

TENANT SELECTION CRITERIA and APPLICANT REQUIREMENTS

Anyone occupying the property that is eighteen (18) years of age or older must fill out an application and submit a non-refundable application fee. Payment must be received before we will complete the verification process. We accept payments online with a credit/debit cards at www.stoneoakmgmt.com or cashiers check, money order, or personal check. We THOROUGHLY verify all applications for each client we represent. Our normal acceptable applicant will need to meet the requirements linked below. If you do not meet these minimum requirements, you should contact us before submitting your application in order to discuss your particular situation:

Criteria and requirements can be accessed with the link below or by scanning the QR code:

<https://www.stoneoakmgmt.com/new-tenant-criteria>



By applying to lease a property managed by Stone Oak you are acknowledging receipt of these criteria, and should contact us if you have any questions BEFORE submitting an application. Application fees are NON-REFUNDABLE.

Applicant

Date

Applicant

Date

Applicant

Date

Applicant

Date

Applicant

Date

Applicant

Date

**THIS DOCUMENT IS PART OF THE LEASE THAT
INCLUDES POLICIES AND OTHER IMPORTANT DETAILS**

Section 26 Special Provisions Exhibit for Lease Concerning:

Property Address: _____

1. **If your rent payment is rejected by your bank for any reason YOU WILL BE REQUIRED TO PAY RENT VIA CERTIFIED FUNDS (cashier's check or money order) AND YOU WILL BE CHARGED AN NSF FEE as specified in your lease. Cash is never accepted at the office no exceptions, however we do offer a 3rd party cash payment voucher option upon request.**
2. **Online payment will be restricted if rent is not paid before the 6th of each month.** Payments on or after the 6th can be made via certified funds in the form of a money order, cashier's check, or with the electronic cash payment voucher.
3. **Utilities must be put into the tenant's name effective on the date the lease begins.**
4. Section 6 - total monthly late fees are capped at 12% of total monthly rent charge.
5. Tenants are required to comply with periodic property inspections conducted by management/landlord.
6. Section 17.F- Smoking includes prohibition of E-Cigarettes and any other smoking device, method, or material.
7. Landlord is NOT required to permit subletting, assignment, or replacement tenants.
8. Renters insurance is required per the attached details.
9. Tenant is **strictly forbidden** from ever leasing this property as a short-term rental, overnight rental or sub-let. If you are found to be in violation you may be fined a minimum of \$500 for each occurrence and \$100 per day for each person that remains in the home that is not on the lease. In addition any costs incurred for eviction, legal services, damages, etc. relating to violations will be charged to tenant(s). The guest section of the lease **DOES NOT APPLY** to short term renters or sub-lets.
10. No aggressive breed animals permitted on the property at any time; including but not limited to: Akita, Bull Dog, Beauceron, Belgian Malinois, Caucasian Mtn Dog, German Shepherd, Great Dane, Keeshond, Mastiff, Rhodesian Ridgeback, Pit Bulls, Staffordshire Terriers, Dobermans, Rottweiler, Chows, Wolf Hybrids or any similar breed or mixed breed. Further any Farm, Saddle, or Exotic Animal, or any animal with bite history are never allowed.
11. All maintenance requests must be made in writing through the online portal except emergencies.
12. **EMERGENCY MAINTENANCE:**
Emergencies are defined by the terms "flood, blood, or fire." This generalization provides a guideline for what is an emergency. **Always remember that protecting life and/or property by calling 911, if necessary, should be the immediate first step.** After everyone is safe, and any needed emergency services are involved you are required to contact us at the first opportunity. Reports should be made by phone as needed; however an online request is always required to be submitted as well.
Items that are NOT emergencies-
 - HVAC not cooling/heating – while we understand this is unpleasant it is not an emergency. We do our best to get someone out at the first available opportunity, and in some situations we have portable heating/cooling units available to loan out.
 - Water heater failure
 - Appliance failures
13. Tenant is responsible for providing and replacing HVAC filters as required, in between Resident Benefit filter deliveries if applicable, and Tenant will provide fridge filters as required and desired.
14. **Tenants are responsible for the following: protecting pipes from breaking during freezing weather;** fixing bi-fold doors that come off tracks; plumbing stoppages unless caused by failure of the pipes or external issues like roots growing into the line; changing batteries in smoke detectors and replacing fire extinguishers if used. This list is not all inclusive so refer to your lease for more information about maintenance responsibilities.

Tenant Initials: _____, _____, _____, _____, _____, _____ Landlord/Manager _____, _____

Property Address: _____

15. **Fireplaces-** If the home has a fireplace it is for aesthetics ONLY, and we do not make any representation or warrant the condition. You are required to get an inspection to ensure safety prior to using it at your own risk.
16. Please contact the maintenance department immediately if you suspect wood destroying insects to be present.
17. **Satellite Dishes-** Tenant may **never** have a satellite dish installed on the property by attaching it to the roof, siding, or any other location on the structure and will be charged for removal and repairs. Any satellite dishes must be ground mounted on a stand and must be removed by the tenant when move out occurs.
18. **Maintenance Troubleshooting-** upon receipt of a maintenance request we may provide you with some troubleshooting steps, questions, and/or videos. If a vendor is dispatched and finds that a maintenance request could have been resolved with one of the steps we provided then the tenant may be charged for the full cost of the repair.
19. **Tenant may be subject to the following charges:**
- a. HOA Violations resulting in fines caused by tenant will result in a \$25 admin charge for each violation in addition to any HOA fines and mailing fees imposed by the HOA
 - b. If utilities are not maintained through the end of the lease we will charge a \$200 admin fee to establish services in addition to the cost of the utility services
 - c. Each rent payment not made electronically will be charged a \$2 admin processing fee.
20. **PROHIBITIONS:**
The following items are **NEVER** allowed on or at the leased premises:
- Trampolines or Inflatable Bounce Equipment
 - Swings or other Playground Equipment
 - Restricted dog breeds
 - Hazardous chemicals
 - Illegal substances
 - Improperly stored flammable materials
 - Drug manufacturing supplies/materials
 - Unauthorized swimming pools
21. Professional make ready cleaning and carpet cleaning are required; proof of cleaning submitted at move out in form of receipts.
22. **CONDUCT OF LESSEE:** Lessee agrees that the conduct of lessee, lessee's family, invitees, guests, is never disorderly, vulgar, offensive, or obscene; that it does not disturb or interfere with the rights, comforts, enjoyment, or convenience of other lessees or other persons on or around the premises, including management staff of lessor; and that it is not unlawful. Lessee will not permit, maintain, or commit a nuisance or common waste on or about the leasehold premises. Lessee shall keep the volume of any radio, TV, or musical instrument inside the residence sufficiently reduced at all times so as to not disturb or be heard by other persons on the premises. The lessee agrees that visits by the police to the premises for improper or unlawful behavior are grounds for termination of tenancy and eviction by the lessor or other legal action. Lessee, family and guests shall not engage in any criminal activity and/or drug-related activity on or near the leasehold premises. The parties agree that any substantial and material violation of the terms of this paragraph shall be considered a nuisance or common waste on or about the leasehold premises.
23. **Other helpful information regarding adding roommates, pets, can be found on our website in the FAQs section at <https://www.stoneoakmgmt.com/tenant-faq>

Tenant Initials: _____, _____, _____, _____, _____, _____ Landlord/Manager _____, _____

Property Address: _____

- 24. **Lease renewals** will only be offered upon completion of a satisfactory inspection, and verification of up-to-date balances.
- 25. **Self Inspections** using an app may be offered at Landlord's discretion as an option for periodic or renewal inspections. Completing a Self Inspection may be followed by an inspection by Landlord at their discretion.
- 26. **Maintenance Troubleshooting**- upon receipt of a maintenance request we may provide you with some troubleshooting steps, questions, and/or videos. If a vendor is dispatched and finds that a maintenance request could have been resolved with one of the steps we provided then the tenant may be charged for the full cost of the repair or resulting trip/diagnostic fee if the vendor determines there is no maintenance service needed.

THESE DOCUMENTS ARE UPDATED FROM TIME TO TIME. THE MOST RECENT VERSION WILL BE IN THE LEASE SENT FOR SIGNATURES. MAKE SURE TO READ THE DOCUMENTS PRIOR TO SIGNING SINCE THERE MAY BE DIFFERENCES BETWEEN THIS SAMPLE DOCUMENT AND THE FINAL VERSION SENT OUT FOR SIGNATURES

Tenant Date

Tenant Date

Tenant Date

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Tenant Date

Landlord or Landlord's Representative Date

Landlord or Landlord's Representative Date

Insurance Authorization and Non Disparagement Clause Disclosure

Renter's insurance coverage and a Residential Benefits Program (RBP) are required as detailed in the lease documents. The default renter's insurance option included in the RBP is the **bare minimum** coverage required. You are encouraged to shop for the best coverage available to you and are free to choose your provider; however, if coverage lapses in any way your RBP charge will be adjusted to include the minimum required insurance by the RBP carrier (currently CBE as of 2023).

We strongly recommend purchasing 3rd party insurance so you have adequate coverage for your belongings and accommodations if you are temporarily displaced during a covered incident. The RBP coverage for displacement has proven insufficient in the past.

By applying to or leasing one of our properties you agree to have our insurance partner at www.andorinsurance.com to contact you by phone, text or email regarding your insurance needs.

In order to make sure our applicants and tenants have adequate coverage we have partnered with Andor Insurance to review and quote insurance including Renter's, Auto, and other types of policies. A representative from Andor Insurance will contact you to discuss your insurance needs. After the initial discussion Andor will only contact you again if you request a quote or follow up communication.

THERE ARE OTHER INSURANCE PROVIDERS AVAILABLE. YOU ARE NOT REQUIRED TO PURCHASE ANYTHING FROM ANDOR INSURANCE. YOU ARE FREE TO SHOP AROUND TO DETERMINE THAT YOU ARE RECEIVING THE BEST PRODUCTS AND SERVICES FOR YOUR NEEDS.

We are notifying you that the principals of Stone Oak Property Management have a financial interest in Andor Insurance. Any business the applicant/tenant engages in with Andor Insurance does not directly benefit Stone Oak Property Management; however it may benefit the principals through Andor Insurance.

Non-Disparagement Clause: You will be required to sign a Mutual Non-Disparagement Clause with your lease. This Clause protects yourself and Stone Oak Property Management from disparaging comments, verbally or in writing that could be injurious to business, reputation, property or disparaging comments which are false.

Acknowledgement: By signing below, I/we acknowledge that I/we have read this disclosure form, and understand that any referrals by Stone Oak Management for the above described insurance service(s) shall likely result in the principals of Stone Oak Management and/or affiliates receiving a financial or other benefit. Further I understand that the Non-Disparagement Agreement is required to be signed as part of the lease agreement.

Tenant

Date

Tenant

Date

Tenant

Date

Tenant

Date

Tenant

Date

Tenant

Date

Landlord or Landlord's Representative

Date

Landlord or Landlord's Representative

Date

Stone Oak Property Management

www.StoneOakMgmt.com

512.617.6766

Resident Benefits Program Disclosure

All Stone Oak Property Management residents are enrolled in the Resident Benefits Package (RBP) upon commencement of the lease or renewal which includes many benefits.

Resident Application Disclosure and Agreement

The Stone Oak Property Management Resident Benefits Package (RBP) delivers savings and convenient, professional services that make taking care of your home Second Nature. **By applying, Applicant agrees to be enrolled and to the applicable cost, payable with rent, of \$50.00 per month, or reduced with proof of 3rd party renter's insurance submitted as required on the Renter's Insurance Addendum to \$39.05 per month.**

Your RBP may include, subject to property mechanical or other limitations:

- Renters Insurance: See the attached Renter's Insurance Addendum
- Utility Setup Portal: one location to set up your utility services, cable, and internet services
- No Hassle Move-In
- Welcome gift at Move-In
- HVAC air filters delivery directly to your door approximately every 60 days.
- A resident rewards program that helps you earn rewards for paying your rent on time.
- Credit building to help boost your credit score with timely rent payments.
- \$1M Identity Protection for all adult leaseholders
- 24/7 online maintenance reporting
- Home buying assistance for when the time is right to buy your "forever" home.
- Online portal: Access to your account, documents, communication and payment options.
- One time Late Fee waiver per 12 month lease term
- One time NSF/Returned Payment Fee waiver per 12 month lease term
- One time Trip/Missed Appointment Fee waiver per 12 month lease term

NOTE: The total monthly cost of the Resident Benefits Package is all-inclusive, and no discounts will be given if any element of the package is unavailable due to a lack of HVAC or another limitation at a specific property. The RBP is required on all leases with Stone Oak Property Management

In order to participate in some of the features of the RBP we are required to share your information with Third Parties per our Privacy Policy available at www.StoneOakMgmt.com. The information shared is subject to the Privacy Policy of each vendor. If we do not have all the required personal information on file you will be required to provide it to enroll in those features, or they will not be available and there will be no discount or changes to the RBP.

If the application is not approved and no lease is signed the RBP program and charges do not apply. The RBP is only added to an account after a lease has been signed and the charges are set up to commence along with rent and any other applicable charges.

I have read and fully understand the above lease requirement and agree to the terms.

Applicant

Date

Applicant

Date

Applicant

Date

Applicant

Date

Applicant

Date

Applicant

Date

Renter's Insurance Requirement Lease Addendum

Property Address: _____

Tenants: _____

1. **Addendum**- This is an addendum to the lease for tenants named and property located at the address above. The lease commencement or renewal extension date is _____
2. **Coverage requirement**- Upon execution of a new lease and prior to your move in date or a renewal or extension of any lease all tenants are required to maintain at minimum a renter's insurance policy with personal property coverage, loss of use (additional living expense) coverage, and personal liability for the duration of your occupancy. **The landlord's insurance DOES NOT cover your belongings, tenant liability, or the cost of temporary housing if the unit is temporarily uninhabitable.**
3. **Coverage amounts**- All coverage amounts should be determined with the assistance of the insurance agent of your choice with the exception of personal liability coverage for which a minimum coverage of \$100,000.00 from and A-rated carrier is required.
4. **Proof of coverage**- proof must be submitted to management prior to move in, or upon renewing or extending an existing lease. You must also submit proof any time a policy is renewed, or request your insurer or agent to provide the information to us.
5. **Covered Parties**- The policy must list all Tenants named on the lease on a single policy, or individual policies must be provided for each Tenant listed on the lease.
6. **Special provisions**- Management and/or landlord must be named as "interested party" on the resident's policy. The carrier or agent is required to provide notice to us within 30 days of any cancellation, non-renewal, or material change to your coverage.
7. **Default**- Any default under the terms of this Addendum shall be deemed an immediate, material and incurable default under the terms of the Lease Contract, and we shall be entitled to exercise all rights and remedies under the law.
8. **Miscellaneous**- Except as specifically stated in this Addendum, all other terms and conditions of the Lease shall remain unchanged. In the event of any conflict between the terms of this Addendum and the terms of the Lease, the terms of this Addendum shall control.

The Texas Dept. of Insurance provides renters insurance information at <https://www.tdi.texas.gov/tips/renters-insurance.html>

Stone Oak Property Management now offers a few options to help you meet this requirement. THERE ARE OTHER INSURANCE PROVIDERS AVAILABLE WITH SIMILAR SERVICES. YOU ARE FREE TO SHOP AROUND TO DETERMINE THAT YOU ARE RECEIVING THE BEST SERVICES AND THE BEST RATE FOR THESE SERVICES.

In summary, to satisfy the insurance requirement you may either be automatically enrolled into a policy that satisfies the coverage requirements, or obtain alternative liability coverage from an insurer of your choice. The option you choose will not affect whether your lease renewal is approved or the terms of your lease. Please review all the options below-

OPTION 1: DO NOTHING. Stone Oak Property Management has arranged compliant insurance through a master policy as part of the Resident Benefits Package (RBP). You will be automatically enrolled and no further action is required. Coverage will begin at the start of your lease or renewal period and continue throughout the lease term. Policy includes \$100,000 of property damage and legal liability, and \$10,000 of personal contents coverage. **THIS IS THE BARE MINIMUM AND WE STRONGLY RECOMMEND**

THE OPTIONS BELOW. You will receive proof of coverage about 30 days after the coverage starts. See additional details here:

Sample Certificate- <https://www.stoneoakmgmt.com/files/Sample%20COI.pdf>

Policy Summary- <https://www.stoneoakmgmt.com/files/Second%20Nature%20Master%20Policy%20Summary.pdf>

OPTION 2: OPT-OUT & BUY A POLICY**. Go to [ePremiumInsurance](#) and get an online quote in less than 5 minutes using this [LINK](#) and then follow the instructions below to submit proof of insurance before your Move In or Renewal Start date.

Tenant Initials: _____, _____, _____, _____, _____, _____ Landlord/Manager _____, _____

Property Address: _____

OPTION 3: OPT-OUT & BUY A POLICY.** If you prefer, you may find, purchase, and maintain another policy that satisfies the program requirements on your own. Visit AndorInsurance.com to easily quote renter’s or bundled policies, or you may provide proof of coverage from a licensed insurance agent of your choice. Follow the instructions below to provide evidence of the required insurance coverage before your Move In or Renewal Start date.

It is your responsibility to pay premiums directly to your insurance provider. **If the policy is terminated or lapses, you will be subject to a lease violation fee of \$25 and agree to be subsequently enrolled into the policy referenced in Option 1 above.

SUBMIT EVIDENCE OF INSURANCE INSTRUCTIONS

For OPTIONS 2 or 3 please be sure that your policy meets the following criteria prior to submitting:

- Policy must name all tenants on the lease, or policies for each tenant must be submitted. **If we do not have proof of coverage for ALL tenants on a third party policy the other roommates WILL lose coverage under the RBP policy.**
- Policy is purchased from an A-rated carrier
- Policy meets or exceeds the required \$100,000 in property damage and legal liability
- Stone Oak Property Management is listed as additional interest
- Stone Oak Property Management address is listed as: PO Box 660121 Dallas, TX 75266
- Upload the policy at <https://insurance.residentforms.com/upload-coverage-proof>
- After verification of third party insurance the RBP will be reduced by \$10.95 in the month following verification, and the cost of the RBP will be \$39.05 unless coverage is terminated or lapses. **No prorated refunds will be given.**
- **Again, if any one Tenant submits evidence of a 3rd party policy, the RBP policy coverage is terminated for everyone on the lease, and any Tenants who are not named on that or another policy MAY NOT have the ANY insurance.**

AGREEMENT OF PARTIES:

- 1) **Governing Law:** Texas law governs the interpretation, validity, performance, an enforcement of this agreement.
- 2) **Severability:** If a court fines any clause in this agreement invalid or unenforceable, the remainder of this agreement will not be affected and all other provisions of this agreement remain valid and enforceable.

I have read, understand, and agree to comply with the preceding provisions:

| | | | |
|---------------------------------------|-------|---------------------------------------|-------|
| _____ | _____ | _____ | _____ |
| Tenant | Date | Tenant | Date |
| _____ | _____ | _____ | _____ |
| Tenant | Date | Tenant | Date |
| _____ | _____ | _____ | _____ |
| Tenant | Date | Tenant | Date |
| _____ | _____ | _____ | _____ |
| Landlord or Landlord’s Representative | Date | Landlord or Landlord’s Representative | Date |

Addendum for Move-In Inspection and Unit Orientation

Property Address: _____

All Stone Oak managed properties require that we walk through the unit at move in with you to conduct an orientation on the unit. The orientation shall be completed within 7 days of the move in date.

An administrative fee is billed to the tenant upon move-in at the current rate of \$150.00 to be paid at the time of lease signing and prior to move-in. This fee is non-refundable and shall not be credited towards rent payments or deposit. This fee is not in addition to the \$150.00 administrative fee stated in the lease.

Tenant agrees to the above charges and agrees to coordinate a mutually agreeable time to conduct this meeting.

If there is any conflict between the language of this addendum and the language of the lease agreement between parties, the fees in this agreement shall still be due.

PLEASE NOTE: THIS ORIENTATION AND WALK THROUGH IS NOT A SUBSTITUTE FOR SUBMITTING YOUR INVENTORY AND CONDITION FORM. YOU MUST SUBMIT THAT FORM WITHIN THE TIME GIVEN ON THE LEASE TO DOCUMENT THE CONDITION UPON MOVE IN. NEITHER OF THESE ARE A MEANS TO HAVE REPAIRS DONE; YOU MUST SUBMIT MAINTENANCE REQUESTS FOR ALL REPAIRS.

The undersigned Tenant(s) acknowledge the terms of this addendum to the Lease agreement

Tenant Date

Tenant Date

Tenant Date

Tenant Date

Tenant Date

Tenant Date

Landlord or Landlord's Representative Date

Landlord or Landlord's Representative Date



MOVE-OUT INSTRUCTIONS

Property Address: _____

Per the lease, **WRITTEN NOTICE is required** within the specified time frame, signed by all residents stating your intentions to move out at the end of the lease term. Submit your official notice using this link: <https://www.stoneoakmgmt.com/move-out>

Keys: On the day of your move out, please make sure the property is vacated by midnight of that day. All keys, garage openers, access devices, mail keys, etc should be delivered to our office during business hours M-F 9a-5p. After business hours there is a drop box available across from our front door where you can put them in an envelope with only your name written on it (do not put the address on, or in, the envelope for security purposes), and then notify us at moveout@stoneoakpm.com. If there is still evidence the property is being occupied you will be charged a holdover fee equal to 3x the monthly rent on a per-diem basis.

Cleaning Instructions: We require professional cleaning, and carpet cleaning if applicable. Please note, if a professional cleaning receipt(s) is not turned in via email to moveout@stoneoakpm.com you are subject to cleaning charges.

Washing Machines: If the washer belongs to you, turn off the water valve and check for leakage. You will be held responsible for any water damage caused from the removal of the appliance. .

Trashcans: must be left empty and away from the view of the street. Discard all unwanted items and avoid piles of debris in front of your residence on moving day.

*AVERAGE SECURITY DEPOSIT DEDUCTION COSTS

| | | | |
|------------------------------------|-------------|----------------------------|--------------|
| Professional Cleaning | \$200-\$500 | Pest Control | \$200+ |
| Carpet Cleaning per room | \$75 | De Flea or deodorize | Actual Cost |
| Carpet Stain Removal (per stain) | \$50 | Tire Removal (Per Tire) | \$75 |
| Painting per Wall (up to 15x10) | \$100 | Replace Exterior Door | \$350+ |
| Painting per Ceiling (up to 10x10) | \$125 | Replace Deadbolt | \$100 |
| Sheetrock Repair – up to 12"x12" | \$100 | AC filters | \$20/ea+ |
| Sheetrock Repair – up to 3'x3' | \$200 | Repair/Recover Tub | \$300 |
| Replace Light bulb | \$10+/ea | Smoke Alarm Batteries | \$10+ |
| Replace Wall Plug/Plate | \$10/ea | Blind wand | \$5+ |
| Replace Door knob | \$50 | Carpet/Flooring | Actual Costs |
| Replace Interior Door | \$150+ | Window Screens | \$35+ |
| Haul away trash/debris/furniture | \$200+ | Bed Bug Treatment | Actual Costs |
| Pest Waste Removal | \$100+ | Blinds/ vertical slats | Actual Costs |
| Drip Pan (all 4) | \$75 | Toilet or toilet seat | Actual Costs |
| Light Fixtures | \$100+ | Ceiling Fans | Actual Costs |
| Light Globes | \$50 | Lawn Care | Actual Costs |
| Oven Rack | \$50+ | Appliances | Actual Costs |
| Reinstall doors on track | \$40+ | Tub stoppers/ drain covers | \$15+/ea |
| Windows | \$200+ | Appliances | Actual Costs |

These are average prices ONLY, costs will vary, these estimated examples may or may not include actual labor costs. This is not an all-inclusive list; there may be items not listed that do not release you from your responsibilities under the Lease.

Tenant Initials: _____, _____, _____, _____, _____, _____ Landlord/Manager _____, _____



Property Address: _____

Lawn Care: Be sure grounds and lawn are trimmed, clean, and free of weeds and leaves

Forwarding Address: The Property Code does not obligate a landlord to return or account for the security deposit until the tenant surrenders the Property and gives the landlord a written statement of the tenant's forwarding address, after which the landlord has 30 days in which to account for the deposit.

Last Month's Rent: The security deposit can **NOT** be used to pay the rent unless specifically written into the lease or agreed in writing at a later time.

Utilities- basic services including water and electricity must be left on until the end of the lease. If utilities are not maintained through the end of the lease we will charge a \$200 admin fee to establish services in addition to the cost of the utility services

Only one security deposit refund check will be issued. You will receive an itemized list of charges incurred usually sent via certified mail and postmarked within 30 days of your lease end date. Move out walk through inspections are never done with tenants. If you filled out a move in condition form and turned it in within the required time frame we will review once you have vacated.

Tenant Date

Tenant Date

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Landlord or Landlord's Representative Date

Landlord or Landlord's Representative Date