

WELCOME TO YOUR NEW HOME

**WE WANT TO THANK YOU FOR LEASING YOUR HOME FROM US. IF WE
CAN BE OF ANY SERVICE, PLEASE DO NOT HESITATE TO CALL.**

HUMBOLDT OFFICE :(731) 337-4500

PARIS OFFICE: (731) 642-3154

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WHAT CONSTITUTES AN EMERGENCY

FIRE, NO HEAT IN THE WINTER, BUBBLING WATER IN THE YARD, WATER COMING FROM UNDER THE HOUSE, MINIMAL OR NO WATER PRESSURE, GAS SMELL.

LEAKY FAUCETS, LEAKS INSIDE CABINETS UNDER SINKS, ETC DO NOT CONSTITUTE AN EMERGENCY. IN THOSE CASES, TURN OFF THE WATER LINE IN THE CABINET AND CALL:

Gail: 731-487-9626

James: 731-336-5526

RENT PAYMENTS

- ❖ **Due on the 1st of the month.**
- ❖ **Late fees are charged if the rent is not paid in full by 5 pm of the 5th of the month.**

PAYMENT OPTIONS

- ❖ **You can pay at the office with a check or money order.**
- ❖ **NO CASH PAYMENTS ALLOWED.**

PETS

- ❖ **No pets are allowed without prior written notice from the Property Manager.**
- ❖ **There is a maximum of 2 pets per household.**
- ❖ **There is a \$250.00 non-refundable deposit per pet.**
- ❖ **Each pet comes with an additional \$30.00 rent per month.**
- ❖ **Not all pets are allowed!**
- ❖ **All pets must be kept up to date on their vaccinations and flea and tick medication.**

HOME MODIFICATIONS

- ❖ **Modifications to the property must be approved in writing by the Property Manager before and changes can be made.**
- ❖ **Request to perform modifications must be submitted in writing, detailing the location, materials, and purpose for the modification. The request must also contain who is to perform the modification.**

❖ **APPROVAL CONDITIONS:**

- 1. All applicable municipal codes must be followed.**
- 2. All work must be completed without damaging the appearance or structure of adjacent items, i.e. baseboards, trim, siding, etc..**
- 3. All modifications are to remain in place at no additional charge to Charles P. Wilson, Inc. unless otherwise specified in the written agreement.**

IMPORTANT INFORMATION

- ❖ **LESSEE(s):** Any adult 18 or older at the property for 2 weeks or longer is required to fill out an application and be approved to be in the home and may be required to be added to the lease agreement.
- ❖ **LESSEE(s):** Moving out of the home do NOT release you from your obligation to pay the entire term of the lease. You are responsible under Tennessee Law for paying the Lease in full whether you are living there or not. Moving out before your lease ends could also cause you to lose your security deposit.
- ❖ **LESSEE(s):** Should your lease automatically transfer to a month-to-month lease at the end of the lease, you should know that a 30-day written notice will be required to terminate the lease agreement. All Lessee(s) must provide a 30-day written notice if they want their security deposit to be refundable.

TOILETS

Do not flush wipes, paper towels, diapers or any item that is not rated for toilet use. Some wipes may state they are safe to flush; however, they are not permitted to be flushed in our homes. These Items will plug the sewer lines, and you will be responsible for the cost of unplugging them if they are found to be part of the cause of the problem.

WALL HANGINGS

Do NOT use Command Strips, or any other tape or sticky items to hang anything on the walls. Please use small nails or screws. The costs are taken from your security deposit refund when you vacate the property.

YARD CARE

Maintenance of the yard and flower beds are your responsibility. This includes trash removal, weed removal, raking leaves, and fallen branches. If a tree limb is too large for you to remove, please contact the office and we can remove it for.

AIR FILTERS

It is your responsibility to change the cold air return monthly. Keeping your filter clean will help reduce the cost of running the unit and will also prolong the life of the unit.

SMOKE DETECTORS

Smoke detectors and Carbon Monoxide detectors are placed in your home for your protection. It is your responsibility to replace the batteries as needed.

Removing the batteries or the devices is a violation of your lease agreement.

Should there be a fire on the premises and these devices removed or made non-functional then you may be held liable for all damage to the property. Should you believe the device is no longer functioning properly or needs assistance changing the batteries please contact the office.

VEHICLE PARKING

Park only in designated areas. Parking in the yard is not permitted!

Commercial/Heavy vehicles are not permitted.

Inoperable vehicles are not permitted. You are permitted to perform routine maintenance on the property, such as changing a tire or wiper blade. However, changing the oil, repairing the transmission, or any other work that requires draining fluids from the vehicle is not permitted. Any work that requires the removal of screws or bolts from the vehicle is not permissible on the property, except for removing lug nuts to change a tire.

SEPTICS (WHEN APPLICABLE)

MONTHLY

Use an application of Ridix or similar substance in accordance with the directions on the package to maintain the effectiveness of the system.

WELLS (WHEN APPLICABLE)

LESSEE'S RESPONSIBILITIES AT THEIR COST

- Keep the Well Shocked
- Keep the Well House heated to prevent freeze up in the winter months
- Test water for human consumption

SATELLITE SERVICE

Satellites cannot be attached to the roof or any other part of the house! They can only be mounted on poles set in the ground.

DEPOSIT REFUND CHECKLIST

To ensure you receive your full deposit, here is a checklist:

- 1. 30-day notice given, if month to month
- 2. All walls, floors and ceilings thoroughly cleaned.
- 3. All appliances cleaned (i.e., stove, oven, refrigerator).
- 4. Refrigerator unplugged and left open.
- 5. All trash is picked up and removed from the house.
- 6. Carpets must be cleaned.
- 7. Any draperies and blinds, present at move in, must be hung back in place.
- 8. All windows and doors closed and locked.
- 9. Any damage to the property should be reported to our office at least 2 weeks before move out.
- 10. Grass cut and raked.
- 11. All keys are returned.

The deposit will be refunded within 30 days after you move to the forwarding address you must provide us.

Thanks for your cooperation,

Rental Manager

REPAIR & CLEANING COST LIST

This list is provided at move-in and move-out so you are aware of the cost of property damage, and so you can avoid these expenses and do what is necessary to get all your deposit back.

<u>Cleaning (not done by you)</u>		Check if Performed
Refrigerator	\$35	_____
Stovetop or Oven	\$50	_____
Kitchen Cabinet or Countertop	\$20	_____
Kitchen or Bathroom floor	\$30	_____
Bathtub/shower	\$40	_____
Toilet	\$25	_____
Carpet cleaning or Deodorizing	\$150	_____
Extensive cleaning per hour	\$75	_____
Damages		
Remove crayon marks	\$25	_____
Small hole repair	\$25	_____
Repair large drywall hole	\$100	_____
Replace interior/exterior door	\$150 minimum	_____
Replace sliding glass door	\$400	_____
Replace faucets	\$100	_____
Replace bathroom mirror or cabinet	\$50	_____
Replace Showerheads	\$25	_____
Replace toilet	\$175 minimum	_____
Replace counter-top	\$250 minimum	_____
Repair windowpane	\$75 minimum	_____
Replace blinds	\$50 each	_____
Replace Tile/linoleum	\$125 minimum	_____
Replace/repair dishwasher	\$350	_____
Replace medicine cabinet	\$60	_____
Replace hardwood refinishing (per room)	\$175 minimum	_____
Repair chip in porcelain fixtures	\$50	_____
<u>Missing Items</u>		
Light fixture globe	\$15	_____
Light fixture	\$50	_____
Replace key/deadbolt lock	\$40 per door	_____
Replace shower rod	\$10	_____
Replace refrigerator shelve	\$50	_____
Replace window screen	\$25	_____
<u>Additional Charges</u>		
Replace towel bars	\$35	_____
Replace smoke detector	\$35	_____
Remove junk and debris	\$75 per hour	_____
Fumigate for fleas	\$150 per treatment	_____
Replace thermostat	\$75	_____
Repaint wall	\$75 per wall	_____
Clear drain stoppage	\$75	_____
Fence replacement	\$25 per foot	_____

Resident agrees that subject to the conditions above, the deposit will be refunded in full within 30 days after vacating premises. It is understood that the above amounts are minimal charges.

Resident(s): _____ Date: _____

Resident(s): _____ Date: _____