



1150 Lee Blvd Suite 1B  
Lehigh Acres, FL 33936  
Office: 239-368-9383 Fax: 239-368-3253  
[www.accessleecounty.com](http://www.accessleecounty.com)

## *WELCOME HOME!*

Thank you for choosing Access Real Estate to take care of your housing needs.

**THIS HANDBOOK IS PART OF YOUR LEASE AND IS A LEGALLY  
BINDING DOCUMENT.**

This handbook outlines your responsibilities as a tenant, and our responsibilities as agents for the owner. Please read it carefully and keep it in a convenient place where you can refer to it periodically.

Should you have any questions, please feel free to contact us.

## **GENERAL RULES AND REGULATIONS**

### **RENTAL HOME**

Please treat it as your own. During the term of your lease, you are in possession of the house and yard. Your obligations are similar to those as if you owned the property.

### **RENT PAYMENTS**

All rents are due and payable by the **1st of the month**. Monthly reminders will not be sent. Payment can be made by certified check, money order, CashPay at accepted vendors, or online through the tenant portal. **NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED at the office.**

You may mail or bring the payment to our office located at 1150 Lee Blvd Suite 1B Lehigh Acres FL 33936. You may bring your payment to our office during normal business hours or there is a drop box located by the front door for your convenience. Rents not paid by the **5<sup>th</sup> of the month** will be considered delinquent and will be subject to **late fees of \$100 and \$5/day**, and possibly posting fees. If a '3 Day Notice to Vacate for Non-Payment of Rent' is posted on your door, you are subject to **\$45.00 as additional rent. All late rents must include any additional fees charged to your account. Payments received will be applied to additional fees prior to rent charges.**

### **RESIDENT BENEFIT PACKAGE**

Enrollment in the Resident Benefit Package is mandatory for all residents and monthly charge is added as additional rent and subject to collection/eviction if not paid. Included in the package are the following: Renters' Insurance Policy, Quarterly HVAC filter delivery, Credit Reporting, access to Tenant Portal, one-time late fee or NSF fee waiver (up to \$100), Rent Rewards program, Identity Protection, Home Buying Assistance, and Utility concierge services. Monthly program fees are subject to change annually. Tenant has the ability to opt out of renters insurance by obtaining their own policy and providing proof of said policy via link. If at any time, outside policy is cancelled, you will automatically be enrolled in the master policy provided by Access Real Estate.

### **PHONE NUMBERS AND E-MAIL**

All residents are required to provide to Management all current working numbers for home, work, and cell phones in addition to e-mail addresses. It is your obligation to notify the office if anything has changed. Should you change jobs during the term of your lease, you are to provide that number promptly. This allows us to contact you quickly in the event of an emergency at the property.

### **DEFAULT OF MONTHLY RENTAL PAYMENT**

If your rent is late and you are posted with a '**3 Day Notice to Vacate for Non-Payment**', you can be subject to eviction proceedings. If it is not paid with all late and posting fees by the 3rd business day from the date of the notice, your lease and rental agreement can be cancelled and cause for demand of all monies due. You can be responsible for attorney fees, court costs, legal, and collection fees incurred by efforts to collect the rent due.

All unpaid charges will be considered additional rent. Should you attempt to pay the rent while legal action is in progress, acceptance of rent will not necessarily stop the legal proceedings. A separate agreement must be reached if legal action is to be put on hold.

### **NOTICE OF NON-COMPLIANCE**

If you violate any terms of your lease, you may receive a '7 Day Notice of Non-Compliance' posted to your front door. You will have 7 days from the notice posting date, to correct the problem. You will be posted for overgrown grass/flowerbeds/trees/shrubs, parking on the grass, illegal or inoperable vehicles, unauthorized occupants, unauthorized pets, damage to the home, housekeeping issues, etc. **In addition to posting this notice on your door, you will be charged a \$45.00 posting fee.**

### **NOTICE TO VACATE**

A 30-day written notice to vacate is required unless your lease states otherwise. The written notice is required even if you intend to vacate at the end of your lease term. The notice should state a definite move-out date. Should you need additional days after your move-out date, please contact the office for additional instructions. If you are active military, please refer to your lease for additional information.

### **TENANT VACATING AGREEMENT (OTHER TENANT(S) REMAINING)**

Should a tenant vacate, with other tenant(s) remaining, and wants to be released from the lease, there will be a \$50.00 fee from the vacating tenant for that consideration and a signed agreement.

### **BREAKING YOUR LEASE**

Breaking your lease does not release you from your obligations to your lease. You are responsible for all future rents until the property is leased and you can be subject to any charges incurred to ready the property for future use and/or any charges due per the Early Termination Clause in your lease.

### **KEYS AND LOCKS**

Keys are issued at the time of possession and when all rents, deposits and fees are paid in full. Alterations or replacement of locks, bolts, chains or any other types of locking mechanisms requires the approval of the management office. Management must have a key to each lock on file. Should management not be able to gain access to the property due to locks being changed without prior approval, management may gain access and rekey all locks and charge the cost to the tenant. That charge will be considered additional rent. Copies of keys will be available at the office during normal business hours. Should you lose your keys or lock yourself out of your home, an additional key is available for you to borrow during normal business hours.

**Identification is required.** There will be a **\$100.00 charge** to you if you do not return the key within 24 hours.

### **TRASH, GARBAGE AND RECYCLING**

All trash, garbage and recycling material must be placed in the appropriate containers. All containers must be discreetly stored until trash day. Empty containers must be put away the same day they are put out. Trash containers provided by the county are the property of the homeowner and must remain at the property when you vacate or you will be charged a fee to replace the container.

### **DISTURBANCES, NOISE AND NUISANCE**

All residents and guests are expected to conduct themselves in a way that will not offend or disturb their neighbors. Any activity that causes extreme or excessive noise, traffic or disturbance of any kind is subject to eviction.

### **PARKING/VEHICLES**

All vehicles shall be parked in designated areas (garages, drive-ways, parking lots, etc.) or on a public street where allowed. You are not allowed to park on the lawn, sidewalk, or any other area not designated for parking. All vehicles must be registered, licensed and operable at all times. No vehicle repairs are allowed at any time. You are responsible for any oil/fluid stains that penetrate the garage floor or driveway. If your vehicle leaks fluids, please place a protective covering pan under it to catch the leaks.

### **GUESTS**

Any person(s) staying more than two weeks in a three-month period will be considered Tenants; unless prior written approval is obtained from Management. Only those listed on the rental application and lease have permission to occupy the premises. You will be responsible for the behavior of your guests.

### **PETS**

No pets are allowed on the premises unless you have had prior written approval and have paid an additional security deposit. You are responsible for your pet(s) at all times and the management and owner does not assume responsibility or liability for the actions of your pet(s). Illegal pets on the premises are subject to additional pet fees and/or termination of your lease. Permission to have your pet on the premises may be revoked at any time without terminating your lease agreement. You will be charged for spraying the premises for fleas, ticks, etc. inside and out when you vacate. You will be responsible for any damage to the property caused by your pet(s) and that cost will be deducted out of your security deposit.

### **INSURANCE**

All tenants are required to obtain and maintain renters' insurance per the lease agreement. Insurance requirements are \$100k liability listing Access Real Estate as an additional insured. For your convenience, the Resident Benefit Package includes a renter's insurance policy meeting the requirements. Should you choose to obtain your own policy, you may opt out of the policy provided and your package price will be credited accordingly once you have met the requirements for opt out.

## **EMERGENCY MAINTENANCE/REPAIRS**

An emergency exists when danger is imminent or property damage has occurred or is about to occur. It is your responsibility to report that danger immediately to the office. **If the emergency is after hours, please call or text 239-738-5974.** Please provide phone number, address, and the nature of the call. If the emergency involves a fire or similar emergency, call 911 first, then the property management office.

## **MAINTENANCE REQUESTS**

**Management will only accept non-emergency repair requests via online submission at [www.accessleecounty.com](http://www.accessleecounty.com).** Be specific and detailed about the problem. All repairs (except for emergencies) will be handled in order of severity and urgency. Repairs are done during normal business hours. Contractors will not come after business hours nor work around your schedule. Do not deny the contractor access. **Only emergency repairs will be handled on weekend, holidays and after hours.** Should you discover a leak, to prevent further damage it is your responsibility to stop the water source immediately, whenever possible. Find the water cut-off valve and shut it off. Should there be a leak under a sink, put a bucket there to prevent damage to the cabinet. If the toilet is leaking at the base, put a towel around it to prevent the water from spreading. It will be up to you to make every effort to prevent further damage until the repair can be made. Should you receive damage from a storm, please contact the office immediately. Storm damage repairs are done in order of severity. Please be patient as the work required may involve the homeowner's insurance company and multiple bids.

## **INSPECTIONS**

Periodic inspections may be conducted to the property you are residing in at the sole discretion of Management. You will be notified by a notice in the mail of this inspection and what day it will be performed. We cannot give you a specific time when we will be there and you need not be present for this inspection. ALL properties will be inspected regardless. We cannot change the time or date of your inspection due to the volume of properties we go to. We ask for your cooperation and to restrain your pets. If you have changed the locks you are required to provide the office with a key immediately. You will be notified of any problems that will need to be corrected and you will have 7 days to remedy them. Any breach not corrected will be addressed as per your rental agreement. There will be a \$25 trip fee charged to you for any inspection that cannot be completed due to Management not having access to the property.

## **MOVE-IN INSPECTION REPORT**

Included in your move-in packet is the Tenant Move-In Report. Management provides this report so that you can note the condition of the property, listing all defects. Please fill this report out completely and thoroughly and return it to the office within 14 days. This same report will be used for comparison at the time you vacate the premises. Failure to return the report will indicate to management that you found the property to be in acceptable condition and any defects brought to our attention after the 14-day period will be considered your responsibility. NO exceptions will be made.

## **LEASE RENEWALS**

You will receive your renewal offer through the tenant portal approximately 45-60 days prior to the lease expiration. Select the option that you choose and sign online within 15 days and it will be sent back to our office automatically. All lease renewals and/or month to month leases are subject to an administration fee and possible additional security deposit. These fees must be paid prior to your lease being ordered from the attorney. Once we have your new lease, it will be uploaded to the tenant portal for signature. Tenants with more than four (4) late payments or multiple NSF payments will be subject to non-renewal of lease. Harassment and/or abuse to Access Real Estate staff members is not tolerated and will be grounds for non-renewal of lease.

## **MOVING OUT**

***PUT IT IN WRITING!*** Before your notice to vacate is accepted by Management, it must be put in writing. The notice must include the date you plan on vacating the property, your forwarding address, the date the notice is written, your name and the property address. Your notice must be received by management at least 30 days prior to move-out. Absolutely no verbal notices will be accepted regardless of the circumstances.

## **DAY OF MOVE OUT**

All keys and /or garage remotes are to be turned in to the office by the last day of your move out notice. If keys and/or remotes are not turned in, you can be charged rent for the time you have them or for a re-key and replacement of the remotes. If you did not provide a forwarding address with your notice, you are to provide it when you turn in your keys.

## **MOVE OUT INSPECTIONS**

All inspections will be conducted during normal business hours and within 72 hours from the time keys are returned to our office. No inspections will be performed on weekends, evenings, or holidays. If you have not completely vacated the premises by your move-out date, an inspection will not be done and you will be subject to rent until you are completely out. Move-out inspections will not be performed with the tenant present.

## **CLEANING**

You are to leave the property clean, the yard mowed, edged and weeded, all trash hauled off, nail and screw holes filled in with spackling and returned to their original condition, lanai and/or pool clean, garage swept out, and walkways/entry clean. Carpets must be professionally cleaned and a copy of the receipt provided to our office or you will be charged per the lease. Please refer to Move Out Guidelines for additional information.

## **RETURN OF YOUR SECURITY DEPOSIT**

**Your security deposit may not be used as your last month's rent.** Fulfilling the terms of your lease, having all rent and charges paid, providing Management with the proper move-out notice and complying with the move out guideline sheet provided to you can ensure you the possibility of a full refund of your deposit.

### **MOVE OUT GUIDELINES**

- ☐ Clean all cobwebs, insects, and mildew and dust from the exterior of home.
- ☐ Clean all fans and all light fixtures throughout the house. Replace non-working bulbs and use decorative and spot light bulbs where required. Use only 60 watts unless otherwise stated.
- ☐ Clean all A/C vents, and bathroom vent fans.
- ☐ Replace A/C filter(s).
- ☐ Clean all interior doors, walls, light switch and outlet covers, baseboards and plant shelves.
- ☐ Clean blinds, verticals, windows, window sills/sashes, storm windows, sliders and tracks. Slider tracks must be clean and free of debris and must move freely. Check for any torn or missing screens and/or broken windows that may need repair.
- ☐ Clean exterior and interior of all kitchen and bathroom cabinets, mirrors, counter tops and drawers.
- ☐ Clean all appliances inside and out. Refrigerator and Stove must be pulled out and cleaned underneath and behind. Stove drip pans must be replaced should you have burners. Clean vent hood and filter.
- ☐ Clean all bathrooms thoroughly. Remove soap scum, mildew and/or mold from tubs, showers, and glass doors.
- ☐ Fill all nail/screw holes with spackling. Remove all stickers on the walls, ceilings, windows, and woodwork. Walls and woodwork that are beyond normal wear and tear, have excess spackling, mismatched paint will result in an expense to you. This includes smoke residue.
- ☐ Mop all floors where appropriate. All carpets must be professionally cleaned once the house is vacant and a receipt must be provided to the management company. If the management company deems the carpet to be unsatisfactory after the cleaning has been done, it will be redone at your expense with a professional company of the management's choice.
- ☐ Replace smoke detector batteries as needed.
- ☐ Sweep out the garage, walkways and lanai. Any oil, rust, pet, etc. stains will be your responsibility to clean.
- ☐ Remove all trash from property.
- ☐ Trash cans must be cleaned inside and out.
- ☐ Repair/replace broken screen door closures, door knobs, window latches, cabinet knobs/handles, hinges, closet shelves, light/plug/cable plates, blinds or verticals which may have been damaged during your tenancy.
- ☐ Please make every effort to ensure any damage is repaired.
- ☐ There will be a service charge for any items left at the house including garbage and debris
- ☐ Mow, edge, weed-eat, clean out all flowerbeds and trim shrubs, bushes and/or trees. Replace mulch in flowerbeds.
- ☐ Well: Make sure the salt tank is full and aerator is clean. Failure to clean or add salt will result in an expense to you.
- ☐ Turn off the main breaker on electric panel.

## **GET TO KNOW YOUR HOME**

### **LOCATE BREAKER BOX/GFI OUTLETS**

When you first move in, locate the breaker box and GFI plugs (ground fault circuit breaker). The breaker box is usually in the garage. The GFI plugs are located near sinks in the bathroom, kitchen and in the garage. Locate the water shut off valve for the house. This is usually near or on an outside faucet. Also locate the water shut off valve for the water heater and under the sinks. Locating these items now may eliminate damage later on.

### **HEAT/AIR CONDITIONER**

**AC filters must be changed quarterly.** Filters in the correct size will be delivered to the property when they are due to be replaced and are included in your Resident Benefit Package. It is imperative that you change your filters to keep your utility costs down and to keep the equipment performing as it should. Failure to change filters can result in dirty equipment that may not cool and will probably freeze up. Should this occur, you **will** be responsible for the cost of repairing the unit. Do not set the thermostat lower than 15 degrees of the outside temperature. This can cause the unit to freeze over. If this happens, turn AC to off and fan to on for 3-4 hours for it to defrost before having us call out a technician.

### **BREAKERS**

Circuit Breakers can move slightly when triggered. It may appear to be on when it has actually tripped. To reset, turn the breaker in the OFF position and then back on. The ground fault circuit (GFI) breaker detects even the slightest voltage changes and cuts the power off during fluctuations. This can affect your water supply in to the house if you have a well system, electrical plugs in the bathrooms and kitchen, exterior electrical plugs and some lights. If you lose power near a water source, it is usually the GFI circuit has tripped. Most GFI breakers are marked with a red or yellow button. If you think your GFI has tripped, simply reset the breaker by pushing the button.

### **PEST CONTROL**

The home is treated prior to your move in. Please report any pest problem within 3 days of possession. Management will arrange for a one-time treatment. If you do not report infestation within the 3 days, it can be assumed you do not have a problem. Any infestation of any kind, with the exception of termites, will be the responsibility of tenant for the control of roaches, ants, mice, fleas or any other pests. You will be charged for any damage caused by uncontrolled pests (e.g., ants in water equipment or AC equipment). Please notify Management if you suspect any damage from termites or wood destroying insects around the house or grounds.

### **PAINTING**

No changes to the home in any way will be allowed unless **prior written approval** is obtained from the management company. If approved, Management will notify you by written confirmation. All work must be done in a professional manner and will be



inspected after completion. Any unauthorized painting can result in additional charges to you at move-out.

## **APPLIANCES**

**Stove/Oven** - Do not allow liquid in pots/pans to run over onto burners or stove top. This may cause a short, melted receptacle, and/or other long-term damage to the unit and you may be held responsible for the repair or replacement of the stove. When using heavy-bottom pans (i.e., cast iron, copper-infused stainless steel, etc.) do not turn your burners on high. Remove stuck on food immediately, replace drip pans regularly, and clean the coils periodically with mild soapy water (without submerging burners completely under water). Clean metal vent filter regularly. Clean around knobs and all surfaces regularly. Clean the oven regularly (Glass-top stoves may require specialized cleaning).

**Refrigerator** - Clean coil gently every 3 months using a cloth or duster (coils can be located either behind the unit, or at the bottom front) If the coil is located on the bottom front, remove the grill to access. Wipe down gaskets/seals regularly with white vinegar solution. Replace water/ice filters on a regular basis.

**Dishwasher** - Periodically, run a full cycle with 1 cup of white vinegar. This will deodorize the unit and kill bacteria and any possible mold growth. Wipe down all surfaces regularly.

## **CARPET**

Routine carpet care requires thorough vacuuming at least once a week. Heavy traffic areas require more frequent care. Professional carpet cleaning is recommended every 6 months and is mandatory at move-out. Any damage and/or excessive wear and tear to the carpet will be your responsibility and you will be charged accordingly. Pet damage and/or stains and odors may result in replacement of the padding and/or carpet and you will be charged accordingly.

## **COUNTERTOPS**

Always use a cutting board and hot pads when chopping, cutting or placing hot items on counter tops. Do not use abrasive cleaners as they will scratch the surface.

## **GARBAGE DISPOSAL**

Garbage disposals are not made for bones, greasy items, meat, potato peelings, celery and similar items. If the motor just hums, turn it off and un-jam the disposal by turning the blade backwards with a broom handle or similar item. Reset the button located on the bottom of the disposal and turn the unit on with the switch. If the unit turns easily but won't work, please call for maintenance. If the sink becomes clogged after you have used the disposal, use a plunger to unclog it. Almost all disposal jams are caused by misuse and what has been put into them.

### **LIGHT BULBS/SMOKE DETECTOR BATTERIES**

At move-in, all light fixtures will be equipped with the proper light bulbs and working smoke detector batteries. It is your responsibility to replace any burnt out bulbs and/or batteries during your occupancy. Upon moving out, all light fixtures must be equipped with the proper number and kind of bulbs. All decorative bulbs must match.

### **PLUMBING AND SEPTIC SYSTEMS**

You are responsible for keeping all sinks, lavatories and commodes open. Please don't allow foreign objects to become lodged in the commode. Should the septic and/or plumbing become backed up due to improper paper, grease, food, etc., it will be your responsibility to clean out. Be mindful of the amount of water discharged at any given time. It is very important that there are no cars, trucks, or heavy equipment parked on top of the septic system in the yard. This can cause the leach field to be cracked, septic to back up in the house, or the leach to cave in. You will be held responsible if damage is caused by any of the actions above. Please limit your laundry to 2 loads per day. Space out laundry loads and allow 1 hour or more between loads to ensure that you are not overloading the septic system. During the rainy season, please keep your water usage to a minimum and either wait the next day to do your laundry, or 1 load per day, if at all possible. We recommend using Rid-X once a month (or a similar product) to maintain the septic.

### **YARD**

It is your responsibility to maintain the yard unless your lease specifies otherwise. This responsibility includes regularly cutting the grass, edging, weeding out flower beds, replacing mulch, trimming shrubs, treating fire ants and lawn pests, cleaning gutters, preventing tree limbs from rubbing on the roof, and regular watering to prevent the yard and plants from dying. You are to report any condition which can cause damage, permanent or temporary, to the yard.

**NOTE: Code Violations: In the event the Landlord is cited by the City for a code violation, The Tenant will be charged a fee of \$100.00 per incident in addition to the violation fee. It is understood and agreed that a single violation can be a cause for termination of the lease.**

### **WASHER/DRYER HOOK-UP**

When you install your washer and dryer, it is a good time to check your hoses and washers to eliminate leaks. Check the wall and floor monthly for evidence of a hidden leak.

### **WASHER AND DRYERS**

Should the home you are leasing comes with a washer and dryer, it is there as a convenience to you. The owner has the option of repairing or not repairing it should there be a maintenance issue.

### **WELL EQUIPMENT**

It is your responsibility to maintain and prevent ants (in search of water) and/or lizards from invading the well equipment. Failure to do this will result in a “no water” call caused from the pressure switch tripping. If it is determined this is the cause for your “no water” call, you will be billed for this expense. Possible problem could be that the well pump and aerator on the exterior pad do not have power because of a tripped breaker. Reset the GFI outlet in the garage or side of the house by the equipment pad. If resetting the GFI doesn’t remedy the situation, there may be ants and/or lizards that have invaded the equipment causing the pressure switch to be tripped. It is your responsibility to apply preventative measures to avoid this situation. If there is any other reason that you do not have water, unplug the well equipment and notify management. Replenish salt in brine tank regularly and clean aerator (if applicable) every 60-90 days.

### **LOW WATER PRESSURE AT INSIDE FAUCETS**

The screens at the faucet may be clogged. Remove the nozzle, clean the screen and re-attach.

## **STORM PREPARATION**

### **LANDLORD/TENANT**

Tenant(s) agrees Landlord has no obligation to install storm shutters and/or take measures to prevent wind, rain, and/or other objects or projectiles from entering the premises in the course or event of a windstorm, flood, hurricane, hailstorm, tropical storm, or any other act of nature that may strike in the area of or affect the premises rented by Tenant(s) from Landlord. Tenant(s) agrees Landlord has no duty to advise Tenant(s) as to evacuation orders, potential or current storms, safety measures, storm-preparedness procedures, or storm recovery resources. Tenant(s) agrees to use due diligence in keeping informed of the current and future weather.

### **TENANTS PERSONAL PROPERTY**

Tenant(s) agrees the rental premises are located in an area that may be subject to storms, and as a result, it is necessary to take steps to protect one’s personal property, including but not limited to securing objects that may become projectiles, keeping important documents in a location safe from damage, providing for the safekeeping of keepsakes, and obtaining appropriate insurance. Tenant(s) understands that, even with precautions, damage to personal property, including vehicles, may occur.

### **RENTERS INSURANCE**

Tenant(s) understands and agrees Landlord’s insurance does not cover injury or death to Tenant’s person or loss of any kind to Tenant’s personal property or expenses incurred by Tenant(s) due to a storm, including but not limited to, loss of perishables, interruption of water, electric, cable, or other utility service, relocation expenses and/or temporary or permanent housing. Tenant(s) agrees he or she has an affirmative obligation to obtain renter’s insurance to cover losses in the event loss should occur to Tenant’s persona and/or personal property

due to a storm. Renters' insurance policy included in Resident Benefit Package includes contents up to \$10k. Any and all claims for personal property should be filed by the tenant.

### **STORM PREPARATION**

Once a tropical storm, hurricane, flood watch or warning is issued for a particular area and/or at the request of Landlord, Tenant(s) agrees to take storm preparedness actions. Any injury to Tenant(s) arising from storm preparation is the sole responsibility of the Tenant(s) and not of Landlord. In the event of damage to Landlord's property due to Tenant(s) due to storm preparations, that damage will be the responsibility of Tenant(s). Tenant(s) shall remove all authorized and unauthorized objects from the immediate premises that may become projectiles in the storm, such as patio furniture and potted plants. These items should be placed inside the garage or storage unit and returned to the outside only when it is safe to do so. In no event, shall any motorcycles, scooters, gas grills, or any other items containing gasoline or other fuel, be stored inside the rental premises.

### **STORM SHUTTERS**

If the premises are not equipped with storm shutters, Tenant(s) understands that no storm shutters will be provided and/or no measures shall be taken by Landlord to secure doors and/or windows unless Landlord, in its sole discretion, decides to perform these tasks. Tenant(s) agrees to hold Landlord harmless for any damage to person and/or windows. If storm shutters have been installed at the premises, or if Landlord secures doors and/or windows, this shall not relieve the Tenant(s) of the obligation of looking to his or her renter's insurance for coverage of any damages to personal property or person. Tenant(s) agrees that installation of storm shutters or other means of securing doors and/or windows are not guarantees in any way that damage to the premises, due to a storm, will be minimized or will not occur.

### **EVACUATION OF PREMISES**

In the event of governmental entity orders an evacuation of the area, Tenant(s) agrees to follow such evacuation orders. In the event Tenant fails to follow the evacuation orders, Tenant(s) agrees that Landlord shall not be liable in any way for injury or death of Tenant(s) or damage or destruction of Tenant's personal property, including vehicles.

### **DAMAGE OR DESTRUCTION OF PREMESIS**

In the event the premises are damaged or destroyed by a storm, and in the Landlord's sole discretion and judgment, if it is necessary for the Tenant(s) to vacate the premises due to a dangerous condition on the premises or for repair, reconstruction or demolition, Tenant(s) agree that Landlord may terminate the tenancy. Tenant shall vacate the premises within the time period das designated by Landlord, and Tenant(s) shall not be liable for any further rent under the terms of the lease agreement and on the advice of the Landlord's attorney.

## **DAMAGE AND REPAIRS**

You are expected to maintain the home and keep in as good as condition as when you took possession. Only repairs required because of normal wear will be made by Management, you will be charged for repairs caused by misuse or neglect. You will be held responsible for excessive wear and tear, unusual and extraordinary damage to the floors, carpets, wall, ceiling, fixture, appliances, window coverings, windows, screens, exterior walls, exterior fixtures and doors, roof, pool, decks, driveway and landscaping caused by your neglect, pets, animals, children, guests, and smoking.

*Examples of what you the tenant are responsible for at your expense:*

- ☐ Replacing light bulbs
- ☐ Torn or damaged screens
- ☐ Broken windows damaged by you or your guests
- ☐ Replace or repair cabinet catches, latches or handles
- ☐ Replacing AC filters every month
- ☐ Replacing batteries in smoke detectors (notify management if smoke detector does not work)
- ☐ Stoppage of sinks, toilets and drains
- ☐ Garbage disposal jams
- ☐ Repair of garage door opener if sensors are not lined up
- ☐ Flower beds and mulch
- ☐ Ants, lawn pests, spiders, roaches
- ☐ Broken or missing switch/plug/cable plates

*Examples of repairs Management will make:*

- ☐ Repairs to heat/AC system from normal use
- ☐ Replacing hot water heaters from normal use
- ☐ Leaking roofs (if not caused by satellite/antenna systems installed by tenant)
- ☐ Repair/replace plumbing which fails from normal use
- ☐ Replace or repair electrical components
- ☐ Repairs to appliances not caused by misuse

## **UNAUTHORIZED REPAIRS**

Please do not make any repairs or authorize any maintenance without prior written approval from Management. ALL repairs must be authorized by us. Rent cannot be withheld because of needed repairs nor can the cost of a repair be deducted from the rent. Any unauthorized repairs will be the responsibility of the tenant and will not be reimbursed.



I/We have read and agree to all provisions in the Tenant Handbook provided by Access Real Estate. I/We hereby affirm that I/We have read the application, lease agreement and all addenda and that I/We understand all the terms and all charges due.

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Manager

\_\_\_\_\_  
Date