

WESTSIDE VILLAGE

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

LEASE

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

THIS RESIDENTIAL LEASE CONTAINS WAIVERS OF YOUR RIGHTS AS A TENANT. NO TENANT SHOULD SIGN THIS LEASE UNTIL EACH TENANT UNDERSTANDS ALL OF THE AGREEMENTS IN THE LEASE.

1. NAMES OF LANDLORD AND TENANT

The Landlord is WESTSIDE VILLAGE (hereinafter “**Landlord**”).

The names of the tenants agreeing to be bound by this Lease are set forth below (hereinafter collectively referred to as “**Tenant**”), each of whom are agreeing to be jointly and severally liable hereunder:

YOUR NAMES HERE

2. LEASED PROPERTY

The following **leased property** is the place that **Landlord** agrees to lease to **Tenant**

YOUR ADDRESS HERE, Unit UNIT NUMBER HERE, State College, PA 16801

3. LEASE TERM & RENEWAL

This Lease starts on 08/18/17 at 12:00 Noon (“Lease Start Date”) and ends on 08/04/18 at 12:00 Noon (“Lease Termination Date”). This Lease will end automatically on the Lease Termination Date, unless terminated earlier or renewed in accordance with the terms of this Lease.

Landlord may offer **Tenant** a new lease to take effect at the end of this Lease. **Tenant** will also be notified if **Landlord** decides not to offer **Tenant** a new lease. If offered, a new lease may include changes. **Tenant** will be notified of any proposed new lease at least ninety (90) days before the end of this Lease. If notice of non-renewal is given, **Tenant** agrees to vacate by the end date and time of the lease, or to forfeit **Tenant’s** entire security deposit (which shall in no way limit the any other remedies afforded the **Landlord** under this lease). **Tenant** may also give notice of non-renewal to **Landlord**. Such notice must be received by **Landlord** in writing at least ninety (90) days before the end of the present Lease. In such case **Tenant** agrees to vacate by the end date and time of the lease or to forfeit the entire security deposit (which shall in no way limit any other remedies afforded the Landlord under this lease). In the event neither **Landlord** nor **Tenant** give notice of non-renewal to the other, this Lease will automatically continue for an additional one (1) year period with the rest of the Lease remaining the same, except that the rent for any subsequent term shall automatically be increased each year by five percent (5%) of the amount payable in the immediately preceding year.

4. RENT

The total amount of base rent is: \$XXXX for the Lease Term set forth in Paragraph 3 above (**NOTE** that this is a **351 day lease [OR 12 month lease in case of renewal]**, with the total rental payment for the term of this Lease spread out over 12 equal monthly payments).

Tenant further agrees to pay the above amount of base rent, which is payable over 12 equal, consecutive monthly installments of \$XXXX each payable on the **1st day of each month** with the first payment due on August 1, 2017.

Landlord does not have to ask (**make demand upon**) **Tenant** to pay rent. **Tenant** agrees to pay rent by first class mail postage prepaid or in person to **Landlord** at the place specified by **Landlord**.

5. **LATE FEE AND ALLOCATION OF PAYMENTS**

In the event that any rent payment required to be paid by **Tenant** hereunder is not paid **IN FULL** by the start of the **FIFTH (5th) DAY OF EACH MONTH**, **Tenant** shall pay to **Landlord**, in addition to such payment or other charges due hereunder, a **LATE CHARGE EQUAL TO 5% OF THE BALANCE OF RENT DUE** as additional rent.

Tenant understands and agrees that all payments received by **Landlord** will first be applied towards any and all delinquencies and prior balances (including, without limitation, late fees, interest, lockout fees, maintenance charges, etc.) and the remaining balance after such deductions will be applied towards the current rent due. For this reason, even if **Tenant** pays rent in the full base amount for a particular month, the existence of prior balances could result in **Tenant's** rent not being deemed paid in full under this Lease.

First partial month's rent <u>08/19/17 to 08/31/17</u>	<u>\$XXXX</u>
+ Last partial month's rent <u>08/01/18 to 08/04/17</u>	<u>\$XXXX</u>
= Total rent due on <u>08/01/17</u>	<u>\$XXXX</u>

6. **SECURITY DEPOSIT**

Tenant agrees to pay a security deposit of **\$XXX**. **Tenant** agrees to pay the security deposit to **Landlord** before the Lease Start Date and before **Landlord** gives possession of the leased property to **Tenant**.

Landlord may take money from the security deposit to pay for any damages caused by **Tenant**, **Tenant's** family and/or **Tenant's** guests beyond normal wear and tear. **Landlord** may use the security deposit to pay for any unpaid rent, late fees, and/or additional charges permitted by this Lease.

After taking out for damages, unpaid rent, late fees and additional charges permitted by this Lease, **Landlord** agrees to send to **Tenant** any security deposit money left over.

When **Tenant** moves out, **Landlord** will send the remaining security deposit money to **Tenant** no later than 30 days after the Lease Termination Date and **Tenant** leaves, provided that **Tenant** gives **Landlord** a forwarding address. **Landlord** also agrees to furnish to **Tenant** a written list of damages and amounts of money taken from the security deposit.

Tenant agrees to give **Landlord** a written forwarding address when **Tenant** vacates the leased property on the Lease Termination Date. **Security deposit will not be returned unless Tenant provides Landlord written notice specifying to whom the security deposit should be made payable and a single address to where the check should be mailed**

During the term of this Lease, upon written notice from **Landlord** that security deposit sums have been applied, **Tenant** shall, within ten (10) days, replenish the security deposit to its original amount.

Tenant must pay for all charges and damages which are not covered by the security deposit as additional rent.

Tenant may not use the security deposit as payment of the last month's rent.

7. **LANDLORD'S DUTY AT THE LEASE START DATE**

Landlord agrees to give **Tenant** possession of the leased property on the Lease Start Date. The Lease will start even if **Landlord** cannot give **Tenant** possession of the leased property for any reason. However, **Tenant** does not have to pay rent until **Tenant** receives possession of the leased property, so long as the delay was not caused by **Tenant**. In such instances where **Landlord** is unable to deliver possession of the leased property on the Lease Start Date, except where the delay is caused by **Tenant**, **Landlord** shall accept occupancy at the later date, in which event **Landlord** will prorate the rent to that date.

In addition to the security deposit, First month rent is due before move in date. Landlord is not obligated to give Tenant possession (allow Tenant to move in) if these payments are not made in full prior to the Lease Start Date.

8. DAMAGE TO LEASED PROPERTY

Tenant agrees to notify **Landlord** immediately if the leased property is damaged by fire or any other cause. **Tenant** further agrees to notify **Landlord** if there is any condition in the leased property that *could* damage the leased property or harm **Tenant** or others.

If the leased property is destroyed by fire or casualty, or damaged to an extent that the use of the leased property is substantially impaired, **Tenant** may:

- a. If continued occupancy is permitted by law, continue to occupy that part of the leased property still usable, in which case **Tenant's** liability for rent shall be reduced by proportionately, to an amount determined by **Landlord** in its sole reasonable discretion, from the rent due under this Lease before the damage, until such time as the damages are repaired. **If continued occupancy is not permitted by law, this Lease shall terminate immediately and Tenant must move out within 24 hours**, or before the end of the next business day. If this Lease is terminated as a result of fire or other casualty, the **Landlord** shall return all prepaid rent plus unused security deposit; or
- b. If it is not reasonably possible for **Tenant** to live in the leased property, **Tenant** must notify **Landlord** immediately that the Lease is ended and may move out within 24 hours. This lease will end as of the date of moving out.

If the fire or other casualty is caused by the act or negligence of **Tenant**, **Tenant's** family or persons who are on the leased property with the permission of **Tenant**, **Tenant** shall pay for all repairs and all other damage and this Lease will remain in effect and **Tenant** will be required to continue paying rent even if **Tenant** cannot occupy the leased property.

Tenant agrees that if the leased property is damaged or destroyed and **Tenant** ends the Lease, **Landlord** has no further responsibility to **Tenant**.

9. INSURANCE

Landlord agrees to have insurance on the building where the leased property is located. **Tenant's** own personal property is **not** insured by **Landlord's** insurance. **Tenant** is responsible for **Tenant's** own personal property, as well as the personal property of **Tenant's** family and/or **Tenant's** guests that is located in or around the leased property.

Tenant agrees to do nothing to cause a cancellation or an increase in **Landlord's** fire or liability insurance. If **Tenant** causes an increase in insurance premiums on the leased property and/or the building of which the leased property is a part, **Tenant** agrees to pay as additional rent such increase. **Non-payment of additional rent gives Landlord the same rights against Tenant as if Tenant failed to pay the rent.**

10. ASSIGNMENTS OR SUBLEASES BY TENANT

(*Assignment* and *assign* are the legal terms for a transfer of the Lease from the tenant to another person. This other person then becomes the **Landlord's** new tenant and takes over the Lease).

Tenant agrees **NOT** to transfer (**assign**) this Lease to anyone else without the prior written permission of **Landlord**, which may be withheld in **Landlord's** sole discretion.

(A *sublease* is a separate lease between **Tenant** and another person who leases all or a part of the leased property from **Tenant**).

Tenant agrees **NOT** to lease (*sublease*) all or any part of the leased property to anyone else without the prior written consent of **Landlord**, which may be withheld in **Landlord's** sole discretion. **Tenant** agrees that if **Tenant** transfers (*assigns*) this Lease or leases all or a part of the leased property to another

(*sublease*), without gaining **Landlord's** prior written consent, **Tenant** has violated this Lease and penalties will apply.

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

Landlord is responsible for all damage to property or injury to people caused by the intentional or grossly negligent acts of **Landlord** or **Landlord's** representatives at the leased property.

Tenant is responsible for all damage to the leased property and injury to people caused by **Tenant**, **Tenant's** family and/or **Tenant's** guests.

Tenant agrees that **Landlord** is not responsible to **Tenant**, **Tenant's** family or **Tenant's** guests for damage or injury caused by water, snow or ice that comes on the leased property except to the extent that such injuries are due to **Landlord's** gross negligence or failure to comply with the terms of this Lease.

12. **USE OF LEASED PROPERTY**

Tenant agrees that **Tenant**, **Tenant's** family, and all of **Tenant's** guests/invitees on the leased property shall:

- a. Keep the leased property and any other part used by **Tenant** as clean and safe as possible, and to make and pay for all repairs caused as a result of **Tenant** actions or neglect.
- b. Avoid littering in the leased property, or on its grounds, and promptly remove all garbage and debris in the leased property, or on its grounds, and place it in trash cans.
- c. Use safely all electrical, plumbing, sanitary, heating, ventilating, air conditioning, and other facilities and appliances in the leased property.
- d. Do nothing to destroy, deface, damage or remove any part of the leased property or grounds.
- e. Do nothing to destroy the peace and quiet of the **Landlord**, other **Tenants**, or persons in the neighborhood.
- f. Make no substantial alteration(s) to the leased property including, but not limited to, painting, rebuilding, removing or repairing without **Landlord's** prior written permission, which may be withheld in **Landlord's** sole discretion. Unless **Landlord** gives written permission to remove an alteration, such alteration shall become **Landlord's** property.
- g. Promptly notify **Landlord** of conditions which need repair.
- h. Use the leased property only as a residence.
- i. Obey all federal, state and local statutes, laws, rules, regulations, and ordinances.
- j. Keep no flammable, hazardous, or toxic chemicals or substances in or around the leased property.
- k. Refrain from any activities in or around the leased property that could increase the risk of danger or cause actual harm to anyone or damage any property.
- l. Have **NO PETS** in the leased property, or on its grounds, for any amount of time.

Tenant further agrees that **Tenant** will not allow additional people to live in the leased property or its grounds without the prior written permission of **Landlord**, which may be withheld in **Landlord's** sole discretion. Any individuals living in the leased property without the prior written permission of **Landlord** will be considered illegal tenants.

Housing permits may be suspended when **Tenant** or **Tenant's** guests violate local ordinances and laws. Points are assigned to the leased property for each violation. If enough points are assessed such that the housing permit is suspended, the rental unit must be vacated and may not be occupied by anyone during the suspension period. If that occurs, **Tenant** remains responsible for the rental and utility payments through the end of the lease term.

13. **RULES AND REGULATIONS**

Tenant agrees to obey all Rules and Regulations for the leased property. If **Tenant** violates any Rules or Regulations for the leased property, **Tenant** violates this lease. The Rules and Regulations are hereby incorporated into and made an integral part of this Lease. See "Rules and Regulations" attached hereto.

Landlord reserves the right to alter, amend, and/or supplement the Rules and Regulations from time to

time, and **Tenant** shall be subject to such altered, amended, and supplemented Rules and Regulations as provided to **Tenant** on **Landlord's** website (www.rentwestsidevillage.com/).

14. **LANDLORD'S RIGHT TO MORTGAGE THE LEASED PREMISES (SUBORDINATION)**

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

Tenant agrees that **Landlord** has the right to mortgage the leased property. If **Landlord** has a mortgage on the leased property now, or if **Landlord** gets a mortgage in the future, **Tenant** agrees that this Lease is **subordinate** to the **Landlord's** mortgage.

15. **CARE OF LEASED PROPERTY**

Tenant is responsible for, and will take good care of, the leased property and all of the property in and around the leased property. **Tenant** agrees to pay for any damage caused by **Tenant**, **Tenant's** family and/or **Tenant's** guests. A Damaged Items, Painting and Cleaning Cost Sheet is included in the attached Lease Addendums Package, which is incorporated into and made an integral part of this Lease.

Tenant agrees to turn over possession of the leased property to **Landlord** when this Lease ends in the same condition as it existed at the Lease Start Date, except for reasonable wear and tear in accordance with the "Move-Out Checklist" available on **Landlord's** website (<http://www.rentwestsidevillage.com/moving-out/>) and/) or the "Move-Out Procedures Addendum" included in the attached Lease Addendums Package, which is incorporated into and made a part of this Lease.

16. **MOLD**

Tenant shall be responsible for the prevention of growth and accumulation of mold within the leased property. **Tenant** is advised to keep the dwelling area clean and free of visible moisture and/or mold on any surfaces within the leased property including wood structures, windowsills, floors, and other surfaces. Should any water leak or any other water damage occur within the leased property, **Tenant** is required to notify **Landlord** immediately so that remedial measures can be taken to avoid any further damage to the unit that may result from either the water or any mold that may increase damage. In the event that **Tenant** fails to comply with this notification requirement, **Tenant** will be held responsible for any physical as well as monetary damages that accrue to the leased property and any adjacent areas. Physical property and health related damages can result in substantial economic consequences to the responsible party.

If **Tenant** is responsible for the water leak or damage and/or fails to notify **Landlord**, **Tenant** will be held responsible for any physical and/or monetary damages that accrue to the leased property, adjacent areas, or individuals affected thereby. **Tenant** hereby agrees to indemnify and hold **Landlord** harmless from any injuries (physical and/or economic) sustained by **Tenant** and/or any other individual that result from water damage and/or mold accumulation for which **Tenant** is responsible as provided herein in accordance with the "Mold Addendum" included in the Lease Addendums Package, which is incorporated into and made a n integral part of this Lease.

17. **LANDLORD'S RIGHT TO ENTER LEASED PROPERTY**

Tenant agrees that **Landlord** and **Landlord's** representatives have the right to enter the leased property at reasonable times. **Landlord** and **Landlord's** representatives have the right to inspect, to make repairs, to do maintenance, and to show the leased property to others. **Tenant** further acknowledges and agrees that only **Landlord**, **Landlord's** employees, agents or contractors may make repairs to the leased property. **Landlord** is not responsible for any inconvenience or loss caused by necessary repairs to the leased property.

In case of emergency, **Tenant** agrees that **Landlord** and **Landlord's** representatives have the right to enter the leased property at any time without notice to **Tenant**.

18. **SIGNS**

Tenant agrees that **Tenant**, **Tenant's** family, and all of **Tenant's** guests/invitees shall permit **Landlord** at any time to erect and maintain on the leased property "Sale", "Rent" or "Information" signs that inform the public that the leased property is available, and direct the public to the owner or agent.

19. **UTILITY SERVICES**

Landlord and **Tenant** agree to pay for the charges for utilities and services supplied to the leased property as follows:

Charge or Service:	Paid By:
Direct TV	DEPENDS ON PROPERTY
DoJo Networks Internet	DEPENDS ON PROPERTY
Electric	TENANT
Water & Sewer	DEPENDS ON PROPERTY
Heating (Natural Gas, Propane, Oil)	DEPENDS ON PROPERTY
Refuse Collection	DEPENDS ON PROPERTY
Parking Fees	DEPENDS ON PROPERTY

Landlord has the right to temporarily turn off any utility or other service to the leased property in order to make repairs or do maintenance. **Landlord** shall not be liable for loss or damages resulting from the interruption of heat, electrical, water, sewer, telephone, cable TV, Internet, alarm, or any other utility services, or for the malfunction of machinery or appliances serving the leased property. **Landlord** shall not be liable for injury or damage to persons or property caused by any defect in the heating, gas, electrical, telephone, alarm, water, or sewer systems serving the leased property. **Landlord** shall not be liable for damages or injury to persons or property caused by wind, rain, fire or other acts of God, and **Tenant** hereby expressly waives all claims for such injury, loss, or damage. **Landlord** is not responsible for excess water usage caused by a running or leaking plumbing fixture that is not reported to **Landlord** in writing by **Tenant**.

Landlord is not responsible to activate, monitor, or warranty any alarm/security system which may be present on the leased property. **Tenant** is directly responsible for all charges related to any such alarm system including, without limitation, service calls, battery replacement, service/monitoring fees, and false alarms.

Internet Access: To the extent that internet access is made available, it is provided strictly "as-is" and **Landlord** cannot guaranty its availability or quality of connection. **Landlord** reserves the right to temporarily or permanently discontinue providing internet service at any time with or without notice. All express or implied conditions, representations and warranties, including any implied warranty of merchantability, fitness for a particular purpose, or non-infringement, are disclaimed. **Tenant** is prohibited from infringing, publishing, submitting, copying, uploading, downloading, posting, transmitting, reproducing, or distributing software, video or audio content, or any other material that is protected by copyright, trademark, patent, trade secret, any other type of intellectual property rights, trademark laws (by rights of privacy or publicity) or other proprietary right of any party unless **Tenant** owns or control the rights thereto or has received all necessary consent to do the same. **Tenant** agrees to indemnify and hold harmless **Landlord** and its affiliates, officers, agents and employees from any claim or demand, including reasonable attorneys' fees, made by any third party due to or arising out of: (a) content that **Tenant** or its invitees submit, post, transmit or otherwise make available through the internet service; (b) **Tenant's** or its invitees' use of the internet services; (c) **Tenant's** or any invitees' breach of the terms of this Lease; and (d) **Tenant's** or its invitees' violation of any laws or rights of another including, without limitation, copyright violations.

20. **SECURITY/SAFETY OF PREMISES**

Tenant acknowledges that **Landlord** has not made any representations, either written or oral, to **Tenant** about the safety of the leased property or the neighborhood or the effectiveness or operability of any security devices or security measures that may be present on the leased property.

Tenant acknowledges that **Landlord** does not guaranty the safety or security of **Tenant** or its guests/invitees against any criminal or wrongful acts of any person.

Tenant acknowledges that security devices or measures may fail or be thwarted by criminals or by electrical or mechanical malfunctions. Therefore, **Tenant** acknowledges that **Tenant** should not rely on such devices or measures and should take steps to protect himself/herself and his/her property as if these devices or measures did not exist.

Tenant agrees to immediately notify **Landlord** in writing of any malfunctions involving locks, alarms, doors or windows.

Tenant, for itself and all other **Tenant** parties, hereby releases **Landlord** and **Landlord's** representatives, and covenants (promises) not to sue **Landlord** or **Landlord's** representatives, and waives all liability of, and all claims, suits, actions and causes of action against **Landlord** and **Landlord's** representatives for any personal injury, death or property damage suffered by any **Tenant** or any other individuals as a result of any criminal, tortious or wrongful act by any person, including another **Tenant** of the leased premises.

21. **GOVERNMENTAL POWER OF EMINENT DOMAIN**

Eminent domain is the legal name for the right of a government such as the state or county or city to take private property for public use. The government must pay fair compensation to anyone who has any right in the property that is taken by the government. If all or any part of the leased property (or the building within which the leased property is located) is taken by eminent domain, this lease will end automatically. **Landlord** and **Tenant** agree to release each other from any responsibility in the event that the leased property is taken by eminent domain and the lease has ended. **Tenant** is not entitled to any payment or other damages if the Lease is terminated as a result of the exercise of eminent domain.

22. **JOINT AND SEVERAL LEASE**

Tenant understands and acknowledges that this is a joint and several lease whereby each **Tenant** is jointly and individually liable for all obligations under this Lease, including but not limited to rent monies. Joint and several liability means that all **Tenants** as a group, and each of the **Tenants** as an individual or one or more of the **Tenants**, are responsible to **Landlord** for all of the agreements of this Lease. In other words, if any **Tenant**, guests, or occupant violates this Lease, all **Tenants** are considered to have violated the Lease. For example, if the rent, or any additional rent, is not paid (or timely paid) **Landlord** can sue all of the **Tenants** (jointly) for any unpaid rent; or, **Landlord** can bring a suit against any one **Tenant**, or one or more **Tenants**, separately (severally) for all of the unpaid rent/fees. **Landlord** can choose to pursue collection on one or more **Tenants** or all **Tenants**.

Further, **Landlord's** requests and notices to any one **Tenant**, or one or more **Tenant**, constitute notice to all **Tenants** and occupants. Notices and requests from any one **Tenant** or occupant (including repair requests and entry permissions) constitute notice from all **Tenants**. In eviction suits, each **Tenant** is considered the agent of all other **Tenants** in the leased property for service of process.

TENANT(S) INITIALS: _____

23. **VIOLATIONS OF THIS LEASE**

When either **Landlord** or **Tenant** does not do something that they have agreed to do hereunder, it is a violation of this Lease. If **Tenant** violates this Lease; landlord may sue **Tenant** for other expenses, including attorney's fees, and may sue to evict **Tenant**.

NO TENANT SHOULD SIGN THIS LEASE UNLESS HE OR SHE HAS READ AND CLEARLY UNDERSTANDS THE LEASE AS WELL AS THE INFORMATION IN THIS SECTION ABOUT LEASE VIOLATIONS.

TENANT VIOLATES THIS LEASE IF TENANT:

- 1) **FAILS TO PAY RENT OR OTHER CHARGES TO LANDLORD ON TIME; OR**
- 2) **LEAVES (ABANDONS) THE LEASED PREMISES WITHOUT THE LANDLORD'S PERMISSION BEFORE THE END OF THE LEASE; OR**
- 3) **DOES NOT LEAVE THE LEASED PREMISES AT THE END OF THE LEASE; OR**
- 4) **DOES NOT DO ALL OF THE THINGS THAT TENANT AGREED TO DO IN THIS LEASE.**

IF TENANT VIOLATES THE LEASE, EACH TENANT AGREES TO GIVE UP THE RIGHT TO RECEIVE A *NOTICE TO LEAVE*, ALSO KNOWN AS A *NOTICE TO QUIT*. THIS MEANS THAT LANDLORD MAY FILE A COMPLAINT IN COURT ASKING FOR AN ORDER EVICTING EACH TENANT FROM THE LEASED PREMISES WITHOUT FIRST GIVING EACH TENANT NOTICE TO QUIT. LANDLORD DOES NOT HAVE THE RIGHT TO THROW TENANT OUT OF LEASED PROPERTY (SELF-HELP EVICTION). THE LANDLORD CAN ONLY EVICT TENANT BY COURT ACTION.

LANDLORD DOES *NOT* HAVE THE RIGHT TO SUE IN COURT FOR EVICTION UNLESS A TENANT HAS VIOLATED THE AGREEMENTS IN THIS LEASE. EVEN THOUGH EACH TENANT IS WAVING *NOTICE TO QUIT*, EACH TENANT WILL HAVE A CHANCE IN COURT TO CHALLENGE THE LANDLORD'S CLAIM FOR EVICTION.

IF TENANT VIOLATES THE LEASE AGREEMENT OR ANY ADDENDUMS HERETO, THE LANDLORD MAY SUE EACH TENANT IN COURT:

- 1) **TO COLLECT OVERDUE RENT, LATE CHARGES AND MONEY DAMAGES CAUSED BY TENANT'S VIOLATION OF THE AGREEMENTS IN THE LEASE; AND/OR**
- 2) **TO RECOVER POSSESSION OF THE LEASED PROPERTY (EVICTION); AND/OR**
- 3) **TO COLLECT FOR UNPAID RENT UNTIL THE END OF THE LEASE OR UNTIL ANOTHER PERSON TAKES POSSESSION OF THE LEASED PROPERTY AS A NEW TENANT.**

IN THE EVENT OF AN UNCURED BREACH OF THE TERMS AND CONDITIONS OF THIS LEASE, LANDLORD MAY ACCELERATE THE RENT DUE FOR THE REMAINDER OF THE LEASE TERM. LANDLORD MAY, IN ADDITION, RECOVER ALL COSTS AND EXPENSES AS A RESULT OF TENANT'S BREACH, TO INCLUDE, BUT NOT BE LIMITED TO, REASONABLE ATTORNEY'S FEES. TENANT AGREES THAT LANDLORD MAY RECEIVE REASONABLE ATTORNEYS FEES AND ALL ASSOCIATED COLLECTIONS FEES AS PART OF A COURT RULING IN A LAWSUIT AGAINST TENANT FOR VIOLATING THE AGREEMENTS OF THE LEASE.

24. OTHER AGREEMENTS BETWEEN LANDLORD AND TENANT

Landlord and Tenant agree to be bound by the terms and conditions contained in the Lease Addendums Packet which is attached hereto and made an integral part of this Lease. The Lease Addendums Packet includes, without limitation, the following addendums:

- 1) **RULES AND REGULATIONS ADDENDUM**
- 2) **LEAD BASED PAINT ADDENDUM**
- 3) **SMOKE DETECTOR/FIRE EXTINGUISHER ADDENDUM**
- 4) **STATE COLLEGE BOROUGH ADDENDUM**
- 5) **BASEMENT ADDENDUM**
- 6) **MOLD ADDENDUM**
- 7) **PEST INFESTATION/BED BUG ADDENDUM**
- 8) **FURNITURE ADDENDUM**
- 9) **DAMAGED ITEMS, PAINTING AND CLEANING COST SHEET ADDENDUM**
- 10) **MOVE-OUT PROCEDURES ADDENDUM**

25. **GOVERNING LAW**

This Lease shall be exclusively governed, construed, and interpreted by, through and under the Laws of the Commonwealth of Pennsylvania.

26. **ENTIRE LEASE & AMENDMENTS**

This Lease (including the Lease Addendums Package) contains the entire agreement between **Landlord** and **Tenant**. It supersedes any previous agreements or promises. This Lease creates legal duties for **Landlord** and **Tenant** and anyone who lawfully succeeds to their rights or takes their places. **Landlord** and the **Tenant** can change this Lease only by written agreement signed by both parties. No oral agreements are permitted. **Landlord** reserves the right to withhold consent to change any terms in this lease in **Landlord's** sole discretion.

27. **SEVERABILITY**

If any provision of this Lease or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Lease nor the application of the provision to other persons, entities or circumstances shall be affected thereby, but instead shall be enforced to the maximum extent permitted by law.

28. **BINDING EFFECT HEIRS**

This Lease legally binds **Landlord**, **Tenant**, and their heirs, executors, representatives and successors. In the event of the death of either **Landlord** or **Tenant**, this Lease shall continue to the benefit of any heirs, executors, personal representatives, and successors.

29. **NOTICE**

Whenever **Landlord** must send written notice to **Tenant**, **Landlord** will send notice by regular mail or certified mail to the leased property, hand deliver, post on the online portal, or email to **Tenant**.

Whenever **Tenant** must send written notice to **Landlord**, **Tenant** will send notice by certified mail, return receipt requested to the same address as the rental payment with copy via email and/or message via the online portal. The only acceptable proof of any notice, from **Tenant** to **Landlord**, will be a return-receipt card signed by **Landlord** or confirmed written receipt from **Landlord** that **Landlord** has received **Tenant's** email or online portal message.

THIS LEASE IS AN IMPORTANT LEGAL DOCUMENT. PRIOR TO SIGNING, TENANT MAY HAVE AN ATTORNEY REVIEW THIS LEASE OR ASK LANDLORD FOR CLARIFICATION OF ANY TERM(S) OR PHRASE(S) CONTAINED HEREIN.

BY SIGNING THIS LEASE AGREEMENT, EACH TENANT AGREES THAT HE/SHE HAS READ AND UNDERSTANDS ALL OF THE AGREEMENTS IN THIS LEASE INCLUDING, BUT NOT LIMITED TO THE ADDENDUM PACKET ATTACHED HERETO.

[THE SIGNATURE PAGE FOLLOWS]

SIGNATURE PAGE TO LEASE AGREEMENT

TENANTS:

PRINT	SIGN	DATE: _____
PRINT	SIGN	DATE: _____
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LANDLORD: _____ **DATE:** _____

[THE PARENTAL GUARANTEE PAGE FOLLOWS]

□ MUST RETURN ORIGINAL
NOTARIZED DOCUMENT.
NOTARIZATION:

Parental Guarantee Page

This form must be signed by the Guarantor(s) in the presence of a Notary and returned postmarked within seven (7) days of receipt. Once notarized, please mail ORIGINAL form to:

**Westside Village
623 W. College Ave., Rear #8
State College, PA 16801**

All Tenant (s):

Leased Premises: _____

Lease Dates: _____

Intending to be legally bound, and in consideration of the lease agreement with **Tenant(s)**, the undersigned jointly and severally, hereby guarantee the faithful performance of all the terms, covenants and conditions of the Lease agreement by **Tenant(s)**, and guarantee payment that may become due and owing to **Landlord** by **Tenants(s)**. This Guaranty shall remain in effect throughout the term of the lease and any continuation or renewal thereof and so long as **Tenant(s)** may owe any sum to **Landlord**. The liability of the undersigned shall be continuing absolute and unconditional and **Landlord** shall not be required to exercise remedies against **Tenant(s)** before proceeding against the undersigned. In the event that this Guaranty remains incomplete, the lessee(s) will remain responsible for all obligations set forth in the lease documents, which they have signed. Once signed, this Guaranty becomes part of the Lease, which is a legal and binding contract between **Landlord** and **Tenant**. **Landlord retains the right to VOID the Lease agreement if parental guaranty is not provided with seven (7) days of signing of the Lease.**

Father Signature

Mother Signature

Father Printed Name

Mother Printed Name

Social Security #

Social Security #

Home Mailing Address (Street)

Home Mailing Address (Street)

City / State / Zip

City / State / Zip

Home Phone #

Home Phone #

Cell Phone #

Cell Phone #

Email Address

Email Address

Employer

Employer

Position / Title

Position / Title

Work Phone #

Work Phone #



Lease Addendums Packet

The following is a legal document that includes written additions to the Lease. As noted in the Lease, all addendums contained herein are incorporated into and made an integral part of the Lease.

PLEASE NOTE THAT EACH TENANT ON THE LEASE IS REQUIRED TO SIGN BELOW AND AGREES TO BE BOUND BY EACH AND EVERY ADDENDUM CONTAINED AND INCORPORATED HEREIN. SIGNING IS A CONDITION PRECEDENT TO LANDLORD'S OBLIGATION TO PROVIDE TENANT(S) POSSESSION OF THE LEASED PROPERTY. PLEASE NOTE, HOWEVER, THAT ANY FAILURE TO SIGN DOES NOT ALLEVIATE TENANT(S) OBLIGATIONS UNDER THE LEASE AND THE OBLIGATION TO COMMENCE PAYING RENT ON THE LEASE START DATE. HOWEVER, IN LANDLORD'S SOLE DISCRETION, AT ANY TIME PRIOR TO RECEIPT OF ALL REQUIRED SIGNATURES, LANDLORD MAY RESCIND THE OFFER TO LEASE.

By signing this document you agree to amend the Lease with the following addendums:

- 1) Rules & Regulations Addendum
- 2) Lead-Based Paint Addendum
- 3) Smoke Detector/Fire Extinguisher Addendum
- 4) State College Borough Addendum
- 5) Basement Addendum
- 6) Mold Addendum
- 7) Pest Infestation/Bed Bug Addendum
- 8) Furniture Addendum
- 9) Damaged Items, Painting and Cleaning Cost Sheet
- 10) Move-Out Procedures Addendum

The addendums contained herein apply to the following parties and premises:

Landlord: Westside Village

Tenants: YOUR NAMES HERE,

Leased Property: YOUR ADDRESS HERE State College, PA 16801

SIGNATURE PAGE TO ADDENDUM PACKET

BY SIGNING BELOW, EACH TENANT AGREES THAT EACH TENANT HAS READ AND UNDERSTANDS ALL OF THE ADDENDUMS IN THIS PACKET AND FURTHER RECOGNIZES THAT THESE ADDENDUMS PLACE CERTAIN DUTIES UPON TENANT. TENANT IS ALSO AGREEING THAT THE FOLLOWING ADDENDUMS ARE THE ENTIRE AGREEMENT OF THE PARTIES RELATIVE TO THE TOPICS REFERENCED IN EACH ADDENDUM.

TENANTS:

_____ DATE: _____
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LANDLORD: _____ DATE: _____

ADDENDUM #1:
RULES & REGULATIONS

As stated in the Lease, violation or breach of any of the Rules & Regulations is a breach of the terms and conditions of the Lease and the non-breaching party shall be entitled to exercise any or all of the remedies provided in the Lease.

1. MAINTAINING ORIGINAL DESIGN

- a. Tenant will not make alterations or additions to the structure, equipment or fixtures of property, nor do any redecorating or repainting without written consent of Landlord, which may be withheld in landlord's sole discretion.
- b. Tenant shall not deface walls or ceilings with holes, nails, screws, tape, glue, dart holes, tack holes or other objects. Should Tenant do otherwise, Tenant shall take full and total responsibility for the repair, replacement, and/or painting made necessary by their action, including all costs.
- c. No radio or television devices such as antennas and satellite dishes shall be installed upon the leased property or in the common areas around the leased property. Tenant shall take full and total responsibility for the removal costs.

2. REPAIRS AND MAINTENANCE

- a. Tenant will inspect the smoke detector monthly and is responsible for the malfunction of smoke detectors whether as a result of weak, defective, or inoperable batteries or otherwise. Should Tenant fail to keep a charged battery in the smoke detector or permit the smoke detector to be damaged in any way, Tenant will be charged the cost to repair any such damage. Tenant shall also be responsible for the care and maintenance of the fire extinguisher. The fire extinguisher will be charged when resident moves in and must remain charged during tenancy and upon vacating. If for some reason the fire extinguisher is discharged, Tenant must make arrangements with Landlord to recharge it. The cost of recharging or the replacement of the extinguisher will be billed to Tenants of the unit unless it has been used to put out a fire. All fires, however minor, must be reported immediately to the Landlord.
- b. Tenant shall report any water leaks to Landlord immediately (i.e. running toilets, dripping faucets). If Tenant fails to report a leak, tenant will be responsible for any and all costs flowing from the resulting excessive water usage and/or damage.
- c. Tenant agrees to continually operate dehumidifiers in the basement of the house from **May 1 through October 31** and furthermore agrees to take full responsibility for any mold growth in the event they fail to do including, but limited to, covering any and all costs associated with damages and clean up arising out of mold remediation.
- d. Tenant is financially responsible for all fires and damages caused by negligence of the Tenant or Tenant's guests. **It is strongly recommended that Tenant acquire renters insurance.**

3. TRASH

- a. Tenant shall provide appropriate nonflammable containers for trash and rubbish. Tenant shall also keep the leased property and the common areas free from litter and rubbish and shall deposit all trash and rubbish from the leased property into the designated common waste disposal containers. Tenant will be instructed regarding how to use their trash service on move-in day. Do not leave garbage in your unit. Dispose of garbage as instructed.
- b. Any trash left on the grounds, porches or balconies will be removed and Tenant will be charged at a rate of **\$50.00** per bag or box.

4. SAFETY

- a. Tenant shall become familiar with and observe all posted security regulations and fire escape/exits or evacuation routes. Questions concerning security and fire procedures should be directed to Landlord (or Landlords designated representative) without delay.
- b. Tenant further agrees to abide the following safety rules:
 - i. Always keep all building doors locked at all times.
 - ii. Do not let anyone into the building unless you know them.

- iii. Report anything suspicious to the police. If any Tenant fails to keep the property secure and jeopardizes the security of other tenants in the building the Landlord may file a complaint for eviction in accordance with Philadelphia law.

5. FEES

Tenant will be charged the following for below mentioned items:

- a. Check returned from the bank **\$35.00**
- b. Lockout fee after office hours **\$100.00**
- c. Tampering with Fire Alarms **\$500.00** flat fee and **\$50.00** per occurrence¹
- d. Pets **\$1500.00** per occurrence
- e. Lost Key **\$50.00**
- f. New Lock **\$150.00**
- g. Trash Removal **\$50.00**/bag or box
- h. Plunge Toilet **\$50.00**
- i. Illegal Sublet **\$500.00** per occurrence
- j. Replace Screen **\$100.00**
- k. Reinstall Screen **\$25.00**
- l. Change Light Bulb **\$25.00**

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

6. PARKING (if applicable)

- a. Parking is by permit only. At no time are motor vehicles of any kind allowed on the grass, porches, or sidewalks at any property. All vehicles in the parking area must be currently licensed and inspected, all vehicles that are not will be towed at owner’s expense. No repairing or washing of vehicles is permitted at the property.

7. PROHIBITED ITEMS

- a. No waterbeds, woks, pool tables, beer game tables or beer funnels shall be permitted within the leased property.
- b. Absolutely no pools, hot tubs or slip n’ slides of any kind are allowed in or on the leased property. A fine of **\$500** will result per occurrence. In addition, the water bill, whether obligated under the lease agreement or not, will be the Tenant’s responsibility for entire time period the pool, hot tub, or slip n’ slide was located at property.
- c. No fire pits and/or grills are permitted on any of the grounds around near, or in the property without written consent of the landlord. If one is found on the property, Tenant will be charged for the cost of removing such device(s).
- d. Pets are not permitted (not even on a temporary basis). If pets are kept in the leased property without permission, it is a violation of the terms and conditions of the lease, and Tenant will be required to place a pet security deposit in the amount of **\$1500.00** and, notwithstanding the foregoing, Landlord reserves the right to terminate the Lease and seek all available remedies under the Lease for any pet violation even if the pet security deposit is posted. **Tenant is aware that eviction may occur due to this breach.**
- e. No aquariums over 25 gallons are allowed in any unit.
- f. No kegs are allowed to be present on or consumed at the property. If there is clean-up necessary due to a party, Tenant will be charged a **\$150** clean-up fine in addition to the labor cost to clean-up.
- g. Tenant agrees not to use, or bring on the premises privately owned washers, dryers, dishwashers or freezers without the prior written consent by Landlord.

8. ADDITIONAL LOCKS

- a. Absolutely no additional locks or hasps of any kind may be used or installed. If you wish to have a deadbolt installed, Landlord will arrange for it, with a charge to Tenant which includes labor, installation, materials, keys, etc. Hasps are a safety hazard and will be removed immediately and

¹ Landlord will also press charges

- Tenant will be billed accordingly. Bedroom keys are not provided unless specifically requested. If it becomes necessary to install a bedroom lock, the cost of labor and materials will be billed to Tenant.
- b. Bedroom keys/locks are not guaranteed. If Tenant would like a keyed bedroom lock installed, it is at the cost to Tenant.

9. MOVE IN CONDITION OF PROPERTY

- a. If leased property is not clean when you take possession, please call Landlord immediately and the unit will be cleaned. Do not clean the unit yourself. Landlord will not reimburse you for the cleaning and you will still be responsible for cleaning your unit upon termination of your lease.
- b. Landlord agrees to provide only one internet, cable and/or phone jack per leased property. Installation of additional lines shall be done at the Tenant's expense. Telephone, television and/or internet cables and/or jacks installed in an unprofessional manner shall be removed and redone at the Tenant's expense.
- c. Landlord agrees to provide one screen per room to rooms that have windows. If Tenant damages or loses the screen, the cost to replace it will be a Tenant expense.

10. MOVE OUT PROCEDURES

Tenant agrees to the following move-out procedures.

- a. Provide a forwarding address to send the security deposit to in writing for all Tenants on the lease.
- b. Return all keys to Landlord. DO NOT leave keys in the unit. Any keys not turned in by the lease end date and time will be charged to Tenant at a rate of **\$150.00** for each lock needing to be changed as a result of failure to turn keys in.
- c. Carpets must be **professionally** cleaned and a receipt must be submitted to Landlord when keys are turned in. If you do not provide a receipt, Landlord will have the carpets cleaned and this charge will be deducted from your security deposit. Using a Rug Doctor or home carpet cleaner does not constitute professional cleaning and will not count as Tenant having carpets professionally cleaned. In addition, TNT cleaning company is not permitted on our property. If TNT cleaning company cleans your rugs, it will not count as your carpets being professionally cleaned. You may pick up a list of approved Professional Cleaners in the office.
- d. Clean and/or replace drip pans. If drip pans are not cleanable when Tenant moves out, Tenant must replace the drip pans. If not replaced, Tenant will be charged to replace the drip pans.
- e. Only one check will be sent made payable to all tenants on lease unless previous arrangements have been made in writing and signed agreeing to terms by all tenants on the lease.
- f. All damages, including maintenance, cleaning and painting, above normal wear and tear will be charged to security deposit.
- g. A **\$200.00** overstay fee will be charged for every day a unit is occupied after the lease termination date.
- h. All Tenants must notify all utility companies of his/her departure and have final meter readings done on electric, gas and oil (if applicable). If meter readings and final bills are not paid, a reasonable amount of funds not less than **\$150.00** will be withheld from tenant(s) security deposit for a reasonable amount of time to avoid liability to Landlord.
- i. All utility bills must remain in Tenant's name, including electric bills, from the Lease Start Date until Tenant's exact Lease Termination Date. At no time during the lease term should any utilities be disconnected or put into another name at any time before lease expiration. If utilities are disconnected prior to the Lease Termination Date, a reasonable amount of funds not less than **\$150.00** will be withheld from tenant(s) security deposit for a reasonable amount of time to avoid liability to Landlord. In the event that Tenants obligations to the utility company are greater than the security, Tenant will be responsible for the remaining balance as well.
- j. The apartment will need to be cleaned up to the standards listed in the Move-Out Procedures Addendum attached hereto; if additional cleaning is necessary upon final walkthrough, it will be charged to the security deposit per the list attached.

11. FAILURE TO VACATE

- a. Should Tenant leave any personal possessions on or in the leased property after the ending date and time of the lease, Landlord may remove same and store all such at the Tenant's expense or discard without liability to Landlord.

12. LOCK OUTS

- a. Keys will only be loaned during business hours and must be returned within 24 hours. A **\$50.00** fee will be charged to Tenant if he/she fails to return borrowed keys within 24 hours.
- b. A **\$100.00** fee for after-hours lockouts will be charged to Tenant in the event that such lock out occurs after normal business hours.

13. SMOKING

- a. Westside Village prefers that you do not smoke in your unit. However, if you or your guests smoke, any damages including smoke odor by or related to cigarette, pipe or cigar smoke, or any tobacco product, shall not constitute ordinary wear and tear. Westside Village may deduct from Tenant's security deposit for all damages and/or costs for the cleaning or repair of any damages caused by or related to the use of tobacco including but not limited to deodorizing the unit, sealing and painting walls and ceilings, or replacing carpet and pads under carpet. In addition, Tenant shall dispose of cigarette butts properly. If it becomes necessary for Westside Village to clean-up cigarette butts, a fine of **\$100** will be assessed to Tenant.

14. TENANT RESPONSIBILITY

- a. Tenant will be responsible for the actions of his/her invitees and guests.
- b. Tenant shall observe quiet hours between the hours of 11:00pm and 8:00am.
- c. Toilets and/or other water apparatus shall not be used for any other use than that they are intended, nor shall sanitary napkins, disposable diapers, nor any improper articles be placed into the same. If a plumbing clog occurs, at the fault of Tenant, Tenant will be billed accordingly.
- d. No burning in fire pits, fireplaces, grills, etc., is permitted at any time unless written permission by is given, which may be withheld in landlord's sole discretion.
- e. Tenant agrees to accept as binding, any notice which in the judgment of Landlord, may be necessary for the safety, care and/or cleanliness of the leased property for the preservation of good order therein; such notice when communicated in writing to Tenant shall form part of this lease.

15. NAME CHANGE ON LEASE

- a. Occupancy shall be limited to the persons named on the lease agreement. Local ordinances provide for over occupancy, which constitutes a zoning violation, and may be subject to fines and/or criminal punishment. Tenants are specifically advised of the existence of this Ordinance and should any violation occur or be alleged to have occurred, tenant agrees to pay all fines, court costs, and attorney's fees associated with such violations whether a conviction results or not.
- b. As stated in the lease, Tenant may not sublet or assign the leased property without Landlord's written approval, which may be withheld in landlord's sole discretion. If Landlord agrees to allow Tenant to sublet or assign the Lease, Tenant understands and agrees that Tenant will be responsible for any and all expenses associated with the change, including, but not limited to, credit checks and attorney's fees.

16. OTHER

- a. Tenant will maintain a minimum temperature of 55 degrees Fahrenheit in all heated rooms of the unit. Also upon leaving the property for an extended period of time, Tenant shall provide for daily inspections of the unit during cold periods. This inspection will include checking the heating system to insure that proper heat levels are being maintained. Tenant is prohibited from using any heating device not supplied by Landlord.
- b. Tenant shall not place or permit to be placed or store items on any windowsills, ledges, or balconies and shall not hang items (i.e. laundry) from the balconies, windows or common areas. Tenant will be responsible for any costs associated with removing such items.
- c. Tenant shall not go upon the roof of the building within which the leased property is located and shall not enter any area clearly designated as being closed to Tenants and others. This is very dangerous and will result in a **\$500** fine per occurrence. An occurrence shall consist of Tenant or Tenant's personal items being found on the roof by Landlord or Landlord's agent. If Tenant goes onto the roof, Tenant will be fully and solely responsible for any damages and/or injuries that result therefrom to tenant or others.

- d. The light bulbs on porches and balconies are put there for safety purposes. They are not to be removed or replaced with another color of bulb. Owner shall furnish all light bulbs for rental unit at move-in and thereafter tenant shall replace any burnt out bulbs throughout the lease term. No string lighting is permitted to be hung either inside or outside the unit. If any bulb is not replaced by a Tenant and needs to be replaced by Westside Village, it will be billed to Tenant.
- e. No materials (i.e. sheets) may be hung from the sprinkler heads (where applicable) or from the ceilings of any unit. Tenant will be responsible for any costs associated with removing such items.
- f. Indoor furniture (i.e.: upholstered/stuffed furniture, etc.), appliances, pool tables etc., are not permitted on porches, balconies or any portion of the exterior of the rental unit, including the lawn area. Failure to remove such items after a warning has been issued will result in a fee of **\$200** per day for each day the violation continues. Tenant will be also responsible for any costs associated with removing such items.
- g. Landlord and owner shall not be liable for loss of or damage to property of Tenant caused by moths, termites, or other vermin, or by rain, snow or water, or steam that may leak into or flow from any part of property through any defects in the roof, plumbing or other sources.

17. UNIVERSITY POLICIES

- a. If Tenant is a student at a College or University, then tenant shall abide by all such College or University's rules and regulations and student codes of conduct.

18. DEFAULT

- a. A violation of the rules and regulations is a default under this Lease.

ADDENDUM #2:
LEAD-BASED PAINT ADDENDUM

Federal 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, Landlord must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead poisoning prevention.

Lead Warning Statement

EVERY LESSEE OF ANY INTEREST IN RESIDENTIAL PROPERTY ON WHICH A RESIDENTIAL DWELLING WAS BUILT PRIOR TO 1978 IS NOTIFIED THAT SUCH PROPERTY MAY PRESENT EXPOSURE TO LEAD FROM LEAD-BASED PAINT THAT MAY PLACE YOUNG CHILDREN AT RISK OF DEVELOPING LEAD POISONING. LEAD POISONING IN YOUNG CHILDREN MAY PRODUCE PERMANENT NEUROLOGICAL DAMAGE, INCLUDING LEARNING DISABILITIES, REDUCED INTELLIGENCE QUOTIENT, BEHAVIOR PROBLEMS AND IMPAIRED MEMORY. LEAD POISONING ALSO POSES A PARTICULAR RISK TO PREGNANT WOMEN. THE LESSOR OF ANY INTEREST IN RESIDENTIAL REAL PROPERTY IS REQUIRED TO DISCLOSE TO THE LESSEE THE PRESENCE OR ABSENCE OF ANY LEAD-BASED PAINT AND/OR LEADBASED PAINT HAZARDS. A COMPREHENSIVE LEAD INSPECTION OR A RISK ASSESSMENT FOR POSSIBLE LEAD-BASED PAINT AND/OR LEAD-BASED PAINT HAZARDS IS RECOMMENDED PRIOR TO LEASE.

The tenant has the option to have a lead inspection or lead risk assessment. The tenant will have to pay for the test.

If the tenant chooses to have a lead inspection or risk assessment, it must be done within 10 days of receiving this information.

If the lead inspection or lead assessment finds lead-based paint or lead-based paint hazards, the tenant can end the lease within two (2) business days after receiving the report. All money paid to the landlord will be returned to the tenant. If the Tenant does not end this Lease within two (2) business days after getting the report, the Tenant gives up the right to end this lease.

ADDENDUM #3:
SMOKE DETECTOR/FIRE EXTINGUISHER ADDENDUM

NOTICE: THIS DOCUMENT PLACES A DUTY UPON THE TENANT TO REGULARLY TEST THE SMOKE DETECTOR(S) AND REPORT ALL MALFUNCTIONS TO LANDLORD OR LANDLORD'S AGENT IN WRITING.

Smoke Detector: Tenant acknowledges that as of this date, the leased property is equipped with one or more smoke detector(s); that Tenant has inspected the smoke detectors and that Tenant finds them to be in proper working condition.

Fire Extinguisher: Tenant acknowledges that as of this date, the leased property is equipped with one or more fire extinguishers; that Tenant has checked the fire extinguisher(s) and they are currently inspected and charged.

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

Maintenance: (A) Tenant agrees to replace the smoke detector batteries at any time the batteries become unserviceable.
(B) If after replacing the batteries, the smoke detector will not operate, Tenant must inform Landlord or Landlord's agent immediately.

Replacement: Tenant agrees to reimburse Landlord upon request for the cost of a new smoke detector or fire extinguisher and the installation thereof in the event the existing smoke detector or fire extinguisher becomes damaged by Tenant or Tenant's guests. Tenant agrees to reimburse Landlord the cost upon request for the recharging of the fire extinguisher in the event it has been used for any purpose other than to extinguish a fire.

Disclaimer: Tenant acknowledges and agrees that Landlord and the owner of the leased property is not the operator, manufacturer, distributor, retailer or supplier of the smoke detectors or fire extinguishers. Tenant assumes full and complete responsibility for all risk and hazards attributable to, connected with, or in any way related to the operation, malfunction or failure of the smoke detectors or fire extinguisher(s).

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

ADDENDUM #4:
STATE COLLEGE BOROUGH ADDENDUM

We, the tenants of the above-identified leased property, have read the information provided by Westside Village entitled “A READY REFERENCE FOR RENTERS ON SELECTED BOROUGH ORDINANCES” & “RENTAL HOUSING PERMIT SUSPENSION PROCESS”. We understand the ordinances established by the State College Borough. We understand that following these ordinances, rules and regulations is our responsibility and we will be held liable for any warnings, violations, fines and/or points that the Borough issues against the leased property. If Landlord is subject to a warning, violation, fine, or points, as a result of my and/or our violation of any ordinance, I and/or we shall be responsible for (a) reimbursing Landlord for costs of any fine imposed by the State College Borough; (2) paying Landlord a \$100.00 penalty; and and/or (c) paying to Landlord the amount of any loss or expense, which could include loss of the privilege to rent the leased property. Tenants understand and agree that if the accrual of points assessed by the State College Borough results in the loss or suspension of the rental permit for the leased premises, all costs incurred by Landlord as a result of the loss or suspension of the rental permit, including, but not limited to, fines, penalties, loss of rent, attorney fees and court costs, shall be paid by Tenants. Further, Tenants understand that the documents entitled “A READY REFERENCE FOR RENTERS ON SELECTED BOROUGH ORDINANCES” & “RENTAL HOUSING PERMIT SUSPENSION PROCESS” are incorporated into and made a part of the lease agreement.

ADDENDUM #5:
BASEMENT ADDENDUM

Because of numerous mechanical systems located in the basement of your property, **Westside Village prohibits personal use of this basement**, with the exception for laundry if your washer/dryer hook ups are located in the basement and in the event you need access to the electrical breaker box located in your basement. There are to be no other personal uses of the basement of any kind including, but not limited to, storing items or sleeping in the basement.

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

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

ADDENDUM #6:
MOLD ADDENDUM

Whether or not you experience mold growth in the Premises depends largely on how you manage and maintain the leased property/premises, and on your prompt notice to us of mold conditions. We will not be responsible for any injuries or damages to you or any other person relating to mold caused, in whole or in part, by your failure to clean and maintain the Premises as herein required, or to promptly notify us of conditions in need of repair or maintenance. You understand that the leased property/premises is subject to mold or mildew growth if not properly maintained or if excessive moisture is present. You agree to maintain the leased property/premises in a manner that prevents excessive moisture and the occurrence of mold or mildew growth in the leased property/premises. As part of your compliance with this general obligation, you agree to do the following:

- a. Keep the leased property/premises, including without limitation the kitchen and bathroom areas, clean and dry.
- b. Remove all moisture accumulation on windows, walls, ceilings, floors and other surfaces as soon as possible and within 24 hours.
- c. Use fans in the bathroom and/or open bathroom windows while showering or bathing and after the shower or bath until all moisture on the mirrors, bathroom walls and tile surfaces has dissipated. After taking a shower or bath, all moisture should be wiped off the shower walls and doors, the bathtub and the bathroom floor. Hang up all towels and bath mats so they will completely dry.
- d. Use reasonable care to prevent outdoor water from penetrating into the interior of the leased property/premises via windows or otherwise.
- e. Use ventilation whenever cooking, dishwashing or cleaning to allow moisture to escape from the leased property/premises.
- f. Take all reasonable measures to control the moisture level in the leased property/premises.
- g. On a routine basis, and at least once per month, visually inspect all areas of the leased property/premises for mold growth or signs of water damage and wetness.
- h. Immediately report to Landlord orally and in writing any water leaks or water intrusions into the leased property/premises, or any excess water in or in the vicinity of the leased property/premises (walls, floor, ceiling, etc.) or in the building, such as plumbing leaks, roof leaks, foundation leaks, drips, sweating pipes, flooding or puddling of water.
- i. Immediately report to Landlord orally and in writing any mold growth you find, identifying the location where found inside the leased property/premises.
- j. Immediately report to Landlord orally and in writing any problems you become aware of relating to fans, heating, air conditioning or other ventilation systems.

ADDENDUM #7:
PEST INFESTATION/BED BUG ADDENDUM

PEST INFESTATION. Whether or not you experience a pest infestation in the leased property/premises depends largely on you maintaining the leased property/premises in a neat, clean and sanitary condition, and immediately informing Landlord of any indication or sign of pests. In the event you observe a rodent or an insect, including but not limited to so-called bed bugs, or experience symptoms consistent with insect bites, you must promptly take remedial action and notify Landlord of that fact. You understand that a pest infestation can occur suddenly, even in a sanitary living environment, and proliferate if not treated quickly. You agree to properly dispose of refuse, to refrain from using and/or storing second-hand clothing, mattresses, linens and bedding items, luggage and furnishings in the leased property/premises, and to always maintain the leased property/premises in a clean and sanitary condition, so as to greatly avoid the risks of certain types of pest infestation. As part of your compliance with this general obligation, you agree as follows:

- a. Time Notice & Cooperation are critically important to eliminating a pest infestation, and you agree to immediately report to Landlord orally and in writing any pest infestation you discover, identifying the location of such infestation within the leased property/premises.
- b. Cleanliness is an effective means of reducing the likelihood of experiencing a pest infestation, and you agree to keep the leased property/premises, including without limitation the closets, in a clean and orderly state at all times.
- c. Used Articles of clothing, mattresses, linens and bedding items, luggage and furnishings may be infested with pests, including but not limited to so-called bed bugs, and you agree not to use or store second-hand items in the leased property/premises without first having a licensed exterminator certify that such items are pest free.
- d. Vinyl Mattress Covers may in certain situations be helpful to combating or preventing pest infestations, and you agree to continuously use a vinyl mattress cover on all mattresses in the Apartment, if Landlord asks you to do so.
- e. Immediate and Continuous Access may be required to address a pest infestation, and you agree to provide us and our consultants with open access to inspect, remediate and monitor a pest infestation, should Landlord determine action on the part of Landlord is necessary.
- f. Remediation: Tenant is required to take remedial action within the leased property/premises and shall be responsible for the costs thereof. Any methods of remediation will be determined and approved by Landlord, in Landlord's sole discretion, and you are required to dispose of infested furniture and clothing articles, unless you immediately remove such items from the leased property/premises, without reimbursement to you, and you waive any right to receive compensation for property loss as a result of remediation of a pest infestation.
- g. Relocation may be required during a period of pest infestation and remediation of the leased property/premises or of another apartment within the leased property/premises. Landlord is not responsible under any circumstances to provide alternate housing to Tenant.
- h. Payment of Rent is not discretionary, and during the period of pest infestation and the abatement of same, whether or not you continually occupy the leased property/premises, you cannot stop payment of or reduce Rent.

Landlord will not be responsible for any injuries or damages to you or any other person that result from a pest infestation and you agree for yourself and all other parties to release and indemnify Landlord in accordance with this Lease. You understand and acknowledge that you are responsible for all remediation and cost of pest remediation. You are also responsible for any damages resulting from your failure to comply with this Infestation Addendum.

ADDENDUM #8:
FURNITURE ADDENDUM

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

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

ADDENDUM #9:
DAMAGED ITEMS, PAINTING AND CLEANING COST SHEET

If your apartment is not cleaned properly (see Move-out Procedures Addendum, attached hereto), you can expect the following deductions from your security deposit. Please note that this is not an all-inclusive list. There may be other cleaning costs for items not on the list.

NOTE: All cleaning prices are subject to tax and may be greater depending on the state in which Tenant leaves apartment. Westside Village will not be responsible for personal items left behind after the termination of the lease. In sum, please note that this sheet provides estimates only. Prices are subject to change.

Cleaning Costs

All costs below are per room/per item

Kitchens

Refrigerator & Freezer	\$50.00
Stove & Oven	\$75.00
Range Hood	\$20.00
Dishwasher	\$15.00
Microwave	\$15.00
Countertops & Sink	\$20.00
Cabinets - In & Out	\$20.00
Floor	\$25.00
Light Shades	\$20.00
Walls	\$10.00
Blinds (price per)	\$5.00
Baseboard	\$15.00

Living Rooms

Windows	\$15.00
Window Sills	\$15.00
Light Shades	\$20.00
Blinds	\$5.00
Baseboard	\$10.00
Carpet/Floor	\$80.00

Bedrooms

Windows & Sills	\$15.00
Blinds	\$5.00
Carpet/Floor	\$80.00
Light Shades	\$20.00
Closet	\$15.00
Baseboard	\$10.00

Additional Items

Stairs	\$25.00
Basement	\$30.00
Porch or deck	\$25.00

Bathrooms

Tub/Shower	\$50.00
Walls	\$20.00
Toilet	\$25.00
Floor	\$30.00
Sink	\$20.00
Vanity	\$15.00
Mirror/Med. Cabinet	\$10.00
Exhaust Fan	\$20.00
Lights	\$10.00
Baseboard	\$10.00
Blinds	\$5.00

Hallways & Stairs

Windows & Sills	\$15.00
Blinds	\$5.00
Carpet/Floor	\$80.00
Light Shades	\$20.00
Closet	\$15.00
Baseboard	\$10.00

Furniture (per piece)

Table & chairs	\$30.00
Coffee table & end table	\$30.00
Dresser	\$20.00
Futon/Couch	\$30.00
Bed & frame	\$10.00
Barstool	\$15.00
Wardrobe	\$20.00

The result of not cleaning your apartment or more
Depending on the number of bedrooms/bathrooms

*** Prices do not include PA Sales Tax

*** Trash removal - \$50 per bag - \$100 per item for a large items such as furniture

*** Extra heavy cleaning is rate above + 20% increase in rate

Painting Costs

General Painting	\$1.00-\$2.00/sq. ft.
Small Holes (0" to 3"x3")	\$50.00
Large Holes (3"x3" to 6"x6")	\$100.00
Larger than 6"x6"	Cost to replace drywall in addition to labor at \$50.00/hr.

Damaged Items Cost

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

Chair Reupholster

Market Rate

Mattress

Market Rate - each

ADDENDUM #10:
MOVE-OUT PROCEDURES

We would like to return a full Security Deposit to each and every one of you. In order for this to occur, you will be required to perform cleaning and other duties pursuant to not only the Lease, but also this Move-Out Procedures Addendum.

Please be reminded that according to your lease, there will be a **\$200** per day charge levied against any tenant that occupies the premises beyond the ending date of the lease. All lease dates end promptly at 12:00 NOON. We have enjoyed your residency in our community and we wish you well in all your future endeavors!

GENERAL

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

KITCHEN

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

particles. Use Brillo pads and cleanser on that area. Lastly, wipe down the outside of the appliance— paying close attention to the buttons. Don't forget the inside edge of the door.

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

BATHROOM

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

BEDROOM/LIVING ROOM

- Clean all windows on the inside with regular glass cleaner. Also clean the patio doors on both the inside and outside, as well as the sliding door tracks. Don't forget to clean windowsills and window tracks. Porches and outdoor areas should be completely free of debris.
- Closets should be completely free of debris. Wipe off shelves and bar with wet sponge and all-purpose cleaner. Do NOT leave hangers behind! The new tenants have hangers of their own!
- If furniture contains any glass parts, clean with glass cleaner. Dust all wood furniture with dusting cloth and furniture polish. Wipe out all drawers with damp cloth. If furniture is anything other than wood, an all-purpose cleaner may be used. Don't forget to move furniture away from the walls to check for any debris that may have fallen behind or underneath.
- Vacuum carpeting, under sofa cushions and under chair cushions.
- Thoroughly clean air conditioning/heating unit with a damp sponge and all-purpose cleaner. The grill/cover should be free of dust and debris. Re-attach cover.

- If you have overhead light fixtures, be sure to clean the globe with warm water. Also, clean all receptacle covers and switch plates.
- Wipe down baseboards and baseboard heating units.
- Be sure to clean all blinds.

CLEANING SUGGESTIONS

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

OTHER DEDUCTIONS

- In addition to any cleaning charges, the following items will be deducted from security deposits if they are not paid before the end of your lease:
 - Late fees, Outstanding Invoices, Unpaid/Utilities, Charges for Returned Checks, additional damage to apartment or furniture and carpet cleaning (if receipt is not turned in).

MOVE OUT PROCEDURE REMINDERS

- All lights bulbs must be in lamps, sockets, etc. And be in working order. All smoke detectors must have batteries and be in working order. Fire extinguisher must be in working order and fully charged. If any of these items are missing or do not work properly, your security deposit will be billed accordingly.
- ALL keys must be returned upon move-out. If keys are not returned, you will be charged **\$150.00** to change the locks.
- Landlord's office MUST have a forwarding address for you before Tenant leaves. Landlord prefers Tenant mails it to Westside Village Office ASAP or Tenant may submit it with your final rental payment.
- You must call WestPenn Power at 1-800-686-0021 and inform them your lease termination date and make arrangements to have the final meter reading done. **You MAY NOT have the utilities taken out of your name until your EXACT LEASE TERMINATION DATE or you will be charged accordingly under the terms of the lease and its addendums.**
- You must call cable and phone providers and arrange to disconnect your services.
- Any questions concerning move out procedures can be addressed by calling our office at 814-234-1707 or by mail to the Westside Village rental office.