

# DuBois Rentals, LLC

## LEASE AGREEMENT

THIS IS A LEASE AGREEMENT (hereinafter "Lease"), entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between DuBois Rentals, LLC, 1467 Moon Valley Ln, Cincinnati, Ohio 45230, (hereinafter "Landlord"), and the undersigned persons identified as Tenants (hereinafter "Tenant" individually or "Tenants" collectively).

1. **Term.** The term of this Lease (hereinafter the "Term") shall be eight (8:00) am, August 17<sup>th</sup>, 2023 (hereinafter the "Lease Commencement Date") to five (5:00) pm, May 21<sup>st</sup>, 2024.
  - 1.1 **If Landlord cannot deliver Premises.** If for any reason Landlord is unable to deliver possession of the Premises on the Lease Commencement Date, Landlord shall provide written notice to Tenants with Landlord's statement of the date the Premises will be available for possession. Tenants, as their sole remedy, may choose to (1) cancel the Lease, in which event all monies (security deposit, rent, etc.) will be returned to Tenants; or (2) accept occupancy at the later date, in which event Landlord will prorate the rent to that date.
  - 1.2 **Obligations if Tenants leave or never take occupancy.** It is expressly understood that this Lease is for the entire Term regardless of whether one or more of Tenants is unable to occupy or continue occupying the Premises. Accordingly, Tenants' obligation to pay rent hereunder shall continue for the entire Term. Tenants acknowledge this obligation.

\_\_\_\_\_  
Tenant's Initials

2. **Premises.** The residence rented to Tenants is described as follows: **Apartment**, 118 East High Street, Oxford, OH 45056 (hereinafter the "Premises"). Tenants will be given the opportunity to document the condition of the Premises by filling out the Move-In Inspection Sheet given to the first Tenant to be issued a key to the Premises. Except as provided in the Move-In Inspection Sheet, Tenants agree that the Premises are in good working order and habitable. Tenants agree that appliances provided by Landlord, if any, are in good working order and fit for their intended use. Tenants further agree that Landlord has made no promises with the respect to the condition of the Premises, or any appliance therein, other than those in this Lease. Tenants shall keep the Premises in a clean and satisfactory condition. The Premises shall be delivered back to the Landlord at the conclusion of the Lease term in the same condition of cleanliness and repair as on the first date of Tenants' occupancy. If Tenants fail to complete the Move-In Inspection Sheet, upon termination of the Lease term, Tenants shall be liable for the condition of the Premises compared to like-new condition.
  - 2.1 **Furniture and Appliances.** All equipment, appliances, furniture, and amenities in the Premises are to be used for the purposes intended and in accordance with any instructions provided. Tenants shall maintain such equipment, appliances,

furniture, and amenities in good working order. Alteration of any Landlord supplied furnishings is strictly prohibited without Landlord's written consent. No major appliances may be installed or stored in the Premises without Landlord's written consent. Tenants are not permitted to remove any Landlord supplied furnishings from the Premises. If any furnishings are found missing, damaged, stained, broken, or worn beyond normal wear and tear, Landlord shall replace the same at Tenants' cost. Landlord shall have the option to replace the furnishings immediately or upon termination of the Lease. Landlord supplied furniture is as shown on "Exhibit A". For special instructions of how to use appliances, see Property Summary Sheet and Move-In Packet.

- 2.2 **Window Treatments.** This Premises has window treatments Installed. Any cost to repair or replace is tenants' responsibility. In order to enhance the appearance of the community, sheets, blankets, foil, etc., may not be hung in place of blinds. Upon receipt of written notice from Landlord, Tenants shall immediately remove any window treatments that Landlord determines are unacceptable.
3. **Rent.** The total rent for the Term shall be \_\_\_\_\_ Thousand Dollars (\$XX,000.00) paid in two equal installments of \_\_\_\_\_ Thousand Dollars (\$XX,000.00) each: the first on or before August 1<sup>st</sup>, 2023; and the second on or before December 1<sup>st</sup>, 2023. If MAILED, it must be mailed to 1467 Moon Valley Ln, Cincinnati OH 45230 sufficiently in advance of the due date so that it is received by the due date, or the first business day thereafter. Payment via electronic bank transfer is available upon request for an additional fee. Except by written addendum to this Lease, Tenants shall not be issued keys or be permitted to occupy the Premises prior to the Lease Commencement Date or Landlord's receipt of the first installment payment of rent, whichever occurs later.
- 3.1. **Late Payments.** If Tenants' rent payment is more than 3 days late, Tenants will be charged a late payment fee of \$50.00 plus \$10.00 per day from the due date to the date payment is received.
- 3.2. **Returned Checks.** There will be a \$50.00 charge for every occurrence of a check being returned unpaid.
4. **Security Deposit.** Tenants have paid, and Landlord acknowledges receipt of, a security deposit in the amount of \_\_\_\_\_ Thousand Dollars (\$X,000.00). The Security Deposit shall be held by Landlord and shall not be applied toward any rent payment. After the Lease has expired and ALL Tenants have vacated the Premises, Landlord will examine the Premises to ascertain damages. Within 30 days after the termination of the Lease and delivery of possession of the Premises to Landlord, the Security Deposit will be returned to Tenants, less any amounts due for damages suffered to the Premises and less any other amounts due to Landlord. Landlord will itemize any deductions and deliver such itemization in writing to Tenants with the balance of the Security Deposit. Tenants shall provide Landlord, in writing, an address to which the itemization and any amount due from the Security Deposit is to be sent. Unless otherwise notified in writing signed

by all Tenants, Landlord shall equally divide any amount due to Tenants from the Deposit equally among all Tenants.

5. **Early Move-In.** At the discretion of Landlord, Tenants may be permitted to move in to the Premises prior to the Lease Commencement Date. Early move-in requests must be submitted to Landlord prior to July 17<sup>th</sup>, 2023. All of the terms of this Lease shall apply to Tenants' early move-in and occupancy of the Premises. Rent for the early move in period shall be Thirty Dollars and no cents (\$30.00) per day multiplied by the number of Tenants constituting full occupancy of the Premises. For example if full occupancy is a total of four (4) people, then \$120.00/day will be charged to Tenants. The rent for the early move in period shall be paid in full in advance of the early move in.
6. **Vacating Premises and Holdover.** Tenants shall vacate the Premises and return all keys to Landlord by the time the Lease expires. Upon vacating the Premises, Tenants shall make arrangements to have all carpets professionally cleaned. For each day one or more Tenants hold over after the expiration of the Lease, Tenants shall be charged Thirty Dollars (\$30.00) per day multiplied by the number of Tenants constituting full occupancy of the Premises. For example if full occupancy is a total of four (4) people, then \$120.00/day will be charged to Tenants.
7. **Utilities.** Tenants are responsible for all utility bills for the Premises with the exception of internet, water, refuse and sewer. (See Property Summary Sheet) Tenants shall designate one Tenant as the "Utility Designee". Within 24 hours after Tenants take possession of the Premises, the Utility Designee shall arrange for separate billing for utility charges to be sent directly to the Utility Designee. Utilities not switched into the name of the Utility Designee within 24 hours of Tenants' possession of the Premises may be disconnected. At the end of the Term, the Utility Designee is responsible for terminating the utilities in his or her name. The utility configuration in the Premises is as is. Any addition or alteration to the utility configuration must first be approved by Landlord, in writing, and shall be at Tenants' expense.
8. **Parking.** No Parking is available with this Property. You must find parking on the street. **There is no parking behind DuBois Book Store at anytime.**
9. **Security.** Tenants agree to abide by all rules and regulations within this Lease and as provided in writing to Tenants regarding security and use of the locking systems. Tenants agree to notify Landlord promptly and in writing of any problem, defect, malfunction, or failure of door locks, controlled access barriers or any other security-related device.
10. **Non-Liability of Landlord.** Landlord shall not be liable to Tenants, or to their guests or invitees, for damages or losses to person or property caused by other persons, including, but not limited to, damages or losses due to theft, burglary, assault, vandalism, or other acts or crimes. Unless due to Landlord's failure to comply with an obligation imposed on Landlord by Ohio law, Landlord shall not be liable to Tenants, or to their guests or

invitees, for damages or losses to person or property caused by sewer backup, interruption of utilities, or any other occurrence.

11. **Personal Property Left On The Premises.** All personal property belonging to the Tenants, or to their guests or invitees, located in or about the building or the Premises is at the sole risk of the Tenant, and the Landlord shall not be liable for the theft or misappropriation thereof. Landlord is not responsible for items left in the Premises over breaks, vacations or summer recess. No personal property is to be stored in, on or about the Premises during summer recess, even if any Tenants have a lease with Landlord for the following school year. In the event Tenants fail to remove all personal property from the Premises upon termination of the Lease or vacating the Premises, Landlord may, as an option, remove and discard all or any part of said property. Landlord may choose to store the same without liability to Tenants for loss or damage. Tenants shall be liable to Landlord for all expenses incurred for the removal, disposal or storage of the Property. Upon termination of the Lease, Landlord shall have a lien upon the personal property and effects of Tenants in the Premises.
12. **Insurance.** Tenants are strongly urged to acquire renter's insurance to protect against loss from property damage or personal liability. Except for damages sustained by reason of Landlord's failure to comply with an obligation imposed on Landlord by Ohio law, Tenants agree to protect, indemnify and hold harmless the Landlord from all damages sustained by reason of any act or other occurrence causing injury to any person or property whomsoever or whatsoever due directly or indirectly to the use of the Premises, or any part thereof, by the Tenants.
13. **Major Damages.** In the event that the Premises shall, in the absence of negligence by Tenants, be damaged by fire, flood, storm, civil commotion, or other unavoidable cause so as to render the Premises uninhabitable, this Lease shall terminate as of the date of such damages. In the event of such termination, Rent will be refunded on a prorated basis from the date of the incident.
14. **Repair Calls.** Tenants agree to notify the Landlord immediately upon discovering any damage or needed repair to the Premises. Calls should be placed to 513-322-6460. Tenants shall pay for all necessary repairs to the Premises caused by negligence, carelessness, or intentional acts of Tenants, guests or invitees. (An example of such an act is, but is not limited to, clogging of toilets with toilet paper, feminine hygiene products, etc.)
15. **Entry & Waiver.** Landlord or its agent shall have the right to enter the Premises at any reasonable hour of the day to make such repairs, additions, or alterations as may be necessary for the safety, comfort and preservation of said Property, to inspect the Premises, or as may be necessary to repair or improve Landlord's adjoining property. Landlord shall give Tenants reasonable advance notice of intent to enter except in the case of emergency. A request for repairs from Tenants shall be deemed a waiver of the required notice.

16. **RULES & REGULATIONS.** All of the following rules and regulations are a part of this Lease. Tenants agree to observe and abide by the following rules and regulations, and to observe all reasonable rules and regulations which may be promulgated in the future, in writing, by Landlord. Tenants acknowledge their agreement.

\_\_\_\_\_  
Tenant's Initials

- 16.1 **Tenants' Obligations.** In addition to complying with all of the provisions of the laws, ordinances and regulations of the State of Ohio and City of Oxford, Tenants shall:

16.1.1 Keep the Premises safe and sanitary;

16.1.2 Dispose of all rubbish, garbage, and other waste in a clean, safe, and sanitary manner;

16.1.3 Keep all plumbing fixtures in the Premises as clean as their condition permits;

16.1.4 Use and operate all electrical and plumbing fixtures properly;

16.1.5 Comply with the requirements imposed on Tenants by all applicable state and local housing, health, and safety codes;

16.1.6 Refrain and forbid any other person who is on the Premises with Tenants' permission from intentionally or negligently destroying, defacing, damaging, or removing any fixture, appliance, or other part of the Premises;

16.1.7 Maintain in good working order and condition any range, refrigerator, washer, dryer, dishwasher, or other appliances;

16.1.8 Conduct themselves and require other persons on the Premises with their consent to conduct themselves in a manner that will not disturb peaceful enjoyment of the Premises by other tenants;

16.1.9 Conduct themselves and require other persons on the Premises with their consent to conduct themselves so as not to violate the prohibitions contained in Chapters 2925 [Drug Offenses] and 3719 [Controlled Substances] of the Ohio Revised Code, and municipal ordinances that are substantially similar to any section in either of those Chapters.

- 16.2 Tenants agree to indemnify Landlord for all fines, costs or attorney fees assessed to or incurred by Landlord resulting from Tenants' violation of any laws, ordinances and regulations of the State of Ohio and City of Oxford.

- 16.3 **No Pets.** No pets shall be allowed at ANY time. If a pet is found in the Premises, Tenants will be charged a pet fee of \$200.00 per tenant, payable immediately. For each following day the pet remains on the Premises, Tenants will be charged an additional pet fee of \$25.00 per tenant, per day. Severally, Tenants agree that if a pet is found in the Premises, Tenants shall immediately pay to Landlord a Supplemental Security Deposit in the amount of One Thousand Four Hundred Dollars (\$1,400.00). The Supplemental Security Deposit will be held by Landlord consistent with the terms of this Lease governing the Security Deposit. Tenants' payment of a Supplemental Security Deposit under this section shall NOT be deemed as a waiver of the pet prohibition or as a waiver of the pet fees.
- 16.4 **Common Areas.** The entry passage halls, public corridors, and stairways shall not be obstructed by Tenants or used by them for any purpose other than ingress and egress. If bikes, lawn furniture, grills etc. are found in the common areas, including exterior sidewalks and lawn, they may be removed without notice. Any damage or clean up caused by Tenants, their guest or invitees will be charged to Tenants.
- 16.5 **No Use of the Roof.** Tenants are not permitted on the roof. The roof is not designed to allow Tenants access or use. Accessing the roof may cause damage to the roof. Damage caused by accessing the roof is difficult to determine. Inspection and repair costs to the Landlord are estimated to be a minimum of one thousand dollars (\$1,000.00). If Tenants, or their guests, or invitees, are observed on the roof, Tenants will be charged \$1,000.00 per person observed on the roof and will forfeit their full security deposit. It is understood that this amount is liquidated damages and not a penalty.
- 16.6 **Noise.** No Tenant or guest or invitee shall cause excessive noise or disturbance at any time, or operate a radio, television, or stereo as to disturb other tenants or neighbors.
- 16.7 **Locks.** No additional locks shall be put on any door without permission of the Landlord.
- 16.8 **Alterations to Premises.** Tenants shall make no changes of any nature in the Premises, including redecoration, without first obtaining written consent from Landlord.
- 16.9 **Risk of Fire.** Tenants shall not engage in any acts which would violate or increase the fire insurance policy on the Premises; nor shall the Premises be used for any illegal purpose.
- 16.10 **Outside Furniture.** Tenants shall not place or store any upholstered furniture or trash of any kind on the front porch, the roof, or in the yard at any time. Any upholstered furniture or trash of any kind that is placed or stored on the front

porch, the roof, or in the yard shall be hauled away and disposed of at Tenants' expense.

- 16.11 **Routine Maintenance**. Tenants are responsible for normal household maintenance, including replacement of light bulbs, fuses; and cleaning of carpets, sinks, commodes, etc.
- 16.12 **Heating**. Tenants shall under no circumstances set the thermostats in the Premises lower than 55 degrees. If any damage to the Premises or building occurs through disregard for this rule, said damages shall be the responsibility of Tenants, including but not limited to, any structural damages and costs of remodeling.
- 16.13 **Water Beds**. No water beds are permitted.
- 16.14 **Smoke Alarms** Tenants shall be responsible for the replacement of smoke alarm batteries which expire during the Term and for the replacement costs of any fire extinguisher which is discharged or is depressurized during the Term.
- 16.15 **Lockouts**. There will be a \$5.00 charge for the second and each subsequent time Landlord is called to let any of Tenants into the Premises, whatever the reason. A lockout after regular business hours is not an emergency. The charge to let Tenants into the Premises after hours \$35.00.
- 16.16 **Kegs**. Tenants SHALL NOT PUT KEGS IN SHOWER STALLS OR BATHTUBS. The weight from a keg in these areas can weaken the structure. Tenants agree that the damage caused by placing kegs in shower stalls or bathtubs is difficult to determine since the structure weakened by the weight is not easily accessible. Replacement cost to the Landlord is estimated to be \$1,000.00. If Tenants put a keg in a shower stall or bathtub, Tenants will be charged \$1,000.00 to pay for replacement of the shower stall or bathtub. It is understood that this amount is treated as liquidated damages and not a penalty.
- 16.3 **Parties**. Any debris remaining from parties must be cleaned up by 8 a.m. the morning following the party. If Landlord has to arrange for clean-up, Tenants will be billed accordingly.
17. **Subleases And Replacement Tenants**. Tenants agree not to sublet said Premises or any part thereof without consent of Landlord. Tenants also agree that no person other than Tenants will be permitted to reside in the Premises for any length of time without the written consent of Landlord. Tenants may apply for Landlord's consent in writing for each person they seek to permit to reside in the Premises, and must include his or her name(s), social security number(s), name of his or her parent/guardian contact(s), home phone, home address, current Oxford phone and current address. Applications also require a non-refundable \$25.00 application fee.

In the event one or more the Tenants named in this Lease desires to vacate the Premises, it shall NOT be the obligation of Landlord to find replacement(s). All Tenants, including those who vacate the Premises, will be responsible for all obligations (including unpaid rent) under this Lease. Any assistance provided to Tenants by Landlord in securing replacement Tenants shall in no way excuse Tenants' rent obligation or any other obligations enumerated herein. The replacement Tenant is required to pay Landlord whatever portion of the Security Deposit that was paid by the vacating Tenant. Any portion of the Security Deposit owed to vacating Tenant(s) will be refunded after the deposit and rent is secured from the replacement Tenant(s), minus any charge authorized under this Lease.

18. **DAMAGES TO THE PREMISES.** The following is a list of common charges. Tenants agree to pay the following minimum charges for damages:

- (a) Plugged drains/disposals, etc. - \$25 per drain
- (b) Keys not turned in - \$35 per key
- (c) Burns, stains or holes in carpet - \$40 per burn, stain or hole
- (d) Unauthorized locking device on door(s) - \$75 each
- (e) Dirty Stove - \$50 each
- (f) Dirty refrigerator - \$100 each
- (g) Trash, unclaimed items, or furniture left on Premises - \$40 per hour to clean up plus cost to dispose
- (h) Cleaning of Premises - \$50 per room
- (i) Dirty Microwave - \$25 each
- (j) Dirty Dishwasher - \$35 each

18.1. If Landlord's actual cost exceeds any of the minimum charges stated above, Tenants agree to pay the actual repair or replacement cost.

\_\_\_\_\_  
Tenant's Initials

18.2 In addition to the foregoing common charges, the following is a non-exclusive list of common damages for which, if they occur, Tenants will be charged actual repair or replacement costs:

- (a) Damaged or dirty walls (beyond normal wear/tear)
- (b) Missing smoke alarm(s) or fire extinguisher(s)
- (c) Missing or damaged screen(s) or window(s)
- (d) Professional cleaning of carpet(s)
- (e) Damaged or missing furniture

19. **Charges During Term.** Tenants agree to pay all charges incurred during the Term, for example, but not limited to, for lockouts, repairs required due to Tenants' negligence, etc., upon receipt of an invoice for such charges from Landlord. Invoices not paid within



30 days of Tenants' receipt will accrue service charges in the amount of 10% of the total invoice per month until paid.

20. **Joint And Several Liability.** TENANTS ARE JOINTLY AND SEVERALLY LIABLE FOR THE PERFORMANCE OF ALL OBLIGATIONS AND PAYMENT OF ALL FEES DUE UNDER THIS LEASE OR IMPOSED BY LAW. EACH TENANT GUARANTEES THE FAITHFUL PERFORMANCE OF THIS LEASE BY ALL OTHER TENANTS AND RECOGNIZES HIS/HER OBLIGATIONS.

\_\_\_\_\_  
Tenant's Initials

21. **Landlord's Remedies.** Any failure by Tenants to pay rent when due shall, at the option of Landlord, terminate all rights of Tenants hereunder. In the event that Tenants shall be absent from Premises for a period of ten (10) consecutive days while Tenants are in default of payment of Rent for fifteen (15) days, Tenants shall, at the option of Landlord, be deemed to have abandoned the Premises.

None of the provisions contained in this Lease are in lieu of any other legal remedies available to Landlord for non-payment or late payment of rent, or any other default or violation of this Lease by Tenants.

22. **Non-Waiver.** No waiver by Landlord of any of the covenants or agreements contained herein breach shall be deemed a waiver of the same any other subsequent breach of such covenants or agreements or justify or authorize the non-observance at any other time of the same or of any other covenants or agreements hereof. No covenant, term or condition of this Lease shall be deemed waived unless in writing.

23. **Headings.** The section headings herein have been inserted for purposes of reference only, and in no way define or limit the scope or intent of this Lease.

24. **Severability.** If any part of any term, covenant, provision or condition of this Lease or the application thereof is held to be invalid or unenforceable or contrary to any law, that invalidity shall not affect the applicability validity with any other provisions of this Lease.

25. **Renewal.** This Lease is not automatically renewable. The terms of a new lease for subsequent periods may not necessarily be the same as this Lease. All requests of Tenants interest to sign another lease must be in writing and will be considered by Landlord, who retains the right to deny the request.

26. **Governing Law, Jurisdiction And Venue.** The parties agree that this Lease Agreement is governed by and construed in accordance with the laws of the State of Ohio. The parties agree that this Lease Agreement shall be enforced in any court of competent jurisdiction in Butler County, Ohio and they submit to the jurisdiction of any and all such courts regardless of their residence.

SIGNATURE PAGE TO FOLLOW.

We, the undersigned, agree that we have read and understand the terms of this Lease and intend to become legally bound upon execution of this Lease. We agree by signing this Lease that we read the Lease thoroughly and completely and if we did not understand any of the terms or conditions of this Lease we consulted or had the opportunity to consult an attorney.

Witness our hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Landlord:**

DuBois Rentals, LLC

By: \_\_\_\_\_

**Tenants:**

Tenant #1

Tenant #2

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Tenant #3

Tenant #4

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

# PROPERTY SUMMARY SHEET GENERAL INFORMATION

DuBois Rentals LLC:  
John DuBois Managing Partner  
1467 Moon Valley Lane  
Cincinnati, Ohio 45230

DEPOSIT: \$X,000.00 due at the signing of the Lease (deposit of \$1,000.00 per tenant if \_\_ tenants pay equally and occupancy is 100%)

RENT: \$XX,000.00

\$XX,000.00 for 1st Semester due August 1<sup>st</sup>, 2023. (rent due equals \$X,000.00 each - if 4 tenants pay equally and occupancy is 100%).

\$XX,000.00 for 2nd Semester due December 1<sup>st</sup>, 2023. (rent due equals \$X,000.00 each - if 4 tenants pay equally and occupancy is 100%).

Mail to: DuBois Rentals, LLC  
1467 Moon Valley Lane  
Cincinnati, Ohio 45230

LEASE COMMENCEMENT DATE: August 17, 2023

### UTILITY INFORMATION:

Utility Signee: \_\_\_\_\_

- **Electric:** Contact Duke Energy - 800-544-6900 [www.duke-energy.com](http://www.duke-energy.com)

Electric must be put into your name prior to your lease commencement. Failure to do so will result in a \$50 processing fee.

- **Gas:** Contact Glenwood Energy of Oxford – 513-523-2555 [www.glenwoodenergy.com](http://www.glenwoodenergy.com)

Sign up for service at [www.glenwoodenergy.com/application](http://www.glenwoodenergy.com/application) To avoid moving in without hot water, have the turn on date be two business days before you plan to move-in. This will allow Landlord the opportunity to light your hot water heater before your arrival. If you wait to sign-up for service upon moving in, you will need to call Landlord to make arrangements to have your water heater pilot lit. (Allow 1 business day from time of your call for the arrangements to be made.)

### DESIGNATED UTILITY CONTACT PERSON:

\_\_\_\_\_  
(Print name)

Phone # ( ) \_\_\_\_\_

Email \_\_\_\_\_

**PROPERTY SPECIAL NEEDS/RULES/INFORMATION:**

**Health & Safety:**

Smoking, vaping, candles and incense are prohibited in the building.

Fire extinguisher is located under the kitchen sink. Discharge or tamper will result in a bill to tenants to recharge the extinguisher.

Smoke and CO alarms may not be removed or tampered with.

Trash must be promptly disposed of in the dumpster behind the building. Trash may not be stored in hallways or stairwells. All trash must be in a tied/sealed plastic garbage bag.

**Professional Carpet Cleaning Requirement:**

If upon vacating the Premises all carpets professionally cleaned, landlord will have them cleaned and will deduct the cleaning cost from tenants' security deposit. (Approximately \$40 per bedroom)

**Appliances:**

There is a switch underneath the kitchen sink that needs to be turned on in order for the dishwasher to operate.

A stacked washer/dryer laundry center is provided for each apartment. These units work well unless overloaded - no comforters, bulky items, etc.

Kitchen sinks are equipped with food disposers. These are designed to handle tiny bits of food. If large food pieces or other objects (Such as bottle caps, glass, potato peels, pasta, etc.) are found in the disposal you will be charged our cost to repair or replace.

**Drains:**

Do not pour drain cleaning products into the plumbing system - if you have a clogged or slow drain, please notify maintenance

Do not flush paper towels, flushable wipes, facial tissues, cotton swabs, condoms, or feminine hygiene products down the toilet. You must keep a toilet plunger on hand in order to avoid being billed for service calls.

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Tenant's Initials

# TENANT SUMMARY SHEET

## GENERAL INFORMATION

TENANTS: (Please Print or Write Legibly)

Tenant #1: \_\_\_\_\_

SS# \_\_\_\_\_ D.O.B. \_\_\_\_\_

Tenant Email: \_\_\_\_\_

Tenant Cell Phone # (\_\_\_\_) \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Parent/Guardian Phone # (\_\_\_\_) \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Parent/Guardian/Home Address: \_\_\_\_\_  
\_\_\_\_\_

Tenant #2: \_\_\_\_\_

SS# \_\_\_\_\_ D.O.B. \_\_\_\_\_

Tenant Email: \_\_\_\_\_

Tenant Cell Phone # (\_\_\_\_) \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Parent/Guardian Phone # (\_\_\_\_) \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Parent/Guardian/Home Address: \_\_\_\_\_  
\_\_\_\_\_

Will you receive financial aid for rent payment? YES  NO

New Tenant  Renewal  Current Class \_\_\_\_\_

Will you receive financial aid for rent payment? YES  NO

New Tenant  Renewal  Current Class \_\_\_\_\_

Tenant #3: \_\_\_\_\_

SS# \_\_\_\_\_ D.O.B. \_\_\_\_\_

Tenant Email: \_\_\_\_\_

Tenant Cell Phone # (\_\_\_\_) \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Parent/Guardian Phone # (\_\_\_\_) \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Parent/Guardian/Home Address: \_\_\_\_\_  
\_\_\_\_\_

Tenant #4: \_\_\_\_\_

SS# \_\_\_\_\_ D.O.B. \_\_\_\_\_

Tenant Email: \_\_\_\_\_

Tenant Cell Phone # (\_\_\_\_) \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Parent/Guardian Phone # (\_\_\_\_) \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Parent/Guardian/Home Address: \_\_\_\_\_  
\_\_\_\_\_

Will you receive financial aid for rent payment? YES  NO

New Tenant  Renewal  Current Class \_\_\_\_\_

Will you receive financial aid for rent payment? YES  NO

New Tenant  Renewal  Current Class \_\_\_\_\_

## EXHIBIT A

### Furniture Listings

#### **Bedroom (each)**

- Full Size Bed with Mattress
- Night Stand
- Four (4) drawer dresser under bed
- Built in Desk
- Desk Chair

#### **Living Room**

- One (1) Sofa
- One (1) Loveseat
- Four (4) bar stools
- Dining Table with four (4) chairs
- TV stand
- Coffee Table
- End Table

#### **Kitchen**

- Stove
- Refrigerator
- Dishwasher
- Microwave
- Garbage Disposal

#### **Washer and Dryer**

#### **Blinds on ALL windows**