



The Professional Property Management Company

LEASE
(Oregon – Single Family Dwelling)

DATE: «Today»

BETWEEN: PropM, Inc,

“Manager”

AND

“Tenant”

Identification of Manager. PropM, Inc (the “Manager”) acts pursuant to express written authority granted to Manager by Owner and is authorized to act for and on behalf of Owner for all purposes relating to this Lease. The address of Manager is Five Centerpointe Drive, Suite 220, Lake Oswego, Oregon 97035. Manager may designate a new Manager by written notice to Tenant.

Deposit to Hold. The parties agree that this deposit to hold is paid for the purpose of securing the execution of a rental agreement after Manager has approved the applicant(s) for occupancy and prior to entering into a rental agreement and beginning the tenancy. If a rental agreement is executed pursuant to this agreement, landlord shall apply the deposit(s) to hold toward the moneys due under the rental agreement or refund the deposit immediately. IF a rental agreement is not executed due to failure by Manager to comply with this agreement to execute, Manager shall refund the deposit to the approved applicant(s) at the Managers customary place of business or mailing by first class mail to the address listed as the approved applicant(s) first listed current address on the application. If approved applicant(s) change their mind and decide not to move in or back out of the agreement for any reason, applicant(s) will forfeit the entire deposit(s).

I/We, Tenant, have read and understand the above policy regarding Deposit to Hold.

Tenant Signature(s):

Date:

Lease. Manager leases to Tenant and Tenant leases from Manager the single family dwelling located at «CONTACT PROPERTY R» (the “Premises”), on the terms and conditions set forth in this Lease.

The Premises is located within a 100 year flood plain.

Occupancy. The term of this Lease shall commence on X 12:00 AM (the “Commencement Date”) and expire X 11:59 PM. Tenant’s right to possession of the Premises shall commence on the Commencement Date. Tenant acknowledges and agrees that he or she has thoroughly inspected the Premises before signing this Lease and that, as of the date of this Lease: (a) the Premises is in habitable condition; and (b) all appliances, fixtures and personal property in the Premises are in good working order. Tenant agrees that this lease shall expire without notice on the Expiration Date.

The initial occupants are:

All minors are also listed as follows:

Additional occupants are strictly prohibited except with the prior written consent of Manager. Any person staying at the Premises for a period of fourteen (14) consecutive days or a total of twenty (20) days in any 12-month period shall be considered an additional occupant. For purposes of this section, “staying at the Premises” means presence on the Premises for a substantial amount of time, whether during the day or overnight, and shall include, but not be limited to, long-term or regular house guests, live-in babysitters, visiting relatives, etc. Prior written consent of Manager is necessary in order to change occupants. Upon Manager’s request, Tenant shall provide Manager with a list of individuals occupying or staying at the Premises.

Early Termination of Fixed Term Tenancy: Upon failure of Tenant to occupy the premises for full term of a fixed tenancy, for any reason other than provided in ORS 90.453(2), 90.472 or 90.475, Owner/Agent will charge tenant all actual damages resulting from the early termination, including but not limited to: repayment of concessions; all rent through the earlier of the date the premises is re-rented and the lease termination date; advertising and administrative costs to re-rent the premises; concessions given to re-rent the premises; the difference in rent if lower rental rate is received from

LEASE (OREGON – SINGLE FAMILY DWELLING)

Initials

Table with 5 columns and 2 rows for initials.

replacement tenant during remaining term of the original Rental Agreement; damages related to the condition of the premises, and interest on all amounts of the statutory rate.

Termination of Month-to-Month Tenancy: A 30 day written notice to terminate will be required for Tenants to terminate a month-to-month tenancy. Any termination notice from Tenant may not be revoked without Owner/Agent’s written consent.

ADDITIONAL SPECIAL TERMS

Rent, Utilities, and Other Charges.

Base Rent. Tenant shall pay to Manager as base monthly rent the sum of \$ per month. Rent payments shall be made payable to Manager. **Only one payment per unit will be accepted.** Rent shall be due and payable on the first (1st) day of each month in advance without offset or deduction at Manager’s address or specified in paragraph 1 or at such other place as may be designated by Manager. Rent for the first and last month of the Lease term shall be prorated on a daily basis if the Lease commences on a day other than the first day of the month or expires on a day other than the last day of the month. Tenant shall pay the first (1st) month’s rent and a security deposit in the amount set forth in Security Deposit section below upon execution of this Lease. Manager shall have no duty to segregate advance rents, security deposits or other sums received from Tenant during the term of this Lease, but shall account to Tenant for any unearned advance rent, security deposit or other amounts on the expiration or earlier termination of this Lease in the manner and within the time required by applicable law. Rent is considered paid when actually received by Manager or when an electronic payment is actually deposited in Manager’s designated account for rent payments.

Note: All Move-Ins will be required to pay a full first month’s rent, regardless of Move-In Date. The pro-rated amount will be due on the 1st of the month following the Move-In.

Payment Options. PropM offers online payment through the tenant portal at no charge using the E-check option. The portal also accepts credit and debit card payments (processing fees charged for this option). If you choose to pay by check, cash or money order, a \$10.00 processing fee will be automatically added to your account per check, cash or money order received. Physical Bill Pay checks which are received via mail are subject to a \$10 processing fee.

Late Charges and Other Costs. The parties agree that if rent is not received by 11:59pm on the fourth (4th) day of the month, Tenant shall pay a late charge of five percent (5%) of the stated rent every five days or part thereof, throughout the rental period. Any dishonored check/payment shall be treated as unpaid rent subject to the same late charge, plus \$35 as an additional handling fee.

If Tenant gives Manager two (2) checks/payments that are dishonored by Tenant’s bank or financial institution during the term of this Lease, then all future rent shall be payable by cashier’s check, money order or cash. This policy will be applicable throughout the balance of the Lease term including any renewal or extension thereof. Nothing contained in this paragraph shall constitute a waiver of any other rights or remedies granted to Manager by this Lease or by statute.

Security Deposit. Tenant shall deposit the sum of \$ with Manager upon Tenant’s execution of this Lease as a security deposit to be applied to remedy any breach or default by Tenant in performance of Tenant’s obligations under this Lease, and to repair damages to the Premises caused by Tenant, not including ordinary wear and tear. The security deposit may be deposited into an interest-bearing account with interest accruing to the benefit of Manager. No interest will be paid to Tenant on the security deposit. If Manager applies the security deposit as allowed herein, but the tenancy is not terminated, Tenant shall immediately replace all or such portion of the security deposit that had been applied by Manager. Within thirty-one (31) days after expiration of this Lease and delivery of possession of the Premises to Manager, Manager shall either refund the security deposit to all Tenants listed on lease or shall give Tenant a written accounting stating the basis of Manager’s claim to the security deposit or any portion thereof. Sending the accounting and/or refunding any deposit does not waive Manager’s right to payment for charges discovered or finalized after the accounting was sent. If costs of repairing damages exceed the amount of the security deposit, Tenant shall be responsible for all such excess costs. Any security deposit received from multiple tenants shall be refunded only when the last tenant vacates the Premises and terminates his/her tenancy, unless other arrangements are made with Manager in writing.

Utilities. It is our policy to require all incoming residents to personally contact the utility company(ies) to advise them of start-up service. The utility company(ies) will also be notified to remove the property name from the temporary service as of the date of planned move-in. If you fail to contact them, you will have an interruption of service. You will be held responsible for the bill from the date you move in. When you contact the utility company and make service arrangements, please obtain your new account number and list it below. Without exception, this document will be required before keys can be issued. Tenant shall contract and directly pay for all utilities provided to the Premises, including, without limitation, electricity, cable, telephone and internet services, garbage collection, except within the City of Portland, sewer, water and gas (including utility deposits). Tenant agrees that, should any bill for utilities and/or services governed by this Lease become delinquent, Manager has the right to apply Tenant’s security deposit to the delinquent utilities or service bill.

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Utility	Tenant or Owner Responsible?	Company	Contact Information	Account Number
Electric				
Water				
Sewer				
Garbage				
Natural Gas				
Landscaping				
Cable				
Pool Service				

For all utilities for which Tenant is responsible for contracting directly with the utility provider, Tenant shall be responsible for notifying the appropriate utility company on or before the move-in for the purpose of placing such utilities in Tenant's name. Tenant's failure to notify the appropriate utility company within three (3) days prior to move-in may result in Manager assessing pro rata utility charges for the period from move-in until such time as utilities are placed in the Tenant's name. All utilities are to remain on during tenancy. Utilities are never to be shut off, only transferred. The heat for the property must remain at least 50 degrees Fahrenheit to help prevent pipes from freezing and any other damage to the home. All utilities must be transferred into "Manager" or property owner's name post tenancy.

I/We, Tenant, have read and understand the above policy regarding utility service.

Tenant Signature(s):

Renter's Insurance. Manager's and Landlord's insurance will not cover Tenant's personal property anywhere on or about the Premises (including vehicles), for reasons including, but not limited to, theft, fire, water damage, acts of nature, etc. To the fullest extent permitted by applicable law, Manager shall not be liable for damage to Tenant's property arising from any reason or cause whatsoever, including, but not limited to, negligence or criminal acts of third parties; fire, storm, flood, rain or wind damage; or from damage caused by bursting or leaking pipes. Tenants are advised to obtain a renter's insurance policy protecting their household goods and personal property.

Use of the Premises.

Permitted Use. The Premises shall be used as a dwelling for the person or persons listed as occupants in Section 3, and for no other purpose.

Rules and Regulations. Tenant shall not permit any acts to be done on the Premises in violation of any law or ordinance. In addition, Tenant shall comply with the rules and regulations attached hereto as Addendum D and all of Manager's rules and regulations with respect to the Premises, as the same may be amended or supplemented from time to time. Tenant shall be liable for damages resulting from Tenant's failure to comply with the rules and regulations. Tenant acknowledges receipt of the current rules and regulations.

Alterations and Improvements. Tenant shall not make any penetrations of, or attachments to, the roof or exterior of the dwelling, including, but not limited to, any window, window frame, window sill, eaves, porch or patio ceilings, exterior door, exterior door frame, or balcony railing. Alterations can include satellite dishes, antennas of any kind, awnings, plant hangers, etc. Tenant shall not make or permit any alterations or improvements to the Premises without the prior written consent of Manager, which consent may be withheld in Manager's sole discretion. Should Tenant be permitted and elect to make alterations or improvements to the Premises: (a) all such alterations and improvements shall be made at Tenant's sole cost and expense; (b) under no circumstances shall Tenant be entitled to any discounts, credits or reimbursements for such costs from Manager; (c) all such alterations and improvements shall become a portion of the Premises and the property of Manager and may not be removed from the Premises unless Manager's written consent expressly permits or requires such removal; and (d) if demanded by Manager, Tenant shall remove any alterations or improvements at the expiration or earlier termination of the Lease term and repair any damage caused thereby.

Indemnification. Tenant agrees to reimburse Landlord upon demand in the amount of the loss, property damage, or cost of repairs of service (including plumbing trouble) caused by the negligence or improper use by Tenant, his agents, family or guests. The undersigned agree to the terms and facts of this mutual Agreement and are completely confidential, and will not disclose any information concerning this Agreement to any third party without written permission by the Company. The undersigned shall not make any disparaging remarks of any sort or otherwise communicate any disparaging comments about the Company, entities or persons to any third party at any time

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Initials

following the execution of this Agreement. Company agrees that it shall not make any disparaging remarks about the undersigned to any third party at any time. Any violation will be prosecuted to the full extent of the law. Tenant at all times, will indemnify and hold harmless Landlord for any injuries or damages to the person or property of any persons, caused by the acts, omissions, neglect or fault of Tenant, his agents, family or guests, or arising from Tenant's failure to comply with any applicable laws, statutes, ordinances or regulations.

Restrictions on Use. The Premises shall be used for residential purposes only. In connection with the use of the Premises, Tenant shall refrain from any use which would be offensive to Manager, or other tenants, or users of adjoining premises, or which would tend to create a nuisance, or which is outrageous in the extreme as defined in ORS 90.396(1)(f).

Pets. No pets shall be permitted in or about the Premises without: (a) the express written consent of the Manager, which may be withheld in Manager's sole discretion; and (b) execution by the parties of the Pet Agreement attached hereto as Addendum F.

Absence. Tenant shall notify Manager in writing of any anticipated absence from the Premises in excess of seven (7) days no later than the first (1st) day of the absence. Absence for more than 7 days requires complete interior water shut off to prevent possible damage.

Smoking. Smoking is NOT allowed in or about the Premises unless the parties expressly agree otherwise in the attached Smoking Addendum. This includes smoking of any substance, legal or illegal.

Hazardous Materials. Tenant shall not use, store or dispose of any hazardous, toxic or radioactive materials (including, but not limited to, those materials identified as such under state or federal law) in, on or about the Premises, other than ordinary household products used in compliance with laws. Tenant shall be solely responsible and shall defend, indemnify and hold Manager harmless from and against any claims, costs and liabilities, including attorney fees and costs, arising out of or in connection with any storage, use and/or disposal of such materials. Tenant's obligations under this section shall survive the expiration and/or termination of this Lease.

Repairs and Maintenance. Tenant shall maintain the Premises in as good a condition as exists at the commencement of this Lease, ordinary wear and tear excepted, and shall keep all areas of the Premises, both inside and outside, clean, sanitary and free from any accumulations of debris, filth, rubbish and garbage. Tenant shall be responsible for any damage to the Premises beyond ordinary wear and tear or caused by the negligence or willful act of Tenant or Tenant's agents, contractors, visitors and guests. Ripped and stained carpet, holes in the wall, dented appliances, broken latches or hinges are examples of damage that would be above normal wear and tear. Tenant is requested to use any of the numerous products to affix items to the walls other than nails, wall anchors, screws and the like to avoid holes. Tenant is required to patch all holes prior to moving out. Manager shall have the right to repair such damage and Tenant shall reimburse Manager within five (5) days after demand therefor. Tenant agrees to notify Manager promptly of all required repairs in writing via tenant portal and consents to the entry of Manager on or about the Premises to make repairs. Tenant shall test at least once every six (6) months and replace batteries as needed in any smoke alarm or smoke detector provided by Manager and shall notify Manager in writing of any operating deficiencies as described in ORS 479.275. Tenant shall replace any lost or damaged garage door openers provided to Tenant. Tenant shall replace missing or burned out light bulbs, filters for HVAC, fridge and other items used/consumed by Tenant. Tenant shall take reasonable steps to prevent the freezing of any pipes or well lines during cold weather periods. Tenant is responsible for maintaining the landscaping to city and HOA code unless the Premises include either private or HOA landscaping services. Tenant is required to adequately keep yard and shrubs in green healthy condition. Failure to water adequately to keep plants and shrubs alive will be Tenant financial responsibility. Summertime watering is required. Upon vacating the Premises, Tenant must leave the Premises clean and follow Manager's "Tenant Cleaning Checklist for Vacating Property."

Manager's Right of Access; Regular Inspection. Manager shall have the right to enter the Premises in accordance with and in compliance with the requirements of ORS 90.322. Damage may be documented with photographs and/or video if necessary.

Liability to Third Persons. Except with respect to work done on or materials furnished to the Premises for which Manager is responsible, Tenant shall pay as due all claims for work done on and for services rendered or material furnished to the Premises and shall keep the Premises free from any and all liens.

Tenant Losses. Manager shall not be liable for damages of any kind caused by the lack of heat, refrigeration or other utilities or services to the Premises arising out of any accident, act of God, natural disaster, or other occurrence beyond the control of Manager. Tenant shall be limited to the rights and remedies specified in the Oregon Residential Landlord and Tenant Act.

Locks. The doors of the Premises should be kept locked. Should any lock fail to operate, Tenant will immediately notify Manager in writing. Manager shall not be liable or responsible in any way for loss or damage to articles or property belonging to Tenant. Tenant shall not change the locks without Manager's prior written consent. If consent is given, Tenant shall immediately provide Manager with a key to any new locks installed.

No Assignment or Sublease. Tenant's rights under this Lease may not be assigned or subleased without the prior written consent of Manager, which may be withheld in Manager's sole discretion. No consent in one instance shall constitute consent to a subsequent assignment or sublease.

Miscellaneous.

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Nonwaiver. Waiver by either party of strict performance of any provision of this Lease, including acceptance by Manager of late payment of rent, shall not be a waiver of or prejudice the party's right to require strict performance of the same provision in the future or of any other provisions.

Attorney's Fees. If this Lease is placed in the hands of an attorney because of a breach in the payment or performance of any of its terms, the breaching party shall pay, immediately on demand, the other party's actual costs and expenses together with reasonable attorney fees, even though no suit or action is filed. If either party breaches any term of this Lease, then the other party shall be entitled to recover all expenses of whatever form or nature, costs, and attorney fees incurred as a result of such breach, including, but not limited to, any such costs, expenses and attorney fees incurred in any action, lawsuit or arbitration to enforce the terms of this Lease and any appeal therefrom.

Notices. All notices required under this Lease and Oregon law to be in writing shall be served personally, by first class mail, or by first class mail and attachment or as otherwise required under Oregon law. If served by first class mail and attachment, a notice from the Manager to the Tenant shall be deemed served on the day and at the time it is both mailed by first class mail to the Tenant at the Premises and attached in a secure manner to the main entrance of that portion of the Premises of which the Tenant has possession. If served by first class mail and attachment, a notice from the Tenant to the Manager shall be deemed served on the day it is both mailed by first class mail to the Manager at the address set forth in Section 2 of this Lease and attached in a secure manner to the main entrance of the Manager's address identified on the first page of this Lease. Both parties agree email notifications are accepted.

Tenant's Acknowledgements. Tenant acknowledges that Tenant has read and received a copy of this Lease. Tenant further acknowledges that Tenant has or has had the opportunity to review this Lease with Tenant's legal counsel prior to signing said Lease.

Prior Agreements. This Lease is the entire, final and complete agreement of the parties pertaining to the Premises and supersedes and replaces all written and oral agreements heretofore made or existing by and between the parties or their representatives insofar as the Lease or the Premises are concerned. Any change must be in writing.

Compliance with Residential Landlord Tenant Act. This Lease is intended to comply with the provisions of the Oregon Residential Landlord Tenant Act - ORS 90.100-90.840 (the "Act"), in effect on the date first written above. If a court determines that any provision in the Lease conflicts with the Act, the provisions of the Act shall control. This Lease shall be deemed amended to comply with any statutory changes in the Act if such changes apply retroactively to existing leases, but not otherwise.

Time of the Essence. Time is of the essence for each and every obligation and right under this Lease.

Assignment by Manager. Manager may assign this Lease at any time without consent of Tenant. In the event of an assignment of the Lease by Manager, Manager's assignee shall assume the obligations of Manager hereunder and Manager shall be discharged from any further obligation or liability under this Lease.

Tenant Information. If Tenant has supplied information to Manager by means of a rental application or similar instrument, Tenant covenants that all such information was given voluntarily and knowingly by Tenant and Tenant understands and agrees that Manager's decision to enter into this Lease with Tenant was materially affected by such information. Tenant agrees that, if such information proves to be false or misleading, Manager shall have the right to terminate this Lease by giving Tenant notice to terminate in accordance with the Oregon Residential Landlord Tenant Act.

Fees. Upon termination of the tenancy and delivery of possession, Manager shall first apply any fee to the related Manager expense as reasonably assessed against Tenant, before applying Tenant's security deposit, if any, to that expense. Only in 2nd violation with Notice, Manager may charge a fee not to exceed \$50 each time Manager sends a notice to Tenant as a result of Tenant's noncompliance with written rules or policies related to: (a) the late payment of a utility or service charge that Tenant owes Manager; (b) failure to clean up pet waste from a part of the Premises other than the dwelling unit; (c) failure to clean up garbage, rubbish and other waste from a part of the Premises other than the dwelling unit; (d) parking violations; or (e) improper use of vehicles within the Premises; (f) smoking in a clearly designated non-smoking unit or area of premises; (g) unauthorized pets capable of causing damage to persons or property. Additional \$50 charge plus 5% rent for 3rd subsequent violation within 1st year.

Addenda. The addenda outlined below have been reviewed and, where applicable, signed by Tenant, as part of this Lease.

- Addendum A: Summary of Rent and Deposits / Deposit to Hold
- Addendum B: Mold and Mildew
- Addendum C: Smoke Alarm and Carbon Monoxide Alarm
- Addendum D: Rules and Regulations
- Addendum E: Smoking Policy
- Addendum F: Pet Agreement
- Addendum G: Lead-Based Paint Disclosure
- Addendum H: Early Termination Acknowledgement

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[Signatures on following page]

SAMPLE LEASE

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The parties have executed this Lease as of the date first written above.

Tenant(s)	By: _____ Date: _____ Name: _____ Title: Tenant
	By: _____ Date: _____ Name: _____ Title: Tenant
	By: _____ Date: _____ Name: _____ Title: Tenant
	By: _____ Date: _____ Name: _____ Title: Tenant
	By: _____ Date: _____ Name: _____ Title: Tenant
	By: _____ Date: _____ Name: _____ Title: Tenant
	By: _____ Date: _____ Name: _____ Title: Tenant

MANAGER	PropM, Inc By: _____ Name: _____ Title: Authorized Representative
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

ADDENDUM A:

SUMMARY OF RENTS AND DEPOSITS / DEPOSIT TO HOLD

Rent Charges

Monthly Rent Payment

Pet Rent

Deposits

Security Deposit (refundable)

Pet Deposit

Note: All Move-Ins will be required to pay a full first month's rent, regardless of Move-In Date. The pro-rated amount will be due on the 1st of the month following the Move-In.

Please access your tenant portal for a complete view of your accounting.

The parties agree that this deposit to hold is paid for the purpose of securing the execution of a rental agreement after landlord has approved the applicant(s) for occupancy and prior to entering into a rental agreement and beginning the tenancy. If a rental agreement is executed pursuant to this agreement, landlord shall apply the deposit(s) to hold toward the moneys due under the rental agreement or refund the deposit immediately. IF a rental agreement is not executed due to failure by landlord to comply with this agreement to execute, landlord shall refund the deposit to the approved applicant(s) at the landlord's customary place of business or mailing by first class mail to the address listed as the approved applicant(s) first listed current address on the application within 4 days. If approved applicant(s) change their minds and decide not to move in or back out for any reason, applicant(s) will forfeit the entire deposit(s).

Tenant Signature(s):

Landlord/Manager Signature:

Date:

**ADDENDUM B:
MOLD AND MILDEW**

Mold growth indoors is an issue common in damp, moist or humid environments. Mold spores naturally exist indoors and cannot be eliminated. Normally, they do not grow or reproduce on indoor surfaces and become visible and pose a problem unless a condition of excess moisture exists on surfaces. The main causes of mold growth are too much moisture generation, too little moisture removal, or cold surfaces. For example, mold often grows around windows because blinds or shades are always kept closed, thus cooling the window area and causing mold growth. Those causes of mold growth can be reduced or eliminated by simple procedures under your control. To reduce mold and mildew, Tenant agrees to the following:

Keep the indoor humidity low:

- Use bathroom fans during and for at least 30 minutes (preferably 1 hour) after showering and bathing. If no fan is available, open windows slightly for ventilation for the same amount of time.
- Use the exhaust fan above the stove whenever cooking or boiling liquids, or if no fan (or if a recirculating fan exists that does not exhaust to the outdoors), open a window slightly for ventilation during cooking or boiling.
- Use the fan in the laundry area during and for 20 minutes after using the washer (not the dryer if it exhausts outdoors), or if no fan, open a window slightly for ventilation.
- Cover fish tanks.
- Do not use unvented space heaters, such as kerosene heaters, indoors.
- Do not use your oven for space heating.
- Do not keep excess number of house plants.

Prevent cold surfaces that promote mold growth:

- Raise blinds or shades as often as possible each day (extremely important)!
- Allow at least one inch between furniture and walls to warm wall surfaces.

Keep the indoor temperature at least moderately warm during non-summer months:

- Keep heat above 60 degrees Fahrenheit at all times, as low temperatures cause mold growth.
- Do not turn off the heat in any rooms (especially bedrooms).
- Open closet doors.

Attend to spills or flooding:

- Immediately dry any water that spills or overflows from showers, tubs, toilets, sinks, etc.
- Immediately clean up and thoroughly dry any spills onto carpets, rugs or floors.

Immediately notify Landlord or Manager of any excess moisture problems:

- Immediately notify Landlord or Manager of any water leakage such as leaking plumbing, tubs, showers, toilets or windows.
- Immediately notify Landlord or Manager of any running water—plumbing, tubs, showers or toilets.

Clean regularly and thoroughly:

- If mold appears on any indoor surfaces, immediately scrub it off with soap and water (bleach is not necessary), and then rinse and dry the surface.
- Check, clean and dry window tracks and keep free from condensation buildup.
- Once you have attempted to clean mold, if it reappears or you are not able to remove it, immediately report the mold to Landlord or Manager.

Tenant breach:

- Tenant further agrees that Tenant shall be responsible for damage to the Premises and Tenant property as well as injury to Tenant and occupants resulting from Tenant failure to comply with the terms of this Addendum. Tenant agrees to defend, indemnify and hold harmless Landlord and Landlord's relate parties (past and present subsidiary corporations, affiliates, successors, assigns, officers, directors, Premises Managers, agents, attorneys, employees and representatives) from claims, liabilities, losses, damages and expenses.

Remediation:

- If elevated mold levels may exist at the Premises, Tenant agrees to temporarily vacate the Premises to allow for investigation and remediation, to control water intrusion, or allow other repairs to the Premises, if requested by Landlord. Tenant agrees to comply with all instructions and requirements necessary to prepare the Premises for investigation and remediation, to control water intrusion, to control mold growth, or to make repairs. Storage, cleaning, removal, or replacement of contaminated or potentially contaminated personal property will be Tenants responsibility. Landlord is not responsible for any condition about which Landlord neither knows of nor should have known. Tenant agrees to provide Landlord with copies of all records, documents, sampling data and other material relating to any water leak, excessive moisture, and mold conditions in the Premises as soon as Tenant obtains them.

Read the EPA pamphlet: "A Brief Guide to Moisture, Mold and Your Home" available at <http://www.epa.gov/mold/moldresources.html>

Tenant understands and agrees that failure to do any of the actions in this Mold and Mildew Addendum shall constitute a material noncompliance with the Lease. Tenant shall be liable for all damage resulting from his/her failure to comply with this Mold and Mildew Addendum.

Tenant Signature(s):

Initials

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Landlord/Manager Signature

Date:

SAMPLE LEASE

Initials

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**ADDENDUM C:
SMOKE ALARM AND CARBON MONOXIDE ALARM**

A smoke detection device has been installed in the Premises for Tenant's protection which is powered by

- «X» 10-Year Battery
- «X» Electricity
- «X» Electricity with Battery Backup

The smoke detector(s) were tested by the Manager on and found to be in working condition.

The carbon monoxide detector(s) were tested by the Manager on and found to be in working condition.

Tenant is responsible for testing the device at least every six (6) months and replacing the batteries as needed. Test the device by pushing the button on the cover. This will sound an alarm if the device is working properly. If no alarm sounds, the device has a defective battery or other failure. In such case, please contact Landlord or Manager immediately as set forth below.

If the smoke detector has a hush feature, you can silence the alarm by pushing the hush button on the cover and holding it down for three (3) seconds.

Even if the smoke detector is powered by a 10-year battery, it may not last for the full 10 years. If the battery is low, an indicator will "chirp" at 30-second intervals for a minimum of 7 days. Replace the battery when chirping occurs. If the smoke detector is equipped with a 10-year battery, Tenant must replace the battery only with another 10-year battery. If the device is electric with a battery backup, use a Mallory MN1604 or Eveready 552 9-volt alkaline battery or equivalent sold at most drug, department, hardware or electronic parts stores. Never use an ordinary or heavy-duty carbon-zinc battery. A device powered by electricity without battery backup does not require any change in battery and a failure of such device should immediately be reported to Manager as set forth below.

Tenant shall not remove or tamper with a properly working smoke detector, including removing working batteries.

It is your responsibility to report deficiencies to the Manager immediately and in writing. The Manager will correct the deficiency within ten (10) days. Manager may charge Tenant a fee of up to \$250 for non-compliance and tampering with the duties of Tenant set forth herein

Tenant Signature(s):

Landlord/Manager Signature:

Date:

Initials

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**ADDENDUM D:
RULES AND REGULATIONS**

1. Waterbeds and/or fish tanks over 50 gallons are not allowed.
2. Skateboards and/or roller blades shall not be used on or about the Premises.
3. The following vehicles shall not be permitted in or around the Premises and will be towed (with adequate notice if required by law) at Tenant's expense: vehicles with flats, broken windows, and/or other significant damage; any recreational vehicles and vehicles without current registration and/or license plates. Motor Vehicle repairs shall not be permitted on or about the Premises.
4. Balconies, terraces and porches must be maintained in a neat and attractive manner at all times. Patio furniture, plants, and permitted barbeques may be placed on balconies, terraces or porches provided they are consistent with a first-class residential dwelling. Do not hang bathing suits, brooms, mops, rugs, or any other items of any kind from the walls or railing of your balcony, terrace or porch. Do not let anything protrude from or hang over any balcony, terrace or porch railing. Do not throw anything from, or allow anything to be blown off, balconies, terraces, or porches. Secure lightweight items, including lightweight furniture. Audio speakers, birdfeeders, awnings, screens, sunshades, banners, wind chimes, indoor/outdoor carpet, mats and similar items are prohibited. No bicycles, skis, snowboards, toys, ice chests, boxes, or similar items may be stored or allowed to remain on balconies, terraces or porches.
5. Gas barbeques are only allowed on balconies, terraces and porches furnished with outdoor gas connections. Charcoal, wood, and propane barbeques, and gas barbeques without an installed gas lines, pose a safety risk on balconies, terraces and porches and are not allowed.
6. Tenant shall only use the draperies, curtains and other window coverings provided or approved by Manager.
7. The equipment in the bathrooms and kitchens shall not be used for any purposes other than those for which they were constructed. No sweepings, rubbish, rags, disposable diapers, sanitary napkins, tampons, ashes or other obstructive substances shall be thrown therein. Do not place metal, string, grease, hair, coffee grounds, nutshells, glass, olive or fruit pits, corncobs, paper, wire, bones or non-food in the garbage disposal. Tenant shall be held responsible for any repairs or damage resulting from the misuse of such equipment, and shall reimburse Manager for expenses incurred in the repair of such equipment. Portable washers or dryers not approved in writing by Manager are prohibited.
8. Please be considerate of your neighbors. Tenants are required to control the volume of stereos, televisions and musical devices within the Premises to the extent that they do not disturb your neighbors. Noisy or disorderly conduct annoying or disturbing other neighbors will NOT be permitted.
9. DO NOT use nails or screws longer than ¾" in any walls without the prior written consent of the Manager. The purpose of this rule is to avoid any inadvertent disturbance of the plumbing or electrical system. DO NOT modify any window or window frame or attach anything (including drapery rods and the like) to any window or window frame.
10. Familiarize yourself with the location of gas shutoffs, the nearest water shutoff, and your electrical breaker sub-panel.
11. Report any observed water leaks, standing water, or condensation to the Manager immediately.
12. Tenant agrees property has been provided with functioning plumbing fixtures and appliances with drains free, clear, and running. Any backups from occupancy would be from usage and would be the responsibility of Tenant at Tenant cost. If the issues is caused by a defect of the plumbing, Tenant would be required to provide notice to Landlord of plumbers proposed defect for Landlord to take corrective action.

LOCK OUT PROCEDURE

For the safety of your home, Manager will not perform lockout services. It is therefore crucial that Tenant take note of the following suggestions:

- Make sure that all appropriate occupants have their own key.
- Before leaving your home, make sure that you have your key with you.

(Initial) In the unfortunate circumstance that you should be locked out of the Premises, you will be responsible for contacting a locksmith to gain access to the Premises and for the charges incurred by the work performed.

(Initial) If a locksmith should ever change your lock in this situation, as a Tenant you agree to contact the Manager to have your lock re-keyed.

Tenant has read and initialed the above policy regarding lock-out procedures, and acknowledges that Landlord and Manager are not responsible for providing access to the Premises.

Initials

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WORK ORDER PROCEDURE

1. Submit a maintenance request online through the tenant portal on the PropMhomes.com website. Your request must be submitted in writing at www.propMhomes.com
2. Permission to enter must be given for each occurrence.
3. This section shall not be construed to limit the Manager's access to the Premises in the event of an emergency.
4. Manager retains those rights otherwise created and existing pursuant to Oregon law.

CHILD SAFETY

Various state and federal laws prohibit Landlord and Manager from imposing rules and regulations which discriminate against children. THEREFORE, PARENTS AND THOSE PERSONS HAVING CARE, CUSTODY OR CONTROL OF CHILDREN ARE RESPONSIBLE FOR THE SUPERVISION, SAFETY AND WELL-BEING OF THOSE CHILDREN. Following are some areas of the property that may pose special dangers to children who may not be aware of the risks. This list is not meant to cover all possible dangers that may be present.

WINDOWS

- Open windows present a potential risk of falling.
- Window screens are intended solely to keep bugs out. They are not intended to support a person's weight or prevent a person from falling from an open window.
- There is a risk of serious injury or death if a person leans against a screen.
- Parents must keep their children from sitting or playing on window sills, and, for child safety, should keep windows shut and locked when children are left unattended.
- Keep furniture and other objects on which a child can climb away from windows.
- Window stops and other devices that restrict a window from opening are not provided by Landlord or Manager because of the dangers associated with fire and the requirement that occupants can escape. If Tenant desires to use such devices, they must be approved by Landlord or Manager before being installed. Tenant accepts full responsibility for the safe use of such devices.
- Do not block windows in any way that would prevent exit in the event of a fire.

USE OF APPLIANCES

- Stoves, ovens and fireplaces can cause burns and start fires if not properly used and attended.
- Hot water can cause burns if not properly used and attended.
- Children can turn on stove burners and ovens. Never place anything on stove burners or in the oven except when actually cooking.
- Never allow anything, except approved plugs, to be placed in electrical sockets.

EXERCISE EQUIPMENT

- Improper use of exercise equipment can lead to serious injury or death.
- Improper use of exercise equipment can cause serious damage to the equipment.

SWIMMING POOLS, SPAS & SAUNAS

- State laws limit the use of pools, spas and saunas by children under 14 unless supervised by an adult. All Tenants must follow such laws.

WATER

- Any location where water pools more than one inch deep poses the risk of drowning.
- Danger can be present with bathtubs, sinks, buckets, fountains, streams and ponds.

BALCONIES, DECKS & SECOND STORY WALKWAYS

- Small children can crawl through railings.
- No one should climb on or over railings.
- Throwing objects off balconies, decks and walkways can cause injury or death to persons below.
- Do not place furniture or other objects on which a child can climb near railings.
- Keep all stairways clear of debris or obstructions.
- Report any damaged or loose railings to Landlord/Manager immediately.

PLAY AREAS

- Improper use of play equipment can cause injury or death.
- Any damaged or improperly working play equipment should be reported to Landlord/Manager immediately.

PROPERTY CONDITION

Initials

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Condition of Premises/Apartment Condition Checklist: Tenant(s) covenants that at the commencement of this Rental Agreement that (a) the Premises are in good, clean, habitable condition and repair, building, ground and appurtenances at the time of the commencement of the rental agreement in every part safe for normal and reasonably foreseeable uses, clean sanitary and free from all accumulations of debris, filth, rubbish, garbage, rodents and vermin, and all areas under control of landlord kept in every part safe for normal and reasonably foreseeable uses, clean sanitary and from all accumulations of debris, filth, rubbish, garbage, rodents and vermin and are devoid of any substantial defects, and (b) that Tenants(s) have not observed any visible evidence of the presence or infestation of bedbugs, insects or vermin. Ventilation, air conditioning and other facilities and appliances, including elevators, maintained in good repair if supplied or required by landlord.

ADDITIONAL COMMENTS

The foregoing rules and regulations are in addition to any duties created by Oregon law. These rules are to be strictly observed and will be enforced by Landlord or Manager and failure to comply with these rules may lead to termination of Tenant's tenancy. These rules have been made for their protection, pleasure, and convenience. Manager reserves the right to make such other reasonable rules as shall, in the judgment of Manager, from time to time become necessary to protect the safety, care and cleanliness of the Premises and for the preservation of good order therein.

Tenant Signature(s):

Landlord/Manager Signature:

Date:

SAMPLE LEA

Initials

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**ADDENDUM E:
SMOKING POLICY**

Due to the increased risk of fire, increased maintenance costs, and the possible health effects of secondhand smoke, Manager is adopting the following policy relating to smoking on or about the Premises. The following terms, conditions and rules are hereby incorporated into the Lease.

1. PREMISES SUBJECT TO SMOKING POLICY
SMOKING PROHIBITED – ENTIRE PREMISES

Note: Smoke damage, even if smoking is allowed, will never be considered normal wear and tear.

- 2. DEFINITION OF SMOKING.** The term "smoking" means inhaling, exhaling, breathing, carrying, or possessing any lighted cigar, vape pen or vape apparatus, cigarette, pipe, marijuana, tobacco product or any other similar lighted product in any manner or in any form.
- 3. IF SMOKING PROHIBITED.**
 - 3.1 (Entire Premises). Tenant agrees and acknowledges that the entire Premises has been designated as a no-smoking living environment. Tenant agrees that he/she will not smoke anywhere on or about the Premises or any portion of the Premises. Tenant will not permit any agents, contractors, guests or visitors of Tenant to do so.
 - 3.2 Tenant agrees to inform all of his/her agents, contractors, guests or visitors of the no-smoking policy and to require any agent, contractor, guest or visitor who violates the policy to leave. Tenant is responsible for the actions of his/her agents, contractors, guests and visitors.
- 4. MANAGER NOT A GUARANTOR OF SMOKE-FREE ENVIRONMENT.** Tenant acknowledges that Manager's adoption of a policy relating to smoking, and the efforts to designate all or some of the Premises as non-smoking, do not make Manager or any of its managing agents the guarantor of Tenant's health or of the smoke-free condition of the non-smoking portions of the Premises.
- 5. MANAGER DISCLAIMER.** Tenant acknowledges that Manager's adoption of a non-smoking living environment, and the efforts to designate all or portions of the Premises as nonsmoking, does not in any way change the standard of care that Manager has under applicable law to render the Premises any safer, more habitable or improved in terms of air quality standards than any other rental premises. Manager specifically disclaims any implied or express warranties that the Premises will have any higher or improved air quality standards than any other rental property. Manager cannot and does not warrant or promise that the Premises will be free from secondhand smoke. Tenant acknowledges that Manager's ability to police, monitor or enforce this Addendum is dependent in significant part on voluntary compliance by Tenants and Tenants' guests. Tenants with respiratory ailments, allergies or other conditions relating to smoke are put on notice that Manager does not assume any higher duty of care to enforce this Addendum than any other Manager obligation under the Lease.
- 6. EFFECT OF BREACH.** Tenant understands and agrees with the terms and conditions of this Addendum and that failure to adhere to any of the terms of this Addendum will constitute both a material non-compliance with the Lease and a serious violation of the Lease. In addition, Tenant will be responsible for all costs to remove smoke odor or residue upon any violation of this Addendum.

Tenant Signature(s):

Landlord/Manager Signature:

Date:

Initials

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**ADDENDUM F:
PET AGREEMENT**

Tenant agrees to the following:

1. Only the following described pet(s) will reside in the Premises: No breeding of any pet is allowed.
2. All pets must be properly licensed and have shots required by statute or regulation at all times. Proof must be provided upon request.
3. No pet with a history of aggressive, threatening or violent behavior will be allowed. Breeds with a disposition for aggressive behavior are prohibited.
4. The pet will not be allowed out of the Premises except when being carried by Tenant or when on a leash under Tenant's control.
5. The pet will not be chained or tied in any way to the exterior part of the dwelling or other structure.
6. The pet will not be allowed to use any part of the Premises for depositing waste. Should this occur accidentally, Tenant will immediately pick up the waste.
7. The pet will not be allowed to make noise or engage in threatening conduct which might disturb neighbors.
8. The pet will be kept clean. Pet waste will be disposed of properly and promptly.
9. Tenant will immediately notify Landlord or Manager of any personal injury or property damage caused by the pet.
10. Any damage attributed to the pet will be paid for promptly by Tenant.
11. The maximum adult weight: _____.
12. Any additional pet or any change of pet will require a new agreement and adjustment to the pet rent, if applicable.
13. Tenant, any guest or invitee shall indemnify, defend and hold Landlord, Manager, Landlord's Agents, and employees harmless from and against any actions, suits, claims, and demands (including legal fees, costs, and expenses) arising from damage or injury to any person or property of others by any pet owned, kept, housed, or maintained by Tenant, his/her guest or invitee.

Tenant Signature(s):

Landlord/Manager Signature:

Date:

Initials

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**ADDENDUM G:
DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND/OR LEAD-BASED PAINT
HAZARDS**

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 managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a Federally approved pamphlet on lead poisoning prevention.

LESSOR'S DISCLOSURE: (INITIAL)

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

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

(ii) Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the Lessor (check (i) or (ii) below):

Lessor has provided the Lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents):

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

LESSEE'S ACKNOWLEDGMENT: (INITIAL)

(c) Lessee has received copies of all information listed above.

(d) Lessee has received the pamphlet "Protect Your Family from Lead in Your Home."

MANAGER'S ACKNOWLEDGMENT: (INITIAL)

(e) Manager has informed the Lessor of the Lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

CERTIFICATION OF ACCURACY: *The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.*

Tenant Signature(s):

Landlord/Manager Signature:

Date:

Initials

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**ADDENDUM H:
Early Termination Move-Out Instructions
Acknowledgement**

Tenant agrees to the following:

In the event of Tenant terminating the Lease Agreement early, please review and follow the move-out instructions below:

1. Tenant to notify PropM, Inc in writing 30 days prior to your vacate date.
2. Tenant will continue to pay rent for the balance of your lease until a new Tenant is secured.
3. Tenant will keep all utilities in your name and connected until a new Tenant is secured.
4. Tenant will keep home at 50 degrees and winterize the Property.
5. If Tenant is responsible for landscaping, Tenant will keep the landscaping maintained until a new Tenant is secured.
6. Tenant will keep Renter's Insurance Policy in effect until a new Tenant is secured.
7. Tenant will utilize the lockbox to check on the vacant home on a regular basis until a new Tenant is secured.
8. Tenant will notify Prop M of actual vacate date so we can schedule professional cleaning.
9. Tenant will leave the home as clean as possible to minimize the professional cleaning expenses.
10. Tenant will bring keys to our office located at: **5 Centerpointe Dr, #220, Lake Oswego, OR 97035**
11. Tenant will keep all garage and ceiling fan remotes on the kitchen counter.
12. Tenant will provide a forwarding address for your security deposit correspondence.

Tenant Signature(s):

Landlord/Manager Signature:

Date:

Initials

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**ADDENDUM I :
REQUIRED INSURANCE**

This Addendum is attached to and becomes a part of the Residential Lease Agreement. For the duration of the Lease Agreement, Tenant is required to maintain and provide the following minimum required insurance coverage:

- \$100,000 Limit of Liability for Tenant’s legal liability for damage to the landlord’s property for no less than the following causes of loss: fire, smoke, explosion, water damage, backup or overflow of sewer, drain or sump (“Required Insurance”).

Tenant is required to furnish Manager with evidence of Required Insurance prior to occupancy of leased premises and at the time of each lease renewal period. If at any time Tenant does not have Required Insurance, Tenant is in breach of the Lease Agreement and Manager shall have, in addition to any other rights under the Lease Agreement, the right but not the obligation to purchase Required Insurance coverage and seek reimbursement from the Tenant for all costs and expenses associated with such purchase.

Tenant may obtain Required Insurance from an insurance agent or insurance company of Tenant’s choice. If Tenant furnishes evidence of such insurance and maintains the insurance for the duration of the Lease Agreement, then nothing more is required. If Tenant does not maintain Required Insurance, the insurance requirement of this Lease Agreement may be satisfied by Manager, who may schedule the Tenant’s unit for coverage under the Landlord’s Required Resident Liability insurance policy (“LRRL”). The coverage provided under the LRRL will provide the Required Insurance coverage listed above. An amount equal to the total cost to the Manager for the LRRL coverage shall be charged to Tenant by the Manager. Some important points of this coverage, which Tenant should understand are:

1. LRRL is designed to fulfill the insurance requirement of the Lease Agreement. Manager is the Insured under the LRRL. Tenant is not the insured under the LRRL policy.
2. LRRL coverage is not personal liability insurance or renters insurance. Manager makes no representation that LRRL covers the Tenant’s additional living expenses or liability arising out of bodily injury or property damage to any third party. If Tenant requires any of these coverages, then Tenant should contact an insurance agent or insurance company of Tenant’s choice.
3. Coverage under the LRRL policy may be more expensive than the cost of Required Insurance obtainable by Tenant elsewhere. At any time, Tenant may contact an agent of their choice for insurance options to satisfy the Required Insurance under this Lease Agreement.
4. Licensed insurance agents may receive a commission on the LRRL policy.
5. The cost to the Tenant for the LRRL coverage shall be nine dollars and fifty cents (\$9.50) per month. Additionally, a service and administration fee in the amount of three dollars and 95 cents (\$3.95) to be retained by the Manager for processing and handling will be charged.

Scheduling under the LRRL policy is not mandatory and Tenant may purchase Required Insurance from an insurance agent or insurance company of Tenant’s choice at any time and coverage under the LRRL policy will be terminated by the Manager.

Tenant Signature(s):

Landlord/Manager Signature:

Date:

Initials

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Tenant Liability Insurance

What You Need To Know

As a condition of our lease, we require all residents to carry liability insurance (\$100,000) for damage to the landlord's property during the term of their lease.

To satisfy this lease requirement you have two options:

Option 1: Sign up for Renter's Insurance and provide proof of coverage

Having renter's Insurance not only meets your lease requirement it will also protect your personal belongings from theft or damage.

Option 2: Do nothing – you will be automatically enrolled in our Tenant Liability Insurance Program

This is an easy and low cost way to meet your lease requirement but does not cover your personal belongings. You pay the monthly premium together with rent. (See complete details below).

Tenant Liability Insurance Program Details

Policy Coverage: \$100,000 Legal Liability for damage to Landlord's property.

The coverage provided by our tenant liability program meets the minimum requirements of the lease. The policy covers only your legal liability for damage to the landlord's property (covered losses include fire, smoke, explosion, water damage, backup or overflow of sewer, drain or sump, falling objects, riot, or civil commotion) up to \$100,000.

The policy is not personal liability insurance or renters insurance. The policy does not cover any of your personal belongs, additional living expenses, or liability arising out of bodily injury or property damage to any third party. If you require any of this coverage, you should contact an insurance agent or insurance company of your choice and sign up for a Renters Insurance Policy.

Policy Details: All Claims should be reported to the Property Management Company. For complete details visit: <http://www.appfolio.com/notice-of-insurance>.

Please Note: You are under no obligation to participate in our tenant liability insurance program. You may satisfy the lease requirement by obtaining a personal renters insurance or liability insurance policy from an insurance agent or insurance company of your choice and providing proof of coverage (a copy of the declarations page) for the duration of your lease.

Tenant Liability Insurance Policy is provided by Great American E&S Insurance Company
300 E. Fourth Street, 20th Floor | Cincinnati, OH 45202 | Toll Free: (800) 280-0352 | E-mail: FISClaims@gaic.com

Initials

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Tenant Vacating Checklist

Your move is coming up quickly and we hope you are excited about your new place. The last few weeks prior to moving out are no doubt busy and hectic; however there are some important details you will need to be aware of and take care of.

- ⇒ Please provide us the date you will be surrendering the property, along with your forwarding address.
- ⇒ All Utilities are to remain on and in your name until the final day of your tenancy or lease.
- ⇒ Oil heat is your responsibility to provide and exact tank measurement as to the level of oil remaining.
- ⇒ If Vacating in the winter months, you must set the thermostat at no less than 60 (sixty) degrees to help prevent pipes from freezing.

Our goal is to return 100% of your deposit. However, many tenants fail to return the property to the same condition as when they moved in. Remember that a high level of cleaning is expected when you move out. By closely following this checklist, you will ensure you are getting the maximum of 100% of your deposit returned to you. If you need any help or have any questions, make sure you contact us and we will be happy to provide you a list of any professional services.

All Rooms	Kitchen
Any alterations you may have made must be returned to original condition unless otherwise agreed in writing.	Complete the "All Rooms" Checklist first.
Ceilings, carefully brush down all cobwebs, dust, etc.	Clean, scrub oven including control panel, control knobs, racks, door, glass, broiler.
Ceiling fans, light fixtures, outlets, switch plates, knobs, fans, covers, face plates, etc...	Clean hood vent, under hood vent and filter.
Clean around door knobs.	Clean drip pans. We strongly encourage you to replace all drip pans if necessary.
Replace missing or burned out light bulbs, with similar matching light bulbs.	Clean and scrub all cabinets, drawers, shelves, counter tops and face, back splash, cutting board.
Clean all doors, trim and baseboards.	Clean and scrub refrigerator and freezer inside and out. Including grill work on front, bottom and underneath. Replace filter if it has one.
Clean all window sills, window tracks, sliding glass door tracks.	Leave refrigerator running, please do not disconnect or turn off.
Clean inside all closets, shelves and wipe rods.	Clean and scrub microwave inside and out.
Clean cabinets, face and shelves.	Clean and scrub dishwasher inside and out, including around the edges of the dishwasher door.
Clean drawers, inside and out.	Clean and scrub sink and faucet.
Clean stair rails and ledges.	Garbage Disposal should be running and free of debris.
Gently wipe walls as needed to remove smudges, handprints and dirt.	Clean and scrub and food, grease, smoke etc from kitchen blinds, walls, hood, etc.
Small nail holes should be left as is. More than 5 holes in any wall if beyond normal wear and tear and will need to be repaired by a professional. Larger holes, molly bolts, screws is considered beyond normal wear and tear and will be repaired by a professional at your cost. Minimum charge of \$75 to repair each wall back to original condition.	Living Room / Dining Room / Family Room / Bedrooms
Clean blinds and remove all debris, dust from each blind.	Complete the "All Rooms" Checklist.

Initials

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Clean interior windows and screens up to eight (8) feet.	
All window treatments such as curtain rods, shades, blinds which were provided or included with property must be cleaned and left in good working condition.	Bathrooms
Vacuum and clean all heat/cool vents, returns and air registers.	Complete the "All Rooms" Checklist.
Clean out and sweep/vacuum fireplace, clean fireplace screen and glass.	Clean toilet inside and out, front, back, sides and behind.
Sweep and mop rooms.	Clean and polish mirrors.
All smoke detectors and carbon monoxide detectors must be working with working lithium batteries installed.	Clean and scrub counters and front of counters.
Carpet Cleaning, you may choose to hire a professional carpet cleaner prior to move out. IF the cleaning is not up to Owner/Agent's standards, carpets will need to be re-cleaned at your cost. We are happy to provide a list or preferred professional carpet cleaners.	Clean tub and shower to remove all soap scum.
	Clean caulk and grout.
Utility / Laundry Room / Mud Room	Clean walls, ceilings, doors and floors to remove spots, water residue.
Complete "All Rooms" Checklist.	
Clean washer inside and out, along with control panel, knobs, agitator including where softener opening is and around lid and under lid.	Garage
Clean dryer inside and out, control panel, knobs, lint trap, door edges.	Sweep floor, soak and wipe up an oil drips or spills in garage and driveway.
Wipe down / dust water heater and furnace.	Wipe down, dust, clean water heater and furnace.
Clean counters, utility sink, shelves.	Clear garage and attic of any personal belongings and debris. Do not leave your stuff behind.
Clean cabinets and drawers inside and out.	Clean and empty garbage cans and recycle bins, leave in garage.
Change furnace filters as necessary.	Change any furnace filters which have not been changed in past 30 days.
Grounds	Clean interior windows up to eight (8) feet.
If you are responsible for yard care:	
Mow and edge as necessary.	
Remove weeds from flower beds, cracks in driveway, etc.	
Rake leaves.	
Sweep patio(s) decks, driveways and sidewalks on property.	
Remove any personal items, chairs, tables, etc.	
Remove and dispose any and all animal waste.	

Keys:

All keys, garage door openers, parking passes, etc must be returned to our office. Please arrange a time to drop them off to one of our team members.

Initials

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Note: The property manager will inspect the property only after you surrender the property, and return the keys to our office. By returning the keys to us, you are surrendering possession of the property. This marks the official clean up and move out is finished and allows PropM, Inc to proceed with the turnover and inspection. Rent will be charged until the keys are returned.

Security Deposit:

A final inspection will be conducted and documented after you surrender possession of the property. If any damages are found, we must receive estimates or invoices from vendors before your deposit(s) can be returned less and cost for damage.

As per law, we have 31 days to send your security deposit accounting beginning the day your lease expires and/or you return the keys, whichever is later, officially surrendering possession of the property. Reminder to provide us with your forwarding address.

Estimated Cost Sheet

Prior to your move in, the property was professionally cleaned and inspected. Any carpets were professionally steam cleaned. Upon move out, the unit is required to be in the same clean condition.

After move out, the below items will be thoroughly inspected and considered with respect to possible deductions from your security deposit. The prices are approximate costs and are subject to change without notice. Final Deductions will be based on the actual cleaning or repair costs incurred by the Owner/Agent from the respective contractor. Receipts will be provided.

Further, PropM, Inc. in no way looks to profit from move outs. We are 100% committed to charging the fair costs to restore the property to its move in condition.

Haul trash, debris and garbage away.	\$210 plus dump fee minimum charge.
Clean stove.	\$50.00 minimum charge.
Clean refrigerator.	\$50.00 minimum charge.
Clean mini blinds, vertical blinds, window treatments.	\$12.00 per blind minimum charge.
Clean, sweep, mop uncarpeted floors.	\$27.50 per room minimum charge.
Clean bathroom.	\$27.50 to \$55.00 minimum charge.
Vacuum all carpets.	\$27.50 minimum charge.
Clean all mirrors, cabinets, drawers and shelves.	\$27.50 per room minimum charge.
Washing walls. (difficult stains will be calculated by hour)	\$27.50 minimum charge,
Replace burned out or missing light bulbs with matching light bulbs.	\$5.00 each, plus minimum trip charge of \$75.00
Flea/Tick control.	\$200.00 minimum charge.
Replace dirty AC/Heat filters.	\$75.00 minimum charge.
Remove pet waste (No pet waste is normal wear and tear)	\$100.00 minimum charge.
Mow and trim lawn if applicable.	\$75.00 minimum charge.
Weed and mulch beds.	\$75.00 minimum charge.
Clear all clogged drains.	\$75.00 minimum charge.
Deodorize home.	\$200.00 minimum charge.

Minimum service charge of \$75.00 per hour.

Painting:

Interior paint is expected to last a minimum of five (5) years. If the property was freshly painted when prior to the beginning of your lease, and painting is required on your move out, you will be charged according to the following scale:

- You will be charged 100% of the cost if you lived at said premises less than eighteen (18) months.
- You will be charged 75% of the cost if you lived at said premises from nineteen (19) to thirty (30) months.

Initials

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- You will be charged 50% of the cost if you lived at said premises from thirty-one (31) to forty-eight (48) months.
- You will be charged 25% of the cost if you lived at said premises from forty-nine (49) to sixty (60) months.

If the property was not freshly painted prior to your occupancy, you will be charged the pro-rated amount from the date of last painting. Note: Touch up no longer works in painting, entire walls need to be painted as the paint fades and touch ups are an eye sore as the paint on the walls fades over time.

Carpeting:

Cleaning, as per state required law, the Owner/Agent may deduct the cost of the carpet cleaning from your deposit. If it does not appear to be cleaned according to the Owner/Agent, it will need to be professionally cleaned. If you hired a professional cleaner (which we recommend) prior to move out, you must provide a legitimate receipt and contact information from the company who performed the services. Owner/Agent reserves the right to re-clean if deemed necessary.

Carpet Replacement: Carpet is expected to last ten (10) years or longer. If the carpeting was new when you moved in, and it needs replacement at your move out, you will be charge according to the following scale.

- 100% if your occupancy is less than sixty (60) months.
- 75% if your occupancy is sixty-one (61) to ninety-six (96) months.
- 50% if your occupancy is ninety-seven (97) to one hundred twenty (120) months.
- 25% if your occupancy is one hundred twenty-one (121) to one hundred forty-four (144) months.

If carpeting was not new upon occupancy, the pro-rated amount from the date of carpet installation will be charged. If carpet is damaged by a pet, and we are able to remove the stains and odor from the carpet, pad and sub flooring, the actual cost of the process, trip charge will be charged to your security deposit. If the carpet is torn, shredded, ripped, and/or the stains and odor cannot be removed, the full replacement cost of the carpet will be charged, regardless of when the carpet was installed.

Initials

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