

Administrative, Equipment & Property Addendum

This agreement is an addendum & part of the rental agreement dated _____;
between Richard & Vicki Harrison, hereby known as Owner and _____,
hereby known as Resident(s) for the premises located at 276 Palisade, Shell Beach, CA 93449.

THE FOLLOWING TERMS & CONDITIONS ARE MADE A PART OF THE RESIDENTIAL RENTAL AGREEMENT AND RECEIPT FOR DEPOSIT AND INCORPORATED INTO SAID RENTAL AGREEMENT. WHILE SOME SECTIONS ARE IN THE MAIN RENTAL AGREEMENT, THIS ADDENDUM IS INCORPORATED FOR ELABORATION & ORIENTATION TRAINING OF SPECIFIC AREAS OF THE RENTAL AGREEMENT AND MUST BE COMPLIED WITH COMPLETELY:

PROPERTY MANAGEMENT HOURS:

Any and all walkthroughs & inspections to be coordinated with property manager. The number to reach the property manager (Rebecca) is 559-285-6382. Office hours are Tuesday to Thursday from 10:00 a.m. to 4:00 p.m. The office is closed all weekends & holidays. Always call during office hours for an appointment to speak with the property manager in the event she and her staff are out in the field conducting inspections and banking.

PAYMENT OF RENT:

WE DO NOT PROCESS RENTS DURING WEEKENDS AND HOLIDAYS, SO MAKE SURE YOUR RENT IS IN BY THE FIRST OF THE MONTH, BEFORE 5:00 PM. AS IT IS LATE AFTER 5:00 PM; ON THE 1ST DAY OF THE MONTH AND A LATE FEE WILL BE CHARGED.

If tenant has automatic payment of rent set up with their bank to arrive on or before the first of the month, the funds received must be good funds upon receipt.

SECURITY SYSTEM:

Property has a security system and TENANT must not tamper with cameras. If tenant wants to utilize the security system, TENANT must subscribe to a service at tenant's expense and provide AGENT with the code.

TENANT RESPONSIBILITY REGARDING WATER LEAKS:

IF TENANT NOTICES ANY WATER LEAKS WHAT-SO-EVER, tenant shall notice PROPERTY MANAGER IMMEDIATELY and turn the water off to the property until the leak is repaired. If TENANT is going to be gone from the property for a weekend or a vacation, it is recommended that the TENANT turns the water off to the property until the tenant returns so that if any leaks occur in the TENANT's absence, the property does not flood. If TENANT cannot turn off the water to the inside of the property without turning water off to the landscape, then it is recommended TENANT turn off the water to all sinks and toilets. It is also recommended that the TENANT let a neighbor know to notify PROPERTY MANAGER if they notice the property needs attention during TENANT'S absence.

GENERAL PLUMBING:

TENANT shall not flush cigarettes, sanitary napkins, disposable diapers, or other inorganic materials down toilets. Do not put kitchen grease down the drain. Do not put gasoline, oil, antifreeze, paint, paint thinner, pesticides, etc., down drains or toilets. TENANT will be responsible for the cost of any damage or fees charged for removal and/or repairs of the plumbing system if this condition and term is not honored by TENANT.

BODY OF WATER (i.e.: Water Fountain)

TENANT acknowledges that premises contains a body of water represent an open and obvious danger to children. Children may be too young to realize the danger of an open and obvious hazard. TENANT therefore agrees to assume the full duty of protecting children from the recognized specific hazard. Owner and property manager are not liable for any injury or death which may occur related to water fountain.



LAWN MOWERS:

Property has an electric lawn mower, weed eater, electric cord & rake. Tenant is fully responsible for the maintenance & care of the lawn mower and equipment. Only tenants can operate mowers and must be of at least 18 years of age. No children are to be on or near the mower when in use. Tenant holds Management and its agents and broker, and the landlord harmless for any injuries or death that might occur while using mower.

MAINTENANCE OF LANDSCAPE:

TENANT shall be responsible for keeping the back patio, front porch and sidewalk areas and lawn free of trash and debris. Tenant is responsible for notifying property manager of any sprinkler system leaks immediately. The plants at this property are drought tolerant, so please research how much water the plants need so that they are not overwatered. There is a sprinkler system at this property. If tenant wants to utilize the sprinkler system, they must turn it on and they are responsible for the maintenance and operation of the system.

PORCHES AND PATIOS:

Front porches/patios should be kept neat and orderly. Indoor furniture, bicycles, boxes, and other belongings, which are not patio furniture, are not to be stored on front porch/patios. Couches, sofas, recliners and appliances are strictly prohibited from porches/patios. We reserve the right to require that items that detract from the appearance of the property be removed. Use caution with gas barbecue grills.

PETS:

Pets are allowed at owner's discretion; with a pet deposit of \$250 per pet. \$100 of pet deposit is not non-refundable.

GARBAGE COLLECTION:

Garbage collection every Thursday morning. It's best to put all cans/bins out the night before; about 2-feet past the curb/gutters in the street. Check the local phone book or internet for more detailed instructions.

There are 3 type of cans/bins:

- 1) BLUE — is for all dry recyclable products.
- 2) GRAY — is for wet & non-recyclable items.
- 3) GREEN — is for plant trimmings or food scraps without wrappers.

FLOORING, APPLIANCES, & EQUIPMENT:

1) WOOD LAMINATE (PERGO); Some flooring may be wood laminate in various areas. A print-out for care of wood laminate flooring is on our Web-site "DoubleHeart.Org" under Resident Manual and made a part hereof. Tenant shall read the information thoroughly and if tenant does not follow the care; and damages the flooring, tenant shall be responsible for any repairs or replacement that may be necessary.

2) CARPET (NYLON) care is at "DoubleHeart.Org" under Resident Manual and is made part hereof. **No bleach.** Tenant shall read information and if tenant does not follow and damages, tenant shall be responsible for any repairs.

3) TILE (CERAMIC) care is at "DoubleHeart.Org" under Resident Manual and is made part hereof. **No citrus acid.** Tenant shall read information and if tenant does not follow and damages, tenant shall be responsible for any repairs.

4) GRANITE CARE care is at "DoubleHeart.Org" under Resident Manual and is made part hereof. Tenant shall read information and if tenant does not follow and damages, tenant shall be responsible for any repairs.

5) DRYER care is at "DoubleHeart.Org" under Resident Manual and is made part hereof. **Clothes 1/3-1/2 tub full.** Tenant shall read information and if tenant does not follow and damages, tenant shall be responsible for any repairs.

6) WASHER care is at "DoubleHeart.Org" under Resident Manual and is made part hereof. **Clothes 1/3-1/2 tub full.** Tenant shall read information and if tenant does not follow and damages, tenant shall be responsible for any repairs.



7) WATER HEATER care is at “DoubleHeart.Org” under Resident Manual and is made part hereof. 120 degrees hot. Tenant shall read information and if tenant does not follow and damages, tenant shall be responsible for any repairs.

8) THERMOSTAT care is at “DoubleHeart.Org” under Resident Manual and is made part hereof. 67 -70 degrees. Tenant shall read information and if tenant does not follow and damages, tenant shall be responsible for any repairs.

9) WALL HEATER care is at “DoubleHeart.Org” under Resident Manual and is made part hereof. Tenant shall read information and if tenant does not follow and damages, tenant shall be responsible for any repairs.

10) GARBAGE DISPOSAL (Food Waste Disposer) USE AND MAINTENANCE:

Property has a garbage disposal, tenant shall not jam it with food. Turn the water on and then turn the unit on and feed accidental missed parts of food (from dishwasher) through it. Keep the water running briefly after the disposal is turned off. Periodically run ice through the disposal as this assists in removing food particles from the unit, which keeps it cleaner. **TENANT IS RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH CLEARING JAMMED GARBAGE DISPOSALS.**

11) DISHWASHER care is at “DoubleHeart.Org” under Resident Manual and is made part hereof. Very little soap. Tenant shall read information and if tenant does not follow and damages, tenant shall be responsible for any repairs.

12) MICROWAVE care is at “DoubleHeart.Org” under Resident Manual and is made part hereof. Cover food items. Tenant shall read information and if tenant does not follow and damages, tenant shall be responsible for any repairs.

13) RANGE/OVEN care is at “DoubleHeart.Org” under Resident Manual and is made part hereof. Tenant shall read information and if tenant does not follow and damages, tenant shall be responsible for any repairs.

14) REFRIGERATOR care is at “DoubleHeart.Org” under Resident Manual and is made part hereof. Tenant shall read information and if tenant does not follow and damages, tenant shall be responsible for any repairs.

15) CEILING FANS & LIGHTS care is at “DoubleHeart.Org” under Resident Manual and is made part hereof. Tenant shall read information and if tenant does not follow and damages, tenant shall be responsible for any repairs.

16) SMOKE/CARBON MONOXIDE ALARMS care is at DoubleHeart.Org under Resident Manual & is made part hereof. Tenant shall read information; if tenant does not follow and damages, tenant shall be responsible for repairs.

17) WATER SOFTENER (RAIN-SOFT SYSTEM):

Property has a water softener, it is TENANT’S obligation and responsibility to keep the system on at all times and to insure that sufficient salt is in the system at all times. If TENANT does not honor this obligation and responsibility, AGENT will have the system serviced at TENANT’S expense.

BATHROOM & RANGE/OVEN EXHAUST:

TENANT agrees to **insure that the bathroom exhaust fan is running at all times when the shower and/or bath tub are being used.** If the fan is not running during these times, mildew and excessive moisture can occur. If TENANT does not honor this condition and term TENANT will be responsible for the repair and cleaning of any damage caused by not honoring this condition and term. If there is no exhaust fan, then tenant shall open the window until moisture has cleared. **REMINDER;** beach areas have a higher humidity level and can cause issues.

PLUMBING FIXTURES:

Tenant shall not use chemicals or cleaning products that will take the finish off the plumbing fixtures. If tenant does not honor this then tenant shall bear the cost of replacing any damaged fixtures.

White vinegar is the safest way to clean facet fixtures with calcium build-up.



VIOLATION OF ADDENDUM:

Tenant(s) can be held responsible for property damage to the dwelling and any health problems that may result. Noncompliance includes but is not limited to Tenant(s) failure to notify Owner or Agent of any mold, mildew, leaks or moisture problems immediately IN WRITING. Violation shall be deemed a material violation under the terms of the lease, and owner or agent shall be entitled to exercise all rights and remedies it possesses against TENANT(S) and TENANT(S) shall be liable to Owner for damages sustained to the premises. TENANT(S) shall hold Owner and agent harmless for damage or injury to person or property as a result of TENANT(S) failure to comply with the terms of this addendum. Tennant(s) must notify Landlord/Owners immediately in writing on all equipment malfunctions, failure to supply services, or repairs needed; using the Maint./Repair Request Form and following procedures as per The Rental Agreement as per **Section 19. Major Maintenance Guarantee:** Sample Maint./Request Form is attached below and is available on Web-site: DoubleHeart.Org. Tenant(s) shall not tamper with and/or repair heating, A/C, smoke detectors, security cameras or locks, etc. without first obtaining written consent of owner. In addition to any abuse & neglect by resident(s). Tenant(s) will be held accountable & liable for all costs to repair and/or clean any and all items not reported to the Landlord/Management.

Maintenance/Repair Request

Follow these three (3) Steps: *See Website: Under (Tenant-Help) for Emergency Contractors

- 1st – Fill out the Top-half of this form (Completely) before texting or calling.
- 2nd – Immediately scan, e-mail, fax and/or use USPS mail this form; to us for your confirmation.
- 3rd – Then call: **Mon to Thu** (10am till 4pm) Not on Wk-ends, Holidays or After-hours for Service.

Today's Date: _____ Time: _____
 Tenant(s): _____
 Address: _____
 Phone: _____ 2nd Phone: _____
 Problem (be specific): _____

 How long in this condition or problem? _____
 Time & day we can come by to inspect? _____
 Can we enter if you're not there/home? _____
 Please sign or Initial: _____

As per Rental Agreement; any maintenance or repairs caused by tenant(s) is their responsibility. Tenants can not use any portion of money spent; towards rent for expenses incurred by resident(s). I.e.: Blocked plumbing from foreign objects as per web site "What Not To Put Down Your Drains"

Do Not Write Below This Line

Office Use Only

Date Received: _____ By: _____
 Action Taken: _____
 Date Completed: _____ By: _____
 What Was Done: _____
 Call Time: _____ Planning Time: _____ Travel Time: _____ Repair Time: _____
 Materials: \$ _____ Other Costs: \$ _____ Labor Costs: \$ _____

Total Cost: \$ _____

In event of a conflict between terms of the Lease and thisAddendum, the terms of this Addendum shall control.

By signing below, undersigned Resident(s) agree & acknowledge having read and understood this addendum:

Resident Signature

Date

Resident Signature

Date

Owner or Owner's Agent Signature

Date

