

**Coventry Glen Realty
PM Lease Renewals FAQ
Tenant Guidelines 2017**

All CGR Tenant Guidelines are subject to the terms of your written Lease

What is the deadline for my decision to sign my renewal or complete my vacate notice?

- For leases ending in May 2016, Marketing for new tenants (internet, lockbox, for lease signs) will begin March 1, 2016 if renewal agreement is not fully signed and returned to Coventry Glen Realty by March 1, 2016.
- For leases ending in July 2016, Marketing for new tenants (internet, lockbox, for lease signs) will begin April 1, 2016 if renewal agreement is not fully signed and returned to Coventry Glen Realty by April 1, 2016.

Can I renew my lease after the March or April 1st line that begins the marketing for new tenants?

- You are welcome to renew your lease at any time prior to Coventry Glen Realty approving a new application on the home to a new group of tenants.

Do all of the roommates in my home have to sign the renewal agreement in order to renew my lease?

- Yes. All of the tenants who are going to be on the lease for the next lease period must sign the renewal agreement in order to keep the home from being leased to other outside tenants.

What if some tenants are leaving my home and some new tenants are going on the lease with me for the next lease period?

- The existing tenants who are remaining on the lease are required to all sign the renewal agreement. The tenants who are leaving your lease property must all complete a signed vacate notice and return it to Coventry Glen Realty.
- The intent to vacate notice form is necessary to complete legal requirements of tenants vacating their lease, reconcile security deposit releases to vacating tenants, and to provide a forwarding address to Coventry Glen Realty for return mailing of security deposit releases to the vacating tenants.

- If no forwarding address is provided by the vacating tenant to Coventry Glen Realty, then the security deposit release summary will be mailed to the home the tenant currently lives in. It is the responsibility of the vacating tenants to file a change of address /forward notice to the Post Office when they vacate.
- The new tenants on your lease will be required to furnish Coventry Glen Realty with a completed lease application and Coventry Glen Realty will run a criminal / credit background check on the new tenant.
- The remaining tenants in the home have a lease obligation to make a good faith effort to find a new tenant to replace the vacating tenant during the term of a lease.
- At the expiration date of an existing lease, all tenants are free to move elsewhere without penalty if they have not renewed their existing lease.
- Approval of the new tenant for your future lease will be subject to Coventry Glen Realty's approval of the new tenant and the new tenant paying their security deposit.
- Each time a new tenant is added to a future lease for your home, a new lease will be drafted for all existing tenants and new tenants to sign. In addition, when changing tenants in a home, all locks will be re-keyed by Coventry Glen Realty.
- The vacating tenant will be responsible for cleaning his room and bath upon vacating of the home. Coventry Glen Realty will deduct the costs of any damages from the vacating tenant's security deposit for the time period that the vacating tenant incurred while in the home.

Coventry Glen Realty is not responsible for the cleaning of the home after the existing tenant vacates or prior to possession of the home by the new tenant.

What if some tenants wish to vacate the home prior to the end of the existing lease?

- Your lease is drafted and signed by the tenants as a single lease. This single lease makes all tenants jointly responsible for the full monthly lease amount due each month through the end of the lease term.
- In summary, regardless of who is living in the property under the existing lease, all tenants are still responsible for the full amount of the rent due each month for the term of the existing lease.

- If full rent is not paid each month, then Coventry Glen Realty will begin an eviction process of all tenants from the property and file a claim against all tenants and co-guarantors (such as parents) in small claims court for all damages such as make ready an re-leasing fees, unpaid rent, legal fees, and other fees awarded to the owner by the small claims court.
- The small claims court will award a legal judgement to the owner that will be recorded at the local court house and filed with a collection agency for collection of damages from the former tenants and co-guarantors.