



## 1. Rent and Payments

- **Rent Due Date:** Rent is due on the [1st] of every month.
- **Late Fees:** A late fee of 10% will be applied if rent is not received by the 3rd.
- **Payment Methods:** Rent can be paid through your Tenant portal or certified check brought to the office.
- **Returned Checks:** Any returned checks will incur a \$35 fee.

## 2. Maintenance and Repairs

- **Reporting Maintenance Issues:** Please report any maintenance or repair issues via our online portal.
- **Emergency Repairs:** For emergencies contact us immediately at 931.201.9694, ext 2
- **Non-Emergency Repairs:** For non-emergency repairs, we will respond within 48 hours.
- **Tenant Responsibilities:** Tenants are responsible for minor maintenance such as changing light bulbs, air filters, etc.

## 3. Property Care

- **Cleanliness:** Keep the property in a clean and sanitary condition. Dispose of garbage properly and in a timely manner.
- **Alterations:** No alterations, painting, or major changes to the property are allowed without prior written consent.
- **Pest Control:** Tenants must keep the unit clean to avoid pest issues. Notify management immediately if pests are discovered.
- **Yard Maintenance:** Tenants are responsible for maintaining the yard, including mowing the lawn, trimming hedges, and keeping the area tidy.

## 4. Quiet Hours

- **Quiet Hours:** To maintain a peaceful environment, quiet hours are enforced from 10:00 PM to 7:00 AM.
- **Noise Complaints:** Repeated noise complaints may lead to penalties or lease termination.

## 5. Guests and Occupancy

- **Guest Policy:** Guests are welcome for up to 14 days within six months. Any guest staying longer will be considered a Tenant and requires management approval.

- **Additional Occupants:** Any additional occupant must be approved and added to the lease agreement.

## 6. Parking

- **Assigned Parking:** If applicable, Tenants who are assigned parking space(s) must ensure that only authorized vehicles use these spaces.
- **Guest Parking:** Guests must park in designated guest parking areas.
- **Vehicle Maintenance:** No vehicle repairs are to be conducted on the property.

## 7. Pets

- **Pet Policy:** If allowed, only approved pets with a signed pet agreement and deposit are permitted.
- **Pet Fees:** A non-refundable pet fee of \$250 is required.
- **Pet Behavior:** Pets must be well-behaved, leashed in common areas, and cleaned up after.

## 8. Utilities

- **Utility Payments:** Tenants are responsible for water, electricity, gas, trash, and security services.
- **Conservation:** Please conserve energy and water. Turn off lights and water when not in use.

## 9. Inspections

- **Routine Inspections:** Management will conduct routine property inspections with a minimum of 72hr notice to ensure the property is well-maintained.
- **Move-In/Move-Out Inspections:** A thorough inspection will be conducted before move-in and after move-out to assess the condition of the property.

## 10. Lease Termination and Renewal

- **Notice to Vacate:** A 30 day notice is required before vacating the property.
- **Early Termination:** Early termination of the lease will incur a fee of 2 times the month's rent unless otherwise specified in the lease.
- **Lease Renewal:** You will be notified of lease renewal options at least 30 days before your current lease expires.
- All expired leases will automatically default to month-to-month. Month-to-month fee is \$100 each month.

## 11. Security Deposits

- **Deposit Refund:** Your security deposit will be refunded within 30 days after moving out, provided there are no damages beyond normal wear and tear.
- **Deductions:** Any damages or unpaid balances will be deducted from the security deposit.

## 12. Smoking Policy

- **No Smoking:** Smoking is prohibited inside the property. Smoking must be done in designated outdoor areas [if applicable].
- **Penalties:** Violating the smoking policy may result in fines or lease termination.

### 13. Prohibited Activities

- **Illegal Substances:** The use or possession of illegal substances is strictly prohibited and may result in immediate eviction.
- **Fire Hazards:** No open flames, candles, or hazardous materials are allowed inside the property. No fire pits are allowed unless a fire pit was already installed. No gas grills shall be used closer than 10ft from the property.
- **Business Operations:** Running a business from the rental property is not allowed unless previously agreed in writing.

### 14. Communication

- **Contact Information:** Please ensure we have your updated contact information at all times.
- **Emergency Contacts:** Provide an emergency contact upon moving in, and update as necessary.
- **Notice to Management:** All official communication, including notice of intent to vacate or maintenance requests, must be submitted in writing.

### 15. Property Access

- **Management Access:** Management may enter the property for repairs, inspections, or emergencies with appropriate notice (typically 72 hours for non-emergencies).
- **Lockouts:** In case of lockout, contact us. A fee of \$25 will apply for after-hours service.

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**Thank you for choosing Haus Realty & Management! We are committed to providing you with a positive living experience. Please feel free to contact us with any questions or concerns.**