

Addendum to Lease – Policies & Procedures

Maintenance

Maintenance requests **MUST** be submitted in writing via email or online through our website. Maintenance requests will not be accepted via telephone. Tenant will be charged for any maintenance that they create. We try to address your maintenance requests as soon as possible however there may be delays depending on the complexity of the request.

Emergencies

If you have a true emergency you can call 919-882-6030 for assistance. Calls that do not fall into the category of a true emergency (i.e. pipes bursts, gas leaks, fire or smoke inside unit) will result in a \$100 fine. If you smell gas, or have fire or smoke in your unit please dial 911 immediately and *then* contact us. If your heating or air conditioning stops working after hours, please know that heating and air companies repairs may need to be made the next business day or as soon as possible.

Electrical Issues

In the event of an electrical problem, please check the breaker panel (in the exterior storage room) for a tripped breaker switch or push the GFI button on the electrical outlet (usually part of an electrical socket in a kitchen or bathroom) before submitting a maintenance request.

Appliance Repairs

If the refrigerator or freezer quits working, please notify us as soon as possible so that we can schedule a repair. You must find the means to keep your food from spoiling until the repair can be completed. Neither the property owner nor Georgia Breeze Properties will be held responsible for the loss of food due to a refrigerator or freezer malfunction.

Garbage Disposal

Use an adequate amount of water while running the garbage disposal to prevent clogging. Your misuse is your responsibility to repair. Try to reset the garbage disposal using reset button on the bottom before submitting a maintenance request.

Drains/Clogs

Tenants are responsible for clogged drains, including sinks, toilets, tubs or other drains clogged with hair, debris or other items deemed to be caused by the tenant. We recommend that you purchase a plunger to have on hand should a clog occur. Once you have attempted to fix a clog and are unsuccessful, you may *then* submit a maintenance request. You will be charged if the problem is caused by your misuse (i.e. hair in the drain, etc...). Do not pour grease, chemicals or oil down the sink or garbage disposal. Let the grease or oil cool and then dispose of it in the trash.

Pipes

Do not turn the heat completely off in the winter months. In case of a hard freeze, this will prevent any water pipes from freezing. Only put toilet paper down the toilet. When in doubt, throw it away.

Water Drips and Leaks

If the water is 'running' or 'dripping' in a toilet or from a faucet, turn the water off at the valve located at the base of the toilet or sink to save water and then submit a maintenance request via email or online. In the event of a major water leak or if a pipe bursts, turn the water off using the main water valve located in the closet by the front door.

Georgia Breeze Properties
P.O. Box 101
Morrisville, North Carolina 27560
Phone: 919-882-6030 Fax: 919-256-7664

Vehicles

You and your guests may park only in designated areas and not on the grass. The parking spaces are marked with 5120. Keep driveways free of oil and grease. Do not keep unregistered and unlicensed vehicles on the property or they will be towed and stored at the tenant's expense.

Utilities

Tenants are responsible for all utility costs. Tenant must pay the cost of those utilities from the start date until the termination date of the lease. Contact the utility companies that are listed on the move in information. Neither the property owner nor Georgia Breeze Properties is responsible for the utility costs at any time during the lease period.

Move In

All rent and pro-rated rent must be paid in full to pick up keys. Please fill out the move-in inspection sheet within 5 days of move-in. If not returned, we assume that you have no issues with the unit. If submitted after 5 days, this form will be invalid. The move-in form is not a maintenance request. If there are items that need addressing, you will need to submit a maintenance request.

Renters Insurance

Tenants are required to secure renters insurance. Prior to pickup of keys, you will need to submit a copy of the renter's insurance declaration page. When securing the renter's insurance, you will use the address 5120 Mass Rock Drive, Raleigh NC 27610.

Rent Payment

As stated in the lease, rent is due on the first of the month regardless of weekends or holidays. After the sixth, a late fee of equivalent to 5% of your monthly lease rate is charged to your account. We are unable to consider rent payments that are sent via US mail, even if post marked before the 6th to be on-time if the payment is received after the 5th. We do not accept cash under any circumstances.

Late Notice

Tenants will receive the first notice of late rent directly after the 6th of the month. If rent and late fees are not received by the 10th of the month, legal actions may be taken to collect any unpaid balances. Failure to receive a late notice does not release you from paying the rent owed or any late fees. The tenant is responsible for any court costs incurred in addition to summary ejectment or other administrative court fees. Rent paid after the 6th must be in the form of money order or certified check.

Returned Checks

Tenants are responsible for paying a return checked fee of \$25.00 in addition to late charges assessed due to rent being paid late due to NSF. After two NSF, we will only accept certified checks or money orders.

Move Out

A 60 day written notice from each leaseholder is required prior to the end of your lease. Upon move-out, you will need to clean the unit and then return all the keys including mailbox keys. Fill out a security deposit request form and your deposit will be mailed to you within 30 days of you vacating the premise. By law we have 60 days to complete the refund if needed. The security deposit cannot be used as last month's rent. Refer to the move-out checklist for information on how the unit should be cleaned.

Locks

Tenants are not allowed to rekey locks without the approval of Georgia Breeze Properties.

Subletting

Tenants are not allowed to sublease.

By signing this addendum, I acknowledge that I have read and agree to each of the terms listed above.

Tenants: _____
