

PETTIT PROPERTIES ADDENDUM

(Becomes a part of Lease Agreement)

Date: _____

- I. Leasing Procedure.
- A. To complete the rental agreement
 - 1. Applicants must be of legal age
 - 2. Complete rental application
 - 3. Any false statement made on the application will result in denial of the application, or later cancellation of Lease
 - 4. Present a valid driver's license or two other forms of identification
 - 5. Each person on the Lease must obtain a Limited Guarantor. This is due upon signing of the Lease.
Exception: International students must also pay last month's rent and 1.5 times deposit.
 - 6. Read and sign the Lease agreement and addendums
 - 7. Current tenants who would like to renew with Pettit Properties must be current with their rent, charges, water bill and paperwork
 - 8. Pay the full deposit (equivalent to one month's rent). Half of the deposit is due at the signing of the Lease and the second half is due 2 weeks after signing the Lease, if the Lease is signed before May 31.
 - 9. If a roommate is out of town, their paperwork must be completed within two weeks of starting the Leasing process
 - 10. The unit can be put back on the rental market if the above items are not completed within two weeks. \$200 of the deposit will not be refunded if the unit is put back on the rental market
 - B. Upon signing of the Lease a deposit will be made to secure the apartment until the Lease term begins. At this time the deposit becomes a **Security Deposit**.*
 - C. Maximum Occupancy of an apartment is the number bedrooms plus one
 - D. Electronic Signatures (such as those by Fax) are considered valid by Pettit Properties and the Tenant for signing of the Lease, Addendum, and any other documents between Pettit and Tenant
 - E. Pettit Rental Policy: There are times when more than one group is interested in an apartment. The first group to complete the items above will be given preference.
 - F. Pettit Properties is an EQUAL OPPORTUNITY HOUSING PROVIDER. Questions should be directed to Bobbie Jo Pettit at 614-374-1576

II. SECURITY DEPOSIT POLICY. Refund of the Security Deposit* is subject to the following provisions:

- A. Full term of Lease has expired.
- B. A 30 day written notice was given prior to leaving the apartment
- C. Entire apartment is to be left in a clean and sanitary condition. This includes:
 - 1. Carpet professionally cleaned
 - 2. Floors of bath and kitchen swept and scrubbed
 - 3. Bathtubs, showers, toilets, sinks, medicine cabinet, mirrors, and tile walls cleaned
 - 4. Oven, stove, and hood degreased and cleaned
 - 5. Refrigerator emptied, defrosted and cleaned
 - 6. Cupboards emptied and washed
 - 7. Kitchen counter tops emptied and cleaned
 - 8. Storage closet emptied and cleaned
 - 9. Furnace closet and top of hot water tank cleaned
 - 10. Clean windows inside
 - 11. Clean all fans and light fixtures
 - 12. Replace all burnt out light bulbs
 - 13. Posters and nails removed from walls
 - 14. Clean walls and all switch/outlet plates
 - 15. Remove all trash and furniture
 - 16. Wash front door inside and out
 - 17. All appliances must be in working order
 - 18. Vents swept and cleaned

*Upon Move-out a detailed cleaning list will be mailed

- D. No unpaid late charges, delinquent rents, bad check fees, or unpaid water bill
- E. Cleaners are \$30 per hour
- F. ALL keys returned, \$10 per key not returned
- G. Forwarding address and stamped envelope left with office

- H. Clean up of trash, old furniture from the apartment, porch, or yard, and maintenance work will result in \$35 per hour fee charged to the tenant. Also be aware of the damage caused by candles, either wax residue or smoke damage.
- I. Please refer to a copy of your Inventory and Condition Form for a list of standard cleaning and repair charges. Abnormal circumstances of damage may result in charges above those listed herein. Please note this is not an all-inclusive list. You may be charged the actual costs for cleaning, repairs or for any damages that are not on the list.
- J. Please note you have occupancy of 351 days and a lease term of 365 days. Your occupancy ends 14 days before the end of the Lease. The deposit will be returned 30 days after the end of your lease.
- K. Move out is midnight of the Move-out date stated on Lease.

III. ADDITIONAL CONDITIONS.

- A. Indoor furniture, trash, boxes, or any articles other than lawn furniture are not allowed on porches or outside premises
 - B. Upon Move-out carpets must be shampooed by a certified professional. Shampooing of the carpet can be set up by Pettit. The charge will be taken from the deposit. Initial _____
 - C. The Landlord requires one monthly check per unit. There will be a \$10 fee for each additional check received for rent. Those who pay at least three months in advance will not be charged this fee.
 - D. Parking stickers are \$25 dollars. You must have a parking pass to park in our parking lots. The pass is to be hung from the rear view mirror. Parking privileges can be revoked if three or more complaints are received. Parking fee would not be refunded.
 - E. Tenants are responsible for all utilities 7 days after date of move-out.
 - F. NO PETS (even temporarily) Initial _____
 - G. If one roommate is not able to pay, the roommates must make up the difference, because the Lease is Joint and Several.
 - H. Tenants are responsible to leave a slow drip at faucets during winter break to prevent pipe freezing. Heat should not be turned off. Do not turn the thermostat below 50 degrees during break.
 - I. Subleasing is not permitted. However, in the event a roommate must move, another roommate may share responsibilities of the roommate moving out by additionally signing on the existing lease.
 - J. If tenants put a privacy lock on their bedroom, tenants must provide landlord with a copy of key so that landlord may enter in case of emergency or for rental showings. If you install your own privacy lock and are locked out, a \$25 fee will be charged to open the door. If you become locked out your house or room (Pettit Lock) , a \$25 fee will be charged to open the door.
 - K. When tenants request maintenance repairs, the landlord does not require further notice of entry. Requests will be completed within 24 hours. If it is not an emergency, requests made on Friday could be completed on Monday.
 - L. Tenants should not flush anything other than bodily human waste or toilet paper. Tenants will be responsible for any damages caused by flushing other materials. Labor to repair is \$35 an hour.
 - M. No hanging TV's
 - N. No mini blinds, only curtains with tension rods, no sheets nailed to walls, no cardboard as coverings, only appropriate window coverings.
 - O. If damage to the property is caused by a break-in, a burglary report must be submitted to Pettit within 10 days of the incident to avoid being charged for damage.
 - P. If the tenants are renewing the Lease and there are any new roommates, this is considered a stay over, and there will not be any cleaning or maintenance done upon move in of the new tenants. New tenant (s) initial _____
 - Q. Other _____
- R. Name one spokesperson* for your group to ensure good communication between the Landlord and Tenants. Please include the following information for contact before the leasing period begins.

NAME _____ PRESENT CELL # _____
 PRESENT ADDRESS _____
 CITY, STATE, ZIP _____
 PRESENT EMAIL _____ SECONDARY EMAIL _____

SUMMER ADDRESS OR PARENTS ADDRESS _____

Residents are entitled to a copy of this Addendum when fully signed

THIS IS A BINDING LEGAL DOCUMENT READ CAREFULLY BEFORE SIGNING

Resident(s)/Date	Resident(s)/Date
_____	_____
_____	_____
_____	_____
_____	_____