

ADDENDUM A

- 1) Residents agree to let unit be shown for pre-leasing; with reasonable notice given to at least one resident. Early renewal of lease contract will remove your unit from our pre-lease listing. x _____ x _____ x _____ x _____
- 2) Residents are to pay, in full, for maintenance calls regarding clogged commodes, garbage disposals, sinks, tub drains, AC filter and light bulb changes. AC filters **Must** be changed monthly.
- 3) Residents are responsible to CHECK AND MAINTAIN ALL SMOKE DETECTORS and replace batteries as needed. It is against the law to disconnect or remove your smoke detector.
- 4) Residents will be fined \$50 per occurrence for all trash and mail found on the premises.
- 5) Residents are responsible for all pest control.
- 6) University Realty does not warranty or repair ice-makers, microwaves, or mini-blinds.
- 7) We will pay for repairs and conditions that materially affect the health of an ordinary resident (i.e. dangerous or hazardous conditions), and any legitimate repair reported to our office within 14 days after move-in date. Otherwise, you will be responsible for the full cost of the repair plus a service charge.

HOW TO GET YOUR FULL DEPOSIT BACK

- 1) As per the lease agreement, residents must have unit and carpets professionally cleaned upon move-out.* If the resident wishes to hire professionals, a receipt of the work must be turned in upon move-out. (Residents may choose to allow University Realty to hire professionals and have the cost taken out of their security deposit).
- 2) All light bulbs and AC filters must be replaced.
- 3) All cabinets/closets etc. must be left open during walk-through and electricity must be left on to test lights, appliances, heating/cooling, etc. If make-ready work is not completed by the time of the walk-through, electricity must be left on so that work may be completed. If management has to turn utilities on to complete make ready, tenant shall pay for associated charges.
- 4) All keys, mailbox keys, remotes, parking passes, etc. must be turned into the OFFICE by MIDNIGHT ON THE DAY OF THE MOVE-OUT. Tenants must place all these in an ENVELOPE, WITH YOUR NAME, OLD ADDRESS AND FORWARDING ADDRESS WRITTEN CLEARLY ON IT. THE ENVELOPE MUST BE TURNED INTO THE OFFICE no later than midnight on the day of the move-out, or you will be charged a re-keying fee of \$85.00. All late fees, fines, maintenance charges, unpaid rent, etc., must be paid for at time of move-out.
- 5) The walls, trim, and any other painted/wallpapered surface must be in the same condition as move-in; anything broken or damaged by the tenant must be repaired or University Realty, Inc. will have the work done and deduct it from security deposit or billed to tenants.
- 6) If any of the above mentioned items are not completed and work has to be done; there will be a **\$100** make ready fee deducted from your deposit. x _____ x _____

Inventory and Condition Form: Must be turned into office 48 hours after move-in. This inventory will be null and void if 1) False or exaggerated statements are made and detailed descriptions are not given. 2) Form is not signed and returned within 48 hours.

MAKE READY LIST

- The following items must be professionally cleaned/ made ready:
All kitchen appliances and cabinets * ceiling fans/fixtures *bathroom/tubs * doors * window sills *blinds * baseboards * fireplaces * patios/balconies * mirrors * no stickers or decals *floors * shelf paper removed and wiped clean * cabinets/counters wiped * cobwebs removed * a/c filters changed* new batteries put in smoke alarms
- The following is a suggested price range for **general** cleaning should University Realty hire professionals:
1 bedroom cleaning-starting at \$90 carpet-starting at \$80
2 bedrooms cleaning-starting at \$110 carpet-starting at \$95
3 bedrooms cleaning-starting at \$125 carpet-starting at \$110
- If necessary there will be an additional \$20.00 charge for any of the following items:
Microwave * Range hood * Refrigerator *Ceiling fans dirty *Touch-up paint * Ceiling fans-new globe * Blinds-broken * Bathrooms-extra cleaning * Baseboards* Blinds-Dirty * Fireplace-dirty * Window sills * Light bulbs changed *Removal of contact paper *Removal of junk

I HAVE THOUROUGHLY READ ALL OF ADDENUM A:

X _____
X _____

X _____
X _____

