year, or (ii) sixty (60) days in advance if Resident has resided in the Premises for more than one year, (iii) the Premises are being sold and the purchaser intends to occupy the Premises.

2. RENT:

Resident shall pay to Landlord without deduction or offset of any kind, as rent for the leased premises the sum of \$ \$0.00 for each calendar month of the term, payable on the first day of the month, except that rent for the first full calendar month shall be paid at the time of execution of this Lease by Resident. Should the term commence on a day other than the first day of the month, Tenant shall pay a prorated amount of \$ \$0.00 for the second month's rent. Rent and all other charges due Landlord shall be payable to the manager/office at 3036 S. Hoover St, Suit 101, Los Angeles, CA 90007. Payment may be made by cashier's check or money order. The normal hours available to make payments in person are from 9:30 AM to 5:30 PM, Monday through Friday. If the Premises do not have an on-site manager/office, all rent should be made to: http://www.firstchoicehousing.com/PayRent/pay_rent.html

"AS REQUIRED BY LAW, YOU ARE HEREBY NOTIFIED THAT A NEGATIVE CREDIT REPORT REFLECTING ON YOUR CREDIT RECORD MAY BE SUBMITTED TO A CREDIT REPORTING AGENCY IF YOU FAIL TO FULFILL THE TERMS OF YOUR CREDIT OBLIGATIONS."

3. LATE CHARGE:

Resident acknowledges that late payment of rent may cause Landlord to incur costs and expenses, the exact amount of such costs being extremely difficult and impractical to fix. Such costs may include, but are not limited to, processing and accounting expenses, late charges that may be imposed on Landlord by terms of any loan secured by the property, costs for additional attempts to collect rent, and preparation of notices. Therefore, if any installment of rent due from Resident is not received by Landlord within 3 calendar days after date due, Resident shall pay to Landlord an additional sum of \$ \$100.00 as a late charge which shall be deemed additional rent. The Parties agree that this late charge represents a fair and reasonable estimate of the costs that Landlord may incur by reason of late payments. Acceptance of any late charge shall not constitute a waiver of Resident's default with respect to the past due amount, or prevent Landlord from exercising any other rights and remedies under this Agreement, and as provided by law.

4. SERVICE CHARGE:

If Resident's check is returned by the bank for a lack of funds, Resident shall redeem such check with a cashier's check or money order. Resident agrees to pay a charge of \$ \$50.00 for the first dishonored check and \$ \$100.00 for any subsequent dishonored check. Service charges shall be paid by Resident to Landlord as specified in Paragraph 2 above. In the event that Resident's check is returned for insufficient funds, Landlord may require Resident to submit future rent payments by money order or cashier's check.

5. SECURITY DEPOSIT:

Resident agrees to make a refundable security deposit of \$ \$0.00 to the Landlord at the time this Agreement is executed. (Total of all deposits not to exceed two (2) months rent for an unfurnished or three (3) months for furnished unit.) **At no time shall any portion of this deposit be considered as an advance payment or rent, including last month's rent, nor is it to be used or refunded prior to leased premises being completely vacated by all Residents.** Upon termination of this Agreement, the deposit is to be refunded to the Resident within twenty-one (21) days except as may be used by the Landlord toward reimbursement of the cost of repairing any damage to the property (normal wear and tear excepted) caused by the Resident or his/her family or guests, cleaning, and any rent or other charges owed, and to remedy future defaults by Resident in any obligation under the Lease including the obligation to restore, replace or return personal property or appurtenances, exclusive of ordinary wear and tear, and (e). The Landlord shall provide the Resident with an itemized statement of any security deposit retention.

6. UTILITIES:

Resident agrees to pay for all utilities and services based upon occupancy of the Premises except Water Trash Cable Internet Electricity Gas, which shall be paid for by Landlord. Prior to the commencement date of this lease, Resident shall take any and all action necessary to transfer utilities and services for which Resident is responsible for payment into Resident's name. Failure to comply with the requirements of this paragraph shall constitute a material breach of this Lease.

7. KEYS:

Resident acknowledges receipt of _____ keys to the apartment, _____ general access key, _____ mailbox key and _____ remote transmitter for entry to the parking facility if Resident operates a vehicle or for entry to the parking facility. Initials: _____, _____, _____, _____, _____.

8. USE AND MAINTENANCE OF PROPERTY:

The Resident shall not disturb, annoy, endanger or interfere with other Residents of the building or neighbors, nor use the Premises for any unlawful purposes, nor violate any law or ordinance, nor commit waste or nuisance upon or about the Premises.

Resident shall keep the Premises in a clean and sanitary condition and shall comply with all laws and health and policy requirements with respect to the maintenance of the rented Premises. Landlord shall perform an annual unit inspection of apartment.

Resident shall properly use and operate all furniture, furnishings and appliances, electrical, gas and plumbing fixtures and keep them as clean and sanitary as their condition permits. Continued lack of proper maintenance or failure to maintain sanitary conditions will be grounds for termination of tenancy. Excluding ordinary wear and tear, Resident shall notify Landlord and pay for all repairs or replacements caused by Resident(s) or Resident's invitees' negligence or misuse. Resident's personal property is not insured by Landlord. In any event, including but not limited to a fire, water leaks, earthquake, acts of God, and theft, the Landlord is not liable for any loss or damage to Resident's property and possessions, including but not limited to; furniture, art, clothes, jewelry, money, toys, dishes, cars, electronic equipment and valuables. Landlord does not have insurance which covers any of the Resident's possessions. Resident acknowledges that Landlord's/Owner's insurance does not cover personal property damage caused by fire, theft, rain, war, acts of God, acts of other causes, nor shall Landlord/Owner be held liable for such losses. Resident is required to carry \$100,000.00 in liability insurance and provide the management office with proof of coverage within 10 days of move in. Failure to retain insurance can and will result in termination of the lease contract by resident default. Initials: _____, _____, _____, _____, _____.

Resident shall promptly notify the Resident Manager of any condition requiring repairs. The Resident shall furnish to the Resident Manager a Work Order for the purpose of requesting repairs in the apartment unit. It is the Resident's responsibility to immediately notify the Resident Manager of an emergency in the unit or on the premises so that it can be corrected without delay.

9. ASSIGNMENT AND SUBLETTING:

The Resident shall not assign this Lease or any interest in it, let or sublet all or any part of the Premises, give accommodation to any roomers or lodgers or permit the use of the Premises for any purpose other than as a private dwelling solely for the Resident and household as listed in this Agreement. The Resident shall not permit any guest to live at the Premises in excess of 14 days in any six-month period unless prior written consent is obtained from Landlord.

Only those persons who are signatures to this Agreement and members of their family listed on the Resident's Application may occupy the Premises rented herein as permanent residents.

10. MULTIPLE TENANTS:

If there is more than one Resident:

- a. any Resident may give notice to Landlord as provided for by this agreement and such notice shall bind all other Residents;
- b. any notice to be given by Landlord to Resident pursuant to this agreement may be given to any such Resident;
- c. no deposit need be refunded by landlord if less than all Residents vacate the Premises and any refund of the deposit may be made to the last remaining Resident or Residents left in possession; and
- d. Each Resident shall remain bound to all the terms and conditions of this Agreement until this Agreement is terminated or unless a Resident is released by Landlord in writing.

It is the responsibility of multiple Residents to make arrangements between themselves as to deposits or other fees paid by them jointly to Landlord if less than all such Residents vacate the Premises without termination of this Agreement. Landlord may make the refund of any amounts owing to Resident under this Agreement by joint check to the remaining Residents.

11. EXAMINATION OF PREMISES:

- 1. Resident acknowledges that Resident has thoroughly examined the Premises and all personal property situated therein, and that no statements or representations not herein expressed as to the past, present or future condition or repair thereof, or of any building of which Premises is a part have been made by or on behalf of Landlord. By taking possession hereunder, Resident acknowledges that the Premises is ready for occupancy and in good, sanitary order, condition and repair, and hereby waives any claim or right on account of the condition or repair of such Premises or of such personal property except as noted in the Apartment Move-In Inspection Report, a copy of which shall be given to Resident at the time of move in. The resident has been given the opportunity to accompany the Resident Manager to inspect the Premises. Resident's signature on the Apartment Move-

In Inspection Report acknowledges that the form accurately shows the condition of the Premises at the time of move out and not that Resident agrees with the charges, if any, against Resident's deposit.

2. The Resident agrees to surrender the premises (including keys) to the Landlord at the end of occupancy in as good a condition as when received, reasonable wear and tear accepted.

12. ENTRY:

Landlord will have the right to enter the premises as allowed by law.

Law permits entry in case of emergency, to make necessary or agreed repairs, decorations, alterations or improvements, supply necessary or agreed services, to test smoke detectors, or exhibit the dwelling unit to prospective or actual purchasers, mortgagees, tenants, workmen or contractors or to make an inspection pursuant to subdivision (f) of Section 1950.5, when the resident has abandoned or surrendered the premises and pursuant to court order. Landlord will serve Resident with written notice before entry unless entry is due to an emergency, surrender or abandonment of the unit, or to exhibit the unit to prospective or actual purchasers of the property, provided that Landlord has notified Resident in writing within 120 days of the oral notice that the property is for sale and that Resident may be contacted to allow for an inspection. In an emergency, or if the resident has abandoned the premises or surrendered the Premises, Landlord, authorized agent or representative may enter the Premises, at any time, without prior permission from Resident. **Resident agrees not to change any lock or locking devise to said premises without the prior written consent of the Landlord, but Resident will, upon demand ,furnish Landlord with keys for the purpose of making duplicates thereof.**

13. ALTERATIONS:

Without prior written approval of the Landlord, the Resident shall not:

- a. paint, wallpaper or otherwise redecorate or make alterations, or additions in or to the property,
- b. Place fixtures, signs or fences in or about the premises, or
- c. Change or add locks.

14. WATERBEDS AND ANTENNA:

Resident agrees to comply with all requirements and conditions of Civil Code Section 1940.5 in connection with the use of a waterbed or other beds containing a liquid filling the material on the leased Premises. In addition to imposing installation, maintenance, inspection, and use requirements, Civil Code Section 1940.5 permits landlord to require, and Landlord hereby does require, that Resident obtain, before installation of a waterbed or other bed with liquid filling material, a valid waterbed insurance policy or certificate of insurance for property damage. The policy shall be written for no less than \$100,000 of coverage, shall be maintained in full force and effect until the waterbed is permanently removed from the leased Premises, and shall cover (up to the limits of the policy) the replacement value of all property damage, including loss of use, incurred by Landlord or any other person or entity and caused by or arising out of the ownership, maintenance, use, or removal of the waterbed. Landlord may require Resident to produce evidence of insurance at any time. The carrier must give Landlord 10 days' prior written notice of cancellation or non-renewal of insurance. Resident shall not permit any external antenna to be installed on the exterior of the leased Premises other than satellite dishes as allowed by law. Landlord will permit Tenant to install a satellite dish for personal, private use on the premises under the following conditions:

- The satellite dish must be one meter or less in diameter;
- The satellite dish may only be installed in the rental unit in areas within the Resident's exclusive control. No part of the satellite dish may extend beyond a balcony or patio railing. The satellite dish may not be installed in common areas, including but not limited to the roof, outside walls, window sills, common balconies, hallways or stairways;
- The satellite dish must be installed on a stand alone tri-pod;
- Resident may not make physical modifications to the premises and may not cause physical or structural damage to the premises. No holes may be drilled through exterior walls or the roof.
- Resident must install, maintain and remove the satellite dish in a manner which is consistent with industry standards and will be liable for any damage or injury caused by the negligent installation, maintenance or removal of the satellite dish. Resident will indemnify, defend and hold Landlord harmless for any damage or injury resulting from breach of Resident's obligations, including paying Landlord's attorneys fees and costs;
- Resident is advised that allowable locations may not provide an optimal signal, or any signal. Landlord does not warrant that the apartment unit will provide a suitable location for receiving a satellite signal.

Initial: _____, _____, _____, _____, _____, _____.

15. SMOKE & CARBON MONOXIDE DETECTORS

The premises are equipped with Smoke and Carbon Monoxide Detection device(s) (Devices) and:

- a. Resident(s) acknowledges that operation of the Devices was explained by Landlord in the presence of the Resident(s) at the time of initial occupancy, and that the Devices were tested and in proper working order at the time.
- b. Resident(s) shall perform the Manufacturer's recommended test to determine whether the Devices are operating properly at least once a month. Additionally, where local law requires a Landlord to test the Device(s), the Resident shall allow the Landlord or Landlord's agent access to the unit for purposes of installing, repairing, testing, and/or maintaining the devices.
- c. Resident(s) shall inform the Landlord immediately, in writing, of any defect, malfunction, or failure of any Device(s).

- d. Resident(s) shall not tamper with, deface, disconnect or damage the Devices, and shall take reasonable care to ensure that the Devices remain operational.

16. _____, _____, _____, _____, _____. INITIAL and complete this section only if the premises were built before 1978:

LEAD WARNING STATEMENT

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, owners must disclose the presence of lead-based paint and/or lead-based paint hazards in the dwelling. Renters must also receive a federally approved pamphlet on lead poisoning prevention.

LANDLORD'S DISCLOSURE (initial where appropriate)

Landlord has no knowledge of lead-based paint and/or lead-based paint hazards in the premises. Landlord has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the premises, or

_____ Landlord has knowledge of lead-based paint and/or lead-based paint hazards that are present in the premises and has provided the Resident with all the available records and reports pertaining to lead-based paint and/or lead based paint hazards in the premises. The following documents have been provided:

RESIDENT'S ACKNOWLEDGEMENT

Resident has received a copy of the pamphlet "Protect Your Family From Lead In Your Home" and copies of the documents listed above, if any. Resident agrees to promptly notify Landlord of any deteriorated and/or peeling paint.

17. _____ INITIAL and complete this section only if premises built before 1979 and Landlord has 10 or more employees. **ASBESTOS DISCLOSURE-** The California Asbestos Notification Act requires Landlords with more than 10 employees of structures built before 1979 to notify Residents and their employees and contractors of any knowledge they may have regarding any asbestos-containing construction materials ("ACM"). In that regard, note that while Landlord is not specifically aware of any ACM in the premises, it is possible that given the age of the building, ACM may be present. Accordingly, as a precaution, Resident hereby agrees to not, under any circumstances to disturb or remove acoustic ceilings or flooring material, not to sand, but or otherwise abrade dry wall material, and may not drill into fire doors or remove door knobs. California requires that notice be provided to persons warning that they may be exposed to chemicals known in the State to cause cancer. Asbestos is one of those chemicals. Assuming Resident's compliance with the precautionary measures described above, however, Landlord has no reason to believe that any person on the premises is exposed to significant risk levels. The notice provided in this paragraph is accordingly provided to Resident merely to comply with the technical notification requirements.

18. TRANSFER OF RENTAL AGREEMENT:

Resident understands that should the complex be sold or transferred the Lease Agreement will be transferred to the new Landlord.

19. RENTAL AGREEMENT TERMINATION - NATURAL DISASTER:

Landlord shall not be liable if, because of fire or other disaster, the premise becomes uninhabitable. In such case the Rental Agreement may be terminated by Landlord, at Landlord's option, unless the building can be repaired or rehabilitated within thirty (30) days, or unless the damage was caused by Resident or Resident's guests, or household members.

20. ABANDONMENT OF UNIT AND PERSONAL PROPERTY:

The Landlord may give a notice of belief of abandonment to the Resident only where the rent on the property has been due and unpaid for at least 14 consecutive days and the Landlord reasonably believes that the Resident has abandoned the property. The date of termination of the lease shall be specified in the Landlord's notice and shall be not less than 15 days after the notice is served personally or, if mailed, not less than 18 days after the notice is deposited in the mail. Any and all property of Resident which may be left in the apartment or the buildings after the termination of this Agreement or termination of Resident's right of possession for any reason may be handled, removed or otherwise disposed of by Landlord at the risk and expense of Resident, and Landlord shall in no event be responsible for any property left in the apartment or the buildings by Resident. Resident shall pay to Landlord upon demand all expenses incurred in such disposition, including a reasonable charge for storage.

21. NOTICES:

All notices required by this Agreement shall be in writing and shall be delivered personally or sent by prepaid mail. Resident Manager, 3036 S. Hoover St, Suit 101, Los Angeles, CA 90007 _____ is authorized to manage the premises on behalf of the Landlord, and is authorized to act on behalf of Landlord for the purpose of receiving service of process and receiving notices and demands.

22. ATTORNEY FEES:

In any action or proceeding arising out of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs, not to exceed \$500.00. In no instance shall this provision limit the court from awarding additional sanctions pursuant to the Code of Civil Procedure or the California Rules of Court. RECOGNIZING THAT JURY TRIALS ARE BOTH TIME CONSUMING AND COSTLY, LANDLORD AND RESIDENT HEREBY WAIVE THEIR RIGHT TO A TRIAL BY JURY ON ANY MATTER ARISING OUT OF THIS AGREEMENT, OR THE USE, OR THE OCCUPANCY OF THE PREMISES HEREIN.

23. ARBITRATION OF PERSONAL INJURY DISPUTES:

Any dispute between the parties relating to a claim for personal injury, directly or indirectly relating to, or arising from, the conditions of the leased Premises, or the apartment community, shall be resolved solely by arbitration conducted by the American Arbitration Association. Any such arbitration shall be held and conducted in the city in which the Premises are located before three arbitrators, who shall be selected by mutual agreement of the parties. If agreement is not reached on the selection of the arbitrators within fifteen days, then the presiding judge of the Superior Court of the county in which the arbitration is to be conducted shall appoint such arbitrators. The provisions of the American Arbitration Association rules shall apply and govern such arbitration, subject however, to the following: a) any demand for arbitration shall be in writing and must be made within 180 days after the claim, dispute, or other matter in question has arisen. In no event shall the demand for arbitration be made after the date that institution of legal or equitable proceedings based on such a matter would be barred by the applicable statute of limitations; b) the arbitrators' jurisdiction extends to all punitive damage claims and class actions; c) each party to bear their own respective fees and costs relative to the arbitration process; d) all administrative fees and costs, including but not limited to the arbitrators' fees relative to the arbitration process shall be borne equally by both Landlord and Resident, and all such fees and costs must be advanced prior to the arbitration; e) the decision of the arbitrators shall be final and judgment may be entered on it in accordance with applicable law. Nothing in this section shall be deemed to limit the Landlord's rights in the event of Resident's breach or default under this Lease, including without limitation Landlord's right to bring an action for Unlawful Detainer under the laws of the State of California.

24. WAIVER OF AGREEMENT PROVISIONS:

Failure of the Landlord to insist upon the strict performance of the terms, covenants, agreements, and conditions herein contained, or any of them, shall not constitute or be construed as a waiver or relinquishment of the Landlord's right thereafter to enforce any such term, covenant, agreement, or condition, but the same shall continue in full force and effect.

The waiver by Landlord of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition, or any subsequent breach of the same or any other term, covenant or condition herein contained. The subsequent acceptance of rent hereunder by Landlord shall not be deemed to be a waiver of any prior claimed breach by Resident of any term, covenant or condition of this Agreement regardless of Landlord's knowledge of such prior existing breach at the time of acceptance of such rent.

Any payment by Resident or receipt by landlord of a lesser amount than the stipulated rent shall be applied on account of the amount earliest due. The Landlord may accept any payment without prejudice to the Landlord's right to recover any of the sums due from Resident or pursue any other remedy provided in this Agreement, regardless of any endorsement or statement accompanying such payment.

Any acceptance of money by Landlord from resident after the termination of this Agreement or after the expiration of the Three-Day Notice to Pay Rent or Quit or after the service of any other notice, or the commencement of any suit or after final judgment for possession of the apartment after forfeiture of the Agreement shall not renew, reinstate, continue, or extend the term of this Agreement or affect any such notice, demand or suit.

25. SUBORDINATION:

This Agreement is subordinate to all recorded covenants, conditions and Deeds of Trust which may now or hereafter affect the property of which the building forms a part and to all modifications thereof.

26. APARTMENT HOUSE RULES:

The House and Ground Rules attached hereto are made a part of this agreement and Resident agrees to abide by each and all such rules and by an amendment thereto of which Resident is properly notified in writing as provided in Paragraph 27 of this Agreement.

27. PETS:

RESIDENT HEREBY COVENANTS AND AGREES THAT NEITHER HE/SHE NOR ANY OCCUPANT OF HIS/HER APARTMENT WILL PERMIT, KEEP, HARBOR, OR BRING UPON THE DEMISED PREMISES OR THE COMMUNITY GROUNDS ANY ANIMAL OR PETS OF ANY KIND WHATSOEVER WITHOUT PRIOR WRITTEN CONSENT OF LANDLORD. Resident further agrees not to allow or permit occupants, guests, invitees or licensees to bring any such animals of any kind into or upon the leased Premises or the community grounds. In the event a pet is permitted and said pet causes property damage, personal injury or death to an individual upon the Premises or community grounds, Resident shall be solely responsible therefore and shall fully indemnify Landlord for all costs, judgments, damages, awards and attorney's fees caused as a result thereof. In the event Landlord grants permission for Resident to keep a pet upon the Premises nothing herein shall prohibit Landlord from charging a pet fee, in addition to the rent set forth herein.

28. PEST CONTROL/ FUMIGATION/ EXTERMINATION:

Upon demand by Landlord, Resident shall temporarily vacate the Premises for a reasonable period required to allow cited or needed repairs, or pest/ vermin control work to be done. Resident shall comply forthwith with all instructions from the pest controller, fumigator and/or exterminator regarding the preparation of the Premises for the work, including the proper bagging and storage of food, perishables, and medicine. Additionally, it is recommended that Resident advise management if additional pest control or fumigation is necessary. However, Landlord shall reduce the rent on a pro-rata basis for every day that the Resident is required by Landlord to temporarily vacate the premises as a result of said fumigation/extermination. Landlord shall not be liable or responsible to pay for Resident's housing or meals at another facility as a result of being required to temporarily vacate the premises.

29. VEHICLES AND PARKING:

Landlord reserves the right to control the method of parking, change assigned parking spaces and to tow away, at Resident's expense, any vehicle causing an unsafe/hazardous condition or parked in spaces not authorized by Landlord. No automobile or any other motor-driven vehicle or cycle may be brought onto the Premises unless such vehicle is insured for public liability and property damage, is operable, currently registered, free of any leaking fluids, and in compliance with governmental noise limitations. The parking areas are not to be used for storage of vehicles or parts or for the repair, modification or washing of vehicles. Resident's assigned space number is _____. Initial parking charge for such parking space is \$_____ per month, plus any applicable City taxes. Parking charges are subject to increase after the initial one (1) year of Resident's occupancy. Parking spaces or privileges are only for use by Resident and any other occupant(s) of the Premises permitted by Landlord and may not be assigned, sold, transferred, leased or subleased.

30. MEGAN'S LAW:

On September 25, 1996, the State of California signed into law SB 1989. The following notice is required for compliance with the law effective July 1, 1999.

REGISTERED SEX OFFENDERS NOTICE: PURSUANT TO SECTION 290.46 OF THE PENAL CODE, INFORMATION ABOUT SPECIFIED REGISTERED SEX OFFENDERS IS MADE AVAILABLE TO THE PUBLIC VIA AN INTERNET WEB SITE MAINTAINED BY THE DEPARTMENT OF JUSTICE AT WWW.MEGANSLAW.CA.GOV. DEPENDING ON AN OFFENDER'S CRIMINAL HISTORY, THIS INFORMATION WILL INCLUDE EITHER THE ADDRESS AT WHICH THE OFFENDER RESIDES OR THE COMMUNITY OF RESIDENCE AND ZIP CODE IN WHICH HE OR SHE RESIDES.

31. ACKNOWLEDGMENT AND RECEIPT OF SIGNED AGREEMENT AND ATTACHMENTS:

By affixing his/her signature hereto, Resident acknowledges receipt of an executed copy of this Agreement, a copy of the House and Ground Rules and all Addendums listed below and initialed as attached. Resident has read and understands all documents incorporated into the Agreement as though fully set forth at length.

Bed Bug Addendum	<input checked="" type="checkbox"/>	Fitness Center Agreement	<input checked="" type="checkbox"/>
House & Ground Rules	<input checked="" type="checkbox"/>	Move In Inspection Report	<input checked="" type="checkbox"/>
Lead Pamphlet Form	<input checked="" type="checkbox"/>	Drug Free Housing Addendum	<input checked="" type="checkbox"/>
Lead Base Paint Addendum	<input checked="" type="checkbox"/>	Mold Addendum	<input checked="" type="checkbox"/>
Pet Policy & Addendum	<input checked="" type="checkbox"/>	Resident Emergency Information Sheet	<input checked="" type="checkbox"/>
Proposition 65 Addendum	<input checked="" type="checkbox"/>	Proposition 65 Information Sheet	<input checked="" type="checkbox"/>
Smoke Detector Agreement	<input checked="" type="checkbox"/>	Renters Insurance Addendum	<input checked="" type="checkbox"/>
Utility Addendum	<input checked="" type="checkbox"/>		

THIS IS A LEGALLY BINDING CONTRACT. READ IT CAREFULLY.

I have read, understand, and agree to all terms contained in this Agreement.

Dated _____.

_____ Apartments

Resident Signature

Resident Manager Signature
(For Managing Agent)

Resident Signature

Resident Signature

Resident Signature

Resident Signature

Resident Signature

Other persons to occupy Premises with Resident(s):

_____ Date of Birth _____ Date of Birth _____



Dear Resident:

We appreciate that you have chosen our community as your apartment home. We welcome you to your new home and extend our good wishes to you.

With your comfort and safety in mind, we make these requests:

REGARDING RENTS

1. All rents are due and payable in advance on the first day of each month. Payment is to be made in the form of personal check, cashier's check or money order.
2. A \$ \$100.00 service charge will be made on all checks returned unpaid by the bank. If a check is returned unpaid by the bank, future rent payments may be required by money order or cashier's check.

REGARDING APARTMENT INSPECTION

1. Apartments will be inspected on a periodic basis.
2. When maintenance is required due to the neglect of a resident, the resident shall be responsible for the payment of such repair. This refers for example, to broken windows, toilets which have become stopped-up due to refuse, garbage disposals which have become inoperative due to improper use.
3. All apartments will be treated periodically for pest control. Your manager will notify you in advance. Residents must cooperate in preparing their apartments for this service.

REGARDING VISITORS

1. Residents will be held responsible for their visitors' actions.

REGARDING NOISE

1. There is to be no boisterous or vulgar conduct or unnecessary loud noise at any time. Please be considerate of your neighbors. Televisions, radios, stereos, etc., are to be played at a level that does not disturb your neighbors.

REGARDING PETS

1. No pets or animals (including fish) shall be kept within the apartment or on the premises without written approval of the Landlord. Pets owned by your visitors are not permitted on the premises. (The local animal regulatory agency will be called if a pet is found).

REGARDING VEHICLES AND PARKING

1. Bicycles, skateboards, roller skates/blades or scooters are not to be ridden within the complex. Anyone riding a bicycle, skateboard, roller skates/blades or scooter across landscaped areas shall be held liable for damages incurred. Bicycles must be parked in racks provided especially for this purpose, where available.
2. Traffic in driveways and parking areas shall not exceed five (5) miles per hour.
3. TBD parking space(s) may be assigned for each apartment upon presentation of proof of ownership and current registration. If an additional space is needed it may be secured from the manager at an additional monthly charge of \$ 0, if the space is available.
4. All cars and motorcycles using parking areas must have a valid parking sticker.
5. Park only in areas where parking is permitted; automobiles parked in violation of parking rules or signs will be towed away at vehicle owner's expense.
6. VISITOR PARKING IN DESIGNATED AREA ONLY, if provided.
7. Recreational vehicles and trailers are prohibited. Unregistered, derelict or inoperative vehicles may NOT be kept on the premises. Such vehicles will be towed away at vehicle owner's expense. No repair or maintenance work on vehicles is permitted at any time on the premises. No spare parts are to be left lying in public areas or in public view. Storage of personal items of any kind is not permitted in your assigned parking space.
8. Vehicle oil leaks or fluid loss is prohibited and must be cleaned immediately. Residents are responsible for keeping their assigned parking areas clean, and keeping their vehicles in good condition in order to avoid any spillage.
9. All vehicles are to be locked at all times. Management is not responsible for any vehicles or their contents.
10. Car washing and/or repairs is prohibited on the premises.

REGARDING GENERAL PROVISIONS:

1. Maintenance needs should be reported to the manager, in writing, as soon as possible.

2. Residents should take care not to lock themselves out of their apartments. A service charge may be imposed upon offenders.
3. Residents may not alter any lock or install a new lock on any door on the premises without consent of the management. Management must have a key to any locks installed or changed in order to ensure access to apartment in emergencies and for maintenance.
4. Management is not responsible for delivery of messages, materials, or mail. Residents are urged to purchase renters insurance. Management is not responsible for lost or stolen property.
5. Resident agrees not to use any utilities in a wasteful, unreasonable or hazardous manner.
6. No additional appliances including, but not limited to, portable and/or stationary dishwashers, washing machines, clothes dryers, refrigerators, stoves and freezers will be permitted on the premises. There are no exceptions.
7. Waterbeds are not permitted without consent of the Landlord. Proof of adequate waterbed insurance must be provided to the management.
8. Do NOT use abrasives to clean your tub and shower. Use only cleansers formulated for fiberglass tubs and showers to preserve the shine and luster and keep them clean.
9. Please pay particular attention to how your windows appear from the outside looking in – do not replace furnished window coverings, attach aluminum foil to windows, or tint windows. No signs are allowed in windows, on doors, or on exterior of the building.
10. No radio or television antennas or wires may be installed on any part of the premises.
11. Do not remove chairs, furniture or other equipment from any recreation area.
12. Lawns and shrubbed areas are not to be used as playgrounds, as recreation areas, or walkways.
13. The fire department prohibits the blocking of stairwells and doorways by any object; moreover, you may not store combustible materials anywhere within the complex.
14. Entrances to apartments are to be kept clear at all times. No boxes, mops, or litter of any kind will be allowed. All door mats are to be of a type that may be hosed off and will not stain the concrete. Pieces of carpet as door mats are not permitted.
15. Balconies and/or patios are not to be used as storage areas. Indoor furniture, trash, and other household items are not to be kept on the balcony and/or patio. Any type of carpeting or floor covering is prohibited. All plants must have plastic saucers under them. No plants or other items may be placed on the railing. Overall weight of plants must be considered to prevent possible structural damage to the building. Barbeques are not permitted on balconies or patios at any time.
16. Trash must be placed inside specially provided trash bins; boxes must be broken down to fit into trash bins. Bulky items such as furniture, beds and appliances may not be placed in or about the trash bin.
17. If there are trash chutes in your building, trash must be in small, closed bags and deposited in the trash chutes provided on each floor. Do not force large items into the trash chutes. Please take them to the trash bin. Do not leave them in the trash room.
18. Laundry or other articles may not be hung outside or from balconies. Fully equipped laundry rooms are provided for all laundering needs. Observe posted hours. Please keep the laundry room clean at all times.
19. We trust you to do your utmost to keep the interior halls, laundry rooms and grounds clean.
20. Resident agrees upon threat of eviction not to engage in or permit members of the household or their guests to engage in any criminal activity, including drug-related criminal activity, whether in the unit, in the common areas, on the project grounds, or within 500 feet of the property. This includes disturbance or acts of violence that damage or destroy the dwelling unit or disturb or injure other residents.

We must stress that persons found in violation of any of the above Rules and Regulations will be held liable and will be subject to immediate notice to vacate.

These rules have been put in place to assure you of a pleasant and comfortable place in which to live and call your home. Thank you for your cooperation.

These Rules and Regulations are subject to change upon (60) days notice.

Signature: _____	Date: _____	Signature: _____	Date: _____
Signature: _____	Date: _____	Signature: _____	Date: _____
Signature: _____	Date: _____	Signature: _____	Date: _____

(Manager's Signature)



Lease Addendum

Requirement of Renter's Insurance

1. Addendum. This addendum is entered into on the date below between the parties signed below. It is intended to be a part of the lease agreement between the parties for leasing a residential rental unit.

Resident(s): _____ Premises: _____

2. Acknowledgement concerning insurance or damage waiver. You understand that our property and liability insurance may 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 of those of any other occupant of the dwelling or any guest. You understand that by not maintaining a renter's or liability insurance policy, you may be liable to us and others for loss or damage caused by your actions of those of any occupant or guest in the dwelling. Your understand that paragraph 8 of the Lease Agreement requires you to maintain a renter's or liability 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 or liability insurance policy satisfying these requirements. Liability insurance does not protect you against loss or damage to your personal belongings – only a renter's insurance policy does this.

3. Election of insurance coverage or damage waiver. You agree to the following with respect to your renter's insurance (Initial one):

[] You agree to purchase liability insurance through (www.ResidentShield.com). If you have questions regarding ResidentShield, call 1-800-566-1186 or visit www.ResidentShield.com; Leasing Office Employees are not licensed agents. Please note: the ResidentShield plan 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 ResidentShield.com.

[] You agree to purchase liability 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 name this management company as an 'interested party' whereby we will receive notices of your plan's pending cancelation or actual policy cancelation.

4. Subrogation allowed. You and we agree that subrogation is allowed by all parties and that this agreement supercedes the language contained in paragraph xx of the lease agreement.

Dated and effective as of: _____ (Date)

Owner or Owner's Representative _____

Resident _____

Resident _____

Resident _____

Resident _____

Resident _____

Resident _____



LEASE ADDENDUM FOR DRUG-FREE HOUSING

In consideration of the execution or renewal of the lease of the dwelling unit identified in the lease, Owner and Resident agree as follows:

1. Resident, any member of the Resident's household, or a guest or other person under the Resident's control shall not engage in criminal activity, including drug-related criminal activity, on or near property 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.
2. Resident, any member of the Resident's household, or a guest or other person under the Resident's control shall not engage in any act intended to facilitate criminal activity, including drugrelated criminal activity, on or near property 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 a guest.
4. Resident or, members of the household will not engage in the manufacture, sale, or distribution of illegal drugs at any location, whether on or near property Premises or otherwise.
5. Resident, any member of 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 or near property Premises.
6. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF TENANCY. A single violation of any of the provisions of this addendum shall be deemed a serious violation and a material non-compliance with the lease. It is understood and agreed that a single violation shall be good cause for 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 provisions of this addendum shall govern. In no event shall the terms of this lease addendum limit any of the lessor's right or, remedies either under the lease or as provided by law.
8. This Lease Addendum is incorporated into the lease executed or renewed this day between the Owner and Resident.

Resident Date

Resident Date

Resident Date

Resident Date

Resident Date

Resident Date

Owner/Owner's Agent

Date



RENTAL AGREEMENT/LEASE ADDENDUM
LEAD BASE WARNING DISCLOSURE INFORMATION

This Addendum is made a part of the Lease between

Resident: _____ Birth Date: _____
Resident: _____ Birth Date: _____
Resident: _____ Birth Date: _____
Resident: _____ Birth Date: _____
Resident: _____ Birth Date: _____
Resident: _____ Birth Date: _____
and Landlord: _____ dated _____ for the Premises known as
Apt. _____, at _____.

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Residents must also receive a federally approved pamphlet on lead poisoning prevention. NOTE: The existence of lead on the rental property is not, by itself, cause for termination of the residency. (Public Law 102-550 sec. 1018(c))

Owner's Disclosure or Agent* acting on behalf of Owner (initial)

[] (a) Presence of lead-based paint or lead-based paint hazards (check one below): Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

[x] Owner has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

[] (b) Records and reports available to the Owner (check one below):
Owner has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents.)

[x] Owner has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Agent's* Acknowledgement (initial)

*The term Agent is defined as any party that enters into a contract with the Owner, including anyone who enters into a contract with a representative of the Owner, for the purpose of leasing housing. An on-site resident manager may act as the Agent if authorized to do so by either the Owner or the property management company.

[] (c) Agent has informed the owner of his/her obligations under 42 U.S.C. 4852 (d), and the Agent is aware of his/her responsibility to ensure compliance.

Lessee's Acknowledgement (initial)

[] (d) Lessee has received copies of all information listed above.

[x] (e) Lessee has received the pamphlet Protect Your Family from Lead in Your Home.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

Resident _____ Date _____

Resident _____ Date _____

Resident _____ Date _____

Resident _____ Date _____

Resident _____ Date _____

Resident _____ Date _____

Landlord/Authorized Agent _____ Date _____



MOLD ADDENDUM TO RESIDENTIAL LEASE

This addendum is made as part of the Lease and Rental Agreement dated _____ between

Resident: _____	Birth Date: _____
Resident: _____	Birth Date: _____
Resident: _____	Birth Date: _____
Resident: _____	Birth Date: _____
Resident: _____	Birth Date: _____
Resident: _____	Birth Date: _____

Landlord: _____ Unit # _____ Property Address: _____

Mold consists of naturally occurring microscopic organisms. Mold breaks down and feeds on organic matter in the environment. When moldy materials are damaged or disturbed, mold spores and other materials may be released into the air. Exposure can occur through inhalation or direct contact. Most molds are not harmful to most people, but it is believed that certain types and amounts of mold may lead to adverse health effects in some people.

Mold exists in every home. Controlling moisture and proper housekeeping are necessary to limit growth. Landlord has inspected the Premises and is not aware of any mold problems or currently existing conditions that may contribute to mold growth in the Premises. Resident agrees to maintain the Premises in a manner that prevents mold growth. Resident specifically agrees to:

KEEP THE PREMISES CLEAN

- Maintain good housekeeping practices and regularly dust, vacuum and mop to keep the Premises free of dirt and debris that can contribute to mold growth
- Use household cleaners on hard surfaces
- Remove garbage regularly and remove moldy or rotting items promptly from the Premises (whether food, wet clothing, or other materials)
- Wipe up visible moisture
- If a dryer is installed in the Premises, ensure that the vent is properly connected and clear of any obstructions and clean the lint regularly
- Ensure good air circulation in closets, cupboards and shelves by periodically keeping them open, not stacking items tightly, and/or using products to control moisture
- Regularly empty dehumidifier, if used

CONTROL MOISTURE IN THE PREMISES AND INCREASE AIR CIRCULATION

- Use hood vents when cooking
- Use exhaust fans when bathing/showering until moisture is removed from the bathroom
- Hang shower curtains inside the bathtub when showering or securely close shower doors
- Leave bathroom and shower doors open after use
- Use air conditioning, heating and/or fans as necessary to keep air circulating throughout the Premises
- Water all indoor plants outside
- Close windows and doors (when appropriate) to prevent rain and other water from coming inside the Premises
- Open windows when appropriate to increase air circulation

PERIODICALLY INSPECT THE UNIT FOR MOISTURE AND MOLD

The most reliable methods for identifying the presence of elevated amounts of mold are (1) smell and (2) routine visual inspections for mold or signs of moisture and water damage. Resident agrees to conduct an inspection of the Premises (both visually and by smell) for the presence of mold growth inside the Premises at least once per month. The inspection will include but is not limited to:

- Window frames, baseboards, walls, carpets, and ceiling
- Any currently or formerly damp material made of cellulose (such as wallpaper, books, papers, and newspapers)
- Appliances (washers/dryers, dishwashers, refrigerators)
- Around plumbing fixtures (toilets, bathtubs, showers, sinks, and piping)
- Areas with limited air circulation such as closets, shelves, and cupboards



RESIDENT AGREES TO PROMPTLY REPORT TO LANDLORD IN WRITING:

- Visible or suspected mold that Resident does not clean as explained below. Mold may range in color from orange to green, brown, and/or, black. There is often a musty odor present.
- Overflows or dripping from showers/bath/sink/toilet/washer/refrigerator/air conditioner
- Plumbing problems
- Discoloration of walls, baseboards, doors, window frames, ceilings
- Loose, missing or failing grout or caulk around tubs, showers, sinks, faucets, countertops
- Clothes dryer vent leaks
- Any non-operational windows, doors, fans, heating or air conditioning units
- Any evidence of leaks or excessive moisture in the Premises
- Any maintenance needed at the Premises

RESIDENT AGREES NOT TO:

- Bring any personal items into the Premises that have visible signs of mold. Especially "soft possessions" such as couches, chairs, mattresses, and pillows
- Stack items against walls in a manner that decreases air circulation and may lead to mold
- Maintain an excessive number of indoor plants
- Maintain a fish tank or other, water filled container without Landlord's written consent

CLEANING SMALL AREAS OF MOLD:

If a small amount of mold has grown on a non-porous surface such as ceramic tile, Formica, vinyl flooring, metal, or plastic, and the mold is not due to an ongoing leak or moisture problem, Resident agrees to clean the area with soap (or detergent) and a small amount of water, let the surface dry, and then within 24 hours apply a non-staining cleaner such as Lysol Disinfectant, Pine-Sol Disinfectant, Tilex Mildew Remover, or Clorox Cleanup. If Resident is unable or unwilling to clean the area, Resident will promptly notify Landlord so that Landlord can clean the area.

Resident agrees to defend, indemnify and hold harmless Landlord and Landlord's related parties (past and present subsidiary corporation, affiliates, successors, assigns, officers, directors, Premises managers, agents, attorneys, employees and representatives) from claims, liabilities, losses, damages, and expenses (including attorneys' fees), responsible for the action (or inaction) of Resident's household members, guests and agents.

If elevated mold levels may exist at the Premises, Resident agrees to temporarily vacate the Premises to allow for investigation and remediation, to control water intrusion, or allow other repairs to the Premises, if requested by Landlord. Resident agrees to comply with all instructions and requirements necessary to prepare the Premises for investigation and remediation, to control water intrusion, to control mold growth, or to make repairs. Storage, cleaning, removal, or replacement of contaminated or potentially contaminated personal Premises will be Resident's responsibility unless the elevated mold growth was the result of Landlord's negligence, intentional wrongdoing or violation of law. Landlord is not responsible for any condition about which Landlord is not aware. Resident agrees to provide Landlord with copies of all records, documents, sampling data and other material relating to any water leak, excessive moisture, and mold conditions in the Premises as soon as Resident obtains them.

Resident Date

Resident Date

Resident Date

Resident Date

Resident Date

Resident Date

Landlord/Authorized Agent Date

**PROPERTY MANAGEMENT ASSOCIATES
SMOKE DETECTOR AGREEMENT**

THIS AGREEMENT is entered into this _____ between

Resident: _____
 Resident: _____
 Resident: _____
 Resident: _____
 Resident: _____
 Resident: _____

Birth Date: _____
 Birth Date: _____
 Birth Date: _____
 Birth Date: _____
 Birth Date: _____
 Birth Date: _____

and Landlord: _____ dated _____ for the Premises known as
 Apt. _____, at _____.

In consideration of the mutual agreements between parties, Owner/Agent agrees to adhere the following terms and conditions:

1. **Resident is renting from the Owner/Agent the Premises located at:**
 Apt. _____, at _____.
2. **Addendum to Lease Agreement :** This agreement is part of the rental agreement and/or lease between Owner/Agent and Resident.
3. **Smoke Detector(s) Acknowledgement:** This Premises is equipped with a smoke detector device(s). The smoke detector(s) was tested and its operational ability demonstrated by management in the presence of the Resident at the time of initial occupancy and the detector(s) in the unit was/were working properly at the time.
4. **Smoke Detector(s) Operation :** Each Resident(s) shall perform the manufacturer's recommended test to determine if the smoke detector(s) is/are operating properly.
 - a. Resident(s) understands that said smoke detector(s) and alarm is a battery operated unit and it shall be each Resident's responsibility to:
 - 1) ensure that the patter is in operating condition at all times;
 - 2) inform management to replace battery, as needed, (unless otherwise provided by the law); and
 - 3) if, after replacing the battery, the smoke detector(s) does/do not work, inform the Owner/Agent, immediately, in writing.
5. **Resident(s) Responsibilities :** Resident(s) must inform the Owner/Agent immediately, in writing, of any defect, malfunction, or failure of any detector(s) and further agree(s) to the following:
 - 1) check smoke detector(s)
 - 2) DO NOT REMOVE the batteries; if they need replacing, complete a work order
 - 3) DO NOT REMOVE wiring of smoke detector(s)
 - 4) Resident and Owner/Agent agree that smoke detector(s) will be operable at all times
 - 5) Resident understands that failure to comply with the operation of the smoke detector(s) that they risk personal liability and will not hold Owner/Agent responsible for their negligence
6. **Smoke Detector(s) Inspection :** Smoke detector(s) will be checked and serviced twice a year. If the smoke detector(s) is/are missing batteries, a service charge may be assessed and a non-compliance notice will be issued. Excessive non-compliance notice will be a violation of the lease agreement and Owner/Agent may take legal action.
7. **Owner/Agent Liability:** The Resident(s) understand and agrees that _____ Is not liable for damages or personal injury(ies) should the smoke detector(s) fail operation, which was caused by the Resident(s).

The undersigned Resident(s) acknowledge(s) having made and understood the foregoing, and receipt of a duplicate original.

Resident Date

Resident Date

Resident Date

Resident Date

Resident Date

Resident Date

Landlord/Authorized Agent Date



**ADDENDUM
TRANSFER AGREEMENT**

I/we

Resident: _____ Resident: _____

Resident: _____ Resident: _____

Resident: _____ Resident: _____

Hereby acknowledge that I/we were advised of a \$250.00 nonrefundable fee against our security deposit, for the transfer of lease to another individual(s) after the individual he/she has been approved by the Landlord, when and if applicable.

Resident: _____ Date: _____
(Signature)

Resident: _____ Date: _____
(Signature)

Resident: _____ Date: _____
(Signature)

Resident: _____ Date: _____
(Signature)

Resident: _____ Date: _____
(Signature)

Resident: _____ Date: _____
(Signature)

ADDING OR DELETING TENANTS TO THE LEASE

I/we

Resident: _____ Resident: _____

Resident: _____ Resident: _____

Resident: _____ Resident: _____

Agree to pay a \$100.00 per person for deletion or addition of a new roommate to our existing Lease, when and if applicable and approved by Landlord. This fee is payable in advance of such change in a form of money order or cashier's check only!

Resident: _____ Date: _____
(Signature)

Resident: _____ Date: _____
(Signature)

Resident: _____ Date: _____
(Signature)

Resident: _____ Date: _____
(Signature)

Resident: _____ Date: _____
(Signature)

Resident: _____ Date: _____
(Signature)



PROPERTY MANAGEMENT ASSOCIATES

APARTMENT CONDITION REPORT

COMPLEX _____		APT. _____	NO. OF BEDROOMS _____	MOVE-IN	
RESIDENT _____		DATE INSPECTED _____	DATE READY FOR MOVE-IN _____	DATE OCCUPIED _____	
Stove Serial # _____	KEY	Missing	M	_____	
Frig Serial # _____	Scratched	Broken	S	_____	
Dishwasher Serial # _____	Stained	Damaged	B	_____	
			ST	_____	
			D	_____	

KITCHEN					LIVING ROOM				
CONDITION	New	No Repairs Needed	REPAIRS NEEDED	Comments	CONDITION	New	No Repairs Needed	REPAIRS NEEDED	Comments
Floors & Moldings					Door / Weather Strip				
Walls & Ceilings					Single Cylinder Deadbolt & Lock				
Windows / Track					Keys				
Screens					Carpet				
Garbage Disposal					Blinds				
Sinks / Plumbing					Walls & Ceiling				
Microwave					Windows / Tracks				
Counter Top					Screens				
Cabinets					Heater / Furnace				
Drawers / Guides					Air Conditioner				
Range hood					Light Fixtures				
Stove					Closets & Doors				
Frig. (Gasket/Shelves/trays)					Cabinets				
Closets & Doors					Electrical Switches				
Light Fixtures					Electrical Plugs				
Electrical Switches/Plugs					Patio / Balcony				
Dishwasher					Water Heater				
Washer/Dryer					Smoke Alarm				

BEDROOM #1					BEDROOM #2				
CONDITION	New	No Repairs Needed	REPAIRS NEEDED	Comments	CONDITION	New	No Repairs Needed	REPAIRS NEEDED	Comments
Door & Knobs									
Carpet									
Blinds									
Walls & Ceiling									
Windows / Tracks / Locks									
Security Bars (Quick Release)									
Screens									
Closet & Doors									
Light Fixtures									
Electrical Switches/Plugs									
Carbon Monoxide Detector									
Patio / Balcony									
Smoke Alarm									

BEDROOM #3					BEDROOM #4				
CONDITION	New	No Repairs Needed	REPAIRS NEEDED	Comments	CONDITION	New	No Repairs Needed	REPAIRS NEEDED	Comments
Door & Knobs									
Carpet									
Blinds									
Walls & Ceiling									
Windows / Tracks / Locks									
Security Bars (Quick Release)									
Screens									
Closet & Doors									
Light Fixtures									
Electrical Switches									
Electrical Plugs									
Patio / Balcony									
Smoke Alarm									

BATH #1					BATH #2				
CONDITION	New	No Repairs Needed	REPAIRS NEEDED	Comments	CONDITION	New	No Repairs Needed	REPAIRS NEEDED	Comments
Door & Knobs									
Floor / Sub-floor									
Walls & Ceiling									
Screens									
Sink / Faucet / Pop-up									
Commode									
Tub & Shower (Valve Diverter)									
Enclosure									
Heater									
Towel Bar(s) / Paper holder									
Medicine Cabinet									
Counter Top									
Cabinet / Baseboard									
Exhaust Fan									
GFI									
Light Fixtures									
Electrical Switches									
Electrical Plugs									

UNIT INSPECTION: THIS UNIT IS SUITABLE FOR OCCUPANCY. Initial _____

I have inspected the apartment and found it to be in good condition, excepting the items noted above. I recognize that I am responsible for keeping the apartment in good condition, with the exception of normal wear. In the event of damage, I agree to pay the cost to restore the apartment to its original condition.

This inspection report represents the condition of the unit. Any deficiencies identified in this report will be remedied within 30 days of the date the tenant moves into the unit.

Resident's Signature

Resident's Signature

Manager's Signature



COMPLEX _____	APT. _____	NO. OF BEDROOMS _____	MOVE-OUT	
RESIDENT _____		DATE INSPECTED _____	DATE READY FOR MOVE-IN _____	DATE OCCUPIED _____

Stove Serial # _____	KEY Missing M Scratched S Broken B Stained ST Damaged D	_____	_____
Frig Serial # _____			
Dishwasher Serial # _____			

KITCHEN				LIVING ROOM			
CONDITION	Normal Wear	Resident Caused Damage	Comments	CONDITION	Normal Wear	Resident Caused Damage	Comments
Floors & Moldings				Door / Weather Strip			
Walls & Ceilings				Single Cylinder Deadbolt & Lock			
Windows / Track				Keys			
Screens				Carpet			
Garbage Disposal				Blinds			
Sinks / Plumbing				Walls & Ceiling			
Microwave				Windows / Tracks			
Counter Top				Screens			
Cabinets				Heater / Furnace			
Drawers / Guides				Air Conditioner			
Range hood				Light Fixtures			
Stove				Closets & Doors			
Frig. (Gasket/Shelves/trays)				Cabinets			
Closets & Doors				Electrical Switches			
Light Fixtures				Electrical Plugs			
Electrical Switches/Plugs				Patio / Balcony			
Dishwasher				Water Heater			
Washer/Dryer				Smoke Alarm			

BEDROOM #1				BEDROOM #2			
CONDITION	Normal Wear	Resident Caused Damage	Comments	CONDITION	Normal Wear	Resident Caused Damage	Comments
Door & Knobs							
Carpet							
Blinds							
Walls & Ceiling							
Windows / Tracks / Locks							
Security Bars (Quick Release)							
Screens							
Closet & Doors							
Light Fixtures							
Electrical Switches/Plugs							
Carbon Monoxide Detector							
Patio / Balcony							
Smoke Alarm							

BEDROOM #3				BEDROOM #4			
CONDITION	Normal Wear	Resident Caused Damage	Comments	CONDITION	Normal Wear	Resident Caused Damage	Comments
Door & Knobs							
Carpet							
Blinds							
Walls & Ceiling							
Windows / Tracks / Locks							
Security Bars (Quick Release)							
Screens							
Closet & Doors							
Light Fixtures							
Electrical Switches							
Electrical Plugs							
Patio / Balcony							
Smoke Alarm							

BATH #1				BATH #2			
CONDITION	Normal Wear	Resident Caused Damage	Comments	CONDITION	Normal Wear	Resident Caused Damage	Comments
Door & Knobs							
Floor / Sub-floor							
Walls & Ceiling							
Screens							
Sink / Faucet / Pop-up							
Commode							
Tub & Shower (Valve Diverter)							
Enclosure							
Heater							
Towel Bar(s) / Paper holder							
Medicine Cabinet							
Counter Top							
Cabinet / Baseboard							
Exhaust Fan							
GFI							
Light Fixtures							
Electrical Switches							
Electrical Plugs							

- Resident present at move-out inspection
- Resident not present at move-out inspection

Special Remarks

Resident's Signature

Resident's Signature

Manager's Signature





RESIDENT EMERGENCY INFORMATION

PERSONAL INFORMATION REGARDING		COMPLEX	APT. #
HOME TELEPHONE	WORK TELEPHONE	OTHER	
		EXT.	
PEOPLE TO NOTIFY			
NAME		RELATIONSHIP	
ADDRESS		CITY	STATE
HOME TELEPHONE OF THIS PERSON		WORK TELEPHONE	
IF NO ANSWER ABOVE – CONTACT		RELATIONSHIP	
ADDRESS			
HOME TELEPHONE		WORK TELEPHONE	
DOCTOR			
DOCTOR NAME			
ADDRESS		CITY	STATE
TELEPHONE			
ATTORNEY			
ATTORNEY NAME			
ADDRESS			
TELEPHONE			
ADDITIONAL KEY INFORMATION			
LIST FAMILY MEMBERS HAVING KEYS TO YOUR COMPLEX AND/OR UNIT			
OTHER EMERGENCY INFORMATION			
Keys issued to unauthorized persons may be confiscated by Management. The undersigned does hereby give the Owner/Resident Manager authority to enter his/her apartment in case of emergency and, in the event of prolonged absence from the apartment, to store furniture and personal belongings.			
DATE	SIGNATURE OF RESIDENT		