

**Coventry Glen Realty**  
**Tenant Lease Guidelines**

*Property management tenant guidelines are subordinate to the terms of the lease*

**Lease Deposits:**

Each tenant must provide their own security deposits / no tenants paying for other tenants.

If a single parent pays whole deposit for all tenants, then all security deposit funds are released back to that parent.

Keep copies of all security deposits paid with Date, name, address and dollar amount and purpose (people deposit versus pet deposit) on copy of check, money order, or copies of cash.

All funds received will be paid out directly to tenant who is leaving the home. No “transfer” of existing deposits to new tenants.

Coventry Glen Realty will not acknowledge or recognize any written and signed or verbal “side agreements” between tenants in regards to rents paid or security deposits paid.

**Rents Paid in Full on the first of each month:**

Rent in full is due in one check on the first of each month, late after the 4<sup>th</sup> of each month, if partial rent is paid by tenants, late fees will accrue to everyone on the lease until the full rent is paid that month.

Repeat non-payment of rent in full each month per the terms of the lease may result in non-renewal of the tenant’s lease.

**Tenant Change-outs during the lease:**

Any new tenants must pay their own security deposits and must provide a completed Rental application and completed background check approved by Coventry Glen Realty Before moving into the unit.

The vacating tenant will be charged a fee for tenant change out per the terms of their lease and will not be refunded their security deposits until any repair claims on their room is paid and the new incoming tenant must sign an acceptance form for their room.

All remaining tenants must sign a new lease that extends to the expiration date of their preceding lease and all tenants must accept the new tenant on the lease.

All newly incoming tenants expressly agree to accept their room in the condition that Coventry Glen Realty delivers that room with no appeal.

Vacate of old tenants from a room and move-in date of new tenants into a room is solely a responsibility of the tenants in question and is not a responsibility of Coventry Glen Realty.

### **Mechanical Systems:**

#### **HVAC Systems:**

Do not wait until late afternoon or after 5:00 or weekends to call in HVAC service calls. Often HVAC vendors are not available until the next weekday.

Please Read “Mike HVAC tips for Tenants” to keep your AC running better without service calls.

If you have a service call for AC or other mechanical systems, always use our web based repair request system. Coventry Glen Realty can help you much faster with a web request than a phone call or text; especially after business hours.

If an AC is not working, send the AC work order on our web site that night. Do not wait until the next morning or until Monday. HVAC vendors run repair calls in the order the work orders are received. If you phone or text the work order in or wait until the next morning to place the work order, the work schedule of the AC vendor is often already filled for the day.

Sometimes an AC cannot be repaired without ordering parts which may take several days.

Always send work orders in as soon as possible.

#### **Private Locks:**

Do not change out any locks in the home without the written permission of Coventry Glen Realty. This is for your own safety as well as our legal access to the property needed to make repairs as needed.

If you change out the bedroom passage locks for keyed privacy locks, do not trash the passage locks. If we find keyed privacy locks on your bedroom when you move out, then we will trash the keyed privacy locks and re-install new passage locks at your expense.

If you lose control of a key to your unit, then report the need for a re-key to Coventry Glen Realty immediately. Do not re-key the unit yourself. Coventry Glen Realty is in sole charge of re-keying your home per the terms of the lease and for your own safety.

If you lose control of your home's keys, Coventry Glen Realty will re-key at your expense. If a lock stops working correctly, Coventry Glen Realty will re-key the lock at owner expense.

**Per the terms of your lease, Coventry Glen Realty is not responsible for re-key cost or your safety if the tenants lose control of their keys.**

## **Make Ready Move Out Guidelines:**

Coventry Glen Realty reserves the sole and final decision in regards to make-ready costs or repair costs billed back to the tenant's security deposit.

If the tenant makes a good faith effort to clean his unit and haul trash to the curb, then the tenants' efforts will be reflected to a limited extent in the cost of the cleaning bill charged to the tenant.

If the tenant leaves the property dirty or leaves trash in the yard, garage, or home, the additional cost of remediating these items will be reflected in the cleaning costs charged back to the tenant's security deposits.

Security deposit deductions will be charged equally back to all tenants under the terms of the lease.

A list of recommended cleaning items and an approximate cost of each item is posted on Coventry Glen Realty's website as a courtesy for tenants.

Actual make-ready costs will be made based upon actual vendor invoices paid during the move-out process.

## **Pet Deposits:**

Pet deposit damages caused by a pet such as flea treatment, holes in the yard, or flooring damage in the home will be charged first back to the pet deposit. Any overage pet damage costs in regards to pet damages will be charged back to that tenant's people deposit. Any overage pet damage repair costs not deducted from the tenant who owns the pet will be deducted from the remaining tenants' people deposits.

If there is more than one pet in the house with more than one pet deposit, then any flea treatment or pet damages will be split equally between the tenants who own pets and have placed pet deposits.

Do not move a pet into the home without the written permission of Coventry Glen Realty. This also means pet-sitting for friends. The cost to the tenants for unauthorized pets in a home are substantial under the terms of the lease.

No large or dangerous pets that may damage the unit or irritate the tenants or neighbors. Coventry reserves the sole right to authorize pets under the terms of the lease. Coventry Glen Realty does not allow snakes or pit bulls in their units.

## **Pest Control:**

Coventry Glen Realty pays all pest control during the lease except bedbug treatment. If a pet is ever in the home, state law requires that the home be treated for fleas before a new tenant moves into the property at the existing tenant's expense.

It is the tenant's responsibility to notify Coventry Glen Realty in writing (use web site work order system) of any pest issues or other repair issues immediately per the terms of the tenants' lease. Coventry Glen Realty is not responsible for damages to the unit due a delay in the tenants reporting repair or pest control issues to be addressed.

**Bedbug Treatment:**

Each property is inspected by a licensed pest control vendor for bedbugs before new tenants move into a property. *The cost of bedbug treatment is the sole responsibility of the tenants.*

Only Coventry Glen Realty can order bedbug treatment. Bedbug treatment will be completed by a licensed pest control company of Coventry Glen Realty's choice. The tenant responsibilities for Bedbugs is outlined in the Bedbug addendum that is signed by tenants along with their lease.

**Breaking a Lease:**

When a tenant signs a lease with a beginning and an ending date, Coventry Glen Realty is under no obligation to release any tenants from all of the terms of their existing lease.

Per the terms of the lease, if a tenant decides to purchase a home, the tenant will not be released from their existing lease until Coventry Glen Realty leases and moves an alternative tenant into the property.

The existing tenant will be required to pay their full month of rent for the remainder of their existing lease unless Coventry Glen approves a new tenant into the property. It is the sole responsibility of the tenants on the lease to find a replacement tenant that all tenants approve for replacement on the lease.

In addition, the cost of releasing a new tenant moving into the property will be a half month's rent to be paid by the existing tenants per the terms of the existing lease.

If a roommate leaves the property during the terms of the existing lease, that tenant will not be released from their lease obligations. The remaining tenants will be fully responsible for the full amount of the lease every month until the end of the lease or until the existing tenants find a new replacement tenant that is qualified and approved in writing by Coventry Glen Realty.

**Any unpaid rent or unpaid security deposit charges accrued and unpaid by the existing tenant will be filed as a judgement and turned over to collections on behalf of the owner.**

**This collection process will apply to all existing tenants and any co-guarantors equally per the joint and several liability terms of their existing lease.**