



Guardian Property Management

ADDENDUM #2 TO RESIDENTIAL RENTAL CONTRACT

MAINTENANCE

This Addendum is attached to and a part of the Residential Rental Contract dated _____ between _____ (hereafter referred to as "Owner"), through Guardian Property Management (hereafter referred to as "Agent"), and _____ (hereafter referred to as "Tenant") of the real property commonly known as _____ hereby agree to the following:

PURPOSE

The purpose of this Addendum is to give you, the Tenant, specific examples of things you are responsible for maintaining during the term of your lease so that you will have a better understanding of your obligations under the lease. **It does not list everything you are responsible for maintaining.** Depending on what type of residence you are leasing (apartment, single-family house, duplex, condominium, etc.) and what kind of improvements it contains, some items on the following list may not apply to you. **GOOD HOUSEKEEPING IS EXPECTED OF EVERYONE.**

VEHICLES

The Tenant and guests may park only in designated areas and not on the grass.

Keep driveways free of oil and grease.

Do not keep inoperable or unlicensed vehicles on the property.

The Tenant and guests may not work on motor vehicles in the parking lot of a multi-unit complex.

LIGHTS, FILTERS, FUSES, ETC

Replace burned-out electric light bulbs and blown fuses. Use of light bulbs with a higher wattage than is allowed in any light fixture is a fire hazard and is strictly prohibited.

Tenant Initials _____

Agent Initials _____

Reset tripped circuit breakers, oven timers and GFCI receptacles.

Leave working light bulbs in all light fixtures at the end of tenancy.

Relight oil or gas furnaces and hot water heaters.

Replace heating and air conditioning filters every month. Every system has a filter.

Leave new filter in the air return at the end of tenancy.

CARPETS

Use a professional, truck-mounted carpet cleaning service to steam clean carpets.

FIRE SAFETY

If you have never used a fireplace before, ask for instruction on how to use it.

Do not store ashes in trash cans.

Do not build a wood fire in a fireplace that has connections for gas logs.

Do not use kerosene heaters.

Do not use grills within 10 feet (horizontally or vertically) of anything that will burn.

Tenant shall not tamper with fire suppression sprinklers, fire extinguishers, smoke detectors, equipment, or fuse boxes.

WATER LINES (to help prevent water lines from freezing and bursting during cold weather)

Allow water to trickle and place lights as appropriate.

If you are going to be away from home, have water turned off and water lines drained or leave sufficient heat in the house.

Disconnect garden hoses from the outside faucets.

PEST EXTERMINATION

Keep the premises free from visible infestations of roaches, ants, hornets, bees, mice, bed bugs and other pests.

LOCKS

Do not change, alter, or remove any existing locks or add any additional locks without Agent's written permission.

Tenant Initials _____

Agent Initials _____

Immediately provide Agent keys for any changed or additional locks.

MOLD AND MILDEW

Clean and dust the premises on a regular basis.

Remove moisture on windows, walls, and other surfaces as soon as possible.

Immediately notify Agent of any evidence of a water leak or excessive moisture or standing water.

Immediately notify Agent of the presence of mold, mildew, or similar growth in the premises after you have attempted to remove it using common household cleaning solutions or anti-microbial products.

Immediately notify Agent of any malfunction of any part of the heating, ventilation, air conditioning, plumbing, or laundry systems.

Immediately notify Agent of any inoperable doors or windows.

EXTERIOR MAINTENANCE

Mow, water, and general upkeep in a timely manner to ensure landscaping is maintained in good condition. If the yard is not adequately maintained, a lawn service may be hired and billed to Tenant without warning or notice.

Clean any gutters and trim any shrubs at least semi-annually.

Keep the porches, patios, balconies, and front and back yards free of clutter and unsightly items. Agent reserves the right to request removal of any items deemed unsightly.

Tenant shall not alter or disturb grounds or landscaping. Tenant may not add plants, ornaments, or signs to a planting area without prior written approval of Agent.

Remove all snow and ice from sidewalks, walkways, front and back steps, and driveways. If Tenant fails to remove snow and ice within 24 hours of snowfall, a snow removal service may be hired and billed to Tenant without warning or notice.

Owner is not responsible for providing yard maintenance equipment.

MAINTENANCE REQUESTS

Non-emergency work requests must be submitted in writing. You may email, fax, mail, or fill out a form in our office or on our website. Should you have an emergency, you may call the office at 910-222-7368. Your maintenance request cannot be fulfilled if pets are left unattended.

Tenant Initials _____

Agent Initials _____

It is not our policy to make appointments for maintenance work. The vendor/contractor will contact the Tenant directly to make an appointment to complete the work request. If you have not heard from the assigned vendor/contractor within 24 hours, please contact our office again. (Please remember that several of our vendors/contractors do not have weekend appointments available.)

REPAIRS

If the Tenant does not keep an appointment to be home for maintenance or repair work, the vendor's/contractor's trip charge will be charged to the Tenant.

If the Tenant requests repairs and the worker is unable to enter due to unattended pets, extra locks or chains on the door not being removed, the vendor's/contractor's trip charge will be charged to the Tenant.

The Tenant will be charged for any service calls to repair items that the Tenant is responsible for maintaining.

The Tenant may not authorize any maintenance or repairs at Owner's expense.

The Tenant will not be reimbursed for any unauthorized repairs that the Owner is responsible for.

OTHER TERMS AND CONDITIONS

Tenant: _____

Date: _____

Tenant: _____

Date: _____

Agent: _____

Date: _____