

# 1. LEASE ADDENDUM – RULES & REGULATIONS

## 1.1 RULES & REGULATIONS

The following rules and policies have been designed with your comfort and safety in mind. They are part of your rental agreement. **Please read them carefully.** By signing the rental agreement, you agree to abide by the provisions of the addendum and rules and regulations. No oral statement made by our employees or agents shall be binding unless put in writing as part of your rental agreement. If you have any questions about the rental agreement or lease addendum and house rules, please discuss them with us.

**INSPECTION & CHECK IN-** An inspection has been made to ensure that appliances, furnishings, heating, plumbing, air conditioning (if provided), and electrical service are in satisfactory condition prior to your moving in. When you sign your lease and move in you demonstrate your acceptance of your rental as habitable. If you fail to complete and turn in your move-in inspection sheet you will be liable for any defects in your rental at the time you move out. **Generally, your property is rented as-is. Any requests for changes from present condition must be negotiated and put in writing prior to signing the rental agreement!**

**OFFICE HOURS & RENTAL PAYMENTS-** Normal office hours are from 10:00 a.m. to 5:00 p.m., Monday through Friday. We may not be in the office at all times. You can drop off rent checks, maintenance requests, etc. through the slot in the locked mailbox on our front porch 24 hours a day. If you need to meet with someone in person, **please call in advance for an appointment.** Drop-in interruptions are inconvenient for those with an appointment. Please address all correspondence and make all cashier's checks payable to **Central Florida Real Estate Management, LLC** to ensure proper delivery and credit.

Make sure payments are in by the 1st to avoid late fees. **WE DO NOT ACCEPT CASH OR PERSONAL CHECKS.**

**PHONE-** Please call the management office at 321-222-9262 or email Rentals@CFRMgmt.com if you have questions. Due to the volume of calls we receive each day, we are not always immediately available. The quickest way to reach us is by email. We will usually return calls the same day or next business day, so please listen carefully and leave a detailed message when requested.

**MAINTENANCE REQUESTS- ALL MAINTENANCE REQUESTS MUST BE IN WRITING THROUGH YOUR PORTAL** as stated in your maintenance lease addendum! **We do not provide 24-hour maintenance.** All requests are handled as quickly as possible; however, the most serious problems are given first priority. You will be billed for any charges that are your responsibility as outlined in the lease. **Tenant is responsible for any charges/damage incurred for missed or rescheduled maintenance appointments.**

**LEASE PROVISIONS-** Lease agreements will be strictly followed. All rent and other charges must be paid on or before the due date as stated in your lease. A late charge will be assessed if amounts due are not received by the 2nd day of each month – **NO EXCEPTIONS!** A 3-day eviction notice may be served any time after rent is past due.

**LEASE CANCELLATION:** A lease cancellation may be approved however there will be a fee equal to 1 months rent, and are responsible for rent until property is re-rented or lease expiration.

**PROPERTY MARKETING/MOVE OUT:** Upon the ending of the lease, management company may start to market the property for rent upon receiving the proper 60-day written notice. Tenant agrees to cooperate and allow showings with no less than 24 hours notice. Move out procedures will be sent accordingly & move out inspections are completed by staff within 48 hours of key drop off- inspections are not scheduled with tenants. Refer to VACATING section in your lease.

**HOA RULES AND REGULATIONS & CC&Rs-** Resident(s) agree to abide by the covenants and rules and regulations of the community management association (HOA), which may already be in place or which may become in place during the occupancy. Residents will be required to pay any fees assessed by the Association as a result of failure to comply. Any 7 Day Notice to Cure will be served for any HOA violations received & tenant is responsible for process server charge.

**CONTACT WITH OWNER-** Resident shall not contact the Owner. We have been contractually hired by the Owner to handle his/her affairs with regard to this property. Please contact us directly if you have any questions or concerns.

**RESIDENT RESPONSIBILITIES- PLEASE REFER TO LEASE AGREEMENT.** In addition to, resident is responsible for all repairs under \$50 (excluding major plumbing, electrical, and/or other items requiring a licensed contractor) and or the first \$50 of any service call. Resident is responsible for cost of clearing any clogged drains (with the exception of tree roots or other not caused by Resident's use). Resident is to keep the premises clean and sanitary to avoid pest problems. Residents of single-family homes are responsible for pest control and/or extermination services on the premises, as needed. Resident shall notify manager immediately of any evidence of termites or any hazardous condition in writing.

**KEYS-** It is necessary for the management to have keys to your home in case of emergency. No special locks or deadbolts are allowed. There will be a charge for lost door and mail keys as well as garage door remotes. There is an entrance charge of \$150.00 if you must be let in during

business hours. If you are locked out after hours it is your responsibility and expense to contact a locksmith to let you in. It is recommended that you keep a spare key. **Amenities:** A deposit equal to replacement cost must be paid to use pool key/tags, etc.

**NOISE AND NUISANCE-** Please respect the privacy of your neighbors regarding loud TVs, stereos, radios, guests, slamming doors, pets, etc. Noise within your unit should not be audible outside. Avoid loud outdoor activities at night. **IMPORTANT: Disturbance and/or nuisance complaints are grounds for termination of your rental agreement!**

**PARKING-** Parking areas are to be used for vehicles belonging to or used by residents only. Please do not park in stalls or areas assigned to other residents. All unmarked parking is unassigned. Do not park in fire lanes or block trash receptacles. Residents must register all vehicles. Use of this area for any other purpose (such as parking or storage of boats, large trucks, buses, trailers, or motor homes) is expressly prohibited. **Vehicles are not to be repaired on the premises.** Vehicles that are improperly parked, are not "street legal," or are in disrepair may be towed at the vehicle owner's expense. Make sure all vehicles are registered with the office for your protection. Residents with multiple vehicles and/or guests may have additional parking restrictions in some buildings due to limited parking space available. No parking in areas not meant for parking, please!

**UTILITIES-** Utilities that are your responsibility are outlined in the lease (i.e. gas, electric, water/sewer/garbage). Resident must sign up for applicable services as of the effective date of the attached lease. If utilities are not transferred promptly, you may be charged a \$50 handling fee for each invoice plus any charges that are billed to us.

**Violations-** A process server may serve you/the property with a notice to cure for any lease violations. Tenant(s) will be responsible for cost of process server.

#### **GENERAL CARE AND MAINTENANCE:**

**ALTERATIONS/ADDITIONS/IMPROVEMENTS-** No modification of walls, shelves, or closets may be made without prior approval. Please use a cutting board rather than chopping and cutting on kitchen counter-tops. Utilize existing telephone outlets. Owner or Agent does not service phone or cable wiring. Initially, it may be wise to set up these services with their line repair coverage until you are assured that all is in working order. Additional wiring, or drilling for wiring, is prohibited without prior authorization. Any approved modifications shall be Resident's expense. Contact paper is not to be used on walls, shelving, or appliances, no exceptions. Other similar products are available that are removable. No stickers or decals on refrigerators.

**HAZARDOUS OR DANGEROUS MATERIALS-** Nothing shall be stored in the premises or in the common areas, including storage space which would constitute a danger to the property or other occupants, including flammable and corrosive materials.

**SMOKE & CO2 DETECTORS-** For your safety, check detectors at least monthly. Detectors are your responsibility.

**DISHWASHER/DISPOSER-** (if provided) Use detergents made for automatic dishwashers only. Do not overload dishwashers. Turn on cold water before starting your food disposer. To keep your disposer in good working order, do not grind bones, rinds, coffee grounds, stringy foods, banana peels, glass, etc. If your disposer stops, check the reset button on the outside of it before calling the office.

**WASHER/DRYERS-** If the unit includes a washer and dryer it is the tenant's responsibility to maintain the washer and dryer units. Tenants may only use detergents, fabric softeners, dryer sheets etc. as directed on the manufacturer's instructions. Do not overload the washer or dryer. Washer and Dryer is not covered for maintenance. Tenant will be charged for maintenance and repairs for washer and dryer.

**REFRIGERATOR-** To improve cooling efficiency, keep the coils clean (usually in back or underneath). For older model refrigerators, defrost the freezer when frost is about one inch thick. **DO NOT USE SHARP OBJECTS TO DEFROST!** A hair dryer and plastic spatula work best. A puncture to the freezer coils may require replacement at your expense. Please be careful!

**RANGE/OVEN-** Be cautious with oven cleaner, abrasive cleaners, and scouring pads. They can damage or discolor exterior surfaces and can cause the thermostat and heat elements to short out. Replacement will be at your expense. Please follow directions. For gas ranges, some models require that you manually light pilot lights. If pilot light is lit and you smell a gas odor, contact Gas company.

**GARBAGE PICKUP-** Only place receptacles out on pick up days and promptly remove after collection. Most HOA's require garbage receptacles to be stored in the garage or out of site from streets. Please refer to your HOA rules and regulations.

**SEWER/DRAINS-** All drains are working properly when you move in. It is your responsibility to maintain them. In the event that a drain becomes clogged, try plunging first to clear the blockage. If it is determined that the cause of the blockage is due to tenants you will be responsible for entire service call.

**TOILETS-** Do not put paper towels, sanitary napkins, tampons, cotton balls, or Q-tips in the toilet. Rooter service and any resulting damage caused by such items will be your expense. In the event that a toilet begins to overflow, quickly remove the tank lid and lift the float to stop the water from filling the tank, then close the flapper valve (usually a black rubber part in the bottom center of the tank) to stop tank water from going into the bowl. You can also turn the water off to the toilet by turning the valve usually located near the base of the toilet. It is wise to show everyone in your household how to do this. Any damage caused by an overflowing toilet, tub, or sink will be at your expense. If handled properly, a plugged toilet should never overflow.

**WINDOWS-** Tenant is responsible for any glass, screen, or window breakage after move-in. Do not use stick-on insulation kits or seal windows shut with caulk. Removal of such items will be at your expense. No foil or unsightly window coverings permitted.

**ELECTRICAL-** In case of power failure, check circuit breakers before reporting malfunctions to the office. Turn to OFF, then back to ON to reset. For emergencies such as no power or a line down, **contact the Electric company provider.** Note: Do not overload electrical outlets.

Hairdryers, microwaves, toaster ovens, space heaters, etc. should not be used on the same circuit. Use 60-watt bulbs or less to reduce heat and fire hazard as well as reduce utility cost.

**WATER SHUT-OFF-** Before your move in, locate the main water shutoff for the entire unit or home. It is usually located in on the side of the house where the main water line enters the property. If an interior water line breaks, or any other major leak occurs, shut the water off at this point and contact our office immediately. In most properties, there are valves under sinks and toilets that can be shut off to isolate a leak. If an exterior water main breaks, call the Water Company for a shut off at the curb.

**CARPET & FLOORING-** Vacuum carpets frequently. Soiled carpets wear out faster. Carpet cleaning arrangements can be made through our office at your expense. Carpets are cleaned prior to move-in, you will be charged for carpet cleaning when you vacate. You are responsible for maintenance of wood floors, if applicable. Avoid excessive wear and scratching with area rugs and runners.

**PATIOS/BALCONIES-** Patios and balconies should be kept neat and orderly. Indoor furniture, bicycles, boxes, and other belongings, which are not patio furniture, are not to be stored on patios or balconies. **Couches, sofas, recliners and appliances are strictly prohibited from patios, porches and balconies.** We reserve the right to require that items that detract from the appearance of the property be removed. Use caution with gas barbecue grills. We reserve the right to disallow all forms of BBQ grills from covered porches or patios.

**SATELLITE DISHES:** Satellite dishes **may not be attached** to the property ever! You will need express written approval from our offices and the installation will need to be a stand alone pole mount..

**FOR YOUR PEACE OF MIND-** Notify the office about faulty locks, lost keys, etc. Report any needed repairs to the office immediately. Remember that all maintenance requests must be in writing through your tenant portal. Demand credentials prior to allowing maintenance personnel to enter your home if someone shows up without a scheduled appointment.

Property: <<Property Address>>

Tenants: <<Tenants (Financially Responsible)>>

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