

# WESTSIDE VILLAGE

623 West College Avenue – Rear #8, State College, PA 16801  
814-234-1707

## LEASE

THIS IS A RESIDENTIAL LEASE. IT IS A LEGALLY BINDING CONTRACT BETWEEN THE LANDLORD AND EACH TENANT. EACH TENANT SHOULD READ THIS LEASE CAREFULLY.

THIS RESIDENTIAL LEASE CONTAINS WAIVERS OF YOUR RIGHTS AS A TENANT. EACH TENANT SHOULD NOT SIGN THIS LEASE UNTIL EACH TENANT UNDERSTANDS ALL OF THE AGREEMENTS IN THE LEASE.

### 1. NAMES OF LANDLORD AND TENANT

Name of Landlord: WESTSIDE VILLAGE

Name(s) of the tenant(s): YOUR INFO HERE

**RESIDENTS ARE RESPONSIBLE FOR ACQUIRING ALL OF THEIR OWN ROOMMATES  
THIS IS A JOINT AND SEVERAL LEASE WITH RENEWING TENANTS**

### 2. LEASED PREMISES

The **leased premises** is the place that **landlord** agrees to lease to **tenant**. The leased premises is: YOUR INFO HERE, State College, PA 16801

### 3. STARTING AND ENDING DATES OF LEASE AGREEMENT

This lease starts on 08-24-13 at 12:00 Noon.  
This lease ends on 08-09-14 at 12:00 Noon.

### 4. RENT

The amount of rent is: \$YOUR INFO HERE for the lease term.  
The amount of rent is: \$YOUR INFO HERE each month.

**Tenant** agrees to pay the rent monthly in advance on or before the 1st day of each month.

**Landlord** does not have to ask (**MAKE DEMAND UPON**) **tenant** to pay the rent. **Tenant** agrees to pay rent by first class mail postage prepaid or in person to **landlord** at the place specified by landlord.

**Tenant** agrees to pay a **LATE CHARGE of \$5.00 per day** if **tenant** does not pay the rent on time. If **tenant** mails the rent to **landlord**, the date of payment will be the date the letter is postmarked.

First partial month's rent 08-24-13 to 08-31-13	\$YOUR INFO HERE
+ Last partial month's rent 08-01-14 to 08-09-14	\$YOUR INFO HERE
= Total rent due on 08-01-13	\$YOUR INFO HERE

### 5. SECURITY DEPOSIT

**Tenant** agrees to pay a security deposit of \$YOUR INFO HERE. **Tenant** agrees to pay the security deposit to **landlord** before the lease starts and before **landlord** gives possession of the leased premises to **tenant**.

**Landlord** can take money from the security deposit to pay for any damages caused by **tenant**, **tenant's** family and **tenant's** guests. **Landlord** may take the security deposit to pay for any unpaid rent.

After taking out for damages and unpaid rent, **landlord** agrees to send to **tenant** any security deposit money left over. Provided **tenant** leaves a forwarding address, **Landlord** shall within 30 days send the remaining security deposit money to **tenant** no later than 30 days after the lease ends and **tenant** leaves. **Landlord** also

agrees to send to tenant a written list of damages and amounts taken from the security deposit.

**Tenant** agrees to give **landlord** a written forwarding address when **tenant** leaves and lease ends.

**Tenant** may not use the security deposit as payment of the last month's rent or all associated late fees will be assessed.

**6. LANDLORD'S DUTY AT THE START OF THE LEASE**

**Landlord** agrees to give **tenant** possession of the leased premises on the starting date of the lease. The lease will start even if **landlord** cannot give **tenant** possession of the leased premises because the prior tenant is still in the leased premises or the leased premises is damaged. ***IF LANDLORD CANNOT GIVE TENANT POSSESSION, TENANT DOES NOT HAVE TO PAY RENT UNTIL THE DAY LANDLORD GIVES POSSESSION OF THE LEASED PREMISES TO TENANT.***

**7. DAMAGE TO LEASED PREMISES**

**Tenant** agrees to notify **landlord** immediately if the leased premises is damaged by fire or any other cause. **Tenant** agrees to notify **landlord** if there is any condition in the leased premises that *could* damage the leased premises or harm **tenant** or others. If **tenant** cannot live in the whole leased premises because it is damaged or destroyed, **tenant** may:

1) live in the undamaged part of the leased premises and pay less rent until the leased premises is repaired.

**OR**

2) end the lease and leave the leased premises.

**Tenant** agrees that if the leased premises is damaged or destroyed and **tenant** ends the lease, **landlord** has no further responsibility to **tenant**.

**8. INSURANCE**

**Landlord** agrees to have insurance on the building where the leased premises is located. **Tenant's** own personal property is **not** insured by **landlord's** insurance. **Tenant** is responsible for **tenant's** own personal property that is located in the leased premises.

**9. ASSIGNMENTS OR SUBLEASES BY TENANT**

**Assignment or assign** are the legal terms for a transfer of the lease from the tenant to another person. This other person then becomes the landlord's new tenant and takes over the lease.

Tenant agrees not to transfer (**assign**) this lease to anyone else without the prior written permission of the landlord.

A **Sublease** is a separate lease between the tenant and another person who leases all or a part of the leased premises from the tenant.

**Tenant** agrees not to lease (**sublease**) all or any part of the lease premises to anyone else without the prior written consent of **landlord**. **Tenant** agrees that if **tenant** transfers this lease (assigns) or leases all or a part of the leased premises to another (sublease), **tenant** has violated this lease.

**10. RESPONSIBILITY FOR DAMAGE TO PROPERTY OR INJURY TO PEOPLE**

**Landlord** is responsible for all damage to property or injury to people caused by **landlord** (or **landlord's** representatives) intentional or negligent acts at the leased premises. **Tenant** is responsible for all damage to the leased premises and injury to people caused by **tenant, tenant's** family or guests.

**Tenant** agrees that **landlord** is not responsible to **tenant, tenant's** family or guests for damage or injury caused by water, snow or ice that comes on the leased premises unless **landlord** was negligent.

**11. USE OF LEASED PREMISES**

**Tenant** agrees to use the leased premises only as a residence. **Tenant** agrees to obey all federal, state and local laws and regulations when using the leased premises. **Tenant** agrees not to store any flammable, hazardous, or toxic chemicals or substances in or around the leased premises.

**Tenant** agrees not to do any activities in or around the leased premises which could harm anyone or damage any property.

**Tenant** agrees that **tenant** will not allow additional people to occupy the leased premises without the written permission of **landlord**.

**12. RULES AND REGULATIONS**

**Tenant** agrees to obey all rules and regulations for the leased premises. If **tenant** violates any rules or regulations for the leased premises, **tenant** violates this lease.

Landlord reserves the right to alter, amend, and/or supplement the Rules and Regulations from time to time, and Tenants shall be subject to such altered, amended, and supplemented Rules and Regulations.

**13. LANDLORD’S RIGHT TO MORTGAGE THE LEASED PREMISES (SUBORDINATION)**

*Subordinate* and *subordination* are legal terms that mean that this lease does not have any effect upon the rights of the **landlord’s** mortgage company. In other words, **tenant’s** rights under this lease are **subordinate** to **landlord’s** mortgage company. If **landlord** does not make the mortgage payments, the mortgage company may have the right to end the **landlord’s** ownership of the leased premises. If the mortgage company sells the leased premises at a mortgage foreclosure sale, the lease *may* end.

**Tenant** agrees that **landlord** has the right to mortgage the leased premises. If **landlord** has a mortgage on the leased premises now, or if **landlord** gets a mortgage in the future, **tenant** agrees that this lease is *subordinate* to the **landlord’s** mortgage.

**14. CARE OF LEASED PREMISES**

**Tenant** is responsible for, and will take good care of, the leased premises and all of the property in and around the leased premises. **Tenant** agrees to pay for any damage caused by **tenant**, **tenant’s** family and **tenant’s** guests. **Tenant** agrees to turn over possession of the leased premises to **landlord** when lease ends.

**15. LANDLORD’S RIGHT TO ENTER LEASED PREMISES**

**Tenant** agrees that **landlord** and **landlord’s** representatives have the right to enter the leased premises at reasonable times. **Landlord** and **landlord’s** representatives have the right to inspect, to make repairs, to do maintenance, and to show the leased premises to others.

**16. UTILITY SERVICES**

**Landlord** and **tenant** agree to pay for the charges for utilities and services supplied to the lease premises as follows:

<b>Charge or Service:</b>	<b>Paid By:</b>
Direct TV	YOUR INFO HERE
Electric to Premises	TENANT
Water Service	YOUR INFO HERE
Natural Gas	YOUR INFO HERE
Refuse Collection	YOUR INFO HERE
Lawn Maintenance	LANDLORD
Snow and Leaf Removal	LANDLORD
Water Softener Charges	N/A
Sewer Charges	YOUR INFO HERE
Condominium Fees	N/A
Parking Fees	TENANT
Pest Control Charges	TENANT - ONLY IF CAUSED BY TENANT
Oil	N/A
Getwireless Internet	YOUR INFO HERE

**TENANT INITIALS:** \_\_\_\_\_

**Landlord** has the right to turn off temporarily any utility or other service to the leased premises in order to make repairs or do maintenance.

**17. GOVERNMENTAL POWER OF EMINENT DOMAIN**

*Eminent domain* is the legal name for the right of a government such as the state or county or city to take private property for public use. The government must pay fair compensation to anyone who has any right in the property that is taken by the government. If all or any part of the leased premises (or the building within

which the leased premises is located) is taken by eminent domain, this lease will end automatically. **Landlord** and **tenant** agree to release each other from any responsibility because leased premises is taken by eminent domain and the lease has ended. Tenant is not entitled to any payment or other damages if the lease is terminated as a result of the exercise of eminent domain.

**18. VIOLATIONS OF THIS LEASE**

When either **landlord** or **tenant** does not do something that they have agreed to do, it is a **violation** of this lease. If **tenant** violates this lease, **tenant** may lose tenant's security deposit. If **tenant** violates this lease, **landlord** also can sue **tenant** for other expenses and may sue to evict **tenant**.

*Each tenant should not sign this lease unless each tenant has read and clearly understands the information in this section about lease violations.*

<p>_____X_____ This IS a <b>JOINT AND SEVERAL LEASE</b></p> <p>_____ This IS NOT a <b>JOINT AND SEVERAL LEASE</b></p>
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If this is **NOT** a **JOINT AND SEVERAL LEASE**, then **the landlord can only sue one tenant for that tenant's violation of the lease.**

If this **IS** a **JOINT AND SEVERAL LEASE**, it means that **all the tenants as a group and each of the tenants as an individual** are responsible to **landlord** for **all of the agreements of this lease**. For example, if the rent is not paid, **landlord** can sue **all of the tenants (jointly)** for any unpaid rent. **Or, landlord** can bring a suit against **any one tenant separately (severally)** for all of the unpaid rent.

This means, in addition, that Landlord can choose to pursue collection against any single tenant or all tenants.

**TENANT INITIALS:** \_\_\_\_\_

**TENANT VIOLATES THIS LEASE IF TENANT:**

- 1) Fails to pay rent or other charges to landlord on time or,**
- 2) Leaves (abandons) the leased premises without the landlord's permission before the end of the lease or,**
- 3) Does not leave the leased premises at the end of the lease or,**
- 4) Does not do all of the things that tenant agreed to do in this lease.**

If tenant violates the lease, **each tenant agrees to waive NOTICE TO QUIT**. This means that the **landlord** may file a complaint in court asking for an order evicting each tenant from the leased premises without giving each tenant **NOTICE TO QUIT** first. **Landlord does NOT have the right to throw tenant out of leased premises (SELF-HELP EVICTION). The landlord can ONLY EVICT TENANT BY COURT ACTION.**

The **landlord** does *not* have the right to sue in court for eviction unless a tenant has violated the agreements in this lease. Even though each tenant is waving **NOTICE TO QUIT**, each tenant will have a chance in court to challenge the **landlord's** claim for eviction.

If **tenant** violates the lease agreement, the **landlord** may sue each tenant in court:

- 1) To collect overdue rent, late charges and money damages caused by tenant's violation of the agreements in the lease.**
- 2) To recover possession of the leased premises (eviction).**
- 3) To collect for unpaid rent until the end of the lease or until another person takes possession of the leased premises as a new tenant.**

In the event of an uncured breach of the terms and conditions of this agreement, Landlord may accelerate the rent due for the remainder of the lease term. Landlord may, in addition, recover all costs and expenses as a result of tenant's breach, to include but not be limited to reasonable attorney's fees.

**Tenant** agrees that **landlord** may receive **reasonable attorneys fees and all associated collections fees** as part of a court judgment in a lawsuit against **tenant** for violation of the agreements of the lease.





## Lease Addendums

Tenant(s): \_\_\_\_\_

Leased Premises: \_\_\_\_\_, State College PA 16801

### *Lead Based Paint Hazard Acknowledgment*

- 1.) Landlord is required by Federal law to disclose to the tenant(s) information about lead based paint hazards at the leased premises.
- 2.) Each tenant has received, from the Landlord, a copy of the pamphlet PROTECT YOUR FAMILY FROM LEAD IN YOUR HOME.
- 3.) The following, marked with an (x), applies to the leased premises.  
 Landlord has no knowledge of any lead based paint at the leased premises.  
OR  
 Landlord does have knowledge of lead based paint at the leased premises. Reports and information about lead based paint is available during regular office hours for Tenants to read at the office of the Landlord.
- 4.) The information given by the Landlord on this attachment is certified to be true and correct to the best of the Landlord's knowledge and belief.

### *Furniture Addendum*

         **Furnished** - If the leased property is marked as a furnished unit, I/We agree to accept responsibility for the furnishings provided by Westside Village. I/We agree not to remove any of these furnishings from the leased premises. I/We understand that I/We may bring my/our own furnishings; however, **Westside Village will not remove any furnishings** from the leased premises upon my/our arrival and during my/our lease. Furnishings include furniture only. Appliances, kitchenware, linens, towels, etc. are not considered furnishings for the purpose of this addendum. In the event that furnishings belonging to Westside Village are damaged beyond normal wear and tear, I/We agree to pay for repair or replacement of the damaged furniture at the current market price relative to the time of replacement.

         **Un Furnished** - If the leased property is marked as an unfurnished unit, I/We understand that Westside Village will not be providing any furnishings in the leased premises. **Westside Village will not add furniture** upon my/our arrival or during my/our lease. Furnishings include furniture only. Appliances are not considered furnishings for the purpose of this addendum.

By signing this addendum, I/We agree to the terms of this addendum and accept this addendum as part of my/our lease.

**Tenant**

**Initials:** \_\_\_\_\_

### ***Borough Ordinance Addendum***

We the undersigned tenants of the referenced apartment, which is for the rental term have read the information provided by Westside Village entitled “A READY REFERENCE FOR RENTERS ON SELECTED BOROUGH ORDINANCES” & “RENTAL HOUSEING PERMIT SUSPENSION PROCESS”. We understand the ordinances established by the State College Borough. We understand that following these ordinances, rules and regulations is our responsibility and we will be held liable for any warnings, violations, fines and/or points that the Borough issues against the above referenced property. Further, we understand that the entitled “A READY REFERENCE FOR RENTERS ON SELECTED BOROUGH ORDINANCES” & “RENTAL HOUSEING PERMIT SUSPENSION PROCESS” are incorporated into and made a part of the lease agreement.

### ***Smoke Detector/Fire Extinguisher Addendum***

**NOTICE: THIS DOCUMENT PLACES A DUTY UPON THE RESIDENT TO REGULARLY TEST THE SMOKE DETECTOR(S) AND REPORTS ALL MALFUNCTIONS TO OWNER OR MANAGEMENT AGENT IN WRITING.**

This addendum will become a part of the original lease or rental agreement .

**Smoke Detector:** You acknowledge that as of this date, the Residence is equipped with one or more smoke detector(s); that you have inspected the smoke detectors and that you find them to be in proper working condition.

**Fire Extinguisher:** You acknowledge that as of this date, the residence is equipped with one or more fire extinguishers; that you have checked the fire extinguisher(s) and they are currently inspected and charged.

**Repair:** You agree that it is your duty to regularly test the smoke detector(s) and agree to notify the owner or owner’s agent immediately in writing or by phone of any problems, defects, malfunction or failure of the smoke detector(s). You agree to visually check the fire extinguisher for a satisfactory charge and agree to notify the owner or owner’s agent if the fire extinguisher has been used for any reason and needs to be recharged.

**Maintenance:** (A) you agree to replace the smoke detector batteries at any time the batteries becomes unserviceable.

(B) If after replacing the batteries, the smoke detector will not operate, you must inform owner or owner’s agent immediately.

**Replacement:** You agree to reimburse owner or owner’s agent upon request for the cost of a new smoke detector or fire extinguisher and the installation there of in the event the existing smoke detector or fire extinguisher becomes damaged by you or your guests. You agree to reimburse owner or owner’s agent the cost

**Tenant**

**Initials:** \_\_\_\_\_

upon request for the re charging of the fire extinguisher in the event it has been used for any purpose other than to extinguish a fire.

**Disclaimer:** You acknowledge and agree that owner or owner’s agent is not the operator, manufacturer, distributor, retailer or supplier of the smoke detectors or fire extinguishers. You assume full and complete responsibility for all risk and hazards attributable to, connected with, or in any way related to the operation, malfunction or failure of the smoke detectors or fire extinguisher(s).

Owner or owner’s agent, whether oral or implied, or otherwise, has made no representations, warranties, undertaking or promises, its agents or employees to you regarding said smoke detector(s)/fire extinguisher(s) or the alleged performance of the same. Owner or agent neither makes nor adopts any warranty of any nature regarding said smoke detector(s)/fire extinguisher(s) including express or implied warranties. Owner or agent shall not be liable for damages, losses and or injuries to person(s) or property caused by (1) malfunction or failure of the smoke detector(s)/fire extinguisher(s), (2) Your failure to notify owner of any problem, defect, malfunction or failure of the smoke detector(s)/fire extinguisher(s), (3) Theft of the Fire extinguisher(s)/ smoke detector(s) or it’s serviceable battery and or (4) false alarms produced by the smoke detector(s).

**Entire Agreement:** The parties acknowledge that this written addendum is the entire agreement of the parties relative to the smoke detector(s)/fire extinguisher(s) in the above referenced residence. Any agreement that in any way varies the terms of this addendum shall be completely void unless such agreement is in writing and signed by both parties.

**Term:** The term of this addendum shall be the same term as the lease agreement, renewal lease or extension of the rental.

**Acknowledgment:** I/We acknowledge that I/We have read this addendum and it places a duty upon me/us to regularly test the smoke detector(s) and inspect the fire extinguisher(s) and report all malfunctions of the same to lessor or agent in writing.

### ***Basement (If Applicable)***

Because of numerous mechanical systems located in the basement of your property, Westside Village prohibits personal use of this basement, with the exception for laundry if your washer/dryer hook ups are located in the basement and in the event you need access to the electrical breaker box located in your basement. There are to be no other personal uses of the basement.

Furthermore, the basement of this property is in an “AS IS” state, meaning Westside Village will not be altering/repairing the basement in any way, painting, cleaning, ect unless such alteration are for necessary structural or mechanical purposes in order to maintain the property.

Any violation found with regard to this addendum will be levied against the tenants on the lease of this property with a \$250 per occurrence charge.

### ***Rules & Regulations***

**Tenant**

**Initials:** \_\_\_\_\_

The Rules & Regulations below are part of the lease agreement between Landlord & Tenant. As stated in the Lease Agreement, violation or breach of any of the Rules & Regulations is a breach of the terms and conditions of the Lease Agreement and the non breaching party shall be entitled to exercise any or all of the remedies provided in the Lease Agreement.

1. Residents will maintain a minimum temperature of 55 degrees Fahrenheit in all heated rooms of the unit. Also upon leaving the premises for an extended period of time, Resident shall provide for daily inspections of the unit during cold periods. This inspection will include checking the heating system to insure that proper heat levels are being maintained. Tenant is prohibited from using any heating device not supplied by Landlord.
2. Tenant shall not place, or permit to be placed or store items on any window sills, ledges, or balconies and shall not hang items (i.e. laundry) from the balconies, windows or common areas.
3. No waterbed shall be permitted within the leased premises.
4. Tenant will not make alterations or additions to the structure, equipment or fixtures of premises, nor do any redecorating or repainting without written consent of the landlord.
5. Tenant(s) are not to deface walls or ceilings with holes, nails, screws, tape, glue, dart holes, tack holes or other objects. Should the tenant do otherwise, then the tenant shall take full and total responsibility for the repair, replacement, painting or other costs made necessary by their action, including all costs.
6. Tenant will inspect the smoke detector monthly and is responsible for the malfunction of smoke detectors whether as a result of weak, defective, or inoperable batteries or otherwise. Should tenant fail to keep a charged battery in the smoke detector or permit the smoke detector to be damaged in any way, Tenant will be charged \$50.00. Tenant shall also be responsible for the care and maintenance of the fire extinguisher. The fire extinguisher will be charged when resident moves in and must remain charged during tenancy and upon vacating. If for some reason the fire extinguisher is discharged, tenant must make arrangements with our office to recharge it. The cost of recharging or the replacement of the extinguisher will be billed to all residents of the unit unless it has been used to put out a fire. All fires, however minor, must be reported to the office.
7. Tenant shall report any water leaks to Landlord immediately (i.e. running toilets, dripping faucets). If tenant fails to report a leak, tenant will be responsible for billings for excessive water usage and/or damage.
8. Tenant shall not go upon the roof of the building within which the leased premises is located and shall not enter any area clearly designated as being closed to Tenants and others. This is very dangerous and will result in a \$300 fine per occurrence. If this occurs the Tenants will be fully and solely responsible for any damages and/or injuries that result.
9. No radio or television devices such as antennas and satellite dishes shall be installed upon the leased premises or in the common areas around the leased premises.
10. Tenant shall provide appropriate nonflammable containers for trash and rubbish. Tenant shall also keep the leased premises and the common areas free from litter and rubbish and shall deposit all trash and rubbish from the leased premises into the designated common waste disposal containers. Tenant(s) will be instructed regarding how to use their trash service on move-in day. Do not leave garbage in your unit. Dispose of garbage as instructed.
11. Tenant shall become familiar with and observe all posted security regulations and fire escape/exits or evacuation routes. Questions concerning security and fire procedures should be directed to Landlord (or Landlords designated representative) without delay.
12. Rent is due the first day of each month. If not paid by the fifth, late charges will accrue, **RETROACTIVE TO THE FIRST DAY** of the month and will continue to accrue each day until the full rent is received. Rent must be paid with one check for all tenants or with a separate check from each tenant in the same envelope.

**Tenant**

**Initials:** \_\_\_\_\_

In addition, parking must be paid by a separate check. If payment is not received as requested, it will be returned and late fees will be assessed if the payment is submitted properly after rent is due.

13. Residents will be charged the following for below mentioned items:

- a. Check returned from the bank \$35.00
- b. Lockout fee after office hours \$100.00
- c. Late Rent \$5.00/day
- d. Tampering with fire alarms \$500.00 + criminal charges & \$50.00 per occurrence
- e. Illegal Pets \$1500.00 per time charge if caught with a pet
- f. Lost Key \$50.00
- g. New lock \$150.00
- h. Trash Removal \$50.00/bag or box
- i. Plunge toilet \$50.00
- j. Any change to lease \$100.00
- k. Fine for illegal sublet \$500.00
- l. Replace screen \$100.00
- m. Reinstall screen \$25.00
- n.. Change light bulb \$25.00

Residents will also be charged for anything broken or damaged, which did not occur as a result of normal wear & tear.

- 14. Parking is by permit only. At no time are motor vehicles of any kind allowed on the grass, porches, or sidewalks at any property. All vehicles in the parking area must be currently licensed and inspected, all vehicles that are not will be towed at owner's expense. No repairing or washing of vehicles is permitted at the premises.
- 15. The light bulbs on porches and balconies are put there for safety purposes. They are not to be removed or replaced with another color of bulb. Owner shall furnish all light bulbs for rental unit at move-in and thereafter tenant shall replace any burnt out bulbs throughout the lease term. No string lighting is permitted to be hung either inside or outside the unit. If any bulb is not replaced by a Tenant and needs to be replaced by Westside Village, it will be billed to the Tenant.
- 16. No materials (i.e. sheets) may be hung from the sprinkler heads (where applicable) or from the ceilings of any unit.
- 17. Any trash left on the grounds, porches or balconies will be removed and the tenant will be charged at a rate of \$50.00 per bag or box.
- 18. The landlord only agrees to provide one internet, cable and/or phone jack per apartment. Installation of additional lines shall be done at the Tenants expense. Telephone, television and/or internet cables and/or jacks installed in an unprofessional manner shall be removed and redone at the Tenants expense.
- 19. Absolutely no pools, hot tubs or slip n' slides of any kind are allowed in or on the property. A fine of \$500 will result per occurrence. In addition, the water bill whether obligated under the lease agreement or not will be the Tenant(s) responsibility for entire time period the pool, hot tub, or slip n' slide resided at property.
- 20. Landlord agrees to provide one screen per room to rooms that have windows. If Tenant damages or loses the screen the cost to replace will be a Tenant expense.
- 21. Should Tenant(s) leave any personal possessions on or in the Property after the ending date and time of the lease, the Owner may remove same and store all such at the Tenant(s) expense or discard without liability to the Tenant(s).
- 22. No fire pits and/or grills are permitted on any of the grounds around near, or in the property without written consent of the landlord. If one is found on the property a fine of \$100 will be assessed to the Tenants.

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**Initials:** \_\_\_\_\_

23. Tenants agree to continually operate dehumidifiers in the basement of the house from May 1 through October 31 and furthermore agree to take full responsibility for any mold growth in the event they fail to do so. If a dehumidifier is found disconnected or not operating a fine of \$100 per occurrence will be assessed to the Tenants.
24. Absolutely no additional locks or hasps of any kind may be used or installed. If you wish to have a deadbolt installed, Landlord will arrange for it, with a charge to the tenant which includes labor, installation, materials, keys, etc. Hasps are a safety hazard and will be removed immediately and tenant will be billed accordingly. Bedroom keys are not provided unless specifically requested. If it becomes necessary to install a bedroom lock, the cost of labor and materials will be billed to the Tenant.
25. If leased premises are not clean when you take possession, please call landlord immediately and the unit will be cleaned. Do not clean the unit yourself. We will not reimburse you for the cleaning and you will still be responsible for cleaning your unit upon termination of your lease.
26. Resident agrees to the following move-out procedures.
  - a. Provide a forwarding address to send the security deposit to in writing for all residents on the lease.
  - b. Return all keys to landlord. DO NOT leave keys in the unit. Any keys not turned in by the lease end date and time will be charged to the tenant at a rate of \$150.00 for each lock needing changed as a result of failure to turn keys in.
  - c. Carpets must be **professionally** cleaned and a receipt must be submitted to landlord when keys are turned in. If you do not provide a receipt, Landlord will have the carpets cleaned and this charge will be deducted from your Security Deposit. Using a Rug Doctor or home carpet cleaner does not constitute professional cleaning and will not count as Tenant having carpets professionally cleaned. In addition, TNT cleaning company is not permitted on our property. If your rugs are cleaned by them it will not count as your carpets being professionally cleaned. You may pick up a list of approved Professional Cleaners in the office.
  - d. Clean and/or replace drip pans. If drip pans are not cleanable when Tenant(s) move-out, the Tenant(s) must replace the drip pans. If not replaced, the Tenant(s) will be charged to replace the drip pans.
  - e. Only one check will be sent made payable to all tenants on lease unless previous arrangements have been made in writing and signed agreeing to terms by all tenants on the lease.
  - f. An administrative charge equal to 20% of all security deposit CHARGES will be made on the security deposit returns.
  - g. All damages, including maintenance, cleaning and painting, above normal wear and tear will be charged to security deposit.
  - h. A \$200.00 overstay fee will be charged for every day a unit is occupied after the lease ending date and time.
  - i. Notify all utility companies of your departure and have final meter readings done on electric, gas and oil (if applicable). If meter readings and final bills are not paid, you will be charged all utility costs plus an additional \$150.00 on your final security deposit statement as an early termination fee.
  - j. All utility bills must remain in resident name, including electric bills, from the lease start date until your exact lease expiration date. At no time during the lease term should any utilities be disconnected or put into another name at any time before lease expiration. Each time a utility is disconnected early, you will be charged all utility costs plus an additional \$150.00 on your final security deposit statement.
  - k. The apartment will need to be cleaned up to the standards listed in the Move-out Guide. If additional cleaning is necessary upon final walkthrough, it will be charged to the security deposit.
27. Tenant will be responsible for the actions of his/her invitees and guests.
28. Tenant shall observe quiet hours between the hours of 11:00pm and 8:00am.

**Tenant**

**Initials:** \_\_\_\_\_

29. Toilets and/or other water apparatus shall not be used for any other use than that they are intended, nor shall sanitary napkins, disposable diapers, nor any improper articles be placed into the same. If a plumbing clog occurs, at the fault of the tenant, tenant will be billed accordingly.
30. Keys will only be loaned during business hours and must be returned within 24 hours. A \$50.00 levy will be charged to a resident who fails to return borrowed keys within 24 hours.
31. As stated in your lease, you may not sublet or assign your unit without landlord's written approval. If any changes to the lease are agreed upon between Landlord and Tenant there will be an administrative fee of \$100 per change assessed. If an illegal sublet is found, a fine of \$500 will be assessed to the Tenant.
32. Pets are not permitted (not even on a temporary basis). If pets are kept in a unit without permission, it is a violation of the terms and conditions of your lease, and you will be charged \$1500.00 per occurrence.
33. No aquariums over 25 gallons are allowed in any unit.
34. Westside Village prefers that you do not smoke in your unit. However, if you or your guests smoke, any damages including smoke odor by or related to cigarette, pipe or cigar smoke, or any tobacco product, shall not constitute ordinary wear and tear. Westside Village may deduct from the Tenant(s) security deposit for all damages and/or costs for the cleaning or repair of any damages caused by or related to the use of tobacco including but not limited to deodorizing the unit, sealing and painting walls and ceilings, or replacing carpet and pads under carpet. In addition, Tenant(s) are to dispose of cigarette butts properly. If it becomes necessary for Westside Village to clean-up cigarette butts, a fine of \$100 will be assessed to the Tenants.
35. Tenant agrees not to use privately owned washers, dryers, dishwashers or freezers without the prior written consent by landlord.
36. Occupancy shall be limited to the persons named on the lease agreement. Local ordinances provide for over occupancy, which constitutes a zoning violation, and may be subject to fines and/or criminal punishment. Tenants are specifically advised of the existence of this Ordinance and should any violation occur or be alleged to have occurred, tenant agrees to pay all fines, court costs, and attorney's fees associated with such violations whether a conviction results or not.
37. To accept as binding, any notice which in the judgment of landlord, may be necessary for the safety, care and/or cleanliness of the leased premises for the preservation of good order therein; such notice when communicated in writing to tenant shall form part of this lease.
38. Tenant is financially responsible for all fires and damages caused by negligence of the tenant or his guests. It is strongly recommended that tenant acquire renters insurance.
39. Landlord or agent shall not be liable for loss of or damage to property of tenant caused by moths, termites, or other vermin, or by rain, snow or water, or steam that may leak into or flow from any part of premises through any defects in the roof, plumbing or other sources.
40. No kegs are allowed to be present on or consumed at the premises. Any violation of this rule will result in a fine of \$250.00/per keg/per incidence. In addition, if there is clean-up necessary due to a party, Tenant(s) will be charged a \$150 clean-up fine in addition to the labor cost to clean-up.
41. Indoor furniture (i.e.: upholstered/stuffed furniture, etc.), appliances, pool tables etc., are not permitted on porches, balconies or any portion of the exterior of the rental unit, including the lawn area. Failure to remove such items after a warning has been issued will result in a fee of \$200 per day for each day the violation continues.
42. If any warning is issued by the State College Borough, Tenants shall pay a fine of \$100. If any fine is issued by the State College Borough, Tenants shall pay that fine and a \$100. If the accrual of points assessed by the State College Borough results in the loss or suspension of the rental permit, all costs incurred by landlord as a result of the loss or suspension of the rental permit, including but not limited to fines, penalties, loss of rent, attorney fees, and court costs, shall be paid by Tenants.

**Tenant**

**Initials:** \_\_\_\_\_

43. Bedroom keys/ locks are not guaranteed. If Tenant would like a keyed bedroom lock installed it is at the cost to the tenant.
44. No burning in fire pits, fireplaces, grills, ect, are permitted at anytime unless written permission is given.
45. Tenants are prohibited from being on roofs. If Tenant or personal items are found on the roof a \$200 fine will be issued per occurrence.
46. A condensed version of the move-out guide is below:

### **Move-Out/Cleaning Packet**

- Make sure your account balance is ZERO.
- Return all keys to the office by the lease ending date and time. (Make sure you have a receipt for the keys)
- Turn in your security deposit return form. As per your lease agreement, you are required to submit to us a forwarding address so that we can get your deposit to you in a timely manner. Please remember that if you are in a joint & several lease; only one check will be sent made payable to all residents on the lease. If you would prefer separate checks, we can do so at an additional fee of \$10.00/per check for each check written. (Please note, if you are requesting separate checks we **must** be provided with addresses and signatures of **all** residents named on your lease. Additionally, if separate checks are requested, the amount of the return will be divided **equally** among all residents).
- Review the item cost sheet- This sheet outlines the costs that could be deducted from your Security Deposit if applicable. This sheet is intended to inform you of an **estimated** dollar amount that may be deducted from your deposit for damages and/or repairs.

### **KITCHEN!**

- Spray the oven, stovetop, drip pans, broiler pan, racks, etc. With oven spray and let stand a few hours. (Depending on the degree of cleanliness, you may want to leave the cleaner on longer). Wipe off the spray entirely. If burn marks still remain, spray them again and repeat entire process. Be sure to check under the drip pans and inside, as well as outside, the stove drawer. The entire top of the stove that the drip pans rest in, lift up to make it easier to clean. You must do this to clean the oven properly. The racks also must be removed to clean the inside of the oven properly.
- The hood to the stovetop can get very greasy during the course of the year. Clean by using a Brillo pad and cleanser. Sometimes the back and side walls between the hood and the stovetop need cleaned as well.
- Wipe out crumbs from all cupboards, shelves, and drawers. Wipe off outside of cupboards. (Cupboards used daily or cupboards near the stovetop may need special attention in removing build-up)
- Clean microwave inside and out with all purpose cleaner. Make sure all food particles are removed—especially on the inside top.
- Defrost freezer and wipe out any water/food particles using an all purpose cleaner. Don't forget to clean in and around the seal! Clean refrigerator by wiping off wire racks, inside walls, crisper drawers (and under the drawer), and shelves with all purpose cleaner. Don't forget the egg holders and butter drawer! Lastly, wipe down the outside of the appliance with bleach cleaner (top, sides and front). **DO NOT UNPLUG THE REFRIGERATOR!! SIMPLY TURN IT TO THE LOWEST SETTING.**
- The final kitchen appliance left to clean is the dishwasher. (What?? You thought the dishwasher cleaned itself every time you ran it through the cycle?? NOT!) Make sure the inside is completely free of food particles. Use Brillo pads and cleanser on that area. Lastly, wipe down the outside of the appliance—paying close attention to the buttons. Don't forget the inside edge of the door.
- Wipe off all kitchen countertops with all purpose cleaner. The countertop closest to the stovetop may need special attention of a Brillo pad and cleanser. Do not leave streaks-wipe over the countertops with a

**Tenant**

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paper towel and spray cleaner.

- Using a Brillo pad and abrasive cleaner, thoroughly clean sink and fixtures. After cleaning, wipe off the fixtures with a paper towel, since water drops tend to dry leaving a dirty appearance. Don't leave streaks—simply wipe up with paper towels and glass cleaner.
- Its finally time to clean the kitchen floor! First pull out the refrigerator & remove bottom drawer of oven and sweep the entire floor. Using Brillo pads and cleanser, clean all corners and edges. This is the area where there tends to be more build-up. After this is completed, clean the entire floor using a mop/swiffer and floor cleaner. If floor dries with streaks, re-mop using only warm water.
- If kitchen has overhead light fixtures, be sure to clean the globe with warm water. Also, clean the receptacle covers and switch plates!
- Get all calcium build up off faucet fixtures with CLR and or Lime Away.

## **BATHROOM**

- The biggest cleaning job in the bathroom is the tub/shower unit. Clean it first and get it out of the way!! A year's worth of soap residue build-up is not very easy to remove. Brillo pads and cleanser are a definite must. Fiberglass tubs should be cleaned with a non-abrasive cleanser. Begin by scrubbing in a circular motion until you can no longer feel residue. Rinse with warm water. Clean fixtures with glass cleaner and wipe off with a paper towel. If your tub/shower unit has glass doors, the same process should be used on those doors—inside and out!! Don't forget to clean out the track also. Make sure to get rid of all mold/mildew.
- Cleaning the commode is not a very fun job, BUT it doesn't take too long. Using a sponge and bleach cleaner, wipe off lid, seat (behind and all around), and outside of bowl. Don't forget to clean at the foot of the bowl and around the bolts attaching it to the floor also. That is where most of the dust seems to collect. Wipe over entire unit again using only warm water. Pour toilet bowl cleaner inside the bowl and wipe clean with brush. FLUSH.
- Clean the light fixture/fan. It has accumulated dust. Wipe out inside shelves of medicine cabinet and vanity. Clean mirrors and light fixtures with glass cleaner. Wipe out sink using sponge and bleach cleanser. Rinse with warm water and re-wipe with sponge only. Again, don't let water drops dry-wipe off with paper towels. Finally wipe down outside of vanity with sponge.
- Lastly, it's time to clean the bathroom floor. First, sweep entire floor. Using a wet, soapy sponge, wipe along sides and corners. Pay close attention to areas around the commode, behind door, and along vanity edges. Mop entire floor using floor cleaner. If floor dries with streaks, re-mop using only warm water.
- Don't forget to clean off the heater and towel bars!
- Get all calcium build up off faucet fixtures with CLR and or Lime Away.
- It is very important to not leave hair in the bathroom. Also, do not leave your toilet wands, shower curtains, shower mats or rugs. The new Tenants do not want this stuff and we ultimately throw it away.

## **BEDROOM/LIVING ROOM**

- Clean all windows on the inside with regular glass cleaner. Also clean the patio doors on both the inside and outside, as well as the sliding door tracks. Don't forget to clean window sills and window tracks. Porches and outdoor areas should be completely free of debris.
- Closets should be completely free of debris. Wipe off shelves and bar with wet sponge and all purpose cleaner. Do NOT leave hangers behind! The new tenants have hangers of their own!
- If furniture contains any glass parts, clean with glass cleaner. Dust all wood furniture with dusting cloth and furniture polish. Wipe out all drawers with damp cloth. If furniture is anything other than wood, an all purpose cleaner may be used. Don't forget to move furniture away from the walls to check for any

**Tenant**

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debris that may have fallen behind or underneath.

- Vacuum carpeting, under sofa cushions and under chair cushions.
- Thoroughly clean air conditioning/heating unit with a damp sponge and all purpose cleaner. The grill/cover should be free of dust and debris. Re-attach cover.
- If you have overhead light fixtures, be sure to clean the globe with warm water. Also, clean all receptacle covers and switch plates.
- Wipe down baseboards and baseboard heating units.
- Be sure to clean all blinds.

### CLEANING SUGGESTIONS

- When you are done cleaning the oven, turn it on for a few minutes. If it dries with a white residue left, take a clean wet cloth and wipe it clean.
- When you are done in the bathroom, kneel down and look at the ceramic tile by the tub to see if the soap scum is gone. Also, look at the soap dish and toothbrush holder, to make sure that the bottoms are clean. Check the bathroom in particular to make sure that all hair is gone.
- When you are finished in the kitchen, look at the tile at an angle to check for any grease spots that may have been missed. Also, don't forget to check the bottom and edges of the range hood for leftover grease.
- Don't forget the closets! These must be cleaned, swept and scrubbed.
- If you are having trouble removing particles from microwave, heat a cup of water for a few minutes and the steam from the water will help loosen food particles and dirt.
- Mr. Clean Magic Eraser is good for cleaning, walls, refrigerators, and white countertops.
- Get all calcium build up off faucet fixtures with CLR and or Lime Away.
- Make sure to get rid of all hair. Usually when we have to have a cleaning company go in for a wipe it is because there is hair left behind in the kitchen and bathroom. Despite the fact that you may have worked very hard to clean-up, we do need to have all the hair removed, specifically in these two areas.

### GENERAL

- Carpets must be **Professionally Cleaned** by a cleaning service to remove all stains and ground in dirt (Make sure you vacuum first!) **Receipts must be turned in with your keys. If you do not turn in a receipt, we will have no other option but to have the carpets re-cleaned and charge you for it. This must be done prior to lease expiration. Do not use a Rug Dr., a home carpet steamer or TNT Cleaners.**
- Blinds must be taken down and washed with soap and water, dried and re-hung. Please make certain soap streaks are gone. We suggest if the blinds are too dirty to be cleaned or damaged replacing them with new ones. This can sometimes be cheaper than having them professionally cleaned. You can purchase blinds at Lowes, Home Depot, Target, Walmart, ect. If you plan on replacing blinds please make sure you take measurements ahead of time. If the blinds are not cleaned, we will replace them due to the fact that it is cheaper than paying a cleaning company to clean them.
- All personal items must be removed from unit.
- All nails, picture hooks, and anything used to hang pictures/posters should be removed from the walls or ceiling. Dust cobwebs from corners. Clean ceiling light fixture covers or globes.
- If maintenance is needed anywhere in the apartment, report it to the office NOW and have it repaired prior to July 1st. A 20% administrative fee will be added to all security deposit charges, including any unpaid work orders.
- Smoke detectors must have an operating battery, all light fixtures and lamps must have working bulbs, and fire extinguishers must be charged.

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- Don't forget to clean your furniture inside and out if you have a furnished apartment.

**OTHER DEDUCTIONS**

In addition to any cleaning charges, the following items will be deducted from security deposits if they are not paid before the end of your lease :

Late fees, Outstanding Invoices, Unpaid/Utilities, Charges for Returned Checks, additional damage to apartment or furniture and carpet cleaning (if receipt is not turned in).

**MOVE OUT PROCEDURES REMINDERS**

- All lights bulbs must be in lamps, sockets, etc. And be in working order. All smoke detectors must have batteries and be in working order. Fire extinguisher must be in working order and fully charged. If any of these items are missing or do not work properly, your security deposit will be billed accordingly.
- ALL keys must be returned upon move-out. If keys are not returned, you will be charged \$150.00 to change the locks.
- Our office MUST have a forwarding address for you before you leave. We prefer if you mail it to Westside Village Office ASAP or you may submit it with your final rental payment.
- You must call Allegheny Power at 1-800-255-3443 and inform them your lease termination date and make arrangements to have the final meter reading done. **You MAY NOT have the utilities taken out of your name until you EXACT LEASE EXPIRATION DATE or you will be charged a \$150.00 disconnect utility fee.**
- You must call cable and phone providers and arrange to disconnect you services.
- Any questions concerning move out procedures can be addressed by calling our office at 814-234-1707 or by mail to the Westside Village rental office.

\*\*\*\*\*

We would love to return a full Security Deposit to each and every one of you! We invite any of you to be present during the inspection of your unit. You must be prepared, to turn over ALL keys at that time, and entry back into the unit will not be permitted. However, this must happen prior to the lease expiration date & is on a first come first serve basis, so schedule far in advance. Also, if we point out something that is not satisfactory, do not ask us to wait while you clean it again. Our schedules at that time of the year do not permit it.

Please be reminded that according to your lease, there will be a \$200 per day charge levied against any tenant that occupies the premises beyond the ending date of the lease. All lease dates end promptly at 12 NOON. We have enjoyed your residency in our community and we wish you well in your new home!

**Tenant**

**Initials:** \_\_\_\_\_

## Damaged Items Cost Sheet

The following is a list of items and the **ESTIMATED** costs (excluding sales tax) associated with the replacement of such items. In the instance that the replacement of these items does not derive from normal wear and tear, these are the costs that one can expect to be deducted from their Security Deposit. In special circumstances, there may be items deducted from your Security Deposit that do not appear on this list. This list should not be considered a full and complete list. In addition to these costs, other costs such as unpaid rent, late fees, unpaid utilities, NSF fees, lease violation fines and heating oil (if applicable) will also be deducted from your Security Deposit.

Labor Repair Cost		\$50/hour			
Cabinet Doors		Market rate - each	Fire Apparatus Tampering Chg.	\$25.00	per item
Cabinet Shelves		Market rate - each	Fire Extinguisher	\$25.00	each
Dishwasher Racks		Market Rate - each	Smoke Detector	\$50.00	each
Freezer Bars		Market rate - each			
Freezer Brackets		Market rate - each	Bedroom Door	Market Rate - each	
Kitchen Counter Top		Market rate - each	Bifold Closet Door	Market Rate - each	
Microwave		Market Rate - each	Custom Blinds	Market Rate - each	
Microwave Plate		Market Rate - each	Entry Door (Steel)	Market Rate - each	
Oven		Market Rate - each	Entry Door (wooden)	Market Rate - each	
Oven Racks		Market Rate - each	Standard Closet Door	Market Rate - each	
Refrigerator		Market Rate - each	Windows	Market Rate - each	
Refrigerator Bars		Market rate - each	Bedroom Door Knob	\$150.00	
Refrigerator Brackets		Market rate - each	Entry Door Knob	\$150.00	each
Refrigerator Crisper Drawers		Market rate - each	Window Screens	\$100.00	each
Refrigerator Door Gasket		Market rate - each	Fire Extinguisher Re Charge	\$25.00	each
Refrigerator Racks		Market rate - each	Window Blinds	\$15.00	each
Kitchen Faucet		\$75.00 each	Bifold Closet Knob	\$2.00	each
Drip Pans		\$2.50 each	Door Stop	\$2.00	each
Cabinet Knobs		\$1.50 each			
			Exit Sign	\$75.00	each
			Light Fixture Globes	\$10.00	each
Bathroom Door		Market Rate - each	Fluorescent Light Cover	\$10.00	each
Bathroom Mirrors		Market Rate - each	Microwave Bulb	\$8.00	each
Bathroom Sink Bowl		Market Rate - each	Fluorescent Light Bulbs	\$5.00	each
Toilet Tank Lid		Market Rate - each	Appliance Bulb	\$5.00	each
Vanity Counter Top		Market Rate - each	Vanity Light Bulbs	\$3.00	each
Shower Stall		Market Rate each	Cable Jack Plate	\$1.50	each
Bathtub		Market Rate each	Light Switch Covers (triple)	\$1.50	each
Shower Doors (stall)		Market Rate each	Incandescent Bulb	\$1.00	each
Toilet		\$200.00 each	Light Switch Covers (single)	\$1.00	each
Bathroom Faucet		\$60.00 each	Regular Light Bulbs	\$1.00	each
Toilet Seat		\$25.00 each	Light Swith Covers (double)	\$1.00	each
Shower Head		\$13.00 each	Outlet Covers (single)	\$1.00	each
Towel Bar Bracket		\$4.50 each			
Toilet Paper Bracket		\$3.50 each	Bar Stool	Market Rate - each	
Towel Bar		\$3.50 each	Bed Frame	Market Rate - each	
Toilet Paper Spindle		\$1.00 each	Box Spring	Market Rate - each	
			Coffee Table	Market Rate - each	
Air Conditioner		Market rate - each	Dining Chairs	Market rate - each	
Baseboard Heater		Market Rate - each	Dining Table	Market rate - each	
Carpet Replacement		Market rate - each	Dresser	Market Rate - each	
Vinyl Replacement		Market rate - each	End Table	Market Rate - each	
Personal Property Removal		\$50.00 /bag or box/month	Futon/Couch	Market Rate - each	
Trash Removal		\$50.00 /bag or box	Kitchen Chairs Reupholster	Market Rate - each	
Ceiling Tiles		\$10.00 each	Mattress	Market Rate - each	

## Painting Cost Sheet

General Painting	\$1.00-\$2.00/sq. ft.
Small holes anywhere from 0' to 3"x3"	\$50.00
Large holes anywhere from 3"x3" up to 6"x6"	\$100.00
Anything larger than a large hole	Cost to replace drywall in addition to the labor @ \$50.00/hr.

**\*\*\* In addition, as per the lease agreement, there will be a 20% of all security deposit charges.**

## Cleaning Cost Sheet

Cleaning cost are per room & per item	
<b>Kitchens</b>	
Refrigerator & Freezer	\$ 50.00
Stove & Oven	\$ 75.00
Range Hood	\$ 20.00
Dishwasher	\$ 15.00
Microwave	\$ 15.00
Countertops & Sink	\$ 20.00
Cabinets - In & Out	\$ 20.00
Floor	\$ 25.00
Light Shades	\$ 20.00
Walls	\$ 10.00
Blinds (price per)	\$ 5.00
Baseboard	\$ 15.00
<b>Living Rooms</b>	
Windows	\$ 15.00
Window Sills	\$ 15.00
Light Shades	\$ 20.00
Blinds	\$ 5.00
Baseboard	\$ 10.00
Carpet	\$ 80.00
<b>Bedrooms</b>	
Windows & Sills	\$ 15.00
Blinds	\$ 5.00
Carpet	\$ 80.00
Light Shades	\$ 20.00
Closet	\$ 15.00
Baseboard	\$ 10.00
<b>Bathrooms</b>	
Tub/Shower	\$ 50.00
Walls	\$ 20.00
Toilet	\$ 25.00
Floor	\$ 30.00
Sink	\$ 20.00
Vanity	\$ 15.00
Mirror/Med. Cabinet	\$ 10.00
Exhaust Fan	\$ 20.00
Lights	\$ 10.00
Baseboard	\$ 10.00
Blinds	\$ 5.00
<b>Hallways &amp; Stairs</b>	
Windows & Sills	\$ 15.00
Blinds	\$ 5.00
Carpet/Floor	\$ 80.00
Light Shades	\$ 20.00
Closet	\$ 15.00
Baseboard	\$ 10.00
<b>Furniture (per piece)</b>	
Table & chairs	\$ 30.00
Coffee table & end table	\$ 30.00
Dresser	\$ 20.00
Futon/Couch	\$ 30.00
Bed & Frame	\$ 10.00
Barstool	\$ 15.00
Wardrobe	\$ 20.00
<b>Additional Items</b>	
Stairs	\$ 25.00
Basement	\$ 30.00
Porch or deck	\$ 25.00
<b>The result of not cleaning your apartment</b>	<b>\$ 1,175.00</b>
<b>or more depending on the number of bedrooms/bathrooms</b>	
*** Trash removal - \$50 per bag - \$100 per item for a large items such as furniture	
*** Extra heavy cleaning is rate above + 20% increase in rate	
*** We use a third party cleaning company. These are the rates for cleaning as contracted.	
*** Prices do not include PA Sales Tax	
<b>Use this sheet as an estimate only! Prices are subject to change</b>	

Tenant Initials: \_\_\_\_\_

**Below we shall print, sign & date agreeing to terms & conditions of the lease and all lease addendums**

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Tenant (print): \_\_\_\_\_ Tenant (signature): \_\_\_\_\_ Date: \_\_\_\_\_

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Property Manager: \_\_\_\_\_ (signature) \_\_\_\_\_ Date: \_\_\_\_\_