



P.B. BELL ASSET MANAGEMENT, INC.
APARTMENT RENTAL AGREEMENT

FOR

Occupancy is limited to RESIDENTS named below:

- 1 _____ 2 _____
3 _____ 4 _____
5 _____ 6 _____
7 _____ 8 _____
9 _____ 10 _____

Resident agrees, jointly and severally, to rent apartment _____ located at _____, Phoenix, AZ 85035 unfurnished including the appliances, window and floor coverings, and other fixtures therein together with those items of personal property listed on the Apartment Inventory, which Resident has received for a term of _____ months and _____ days, beginning _____ and ending _____. At the end of this initial term, the Rental Agreement will continue on a month by month tenancy under the same terms and conditions set forth herein unless Resident or Management gives a proper sixty (60) day written notice to terminate said Rental Agreement. Resident agrees to pay rent, tax, deposits and other charges as provided below:

SUMMARY OF MONTHLY CHARGES

- Rent _____
Pet Rent _____
Property Liability Insurance _____
Garage/Parking _____
Storage _____
Cable/Internet _____
Monthly Concession _____
Misc. Utility _____
Other Miscellaneous _____
Month to Month _____
City Tax 2.00 _____

(City Tax Subject to Change)

Due Monthly _____
_____ Months & _____ Days

Total _____

SUMMARY OF OTHER CHARGES

Non-Refundable

- Administration Fee _____
Credit Application & Processing Fee _____
Pet Administration Fee _____
Transfer Fee _____

Refundable

- Security Deposit _____
Pet Deposit _____
Remote/Key/Misc Deposit _____

Resident understands the sum of \$_____ for the period ____/____/____ to ____/____/____, is hereby acknowledged by Management. Resident agrees that all terms and conditions of this Agreement shall become effective upon execution of this Rental

Move in Date: _____ Lease Start Date: _____ Lease End Date: _____

RENT: Resident agrees that the first day of each month is the rent payment date. Payment will be made by personal check, certified check, or money order in the exact amount due, at the Rental Office by closing time of said day or the rent is delinquent. No second party checks are acceptable. Checks must be made payable to: La Reserve

Resident agrees and understands that if the total monthly rent is not received by closing time on the 3rd day of the month, a late charge of \$50.00 (plus current tax rate) will be added to the rent. An additional charge of \$5.00 (plus current tax rate) shall be added for each day thereafter rent remains unpaid. Resident further understands that checks not honored by the bank shall have the same effect as if rent had not been paid. A \$50.00 fee (plus current tax rate) will be charged as additional rent for checks returned unpaid. Resident understands that failure to pay rent or deposits due terminates the right to occupy the apartment and Resident agrees to leave pursuant to the provisions of the Arizona Landlord/Tenant Act. Management may determine how payments are applied to the obligations of the Rental Agreement, i.e. rent, unpaid deposits, other special charges, and/or pet violations.

Resident(s) Signature:

- 1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____

P.B. Bell Asset Management, Inc. By: _____
Agent for Owner

Date: _____



**P.B. BELL ASSET MANAGEMENT, INC.
APARTMENT RENTAL AGREEMENT**

OCCUPANCY: Resident agrees that the apartment shall be used only as a personal residence. Resident shall not, without Management’s prior written consent, keep any pets (see Pet Policy), animals, pianos, or waterbeds on the premises and if such permission is granted, it may be revoked upon seven days written notice. Resident shall promptly inform Management of any and all new Residents of this apartment, which are not named herein. Resident understands that any person not named herein who lives in the apartment without written permission of the Community Manager is an unauthorized occupant and that Management may remove an unauthorized occupant as a trespasser. If an unauthorized occupant refuses to leave at Management’s request, Resident agrees to pay additional monthly rent in the sum of \$15.00 for each day the unauthorized occupant continues to live in the apartment.

APARTMENT INVENTORY AND PROPERTY CONDITION STATUS : Resident acknowledges having inspected the apartment and has found it to be clean, habitable and undamaged except as noted on the move-in condition and remarks section of the Apartment Inventory. Resident agrees that upon move-out, Management may deduct from the refundable security deposit all costs incurred for cleaning and/or damages to the property caused by Resident’s occupancy. Resident may be present for move-out inspection upon request to Management.

OPTION TO RENEW/RENT INCREASE: At expiration of the initial lease term, this Rental Agreement will automatically renew on a month-to-month basis under the same terms and conditions with the addition of a month to month premium due as additional rent, unless Resident gives Management a written sixty (60) day Notice to Vacate prior to the expiration of the Rental Agreement or unless Management, at its sole option, chooses not to renew this Agreement and serves Tenant with a sixty (60) day Notice to Vacate, and in such cases, Resident agrees to vacate on the expiration date of the Agreement. Where a month-to-month tenancy exists, a Notice to Vacate must be submitted to Management or Tenant 30 days prior to vacating. The rent may increase upon the expiration date if a written sixty (60) day notice of such increase is provided to Resident. **Resident(s) Initials** _____

Resident understands that rental billing occurs on the first of each month. If a renewal lease is not signed prior to the billing, then the rent billed will be prorated at the current rate through the expiration date of the lease and at the month-to-month rate including the premium fee through the end of the month. Resident understands that should the lease renewal be signed after the first, the billing will be adjusted to reflect the renewal rate which may result in a balance due or a credit balance to be applied to Resident’s next month’s rent. **Resident(s) Initials** _____

DEFAULT IN RENTAL AGREEMENT BY RESIDENT : When Resident fails to fulfill the terms of this Rental Agreement, the parties agree that Landlord’s actual damages will be difficult to determine. Therefore, in addition to repayment of any discounts and concessions, any damage caused by Resident, and rent owed through the date possession is required, Resident will also be liable for liquidated damages of a one-time Rental Agreement break fee equal to two and one half months' rent. It is agreed by the Parties that in the event of Resident’s breach, the actual damages will be difficult to determine and/or ascertain, and that the liquidated damages amount constitute a fair and reasonable amount of damages under the circumstances that will apply. The liquidated damage is not a penalty. In the event of an eviction action, pursuant to A.R.S. 12-1178, such liquidated damages shall constitute additional rent and if requested by Landlord, shall be awarded to Landlord. Alternatively, Landlord may seek the liquidated damages in a separate civil action. **Resident(s) Initials** _____

LEASE BUY-OUT. If Resident desires to mutually terminate the Rental Agreement prior to its expiration, Resident will be released from any future liabilities under the Rental Agreement except damages caused to the unit, if Resident: (1) Provides written notice of a date they will vacate, at least thirty (30) days from the date of delivery of the Notice (2) Pays all rent due and owing, in addition to repayment of any discounts and concessions, through the Vacate Date; (3) Pays a one-time liquidated damage amount of one month's rent at the time Notice is given; and (4) Vacates and delivers possession to Landlord on the Vacate Date . If Resident complies with the foregoing, the Rental Agreement will mutually terminate on the Vacate Date, and Resident will be released from future rental liabilities except for damages caused to the Premises. This provision shall not apply if Resident is in default of this Rental Agreement at the time Notice is given. **Resident(s) Initials** _____

CARE OF PREMISES: Resident shall not decorate or alter the apartment, patio or balcony area, change door locks, add a new lock, have a waterbed, sublet, or park a motorized vehicle in the apartment without written permission from Management. Resident may, at his own expense, install a Section 207 reception device only in his apartment unit. This does not include outside walls, windowsills, roofs or in common areas. Resident agrees to obtain Management’s prior written approval on any such installation. Resident agrees to assume all liability for the installation and use of this reception device and hold Management harmless. Resident agrees to obtain liability insurance and provide Management with a copy of said policy. Resident agrees to not make any modifications to the rental premises without providing Management with a copy of said proposed modification. Resident further agrees to comply with state statutes and city ordinances, which are applicable to the premises. Resident agrees not to cause the release of or discharge from the premises any hazardous substance or hazardous waste. If Resident does release or discharge a hazardous substance on the property, Resident agrees to promptly remove or arrange for the removal of said hazardous substance or hazardous waste from the premises at Resident’s expense. Resident shall show due consideration for his neighbors and not interfere with other Resident’s quiet enjoyment. Management shall be sole judge of acceptable conduct. Resident is responsible for the conduct of all occupants, guests or visitors. Resident has carefully inspected the premises and finds premises to be in a clean, rentable, undamaged condition except as may be noted otherwise on the Apartment Inventory. Resident agrees to exercise reasonable care in the use of the premises and maintain and redeliver the same in a clean, safe and undamaged condition. Resident agrees to pay for repairs of damages to the premises caused by Resident, pets, or guests. Resident understands that such charges are additional rent to be paid immediately or not later than the next rent payment due date.



**P.B. BELL ASSET MANAGEMENT, INC.
APARTMENT RENTAL AGREEMENT**

COMMUNITY POLICIES: Resident has received and read the Community Policies for the apartment and understands that they are incorporated herein and become a part of this Agreement. Resident agrees to faithfully and strictly comply with the letter and spirit of such Community Policies, and such additions or modifications as are advised of by written notice. Notice of Modifications to Community Policies will be given to Resident at least thirty (30) days prior to their effective date.

INSURANCE: Resident understands that a mandatory Property Liability Policy may have been purchased on their behalf to cover fire, smoke, explosion and accidental water discharge caused by any occupants or guests to the structure of the building and the cost of such would be included in the monthly rental amount stipulated on Page 1 of this Rental Agreement. Check with your Community to verify if this coverage has been placed. Resident understands that this coverage does not provide any personal property coverage. Should the Owner or Management change during the term of the Rental Agreement, this coverage may be discontinued. **Resident(s) Initials** _____

PARKING: Management may assign parking spaces or areas for Residents and guests. Management may also designate a parking area exclusively for the parking of motor vehicles, which Resident understands does not include trailers of any kind, campers, buses or trucks larger than a one ton pickup without Management's prior written consent. Inoperable, abandoned or unauthorized vehicles will be towed away at the owner's expense after a 24-hour notice is placed on the vehicle. The 24-hour notice does not apply to vehicles that are parked in a marked tow-away area or parked to impede traffic or trash collection easements. Vehicles parked in this manner will be towed away immediately without warning at owner's expense. If Management pays towing expense, such expense shall be deemed as additional rent owed and be immediately due and payable. Guests must be parked only in areas not assigned to Residents. Vehicles parked on the property must park "head in" only. All vehicles must be currently licensed and operational.

REFUNDABLE SECURITY DEPOSIT AND ADMINISTRATION FEE : The refundable deposit shall be mailed to the Resident after Resident has vacated the apartment in accordance with the terms hereof and Resident understands that prior to refund, Management shall be entitled to deduct from the security deposit the sum of \$25.00 for each apartment key not returned upon vacating the apartment, and other amounts as may be necessary to compensate Management for unpaid and accrued rent, delinquent and NSF check charges, cleaning, stain removal and any other damages. Resident understands that the taking or application of any of the security deposit as provided herein shall not preclude Management from exercising any other available remedy for breach of this Agreement or violation of the Arizona Residential Landlord and Tenant Act. Resident agrees that without Management's prior written consent, Resident may not use the security deposit as a credit for rent owed prior to termination or expiration of this Agreement. Resident understands that interest shall not be paid on any portion of the security deposit. Resident understands that the administration and pet-administration fees (if applicable) are non-refundable. Security deposits are held by the Owner and administered by P.B. Bell Asset Management, Inc.

UTILITIES: Notwithstanding anything contained herein to the contrary, Resident agrees to be responsible for all utilities charged or attributable to the use of Resident's apartment unit, including without limitation, electricity, gas, water, phone, storm/surface water charges, and meter fees charged by the various utility companies. Resident acknowledges that some or all of these services are separately metered and administered by the respective utility or billing companies. Electricity and water are metered. Sewer fees may be based on Resident's metered water consumption. Management shall not be held responsible or liable for interruption or malfunction of any utility service. Resident shall be solely responsible for all utility service charges attributed to the apartment Resident occupies and Resident shall pay such charges immediately upon receipt of an invoice or other written demand for payment. In the event Resident fails to pay utility service charges, Resident agrees that Management may take any action authorized by law to collect said charges, including without limitation, deducting said charges from any rent payment received by Management, on behalf of Owner, or by legal action. Resident agrees said charges are considered additional rent and subject as such to all provisions of the Arizona Landlord and Tenant Act.

ABANDONMENT: Abandonment means either: (1) The Resident's absence from the premises for at least seven (7) consecutive days, rent being at least ten (10) days past due, and the lack of any reasonable evidence that Resident is occupying the premises; or (2) Resident's absence from the premises for at least five (5) days, rent being at least five (5) days past due, and the absence of the Resident's personal property from the dwelling unit. Such abandonment shall not constitute a "surrender" without the consent of Management and in the event of abandonment, Management shall be entitled to all remedies at law or in equity, which provides that if personal property is abandoned by the Resident and determined by Management to be of less value than the cost of moving, storing and conducting a sale of such personal property, Management may destroy or otherwise dispose of any or all the abandoned property. If Resident abandons the apartment, as defined herein, prior to the expiration of the Rental Agreement, the resident is in default per the paragraph entitled Default in Rental Agreement by Resident and shall be liable for all charges set forth therein.



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APARTMENT RENTAL AGREEMENT**

BREACH: Resident understands and agrees that each of the obligations imposed by this Agreement shall be regarded as material in nature and violations of any one of Resident's obligations shall entitle Management to exercise those remedies provided for herein or by law. If Resident does not abide by this Agreement, or in any event does not pay any sum due herein when it is due, Management may terminate Resident's right to occupy as permitted by law, in which case Resident agrees to immediately vacate the premises as required and understands that failure to do so shall subject Resident to legal action, including but not limited to, an eviction action for recovery of possession of the apartment and monetary damages.

HOLD OVER DAMAGES: Resident further understands that if Resident remains in possession of the apartment after termination of this Agreement, that Resident shall be held liable for additional damages in an amount equal to twice the monthly rental payment or twice the actual damages, whichever is greater.

DROP BOX: Resident understands and agrees that if a drop slot/box is utilized at the property, it is done so for the sole and exclusive convenience of the Resident and that if rent is mailed or deposited in a drop box, it is not considered received until Management has actually received that payment. Resident further acknowledges that use of a drop box or mail may not be secure and agrees that he/she has opted to use it at his/her own risk. In the event that Resident's payment is lost or stolen from the drop box, Resident agrees to promptly remit another payment and to seek reimbursement from the issuer of the check or money order.

FURTHER UNDERSTANDINGS: Management's acceptance of partial performance of any obligation Resident owes under this Agreement shall not be construed as a waiver of rights to insist upon immediate full performance of said obligation in the future. Should legal action become necessary to enforce any provision of this Agreement, the prevailing party is entitled to recover costs and reasonable attorney's fees, in an amount determined by the Court. Should it become necessary for Management to retain the services of a collection agency to collect any monies due, Resident agrees to pay all collection fees or costs incurred by the Management, or Management's collection agent. Agency collection fees may equal up to fifty percent (50%) of the total debt. This Agreement, the Application for Residency, Community Policies, Pet Policy, Notice to Vacate, applicable Addendums, and the Move-In/Move-Out Checklist as integrated herein, constitute the entire Agreement between Resident and Management and contain all representations made by Management to Resident concerning the rental of this apartment. With the exception of the Community Policies, Resident understands that any subsequent addition, deletions or modifications to this Agreement shall not be valid unless in writing and signed by all parties. When this Agreement is signed by more than one person, all such persons shall be liable for the payment of the agreed rent and for the performance of all obligations to be kept hereunder. Rent payment shall be paid in total by one check each month.

NOTICES: P.B. Bell Asset Management, Inc., an Arizona corporation, with offices at 8434 N. 90th St., Suite 100, Scottsdale, AZ, is the Management Company for the apartments. Service of process can be made through its statutory agent. The Owner of the property is CEGOP-PHX 1 LLC and can be served through its statutory agent or in care of P.B. Bell Asset Management, Inc. at the address listed above. All other notices must be in writing and delivered to the Manager's Office during regular business hours or sent by registered or certified mail to the Manager's Office. Be advised that Management and Management's employees are Agents of and represent the Owner.

SECURITY: Resident hereby agrees and acknowledges that Management and Owner shall not provide and shall have no duty to provide any security services to Resident or the Community. Resident shall look solely to the public police force for security protection and Resident agrees and acknowledges that protection against criminal action is not within the power of Management and Owner and even if from time to time Management provides courtesy patrol services, those services cannot be relied upon by Resident and shall not constitute a waiver of or in any manner modify the above Agreement. Management and Owner shall not be liable for failure to provide adequate security services or for criminal or wrongful actions by others against Resident, Resident's relatives or Resident's guests.

TRANSFERS: Military personnel on active duty may terminate the Rental Agreement upon receipt of orders transferring to another base, releasing from active duty, or ordering occupancy of government quarters. Resident agrees to give as much written notice as possible but Resident is responsible for thirty (30) days of rent following the notice. Assignment instructions for the voluntary occupancy of government quarters are not sufficient for termination of the Agreement and submission of copy orders is required.

JURY TRIAL: The parties hereby waive their respective rights to Trial by Jury in any special detainer or forcible entry and detainer or any legal action or litigation arising out of or in any way connected with this Rental Agreement.



P.B. BELL ASSET MANAGEMENT, INC.
APARTMENT RENTAL AGREEMENT

ACCESS: Management, at all times, shall have the right of reasonable access to the apartment for the purpose of inspection and showing the premises after giving Resident two days or forty-eight (48) hours notice of their intent to so inspect. Resident understands that no prior notice of inspection shall be required if there is an emergency or if notice is impractical or if Management believes Resident has abandoned the premises or if Resident has failed to properly maintain the premises. Resident consents to allow Management to enter the apartment each month to change air conditioning filters during normal working hours, to deliver legal notices, to verify that Resident still resides in the apartment if rent is delinquent, to insure proper maintenance and to verify status of pets. Resident further agrees that notification to Management of a service or maintenance request, grants Management authority to enter the apartment at all reasonable times for the purpose of that request.

Resident has read and agreed to this entire Rental Agreement which includes the Application of Residency, Community Policies, Apartment Rental Agreement, applicable Addendums, Move-In/Move-Out Checklist, and if applicable, Pet Policy and any Amendments to the Community Policies as are now or subsequently in effect. Resident has also read and agreed to the terms as stated on the sixty (60) day Notice to Vacate, a copy of which Resident has received and agreed to execute and deliver in the manner prescribed in the Apartment Rental Agreement. Resident agrees to live within the spirit and letter of the Apartment Rental Agreement and also acknowledges that all blank spaces have been accurately filled in or otherwise marked "Not Applicable" (N/A).

No oral promises, representation or agreements have been made by Owner or Management. This Rental Agreement is the entire Agreement between the parties, and Management (including employees, leasing personnel and other personnel) has no authority to waive, amend or terminate this Rental Agreement or any part of it and no authority to make promises, representation or agreements which impose duties of security or other obligations on Owner or Management unless done in writing. A copy of the Arizona Residential Landlord and Tenant Act may be obtained from the Arizona Department of Housing office.

Resident _____ Date _____ Resident _____ Date _____

Resident _____ Date _____ Resident _____ Date _____

Resident _____ Date _____ Resident _____ Date _____

P.B. Bell Asset Management, Inc. By: _____ Date: _____
Agent for Owner



**P.B. BELL ASSET MANAGEMENT, INC.
COMMUNITY POLICIES**

Resident(s):

Community: La Reserve

Apt. #:

PARKING: The Community Manager designates areas and spaces for each of your vehicles and those of your guests. Parking spaces that are specifically assigned either by name or number are considered a part of your apartment. As such, Management has the right to have an offending auto towed away at the vehicle owner's expense. Please be sure that your guests understand this Policy and use only unassigned, uncovered spaces when visiting. The parking spaces are for automobiles and motorcycles only. No motorized vehicles are allowed on sidewalks, landscaped areas or in your apartment other than those owned/operated by management or required by handicapped individuals. If you have a recreational vehicle, trailer, camper, bus, boat or truck larger than a one-ton pickup, you must have the Manager's written permission to park the vehicle on the property. Any vehicle, boat or trailer that is not expressly authorized for parking on the property or which appears abandoned or inoperable, even if it is parked in the right space, will be tagged with a Tow Away Notice. This Notice says that if the offense is not corrected within twenty-four (24) hours or reoccurs, the vehicle will be towed away at the vehicle owner's expense.

Car washing or conducting maintenance on cars is prohibited in any area. All City Ordinances, including but not limited to: 1) vehicles must pull into parking spaces front first (or "head in") so rear plates are visible; 2) no parking in Handicap spaces without proper decals, plates or lanyards clearly visible; 3) no parking in Fire Lanes; and 4) no blocking of dumpsters, gates, walkways, etc. Vehicles illegally parked or in restricted areas, will be towed at Owner's expense.

PATIOS, STAIRWELLS AND ENTRYWAYS : Your entryway, stairwell, patio and/or balcony areas must be kept safe, clean and neat. These areas cannot be used for storage. There is to be no fitness equipment on patios or balconies and bicycles must be parked in assigned areas. Acceptable patio furniture is up to the discretion of the Community Manager. Pets are not to be left unattended in stairwells or on patios or balconies at any time. Fire safety regulations prohibit the use of any type of cooking device in stairwells, or on patios and balconies. Fencing or any type of shade device may not be erected without consent of the Manager. Clothing, towels or other personal belongings are not permitted on hand or balcony rails or in walkways, windows, entryways or patios. Window treatments and blinds provided by the Community must be visible from outside the apartment. Aluminum foil, sheets, drapes and any other form of concealment is prohibited. Exterior lights must be white.

MAINTENANCE SERVICE: Please use work request forms available at the office or on-line. For emergencies, call the office at any time. We charge for repairs and damage caused by negligence or misconduct (e.g. a gasoline or grease fire, broken windows, doors or screens). A minimum of twenty-five dollars (\$25) is charged for clearing drain stoppages caused by grease or foreign objects (for example, toys, shoes, brushes, etc.).

LOST, DAMAGED OR STOLEN PROPERTY: Our insurance covers only buildings and contents belonging to the property and does not cover personal property of our Residents or their guests.

RELEASE OF LIABILITY: You agree to release and forever discharge the property, their insurance carriers, their Agents, servants, successors and assigns, hereinafter called the Released Party, from any claims, demands, actions, causes of action, and liability whatsoever on account of, or in any manner arising or to arise out of, said Released Party's decision to provide a security service to the Residents. You acknowledge the Released Party may, from time to time, at its option, provide security service for Residents of the property. However, you acknowledge that by providing said security service, the Released Party in no way can guarantee that acts of vandalism, theft, fire or other damages will not occur.

POOL, SPA OR COMMON AREA RULES :

1. All persons using pool and spa do so at their own risk. No lifeguard on duty.
2. No running, boisterous play or excessive noise allowed in or around pool or spa area.
3. No glass, food or pets allowed in or around pool or spa area.
4. Proper swimwear is required. No cutoffs allowed.
5. Remove oils and lotions before entering pool or spa.
6. Pool use is limited to hours posted.
7. Persons under 14 must be accompanied by an adult Resident while in or around the pool or spa area.
8. All guests must be accompanied by an adult Resident.
9. Persons with high blood pressure or a heart condition should not use spa.
10. Persons under 6 must be accompanied by an adult Resident while on the grounds of the community or while using community amenities unless otherwise posted.
11. No weapons of any kind are allowed in the Leasing Office or any common areas or amenities.
12. To insure the proper use of our recreational facilities, all rules, as posted in or around these facilities, must be complied with in both spirit and letter. Additional rules may be posted in the pool/spa area and any other amenity area.



**P.B. BELL ASSET MANAGEMENT, INC.
COMMUNITY POLICIES**

GUESTS: Guests using recreational facilities must be limited to two per apartment and must be registered with the Community Manager. You must accompany your guests while using the recreational facilities. The Manager may request that one or all guests leave the premises immediately. The safety of your guest(s) is your responsibility. Management is not liable for injury to guests or damage to their property while visiting.

NOISE: Noise from your radio, stereo, television, musical instruments, pets, party, loud vehicles, spirited discussion or your guests in general, must not impose on other Residents. Acceptable noise levels are the sole discretion of Management. Any noise disturbance that interferes with the peaceful enjoyment of the Residents is strictly prohibited.

CHANGE OF APARTMENT : We offer transfers within the Community and to other P.B. Bell Asset Management, Inc. properties. See your Community Manager for terms and conditions. Certain restrictions apply.

LAUNDRY ROOM FACILITIES : The laundry room facility shall be left clean after each use. Management is not responsible for missing, lost or damaged laundry. There is to be no dumping of personal trash in the Laundry Room. Any Resident caught doing so will be assessed a twenty-five dollar (\$25) fine.

SOLICITORS: Salesmen or solicitors are not permitted on the property.

MODIFICATION: We reserve the right to modify these Policies. Notice of major modifications will be given to Residents at least thirty (30) days prior to their effective date.

Resident _____ Date _____ Resident _____ Date _____

Resident _____ Date _____ Resident _____ Date _____

Resident _____ Date _____ Resident _____ Date _____



**P.B. BELL ASSET MANAGEMENT, INC.
PET POLICIES**

Pets of any kind are not allowed and you agree not to bring or maintain any pet on the property at any time. If a pet is found on the premises belonging to you or your guests, you will be assessed a fifty dollar (\$50) fine which is due and payable immediately and will be considered additional rent. If the pet is not removed within twenty-four (24) hours, you will be in violation of your Rental Agreement and your right to occupy the apartment may be terminated upon notice by Management, in which case you agree to leave immediately.

You do not have a pet now, but you agree that prior to obtaining a pet you will obtain Management's written approval and agree to the pet rules and regulations listed below. An inspection of the pet will be necessary prior to bringing the pet on the property and you also agree to pay additional monthly rent and pet deposits as required. If you bring a pet on the premises without written authorization from Management, you will be assessed a fifty dollar (\$50) fine which is due and payable immediately and will be considered additional rent. If the pet is not removed within twenty-four (24) hours, you will be in violation of your Rental Agreement and your right to occupy the apartment may be terminated upon notice by Management, in which case you agree to leave immediately.

You have a pet and you agree to the following rules and regulations:

After Management's inspection of pet and for an additional rent of \$ _____ (plus current tax rate) per month, additional non-refundable pet administration fee of \$ _____, additional pet security deposit of \$ _____ and other considerations stated below, Management consents that you may keep the pet(s) described and named below in your apartment. There is a two (2) pet per unit limit and all pet deposits, fees and rent will apply. Additional or different pets are unauthorized without written consent from the Manager and the payment of another administration fee, deposit and additional rent. You agree that Management may inspect your apartment as required to determine the number of pets, size of pet, how they are maintained and to check for possible damage caused by your pet. The pet will always be kept inside the apartment, except when on a leash no longer than 6 feet and under control and presence of a responsible person. You agree to walk your pet only in specified areas. Your pet is not allowed in landscaped areas, the laundry, pool or other common or recreational areas. Your patio or balcony must be kept clean and sanitary. The pet may not be tied to the patio, porch areas, trees or fixtures or left unattended. Pets are to relieve themselves only in areas specifically designated by the Manager. Pets may also use a sandbox kept in the apartment. Sandboxes in apartments are the responsibility of the pet owner and must be kept in a sanitary, odor-free condition. When pets do relieve themselves on the property, you must remove and properly dispose of all droppings immediately. A minimum charge of twenty-five dollars (\$25) will be levied for each infraction of rules set forth in this section. If a pet is loose on the premises, Management will impound or board it at your expense or cause appropriate officials to impound it. You agree to indemnify Management for any damages or expense it may incur in carrying out any one of the foregoing options. A charge of twenty-five dollars (\$25) will be made if your pet is returned to your apartment or impounded by Management. You agree that if the pet, in the Manager's opinion, disturbs any Resident or guest (for example by barking at night or while left unattended in your apartment), or if any pet rule is not followed, then upon notice by Management you will immediately remove the pet from the premises and failure to do so will terminate your right to occupy the apartment and you agree to leave immediately. You agree to indemnify and save Management and the Owner of the apartments harmless from any and all liability, or claims of liability, arising in connection with the pet, including attorney's fees. Management may revoke the consent given herein upon seven (7) days written notice, which revocation will require you to remove the pet from the premises within said seven (7) days or your right to occupy the apartment is subject to termination.

Type (dog/cat)	Name	Color/Description	Height (in.)	Gender	Sp/Neut
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Resident _____	Date _____	Resident _____	Date _____		
Resident _____	Date _____	Resident _____	Date _____		
Resident _____	Date _____	Resident _____	Date _____		



P.B. BELL ASSET MANAGEMENT, INC.
RENTAL AGREEMENT ADDENDUM
CONCESSIONS

Resident(s):

Community: La Reserve

Apartment #:

It is understood that the rent and/or concessions listed below are only contingent on fulfilling all Rental Agreement obligations. If for any reason the Rental Agreement is terminated before the expiration date, the concession amount listed below would be due, plus any applicable tax (at the current tax rate), prior to vacating. Any portion of the amount due left unpaid will be subject to collection by legal action.

It is also understood that the reduced rent amount is to be paid on or before the 3rd day of each month, as per the Rental Agreement, to receive this concession amount. If the reduced rent amount is not received on or before the 3rd day of the month, the full rent amount of \$_____ is due and payable as the concession is forfeited for that month. If the adjusted amount is paid on or before the 3rd day of the month but the payment is returned for un-collectible reasons, the full rent amount of \$_____ is due plus applicable returned check and late fees per the Rental Agreement.

Concession :

- Waived Application Fee
Waived Administration Fee
Waived Transfer Fee
Reduced Monthly Rent
Monthly Garage Concession
Monthly Preferred Employer Concession

Comments:

Rental Agreement starting date: Rental Agreement ending date:

Move-in special Rental Agreement renewal special

Resident Date Resident Date
Resident Date Resident Date
Resident Date Resident Date

P.B. Bell Asset Management, Inc. By: Date:
Agent for Owner



**P.B. BELL ASSET MANAGEMENT, INC.
 RENTAL AGREEMENT ADDENDUM
 FOR DRUG-FREE AND CRIME-FREE HOUSING**

Resident(s):

Community: La Reserve

Apartment #:

In consideration of the execution or renewal of a Rental Agreement of the apartment identified above, Management and Resident agree as follows:

1. Resident, any member of the Resident’s household, a guest or other person under the Resident’s control shall not engage in criminal activity, including drug-related criminal activity, on or near project premises. “Drug-related criminal activity” shall mean the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use, of a controlled substance (as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802)). This includes all use and distribution of medical marijuana. Currently, Federal Law supersedes State Law and therefore, use and distribution of medical marijuana is illegal on said property.
2. Resident, any member of the Resident’s household, a guest or other person under the Resident’s control shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, on or near project premises.
3. Resident or member of the Resident’s household, will not permit the dwelling unit to be used for, or to facilitate, criminal activity, including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or a guest.
4. Resident or member of the Resident’s household, a guest or other person under the Resident’s control shall not engage in the unlawful manufacturing, selling, using, storing, keeping or giving of a controlled substance as defined in A.R.S. 13-3451, at any locations, whether on or near the dwelling unit premises or otherwise.
5. Resident, any member of the Resident’s household, a guest or other person under the Resident’s control shall not engage in any illegal activity, including prostitution as defined in A.R.S. 13-3211, criminal street gang activity as defined in A.R.S. 13-105 and 13-2308, threatening or intimidating as prohibited in A.R.S. 13-1202, assault as prohibited in A.R.S. 12-1203 including but not limited to the unlawful discharge of firearms on or near the dwelling unit premises, or any breach of the Rental Agreement that otherwise jeopardizes the health, safety and welfare of the Landlord, his agent, employees of agent or Landlord or other Resident or involving imminent serious property damage, as defined in A.R.S. 33-1368.
6. **VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE RENTAL AGREEMENT AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF RESIDENCY** . A single violation of any of the provisions of this Addendum shall be deemed a serious violation and a material and irreparable noncompliance with the Rental Agreement. It is understood and agreed that a single violation shall be good cause for immediate termination of the Rental Agreement under A.R.S 33-1377, as provided in A.R.S. 33-1368. Unless otherwise provided by law, proof of violation shall not require criminal conviction, but shall be by a preponderance of the evidence.
7. In case of conflict between the provisions of this Addendum and any other provisions of the Rental Agreement, the provisions of the Addendum shall govern.
8. Resident hereby authorizes Landlord to use all police generated reports as direct evidence in all eviction hearings and trials for violation of this addendum.
9. This Rental Addendum is incorporated in the Rental Agreement executed or renewed this day between Management and Resident.
10. **Tempe Residents Only:** Resident(s) have received a copy of the Crime Free Multi Housing Program information package “A Practical Guide for Residents” provided by the City of Tempe. **Resident(s) Initials** _____

Resident _____ Date _____ Resident _____ Date _____
 Resident _____ Date _____ Resident _____ Date _____
 Resident _____ Date _____ Resident _____ Date _____

P.B. Bell Asset Management, Inc. By: _____ Date: _____
 Agent for Owner

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**P.B. BELL ASSET MANAGEMENT, INC.
RENTAL AGREEMENT ADDENDUM
PACKAGE AUTHORIZATION**

Resident(s):

Community: La Reserve

Apartment #:

I/We agree to authorize La Reserve to accept for me any and all Postal/Express packages.

I understand failure to pick up packages within 48 hours will result in the package(s) or any parcel being returned to the sender immediately.

La Reserve staff is not responsible for notification of arrival of packages, nor is the staff or Management Company liable for any lost, stolen or damaged items.

Resident _____ Date _____ Resident _____ Date _____

Resident _____ Date _____ Resident _____ Date _____

Resident _____ Date _____ Resident _____ Date _____

P.B. Bell Asset Management, Inc. By: _____ Date: _____
Agent for Owner



**P.B. BELL ASSET MANAGEMENT, INC.
MOLD INFORMATION AND
PREVENTION ADDENDUM**

Resident(s):

Community: La Reserve

Apartment #:

Please Note: It is our goal to maintain a quality living environment for our Residents. To help achieve this goal, it is important to work together to minimize any mold growth in your apartment. That is why this Addendum contains important information for you and responsibilities for both you and us.

Mold is found virtually everywhere in our environment - both indoors and outdoors and in both new and old structures. Molds are naturally occurring microscopic organisms which reproduce by spores and have existed practically from the beginning of time. All of us have lived with mold spores all our lives. Without molds we would all be struggling with large amounts of dead organic matter. Mold breaks down organic matter in the environment and uses the end product for its food. Mold spores (like plant pollen) spread through the air and are commonly transported by shoes, clothing and other materials. When excess moisture is present inside a dwelling, mold can grow. Appropriate precautions must be taken to avoid mold growth. Your assistance is requested in a joint effort to eliminate conditions in your apartment that may allow mold to grow.

It is important to prevent excessive moisture buildup in your apartment. Failure to promptly pay attention to leaks and moisture that might accumulate on surfaces or that might get inside walls or ceilings can encourage mold growth. Prolonged moisture can result from a wide variety of sources.

- ◆ Immediately report to the Management Office any evidence of a water leak or excessive moisture in your apartment, storage, garage or any common area.
- ◆ Open windows frequently to allow an exchange of air and permit the introduction of sunlight throughout your apartment.
- ◆ Maintain a temperature of 60 to 85 degrees Fahrenheit (seasonal extremes) within your apartment at all times.
- ◆ On a daily basis, wipe down and dry areas that accumulate moisture like countertops, windows and windowsills.
- ◆ Ensure that your clothes dryer vent is properly connected and clear of any obstructions. Clean the lint screen after every use.
- ◆ Look for leaks in washing machine hoses and discharge lines, especially if leak is large enough for water to infiltrate into nearby walls.
- ◆ After using the bathtub, shower or lavatory sink, dry excess moisture that has gathered on the fixtures. Routinely use a household cleaning product to ensure a sanitary environment.
- ◆ Periodically clean and dry the walls around the bathtub and shower, using a household-cleaning product.
- ◆ Because it is important to maintain air circulation, do not overfill closets and storage areas.
- ◆ Do not allow damp or moist stacks of clothes or other cloth materials to lie in piles for an extended period of time.
- ◆ Keep windowsills and/or balcony/patio areas free of bird droppings.
- ◆ Immediately report to the Management Office any failure or malfunction with your heating, ventilation or air conditioning system.
- ◆ Immediately report to the Management Office any inoperable window or door.
- ◆ Immediately report to the Management Office any leaks from roofs, ceilings, windows, doors or walls.

Please understand that if mold is detected in your apartment at a level that renders the apartment uninhabitable, we may temporarily relocate you to another apartment while we evaluate the problem. Regular cleaning of your apartment will assist in maintaining a healthy indoor environment. Therefore, thoughtful housekeeping is important. By signing below you acknowledge and agree to clean and dust your entire apartment on a regular basis. This will inhibit the growth of mold, mildew and other microorganisms.

Resident(s) acknowledge, understand and agree that failure to comply with this Addendum, could cause Resident to be held responsible for property damage to the apartment and surrounding apartments and any health problems that may result.

Resident _____ Date _____ Resident _____ Date _____

Resident _____ Date _____ Resident _____ Date _____

Resident _____ Date _____ Resident _____ Date _____

P.B. Bell Asset Management, Inc. By: _____ Date: _____
Agent for Owner



**P.B. BELL ASSET MANAGEMENT, INC.
BED BUG INFORMATION AND
PREVENTION ADDENDUM**

Resident(s):

Community: La Reserve

Apartment #:

Please Note: It is our goal to maintain a quality living environment for our Residents. To help achieve this goal, it is important to work together to minimize any spread of bed bugs. Bedbugs do not care if their environment is clean or dirty. All they need is a warm host and plenty of hiding places. Although even pristine homes and hotels can harbor bedbugs, cluttered areas are more susceptible simply because they offer more areas for bedbugs to conceal themselves. That is why this Addendum contains important information for you and responsibilities for both you and us.

Whereas, P.B. Bell Asset Management, Inc. and _____ desire to add the following terms and conditions to this Rental Agreement dated _____ for the premises known as La Reserve.

Due to the growing concern regarding bedbugs, the parties have entered into this Addendum to set forth a clear understanding of the responsibilities of both Resident and Management under the Rental Agreement. It is our desire that by setting forth these mutual responsibilities as part of our Agreement, the parties can minimize the costs, inconveniences and misunderstandings that often result from a bed bug infestation.

For purposes of this Addendum, “bedbugs” or “pests” mean “cimex lectularius,” including their eggs. “Bed bug infestation” means the presence bed bugs that may materially affect the health and safety of Residents and their guests.

Consistent with this desire, Resident and Management agree as follows:

1. Management and Resident will be honest in their communications regarding the presence of bed bugs at the property. In that regard, Management will not enter into any Rental Agreement to rent a unit that Management knows is infested. To the best of Management’s ability, unit has been checked and is bed bug free.
2. If Resident fails to report any bed bug infestation and/or problems with the Premises within seven (7) days of move-in, it shall be an acknowledgement by Resident that the premises are acceptable, in good condition and bed bug free.
3. After move-in, Management will take immediate steps to address any identified infestation problem. Resident acknowledges that time is of the essence in dealing with issues of potential bed bug infestation. Because of this need for prompt action to avoid any further infestation, Resident shall report any actual or suspected infestation within forty-eight (48) hours. Pursuant to the requirements of the AZ Residential Landlord & Tenant Act, all such reports must be in a written or electronic format.
4. Resident may request reasonable extermination services at any time. All requests must be in writing. Upon notification from Resident, Management shall visually inspect the unit for bed bugs, preferably within forty-eight (48) hours, and should a bed bug infestation be identified, shall begin the process of controlling the bed bugs within ten (10) days of such notice. When Management requires access to a unit for purposes of inspecting for the presence of bed bugs or controlling the presence of bed bugs, Management shall provide at least twenty-four (24) hours notice to Resident, in writing, that Management requires such immediate access. Management will notify Resident in advance of each bed bug inspection, including providing a preparation sheet. If Resident notifies Management of a possible infestation and requests extermination services, the notice from Resident constitutes permission to enter the dwelling unit for the sole purpose of acting on the inspection or extermination request. Management will not abuse the right to access or use it to harass Resident and will enter only at reasonable times.
5. Resident agrees to cooperate fully with and to undertake all efforts and tasks required by Management, and in Management’s sole discretion, or by Management’s pest control company, employed to eradicate pests. Resident’s full cooperation includes, but is not limited to, reporting any suspected bed bug infestation to Management within forty-eight (48) hours, making the premises available for entry to complete bed bug inspection and eradication treatment(s), completing all required pre-treatment activities, evacuating the premises during and after treatment for the required time frame, completing all required post-treatment activities, and immediately reporting ineffective treatment or re-infestations to Management in writing.



**P.B. BELL ASSET MANAGEMENT, INC.
BED BUG INFORMATION AND
PREVENTION ADDENDUM**

6. Resident agrees that he/she will not knowingly or recklessly bring onto the property, any furniture or other belongings that are infested with bedbugs. Resident acknowledges that used or second-hand furniture is the primary way that bed bugs are spread. Resident agrees not to acquire or purchase used or second-hand furniture. Resident acknowledges that sharing vacuum cleaners is another highly possible way to spread bed bugs. Management strongly advises Resident not to share such items with other Residents.

7. The parties agree that Resident shall be liable for the costs of eradication in the event that Resident, or its occupants or guests, violates paragraphs 5 or 6. If Resident allows a severe bed bug infestation to develop or fails to fully cooperate with the treatment plan, then Resident is responsible for the cost of all follow-up treatments as well as the cost of treatments for neighboring units where the infestation has spread. In the event of Resident's negligence in failing to notify Management or its failure to fully cooperate with the treatment plan, Resident is also liable for any reasonable, actual damages resulting from its conduct.

8. Once treatment has been started, Resident agrees not to make any additional treatments on their own. Doing so could void the warranty provided by the exterminator and any further charges as a result of this will be the sole responsibility of the Resident.

9. Resident and Management agree that any violation of this Addendum constitutes a material violation of the Rental Agreement and Management may terminate Resident's right to possession upon five (5) days notice for a health and safety violation. Conduct that constitutes such a material health and safety breach, includes failure to promptly notify Management of evidence of any bed bug infestation, refusal to permit Management to enter to inspect for infestation or to perform eradication treatments and failure to complete all required pre-treatment and post treatment activities, including a failure to report ineffective treatment or re-infestations. Proof of the violation of this Addendum shall be by a preponderance of the evidence.

10. Except in those situations where Management has been grossly negligent and/or as provided by law, Owner, Management, and its employees, officers, and/or directors are not liable to Resident for any damages caused by bed bugs, including, but not limited to, personal expenses, replacement of furniture, and/or other personal items, including clothing, medications or medical expenses, or for the costs to treat, clean, replace and/or protect Resident's personal belongings. Owner, Management, and its employees, officers, and directors, are not responsible for any damage done to Resident's unit or personal items during bed bug inspections and/or treatments. Renter's insurance is strongly recommended/required, but it may also exclude coverage related to bed bug infestation issues (check with your Renter's Insurance carrier).

11. Resident acknowledges that Management's adoption of this Addendum, and the efforts to provide a bed bug free environment, does not in any way change the standard of care that Management owes Resident under the Rental Agreement. Resident further acknowledges that Management does not guarantee or warranty a bed bug or pest-free environment. Resident acknowledges and understands that Management's ability to police, monitor, or enforce the agreements of the Addendum is dependent in significant part on Resident's voluntary cooperation and compliance.

12. Management agrees that it will attempt to make reasonable accommodations in the event that any disabled Resident requests such an accommodation in connection with bed bug service. Any Resident requesting such an accommodation is requested to provide notice to Management at the time that the bed bug service is requested or when Resident receives notice that it will be provided, whichever is earlier. Resident understands that in some circumstances, because of the nature of a particular bed bug infestation, there may not be an alternative, effective means of eradication and in those circumstances, Management must use the eradication services that are effective in dealing with the infestation.

13. In case of any conflict between the provisions of the Rental Agreement and this Addendum, the provisions of this Addendum shall govern. This Addendum is incorporated into the Rental Agreement executed or renewed between the Management and Resident.

Resident(s) acknowledges receipt of the Educational Pamphlet on bed bugs titled "Who Are You Sleeping with Tonight" ? Resident(s) further understands and agrees that failure to comply with this Addendum, could cause Resident to be held responsible for property damage to the apartment and surrounding apartments and any health problems that may result.

Resident _____ Date _____ Resident _____ Date _____
Resident _____ Date _____ Resident _____ Date _____
Resident _____ Date _____ Resident _____ Date _____

P.B. Bell Asset Management, Inc. By: _____ Date: _____
Agent for Owner



**P.B. BELL ASSET MANAGEMENT, INC.
RENTAL AGREEMENT ADDENDUM
PARKING**

Resident(s):

Community: La Reserve

Apartment #:

Resident acknowledges and agrees that there are no assigned parking spaces at La Reserve. Resident furthermore agrees to register all vehicles with the office and update any changes as needed.

Resident agrees that the use of the parking space is intended primarily for the limited protection of vehicles and is not designed to insure the virtual safety against all elements. Resident agrees to release and forever discharge the Landlord, their insurance carriers, agents, servants, successors and assigns, herein called the "Released Party" from any claims, actions, causes of action and liability as the result of the use of said parking space. This may include, but is not limited to, any loss from fire, flood, theft or vandalism.

Resident _____ Date _____ Resident _____ Date _____

Resident _____ Date _____ Resident _____ Date _____

Resident _____ Date _____ Resident _____ Date _____

Make	Model	Year	Color	License Plate #	State
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P.B. Bell Asset Management, Inc. By: _____ Date: _____
Agent for Owner



**P.B. BELL ASSET MANAGEMENT, INC.
RENTAL AGREEMENT ADDENDUM
LEAD-BASED PAINT**

Date: _____

Community: La Reserve

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips and dust can pose health hazards if not taken care of property. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Residents must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

- Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in this housing.
 - Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in this housing.
-

Lessee's Acknowledgement (initial)

_____ Lessee has received a copy of the pamphlet "Protect Your Family from Lead in Your Home" .

Agent's Acknowledgment

- Agent has informed the lessor of the lessor's obligation under 42 U.S. C. 4582(d) and is aware of his/her responsibility to ensure compliance.
-

Certificate of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

Resident _____ Date _____ Resident _____ Date _____

Resident _____ Date _____ Resident _____ Date _____

Resident _____ Date _____ Resident _____ Date _____

P.B. Bell Asset Management, Inc. By: _____ Date: _____
Agent for Owner



**P.B. BELL ASSET MANAGEMENT, INC.
RENTAL AGREEMENT ADDENDUM
JOINT OCCUPANCY AGREEMENT**

Resident(s):

Community: La Reserve

Apartment #:

We, the undersigned, will share apartment # _____ at La Reserve, located at _____, Phoenix, AZ 85035,

and acknowledge that we have read the Rental Agreement and all other Applications, Rules, Policies and Agreements regarding our Residency. We have also read, understand and agree to the terms as stated in the Form entitled Notice to Vacate, which we agree to execute and deliver in the manner prescribed in the Rental Agreement. We appoint _____ as our Agent to pay the rent each month in total by one check or money order and occupy the assigned parking space (if available). We understand that _____ will receive any rental deposit refund due, which will be paid to such individual only, regardless of any other Agreement between us. We, jointly, severally and individually, agree to be responsible for compliance with all provisions of the Rental Agreement and any other documents regarding our Residency.

The Agent and all Joint Occupants will sign the sixty (60) day Notice to Vacate form, when applicable, and understand that the Agent will receive the deposit refund. If any of the undersigned leave, we accept responsibility to initiate a new Joint Occupancy Agreement to be executed by the remaining parties and new Occupants, if approved by Management.

Agent: _____ Date _____

Joint Occupant: _____ Date _____

Joint Occupant: _____ Date _____

Joint Occupant: _____ Date _____

Joint Occupant: _____ Date _____

Joint Occupant: _____ Date _____

P.B. Bell Asset Management, Inc. By: _____
Agent for Owner

Date: _____



P.B. BELL ASSET MANAGEMENT, INC.
RENTAL AGREEMENT SUMMARY

Resident(s):

Community: La Reserve

Apartment #:

Resident(s) agree that the following items, each part of the Rental Agreement, have been explained. Resident(s) understand and agree to the following items as instructed in the Rental Agreement:

- 1. Rent is due on the 1st day of each month, without exception. If the total monthly rent is not received by closing time on the 3rd day of the month, a late charge of \$50.00 (plus current tax rate) will be added to the rent. An additional charge of \$5.00 (plus current tax rate) will be added for each day thereafter rent remains unpaid. Resident(s) Initials
2. Checks that are not honored by the bank shall have the same effect as if rent had not been paid. An additional charge of \$50.00 (plus current tax rate) will be assessed to the account for checks that are returned unpaid. Resident(s) Initials
3. Any monthly concessions offered are contingent on the reduced rental amount being paid on or before the 3rd day of the month. If the reduced rental amount is not received on or before the 3rd day of the month, the full rent amount is due and payable as the concession is forfeited for that month, plus applicable late fees per the Rental Agreement. Resident(s) Initials
4. If the adjusted amount is paid on or before the 3rd day of the month but the payment is returned for un-collectable reasons, the full rent amount is due plus applicable returned check and late fees per the Rental Agreement. Resident(s) Initials
5. Please be advised any insurance included in your rent only covers fire, smoke, explosion, and limited water damage caused by you, your occupants or your guests to the structure of the building. IT DOES NOT PROVIDE ANY PERSONAL PROPERTY COVERAGE. Should you desire insurance coverage for your personal property, please contact your insurance agent or our leasing consultants would be happy to refer you to our agent. Resident(s) Initials
6. Management and Owner shall not provide and shall have no duty to provide any security services to Resident or the Community. Resident shall look solely to the public police force for security protection. Protection against criminal action is not within the power of Management and Owner. Courtesy Patrol services and electronic gates cannot be relied upon by Resident for security. Management and Owner shall not be liable for failure to provide adequate security services or for criminal or wrongful action by others against Resident, Resident's family or guests. Resident(s) Initials
7. At expiration, the Rental Agreement will automatically renew on a month-to-month basis unless Resident gives Management a written sixty (60) day Notice to Vacate prior to the expiration of the Rental Agreement. Resident will be responsible for rent through the end of the Rental Agreement term. Should a lease not be renewed by the first of the expiring month, rent will be charged through lease expiration at the current rate and at the renewed or month-to-month rate from expiration through the end of the month or through the term of the notice to vacate. Where a month-to-month tenancy exists, a Notice to Vacate must be submitted to Management thirty (30) days prior to vacating. Resident(s) Initials
8. With approval of Management, early termination of the Rental Agreement may occur if Resident: (1) Provides written notice of a date they will vacate, at least thirty (30) days from the date of delivery of the Notice (2) Pays all rent due and owing through the Vacate Date; (3) Pays a one-time liquidated damage amount of one month's rent at the time Notice is given; and (4) Vacates and delivers possession to Landlord on the Vacate Date. Resident(s) Initials
9. A copy of the Lease Agreement and all Addendums have been given to Resident at the time of move-in. Resident(s) Initials

Resident _____ Date _____ Resident _____ Date _____
Resident _____ Date _____ Resident _____ Date _____
Resident _____ Date _____ Resident _____ Date _____

P.B. Bell Asset Management, Inc. By: _____ Date: _____
Agent for Owner, responsible for Move-In



**P.B. BELL ASSET MANAGEMENT, INC.
RESIDENT RETENTION PROGRAM
MOVE-IN/RENEWAL CHECKLIST**

Resident(s):

Community: La Reserve

Apartment #:

Phone #:

Email Address:

Move-in/Renewal Date: _____

Move-out Date: _____

	Date Due*	Date Completed	Completed By	Type of Contact Phone, Voicemail, Email, In person	Briefly describe type of gift and/or result of contact
Move-In Gift	_____	_____	_____	_____	_____ _____
10 Day Follow Up	_____	_____	_____	_____	_____ _____
60 Day Maintenance Checklist	_____	_____	_____	_____	_____ _____
120 Day "We Appreciate You "	_____	_____	_____	_____	_____ _____
90 Day prior to lease expiration; Send Renewal Letter	_____	_____	_____	_____	_____ _____
60 Day prior to lease expiration; Follow up	_____	_____	_____	_____	_____ _____
*If Resident renews, send "Thank You for Renewing" card and renewal gift.		_____	_____	_____	_____ _____
*If Resident moves out, send "We Miss You " post card two weeks after move out date.		_____	_____	_____	_____ _____

After this Form is completed in it's entirety, please file the Form in the Resident's file.

