

Addendum A to Lease Contract - Rules & Regulations

In the event of a conflict between this Addendum and the Lease it modifies, the terms of this Addendum control, except for the general pet policy below

Keys given out at office from 4pm-5pm on start date of your lease

1st month's rent due at key pick up along with confirmation letter from BTU or CSU that shows property address & connection date. Connection date must be on or before move-in date. One tenant will pick up all keys for the house/unit and pay rent with 1 check to owner of property

Carbon monoxide (if unit has gas) and smoke detectors installed in units, do not touch or remove detectors unless changing batteries, which is your responsibility

Tenant #1 _____ Tenant #2 _____ Tenant #3 _____ Tenant #4 _____

Gas Connection (if needed) with Atmos Energy is tenant's responsibility, after move-in

Rent to be mailed or dropped at office using 24/7 drop box. Rent to be paid with 1 check, money order or cashier's check. Use US Postal Service at your own risk. Rent is payable to the owner of the house/unit – owner name is on 1st page of lease. Can also set up an electronic payment w/ your bank where they mail us 1 check.

- Rent prorated for 1st month if the move-in date is the 6th or later only. Rent for last month is never prorated.
- **NO Smoking Inside!** Tenants will be charged the expense to remove all tobacco/smoke/food/pet odors
- Tenants will NOT be allowed to move belongings or furniture into a unit before the start of their lease
- The property is accepted in "as-is" condition. Unit being rented is "used" & may have cosmetic blemishes including scuffs on walls/baseboard/casing & mismatched touch-up paint. For new leases, we will make health & safety related repairs & professionally clean the unit, but tenant understands that every speck of dust & dirt cannot be removed & further cleaning may be needed to suit his/her desires. We do not clean stained grout lines
- No more than 4 unrelated residents will reside in a property zoned single-family as per city ordinance. Maroon & White Property Management assumes no responsibility for tenant's failure to adhere to this ordinance
- **If you do not renew your lease; during the leasing season we will be showing your unit to prospective tenants. We will give you at least overnight notice with a text or email message to all tenants.**
- Subleasing or Roommate Replacement may only be done with management's written approval. New tenant must submit application & be approved. The fee is \$200 plus \$50 application fee per tenant/per occurrence
 - Sublease agreements are written and handled between tenants. Mgmt. does not provide these forms however all subleases must be approved in writing by management with signatures of all parties
- \$200 fee for Mgmt company to draw up agreement should new tenants want to have old tenants leave belongings in unit between leases. Paperwork must be signed by all old & new tenants at least 1 month prior to lease start
- The **"Move-In/Move-Out Report"** is NOT a maintenance request. It is a report of cosmetic issues with the unit

Pet Policy: There is a 1 animal limit. No dogs. Animal must be older than 2 years. Pet deposit is \$250. Pet rent is \$50/month per animal. *Having a pet in one of our units is not a right of the tenant.* See "Special Provisions" section of your lease and/or Pet Addendum for specific information on your unit, which will override this general policy.

- Non-emergency maintenance requests submitted during the August Move-In period may be delayed up to 3 weeks as priority will be given to vacant houses that our staff is preparing for new tenants.
- Tenants responsible for all plumbing clogs, lighting of water heaters, thermostat batteries & fridge water/air filters
 - Nothing to be put down any drain except for water, soapy chemicals & toilet paper. No cooking grease!
- **Changing AC Filters at least every 30 days is the responsibility of the tenant, as is keeping the outside condensing unit free of dirt, weeds, lawn clippings and debris. If HVAC system repairs are due to a dirty or clogged filter or a dirty outside condensing unit, tenant will incur all costs for the repair.**
 - It is your responsibility to locate all AC filter locations in your unit as there may be more than one
- The following items may not be working and are accepted in "As-Is" condition. They will NOT be replaced or repaired: Sprinkler systems, window screens, home phone jacks & wiring, door bells, garage door openers & remotes & fridge water dispensers/filters/icemakers/built in lights. Tenant may repair/replace at tenant's cost.
- Closets and laundry areas/rooms may not have doors, they will not be added or replaced
- Houses/duplexes are not guaranteed to have fenced yard with gates. Owner does not pay to repair gates/latches.
- We do not guarantee bathrooms will have towel bars or shower rods. Tenants may NOT install towel bars.

- Fireplaces are decorative only and as-is. In order to be used, tenants must pay to have it inspected & cleared for use by a professional that is licensed to conduct fireplace inspections & report delivered to mgmt. prior to use
- If we are providing lawn care, tenants not allowed to put up barriers or gates or lawn care will be terminated
- We do not guarantee a garbage disposal in your unit. If one is installed, any issues are the tenants' responsibility unless the issue is a leak. Leaking disposal will be replaced. Jammed disposals are tenants' responsibility to fix
- Quarterly interior pest control treatments are provided for Wolf Run & Carter Creek Only. Pest Control is **NOT** provided for any other units, including issues with rodents inside the unit, attic or under the property. We do not treat for wasp nests outside your house/unit/apartment/condo or bed bugs under any circumstances
- Tenants can only install tension or spring type shower curtain rods. Charges for removing bolt/screw in rods
- All window/glass breakages and damage to mailboxes and posts are the tenants' responsibility for repair
- Management does not guarantee a working cable jack in each room; tenants can add professionally at their cost
- Management does not install ethernet ports, tenants can add professionally at their cost
- Satellite dishes **CANNOT** be installed on any part of house/fence. Failure to comply will result in repair costs
- Tenants may not paint any interior or exterior wall, trim or door without written permission of the landlord
- Tenants may not access or enter the attic for any reason and may not store any items in attic or attic spaces
- Tenants must clean dryer vent and duct located behind the dryer all the way to exterior vent cover once every 6 months. This may require hiring a duct cleaning company at your cost.
- Tenants NOT allowed to put cardboard beer boxes or dart board on walls or trampolines in yards
- Exterior/attic doors are not guaranteed to fully seal, light may be seen on sides and/or top
- Sink/bathtub drain plugs and bathtub curtain rods are not provided by management
- **A "Holdover" past lease end date will result in a \$200 fee plus any rent due per Section 23.4 of TAA Lease**

Tenants may put tacks or small nails (less than the diameter of a toothpick) in walls to hold art, posters etc. Nothing into ceilings, doors, bathtubs or wood paneled walls. Large nails, screws, drywall anchors, glue, stickers, stick on hangers etc. are NOT allowed on any part of unit & will result in a minimum charge of \$150 per room upon move out to professionally repair the drywall.

NOT ALLOWED to mount TV's or animal mounts on walls, \$250 charge for wall repair

Tenant #1 _____ Tenant #2 _____ Tenant #3 _____ Tenant #4 _____

All units MUST have the unit professionally cleaned & have a copy of the receipt for management upon move out or the cleaning invoice plus 10% will be charged to your security deposit – Inadequate or poor cleaning will result in deposit deductions

Management will professionally shampoo all carpets/floors with pet treatment/de-flea treatment (if applicable per Animal Addendum) and will deduct these amounts from the general security deposit - Your unit was Professionally Shampooed before You Moved In

If house is vacant for more than 48 hours, **DO NOT** fully turn off the HVAC, as mold may grow due to high humidity. Put HVAC in "auto" mode and on a temp setting **not lower than 78 degrees**. Any mold remediation will be tenant's responsibility. We also recommend checking periodically as ANY water damage/clean up resulting from an HVAC leak/clog or delayed reporting of leak will be the tenants' responsibility.

WRITTEN ESTIMATE OF SECURITY DEPOSIT DEDUCTIONS

Item	Fee	Description
Extra Cleaning	\$125+	Extra charge for trash/debris left/sticker residue, spills etc.
Detector/Battery	\$50/\$10	Missing or damaged (smoke or carbon monoxide)
Lawn (if applicable)	\$125+	Front or back not mowed, edged, weeded or shrubs trimmed, or any combination
Trash/Furniture	\$50+	Charge will vary depending on amount of trash/food/furniture/belongings left
AC Filter	\$50+	Damaged/dirty/missing or signs it has not been changed at end of lease
Spackle Repair	\$150.00+	DO NOT spackle small holes, all allowed holes will be done by mgmt at no cost to tenant. Deposit will be charged for poor/incorrect spackle work.
Elec. Stove Drip Pans	\$45.00	Tenants MUST install NEW drip trays at end of lease
Light Bulbs/Blinds	\$5/\$40	Per bulb/blind charge for missing or damaged (extra charge for specialty)
Light Fixtures/Fans	\$95.00+	Missing or damaged

The above is an estimate of repairs only. Charges vary based on size of unit or house. Major damage caused by tenants, billed at contractors' invoice plus installation (Ex. Carpet, flooring, doors, appliances, windows, drywall etc.)
This document does not limit the resident to above mentioned repairs. Handyman labor for above is \$75/hour.

We DO NOT offer in person move-out walk throughs. Lease end move-out inspections are done by management after keys are dropped at office with forwarding address. Pictures will be taken of any items that are deficient and an itemized summary sent with deposit refund within 30 days as one check payable to all tenants to forwarding address that you provide. If you have any issues with the deposit refund, this will be handled via email only.

Upon Move-out, a \$100 charge will be incurred against your deposit to haul away loose garbage bags/trash/household items you left on your lawn or the curb

Do not put garbage in the recycle bin, this will result in a \$75 charge for the trash department to come and empty the trash from the recycle container

Maintenance requests

Maintenance requests are to be submitted via the online form located at www.rentmaroon.com Non-Emergency requests will be handled M-F 9am-5pm.

Do not text management or staff for any maintenance issues unless it is an emergency, as your texts may not be returned or issues resolved.

An **emergency repair**, must be reported immediately via text to 979.324.5343 **AND** 979.422.5660 then followed up with a written request via the website.

- **Emergency Repairs:** Per the lease, emergencies are defined as issues that pose immediate health or safety concerns to tenant or property. Examples include interior water/sewer leaks, gas leaks, evidence of a break-in, and inability to secure exterior door. Call 911 for non-maintenance related emergencies. AC/Heat issues may cause inconvenience and discomfort but are not considered emergencies, however they will be handled with the utmost importance after a maintenance request is properly submitted.
- **If a service trip is made & no problem found or the issue was caused by tenant negligence/lack of maintenance, service charges will be billed back to tenants.**
- It is the tenants' responsibility to check breakers and GFCI's for any electrical issues prior to submitting a request. Should the issue be resolved by resetting a breaker/GFI, the tenant will be responsible for payment of the repair invoice
- **Unless mentioned above as a tenant responsibility, tenants are not allowed to attempt to fix any other issues. If this occurs, tenant will be responsible to hire and pay for a professional to fix the maintenance issue.**
- Management does not meet vendors to unlock your unit, it is your responsibility to schedule a time where you can meet them and unlock the unit

I have read and hereby accept these policies. I have received a copy.