

Lease Addendum and Policies for Front Page Realty, Inc.

The following provisions shall control over conflicting provisions of the printed lease contract:

Fee Section:

1. Rent is due on or before the 1st of each month regardless of holidays, weekends, your vacation or any other reason. **If rent is not IN the office by 6:00 P.M. On the 3rd day of the month it will be considered late. Late fees apply at \$40 for the first day late and \$10 a day thereafter** and legal proceedings may occur if payment is not received. Bounced checks are \$50 plus all the late fees. All these fees are due with the rent. Anyone who bounces a check must pay with a money order for 3 months.
2. If you lock yourself out of your apartment you will be charged a locksmith fee. If you have lost keys there is a fee of \$25 for replacement of the key.
3. A service fee of \$25+ will be charged for any type of delivery of notices that you are responsible for; i.e. Late rent notices, lease violation notices, etc.
4. We supply one copy of your lease to you. For additional copies a fee of \$25 must be paid
5. You will be charged a \$35 processing fee from your security deposit upon move-out.
6. No candles allowed. Throwing cigarette butts out on the ground or near and around apartments for any reason is considered littering and a \$50 fine will be charged. Use any empty bottle or can with water.
7. If a person skips out of their lease without paying rent owed plus re-letting fees, we report the delinquent account to the credit agencies and Tenant Check.

General Information:

8. **We begin pre-leasing our student properties in February. You will be given a chance to renew at that time. We will begin showing the property at that time unless you renew and complete all the paperwork. N/A for property outside ZIP codes: 78701, 78703, 78705, 78751, 78756, 78757,78731**
9. No smoking allowed inside dwelling. All BBQ pits must be 20' from all structures, if allowed at the property.
10. Resident is responsible for their own pest control with the exception of wood destroying pests and rodents.
11. MAINTENANCE REQUESTS MUST BE IN WRITING to be acknowledged and will be performed Monday – Friday between normal working hours. Verbal requests may be noted but will not be considered a request until it is put in writing unless it is an emergency. You can find our Maintenance Request Form on our website (www.frontpageproperties.com)
12. Tenants are responsible for clogged garbage disposals, drains clogged with hair, clogged toilets, etc. We advise purchasing a plunger and using the disposal properly. You will be charged for service calls on the above.
13. Call a plumber or ask the utility company to light pilots when gas is turned on.
14. Resident is responsible for the A/C and furnace filter being changed monthly. Failure to do so will result in the resident being charged for any service call and/or repairs which arise in part or whole to dirty filters.
15. ONLY USE 60watt light bulbs or fluorescent ones. Higher wattage could result in fire or damaged fixtures which tenant will be responsible for.
16. Tenant is responsible to check smoke detector monthly and change battery if necessary. Hold button down a few seconds to check.
17. Tenant is responsible for all phone and cable lines: Changing lines, relocating lines, etc. must have prior written permission from owner or manager before changes occur.
18. If you rental unit has its own water softener unit you must keep it maintained properly and the proper salts in the unit. If you rental unit has a hot tub it must be maintained properly.
19. No pets allowed at any time without written permission from management.
20. Please refer to your lease or call our office if you have any questions.

Move-Out Section:

21. Upon move out, resident must follow move out instructions on our website. (www.frontpageproperties.com) Cleaning of the carpet, maid service, utilities, repairs beyond normal, and returning all keys by move out day are tenants' responsibilities. Carpet cleaning must be performed by OUR carpet man; otherwise if carpet is not cleaned to our satisfaction we will clean it again and charge you. This goes for any paint, repairs, cleaning, etc. ***We do not schedule move out inspections with the tenant.***
22. Move-In Inventory Sheet MUST BE returned within 48 hours of move-in. Failure to comply means that you accept the property AS-IS.
23. You will be charged a \$35 processing fee from your security deposit upon move-out.