



Resident Handbook

**CMS Properties and Real Estate
Real Estate Sales and Property Management
www.CMSprops.com**

**12645 N Saguaro Blvd Suite 5
Fountain Hills, AZ 85268
OFFICE: 480-571-3131**

Congratulations on the selection of your new rental home and to your new association with CMS Properties and Real Estate.

As property managers we have obligations to both you, the resident, and to the owner of the home you are renting. This Handbook, **which is a part of the lease**, outlines our responsibilities to you as well as your responsibilities to us and to the home. Please read each paragraph carefully. A good relationship is possible when both parties understand and fulfill each of their responsibilities and obligations.

Clear communication is the key to a successful Landlord/Resident relationship. We are always ready to answer any questions or to find solutions to any problems.

Sincerely,

Your CMS Properties and Real Estate Property Management Team

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GENERAL RULES AND REGULATIONS

Part of your lease – This tenant handbook is part of your lease and is legally binding on both parties.

The Property – You have leased a home...think of it as your own. During the term of this lease, you are in possession of the house and the yard. Your obligations are similar to those of the owner, and you are expected to care for and maintain the premises.

Rental Payments – All rents are due and payable, in advance, on the **first** day of each month. Monthly bills will not be sent. **Payments can be paid online via your tenant portal** or should be in a check, money order or certified funds (**no cash will be accepted**) and made payable to:

**CMS Properties and Real Estate
12645 N Saguaro Blvd #5
Fountain Hills, AZ 85268**

You can mail or deliver your payment to the above address. **Please write your address on the payment to ensure proper credit.** To avoid any misunderstandings, please put your address on **all** correspondence with the office. Properties with multiple tenants must pay by one (1) check only. Multiple checks will **not** be accepted.

You may also pay in person, during normal business hours, Monday through Friday 9:00 a.m. to 5:00 p.m. We do not accept cash or post-dated checks. Rents unpaid beyond the 1st day of the month are delinquent and are subject to late charges as noted on the lease.

NSF Checks – The amount of the NSF (non-sufficient funds) check, plus a \$50.00 (or as per written lease agreement) returned check charge and late fees must be paid online, by money order or certified funds within 24 hours of notification or legal action may be taken. After a check is returned to us for insufficient funds, no further checks will be accepted and you will be required to make all future payments by certified check or money order.

Default of rental payments – If rent is not paid by the 1st day of each month, we may begin legal proceedings to terminate your lease. You will be responsible for all legal and collection fees incurred by management's efforts to collect the rent due. All charges unpaid by the end of the month in which they are accrued will be added as additional rent. If rent is paid while a legal action is in process, acceptance of rent will not necessarily stop the legal action. A separate agreement must be reached if legal action is to be stopped.

Thirty-day notice to vacate – A thirty-day notice to vacate is required. **THE NOTICE IS REQUIRED EVEN IF YOU INTEND TO VACATE AT THE END OF THE LEASE.** The notice may be done by using your Tenant Portal on www.CMSprops.com or may be in writing and sent or delivered to the CMS Properties and Real Estate Office as listed above. This notice should include a definite move-out date. The lease stipulates the forfeiture of the entire security deposit if the

thirty-day notice is not given, plus the monthly rent until the property is re-rented. Thirty-day notice must go from the 1st of the month to the end of the month unless otherwise approved by management.

Breaking the lease – If you are unable to fulfill the lease obligations for the entire term, you will be responsible for rent until the property is re-leased and there will be a lease break fee or marketing fee you must pay as a penalty. The penalty does NOT release you from your lease obligations and does not apply to money owed. You must also leave the home clean, undamaged and ready for occupancy. **Please see more details further in this handbook** and contact your property manager for additional instructions.

Phone Numbers – All residents who have a home, mobile or work phone should give these numbers to the management office. Please notify the office if any of these numbers change. Even unlisted numbers must be provided to management. (These are kept confidential.)

Trash & Garbage – All trash, garbage & recyclable items must be placed in appropriate containers. (Management may or may not provide these.) All containers are to be discreetly stored. If containers are not provided you are required to make arrangements for trash pick-up through your local waste management company.

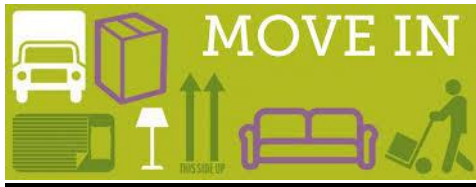
Disturbances, Noise & Nuisance – All residents and guests are expected to conduct themselves in a way that will not offend or disturb the neighbors or passers-by. Any activity that causes extreme or excessive noise, traffic or disturbance of any kind, is cause for eviction. This includes loud music, vulgar or profane language, etc. If music or other sounds can be heard outside the perimeter of the leased premises, it is considered too loud.

Waterbeds – All waterbeds must be registered with management. You will be responsible for all damage caused by a waterbed.

ALL PROPERTIES ARE NON SMOKING. IF YOU ARE A SMOKER, YOU ARE RESPONSIBLE FOR ALL SMOKE RESIDUE AND DAMAGE. All smoking must be done outside not inside the home without prior written approval from management.

Parking/Vehicles – All vehicles must be parked in assigned areas (garages, parking lots, driveways etc.) or on the public streets where allowed. No parking on the lawns, sidewalks and other areas not designated for parking. All vehicles must be registered, licensed and operable at all times. No vehicle repairs (except minor repairs e.g. changing a tire) are allowed at any time. No oil/fluid stains are allowed on the driveway, garage floor or any other area on the premises. Please discard all oils or fluids properly.

Pets – No pets (Dogs, cats, animals, snakes, birds, etc.) of any kind are allowed on the premises unless you have written permission from management through your lease and have paid a pet fee and/or appropriate deposit. If permission is given, you will be required to pay a pet fee and/or deposit that may or may not be refunded for the privilege of having a pet, and for damage the pet may cause. If damages are of an amount over the pet fee you will be responsible. You will be charged for the spraying for fleas and/or repair of any damage caused by the pet. You are responsible for your animal at ALL times. If permission is not given and a pet is kept on the premises you will be evicted. If a new pet is on the property without permission of the owner this is also grounds for eviction.



UPON MOVE-IN

Get to know your property – When you move in, locate the breaker box and note the ground fault circuit breaker (some of these are by the sinks in the house, not at the breaker box) as well as where the stove, hot water heater and the air conditioner breakers are. Also locate the water shut off for the house. It is usually in the front or on the side of the house close to a spigot. Locate the hot water shut off as well as the shut off under all the sinks. Locating these items now may eliminate any damages later.

Move-in/move-out checklist – Your property manager has documented the property and this will be posted to your tenant portal. Included in your move-in package (or in your tenant portal) is a blank move-in/move-out checklist. This form is for you to note any other defective items before you move any items into the home. Please be as detailed as possible on this list. We will use this form -- along with the photographs or videos of the property -- as a move-out comparison in order to determine your security deposit refund. Please sign your name, date it and return it to your manager or to the management office within **five (5) days** of taking possession of the home.

Heat – A/C units & Smoke Detectors – All filters must be changed **once a month**. This is very important for the proper operation of the unit as well as the air quality in the home. Replace the smoke detector/carbon monoxide batteries at least once every year. (April 15th is easy to remember.) A smoke detector can be the only thing between you and a fire. Many homes have heat pumps for the heating and cooling of the home. The air coming from the vents will not be very warm in the winter or very cool in the summer. Heat pumps are designed for the temperature to be set and then to leave the control alone. The air runs over the heating or cooling element, then gradually warms or cools to the desired temperature. During extreme hot or cool temperatures, the heat pump may not keep the house as comfortable as you may desire. To help the unit perform as desired, close all the blinds (summer & winter) and try not to use any of the heat generating appliances such as oven (summer). Poor cooling may also be due to a clogged filter. It is the tenant's responsibility to **Check and Change Air Filters monthly**.



MAINTENANCE, DAMAGES AND REPAIRS

Tenant Maintenance Responsibility – You are expected to maintain the home and keep it in as good of condition as when you took possession. Only repairs required because of normal wear will be repaired by management less any repair deductible listed in your lease. You will be charged for any misuse or neglect.

Maintenance Requests – **All repair requests must be in writing** (except emergencies). The preferred method of submitting a maintenance request is through your tenant portal. Log into your portal and select the "Maintenance" tab. Enter the item into the form. Please be very specific about what the problem is (i.e., CORRECT – the right front burner on the stove does not work; INCORRECT – the stove is not working). Photos of the item are very helpful and may expedite your repair. To upload a photo click the "Choose File" button, select the file on your device and click upload. You must contact management prior to you doing any repair other than those listed as your responsibility.

If a service technician does not contact you within 48 hours (not including weekends or holidays) after reporting a service request, please notify management so the repair can be reassigned. (Some properties have a home warranty in place and repairs may take 1 - 2 days longer in these cases.)

All maintenance repair work requested by the tenant and approved by the landlord shall take place during normal business hours, Monday through Friday, excluding emergencies. Landlord is not responsible for any losses from food spoilage or for any excessive utility bills that result from faulty equipment.

Tenants will be charged \$75 for any missed repair appointments.

Emergency Maintenance/Repairs – An emergency is fire, flood, blood, when danger is present or property damage has occurred or is about to occur. Do not abuse the emergency system.

Maintenance Emergency – In the event of a maintenance emergency (i.e. water heater leaking, flooding inside the house, fire or gas leaks) **call or text your property manager immediately**. Air Conditioners/Heaters are not considered an emergency unless the outside temperature exceeds 108° or there is an infant or seriously ill person present. Please do not misuse this system.

In a maintenance emergency you are expected to do everything an Owner would do to protect the property, you are expected to do. The first priority is to prevent any further damage from occurring (i.e., turn off water, shut off breakers etc.) if possible.

General Maintenance Guidelines

Who Repairs What? – Management will make any necessary repairs within a reasonable time. **You will not be reimbursed for any unauthorized repairs you make.**

Examples of maintenance you are expected to do at your own expense:

- Replace light bulbs, torn or damaged screens.
- Replace or repair cabinet catches, hinges, knobs or handles.
- Replace heater-A/C filters **EVERY MONTH**.
- Re-light gas furnace or hot water heater.
- Replace flappers and other minor parts in toilets.
- Plunge toilets if clogged.
- Replace washers in faucets.
- Spray yard for bugs and weeds.
- Keep grass and weeds out of flowerbeds and rock areas.
- Replace damaged, missing or non-functioning irrigation drip heads.
- Replace sprinkler heads due to damage from your mowing, edging, digging or planting.
- Replace smoke/carbon monoxide detector(s) batteries every year. (Notify manager if smoke/carbon monoxide detector(s) is not working.)

Examples of repairs management will make at Owner's expense.

- Repairs to A/C-heat systems.*
- Replace heating element in hot water tank.*
- Repair roof leaks.*
- Repair or replace any part of plumbing under sinks or behind walls.*
- Repair or replace any broken electrical components.*
- Repair/paint any rotted wood (please notify management.)*

* If repair technician notes repair is tenant-caused, you will be charged.

Examples of repairs for which you will be held responsible:

- Replace heating elements/hot water tank if caused by empty tank.
- Repair or replacement of A/C unit due to not replacing the filter on a regular basis.
- Any unusual damage or extraordinary wear on any of the floors, walls, ceilings, caused by pets, smoking, children, guests or any unusual or unreasonable use.
- Damage to window treatments/blinds, etc.
- Blockage in toilets or other plumbing blockages that are from a foreign object.
- Garbage disposal damaged by foreign object.
- Damage to fences, outside walls, shrubbery, trees or planting.

Lawns and grounds – You are required to care for the lawn and grounds as outlined in your lease agreement, keeping them in the same condition as when you took possession. This may include regularly cutting the grass, fertilizing the lawn, trimming shrubs, edging walkways, curbs and driveways, keeping the roof and gutters free from debris and keeping weeds from all rock areas. Please try to keep all trees and shrubs from growing on or near the roof or gutter system. (Owner will trim/remove all larger trees.) You are also required to report any condition that may cause damage, permanent or temporary, to the yard or house and treat the yard for pests. Note: you are responsible to replace damaged, missing or non-functioning irrigation drip heads as well as for replacing any lawn sprinkler heads due to damage from your mowing, edging, digging or planting.

Light bulbs – At move-in, all light fixtures will be equipped with the proper bulbs. All burned out bulbs are to be replaced during your occupancy (including floodlights) at tenant expense. Upon move-out, all lights must be equipped with the proper number and type of bulbs. At move-out, light bulbs must be like-kind to what was in the property when you took possession.

Circuit Breakers – Circuit breakers move only slightly when triggered. It may appear to be ON when it has “popped” off. To reset a breaker, turn it fully to the off position and then turn it back on again. The ground fault circuit (GFI) breaker detects even slight voltage changes and cuts off the power during fluctuations and are usually used around sinks, exterior plugs, garages and some lights. If you lose power to a plug near a water source, it is usually the GFI circuit. Most GFI’s located at the breaker box are marked with a red or yellow button. Many homes have the circuits at the plug-in outlet. When these “pop” simply reset the breaker as outlined above, or per the instructions on the plug-in outlet cover

Plumbing – You are responsible for keeping all sinks, lavatories and commodes free from obstructions. Please do not let anyone throw anything into the plumbing system or use it for any purpose other than what it is designed for. You will be responsible for any damage or stoppage after three (10) days of occupancy unless it was caused by mechanical failure of the plumbing system. If you have a clogged toilet it is first your responsibility to plunge the toilet. If this does not solve the problem and/or your entire system becomes clogged, submit a work order to us. Our plumbers, handymen and property managers know what is considered mechanical failure and what is caused by misuse. There will be no reimbursement for charges not pre-approved by management.

Garbage disposals – Garbage disposals are not for bones, grease, meat, potato peels or any other similar items. A general rule of thumb is; if you can throw it away, then you should. If the motor buzzes, turn off the switch. Release the disposal by using an Allen Wrench on the bottom of the disposal unit. Turn the wrench back and forth until the unit turns freely. If this does not work, you can also take a broom stick handle in the top of the disposal and rotate it in a clockwise direction. **Always unplug the unit before you try any of these repairs.** If you are unsuccessful, report the problem in writing to management and we will have a technician call you back. This is not considered an emergency. You will be charged if a foreign object (i.e., bottle caps or tabs, bones, coins, etc.) is removed from the disposal. If the disposal does not buzz, please remember there is a small reset button on the bottom of the disposal.

Walls and ceilings – Please keep all walls clean and unmarred. Do not paint or wallpaper the walls without prior written approval of the management. You may hang pictures on the walls as long as they are clean and unmarred upon vacating. All walls, baseboards and trim must be cleaned before vacating (**DO NOT TOUCH UP PAINT.**) All ceilings must be dusted/vacuumed and cleaned regularly and upon vacating.

Unauthorized repairs – Do not make any repairs or authorize any repairs without the prior written consent of management. All repairs must be authorized in writing before work can be performed. Rent cannot be withheld because of needed repairs nor can the cost of needed repairs be deducted from the rent except as provided by the AZ Landlord/Tenant Act. After receiving written authorization from manager, repairs must be made by approved vendors or licensed contractors only and receipts provided to management.

CLEANING AND MAINTENANCE TROUBLESHOOTING

We work hard to deliver you a clean, well-maintained and comfortable home with all the mechanical equipment operating properly. Proper cleaning will keep the home and its parts safe and usable for you and many others after you leave. **The key to proper cleaning is to do it often and regularly.**

A properly maintained home requires;

- the owner, to keep structural and mechanical maintenance up-to-date;
- the Property Manager, to keep records of necessary maintenance and place responsible people in the property;
- and you, (the resident) to keep the home and property clean, perform cosmetic maintenance, and promptly inform management of any structural or mechanical failures.

Carpet/vinyl/tile flooring care – Tile and vinyl require a solution of soap and water to be applied about once a week. This will keep any dirt or debris from building up on the floor. You are responsible for any damage caused by improper cleaning, broken or loose tiles, and stains in the carpet or any repairs required for the flooring to be returned to useable or undamaged condition.

Stoves – Be careful when cleaning the oven that the oven cleaner does not drip on the counter or on the floor. If you have a smooth-top stove you must only use smooth-top/glass-top stove cleaner to clean it. Any excessive scratches may be billed to you at move out. Do not use oven cleaner on self-cleaning or continuous cleaning ovens. You will be charged for damage to an appliance by improper use, cleaning or lack of maintenance.

Dishwasher – Use the dishwasher **at least** once per week. Seals may dry up and the motor may be damaged by long periods of not being run. Clean the door and door edges of food items that have fallen from the counter or run down the sides when loading.

Countertops and Cabinets – Always use cutting boards and hot pads when cutting or placing hot items on the countertops. Do not use abrasive cleaners on the countertops, as they will scratch. All unpainted cabinets must be cleaned regularly with a wood cleaner (such as Murphy's oil soap) and treated with a wood preserver (such as Scott's Liquid Gold). All cabinets must be vacuumed out and drawer/door fronts cleaned as above before vacating.

Kitchen appliances – Each kitchen appliance must be cleaned regularly. In particular, the stove hood & the filter in the stove hood, the oven, under the burner rings and drip pans. Please do not put aluminum foil on the drip pans. Upon move-out all drip pans must be new. Our cost for these is approximately \$15.00 to \$28.00 depending on the stove. Please clean under and around the refrigerator as well as the washer and dryer regularly. Not cleaning these items regularly can cause excessive wear and tear, for which you will be responsible.

Fireplaces – If there is a fireplace in your home, please do not burn pine or any other "sappy" wood. This causes a build up of residue in the chimneys and increases the possibility of a fire. The fireplace is not a place to burn cardboard, holiday wrappings, pine needles, etc.

Minimum REGULAR cleaning standards:

1. Keep windows and doors clean, inside and outside. Interior cleaning at least once per month, exterior cleaning every six months. Wash between windows and screens every 3 months.
2. Wash interior doors, doorways and walls in heavily traveled areas every 2-3 months.
3. Clean dust, dirt and debris from the upper and lower sliding glass door tracks monthly.
4. Clean stove, drip pans, under drip pans, oven racks & drawers, broiler pan, hood, filter and vent twice monthly.
5. Mop and wax all vinyl and hardwood floors twice monthly, mop all tile floors twice monthly.
6. Dust baseboards, windowsills, ceiling fans, doors, ceilings and corners of rooms monthly.
7. Clean AC/Heater air return and **replace air filter monthly**.
8. Clean and sweep out fireplace. Clean fireplace grate, screen and glass, if provided.
9. Replace all burned out light bulbs as needed, clean lighting fixtures as needed. You will be charged for all bulbs that have to be replaced upon, move out.
10. Curtains or blinds should be cleaned every six months.
11. Bathrooms should be cleaned every week. This includes the toilet base, bowl, seat, shower, tub, medicine cabinet, sinks, mirrors and all cabinets and drawers (including walls).
12. Replace caulking in tub and sinks as needed.
13. Sweep out the garage as needed.
14. Wash or dust cobwebs from exterior of property every 3 months or as needed.

These are just suggestions and ideas on how to maintain the property. If you do the regular cleaning you will find it much easier to get it cleaned up and ready for your move-out inspection.



MOVE-OUT

Put it in writing – Before notice is accepted by management, **it must be put in writing**. Providing notice through your tenant portal is accepted as providing notice in writing. The notice must include the date you anticipate having the property ready for a move-out inspection and where you are moving to (even if you do not have a forwarding address, list the city and state where you are relocating). Notice must be one full calendar month (1st through the end of month).

Marketing during the notice period - The property may be listed for sale or rent after you provide your move-out notice. The most probable showing hours are from 9:00am to 6:30pm. The property must be available and in good showing condition during this marketing time and extra effort is expected in keeping the yard neat and the house clean during marketing.

Illness and family/personal events are acceptable reasons for rescheduling a showing. Inconvenience, out-of-town guests and no one home are not acceptable reasons to reschedule. You will be provided written notice at least 48 hours before showing via email.

Minimum showing conditions:

1. All beds made and rooms neat.
2. Floors recently vacuumed; clutter free, and no piles of dirty clothes.
3. Kitchen and baths are clean; sinks are clean and empty.
4. Walls are clean and unmarred.
5. Pets are out of the way; litter boxes are clean and odor free.
6. TV is off or on low so as not to be intrusive.
7. Yard is mowed and trimmed and in good condition.
8. Blinds/curtains are open and home is well lit (when possible).

The better the home shows, the more likely it will sell or rent quickly. The faster a new resident is found, the less you will be bothered by showings. **A home that shows well benefits everyone!**

Move-out inspection –

1. Inspections are completed between 9:00am-4:00pm Monday through Friday except holidays. These take a minimum of an hour, depending on the size of the home.
2. **All utilities are to remain on for 72 hours after move-out.** This enables you to have utilities for any additional work if all is not acceptable the first time through.
3. Inspections are made only after you have completely vacated the unit, carpets have been professionally cleaned and dry (receipt required), yard is mowed, landscaping clean and trimmed, all trash is hauled off, and you have returned your keys.
4. A room-by-room check will be made, including interior, exterior, grounds, appliances, windows, curtains, blinds, etc. This will be compared to your move-in report.

5. **A re-inspection fee of \$50.00 will be charged to you for each return trip that is required after the first appointment.** If the Inspector arrives for the appointment and the house is not ready and/or the utilities are not on, the inspector will leave. You will be charged for all subsequent trips.
6. You may attend the inspection if you prefer but must meet the inspector at his/her timing.

Breaking the Lease – If you break your lease, you will be responsible for all costs incurred in securing a new tenant. We work diligently to reduce your costs and market the property promptly.

1. You must pay a full month's rent for every month until a new tenant is secured. **When the new tenant moves in, your obligation may cease depending on their lease.**
2. **You must keep utilities on until the property is re-occupied by a new tenant.**
3. Forfeiture of your security deposit does not excuse you from other obligations of the lease. You must follow all procedures for marketing, cleaning, and checkout.
4. The following is a list of the most common charges for breaking a lease. These are some, but not all of the possible charges:
 - A re-leasing and/or breaking lease penalty
 - Rent until the new lease takes effect
 - Lawn Maintenance
 - Utilities (keep them on in your name until notified of a new tenant)
 - Advertising (until the unit is re-rented)
 - Commissions to re-lease the unit

Return of the security deposit – THE SECURITY DEPOSIT MAY **NOT** BE USED AS THE LAST MONTHS'S RENT!!!!!!

1. The security deposit will be refunded in one check made payable to all tenants within **14 business** days of your final move-out inspection or when management obtains possession. Possession occurs when keys are returned to the office and/or manager.
2. The following are the requirements for a full refund:
 - Have given a written 30-day notice prior to vacating.
 - Have left the premises clean, undamaged, and followed all check out procedures in the lease.
 - All walls are clean and unmarred – **DO NOT TOUCH UP PAINT!** (Home interiors are not always fully painted between residents.)
 - All carpets have been professionally cleaned (receipt required).
 - Tile grout is in substantially the same condition as at move-in.
 - Windows are clean.
 - Cabinets are clean inside and out.
 - All landscaping has been trimmed, blown out and raked.
 - Have paid all charges and rents due.
 - Have removed all debris, rubbish, and discarded all items from the premises.
 - Have returned all keys and/or access to the property or neighborhood. This is to all items you were given -- i.e. house keys, garage door openers, mail box keys, gate keys, gate passes, clubhouse keys or passes, parking permits, etc.
 - Have provided a forwarding address and telephone number.
 - Have an acceptable move out walk-through from your property manager.

This is not a complete checklist but is for your reference. Another checklist will be sent to you prior to your move-out date.

Carpets must be **PROFESSIONALLY CLEANED** (see last page for more detail) upon vacating. A copy of the cleaning company's bill will be required at the move-out inspection. A list of acceptable companies is provided for you. **The use of a rented "do-it-yourself" cleaning unit will not be considered acceptable.** A professional carpet cleaning company is required. (Chem-dry and Sears are never acceptable.) You may use a carpet vendor of your choice but management reserves the right to bill you if the carpet vendor did not do a thorough job. The vendors below are on management's approved list.

Tile grout must be in substantially the same condition as at tenant move-in. Management reserves the right to charge tenant for grout cleaning after move-out if the grout is deemed substantially dirtier than at tenant move-in.

LIST OF ACCEPTABLE CARPET VENDORS

CBC Carpet Cleaning PH: 623-537-5544	First Class Green Cleaning 602-996-6993	Elite Carpet Care 480-837-1478
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Please note that SEARS, CHEM DRY and RUG DOCTOR are NOT acceptable for carpet cleaning.



RESIDENT HANDBOOK SUMMARY

Remember all the instructions and requirements of the lease. This handbook was written to be used as a reference for you. Place it somewhere you can easily find it. Before calling or emailing the office, look to see if the answer you seek is here. If you find something you think would be helpful to others but is not included, please notify your Property Manager. We are always looking for additional ways to serve you.

Should you decide to begin the process of purchasing a home please call the office. We have many experienced agents that would be happy to help you find that special place just for you.

We look forward to a pleasant relationship and a happy renting experience.

By signing below you acknowledge that you have read and reviewed and agree to all of the terms in this handbook. A copy of this handbook will be placed in your tenant portal for your long-term reference.

Tenant

Date

Tenant

Date

Property Manager

Date