



CLEANING INSTRUCTIONS

1. All kitchen appliances must be cleaned thoroughly - including stoves, oven, refrigerator, dishwasher, disposal and microwave (If applicable)
2. All kitchen and bath cabinets must be cleaned inside and out and totally free of debris.
3. All kitchen and bath sinks, tubs and toilets must be cleaned.
4. All tile and vinyl floors must be swept, cleaned, mopped and carpet vacuumed and professionally cleaned.
5. Total property free from debris, including basements and garages.
6. All accessories furnished such as ice bin, boiler pan and tray, light bulbs and keys must be operable and returned undamaged.

RESIDENT: _____

DATE: _____

RESIDENT: _____

DATE: _____

RESIDENT: _____

DATE: _____

LANDLORD: KC PROPERTY MANAGER AUTHORIZED AGENT: _____

DATE: _____



STANDARD MOVEOUT CHARGES

As of December 1, 2014

<u>Items</u>	<u>Charge</u>
Clean out fire place (if appropriate)	\$ 20.00
Refrigerator – Dirty	\$ 30.00
Refrigerator – Missing items	\$ 20.00 per missing item
Stove – Dirty	\$ 30.00
Stove drip pans	\$ 30.00
Microwave – Dirty	\$ 20.00
Dishwasher – Dirty	\$ 30.00
Counter tops/cabinets – Dirty	\$ 30.00
Bathrooms and bedrooms – Dirty – Attempted to clean	\$ 50.00
Bathrooms and Bedrooms – Dirty – No Attempt to clean	\$ 200.00
Closets – Dirty	\$ 15.00 per closet
Any items/furniture left at the property	\$ 25.00 per item
Debris/Trash removal	\$ 15.00 Per person/hr \$ 20.00 per trash bag
Property key not returned in	\$ 25.00
Garage door opener not turned in (If appropriate)	\$ 50.00
Mailbox key not turned in (If appropriate)	\$ 35.00
Windows/Screens/Doors/Blinds/Patio Doors – Dirty	\$ 25.00
Windows/Screens/Doors/Blinds/Patio Doors – Broken	Per repair bid
Painting needed for excessive wear/damage	\$ 75.00
Wall damage – Fist size	\$ 50.00
Wall Damage – Larger than Fist size	Per repair bid
Carpet – Cleaning	\$ 300.00 minimum
Carpet – Dirty	\$ 25.00 Per room or charged by vendor
Carpet – Stained	\$ 75.00 Per room or charged by vendor
Carpet – Replacement (New upon move in)	\$ 1,500.00
Carpet – Replacement (1 year old upon move in)	\$ 1,000.00
Carpet – Replacement (2 years old upon move in)	\$ 750.00
Carpet – Replacement (3 years old upon move in)	\$ 500.00
Carpet – Replacement (4 years old upon move in)	\$250.00
Floors – Dirty (Including basement and garage)	\$ 25.00 per room
Floors – Stained	\$ 75.00 per room
Lawn not cut before moving out	\$55.00

**These are standard charges. If cost to replace or correct is higher than the specified amount, you will be charged the full amount to replace or correct the damage(s).

RESIDENT: _____ DATE: _____

RESIDENT: _____ DATE: _____

RESIDENT: _____ DATE: _____

LANDLORD: **KC PROPERTY MANAGER** AUTHORIZED AGENT: _____ DATE: _____



RENT COLLECTION POLICY

Resident's Name(s) _____

Property Address: _____

1. Rent is due on the first (1st) day of every month. Residents have a grace period until the fifth (5) of every month to make payments. Any personal checks, money orders and certified checks received on the sixth (6th) day of the month shall incur a \$45.00 late fee and \$5.00 each additional day until the balance is paid off.
 2. On or after the 10th of the month, a rent default notice is sent to all delinquent residents informing the Resident(s) their rent has not been received and it must be paid immediately to avoid legal action. There is a \$15 Notice to Pay Rent fee with this action.
 3. All payments made after the 10th of the month must be made with a **Money order or certified check.**
 4. By the 15th of each month, our attorneys are advised of all unpaid residents. There will then be an immediate and appropriate legal action to file suit for rent and possession.
 5. All accounts referred to an attorney will be charged all attorneys' fees where appropriate.
 6. Once it becomes necessary to take action, all future communications from the resident will be referred to our attorneys.
 7. If legal action was previously necessary for a resident and he/she paid and was allowed to remain in the property and if the resident is again delinquent on the 15th of the next month, a lawsuit for rent and possession will be immediately filed. Under no circumstances will the resident be permitted to stay after the second suit.
 8. Physical eviction proceedings begin immediately after the suit is decided by the court.
1. **We do not accept cash.** You may pay online, with a check, a cashier's check or with a money order. Should you have a bounced check you will be charged a NSF fee of \$45.00 and all future payments for one year must be made with a cashier's check or money order delivered by hand or by mail to our office.

A COLLECTION FEE OF \$15.00 PER VISIT WILL BE CHARGED TO THE RESIDENTS LEDGER EACH VISIT THAT AND AGENT MUST KNOCK ON OR PLACE LATE NOTICES ON THE RESIDENTS DOOR ASKING FOR THE PAYMENT OF DELINQUENT RENT. THIS COLLECTION FEE IS ONLY CHARGED AFTER THE 5TH OF EACH MONTH WHEN RENT IS PAST DUE. THIS COLLECTION FEE IS TO COVER THE COST OF LABOR AND MATERIALS FOR THE AGENT IN THE PROCESS OF THE COLLECTION OF RENT. TO AVOID THIS COLLECTION FEE, PLEASE INSURE YOUR RENT IS PAD IN FULL BY THE 5TH OF EACH MONTH.

RESIDENT: _____

DATE: _____

RESIDENT: _____

DATE: _____

RESIDENT: _____

DATE: _____

LANDLORD: KC PROPERTY MANAGER

AUTHORIZED AGENT: _____

DATE: _____



MOLD ADDENDUM

Resident’s Name(s): _____

Property Address: _____

Mold (also known as mildew) is found throughout the environment. Many species are commonly found on the skin of healthy people as well as in air and soil. Mold not only causes discoloration and odor problems, but also may lead to the deterioration of building materials. As long as moisture is present, Mold can grow: Without moisture, molds cannot reproduce. It is through undiscovered or ignored water problems that these organisms can become a health issue. Remember these rules and you will help stop mold growth in your residence.

Preventing mold being with you!

1. Keep your dwelling clean. Vacuuming, mopping and using household cleaner will remove the household dirt and debris that encourage mold growth.
2. Immediately throw away moldy food.
3. Remove moisture on windows, walls, ceilings, floors and other surfaces.
4. Use exhaust fans in the bathroom and kitchen when showering or cooking.
5. Be sure to keep the shower curtain inside the tub and fully close the shower curtain.
6. Wipe moisture off shower walls, shower doors, the bathtub and the bathroom floor.
7. Leave the bathroom door open until all the moisture on the mirrors, bathroom walls and tile surfaces dissipate.
8. Hang up your towels and bath mats so that they completely dry out.
9. Promptly notify management in writing or through your tenant portal about any air conditioning or heating problems, water leaks or signs of mold. Failure to promptly pay attention to leaks or moisture that might accumulate on dwelling surfaces, that might get inside walls or ceiling can encourage mold growth.
10. Periodically open windows and doors on days when humidity is below 50% and help your dwelling dry out.

Prolonged moisture build up can result from a variety of sources, such as;

1. Rain leaking from roofs, windows, doors or walls.
2. Overflow or leaks from shower, bathtubs, toilets, lavatories, sinks, washing machines, dryer discharge vents, dehumidifiers, plumbing lines or fixtures, plants, pet urine, cooking spills, refrigerator, AC drip pans or condensation lines.
3. Insufficient drying of carpets, carpet pads, shower walls and bathroom floors.

Small areas of mold on non-porous surfaces (such as ceramic tile, Formica, vinyl flooring, metal, wood or plastic) can be cleaned by first using soap (or detergent) and water, then letting the surface dry, and within 24 hours applying a pre-mixed, spray of household cleaner such as Lysol Disinfectant or Clorox clean up. Only a few of the common household cleaners will actually kill mold and dead mold can still reproduce spores. Tilex and Clorox contain bleach which can discolor or stain so be sure to follow the instructions on the container. Do not attempt to clean mold on porous surfaces such as sheetrock or large areas on non-porous surfaces. In such cases, promptly notify the management in writing of the problem.

[Please read manufacturer’s instructions and warnings before using products listed above]

If you are concerned that you may be sensitive to mold, it is recommended that you consult your physician. Information regarding mold and mildew can be found at www.cdc.gov or www.epa.gov

The presence of mold will not negate your responsibilities to fulfill your lease.

RESIDENT: _____

DATE: _____

RESIDENT: _____

DATE: _____

RESIDENT: _____

DATE: _____

LANDLORD: KC PROPERTY MANAGER AUTHORIZED AGENT: _____

DATE: _____



PEST CONTROL ADDENDUM

This document is an Addendum and is part of the Rental/Lease Agreement.

Resident(s): _____

Property Address: _____

It is our goal to maintain the highly quality living environment for our residents. The Owner/Agent has inspected the unit prior to lease and knows of no pest infestation. The Resident and the Landlord must work together to prevent and eliminate infestation of bedbugs, cockroaches and other pests. The Landlord shall take such action as necessary to prevent and eliminate pests. Residents are required to immediately notify the Landlord of bedbugs, cockroaches or other pests found in their unit or in common areas. Residents shall maintain their units so as to discourage pests. This includes eliminating cockroach and bedbug habitats such as clutter and garbage; removing access to food and water for cockroaches; and keeping food items tightly covered. In the event of an infestation, the Resident shall cooperate with the Landlord by allowing reasonable access for inspections or re-inspection, preparing their unit for treatment and disposing of property which may be the source of the infestation or which may serve as a home for pests. Failure to cooperate may be result into grounds for termination of the Lease.

Residents have an important role in preventing and controlling all pests and bed bugs. While the presence of bed bugs is not always related to personal cleanliness or housekeeping, good housekeeping will help control the problem by identifying bed bugs, minimizing an infestation, and limiting its spread.

Resident(s) represent(s) that all furnishings and other personal property that will be moved into the unit are free of bed bugs.

Resident(s) will allow management to inspect management to inspect all mattresses and box springs before they are moved into the property.

Resident agrees to maintain the premises in the manner that prevents the occurrence of a bedbug infestation in the premises.

Resident agrees to upon this responsibility in part by complying with the following list of responsibilities;

1. Resident shall practice good housekeeping; including the following. Resident shall remove clutter, bed bug like dark, concealed places, such as in and around piles of clothing, shoes, stuffed animals, laundry, especially under the bed and in closets. Reducing clutter also makes it easier to carry out housekeeping.
2. Resident shall keep the unit clean. Vacuum and dust regularly, particularly in the bedroom, being especially thorough around and under the bed, drapes, and furniture. Use brush attachment to vacuum furniture legs, headboard, and in and the night stand. While cleaning, look for signs of bed bugs, and report these immediately.
3. Resident shall avoid using secondhand or rental furnishing, especially beds and mattresses. Used items are often infested with bed bugs. If you must use secondhand or rented items, inspect them carefully, and never accept any item that shows signs of bed bugs. Resident shall not bring discarded items from the curbside into the unit.
4. Resident shall cover and box springs with zippered, vinyl coverings. These are relatively inexpensive, and can prevent bed bugs from getting inside the mattress, their favorite nesting spot. The covers will also prevent any bedbugs inside from getting out; They will eventually die inside the sealed cover (though this may take many months). Thicker covers will last longer.
5. Resident shall arrange furniture to minimize bed bug hiding places. If possible, keep beds and upholstered furniture several inches away from the walls. Bedbugs can jump as far as three inches.
6. Resident shall check for hitch-hiking bed bugs. If you stay in a hotel or another home, inspect your clothing, luggage, shoes and belongings for signs of bed bugs before you enter your property. Check backpacks, shoes, and clothing after visits to friends and family, theatres, or after using public transportation. After guests visit, inspect beds, beddings and upholstered furniture.
7. Resident shall report any problems immediately. Specifically, Resident shall: Report any signs of bed bugs immediately. Do not wait. Even a few bugs can rapidly multiply to create a major infestation that can spread unit to unit. Tenant is to notify management if a problem of bed bugs and other infestations is suspected. Tenant is not to try and treat the infestation as treatment available to the general public are of limited effectiveness. Tenant shall pay the cost of any extermination of bed bugs or other treatment to remedy an infestation, and any repairs occasioned by any such infestation or by any such treatment, including, to the extent attributable to tenant's failure to keep the premises free from bed bugs, the cost of treatment and repairs to other residential units and common areas within the property.

RESIDENT: _____

DATE: _____

RESIDENT: _____

DATE: _____

RESIDENT: _____

DATE: _____

LANDLORD: KC PROPERTY MANAGER AUTHORIZED AGENT: _____

DATE: _____