

Home (Tenant/Resident) Manual

Address:

Tenant(s):

1. Rental Agreement Forms

- a. ___ Rental Agreements (i.e.: garage/storage & parking,)
- b. ___ Addendum Forms (i.e.: mold, crime free & satellite dish)
- c. ___ Disclosure Forms (i.e.: lead base paint & Hydrex Pest Control)
- d. ___ Receipt Forms (i.e.: deposits, roommate security deposit & keys)
- e. ___ Notices

2. House Rules & Programs

- a. ___ Renter's Insurance Program
- b. ___ Recycle and Trash Programs
- c. ___ 3-Star Resident Upgrade/Service Program
- d. ___ Tenant's Late Rent Warning and Excuses
- e. ___ Letter Of "Notice of Accountability"
- f. ___ Sample Letter Reporting Tenants To Reporting Agency For Breaking Agreement

3. Property Care & Instructions

- a. ___ Appliances & Equipment
- b. ___ Floor & Carpet Cleaning Tip
- c. ___ Smoke Detectors Information
- d. ___ The "Free" Spring Home Tune-up
- e. ___ Security Deposit Charges for Cleaning
- f. ___ Property Condition (Move-In & Move-Out) Checklist

4. Inspections, Maintenance & Repairs

- a. ___ Drive By Inspection
- b. ___ Semi Annual Inspection
- c. ___ Utility Waste, Parking/Grounds
- d. ___ Maintenance/Repair Request Forms
- e. ___ "3-Star Resident" Maintenance Guarantee
- f. ___ Utility Companies, Emergency Contacts & Shut-offs

5. Pamphlet "Protect Your Family from Lead in Your Home"

It is also posted on our web site: www.DoubleHeart.org

This manual is to be kept on the premises.

There is a \$50.00 replacement fee.

Tenant's Signature _____

Date: _____

Tenant's Signature _____

Date: _____