

## TENANT POINTS TO NOTE

### Move In Inspection

One to two days prior to your Move In, you will receive a Move In Inspection. The inspection will be uploaded to your Tenant Portal and shared with you via Email. You will have 3 days to add anything that you have noticed that is not listed on the Move In Inspection.

### Property Management Hours of Operation

Monday through Friday from 8am until 5pm.

### Maintenance

In order to handle your service requests promptly, please complete the Maintenance Request Form via [www.spaldingbrokers.com](http://www.spaldingbrokers.com). Regular maintenance issues shall be completed during regular business hours at regular service rates. Loss to your personal property is covered under your renter's insurance policy only.

### Emergency Issues:

- Anything related to the property that is being leased that is an immediate threat to life, health or the property. In all life threatening situation, call 911 immediately.
- Severe emergencies such as fire, flood, sewage flowing into the home, gas odors, broken water pipes, heat failure at temperatures below 45 degrees, ac failure at temperatures above 90 degrees, etc...
- **After Hours Maintenance Emergencies, please call 855-559-5525.**
- If it is found to be a false emergency or an emergency that never existed, you will be charged for the service call from the contractor who responds to the call.

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### Tenant Responsibility:

- Tenants may not call a repairman on their own. If you do, you will be solely responsible for the bill. You will not be reimbursed for this cost.
- Damages caused by abuse or misuse of any component at the property will be charged to you. We will rely solely upon the service contractor to inform us as to the cause of the problem.
- If a repair request is made by Tenant and it is found nothing was wrong with that item, then the invoice for the service/repair will be the responsibility of the Tenant.
- If you make an appointment with a contractor and you or a person 18 years or older is not present when the contractor arrives, then the contractor will not enter the property and you will be charged the trip charge.
- If you cannot meet a vendor during normal business hours you will be responsible for paying any after hours or overtime hour charges. If you delay the repair due to not being able to meet the vendor during normal business hours and the damage increases, you will be responsible for the additional repair costs.

### Last 60 Days of Lease Term:

- A Supra Lockbox will be brought to the home. The Supra Lockbox is usually attached to the front door. You will be asked to place a spare key into the Supra Lockbox.
- The home will be listed in FMLS. We will ask agents to call you to schedule showings and we will ask the agents to give you a minimum of 24 hours' notice.
- A sign will be placed in the yard if it is permissible by the HOA.
- All utilities must stay on through your Move Out Inspection. If they are turned off prior to the Move Out Inspection, a minimum \$300 fee will be charged.

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Tenant Signature

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