

UNIT D



Residential Lease Package

Cheryl Cardwell

LANDLORD

Carson Thompson

TENANT

March 10, 2025

LEASE START DATE



RESIDENTIAL LEASE PACKAGE

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RESIDENTIAL LEASE AGREEMENT

This agreement, dated March 10, 2025, is between Cheryl Cardwell and Carson Thompson.

1. LANDLORD:

The Landlord(s) and/or agent(s) is/are:
Cheryl Cardwell (Owner)
and will be referred to in this Lease Agreement as "Landlord."

2. TENANT:

The Tenant(s) is/are:
Carson Thompson
and will be referred to in this Lease Agreement as "Tenant."

3. RENTAL PROPERTY:

The Landlord agrees to rent to the Tenant the property described as a(n) apartment located at 10408 Victoria Drive Apartment D, Knoxville, TN, 37922, which will be referred to in this Lease as the "Leased Premises."

4. TERM OF LEASE AGREEMENT:

The Lease Agreement will begin on March 10, 2025 and will end on March 9, 2026.

5. USE & OCCUPANCY OF PROPERTY:

- A. The only person(s) living in the Leased Premises is/are: Carson Thompson
- B. Any change in occupancy will require written consent of the Landlord and may be subject to an adjustment in the amount of rent.
- C. The Tenant will use the Leased Premises only as a residence.

6. RENT:

- A. The amount of the Rent is \$1,400.00 to be paid monthly.
- B. The rent is due in advance on or before the 1st day of each month. The rent due date is the date the Landlord must receive the Tenant's payment.
- C. Tenant(s) agree to pay the rent and all additional rent when due on time, without demand. All additional charges, costs and fees set forth throughout this Lease Agreement, are considered to be additional rent. Upon the non-payment of additional rent, Landlord will have the same rights to proceed against the Tenant(s) for the collection or eviction as if Tenant(s) defaulted on the rental payment.
- D. Rental payments are made payable to: Cheryl Cardwell
- E. Rental payments paid by Personal Check, Money Order, and/or Cash shall be delivered to the Landlord at: Cheryl Cardwell, 1808 River Shores Dr, Knoxville, TN 37914

7. FUNDS COLLECTED ON OR BEFORE LEASE SIGNING:

The following funds are due on or before the signing of this Lease Agreement unless otherwise agreed to in writing:

Prorated Rent	\$993.52
Security Deposit	\$1,400.00 (R)
TOTAL DUE	\$2,393.52

Funds marked with (R) are refundable in accordance with the terms and conditions of this Lease and all applicable laws, while funds marked with (NR) are non-refundable fees.

8. LATE FEE:

- A. If the rent or any other charges are not received by the Landlord on or before 5 days after the rent due date, Tenant must pay a late fee of \$140.00 in addition to the rent.
- B. Payments received by Landlord when there are arrearages, shall be credited first, to any outstanding balance, and then applied to the current amount due.

9. RETURNED PAYMENTS:

- A. A returned payment fee of \$30 will be added for all returned payments. A personal check will not be accepted as payment to replace a returned payment.
- B. If there are 1 or more instances of returned payments, Tenant(s) agree that the Landlord may require all future payments to be made only by Money Order or Cash.
- C. If your financial institution returns your rental payment and causes the rental payment to be late, a late charge will apply.

10. SECURITY DEPOSIT:

- A. The Tenant(s) have paid to the Landlord a Security Deposit of \$1,400.00.
- B. Tenant agrees that this security deposit is intended to secure the faithful performance by the Tenant of all terms, covenants and conditions of this Lease Agreement including but not limited to the cost of damages beyond normal wear and tear, unreturned keys, unpaid rent and any other amount due and legally allowable under the terms of this Lease Agreement and in accordance with state and local laws and regulations.
- C. Tenant may be responsible for any unpaid charges or attorney fees, suffered by the Landlord by reason of Tenant's default of this Lease in accordance with state and local laws and regulations.
- D. Under no circumstance can the Security Deposit be used as payment for rent and/or other charges due during the term of this Lease Agreement.
- E. Landlord's recovery of damages will not be limited to the amount of the Security Deposit.
- F. Provided the Tenant(s) fulfill all of the obligations of the Lease Agreement, the Landlord will return either an itemized accounting for charges with any balance of the security deposit or the entire security deposit to the Tenant within 30 days.

11. ENDING THE LEASE:

- A. At the end of this Lease Agreement or any renewal thereof, Tenant must vacate and shall immediately and peacefully surrender and return to the Landlord the possession of the Leased Premises in as good condition as when Tenant took possession less normal wear and tear. The Leased Premises shall be cleared out of all occupants, furniture, personal articles, and effects of any kind.

12. UTILITIES & SERVICES:

- A. Tenant is responsible for the following utilities and services: Electricity, Water, and Trash and Recycling and is required to register the utilities and services in Tenant's name. Tenant understands and agrees that essential services are to be maintained and operational at all times.

13. APPLIANCES:

- A. Landlord will supply and maintain: Heat, Air Conditioner, Refrigerator, Dishwasher, Stove, and Garbage Disposal.
 - I. Tenant will keep appliances provided by Landlord in good working order and shall report any malfunction to the Landlord. Any damage sustained due to the neglect or misuse by Tenant will become the full responsibility of the Tenant, either in the appliance repair or replacement.
 - II. Tenant agrees that the items specified above are the property of the Landlord and will remain with the Leased Premises at the end of this lease term.
- B. Tenant must have written approval before installing any appliance. Landlord accepts no responsibility for the maintenance, repair or upkeep of any appliance supplied by the Tenant. Tenant agrees Tenant is responsible for any damage that occurs to the Leased Premises resulting from the addition of any appliance that is supplied by the Tenant.

14. MAINTENANCE AND REPAIRS:

Landlord shall be responsible for repairs in or about the Leased Premises unless caused by the negligence of the Tenant. Tenant will be responsible for any repairs caused by Tenant's negligence.

- A. It is the responsibility of the Tenant to promptly notify the Landlord of the need for any repair of which the Tenant becomes aware.
- B. If any required repair is caused by the negligence of the Tenant and/or Tenant's guests, the Tenant will be fully responsible for the cost of the repair and/or replacement that may be needed.

- C. The Tenant must keep the Leased Premises clean and sanitary at all times and remove all rubbish, garbage, and other waste, in a clean, tidy and sanitary manner.
- D. Tenant must abide by all local recycling regulations.
- E. The Tenant shall properly use and operate all electrical, cooking and plumbing fixtures and keep them clean and sanitary.
- F. The Tenant is not permitted to paint, make any alterations, improvements or additions to the Leased Premises without first obtaining the written permission of the Landlord. The Landlord's permission to a particular painting, alteration, improvement, or addition shall not be deemed as consent to future painting, alterations, improvements, or additions.
- G. The Tenant is responsible for removing snow and ice from stairs and walkways.
- H. Tenant must replace and/or clean the filters for the heater and/or air conditioner on a regular basis.

15. CONDITION OF PROPERTY:

- A. The Tenant acknowledges that the Tenant has inspected the Leased Premises and at the commencement of this Lease Agreement, the interior and exterior of the Leased Premises, as well as all equipment and any appliances are found to be in an acceptable condition and in good working order.
- B. The Tenant agrees that neither the Landlord nor the Landlord's agent have made promises regarding the condition of the Leased Premises.
- C. The Tenant agrees to return the Leased Premises to Landlord at end of the Lease Agreement in the same condition it was at the beginning of the Lease Agreement.

16. PETS:

- A. Pets are not allowed.

17. PARKING:

Parking is provided. Each apartment has two parking spaces. Parking in non assigned parking spaces will result in towing.

18. RULES AND REGULATIONS:

- A. Vehicles parked on premises must be in working order with necessary registrations and/or inspections.
- B. Late fees are strictly enforced and any unpaid fees will not be waived.
- C. The Tenant may not interfere with the peaceful enjoyment of the neighbors.
- D. Garbage/Trash must be taken to the curb on the scheduled day(s) of trash removal and not before.
- E. The Tenant will be responsible for any fine and/or violation that is imposed on the Landlord due to the Tenant's negligence.
- F. The Tenant shall abide by all Federal, State, and Local laws.
- G. The Tenant shall notify the police and Landlord of any illegal activity that is witnessed in or around the Leased Premises.
- H. The Tenant agrees not to use the Leased Premises for any unlawful purpose including but not limited to the sale, use or possession of illegal drugs on or around the Leased Premises.
- I. The Tenant agrees to test smoke detector(s) periodically as well as maintain operational batteries at all times.
- J. The Tenant must report any malfunction with smoke detector(s) immediately to Landlord. The Tenant agrees not to remove, dismantle or take any action to interfere with the operation of any smoke detector(s) installed on the Leased Premises.
- K. The Tenant agrees to test carbon monoxide detector(s) periodically as well as maintain operational batteries at all times. The Tenant must report immediately to the Landlord any malfunction with carbon monoxide detector(s).
- L. Absolutely no hazardous materials are permitted to be in or around the Leased Premises at any time.
- M. The Tenant may not use or store Kerosene or space heaters at any time in or around the Leased Premises.
- N. Under no circumstance may a stove, oven or range be used as a source for heat.
- O. Charcoal and Gas Barbecue grills may not be used inside the Leased Premises.
- P. The Tenant shall use ventilating fans at all times when bathing and cooking.
- Q. All windows and doors must remain closed during inclement weather.
- R. The Tenant shall notify Landlord of any pest control problems.
- S. The Tenant must notify Landlord of any changes in employment.
- T. The basement and/or attic may not be modified for the use as living quarters without written permission of the Landlord.
- U. Trampolines are not permitted on the Leased Premises.
- V. Waterbeds and liquid furniture are not permitted without the written permission of the Landlord.
- W. The Tenant must obtain written permission to install a satellite system or antenna on or around the Leased Premises.

- X. The Tenant may not store or park a recreational vehicle, commercial vehicle, or watercraft on Leased Premises without Landlord's written permission.
- Y. The Tenant may not use windows, decks, or balconies for the purpose of drying laundry.
- Z. Landlord does not permit loud gatherings. A disturbance caused by Tenant or Tenant's occupants or invitees that results in any police action or complaints from neighbors is considered sufficient cause for termination of this Lease and action for eviction as permitted by law.
- AA. Tenant agrees to maintain an air temperature inside the property of 50-80 degrees Fahrenheit at all times, unless otherwise specified by state or local laws.
- BB. When a Tenant breaches any part of the lease, the landlord may impose a fine of \$50-\$100 per incident, as a reasonable estimate of costs and damages incurred by tenant. Nothing in this clause shall limit landlord's ability to seek and recover additional funds where the costs incurred by tenant and/or damages suffered exceed the amount listed here.
- CC. Tenant is not allowed to list the house on any short term rental sites for any reason.
- DD. Both Landlord and Tenant agree to update either party with change of email or phone number.
- EE. If Tenant(s) violate the lease and allow a pet on the premises they will be responsible for a \$500 fine and any additional costs to remove the animal, clean and deodorize the premises.

19. ADDENDA:

The following Addenda, attached to this Lease Agreement, shall become part of this Lease Agreement:

- | | |
|---|--|
| A. Security Deposit Receipt & Disclosure | H. Parking Rules Addendum |
| B. Required Insurance Coverage Addendum | I. Satellite Dish/Antenna Installation Policy and Permission |
| C. Move-In/Move-Out Walk-Through Checklist | J. Zero Tolerance for Criminal Activity |
| D. Security Alarm System Installation Policy and Permission | K. Pest Control - Bed Bug Addendum |
| E. Roommate Lease Addendum | L. Tenant Guest Policy |
| F. Early Lease Termination Addendum | M. Tenant Receipt of Key(s) |
| G. Loss of Life and Emergency Contact Addendum | |

20. INSURANCE:

Tenant is solely responsible for any damage or loss of the Tenant's personal property to the extent that the law permits. Accordingly, the Tenant is required to obtain personal property/renter's insurance with an insurance company properly licensed to do business in the state. This policy must become effective on or before the beginning date of this Lease Agreement. If Tenant fails to obtain personal property/renters insurance, it is a breach of this Lease Agreement. Tenant must provide proof of insurance required by this Lease Agreement. It is a breach of this Lease Agreement if Tenant fails to provide proof of insurance upon Landlord's request.

21. SECURITY NOT PROMISED:

The Tenant has inspected and acknowledges that all locks and smoke detectors are in working order. Any provided fire extinguishers, security alarm systems, and/or carbon monoxide detectors have also been inspected by the Tenant and are in sound working order. Tenant understands that although the Landlord makes every effort to make the Leased Premises safe and secure, this in no way creates a promise of security.

22. RIGHT OF ENTRY:

- A. Landlord and/or Landlord's agents, with 24 hours written notice have the right during the term of this Lease Agreement to enter during reasonable hours to inspect the premises, make repairs or improvements or show prospective buyers and/or Tenant(s) the property.
- B. In the event of an emergency, Landlord reserves the right to enter Leased Premises without notice. It is required that Landlord have a working set of keys and/or security codes to gain access to the Leased Premises.
 - I. Tenants will not change, or install additional locks, bolts or security systems without the written permission of the Landlord.
 - II. Unauthorized installation or changing of any locks will be replaced at the Tenant's expense.
 - III. Tenant shall be responsible for any and all damages that may occur as a result of forcible entry during an emergency where there is an unauthorized placement of a lock.

23. LEASE RENEWAL:

- A. At the end of this Lease Agreement, this lease will continue in full force and effect on a month to month basis unless Tenant or Landlord provides written notice to the other party at least 30 days before the end of the term (Term of Lease Agreement) to terminate the Lease (including any exercised renewal or extension thereof).

24. NOTICES:

- A. Any notice, required by the terms of this Lease Agreement shall be in writing.
- B. Notices sent to the Landlord may be sent to the following:
 - I. 1808 River Shores Dr, Knoxville, TN, 37914
 - II. Email: cheryl.cardwell@comcast.net
- C. Notices may be given by either party to the other in any of the following ways, or any other manner provided for by law:
 - I. Regular mail
 - II. Personal delivery

25. ABANDONMENT:

If Tenant vacates the Leased Premises before the end of the Lease term or renewal thereof without written permission from the Landlord, Landlord may, at Landlord's sole discretion, hold Tenant in default of this Lease Agreement. If the Tenant fails to follow proper move out procedures, Tenant will be responsible for any and all damages and losses allowed by federal, state and local regulations as well as this Lease.

26. LANDLORD'S REMEDIES:

If Tenant violates any part of this Lease Agreement including non-payment of rent, the Tenant is in default of this Lease Agreement. In the event of a default, the Landlord may initiate legal proceedings in accordance with local and state regulations to evict or have Tenant removed from the Leased Premises as well as seek judgment against Tenant for any monies owed to Landlord as a result of Tenant's default.

- A. The Tenant agrees that any expenses and/or damages incurred as a result of a breach of the Lease Agreement including reasonable attorney's fees will be paid to the prevailing party.
- B. The Tenant agrees that any court costs and/or fees incurred as a result of a breach of the Lease Agreement will be paid to the Landlord or the prevailing party.
- C. All rent for the balance of the term of this Lease Agreement is immediately due to the Landlord and the Landlord may sue for the entire balance as well as any damages, expenses, legal fees and costs.

27. SUBORDINATION:

This Lease Agreement is subject and subordinate to any lease, financing, loans, other arrangements, or right to possession with regards to the building or land that the Landlord is obligated to now or in the future including existing and future financing, and/or loans or leases on the building and land.

28. CONDEMNATION:

If the whole or any part of the Leased Premises is taken by any authority having power of condemnation, this Lease Agreement will end. Tenant shall peaceably vacate the Leased Premises and remove all personal property and the lease terms will no longer apply. The Tenant, however is responsible for all rent and charges until such time that Tenant vacates the Leased Premises.

29. ASSIGNMENT OR SUBLEASE:

Tenant agrees not to transfer, assign or sublease the Leased Premises without the Landlord's written permission.

30. JOINT AND SEVERAL LIABILITY:

The Tenant understands and agrees that if there is more than one Tenant that has signed the Lease Agreement, each Tenant is individually and completely responsible for all obligations under the terms of the Lease Agreement.

31. MISREPRESENTATION:

If any information provided by Tenant in application for this Lease is found to be knowingly incorrect, untruthful and/or misleading, it is a breach of this Lease.

32. BINDING OF HEIRS AND ASSIGNS:

All provisions, terms and conditions of this Lease Agreement shall be binding to Tenant, Landlord, their Heirs, Assignees and Legal Successors.

33. SEVERABILITY:

If any part of this Lease Agreement is not valid, enforceable, binding or legal, it will not cancel or void the rest of this Lease Agreement. The remainder of the Lease Agreement will continue to be valid and enforceable by the Landlord, to the maximum extent of the laws and regulations set forth by local, state and federal governments.

34. GOVERNING LAW:

This Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of Tennessee.

35. ADDITIONAL CLAUSES:

- A. The Tenant waives the right to receive a Notice of Default from the Landlord unless such notice is required by state or local regulations.
 - I. You are waiving your right to have a notice sent to you before the Landlord starts court action to recover possession for nonpayment of rent or any other reason.

36. PARAGRAPH HEADINGS:

Paragraph headings in this Lease Agreement are for convenient reference only and do not represent the rights or obligations of the Landlord or Tenant.

37. ENTIRE AGREEMENT:

- A. Landlord and Tenant agree that this Lease Agreement and any attached Addenda, Rules and Regulations, and/or Special Terms and Conditions accurately represent all terms and agreements between the Landlord and Tenant regarding the Leased Premises.
- B. Tenant acknowledges the receipt of any disclosures required by the State of Tennessee as well as any disclosures required by federal, state, and local jurisdictions.

NOTICE: This is an important LEGAL document.

- You may have an attorney review the Lease Agreement prior to signing it.
- If the Landlord fails to enforce any provision of this Lease Agreement, it will not constitute a waiver of any default, future default or default of the remaining provisions.
- Time is of the essence in this Lease Agreement.

By signing this Lease Agreement, the Tenant certifies that the Tenant has read, understood, and agrees to comply with all of the terms, conditions, Rules, and Regulations of this Lease Agreement including any addenda and that the Tenant has received the following:

- 1. Copies of all Addenda, Rules and Regulations, Special Terms and Conditions, and Applications.
- 2. All necessary Key(s), Garage Door Opener(s), Security Card(s), and/or Auto Sticker(s) to the Leased Premises.

Tenant's Signature:

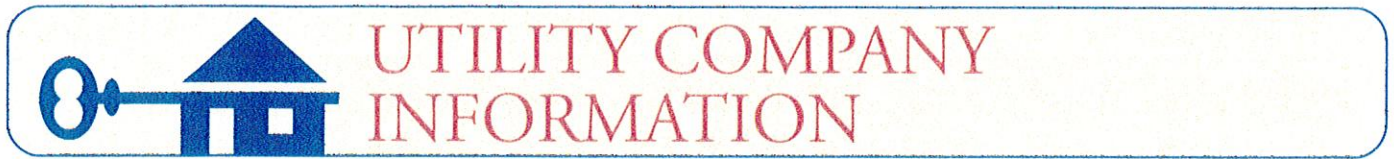


Date: 6 Mar 25

Landlord/Agent Signature:



Date: 5 Mar 25



As a courtesy, we are providing the utility company information for the property to assist you with moving in.

IMPORTANT:

Before the Lease begins and/or you move in, you must contact the utility companies to activate service. The Tenant may not move in until the utilities are registered in their name. If the Tenant fails to activate any utility services before the Lease begins, the Tenant will be responsible for re-lighting any of the Gas pilots and for all Tenant utility charges.

The Tenant is responsible for all utility activation fees.

Please take the time to locate and familiarize yourself with the location of the gas and water shutoff valves and the electric fuses and/or breakers.

First Utility District
122 Durwood Road
Knoxville, TN 37922
Phone: (865) 966-9741
<http://www.fudknox.org>

Lenoir City Utilities Board
PO Box 449
Lenoir City, TN 37771
Phone: (865) 986-6591
<http://www.lcub.com>

Tennessee Trash Service
PO Box 22244
Knoxville, TN 37922
Phone: (865) 966-0086

Waste Connections
621 Brooks Road
Knoxville, TN 38116
Phone: (865) 522-0078

Find USPS change-of-address forms at <http://moversguide.usps.com>.

PARKING RULES ADDENDUM

The Parking Rules Addendum (hereinafter "the Parking Addendum") is part of and incorporated into the Lease Agreement signed on between Cheryl Cardwell(hereinafter "the Landlord") and Carson Thompson (hereinafter "the Tenant") for the property located at 10408 Victoria Drive Apartment D (hereinafter "the Property").

The purpose of the Parking Addendum is to outline and implement the parking rules for the Property.

Parking Rules

The Tenant is allowed to park in the following designated spaces or areas: Two spaces in front of your apartment.

If the Tenant parks in any other area, the Tenant will be towed.

Tenant Vehicle Details

Make: Honda

Model: Aceord

Color: Silver

Year: 2019

State of Registration: TN

License Number: BFJ-0714

The Tenant has read and understands the Parking Rules and agrees to follow all Parking Rules outlined above. The Tenant signs the Parking Rules Addendum voluntarily.

Landlord's Signature: _____ Date: _____

Tenant's Signature:  Date: 3/6/25

Tenant's Signature: _____ Date: _____

Tenant's Signature: _____ Date: _____

Required Insurance Coverage Addendum

This Insurance Addendum (hereinafter "the Addendum") is attached to and incorporated in the Lease Agreement for 10408 Victoria Drive Apartment D, Knoxville, TN 37922 (hereinafter "the Property") signed by Carson Thompson (hereinafter "the Tenant") and Cheryl Cardwell (hereinafter "the Landlord") on March 10, 2025.

For the duration of the Lease, the Tenant is required to maintain insurance coverage of at least:

- Renter's Insurance

The Tenant is required to provide the Landlord with evidence of Required Insurance Coverage before taking possession of the Property and at the time of each Lease renewal period. The Tenant may purchase the Required Insurance Coverage from an insurance company or agent of the Tenant's choice.

Failure to maintain the Required Insurance Coverage constitutes a breach of the Lease. In addition to other remedies provided by the Lease, the Landlord may purchase Required Insurance Coverage through the Landlord's Legal Liability Insurance Policy (LLIP) and seek reimbursement from the Tenant.

While LLIP coverage will provide the Required Insurance Coverage, here are a few details about this coverage that the Tenant should understand:

- LLIP coverage solely protects the interests of the Landlord. The Tenant is not an Insured, Additional Insured, or beneficiary under the LLIP.
- LLIP coverage is not renters insurance and does not cover the Tenant's personal property or provide the Tenant with personal liability insurance.
- LLIP coverage may be more expensive than the cost of Required Insurance Coverage purchased elsewhere.
- The total cost to the Tenant for LLIP coverage will be \$[monthly cost of LLIP coverage] per month. This is the total monthly premium charge, including taxes and fees. In addition, a monthly charge of \$[monthly admin fee] will be assessed and retained by the Landlord as an administration fee.
- LLIP insurance is not mandatory and the Tenant may purchase Required Insurance Coverage from an insurance agent or insurance company at any time and coverage under the LLIP will be terminated by the Landlord.
- If the Tenant allows Required Insurance Coverage to lapse, the Landlord may purchase LLIP insurance without notice and add the total expense to the Tenant's monthly rent payment.
- It is the Tenant's duty to notify the Landlord of any subsequent purchase of Required Insurance Coverage.

In the event that a loss or damage exceeds the amount of the Required Insurance Coverage, the Tenant remains contractually liable to the Landlord for this amount.

In the event of liability to any other party for bodily injury or property damage, the Tenant shall remain liable to such other party.

The Tenant has read and understands this Addendum. The Tenant signs the Addendum voluntarily.

Landlord's Signature: _____
Date: _____

Tenant's Signature:  _____
Date: 3/6/25

Tenant's Signature: _____
_____ Date: _____

Tenant's Signature: _____
_____ Date: _____

ADDENDUM: SATELLITE DISH / ANTENNA INSTALLATION PERMISSION

Landlord: Cheryl Cardwell
Tenant: Carson Thompson
Leased Premises: 10408 Victoria Drive Apartment D, Knoxville, TN 37922

This LEASE ADDENDUM is incorporated into and made part of the lease executed by the Landlord and the Tenant referring to and incorporating the Leased Premises.

The installation and wiring of a Satellite Dish or Antenna may only be performed by a trained and/or licensed professional. All the specs, sizes and information regarding the equipment, installation and wiring including location must be provided to the Landlord prior to installation. The installation may not block the access or intrude on any common areas. This includes but is not limited to the roof, exterior wall, parking area, window, or fence. All cable connections must be made from the basement with no penetrations thru the exterior walls of the building.

A professional installation company must be used for installation and proof of liability insurance is required before equipment is installed. The Tenant is responsible for any damages that may occur from the installation or wiring of the Satellite Dish or Antenna. The installation, maintenance, and safety of both activities are the responsibility of the Tenant.

The Landlord reserves the right to request the temporary removal of the Satellite Dish or Antenna if necessary for building repairs or maintenance and will assume no liability for any damages that may occur to the equipment.

At the end of the Lease, all evidence of the installation of the Satellite Dish or Antenna must be removed and/or repaired. Any damages that remain will be subject to charges against but not limited to the security deposit.

If the Tenant violates any part of this Addendum, the Tenant is then in default of the Lease. In the event of a default, the Landlord may initiate legal proceedings in accordance with Tennessee and local regulations to evict or have the Tenant removed from the Leased Premises as well as seek judgment against the Tenant for any monies owed to the Landlord as a result of the Tenant's default.

Tenant's Signature:  Date: 3/6/25

Tenant's Signature: _____ Date: _____

Tenant's Signature: _____ Date: _____

----- Landlord Approval -----
I will allow the installation of a Satellite Dish or Antenna under the terms and conditions mentioned
In this addendum.
Notice: Approval is only granted with a signature from the Landlord.

Landlord's Signature: _____ Date: _____

Move-In/Move-Out Walk-Through Checklist

Tenants: Carson Thompson

Landlord: Cheryl Cardwell

Property: 10408 Victoria Drive Apartment D, Knoxville, TN 37922

Lease Starting Date: March 10, 2025

Move-In Inspection Date: _____

Move-Out Inspection Date: _____

Item	Move-in Condition	Move-out Condition	Additional Items
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Living Room Area			
Doors and Locks			
Windows and Screens			
Carpets / Floors			
Walls			
Ceiling Fans			
Lights and Switches			
Additional Items			

Dining Room Area			
Doors and Locks			
Windows and Screens			
Carpets / Floors			
Walls			
Ceiling Fans			
Lights and Switches			
Additional Items			

Hallway			
Carpets / Floors			
Walls			
Ceiling Fans			
Lights and Switches			
Additional Items			

Kitchen			
Stove / Range			
Refrigerator			
Dishwasher			
Sink			
Cabinets / Countertops			
Windows and Screens			
Carpets / Flooring			
Walls			
Ceiling Fans			
Lights / Switches			
Additional Items			

Bathroom: <i>Describe - ie. Main, Hallways, Downstairs, Powder</i>			
Doors and Locks			
Windows and Screens			
Carpet / Flooring			
Walls			
Ceiling			
Sink			
Tub and/or Shower			
Toilet			
Cabinet / Shelves / Closet			
Towel Bar / Paper Holder			
Lights and Switches			
Additional Items			

Bathroom: <i>Describe - ie. Main, Hallways, Downstairs, Powder</i>			
Doors and Locks			
Windows and Screens			
Carpet / Flooring			
Walls			
Ceiling			
Sink			
Tub and/or Shower			
Toilet			
Cabinet / Shelves / Closet			
Towel Bar / Paper Holder			
Lights and Switches			
Additional Items			

Bedroom: Describe - ie. Main, Hallways, Downstairs, Powder			
Doors and Locks			
Windows and Screens			
Carpet / Flooring			
Walls			
Ceiling Fan			
Closet			
Lights and Switches			
Additional Items			

Bedroom: Describe - ie. Main Hallways, Downstairs, Powder			
Doors and Locks			
Windows and Screens			
Carpet / Flooring			
Walls			
Ceiling Fan			
Closet			
Lights and Switches			
Additional Items			

Bedroom: Describe - ie. Main, Hallways, Downstairs, Powder			
Doors and Locks			
Windows and Screens			
Carpet / Flooring			
Walls			
Ceiling Fan			
Closet			
Lights and Switches			
Additional Items			

Exterior			
Doors and Locks			
Windows and Screens			
Siding / Exterior			
Fencing			
Front Yard			
Backyard			
Garage or Shed			
Additional Items			

Other Room: <i>Name / Describe Room</i>			
Doors and Locks			
Windows and Screens			
Carpets / Flooring			
Walls			
Ceilings fans			
Lights and Switches			
Additional Items			

Other Room: <i>Name / Describe Room</i>			
Doors and Locks			
Windows and Screens			
Carpets / Flooring			
Walls			
Ceilings fans			
Lights and Switches			
Additional Items			

Tenant accepts the entire Leased Premises in good condition with the exception of the item(s) listed above. Tenant understands that Tenant is responsible for any damage to the Leased Premises caused by the Tenant, all occupants, and/or guests during the occupancy.

Landlord's Signature: _____
 Date: _____

Tenant's Signature:  _____
 Date: 3/6/23

Tenant's Signature: _____
 Date: _____

Tenant's Signature: _____
 Date: _____

ADDENDUM: ZERO TOLERANCE FOR CRIMINAL ACTIVITY

Landlord: Cheryl Cardwell

Tenant: Carson Thompson

Leased Premises: 10408 Victoria Drive Apartment D, Knoxville, TN 37922

This LEASE ADDENDUM is incorporated into and made part of the Lease executed by the Landlord and the Tenant referring to and incorporating the Leased Premises.

The Landlord has zero tolerance for criminal activity in or around the Leased Premises.

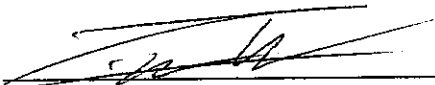
This policy applies to all Tenants, occupants, guests, and any visitors in or around the Leased Premises. The Landlord will immediately report any evidence of criminal activity to the proper authorities, and the Tenant's engagement in any criminal activity is a default of the Lease.

The Tenant understands Tenant's responsibility to call the police/emergency services and report any suspicious activity observed, and then notify the Landlord.

The Tenant understands that disturbances of the peace not only infringe on the neighbors' peaceful enjoyment of their property, but are also a default of the Lease.

In the event of any criminal activity in which the Tenant is directly or indirectly involved, the Landlord will take the legal measures necessary to evict the Tenant(s) from the Leased Premises. This includes but is not limited to illegal drug activity, gang involvement, organized crime and disturbances of the peace.

The Tenant understands that violation of this addendum is a default of the Lease and will result in the Landlord taking the necessary steps towards eviction of the Tenant. The Tenant may then be responsible for the rent remaining due for the balance of the Lease term, court costs, attorney fees, and other charges in accordance with all applicable Tennessee, local laws and regulations.

Tenant's Signature:  Date: 3/6/23

Tenant's Signature: _____ Date: _____

Tenant's Signature: _____ Date: _____

ADDENDUM: SECURITY ALARM SYSTEM INSTALLATION PERMISSION

Landlord: Cheryl Cardwell
Tenant: Carson Thompson
Leased Premises: 10408 Victoria Drive Apartment D, Knoxville, TN 37922

This LEASE ADDENDUM is incorporated into and made part of the lease executed by the Landlord and the Tenant referring to and incorporating the Leased Premises.

A professional installation company must be used for installation and proof of liability insurance is required before equipment is installed. The Tenant is responsible for any damages that may occur from the installation or wiring of the Security Alarm System. The installation, maintenance, and safety of both activities are the responsibility of the Tenant. The Tenant understands that the Landlord assumes no liability for any injury during the installation of the Security Alarm System.

The Landlord reserves the right to request the temporary removal of the Security Alarm System if necessary for building repairs or maintenance and will assume no liability for any damages that may occur to the equipment. The Tenant agrees to make available to the Landlord the security code, and Tenant must keep Landlord updated to any changes in the security code.

At the end of the Lease, all evidence of the installation of the Security Alarm System must be either removed or arrangements are to be made with the Landlord to keep the Security Alarm attached to the Leased Premises. Any damages that remain will be subject to charges against but not limited to the security deposit.

The Landlord will have the authority to use the security code to enter the Leased Premises in the event of an emergency, to make repairs or inspect the property. The Landlord will give proper notice, according to the terms of the Lease.

SECURITY CODE: _____ PASSWORD (PHASE): _____

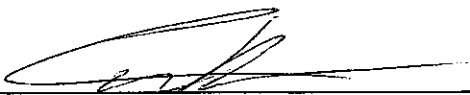
Security Alarm Company Information

Security Alarm Company: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip: _____

If the Tenant violates any part of this Addendum, the Tenant is then in default of the Lease. In the event of a default, the Landlord may initiate legal proceedings in accordance with Tennessee and local regulations to evict or have the Tenant removed from the Leased Premises as well as seek judgment against the Tenant for any monies owed to the Landlord as a result of the Tenant's default.

Tenant's Signature:  Date: 3/6/25

Tenant's Signature: _____ Date: _____

Tenant's Signature: _____ Date: _____

Landlord's Signature: _____ Date: _____

Notice: Approval is only granted with a signature from the Landlord.

PEST CONTROL - BED BUG ADDENDUM

Landlord: Cheryl Cardwell

Tenant: Carson Thompson

Leased Premises: 10408 Victoria Drive Apartment D, Knoxville, TN 37922

This Pest Control-Bed Bug Addendum is incorporated into and made part of the lease executed by and between the above-referenced Landlord and Tenants, for the Leased Premises above.

Landlord and Tenant agree as follows (check all that apply):

☐ Tenant must report any pest infestation and/or problems with the Leased Premises as soon as it is noticed. This includes but is not limited to bed bugs, roaches, ants, carpenter ants, termites, mice or rats.

☐ Landlord and Tenant agree that any violation of this Pest Control-Bed Bug Addendum shall be a violation of the Residential Lease Agreement.

☐ Tenant acknowledges that Landlord's implementation of this Pest Control-Bed Bug Addendum, and all efforts to provide pest-free surroundings, does not in any way alter the standard of care that Landlord owes Tenant under the Residential Lease Agreement. Tenant understands and agrees that Landlord's ability to control, take care of or enforce the terms and conditions of this Pest Control-Bed Bug Addendum is reliant in a large part on the Tenant's compliance and cooperation.

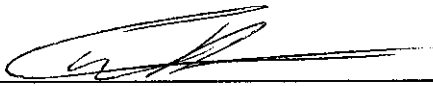
☐ Tenant agrees to cooperate with the Landlord in all efforts and courses of actions required to erase and control any pest infestation. Tenant's full cooperation shall include but is not limited to immediately reporting any pest infestation including that of bed bugs to the Landlord, and permitting any entry to complete any inspections, pre-treatment, and treatment to eliminate any pests. Tenant understands that evacuating the Leased Premises during and after treatment for a specified time frame may be necessary. The tenant will follow all directions and perform any critical actions to comply with all the post-treatment requirements to keep the Leased Premises pest free and minimize any re-infestations.

☐ Tenant has been informed that used or secondhand furniture is one of the most frequent ways that bed bugs and roaches are introduced and spread. Tenant agrees not to acquire or purchase used or secondhand furniture. Sharing vacuum cleaners is another highly common way to spread bed bugs and roaches.

☐ In case of any conflict between the terms and conditions of the Residential Lease Agreement and this Pest Control-Bed Bug Addendum, the provisions of this Pest Control-Bed Bug Addendum shall prevail.

☐ Tenant has received the attached "Pest Control Tips" and will read and follow the guidelines within the document.

Landlord's Signature: _____ Date: _____

Tenant's Signature:  Date: 7/6/23

Tenant's Signature: _____ Date: _____

Tenant's Signature: _____ Date: _____

Roommate Lease Addendum

The Roommate Lease Addendum (hereinafter “the Roommate Addendum”) is incorporated into and made part of the Lease Agreement executed by the Landlord and Tenant(s) for the Leased Premises located at 10408 Victoria Drive Apartment D.

The Roommate Addendum is entered into on March 10, 2025 by and between Cheryl Cardwell (hereinafter “the Landlord”) and the following individuals (collectively referred to as “Roommates”).

1. Roommate 1: [Type Here]
2. Roommate 2: [Type Here]
3. Roommate 3: [Type Here]
4. Roommate 4: [Type Here]

The Roommates acknowledge that they have signed a Lease Agreement with the Landlord for the Leased Premises. Each and all Roommates agree to faithfully abide by all the terms and conditions of the Lease Agreement.

The Roommates acknowledge that the Roommate Addendum shall exist alongside the Lease Agreement for the Leased Premises, which contains all the terms and conditions of occupancy. In addition to the terms and conditions of the Lease Agreement, the Roommates agree to the following terms and conditions.

Rent Payment. The total monthly rent is \$[Type Here]. Each Roommate’s rent share is \$[Type Here].

See the Lease Agreement for specifics on when rent is due and how it should be paid.

Assigned Bedrooms. Each Roommate is assigned to the following bedroom for the Leased Premises:

1. [Tenant’s name] is assigned to Bedroom [enter a description - for example, Primary bedroom with en-suite bathroom].
2. [Tenant’s name] is assigned to Bedroom [enter description - for example, Second bedroom with shared bathroom].
3. [Tenant’s name] is assigned to Bedroom [enter description].
4. [Tenant’s name] is assigned to Bedroom [enter description].

Roommates agree to use their assigned bedrooms exclusively and respect each other’s privacy.

Shared and Private Spaces. Each Roommate is entitled to the exclusive use of their designated bedroom. Roommates will share the following areas:

- Kitchen
- Living room
- Laundry room
- Bathroom(s)
- [add additional areas as needed]

Roommates agree to maintain the common areas and keep them clean.

Household Responsibilities. Roommates agree to divide household chores equally, including taking out the trash and recycling and maintaining common areas. A separate chore schedule may be agreed upon by the roommates

Quiet Hours. All Roommates agree to maintain quiet hours from [start time - for example, 10 pm] to [end time - for example, 7 am] on weekdays and [start time - for example, 11 pm] to [end time - for example, 8 am] on weekends.

Guests. Each Roommate may have guests, however, guests staying longer than [number of nights - for example, 5] require the approval of all Roommates. Guests are expected to follow all rules of the Lease Agreement and Roommate Addendum.

Roommate Approval and Replacement. Absolutely no subletting or Roommate changes may be made without the advance written permission of the Landlord. Each Roommate under the Lease Agreement - whether an original Roommate or replacement Roommate - must submit a Rental Application and be approved in writing by the Landlord. The Landlord may require the new Roommate to sign the existing Lease or may require an entirely new Lease Agreement be signed by the replacement Roommate and existing Roommates. Upon the replacement of a Roommate, the Landlord may choose to charge an administration fee in addition to any tenant screening fees, which will be discussed and agreed to in writing prior to this Roommate Addendum. This will be in accordance with all federal, state, and local laws.

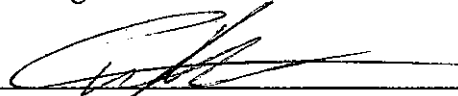
Financial Responsibility. Each Roommate agrees to be jointly and severally liable to the Landlord for the entire rent and the entire amount of any charges due and/or incurred under the Lease Agreement.

Security Deposit. The security deposit(s) required under the Lease Agreement are contained and specified in the Lease Agreement. The security deposit will not be released until the entire Leased Premises has been vacated completely by all Roommates. The Landlord will not make separate payments but instead will make one payment of the security deposit (or portion thereof, if any) made payable jointly to all Roommates who have rights to the security deposit. This payment and any security deposit deductions will be disbursed according to the Lease Agreement and the laws of Tennessee. The security deposit will be considered settled upon delivery or mailing to any one of the Roommates. When there is a switch in Roommates, the reimbursement of the security deposit (or portion thereof) to the outgoing Roommate should be settled among the Roommates. The Landlord is not obligated to refund the security deposit until the Lease Agreement is terminated and ALL Roommates have vacated the Leased Premises.

Getting Along. Living with Roommates can mean that you need to compromise on certain issues and your Roommates need to compromise on certain issues to make it easier to share the Leased Premises. The Landlord accepts no responsibility or liability for how the Roommates get along.

Departing Roommates. Roommates who move out while the Lease Agreement is in effect will continue to have financial responsibility under the Lease Agreement unless the Landlord releases them from this responsibility in writing or unless they are replaced by a replacement Roommate approved by the Landlord in writing. Upon being relieved of financial liability, the departing Roommate will relinquish all rights to the security deposit.

Communication. Whenever the Landlord gives notice to one Roommate, it shall be considered as having been communicated to all Roommates. Whenever one Roommate gives a notice to the Landlord, it shall be considered as having been communicated from all Roommates.

Tenant's Signature:  Date: 3/6/25

Tenant's Signature: _____ Date: _____

Tenant's Signature: _____ Date: _____

Landlord's Signature: _____ Date: _____

ADDENDUM: TENANT GUEST POLICY

LANDLORD: Cheryl Cardwell
TENANT(S): Carson Thompson
LEASED PREMISES: 10408 Victoria Drive Apartment D
LEASE DATE: March 10, 2025

This Addendum is incorporated into and made part of the Lease executed by and between Cheryl Cardwell and Carson Thompson for the Leased Premises located at 10408 Victoria Drive Apartment D, Knoxville, TN 37922.

A "guest" is defined as a person invited into the Leased Premises by the Tenant(s) and/or Occupant(s).

A guest may not stay overnight for more than three consecutive nights without the written permission of the Landlord. The Landlord permits the Tenant to have no more than four guests on the premises at the same time.

All guest(s) must observe and obey all terms and conditions contained in the Lease. If the Tenant and or the Tenant's guests violate any part of this Guest Policy, the Tenant is then in default of the Lease. In the event of a default, the Landlord may initiate legal proceedings in accordance with Tennessee and local regulations to evict or have the Tenant removed from the Leased Premises as well as seek judgment against the Tenant for any monies owed to the Landlord as a result of the Tenant's default.

Tenant's Signature:  Date: 3/14/25

Tenant's Signature: _____ Date: _____

Tenant's Signature: _____ Date: _____

EARLY TERMINATION OF TENANCY ADDENDUM

This LEASE ADDENDUM is incorporated into and made part of the lease executed on March 10, 2025 by and between Cheryl Cardwell (Landlord) and Carson Thompson (Tenant[s]) for the Leased Premises located at 10408 Victoria Drive Apartment D, Knoxville, TN 37922.

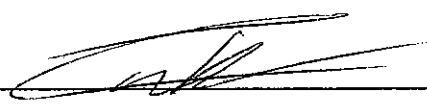
If Tenant(s) choose to move out before the end of the lease term, or renewal thereof, Tenant(s) understand that the Landlord will incur costs, which include, but are not limited to, the time and expense in finding and renting to a new Tenant. These costs may include employee costs, advertising, marketing, and other expenses. Naturally, the exact amounts of these costs vary and are difficult to determine.

Tenant(s) agree that Tenant prefers to have a fixed, known amount that the Tenant agrees to pay if the Tenant moves out early, rather than taking a chance that the actual costs could be more or less than this agreed-to amount. Therefore, Tenant(s) agrees to pay to the Landlord an early move-out charge in the amount of **\$3,000** to cover the Landlord's expenses in having to re-rent the Leased Premises in place of paying the Landlord's actual damages. To implement this option, Tenant must submit an advance written notice to the Landlord of at least **60 days** before termination.

Tenant(s) have also evaluated and understand that this charge is a very reasonable estimate of the Landlord's re-renting costs. Tenant(s) also agree to pay this charge whether or not the Landlord is successful in re-renting the Leased Premises. Additionally, the Tenant(s) understand that this charge is not a penalty or fee that relieves the Tenant(s) of Tenant obligations under the Lease. Tenant(s) is/are still responsible for all obligations under the Lease, including paying for all rent due, damages, and other charges.

The tenant has read, understands and agrees to this Addendum. In the event of a default, the Landlord may initiate legal proceedings in accordance with Tennessee and local regulations to evict or have the Tenant removed from the Leased Premises; as well as seek judgment against the Tenant for any monies owed to the Landlord as a result of the Tenants default.

Landlord's Signature: _____ Date: _____

Tenant's Signature:  _____ Date: 3/6/25

Tenant's Signature: _____ Date: _____

Tenant's Signature: _____ Date: _____

Landlord: Cheryl Cardwell
 Tenant(s): Carson Thompson
 Leased Premises: 10408 Victoria Drive Apartment D, Knoxville, TN 37922

Inventory of Keys: *(Enter the room/location and number of each key below)*

Room/Location	Number of Keys
----------------------	-----------------------

I/We acknowledge by my/our signatures below that I/we have received all the keys listed and agree to the terms contained in this receipt.

Tenant Signature: _____ Date: _____

Loss of Life and Emergency Contact Addendum

Landlord: Cheryl Cardwell

Tenant: Carson Thompson

Leased Premises: 10408 Victoria Drive Apartment D, Knoxville, TN 37922

This form is to be printed and filled out by hand by the tenant(s)

Should there be an emergency, it's important that I know who to contact. With that in mind, please provide information for who I should contact in the event of an emergency or the event of your death.

Emergency Contact 1

Name: Leslie Thompson Relationship to Tenant: Mother

Address: 10408 Victoria Dr Apt B City/State/ZIP: 37922

Home Phone Number: _____

Cell Number: 865-236-2707

Work Number: _____

Employer: _____

Emergency Contact 2

Name: _____ Relationship to Tenant: _____

Address: _____ City/State/ZIP: _____

Home Phone Number: _____

Cell Number: _____

Work Number: _____

Employer: _____

Emergency Contact 3

Name: _____ Relationship to Tenant: _____

Address: _____ City/State/ZIP: _____

Home Phone Number: _____

Cell Number: _____

Work Number: _____

Employer: _____

Loss of Life Contact

In the event of your death, your property, debts, and Lease will transfer to your estate. The executor of your will is then

responsible for collecting your personal property. Please provide the information for the executor of your will or family member that should be contacted to collect your personal property in the event of your death.

Loss of Life Contact: _____ Relationship: _____

Address: _____ City/State/Zip: _____

Home Phone Number: _____

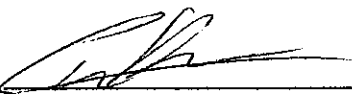
Cell Number: _____

Work Number: _____

Employer: _____

Should any of the above information change, please update Cheryl Cardwell immediately with current information.

The above information is accurate, and I authorize Cheryl Cardwell to contact any of the above individuals in the event of an emergency or my death.

Tenant's Signature:  _____
Date: 3/6/25 _____

Tenant's Signature: _____
Date: _____

Tenant's Signature: _____
Date: _____

SECURITY DEPOSIT RECEIPT & DISCLOSURE

Landlord: Cheryl Cardwell

Tenant: Carson Thompson

Leased Premises: 10408 Victoria Drive, Apartment D, Knoxville, Tennessee 37922

Lease Date: March 10, 2025

Landlord acknowledges that Tenant has paid \$ 1400.00 as a security deposit for the Leased Premises listed above.

Tenant acknowledges that they have received a copy of this notice.

Landlord's Signature: Cheryl Cardwell Date: 5 Mar 25

Tenant's Signature: [Signature] Date: 3/6/25

Welcome to Your New Home

Dear Carson Thompson,

We are pleased that you have chosen 10408 Victoria Drive Apartment D, Knoxville, TN 37922 as your new home. Please take some time to review the complete Welcome Package. The following pages include helpful hints, important information, and contact numbers that you might need. Additionally, please take a moment to review the answers to the following Frequently Asked Questions.

How Do I Handle Needed Repairs?

First, please notify us of any needed repairs, no matter how minor they may seem. The responsibility of the repair will be determined by the terms of the Lease. In the event that the Landlord is responsible for making the repairs, please be aware that all repairs will be prioritized and emergencies will be handled first.

Please make sure that all needed repairs are reported in a timely manner. Remember that an ignored problem may become a large project and could subject you to a large expense. Any maintenance issue that goes unreported and causes further damage to the Property may be construed as a nuisance and will be handled as such. This type of neglect will mean that you'll incur further charges to your account and may change the responsibility for the repair and subsequent repairs.

We must have access to the Leased Premises to perform any repairs or maintenance. We will give you notice of when we plan to enter for maintenance work at least hours notice before entering. In emergency situations, no notice is required.

What if My Rent is Late?

Your rent is due and expected on the day of each month, as specified in the Lease Agreement. Payment not received on time may be subject to late fees or other charges. It's important that rent payments are paid promptly. Chronic late payments may result in legal measures that could lead to your eviction.

What Do I Do if I Lose My Key?

It's important that you take care of your entrance keys. Occasionally, you may find yourself locked out of your home or in need of a replacement key. If this occurs, there will be a \$ charge.

Why Do I Need Renter's Insurance?

Under most circumstances, the Landlord is not responsible for your personal property. As such, it's important to have renter's insurance to cover your belongings in the event of an unforeseen disaster. This type of insurance is inexpensive and well worth the expense.

What if I'm Having a Problem With a Neighbor?

It's important to try to get along with your neighbors. If you have a problem with or concern about a neighbor, it's generally best to try to resolve it amongst yourselves. Please always refrain from using foul language or engaging in verbal arguments. If you are unable to resolve an issue, feel free to contact me or the local authorities.

Can I Make Changes or Improvements to the Leased Premises, Such as Painting or Landscaping?

We often welcome your improvements to your residence and yard. That said, we ask that you check in with us before making changes. Any changes or improvements must be documented and most will receive verbal approval. However, some changes or alterations to the property will require written consent.

It's always important to read the Lease thoroughly and to ask questions about anything that you may not understand. Here are some additional important guidelines to follow:

- It's important to keep the Property in a clean, sanitary, and safe condition.
- Please make sure that trash is disposed of correctly to avoid any pest control problems.
- Check the smoke detector batteries periodically - at least every 6 months - to ensure the safety of your family.
- Candles are not recommended; please be careful to never leave a lit candle unattended.
- Do not give away or loan your entrance key or code to anyone not listed on the Lease.
- Be considerate of your neighbors.
- Add Additional Guidelines/notes here
- Add Additional Guidelines/notes here
- Add Additional Guidelines/notes here

We want you to be happy in your home and welcome any suggestions. Please feel free to contact us with any questions or concerns regarding your home.

We truly appreciate having you as one of our Tenants and hope that you enjoy your new home!

Sincerely,

Cheryl Cardwell



LEASE SIGNING TIPS



- Print two copies of lease, one for each party's records.
- Collect both the security deposit and first month's rent before giving transferring keys/possession of the property to the tenants (in compliance with state laws). Remember to keep copies of all keys.
- Place the security deposit funds in an account consistent with state laws.
- Walk through the property with the tenant and ask the tenant to note in writing any pre-existing defects in the property, and keep your own photos of the property's move-in condition.
- Save the rental application, in case debt collection is needed. All sensitive data (such as credit reports or documents containing Social Security Numbers) must be locked in a secure, private location, and upon disposal must be destroyed by shredding, burning, or pulverizing, per Federal FACTA law.
- Keep an updated rent ledger or other method of tracking rent payments.
- Keep the contact information for a landlord-tenant attorney on file in the event an eviction is necessary.
- Coordinate the transfer of all utilities with the Tenant.
- Make sure all state-mandated inspections and disclosures (e.g. lead paint inspection/certifications) have been administered.
- Confirm that all pages of lease package have been signed/initialed by all Tenants and Co-Signers.

Notes:



Working Together for Home Fire Safety

A Factsheet on Home Fire Prevention

More than 4,000 Americans die each year in fires and 20,000 are injured. An overwhelming number of fires occur in the home. There are time-tested ways to prevent and survive a fire. It's not a question of luck. It's a matter of planning ahead.

EVERY HOME SHOULD HAVE AT LEAST ONE WORKING SMOKE ALARM

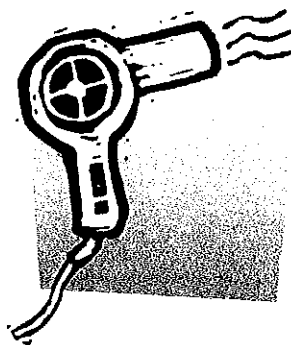
Buy a smoke alarm at any hardware or discount store. It's inexpensive protection for you and your family. Install a smoke alarm on every level of your home. A working smoke alarm can double your chances of survival. Test it monthly, keep it free of dust and replace the battery at least once a year. Smoke alarms themselves should be replaced after ten years of service, or as recommended by the manufacturer.

PREVENT ELECTRICAL FIRES

Never overload circuits or extension cords. Do not place cords and wires under rugs, over nails or in high traffic areas. Immediately shut off and unplug appliances that sputter, spark or emit an unusual smell. Have them professionally repaired or replaced.

USE APPLIANCES WISELY

When using appliances follow the manufacturer's safety precautions. Overheating, unusual smells, shorts and sparks are all warning signs that appliances need to be shut off, then replaced or repaired. Unplug appliances when not in use. Use safety caps to cover all unused outlets, especially if there are small children in the home.



ALTERNATE HEATERS

- Portable heaters need their space. Keep anything combustible at least three feet away.
- Keep fire in the fireplace. Use fire screens and have your chimney cleaned annually. The creosote buildup can ignite a chimney fire that could easily spread.
- Kerosene heaters should be used only where approved by authorities. Never use gasoline or camp-stove fuel. Refuel outside and only after the heater has cooled.

AFFORDABLE HOME FIRE SAFETY SPRINKLERS

When home fire sprinklers are used with working smoke alarms, your chances of surviving a fire are greatly increased. Sprinklers are affordable--they can increase property value and lower insurance rates.

PLAN YOUR ESCAPE

Practice an escape plan from every room in the house. Caution everyone to stay low to the floor when escaping from fire and never to open doors that are hot. Select a location where everyone can meet after escaping the house. Get out then call for help.

CARING FOR CHILDREN

Children under five are naturally curious about fire. Many play with matches and lighters. Tragically, children set over 20,000 house fires every year. Take the mystery out of fire play by teaching your children that fire is a tool, not a toy.

CARING FOR OLDER PEOPLE

Every year over 1,200 senior citizens die in fires. Many of these fire deaths could have been prevented. Seniors are especially vulnerable because many live alone and can't respond quickly.

For more information contact:

The U. S. Fire Administration
16825 South Seton Avenue
Emmitsburg, MD 21727

or

Visit the USFA Web site:
www.usfa.fema.gov



**Homeland
Security**



SAVE ENERGY IN YOUR HOME

A Factsheet on Saving Energy

Planning ahead can save you money and alleviate frustration with high utility bills. Here are some tips to help protect your hard earned dollars:

- Remove window air conditioners for the winter and close the window. If the air conditioner cannot be removed, weatherize it with a properly fitting air conditioning cover.
- Keep all vents (air conditioning, heating and/or exhaust) free from debris and remove any item that blocks the flow of air.
- Replace screens with storm (glass) windows in winter months. If you do not have storm windows, use clear plastic, tightly sealed on the inside of the windows.
- Replace or clean air/heat filters monthly. Dirty filters block air flow.
- Do not block vents with furniture.
- Save 10% on energy costs when you install weatherstripping or caulk leaky doors and windows, and install gaskets behind outlet covers.
- Set your thermostat at one temperature (around 77°) and leave it alone when running the air conditioning. It takes more energy to heat or cool an area than it does to maintain a constant temperature.
- In winter, set your thermostat at about 68°. For every degree you lower your heat, you save up to 5% in heating costs. At night, turn the heat down to 55°, but never turn your thermostat below 50° when the home is unoccupied. Heat pumps should only be set back two degrees to prevent unneeded use of backup strip heating.
- Wear warm clothing in winter.
- Open window coverings in the daytime to let the sun heat your home and close them at sundown to insulate.
- Lock your windows so they will seal better.
- Keep doors and windows closed to keep the central air/heat inside.
- Rearrange your furniture so you are sitting by interior walls. The temperature is more constant on interior walls.
- Close doors to other parts of the house and turn down the thermostat when using the fireplace.
- Remember that fireplaces lose up to 8% of your energy. Keep the damper closed when not in use.
- Turn lights off and shut the doors in unoccupied rooms.
- Use as much natural light as possible.
- Replace incandescent light bulbs with compact fluorescent bulbs. They use 75% less energy.
- Turn kitchen and bathroom ventilating fans off after cooking.
- Turn off your computer and monitor when not in use.
- Vacuum the coils of your refrigerator several times a year and leave enough room behind and on the sides of the unit for air to circulate.
- A second refrigerator can add as much as 10 to 15% to your energy bill.
- Only use your oven's self-cleaning feature when your oven is already hot.
- Over 2/3 of your water heating costs are from showers. Cutting your shower time in half will reduce your costs by up to 33%.
- Lower the temperature of your hot water heater to a comfortable yet economical level. Use the "normal" setting, or 120°, (unless the owner's manual for your dishwasher requires a higher setting), and save up to 11% of the cost of heating your water.
- Drain a bucketful of water from the water heater several times a year to protect against mineral buildup.
- Insulate the first five feet of pipe coming out of the top of your water heater. Pipe insulation is available from your hardware store.
- Only run full loads of dishes or clothes in your appliances.
- Use cold water to wash, and reduce the washer's energy use by 75%.
- Use only cold water in the garbage disposal.
- Keep the lint trap in the dryer clean and use the moisture-sensing automatic drying setting on your dryer.