

STEVENS REAL ESTATE

“a full service realty “

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Rules & Regulation

Addendum to Lease/Rental Agreement Dated

Address :

1. Thank you for selecting our property to rent. Your lease is our formal agreement and this addendum will establish our rental policies.
2. We are an equal opportunity housing company. Our sole purpose is to find the best qualified tenant. This is determined by income, job stability and credit history. All applicants are subject to a credit check including job verification & a screening application. A fee of \$30.00 per adult must accompany the rental screening application.
3. Each owner carries insurance on his property, but this does not cover your personal belongings.
4. **Our best relationship will exist when the rent is paid as scheduled. In return, we will make your tenancy as comfortable as possible. Rent is due on the 1st day of each month and late after the 3rd. A late Fee of \$65.00 will be charged if received on the 4th, if not received by the 6th, a \$85.00 fee and a 3 day notice will be given. If not paid in full by the 10th, eviction proceedings will begin costing \$400 - \$500.**
5. It is important for us to maintain the appearance of all our properties. To insure reasonable care on your part and to catch any serious problems early, your home will be inspected thirty days before any lease renewal.
6. We require a walk-thru inspection on all newly rented property before turning over keys to the tenant. This is for your protection and to determine the basis for any charges to your security deposit upon termination of tenancy. Should tenant find additional discrepancies in the unit not noted on the inspection report, you will have seven days to notify the property manager so that we can note same on walk-thru report.
7. After seven days' occupancy, tenant shall be responsible for plumbing problems, resulting from tenancy, (i.e., clogged drains, toilets and garbage disposals). Please notify property manager ASAP if you have maintenance problems.
8. Under any circumstance, tenant is liable for all damaged windows and screens after taking possession of the unit.
9. Monies held by property manager as security deposits are not to be considered toward last month's rent. Failure to pay rent as agreed may result in loss of the deposit and a court suit to recover the rent owed.
10. Any additional occupants moving into the unit must have prior approval of the property manager and may result in an increase of the rent schedule. Unauthorized occupants moving into the unit will void the lease and initiate eviction process. Visitors may stay no more than 14 days.
11. All rent payments are to be made by cash, check or money order. Tenant agrees to pay \$25.00 for any dishonored check, plus designated late charge if not redeemed before last day to pay rent.
12. USE: **residential only**
13. Animals: **No Pets**
14. Utilities: Tenant will pay all utilities, telephone and cable.
15. **Assignment & subletting:** There will be none.
16. After 2 warnings for excessive noise or other activities such as (lack of parental guidance) the tenant will receive 30 day notice to move.
17. Maintenance, repairs, or alterations: Tenant acknowledges that the premises are in good order and repair, unless otherwise indicated. Tenant will, at his or her own expense, maintain the premises in good repair and in a clean and sanitary manner and will surrender the same, at termination, in as good condition as received, normal wear and tear excepted. Tenant will be responsible for damages caused by his or her negligence and that of his or her family, invitees, and guests. Tenant will not paint, paper or otherwise redecorate or make alterations to the premises without the prior written consent of the Property Manager. Tenant will irrigate and maintain any surrounding grounds, including lawns and shrubbery. Tenant will not commit any

waste upon the premises, or any nuisance or act which may disturb the quiet enjoyment of any tenant in the surrounding neighborhood.

18. *Inventory: Any furnishings and/or equipment to be furnished by Property Manager will be listed on the master lease. Tenant will keep the furnishings and equipment in good condition and repair, and will be responsible for any damage to them other than normal wear and tear.*
19. *Damages to Premises: If the premises are damaged by fire or from any other cause which renders the premises untenantable, either party will have the right to terminate this Agreement as of the date on which the damage occurs. Written notice of termination will be given to the other party within fifteen (15) days after occurrence of such damage. Should such damage or destruction occur as the result of the negligence of tenant, or his or her invitees, then only the Owner will have the right to terminate. Should this right be exercised by either Owner or Tenant, then rent for the current month will be prorated between the parties as of the date the damage occurred. Any prepaid rent and unused security deposit will be refunded to Tenant. If this Agreement is not terminated, then Owner will promptly repair the premises and there will be a proportionate reduction of rent until the premises are repaired and ready for Tenant's occupancy. The proportionate reduction will be based on the extent which repairs interfere with Tenant's reasonable use of the premises.*
20. *Entry and Inspection: Property Manager will have the right to enter the premises: (a) in case of emergency; (b) to make necessary or agreed repairs, decorations, alterations, improvements, supply necessary or agreed services, show the premises to prospective or actual buyers, lenders, tenants, workers, or contractors; (c) when tenant has abandoned or surrendered the premises. Except under (a) and (c), entry may be made only during normal business hours, and with at least 24 hours prior notice to Tenant.*
21. *This is an addendum to and becomes part of the rental agreement between Property manager and Tenant.*
22. *Any resident who drinks excessively, uses premises for illegal activity or commits a nuisance will be subject to eviction.*

Property Manager _____ **Date** _____

Tenant: _____ **Date** _____

Tenant: _____ **Date** _____