

# Homefinders Rental Properties

## Tenant Information

### Tenant Responsibilities:

#### As a tenant your responsibilities include:

- Reporting any maintenance issues with the property.
- Paying for all damages you cause.
- NOT making alterations to the property.
- Maintaining the landscaping as provided in your lease.
- Taking care not to cause damage to the property.
- Respecting your neighbors' quiet enjoyment of their property.
- Adhering to the terms of your lease. For example; by not smoking in a non-smoking house or by not having pets in a house that states in the lease no pets allowed.
- Paying all rent on time.
- Transferring all utility accounts that you will be responsible for into your name in a timely manner upon move in and removing your name from all utility accounts upon move out.
- Giving the landlord the appropriate notice (one-month) prior to terminating the rental agreement.
  - Giving management no less than one month's written notice to be effective only on the last day of a given month; all notices must be made in writing, we will not accept any notices by email or phone or by anyone other than the tenants listed on the lease agreement, all notices must be mailed to our office by first class mail on or before the last day of a given month. Any notice that is postmarked after the last day of a given month will not be considered for that current month and will be accepted for the following month. All notices must have the tenant's name, their current address, and their forwarding address. (Forms are available in the Homefinders Office)
- Allowing all interior and exterior inspections of the property when given the appropriate written notice (usually 24 hours).
- NOT leaving any trash or unwanted items when leaving a rental property (this includes inside and outside).
- Leaving the property in the same condition you found it in.
- Letting Homefinders know when you will be away from the rental property for more than a week.

Tenant shall be responsible for repair or maintenance functions to include, but not limited to the following:

- Changing of air conditioner/furnace filters on a monthly basis (this includes cleaning filters that are on the units that heat and cool both);
- Resetting of circuit breakers or fuses (tenants are advised to always keep extra fuses on hand);
- Unstopping plumbing (except those that caused by tree roots or faulty pipes);
- Damage resulting from failure to promptly report to the property manager/landlord any malfunctions or abnormal operations of equipment within the rented property;
- Damage resulting from forceful entry or burglary (If this occurs make sure and file a police report);
- Replacing light bulbs; Tightening, of screws, nuts and bolts on hardware not requiring specialized training;
- Excessively high water or utility bills resulting from failure to report of obvious leaks;
- All screen repair, or replacement and repair, or replacement of all broken glass, caused by the tenant or guests of the tenant;
- Payment of any repair bill due to tenant request where no problem was found or corrected;
- Lighting of any and all pilot lights on gas fixtures; insuring the proper operation of smoke detector(s) and replacing the battery as needed. Tenant may notify landlord of necessary repair or corrective action/maintenance and request assistance at tenant expense. Landlord will **not** pay for any repairs or billings charged to landlord by tenant.

**THIS NUMBER IS TO BE CALLED FOR EMERGENCY REPAIRS NEEDED AFTER THE RENTAL DEPARTMENT IS CLOSED. EMERGENCY REPAIRS ARE SUCH AS:**

- GAS LEAKS - 986-8289

- LOSS OF HEATING WHEN THE TEMPERATURE FALLS BELOW FREEZING – 986-8289 if gas, 986-8284 if electric

**EXAMPLES OF NON-EMERGENCIES:** (always make sure you check fuses and breakers before calling in an emergency)

- Plumbing stoppages
- Locked out
- Air Conditioner (unless outside temperatures are above 100 degrees) or appliances not working
- Noisy neighbors (call the police department)
- Broken windows, screens, etc...

Most of these items are the responsibility of the tenant and you can call your own repairman if you wish. All repairs arranged for by the tenant will be paid for by the tenant!