

Advanced Property Management, LLC

1116 E 8th Building B

Hays KS 67601

(785) 625-2502

apmllc@hotmail.com

Property Address:

You are about to enter into a legally binding contract. If you do not understand this contract you are urged to get professional legal advice. This contract includes the terms and conditions of which you are bound in order to lease a property from Advanced Property Management, LLC.

The following are crucial aspects of this contract:

- ❑ This contract will be strictly enforced once you and any agent of Advanced Property Management, LLC, sign the contract.
- ❑ Advanced Property Management, LLC, does not cancel or void any lease prior to the start date. Do not be under the impression that because you have not paid rent, security deposit or holding fee or have received keys that the lease is invalid or unenforceable.
- ❑ There is no grace period in which you are allowed to “change your mind” after you have signed the lease to render it void.
- ❑ The only remedy to cure your inability to perform according to the lease terms is to give 30 days written notice, release your interest in the property, and terminate the contract early. You are still responsible for rent and utilities until the lease term expires or until the property is re-rented. You are also financially responsible for any monetary damages incurred while re-leasing the property on your behalf. This could include advertising fees.
- ❑ Any tenant stopping payment on a check used as holding fee funds in order to void a lease will be charged a \$150.00 fee as well as the standard \$30.00 insufficient funds fee.

IF YOU SIGN THE LEASE, BE PREPARED TO ABIDE BY THE TERMS.

APM Agent: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

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Definition of Severalty

Property Address:

All lease agreements are signed in severalty. This means that each person on the lease is responsible for the whole lease as well as the whole amount of rent due on the first of each month and late fees that may occur.

If there is an agreement between individuals on the lease about how much each person pays, it is strictly a personal agreement, not one the management has made with the lessees. If any one person on the lease does not pay, any one of the persons on the lease is still responsible to see that the whole amount of rent is paid on or before the first of each month.

If one person defaults, the whole amount of rent is still due on or before the first of each month.

APM Agent: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

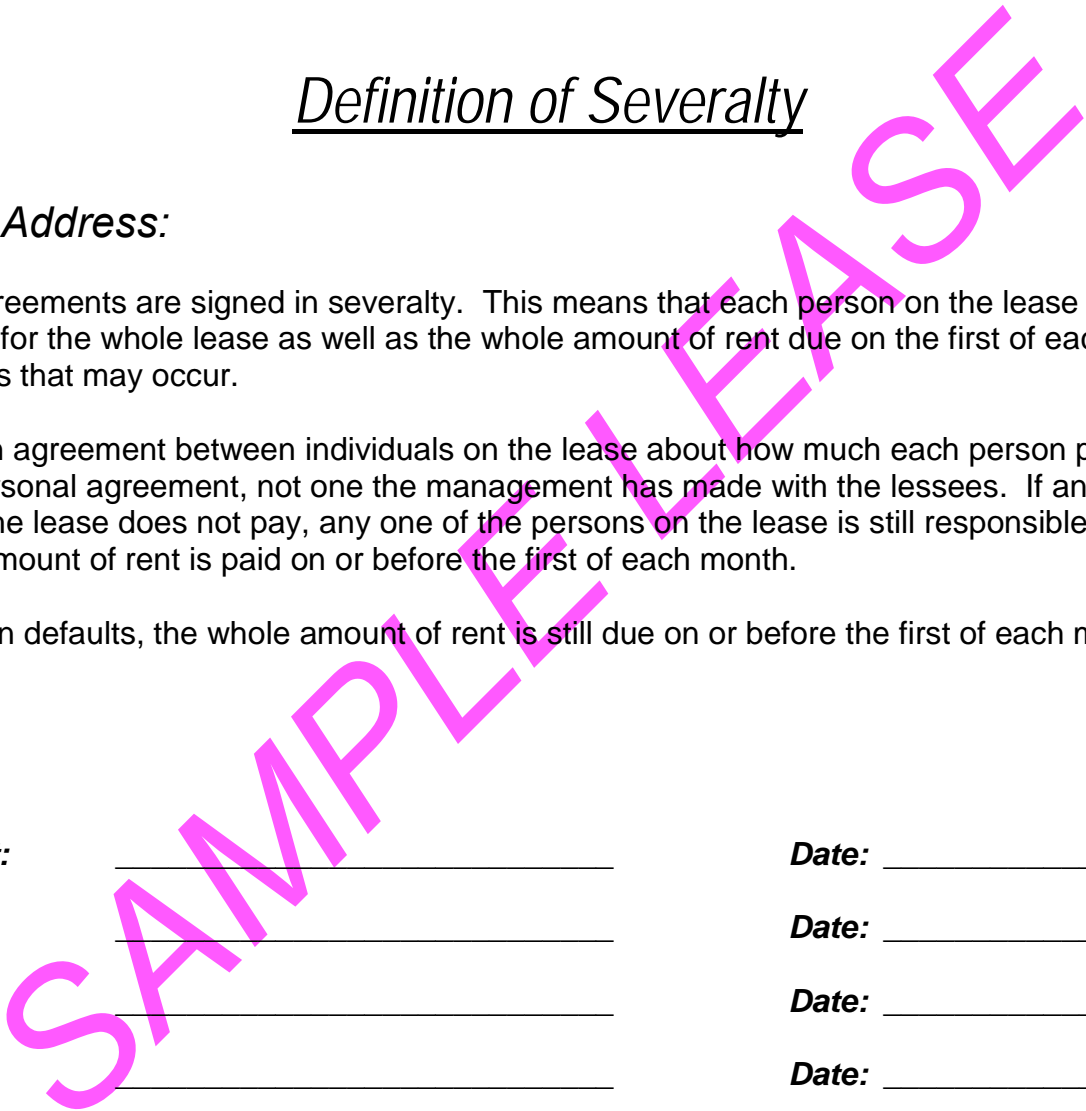
Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____



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LEASE AGREEMENT

This is a legally binding contract. If not understood, seek competent advice.

This lease agreement is made this _____ day of _____, 20____, by and between **Advanced Property Management L.L.C.** (Hereinafter designated as "Landlord") and

(Hereinafter designated as "Tenant").

Based upon rent and the mutual considerations contained herein, Landlord hereby leases, in its present condition, the following described premises, located in the city of _____, County of _____, State of Kansas, to the above Tenant. Tenant hereby leases said Premises, located at _____ from Landlord upon the terms and conditions set forth herein:

Possession: Landlord shall give possession to Tenant at the beginning of the term and rent shall be pro-rated for any delay in giving possession. Rent (pro-rated if necessary), security deposit and proof of utilities switched to tenant's name (if applicable) are necessary to receive possession. Landlord shall have no other liability for failure to give possession. If Landlord does not give possession within 3 calendar days from the beginning of the term, Tenant may cancel this lease by giving Landlord written notice of cancellation prior to receiving possession.

Term: This initial term is for a period of _____ months. It begins on _____ at 1:00 PM and ends on _____ at 10:00 AM. If the term begins on other than the first day of the month, then the first month is partial month and the first months rent shall be pro-rated. **The Landlord/and or Tenant shall have the right to terminate this lease by giving notice thereof 30 days prior to the expiration of the term of the lease, as hereinabove set forth, said notice to be in WRITING (state law requires notice to be from rent-paying date to rent-paying date). This notice must be presented to the Landlord on or before the first of the expiring month. If tenant gives notice to move out prior to lease expiration date, a termination fee of \$50.00 will be charged to the tenant, and rent and utilities must be paid until the end of the lease or until the property is re-rented.**

Rent: Tenant agrees to pay _____ per month for rental of the Premises, payable in advance on the first day of each and every month. Payment of rent shall be mailed or delivered to **Advanced Property Management L.L.C. 1116 E 8th Building B Hays, Kansas 67601.** The first month's rent shall be paid before delivery of possession.

Late Charges and Other Charges: If all rent is not paid in full by the 5th day of each month, each delinquent Tenant shall pay \$50.00 as the payment is delinquent. **This late fee applies to each tenant that is late with rent.** It is understood that this payment of \$50.00 in unliquidated damages is not a penalty. A check, which is returned for any reason, is deemed non-payment of rent and is subject to late charges and additional administrative charge of \$30.00 and may be charged without notice. Landlord may, at Landlord's option, demand that all sums payable under this lease be paid by cashier's check or money order in lieu of personal checks. Landlord shall apply any payments first to any damages, repairs or administrative charges, if any, then to accrued late charges, if any, then to delinquent rent, if any, and lastly to the current month's rent. Any default in the payment of rent shall not be deemed as cured until all charges and rents are paid. In the event of default in the payment of said charges, Landlord shall have the same remedies as upon default in the payment of rent. Lock out charge shall be \$50.00 and may change without notice. Lock out service is at the discretion of Advanced Property Management, LLC. **ALL FEE AMOUNTS MAY CHANGE WITHOUT NOTICE!!!**

E-Mail Opt In: Tenants will and may be served notices by this office via e-mail. E-mail addresses are required on all rental applications for every tenant. All lease violation notices and late notices will be sent electronically as well as followed up in hardcopy by either posting directly to the property or by standard US mail.

Permitted Use: Tenant shall use the Premises only for residential purposes, except for incidental use in Tenant's trade or business, so long as such incidental use does not violate local zoning laws or affect Landlord's ability to obtain any policy of insurance. **Tenant shall use the Premises only as a private residence and for no other purpose, unless with written consent of the Landlord.** The only individuals who will reside in the Premises are the Tenant and the following:

Only Signed Leaseholders

Suitability: Tenant acknowledges that neither Landlord nor any agent of Landlord has made any representation or warranty with respect to the premises of same for use as tenant residence, nor has landlord agreed to undertake any modification, alteration or improvement to the premises except as expressly provided in this lease. Within 5 days from the date of occupancy, Tenant shall inspect premises and any furnishings and appliances located therein. Tenant agrees to return the premises, including furnishings and appliances to landlord in the same condition that it was in at the time of occupancy, normal wear and tear expected. If tenant fails to deliver written notice to landlord ("Inspection Notice") within the 5-day inspection period referred to above of any damage, which existed at the time of occupancy, then such failure constituted an admission that such damage was not there at the time tenant took possession of property. A copy of the Inspection Notice shall be signed by all parties, and each shall retain a copy thereof.

Rent Raise: Written notice of a rent raise must be given to Tenant by Landlord at least 45 days before the end of a term or periodic rent paying date. This is so the Tenant has time to decide whether to pay the rent or to give 30-day written notice to quit.

Utilities: Landlord and Tenant hereby agree that the cost of utilities serving the Premises shall be paid as follows:

*Landlord	Tenant		
Electric	Electric		
Water/Trash	Water/Trash		
Phone/Cable TV	Phone/Cable TV/Internet Access		
Gas	Gas		
Divide by Number of Tenants/Units:	Gas	Electric	Water
Utilities bill from this office	Utilities must be switched to tenant name		

*The landlord will be responsible for the utility usage up to the amount. Any use over this amount will be the Tenant's responsibility and will be charged to their account. The Landlord will be responsible for a billing up to _____ per month. Utility usage over this amount will be the Tenant's responsibility. Tenant agrees to pay for all utilities indicated above, and related deposits and charges on Tenant bills. Tenant agrees that if utility cost exceeds Landlord's utility cap that expense will be charged to tenant and due with the following month's rent payment. Tenant will not allow utilities to be disconnected by any means (including non-payment of bill) until the end of the lease term. If a Tenant leases a unit or portion of a unit in which utilities are shared with another Tenant(s), then it is understood that if the other Tenant's are no longer leasing the other unit, then the Tenant shall be responsible for payment of the entire utility charge, even though said Tenant only paid a pro-rated share of said utilities at the time of the original lease.

Utility Cap: Written notice of utility cap raise must be given to Tenant by Landlord at least 45 days before the end of a term or periodic rent paying date. This is so that Tenant has time to decide whether to pay the cap or give a 30-day written notice to quit.

SNOW AND ICE REMOVAL IS THE RESPONSIBILITY OF THE TENANT.

Mowing and yard maintenance will be the responsibility of the:
Tenant _____ Landlord _____

Repairs and Maintenance: Tenant shall maintain the Premises in as good condition as at present and shall not: commit acts of destruction, commit acts tending to injure or deface the property, do anything which will jeopardize subsidy payments if any are being received, do anything which will cause the Premises to be in violation of applicable city codes. Tenant will not attempt any repair to the sewer system, plumbing system, electrical system and heating, ventilating or air conditioning system. Tenant is financially responsible for repairs and maintenance caused by the Tenants failure to report needed repairs to the landlord. Tenant is responsible for costs of repairs and maintenance caused by Tenants failure to maintain the Premises and/or Tenant or any of the guests damaging the Premises. Tenant shall reimburse Landlord all costs and expenses incurred by Landlord in connection with such performance within 10 days of written demand for reimbursement.

Landlord May Perform Tenant's Repair Obligation: In the event that Tenant does not comply with its obligations concerning repairs and maintenance, Landlord may perform, but is not obligated to perform, such repair and maintenance. Landlord may perform any repairs and/or maintenance which tenant is not allowed to perform. Landlord will attempt to give advance notice before performing such repair and maintenance activities, but is not obligated to give such notice. Tenant shall reimburse Landlord all costs and expenses incurred by Landlord in connection with such performance within 10 days of written demand for reimbursement.

Casualty Damage: If the Premises are damaged or destroyed by fire or casualty to an extent the use of the premises is substantially impaired and tenant does not cause such damage, tenant may vacate the premises immediately. This lease may be breached and security deposits returned to tenant.

Alterations: Tenant shall make no alterations to the Premises or any part thereof without written consent of the Landlord. This includes and is not limited to painting and satellite dish installation.

Assignment and Subletting: Tenant may not sublet the Premises or assign this lease without proper written consent of the Landlord. Landlord's consent to assignment or subletting shall not waive Landlord's right to refuse subsequent assignment or subletting, nor shall it release Tenant from liability under this lease agreement.

Redelivery by Tenant: At the expiration of the term of this lease, or if this lease is sooner terminated by landlord or by default as provided above, Tenant shall quit and deliver up the possession of the Premises to the Landlord, its agents or assigns, without process of law and said Premises shall be in as good order and condition as when received, except for the normal and usual wear and tear. After Lease is terminated by the Lease end date, Tenant or APM, APM may after 30 days unpaid, apply 1.5% per month/18% annually service charge to any unpaid balance.

Waiver: Failure or neglect of Landlord at any time to insist upon the strict performance of the terms, covenants, agreements and conditions herein contained or any of them, shall not be taken or considered as a waiver of the Landlord's right to thereafter enforce any such term, covenant, agreement, or condition, but the same shall continue in full force and effect.

Landlord's Right to Inspect: Landlord and his agents shall have the right to enter the Premises at any and all reasonable times, in view of the reason for entry, to view or show the same, to inspect the same and to make such repairs and alterations as Landlord may deem necessary. Tenant agrees to permit Landlord and its agents, during the last 60 days of this lease agreement to show the property for lease or rent unless tenant renews the lease agreement within the last 60 days of the lease.

Amending of Lease: APM reserves the right to amend this lease at any time deemed necessary. After amending lease Tenant shall have 30 days to give written notice to quit lease.

Default, Remedies and Damages: In the event of default at any time by Tenant in the payments of rent, or in the payment of any late charges designated, or in the performance of any other terms of the lease, or if the Tenant shall abandon or vacate the Premises without the consent of the Landlord, Tenant shall be deemed in default. Upon such default, Landlord shall have the right, as its option to enter upon the Premises, or any part thereof, either with or without process of law and to expel, remove or put out Tenant and/or other persons who may be thereon, together with all personal property found therein without terminating this lease which termination Landlord may elect to do at its sole and exclusive option. All the remedies herein provided shall be cumulative to all other rights or remedies herein given to Landlord or given to Landlord by law. A waiver by Landlord of any default by Tenant in the performance of any terms or conditions of this lease shall not be considered or treated as a waiver of any subsequent or other default.

1. If tenant shall default in the performance of any agreement, provision or condition contained in this lease agreement, Landlord, without waiving such default, may perform the same and charge the expense to the Tenant with or without notice to Tenant. Bills for any expense incurred by Landlord in connection with any such performances by Landlord as well as bills for any property, material, labor or services provided to Tenant may be sent to Tenant monthly or immediately, at Landlord's option, and shall be due and payable by Tenant within 10 days after the same are sent to Tenant, and the amounts thereof shall be deemed to be additional rent under this lease.
2. **If Tenant breaches any provision of this lease and Landlord is required to engage in legal counsel to enforce this lease, Tenant shall be liable to Landlord for, and shall pay to Landlord, but not limited to, reasonable attorney fees, filing fees, court costs, etc., incurred by Landlord.**
3. In the event of default, if the Landlord or his agent employs the services of any debt collector or attorney to collect money due under this agreement, the undersigned Tenant hereby consents that the debt collector or attorney may contact the undersigned at such times and places as said debt collector deems appropriate and may contact other persons for the purpose of acquiring information to aid in the collection of any debt.
4. **The tenant shall be responsible for any and all sewage concerns. These shall include but are not limited to condoms, sanitary napkins, cell phones, etc.**

Notices: All notices to be given hereunder by either party shall be in writing. Except for termination notices that must be served in accordance with applicable state statutes, notice to Landlord is deemed given when received by Landlord. Notices to Tenant are deemed received on the earlier of: 1) When received by Tenant; 2) 3 days after deposit in the US mail, postage prepaid; 3) when served on Tenant or anyone residing at the Premises and/or one day after being posted on Tenant's door. Except as otherwise provided in the lease agreement, Tenant waives all rights to notice or demand by landlord with respect to Tenant's performance or non-performance of any obligations or duty to perform or refrain from any acts or acts empowered upon Tenant by the terms of this lease agreement.

Notices Received by Municipalities: Any notice received by this office from a municipality notifying of violations to City, County, State, or Federal codes, ordinances or laws due to tenant's actions (or lack thereof) or behaviors will be rectified immediately by Advanced Property Management, LLC, at the tenant's expense. This includes but is not limited to yard care and trash.

Severability: If the provision of the lease agreement shall be deemed or ruled to be invalid or unenforceable to any extent, the remainder of this lease agreement and the application thereof shall not be affected thereby and shall be enforceable to the extent permitted by law.

Governing Law: This lease agreement and the performance thereof shall be governed, interpreted, construed and regulated by the laws of the State of Kansas.

Entire Agreement: Tenant agrees that he/she is not relying upon any representations or agreements other than those contained in this lease agreement and the addenda attached thereto. This lease agreement may not be modified except in writing. In the event of a Housing Assistance Program contract, the terms of said contract shall supercede and control over the terms of this lease. By Tenant entering into this contract, the Tenant understands that money owed for, but not limited to, rent, utilities, cost of repair for damage caused by Tenant is a secure debt owed to Landlord.

Parties: Except as herein otherwise expressly provided, the conditions and agreements contained in this lease agreement shall bind and insure to the benefit of Landlord and Tenant and their respective heirs, successors, administrators and assigns, if permitted.

Acceptance: By entering into possession of said Premises, Tenant acknowledges that the Premises have been received in good condition and repair except as might be otherwise noted in writing, which writing has been delivered to Landlord within 5 days of taking possession of property.

Multiple Tenants: Multiple tenants are jointly and severally liable for all terms of this lease. An individual tenant remains liable even if said individual moves out prior to the end of the term.

Joint and Several Liability: It is understood that the premises is being rented as a unit and that the liability for the payment of the rent, damages and other obligations under this lease is joint and several and each tenant is responsible for the full amount of rent, damages and other obligations.

Agent for the Owner: It is understood that Advanced Property Management, LLC, is not the owner of the property and is working on behalf of the owner of the property. It is also understood that at any time, this lease may be assigned (transferred) to the owner of the property. This does not constitute a change in lease terms or an amending of this lease. This lease will continue as originally written and/or renewed.

Security Deposit: It is expressly understood that Tenant has deposited with Landlord the sum of _____ as security for the faithful performance and observances by Tenant of the terms and provisions of this lease agreement. It is hereby agreed that in the event Tenant defaults in respect to any of the terms, provisions and conditions of this lease agreement, including but not limited to the payment of rent and required repairs which Landlord may use, apply or retain the whole or any part of the Security Deposit to the extent required for the payment of any monies owed or cost of repairs which Landlord may be required to make by reason of Tenants default in respect of any of the terms and conditions of this lease agreement to the full extent allowed by applicable law. The parties expressly agree that Landlord shall no be liable for interest on said deposit unless required by law.

The security deposit shall be returned to the tenant after **ALL** of the following have been met:

1. The entire lease term must have expired or been terminated without fault by resident
2. 30 days written notice must have been given to Landlord prior to the date of termination or expiration. If no written notice is received, the security deposit will be forfeited in full.
3. There are no unpaid charges, damages or rents due by Tenant under the terms of this lease agreement
4. Tenants forwarding address has been given to the Landlord in writing. If no forwarding address is given to APM, the tenant shall have 60 days to claim deposit money. After 60 days, the deposit becomes property of APM, LLC.
5. The property has been cleaned in accordance with Landlord's move out policy
6. All keys have been returned to Landlord
7. Tenant did not holdover and impede new tenants from moving into premise. If tenant is in holdover status, the security deposit will be forfeited in full.

The landlord shall inspect the premises following the termination of the lease to determine the condition. Within 30 days after the date of termination of the lease, the Landlord shall mail to the last known address of the Tenant:

1. The full amount of the security deposit, or
2. A written itemized list of the rent and/or damages for which the security deposit or any portion is withheld along with the balance of the security deposit, if any

Nothing in the section shall be construed to limit the right of the Landlord to recover actual Damages in excess of the security deposit or to permit the Tenant to apply or deduct any portion of the security deposit at any time in lieu of payment of rent. If the premises are rented by more than one person, the Tenants agree that the Landlord may pay the refund to any Tenant who has signed this lease. The Tenant to whom the deposit is refunded agrees to hold the Landlord harmless from the claims of the other Tenants for all or any portion of the security deposit.

Lease Breaks: Security Deposit will not be refunded to any tenant in a lease break situation until replacement tenant(s) is found or until the lease term expires. Tenant(s) is responsible for the entire amount of rent and utilities until replacement tenant(s) is found or until the lease term expires. Each tenant breaking a lease will be charged \$50.00 termination fee.

Smoking:

I understand that smoking is **NOT** permitted.

Prohibited Items:

The following items are prohibited from use:

- Swimming pools
- Hot tubs
- Space heaters
- Water beds
- Aquariums over 10 gallons

Pet Deposit:

***Pets are not allowed at this property.
No babysitting pets allowed with tenants guests or family.
\$150.00 fee assessed if tenant is found with a pet.***

Application: Tenant or any agent of tenant that falsifies any report or misrepresents information contained in the Rental Application, shall constitute a material default and breach of this lease by tenant.

Violation of Laws: A failure of tenant to comply with the Laws set forth by Federal Laws, Kansas Laws, County Laws, City of Hays Laws and as described in Crime Free Housing and Rules and Regulations of APM, shall constitute a breach of lease.

Tenant's Statement: Tenant hereby warrants and states that he/she has read this lease agreement in its entirety, is familiar with its terms and provisions and Tenant recognizes and understands his/her duties, rights and responsibilities hereunder.

APM Agent: _____ **Date:** _____

Tenant: _____ **Date:** _____

Tenant: _____ **Date:** _____

Tenant: _____ **Date:** _____

Tenant: _____ **Date:** _____

Tenant: _____ **Date:** _____

Tenant: _____ **Date:** _____

Tenant: _____ **Date:** _____

The following addenda, as indicated are incorporated as part of the lease agreement:

- A. Lead Based Paint Disclosure
- B. Receipt For Keys
- C. Crime Free Housing
- D. Co-Signer Agreement
- E. Rules And Regulations
- F. Pet Agreement
- G. Notes
- H. Moving Procedures
- I. Accidents
- J. Security Deposit Deductions

Advanced Property Management, LLC

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Addendum A

Lead Based Paint Disclosure

Lead Warning Statement:

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead poisoning prevention from lead-based paint and lead-based paint hazards in the dwelling.

Landlord's Disclosure: (Initial)

_____ A) Presence of lead-based paint or lead-based paint hazards

Known lead-based paint and/or lead-based paint hazards are present in the housing (explain)

Landlord has no knowledge of lead-based paint and/or lead-based hazards in the housing.

_____ B) Records and reports available to the Landlord (check one below):

Landlord has provided the Tenant with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing. (List documents below.)

Landlord has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Tenant's Acknowledgement: (Initial)

_____ C) Tenant has received copies of all information listed above

_____ D) **Tenant has received the pamphlet "Protect Your Family from Lead in Your Home"**

Agent's Acknowledgement: (Initial)

_____ E) Agent has informed the Landlord of the Landlord's obligations under 42 USC 4582(d) and is aware of his/her responsibilities to ensure compliance.

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Addendum B

Receipt for Keys

Property Address:

I (We) hereby acknowledge the receipt for keys for the following:

Building Entrance Door

Apartment Door

Mailbox Door

Garage Door Opener

I (We) further agree to return the same and all subsequent copies thereof upon termination of the lease agreement.

- KEYS WILL NOT BE RELEASED UNTIL THE ENTIRE FIRST MONTH'S RENT AMOUNT AND SECURITY DEPOSIT HAVE BEEN PAID IN FULL AND PROOF THAT UTILITY SERVICES HAVE BEEN SWITCHED INTO TENANT'S NAME**
- If all keys are not returned to Advanced Property Management, LLC, tenant will pay for the replacement of ALL related door locks and mailbox locks.
- Tenant may also be assessed \$25.00 to cover the costs associated with copying new keys.

APM Agent: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

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Addendum C

Crime Free Housing

Property Address:

The Landlord and Tenant agree as follows:

- A. Tenant, the members of the Tenant's household, or the Tenant's guests shall not engage in criminal activity on or near the premises.
- B. Tenant, the members of the Tenant's household, or the Tenant's guests shall not engage in any act intended to facilitate criminal activity on or near the premises.
- C. Tenant, the members of the Tenant's household, or the Tenant's guests will not permit the dwelling unit to be used for, or to facilitate criminal activity regardless of whether the individual engaging in such activity is a member of the household or guest
- D. Tenant, the members of the Tenant's household, or the Tenant's guests shall not possess, manufacture, sell or distribute controlled substances at any location, whether on or near the premises or otherwise.
- E. Tenant, the members of the Tenant's household, or the Tenant's guests will not engage in any illegal activity including prostitution, criminal street gang activity, acts of violence or threats of violence, including, but not limited to, the unlawful discharge of firearms on or near the premises, or any breach of lease agreement that jeopardizes the health, safety and welfare of the Landlord, his agent, or other tenants or involving imminent or actual serious property damage.
- F. Violation of the above provisions shall be material and irreparable violation of the lease and good cause for termination of tenancy. A single violation of any of these provisions shall be deemed a serious violation and a material noncompliance with the lease and shall be good cause for termination of the lease. Proof of violation shall not require criminal conviction, but shall be by a preponderance of the evidence.

APM Agent: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

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Addendum E

Rules and Regulations

Property Address:

A violation of the following rules and regulations is considered a lease violation. Costs of damages associated with the violation will be assessed to the Tenant.

- A. Vehicles, motorcycles and trailers shall be operable, currently registered and must be parked or driven on designated driveways and parking lots only. All vehicles must have current registration.
- B. Any furniture outside the property shall be limited to barbecue equipment and traditional lawn furniture. Any interior furniture such as couches shall not be placed on lawns, porches or patios.
- C. Unlawful activity of any kind is a lease violation. This shall include nuisance ordinances and laws governing alcohol and drug use and distribution.
- D. The tenant is responsible for any lease violation committed by the Tenant's guests. Guests are not permitted the use of laundry facilities.
- E. Children must be supervised at all times. Property damage and disturbance of the peace caused by the behavior or Tenant's children or guest's children is not permitted.
- F. Utility service must be provided at all times, including electricity, water, sewer, trash removal and, if applicable, natural gas service.
- G. The creation of a fire hazard through hoarding of papers, rags or other materials is prohibited.
- H. The Landlord must authorize all lock changes and be provided a set of working keys.
- I. It is recommended that each and every renter have rental insurance to insure their belongings are covered by accidents including flood, fire, and theft. _____
- J. Let it be known that during the winter, if Tenants leave for any period of time, they are responsible for leaving their heat on to prevent freezing of pipes. Any damages done due to frozen pipes or negligence will be the Tenant's responsibility.

Tenant Signature:

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Addendum G

Fees

Property Address:

- ❑ Lock out service charge is \$50.00 and is scheduled at the discretion of any agent of Advanced Property Management, LLC.
- ❑ If a tenant is served with a 3-Day Notice due to non-payment of rent, the late fees will be enforced. There will be no consideration given to waiving the fees.
- ❑ A 2% late charge will be applied to any delinquent utilities. Utilities become delinquent 30 days after billing is made.
- ❑ Written permission must be received from Advanced Property Management, LLC, authorizing all satellite and wireless internet antenna installations. Satellites must be mounted on a removable post and not directly attached to the premise. If signal cannot be received when post-mounted authorization is **NOT** is not given to attach to the roof or any other part of the premise. If satellite is mounted on the roof or to other parts of the premise, a penalty of \$1500.00 will be assessed to the tenant for repairs. Satellite removal at move out is the responsibility of the tenant. If satellite is not removed a \$50.00 fee will be assessed to the tenant to pay for removal.
- ❑ Unauthorized tenants (tenants that are living in the premise and not signed on the lease) will be assessed a \$150.00 fee per month until the lease is signed. Rent may increase at the time of lease signing of extra tenants.
- ❑ Cleaning is charged at \$25.00 per hour and this charge may change without notice.

APM Agent: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

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Addendum H

Property Address:

Move In Procedure

Keys will be available for the property you have leased after 1:00 PM on the day your lease starts. If the property is available prior to that time, you will be notified by phone. **Rent will be paid in full before keys will be released. It is your responsibility as the tenant to make all arrangements for your move with this move date and time in mind. It is also your responsibility as the tenant to coordinate your move in with your roommates. One set of keys will be given out; it is your duty to get your keys from your housemates.**

Move Out Procedure

Personal property is to be moved out of the premise and keys are to be returned to the office of Advanced Property Management, LLC, by no later than 10:00 AM on the last day of your lease term. If keys are returned after this time you will be assessed a \$75.00 fee. It is your responsibility as the tenant to make all arrangements for your move out with this information in mind. **It will be imperative that your new property be available for occupancy at the required time. No exceptions will be made to this move out policy!!!!**

It is not our intent to make the move in and move out process difficult for any of our current tenants or new tenants. In order for cleaning, carpet cleaning and maintenance to be taken care of between tenants this policy is essential. It is imperative that everyone adhere to the policies as outlined above for the transition process to run smoothly.

APM Agent: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

*Advanced Property Management, LLC
1116 E 8th Building B
Hays KS 67601
(785) 625-2502*

Addendum I

Accidents

Property Address:

All accidents pertaining to injuries of tenants or tenant's guests shall be reported to Advanced Property Management, LLC, within 48 hours of the accident.

Advanced Property Management, LLC, is not financially responsible for any injuries sustained by a tenant or a tenant's guest. Advanced Property Management, LLC, does not hold liability insurance on any property that the firm manages.

Robbery

All robbery incidents pertaining to tenants or tenant's guests shall be reported to Advanced Property Management, LLC, within 48 hours of the incident.

Advanced Property Management, LLC, is not financially responsible for any loss due to robbery, regardless of where the crime took place. This includes possessions located in the dwelling as well as parking areas. Advanced Property Management, LLC, strongly recommends all tenants to acquire renter's insurance.

APM Agent: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Advanced Property Management, LLC

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Addendum J

Security Deposit Deductions

Property Address:

- ❑ **Tenants should not expect full Security Deposit refunds.**
- ❑ **TENANTS TERMINATING LEASE PRIOR TO MOVE IN WILL FORFEIT ENTIRE SECURITY AND PET DEPOSITS.**
- ❑ Advanced Property Management, LLC, contracts with outside vendors who perform all work pertaining to Security Deposit deductions. These deductions are billed from the vendor and the amounts are not calculated nor billed by Advanced Property Management, LLC.
- ❑ Carpet cleaning will be performed and deducted from the Security Deposit at the discretion of any agent of Advanced Property Management, LLC. Those tenants with pets and pet deposit will be required to have carpets cleaned at the time of their move out.
- ❑ Maintenance issues that were not reported to Advanced Property Management, LLC, during a tenancy will be billed to the tenant. Negligence on the tenant's part reporting maintenance issues will not constitute a credit after the work has been completed and billed.
- ❑ "Cleaner when we moved out than when we moved in" is not a valid excuse for the lack of cleaning on the tenant's part. Every tenant is sent a cleaning checklist with the expectations for cleaning. **Cleaning is billed at \$25.00 per hour with an hour minimum and is subject to change without notice.**

APM Agent: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Advanced Property Management, LLC

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Hays KS 67601

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Move In Inspection Form

Property Address:

Appliances Furnished by Advanced Property Management, LLC:

Stove Y N Refrigerator Y N Washer Y N

Dryer Y N Dishwasher Y N Microwave Y N

Notes:

Tenant(s) Acknowledges the Following:

- ❑ The property is in "as is" condition. No promises or commitments (either expressed or implied) have been made by Advanced Property Management, LLC, concerning improvements or repairs.
- ❑ The tenant(s) is responsible for returning the Condition Report after move-in. The Condition Report documents all physical damage to the property upon move-in and protects tenant(s) from damages not incurred by tenant(s). If the Condition Report is not returned, the property will be considered in excellent condition. The Condition Report is not a Maintenance Request. If there are maintenance issues, the tenant(s) needs to contact Advanced Property Management, LLC, immediately.

APM Agent: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

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Condition Report Guidelines

Property Address:

It is understood by all parties the following guidelines concerning Condition Reports:

- ❑ Within 5 days from the date of occupancy, Tenant shall inspect premises and any furnishings and appliances located therein.
- ❑ If tenant fails to deliver written notice to landlord ("Inspection Notice") within the 5-day inspection period referred to above of any damage, which existed at the time of occupancy, then such failure constituted an admission that such damage was not there at the time tenant took possession of property. A copy of the Inspection Notice shall be signed by all parties, and each shall retain a copy thereof.
- ❑ The Condition Report is not a Maintenance Request. If there are maintenance issues, please report them to APM as soon as possible. They will not be picked up from the Condition Report to be resolved.

APM Agent: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

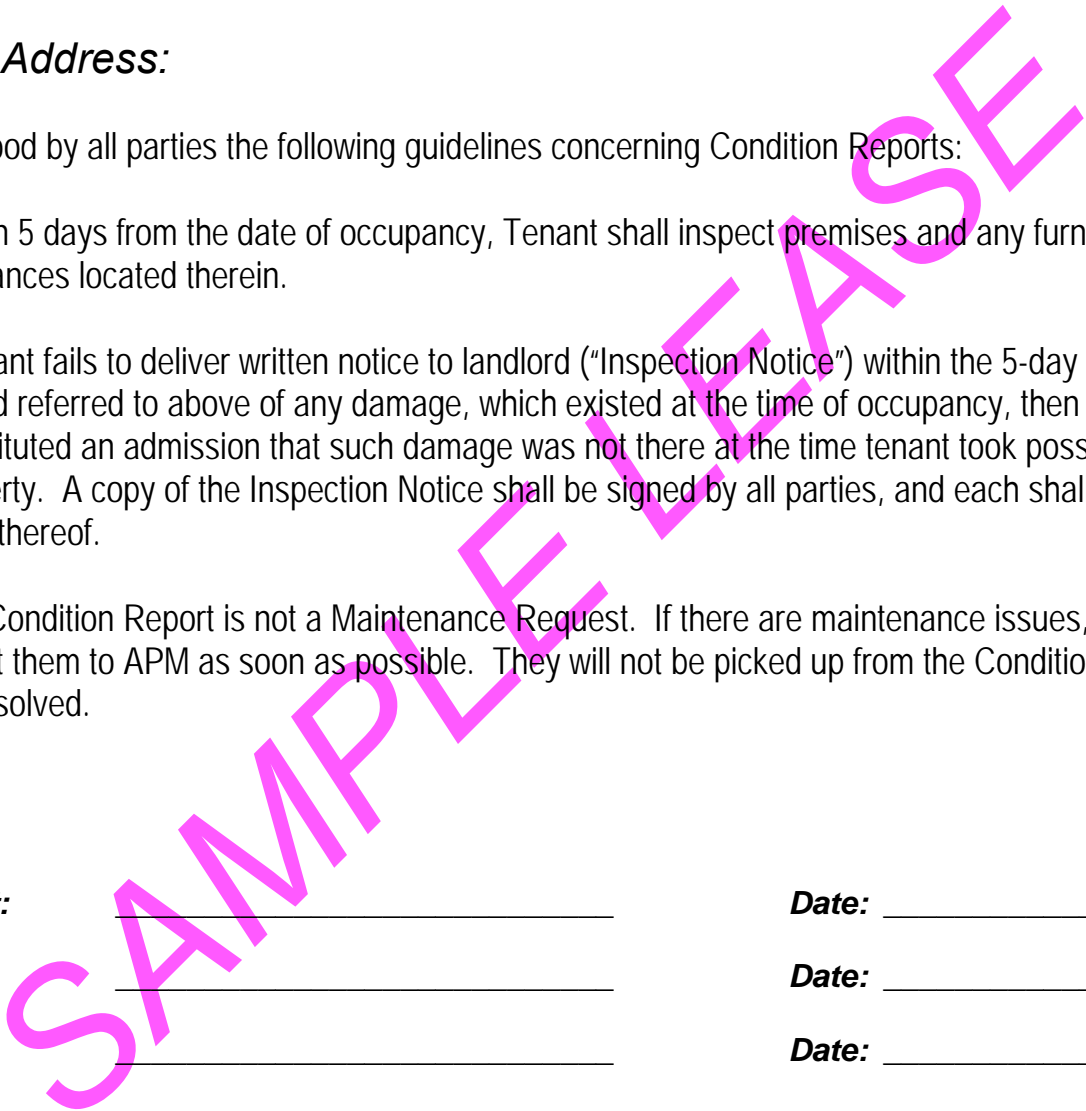
Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____



Advanced Property Management, LLC
1116 E 8th Building B
Hays KS 67601
(785) 625-2502
apmllc@hotmail.com

Non-Refundable Holding Fee

Address:

Applicants:

Holding Fee Amount:

Application Fee:

Lease Sign Date:

Lease Start Date:

This Holding Fee reserves the above rental unit for Applicant, and will become the Security Deposit upon move-in at the above address.

*******It is understood that if Applicant withdraws application for any reason or wants to void the lease, that all monies paid for the holding fee will be forfeited.**

If an applicant voids lease prior to move-in, the property will not be re-listed, shown or a new lease signed until the current applicant releases all interest in the property.

Any tenant stopping payment on a check used as holding fee funds in order to void a lease will be charged a \$150.00 fee as well as the standard \$30.00 insufficient funds fee.

APM Agent: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Advanced Property Management, LLC

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Hays KS 67601

785.625.2502

apmllc@hotmail.com

Tenant Settlement Statement

Address:

Effective Date:

Security Deposit

Pet Deposit

Application Fee

Pro-Rated Rent

Total Due at Lease Signing

Security Deposit, pet deposit, application fee and rent are all due at lease signing.

Payments are not accepted on security deposit or pet deposit.

Agent: _____

Date: _____

CASH

CHECK # _____

CC

MO