



OREGON RENTAL AGREEMENT



MOVE-IN
 TRANSFER
 OLD UNIT # - FOR TRANSFER ONLY _____
 LEASE RENEWAL
 FILE CHANGES
 Check if this is an Addendum to an existing Rental Agreement adding additional co-signers or tenants. Failure to check the box does not invalidate any co-signer agreements.

<input type="checkbox"/> ACTUAL NOTICE BY EMAIL ALLOWED		DESIGNATED CONTACT FOR SERVICE OF ACTUAL NOTICE: EMAIL _____		[office use only] AGREEMENT (ID) NUMBER _____	
SIGNING DATE or EFFECTIVE DATE _____		RENT PERIOD START DATE (If blank, same as signing date) _____		PROPERTY NAME/NUMBER _____	
PARTIES	TENANT #1 (Primary)		TENANT #2		TENANT #3
	EMAIL _____		EMAIL _____		EMAIL _____
	SS# _____		SS# _____		SS# _____
	PHONE _____	MOBILE _____	PHONE _____	MOBILE _____	PHONE _____ MOBILE _____
MANAGEMENT COMPANY Class Act Property Management, LLC			LICENSED PROPERTY MANAGER Mark W. Bellamy		LICENSE # 201203897
MAILING ADDRESS 189 Liberty St NE, Suite 307, Salem, OR 97301			OFFICE 971-599-1440	WEBSITE/PORTAL www.ClassActProperties.com	
RENTAL PROPERTY ADDRESS _____ County _____					

TENANCY	<input type="checkbox"/> LEASE TERM BEGINNING: (If Lease Renewal, Lease Term Beginning shall be same as tenant signing date.)	AND ENDING: _____	(LEASE TERM IS FOR 365 DAYS UNLESS OTHERWISE STATED)
	<input type="checkbox"/> CHECK IF EARLY TERMINATION PROVISION APPLIES (YES IF BLANK)	AMOUNT: \$ _____	(1½ TIMES MONTHLY STATED RENT IF BLANK) (NOT TO EXCEED 1½ TIMES MONTHLY STATED RENT)
	<input type="checkbox"/> MONTH-TO-MONTH BEGINNING:	<input type="checkbox"/> RENT DUE DATE (IF OTHER THAN FIRST OF MONTH): _____	

MONTHLY CHARGES	STATED BASE RENT	\$ _____
	PET RENT	\$ _____
	UTILITY CO-PAY	\$ _____
	RENTERS INSURANCE PREMIUM	\$ 9.50
	Tenant may opt out of automatic coverage by providing proof of insurance from third party provider.	
TOTAL DUE EACH MONTH	\$ _____	
PRORATED AMOUNT DUE w/KEYS AT POSSESSION	\$ _____	
(Not including deposits)		

FEES	LEASE BREAK FEE (1½ TIMES MONTHLY TOTAL RENT IF BLANK) (NOT TO EXCEED 1½ TIMES MONTHLY TOTAL RENT)	\$ _____
	DISHONORED CHECK FEE	\$ 35.00
	SMOKE ALARM/CARBON MONOXIDE ALARM TAMPERING FEE	\$ 250.00
	NON-COMPLIANCE FEE*	\$ 50.00
	*NOT TO EXCEED \$50 PER NON-COMPLIANCE. This list is not all inclusive.	
	Non-Emergency Repair Requests made by phone/text/email (Repair requests made on Tenant Portal are FREE!)	\$ 5.00/each
	Rent payments in paper form processing charge (mailed or hand delivered) (Online ACH eCheck payments are FREE!)	\$ 5.00/each
	Requests for information that can be found on the Tenant Portal	\$ 5.00/each
	LATE RENT PAYMENT FEES: (CHOOSE ONE OR MULTIPLE BOXES)	<input type="checkbox"/> FLAT AMOUNT OF \$ _____ <input type="checkbox"/> PER DAY @ \$ _____ <input type="checkbox"/> 10% OF TOTAL RENT DUE
	LATE FEE BECOMES DUE WHEN RENT IS NOT RECEIVED BY THE END OF THE 5TH DAY OF THE RENTAL PERIOD. (LATE FEE CHARGES SHALL DEFAULT TO THE TERMS OUTLINED IN SECTION 9 BELOW IF THIS SECTION IS LEFT BLANK.)	

DEPOSITS	TOTAL REFUNDABLE DEPOSITS COLLECTED (Includes additional for allowing pets if applicable)	\$ _____
	HOLDING DEPOSITS/RENTS PRE-PAID	\$ _____
	MONEY ORDER OR CASHIER'S CHECK # _____	
<input type="checkbox"/> IF CHECKED, DEPOSITS WILL BE HELD BY OWNER		

RENT INCENTIVES/DISCOUNTS	RENT INCENTIVES OR DISCOUNTS APPLIED AND ACCOUNTING NOTES:
DISCLOSURES/DISCOUNTS	SPECIAL PROVISIONS AND/OR DISCLOSURES ABOUT THE PROPERTY:

OTHER OCCUPANTS	NAME	DATE OF BIRTH

VEHICLES	MAKE	YEAR	MODEL	STATE	LICENSE PLATE #

1. **RENTS:** Tenant agrees to pay Landlord the base rent, plus an animal rent if applicable, plus any applicable co-pays for utilities which are due and payable monthly in advance on the first day of each month during the term of this agreement unless stated otherwise on the front page. All monies are due prior to the start of each month.

2. **ANNUAL RENT INCREASE:** Due to the reality of inflation and the increased costs born by the Owner for maintenance and taxes and other property related costs, the base rent will automatically be increased each year by a minimum of 5%, rounded to the nearest five dollars at the discretion of the Owner. Should government index (or "equalize") loans to inflation, the base rent will be indexed at the same rate and frequency. Should hyperinflation occur, defined as price increases (inflation) exceeding 100% annually, Owner may index base rent at his discretion. Should the Dollar be replaced with another currency or medium of exchange, the total rent shall be indexed based on the value of the previous currency and collected from that date forward in the new currency or medium. If on a month-to-month lease, at Owner's discretion, the date of the annual increase shall be on October 1 of each year. If on a fixed term lease, the date of the annual increase shall occur on the day after the fixed term lease ends.

3. **SECURITY DEPOSITS:** Tenants hereby agree to pay a security deposit to be refunded and paid to the primary Tenant upon vacating, return of the keys to the office and termination of this contract according to other terms herein agreed. This deposit will be held to cover any possible damage beyond normal wear and tear to the property and other damages and utilities. No interest will be paid on this money to the Tenant. At Owner's discretion, security deposits will be held by Owner and may accrue interest which shall benefit the Owner pursuant to any agreement between Owner and Agent. All deposits will be deposited by Agent into a trust account as required by Oregon law. Agent will then forward the deposits to the Owner of the property, who will manage the deposits pursuant to Oregon law. Security deposits will be held intact by Landlord until at least fourteen working days after Tenants have vacated the property, tenant has provided written proof that utilities have been paid in full, and keys and possession have been transferred back to Landlord. At that time Landlord will inspect the premises thoroughly and assess any damages and/or needed repairs. This deposit money minus any necessary charges for repairs, cleaning fees, storage fees, unpaid balances (including rent and utilities), unusual wear and tear, etc., will then be returned to Tenant with a written explanation of deductions, within 31 days after they have vacated the property and possession has been transferred back to the Landlord. If Tenant fails to provide written proof that utilities have been paid in full as of the final day of possession, Landlord shall withhold \$500 to cover the unpaid utilities. Any monies remaining from the \$500 utility withholding after satisfaction of said debts shall be returned to the Tenant. Tenant shall have 180 days after possession has been transferred to Landlord to provide proof that all utilities have been paid. If proof is not provided within 180 days, then the utility deposit withholding shall be forfeited in favor of the Landlord.

4. **MOVE OUT FEES:**

If checked, this is a month-to-month agreement, therefore: a non-refundable fee equal to one month's base rent and pet rent and co-pays (hereafter known as total rent) will be charged for moving out, subject to applicable laws. Half of this fee is waived if tenant stays longer than six months and the remainder is waived if tenant stays longer than one year. This fee, if any, is to be deducted from the security deposit on move-out. Tenant is responsible for any shortages.

All advertised prices are based on a 12-month lease; therefore, if month-to-month is selected, base rent shall be increased by 20% of advertised price. This is a month-to-month Rental Agreement only! It is not a lease or other long-term agreement. After one month's rental payment has been received, this agreement may be terminated by mutual consent of the parties; or by either party giving written notice at least 30 days prior to the end of any monthly period (or 60 days written notice from Landlord to Tenant if Tenant has had possession for more than 365 days). Any provision of this agreement may be reasonably changed by the Owner in like manner, thus THIS RENTAL CONTRACT ESTABLISHES A MONTH-TO-MONTH TENANCY ONLY!

All parties agree that termination of this agreement without prior notice before 30 days will constitute breach of the tenancy as agreed on Page 1, and all Security Deposits shall be forfeited in favor of the Owner as full liquidated damages at Owner's option following termination without 30-day notice.

- If checked, this is a 6-month lease or;
- If checked, this is a 12-month lease or;
- If checked, this is a ____-month lease,

(default is 12-month lease if blank), therefore: tenancy shall consist of a 180 day period or 365 day period or other as selected and this agreement shall terminate at the end of such time. **All advertised prices are based on a 12-month lease; therefore, if any lease is for a period of less than one year, base rent shall be increased by 10% of advertised price.** Upon any failure of Resident to occupy the unit for the full term, for any reason other than as provided in ORS 90.453(2), 90.472 or 90.475, Owner/Agent may charge Tenant, all of the following: a) all rent, unpaid fees and other non-rent charges accrued prior to the date that Owner/Agent knew or reasonably should have known of the abandonment or relinquishment of the unit; b) all damages relating to the condition of the unit; c) an early termination charge in the amount equal to one-and-a-half month's total rent; and d) interest on the above amounts at the statutory

rate from the date each was due. The early termination charge is due on the earlier of the date Tenant gives notice to vacate or the date the unit is vacated. All other amounts are due at the times specified in this Rental Agreement. If Tenant has not given Landlord at least 30 days written notice of intent to terminate and paid rent through the termination date, Landlord may elect to recover from Tenant, instead of the above amounts, all actual damages resulting from the early termination, including but not limited to: repayment of concessions; all rent through the earlier of the date the unit is re-rented and the lease termination date; advertising and administrative costs to re-rent the unit; concessions given to re-rent the unit; the difference in rent if a lower rental rate is received from a replacement resident during the remaining term of the original Rental Agreement; damages related to the condition of the unit, and interest on all amounts at the statutory rate.

5. **30-DAY NOTICE REQUIREMENT: A minimum 30-day written notice is required prior to moving out.** Once a "30-day Notice" is received at Landlord's place of business, the start of the 30 days begins (33 days from postmark if mailed), and Tenant is liable for rent to the end of that period even if possession is transferred before the 30 days are up. If Tenant does not transfer possession back to the Landlord by 11:59pm on or before that date, **Tenant agrees to pay double the total rent on a daily prorated basis** thereafter until possession is transferred. Transfer of possession will not occur until Tenant removes all belongings and trash from the unit and returns all keys to Landlord except as otherwise specified in this Agreement. The written notice must use the Landlord's approved form, it must include a forwarding address, and be filed online at Tenant's Portal or sent either by first class mail or delivered in person to Landlord's place of business. Verbal notice or any other form of communication including texting, email, or social websites will not be considered sufficient; a formal written notice is required. A 30-day Notice may be rescinded if submitted in writing, up to the 23rd day of the 30 day period, at the discretion of the Landlord, and the move out fee timeline may be reset at the discretion of the Landlord. If the notice is rescinded and Tenant later decides to move out, a new 30-day notice must be submitted and a move out fee may apply. If the notice is rescinded, Tenant may be liable for double the costs of advertising and credit checks performed on prospective applicants.

6. **FINAL MONTH:** Regardless of what part of a month Tenant chooses to move out, the entire rent for each month must be paid in advance on the first as outlined in Section 1, and a 30-day advance written notice with forwarding address is required as per Section 5 and Section 26. After possession has been transferred back to Landlord and damages or other monies due (if any) have been satisfied, then a prorated refund of rent plus any refundable deposits will be mailed to Tenant's forwarding address (or last known address) within 31 days. All prorations in this agreement are based on 30 days. If the full portion of rent due for the final month is not paid prior to Tenant vacating premises, or if the written notice is not received at least 30 days prior to the Tenant vacating the premises, the refundable security deposit will be forfeited in favor of the Owner as liquidated damages and Tenant will still be liable for paying any prorated rent due for that month plus applicable fees and repairs and cleaning costs. Landlord shall not be liable for Tenant's moving costs under any circumstances.

7. **PAYMENT OF RENT:** The initial payment of rent and security deposit under the terms of this Rental Agreement must be made by Cashiers Check or Money Order. Thereafter monthly rent payments may be paid by direct deposit, money order, cashiers check, or personal check until the first is dishonored and returned unpaid, then only money orders or cashiers checks or online payments will be accepted. (Landlord may refuse payments from anyone other than Resident or of multiple checks/money orders for rent.) No other forms of payment will be accepted. FOR YOUR SAFETY, CASH WILL NOT BE ACCEPTED. However, should a national emergency or financial system collapse or "hyper" inflation occur, Landlord shall determine an acceptable form of payment which may or may not include cash.

Time is of the essence and no excuses will be accepted for late payment. Rent shall be made payable to Class Act Property Management and sent by mail to 189 Liberty St NE, Suite 307, Salem, OR 97301 or paid by ACH electronic payment at: ClassActProperties.com. NOTICE: Additional Charges may apply for payments made by credit card. **A \$5.00 fee shall be assessed for processing and handling of any payments received by mail or delivered in person. This fee shall be waived if payment is made through the Tenant's portal by ACH eCheck.** Any rents lost in the mail will be treated as if unpaid until received by Manager. Tenant shall not deliver rent directly to the Owner of the property. The online payment system generally only works on a computer; mobile devices and tablets may not be supported. If you have trouble, try turning off your browser pop-up restriction or reducing your security settings. Sometimes Internet Explorer causes problems; try Chrome or Firefox. Class Act does not administer the online payment software and will not provide technical support. Computers on a public network or infected with malware may not be secure.

8. **POST AND MAIL:** Landlord may "post and mail" notices by posting them on the door of the rental property and mailing a copy of the notice to the same address. Tenant may "post and mail" notices by posting a notice on the door located at The Reed Opera House, 189 Liberty Street NE, Suite 307, Salem, OR 97301. Tenant may also "post rent"

by depositing rent into the lockbox outside the suite at The Reed Opera House. The drop box is available for resident convenience, but utilizing it is optional and carries a risk of loss or theft. Please notify Manager if rent is deposited in this manner so the lockbox may be emptied in a timely manner.

9. **APPLICATION OF PAYMENTS:** All payments made by Tenant to Landlord after the tenancy commences, no matter how designated by Tenant, may be applied by Landlord as follows: first to any outstanding amounts due Landlord for damages/repairs, utilities, deposits, fees, charges, service fees, court fees, etc.; second, to any rent outstanding from prior months and additional rent added as allowed by this agreement; third, to the current month's rent; and last, to outstanding late charges.

10. **RENTAL COLLECTION CHARGE (LATE FEES):** Tenant hereby acknowledges that late payment will cause Landlord to incur costs not contemplated by this Rental Agreement, the exact amount of which will be extremely difficult to ascertain. In the event rent is not received prior to 11:59 p.m. on the 5th of the month regardless of cause including dishonored checks, **Tenant agrees to pay a late charge to Landlord equal to 10% of the total rent plus \$5 per day until all rents and fees are paid IN FULL** (as allowed by law). **Neither ill health, loss of job, financial emergency or other excuse will be accepted for late payment. "There are no excuses."**

If tenant is on housing assistance, the 10% late charge is calculated based on tenant's portion of rent. Late charges, attorney's fees and any expenses related to the enforcement of this lease shall be classified as "additional rent" or "added rent". Lease violation penalty fees shall be classified as additional rent. This additional rent is payable as rent, together with the next monthly rent due. If tenant fails to pay additional rent on time, Owner shall have the same rights against tenant as if it were a failure to pay rent. Owner may elect to apply monies received towards past due added rent, paying the oldest charges first.

All periodic payments are to be agreed to in writing. Should an agreed periodic payment be missed, a 10% fee will be assessed on the unpaid balance monthly, and a late notice will be issued per Section 10.

11. **TERMINATIONS:** If rent or fees are more than four (4) days past due, the Landlord may issue a 144 hour notice; or if rent or fees are more than eight (8) days past due, the Landlord may issue a 72 hour notice, terminate the rental agreement and take possession according to law. Any omission, mis-statement or falsification by the Tenant on the application or the rental agreement, may be grounds for termination of tenancy at the option of the landlord. Nothing in this agreement shall limit the right of the Tenant or Landlord to terminate this agreement as provided by law. At time of termination of tenancy, any goods, chattels, motor vehicles, or other property left on the premises shall be considered abandoned property and shall be disposed of as provided by Oregon law. This rental agreement will be automatically terminated if rent is paid late (as described in Section 7) three or more times within any 12-month period.

12. **FED AGREEMENT:** If for any reason a Forcible Entry and Detainer (FED) hearing is scheduled, on the date of the FED hearing the Tenant hereby agrees to either a) move out by midnight of the seventh (7th) day from the date of the hearing (including the date of the hearing), or b) pay all rents and late fees and court fees and processing and service fees and all other fees and charges owed as of the date of the hearing no later than 5pm from the seventh (7th) day of the hearing. If tenant does not choose an option, then option "a" listed above will be the default option and entered into the court records as the stipulated agreement. Payment must be made in full; a periodic payment method will not be accepted. No other remedies shall exist. Tenant hereby waives the right to mediation in lieu of this FED agreement. All other rights shall be retained by Tenant including legal counsel and the right to a hearing or trial. Should Tenant fail to honor any stipulated agreement, and either does not move out or does not pay the amount owed, by the dates referenced on the agreement, an additional fee equal to three (3) month's total rent will be charged against the Tenant. An additional fee of \$40.00 plus actual cost of the FED filing and service will be charged against the Tenant at the time of the filing of the FED. Manager shall charge Tenant time and mileage for postings, filings, court hearings/appearances, and meetings with Tenant for FED actions. Hourly rate is \$40 per hour, with a 1 hour minimum for each occurrence, and mileage is \$.55 per mile. Tenant shall be responsible for all court and service and legal costs associated with an FED filing.

13. **BAD-CHECK SERVICING:** In the event Tenant's check or electronic ACH payment is dishonored or returned unpaid for any reason to Landlord, Tenant agrees to pay as additional rent the sum equal to \$35, AND all future rent payments must be in the form of a money order or cashiers check.

14. **LEGAL OBLIGATIONS:** Tenants hereby acknowledge that they have a legal obligation to pay their rent on time each and every month regardless of any other debts or responsibilities they may have. They agree that they will be fully liable for any back rent owed or damages/fees/fees incurred. They also acknowledge that defaulting on this Rental Agreement could result in a judgment being filed against them and a lien being filed against their current and future assets and/or earnings.

15. **APPLIANCES:** Although the following appliances are presently in the dwelling: _____

_____ appliances are not included in the rent. If Tenants wish to use these appliances, they agree to assume all responsibility for care and maintenance. The above rental payment specifically

ALARMS

SMOKE ALARMS & CARBON MONOXIDE ALARMS: Resident acknowledges and Owner/Agent certifies that the unit is equipped with a smoke alarm and, if required, a carbon monoxide alarm and that the smoke alarm and the carbon monoxide alarm have been tested and are operable at this time. It is the Resident's responsibility to test the smoke alarm and carbon monoxide alarm at least every six (6) months, replace dead batteries as required, and notify Owner/Agent in writing of any operating deficiencies. Resident shall not remove or tamper with a functioning smoke alarm or carbon monoxide alarm, including removing working batteries, and Owner/Agent may charge a fee of up to \$250.00 for any such conduct.

TYPE OF SMOKE ALARM: 10-YEAR BATTERY ELECTRIC ELECTRIC WITH BATTERY BACKUP

TYPE OF CARBON MONOXIDE ALARM: BATTERY ELECTRIC ELECTRIC WITH BATTERY BACKUP N/A

UTILITIES

PAID FOR/ PROVIDED BY:	ELECTRICITY	WATER	SEWER	GARBAGE SERVICE	GARBAGE CONTAINER	SATELLITE/ CABLE TV	GAS	PHONE	INTERNET	OTHER
OWNER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESIDENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TENANT MUST PLACE ALL RESIDENT UTILITIES IN THEIR NAME WITHIN 5 DAYS. FAILURE TO DO SO WILL RESULT IN A \$50 FINE PER UTILITY PER MONTH PLUS 15%.

THE FOLLOWING UTILITIES OR SERVICES PAID FOR BY RESIDENT WILL BENEFIT OTHER RESIDENTS OR OWNER/AGENT: _____ SERVICE CHARGE FOR CABLE/INTERNET/ETC. (\$ or %): _____

ANY YARD INCLUDED IN THE LEASED PREMISES WILL BE MAINTAINED BY: RESIDENT OWNER/AGENT **SPRINKLER SYSTEM PRESENT:** YES NO
(SEE SECTION 42 OF THE TERMS AND CONDITIONS BELOW FOR OWNER/AGENT ENTRY RIGHTS)

OTHER

ANIMALS (APPROVED BY OWNER/AGENT) NUMBER & TYPE & NAMES: _____

NOT APPROVED FOR USE: WATERBED AQUARIUM MUSICAL INSTRUMENTS (Except: _____)

IF CHECKED, RENTER'S INSURANCE IS NOT REQUIRED MINIMUM INSURANCE AMOUNT \$ _____ (\$100,000 IF LEFT BLANK). PET POLICY REQUIRED IF APPLICABLE.

SMOKING POLICY: SMOKING ALLOWED—ENTIRE PREMISES SMOKING PROHIBITED—ENTIRE PREMISES
 SMOKING ALLOWED IN LIMITED AREAS (SEE SECTION 17 OF THE TERMS AND CONDITIONS BELOW FOR SMOKING CHARGES AND PRIVILEGES)

THE DWELLING UNIT IS LOCATED WITHIN A 100-YEAR FLOODPLAIN: YES NO **THE PROPERTY** **IS** **IS NOT CURRENTLY IN FORECLOSURE.** (No if blank)

TENANTS HAVE RECEIVED COPIES OF THE KEYS TO THE DWELLING: YES NO Number of House Keys: _____

TENANTS HAVE RECEIVED GARAGE DOOR REMOTE CONTROLS: YES NO Number of Garage Remotes: _____

TENANTS HAVE RECEIVED COPIES OF THE MAIL BOX KEYS: YES NO Number of Mail Keys: _____

WAS POSSESSION TRANSFERRED TO TENANT ON _____ **(date)?** YES NO Note: Transfer of keys indicates transfer of possession.

I/WE HAVE READ AND AGREE TO THE TERMS AND CONDITIONS LISTED ON ALL PAGES OF THIS AGREEMENT. ALL ADULTS MUST SIGN HERE.

RESIDENT _____ DATE _____	RESIDENT _____ DATE _____
RESIDENT _____ DATE _____	RESIDENT _____ DATE _____

OWNER/AGENT (Signature) _____ DATE _____	IF APPLICABLE, LICENSED PROPERTY MANAGER OR REAL ESTATE PRINCIPLE BROKER APPROVAL INITIAL _____ DATE _____
OWNER/AGENT (Print Name) _____	

EXCLUDES all appliances of any kind! Such appliances as are in the property are there solely at the convenience of the Landlord, who assumes no responsibility for their operation. Landlord is not responsible for loss of personal items that an appliance damages (i.e., loss of food, broken dishes, etc) nor for additional utility expenses as the result of a faulty appliance. If tenant wishes to remove existing appliances, they need to seek prior permission from Landlord, and Tenant is responsible for safe storage of the appliances at Tenant's expense. Appliances must be returned to unit prior to transfer of possession. Tenant is responsible for any damages to appliances.

16. CLEANING CHARGES: Tenant hereby agrees to accept the property in its present state of cleanliness. **Tenant agrees to return the property in a clean condition regardless of the condition of the property on move in.** After a home is vacated, our office is required to perform a professional carpet cleaning and a professional interior cleaning. Tenant shall be responsible for the actual costs of such cleaning plus 15%; no limit exists. Landlord may deduct the cost of carpet cleaning regardless of whether Tenant cleans the carpet prior to delivering possession to Landlord as described in ORS 90.147 and 90.300(6)(c). Nevertheless, the cleaner the Tenant leaves a property, the less Tenant will be charged for cleaning.

A "clean" property is one which has the carpets shampooed and smell free, surfaces/countertops/floors/toilets/appliances cleaned and scrubbed, all debris and garbage removed, walls scrubbed or painted, caulking mold free, light fixtures clean and bug free, lawn mowed, weeds dead or pulled, windows glass/tracks/molding cleaned, blinds dusted and clean, burned-out light bulbs replaced, Stove burner drip pans replaced (if applicable), etc. The landlord's definition of clean shall be the final definition. **In short, the property must be move-in ready for the next occupant.**

17. SMOKING POLICY: Tenant is **NOT** allowed to smoke inside the property. Tenant is liable for any damages this activity causes including but not limited to residue buildup, smell permeation, and burns. If smoke related residues, smells, or burns are detected after Tenant moves out, Tenant shall be responsible for paying for remediation to remove said residues, smells, and burns. This typically involves painting the entire inside of the property and replacing all of the carpet. **Since painting and replacing carpet is expensive, Tenant is encouraged to smoke outside the property or in designated smoking areas.** Tenant is also responsible for

cleanup of all discarded butts on their portion of the property. **If Tenant's portion of the property is not kept clean of butts, a fine of \$50 per incident will be assessed.**

18. SMOKE ALARM TAMPERING FEE: Smoke alarms and Carbon Monoxide alarms are in place for the safety of the Tenant and others nearby. Should tenant disable or tamper with the smoke alarms or carbon monoxide alarms in the unit, Tenant shall be charged a \$250 fee.

19. CONDITION OF PREMISES: The Tenants hereby acknowledge that the unit and premises are safe for reasonable and foreseeable uses. If there is anything about the condition of the property that is not safe or is causing the property to be uninhabitable, they agree to report it to Landlord within 30 days of taking possession of the property. They agree that failure to file any written notice of defects within 30 days of taking possession will be legally binding proof that the property is in good and habitable condition at the time of occupancy and that they accept the property in AS-IS condition. Landlord assumes no liability for any defects or deficiencies of the property and Tenant agrees to hold Landlord harmless for any real or perceived loss resulting from workmanship or structural or any other property issues.

20. USE AND CONDUCT:
a) The Tenants agree to use the premises only as a residence for themselves and their children under the age of 22.

No more than _____ persons shall occupy unit without permission of landlord. (Only the persons listed on page one of this agreement will be allowed to occupy the premises.) LANDLORD RESERVES THE RIGHT TO REFUSE TO RENT TO ANYONE. NO ADDITIONAL PERSONS SHALL OCCUPY THE RESIDENCE OR BE ADDED TO THE RENTAL AGREEMENT WITHOUT FIRST FILLING OUT AN APPLICATION FORM, PAYING THE APPLICATION FEE, AND GETTING WRITTEN APPROVAL FROM MANAGEMENT AS EVIDENCED BY A NEW SIGNED RENTAL AGREEMENT BY ALL PARTIES AND RESIDENTS. Tenant agrees to pay \$75 each month for each additional person who shall occupy the premises in any capacity. If Tenant fails to inform Landlord of additional people occupying property, or fails to get written permission, the \$75 per person per month charge will be assessed retroactive to the date commencing this Rental Agreement. The term "occupy" means presence on the Premises for a substantial amount of time, whether during the day or overnight, and shall include, but not be limited to, long-



term or regular house guests, live-in baby-sitters, visiting relatives, etc. Persons other than those specifically listed on this Rental Agreement shall be strictly prohibited from staying in the rental unit for more than 10 consecutive days, or a total of 20 days in any 12-month period.

b) Tenant is to use the premises for a dwelling unit and not conduct any commercial activity or services for compensation in or on the premises without the written consent of the Landlord. Day care shall be considered a business.

c) Tenant and their guests shall conduct themselves in a manner not to disturb the peaceful enjoyment of others. Tenant shall restrict all sound or noise so as not to be heard outside the unit. This includes stereos, radios, televisions, etc. Tenant and their guests shall not be permitted to play or loiter in halls, stairways, entrance of buildings or other common areas except in those areas designated by the landlord.

d) Do not open the door to strangers.

e) Do not allow children to climb up on furniture next to windows.

f) No persons shall use windows as entry or exit to the unit.

g) Alcoholic beverages or use of illegal substances shall not be consumed or used in the common areas.

h) Tenant or their guests shall not be permitted to operate recreational vehicles or equipment in common areas except as designated by the landlord.

i) Patios, porches, and stairways are to be kept clean and orderly and are not to be used for general storage.

j) Tenant shall use all electrical, plumbing, sanitary, heating, ventilating, air conditioning, and other facilities or appliances on the premises in a reasonable manner. Telephone wiring and services within the unit shall be the responsibility of the tenant.

k) Tenant shall immediately report in writing all malfunctions of equipment, failure of essential services or need for repair.

l) In the event of severe temperature changes, Tenant shall take reasonable preventative measures to prevent pipes from freezing including but not limited to maintaining adequate heat, covering any foundation vents, and disconnecting exterior hoses.

m) Landlord shall not be liable for damages of any kind caused by the lack of heat, refrigeration or other services arising out of any accident, act of God or occurrence beyond the control of the landlord. The tenant shall be limited to the rights and remedies specified by law.

n) Tenant shall not store gasoline, combustibles, or other flammable liquids inside the unit, on the sidewalk, porches or patios except as permitted by the Fire Department and insurance regulations. Tenant shall use smoking materials with caution and properly dispose of ashes and materials. Bar-b-ques and similar equipment shall not be operated within ten (10) feet of the building or as restricted by rule.

o) Tenant shall not store garbage or waste in the common areas, behind their unit, on their porch or deck, nor inside their home. Tenant may use one trash canister to store garbage inside their unit. Tenant must dispose of garbage in a timely manner.

p) Tenant may not allow any person to: a) be on the Premises who has been excluded from the common areas by Landlord; or b) stay in his/her unit, as defined by this agreement, who has had his/her Rental Agreement terminated by Landlord. Any action by Tenant, any occupant of Resident's unit, or any guest of Resident that interferes with the management of the Premises, shall be considered a material non-compliance with this Rental Agreement.

q) Tenant shall give written notice to Landlord of any anticipated or actual absence from the property exceeding seven calendar days. During Tenant's absence, Landlord may enter the dwelling unit at times when reasonably necessary.

r) No person may grow marijuana, for any purpose, on any part of the premises, including common areas. Pursuant to Oregon Supreme Court Emerald Steel Fabricators v. Bureau of Labor and Industries April 14, 2010, Landlord is not required to rent to medical marijuana users. Should Landlord allow marijuana use at this particular property, marijuana may only be used inside the unit and confined to one specific room, as permitted by law, and only after Landlord receives copies of current legal paperwork granting permission for medical purposes and tenant has submitted application to management for smoking policy waiver. Landlord reserves right of refusal for any reason and may deny application to use marijuana without giving a reason for the denial. Tenant must pay an additional smoking deposit equal to one month's total rent per specified room that will be used for smoking marijuana and such deposit must be received by management at the time of application for waiver. Base rent shall also be increased a minimum of 10% above current rent for the privilege of smoking marijuana. Permission to grow marijuana will require rent to be increased 2x-3x at the discretion of the Landlord and a larger refundable deposit sufficient to remediate the building back to original condition prior to construction of the grow room and installation of grow equipment. Permission to grow shall be contingent on Tenant maintaining proper licensing from the State of Oregon. Marijuana may not be used in public areas, in Tenant's car, or within view of a minor. Marijuana may not be shared, distributed, or sold to anyone on the premises for any reason. Management reserves the right to rescind permission to smoke marijuana at any time and for any reason. Failure to follow the procedures outlined in this section will be considered an act outrageous in the extreme and will result in a 24-hour notice of termination.

21. NON-COMPLIANCE FEES: Landlord may charge a fee not to exceed \$50 each time Landlord sends a written notice to Tenant as a result of Tenant's non-compliance with any written rules or policies. Examples of violations that could incur a fine are listed below. Fines are not limited to said examples:

- a) LATE OR NON-PAYMENT OF UTILITY
- b) FAILURE TO CLEAN PET WASTE OR PET VIOLATION
- c) FAILURE TO CLEAN OR REMOVE GARBAGE/RUBBISH OR FOR LITTERING
- d) PARKING VIOLATIONS OR IMPROPER USE OF VEHICLES
- e) FAILURE TO MAINTAIN HOUSEHOLD CLEANLINESS
- f) FAILURE TO MAINTAIN LAWN/FLOWER BEDS IF REQUIRED

22. ANIMALS: There shall be no pets or animals allowed on the rented premises except as may be granted by Landlord, in writing. Tenant hereby agrees that if found in violation, the rents due hereunder may be raised at the Landlord's discretion and additional fines may be assessed. No more than two animals shall ever be allowed. In addition, no more than one cat will ever be allowed in the property. Tenant may mix and match any two allowed types of animals up to the limit of two at Landlord's discretion. For example, a Tenant may be allowed to have one dog and one cat, or one cat and one ferret, or two rabbits, etc. On some properties there will be a size and breed restriction on dogs, and some properties will allow dogs but not cats, and vice versa.

If animals are allowed by Landlord, Tenant agrees to render an additional up-front SECURITY DEPOSIT of \$_____. (If blank, see page one.)

(If blank, the following shall apply unless otherwise indicated... small Dog or Rabbit: 1 bedroom \$250; 2 bedrooms \$300; 3+ bedrooms \$350. Cat, Ferret, or Large Dog: Add \$100 to the previous amounts. An additional deposit shall be charged for each additional animal allowed by Landlord. Deposits are doubled for all animals under the age of one.) This additional deposit is for the privilege of having pets in the property. This additional deposit shall be considered a part of the refundable security deposit as defined in Section 3 of this Agreement, and shall not be considered a separate "pet deposit". The animal rent and deposit clauses in this contract shall always supersede any other documents attached or amended to this agreement. If an animal or animals are found inside the unit during the tenancy, without prior knowledge of Landlord, additional security deposits and pet rents shall apply retroactively to the start date of the rental agreement and

shall be due and payable immediately. In addition, a \$50 fine may be assessed for such violation. "**Guest pets**", or animals which visit the property but are not listed on the rental agreement, whether deemed temporary or permanent, are not permitted in the unit or on the grounds. Animals found at the property regardless of classification shall be considered property of Tenant and applicable to all rules and fees and rents contained herein.

Prior to acquiring an animal, Tenant shall supply to Landlord an Animal Resume' which contains the following: a picture of the pet, references from Doggy/Kitty daycare or Veterinarian, indicates whether the animal is fixed or not, a description of the animal including markings and colors and weight. A separate Resume' must be submitted for each animal. If Tenant has not taken possession of the property, Landlord may require a home visit to observe the animal.

Service animals are defined only as dogs that are individually trained to do work or perform tasks for people with disabilities as per the regulations established by the US Department of Justice, the ADA, the FHA, and ORS 346.630-60-90. No other animals are allowed as service animals. In the event a Tenant wishes to keep a service animal in their unit, they must answer these two questions: "Is the dog a service animal required by a disability?" and "What work or task has the dog been trained to perform?". **Tenant must also provide the name, address, and phone number of the Tenant's doctor or care provider; AND the name, address, and phone number of the service animal's trainer for verification.** Only persons with blindness, deafness, or a physical impairment, as defined by the ORS statutes, shall be allowed a service dog. Dogs or other animals whose sole purpose is to provide comfort or emotional support do not qualify as service animals under the ADA even if Tenant provides a note or prescription from a doctor. [For the purposes of the ADA, a residential rental property is not considered a business that serves the public and is not required to comply with ADA guidelines.] If a dog meets the service animal criteria, only one service dog shall be allowed as per ADA requirements and no additional rent or monthly animal rent or pet deposit shall be charged for the privilege of allowing that animal in the property; however, Tenant is still responsible for any and all damages that animal may cause, and the dog must abide by all provisions set forth herein or landlord may revoke the right to keep the animal. Any additional animals Tenant wishes to keep will be subject to the pet rents and additional security deposits contained in this agreement.

Temporary or short-term care of animals, such as foster care for cats and dogs from rescue organizations or "pounds" such as the Humane Society, are not permitted on the property. No Tenant shall shelter temporary animals or provide sustenance to stray animals. Such actions will be considered a breach of this agreement and may result in termination of tenancy.

The terms "Pets" or "Animals" or "Service Animals" or "Companion Pets" or "Comfort Pets", or any other similar nomenclature referring to a non-human organism, includes but are not limited to dogs (size restriction and breed restriction may apply), cats, ferrets, fish, hamsters, rabbits, rats, birds, snakes, lizards, and insects. Rodents, fowl (small birds), and cold-blooded animals must be kept in a cage inside the house or apartment. No farm animals of any type are permitted at any time including but not limited to horses, donkeys, cows, chickens, pigs, sheep, etc unless permitted by Landlord in writing. Landlord reserves the right to limit the number of animals allowed on the property.

The Tenant is to be fully responsible for any damage to property, of Owner or of others, which may result from the maintenance of the animal. The cost of repairs for any damages caused by animals is over and above any animal fees or animal rents. **Tenants agree to pay for pest infestation services after termination of occupancy.**

Tenants agree to pay for professional carpet cleaning and professional pet treatment of carpet to be contracted by Landlord after Tenants move out. Said monies shall be the responsibility of the Tenant and shall be deducted from the Security Deposit. Landlord reserves the right to revoke this consent on three days' notice to Tenant, if in the opinion of Landlord or his employees, the animal has been a nuisance to other residents or has not been maintained according to these rules. In the event consent is revoked, Tenant agrees to forthwith discontinue maintenance of the animal, and failure to do so shall constitute a breach of the Rental Agreement. Any animals on the property not registered under this Rental Agreement will be presumed to be strays and will be removed according to law, at the option of the Landlord.

Landlord assumes no responsibility for the health or safety of Tenant's pets or animals. Tenant acknowledges that allowing a pet outside of the unit may endanger the pet. Some properties may have local wildlife that may attack or kill a Tenant's pets and Tenant should take appropriate measures to defend and protect their pets from harm.

23. NON-ASSIGNMENT OF RENTAL AGREEMENT: Resident agrees not to Assign this agreement, nor to Sub-Let any part of the property, nor to allow any other person to live therein other than as named above without first requesting and receiving written permission from the Owner and paying the appropriate surcharge. The named Tenant(s) as listed in this agreement shall continue to physically occupy the property for the remainder of the tenancy and shall not move out while allowing a party other than those listed in this agreement to occupy the premises. Further, that covenants contained in this Rental Agreement, once breached, cannot afterward be performed; and that unlawful detainer proceedings may be commenced. ALL UNAUTHORIZED

SUB-LEASING OF THE PROPERTY WILL BE CONSIDERED AN ACT OUTRAGEOUS IN THE EXTREME AND WILL RESULT IN A 24-HOUR EVICTION.

24. OREGON STATUTES: Tenant agrees to meet all Resident's obligations as spelled out in Oregon's Revised Statutes, including but not limited to:

1. Comply with all obligations primarily imposed upon Tenants by applicable provisions of building codes materially affecting health and safety.
2. Keep that part of the premises that he occupies and uses as clean and safe as per premises permit. Dispose from his dwelling unit all ashes, rubbish, garbage, and other waste in a clean and safe and timely manner.
3. Keep all plumbing fixtures in the dwelling unit or used by the Tenant as clean as their condition permits.
4. Use in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air-conditioning, and other facilities and appliances including elevators in the premises.
5. Not deliberately or negligently destroy, deface, damage, impair, or remove any part of the premises or knowingly permit any person to do so.
6. Conduct himself and require other persons on the premises with his consent to conduct themselves in a manner that will not disturb his neighbor's peaceful enjoyment of the premises.

Resident warrants that he/she will meet above conditions in every respect, and acknowledges that failure to perform the obligations herein stipulated will be considered grounds for termination of this agreement in accordance with ORS and loss of all deposits.

25. CARE OF PREMISES: Good housekeeping is expected of everyone. Tenant agrees to keep quarters clean and in a sanitary condition. The Tenants agree not to permit any deterioration or destruction to occur while they are occupying the property. They agree to maintain the walls, woodwork, floors, furnishings, fixtures and appliances (if any), windows, screens, doors, fences, plumbing, air-conditioning and heating, electrical and mechanical systems as well as the general structure and appearance of the property. Tenant agrees to clean up after their pets IMMEDIATELY and to treat affected areas with enzymes. **Tenant agrees to keep carpet spot free at all times. MOLD AND MILDEW WILL BE TREATED BY TENANT WITH A MOLD INHIBITOR (DO NOT USE BLEACH! See Mold and Mildew Addendum for further instructions.)** Tenant is responsible for all damages to furnishings or Premises caused by his/her negligence. Tenant shall report leaky or defective faucets at once. Tenant must pay for any and all expense due to damage to the building or furnishings, other than ordinary wear and tear, including but not limited to damage caused by stoppage of waste pipes or overflows of bathtubs, toilets or wash basins. **TENANT IS RESPONSIBLE FOR ALL PEST AND RODENT INFESTATIONS AND MUST TREAT ANY SUCH INFESTATION.** Landlord is not responsible or liable for any harm the chemicals that are used to treat the infestation may cause.

26. TENANT COOPERATION: Tenant agrees to cooperate with Owner/Agent in showing property to prospective tenants, prior to termination of occupancy. Upon notice that the Tenant is leaving the property, Landlord will begin advertising the property and showing it to prospective tenants. No additional notice will be given to the Tenant prior to Landlord showing the property to prospective tenants. This serves as advance notice that the Landlord will enter the property. Entry will only occur if existing Tenant has given notice that they will be moving. Entry will not occur prior to 30 days of the notified move-out date unless a 24-hour notice has otherwise been posted. If Tenant refuses entry, Tenant shall be liable for damages not to be less than one-month's total rent.

27. REMOVAL OF LANDLORD'S PROPERTY: If anyone removes any property belonging to Landlord without the express written consent of Landlord, this will constitute abandonment and surrender of the premises by Tenant and termination by them of this Rental Agreement. Landlord may also take further legal action.

28. TENANT INSURANCE: No rights of storage are given by this agreement. Landlord will not be liable for any loss of Tenant's property. Tenant hereby acknowledges this and agrees to make no such claims for any losses or damages against Landlord, his agents, or employees. Tenants agree to purchase insurance—at their own expense—sufficient to protect themselves and their property from fire, theft, burglary, breakage, electrical connections, sewer malfunctions, acts of God, and all other catastrophic events. They acknowledge that if they fail to procure such insurance, it is their responsibility and they alone shall bear the consequences. **TENANT INSURANCE IS REQUIRED AS PER OREGON LAW ORS 90.222, certain exceptions apply.** Failure to maintain insurance coverage shall constitute a material non-compliance with the rental agreement and may result in termination of tenancy. Tenant shall provide proof of coverage upon demand. **Landlord may acquire insurance on behalf of tenant when Tenant does not have other coverage and may charge Tenant for actual cost of said insurance.**

29. ABANDONMENT: If Tenants leave the premises unoccupied for 15 days without paying rent in advance for that month, or while owing any back rent from previous months, which have remained unpaid, the Landlord and/or his representatives have the right to take immediate possession of the property and to bar the Resident from returning. Landlord will also have the right to remove any property that the Residents have left behind and store it at Tenant's expense. In all circumstances, rent shall continue until Tenant removes or claims personal property. Landlord may, at Landlord's discretion, charge an abandonment charge equal to three times total rent in addition to any other monies

owed by Tenant.

30. A. LOCK POLICY: No additional locks will be installed on any door or gate without the written permission of Landlord. Landlord will be given duplicate keys for all locks so installed at the Tenant's expense, before they are installed. If Tenant replaces any lock and does not provide a key to the landlord at least 30 days prior to giving back possession of the unit, Tenant shall be charged a minimum of a \$100 lock change charge for locksmith services. If no key is provided at move in for a postal lockbox associated with the rental unit, tenant may contact Postmaster to have the lock replaced. Upon forwarding the receipt and ONE of the new mail box keys, Landlord shall refund the cost of the lock changeout.

B. LOCKOUTS: Should Tenants lock themselves out of their dwelling and be unable to gain access through their own resources, they may call upon a professional locksmith or the onsite manager to let them in. In either case, they are responsible for payment of the charges and/or damages involved. Management may charge \$25 for providing this service between the hours of 8 a.m. and 6 p.m., Monday through Saturday, excluding holidays, and a charge of \$35 at other times. This charge is due and payable when the service is provided. Lockout service is not available at properties without an onsite manager.

31. INVENTORY AND INSPECTION RECORD:

An Inventory and Inspection Record has been provided for the Tenants' use. Only after this has been filled out (within the three-day time limit) will the Owner take any action to complete necessary repairs. Landlord warrants that all major systems will be functional and in good repair at time of possession. Light switches, wall plugs, doors, windows, faucets, drains, locks toilets, sinks, heater, etc., will either be in working order or will be repaired once the Tenants have completed the Inspection and Inventory Record. Tenants are encouraged to report any necessary repairs, no matter how slight, in writing or on the Tenant portal, but they are hereby advised that Landlord does not normally repair or replace nonfunctional items such as paint, carpets, etc., every time a property changes possession. Those items are scheduled for repair/replacement at regular intervals regardless of tenant turnover.

32. REPAIR POLICY: The Tenants hereby acknowledge that they have been informed that the Landlord and/or his agents are not always available to provide support services to Tenants. If a problem comes up that should cost \$50 or more to repair, then the Tenants must get in touch with the Landlord as soon as possible, using the communication protocol outlined in Section 58 "Communication Requirement". Under no circumstances will Landlord be responsible for any improvements or repairs costing more than \$50 unless the Tenants were given written authorization to make repairs or improvements in advance. Under no circumstances will Landlord be responsible for any reimbursement of expenses under the \$50 limit if the repair was non-essential. It is advisable to ask the Landlord if an expense is reimbursable before proceeding. Written authorization shall never permit greater than \$250 in repairs accumulative during the life of the lease. Tenant must submit receipts with a written explanation of repairs performed and shall be reimbursed the following month; repair costs shall not be deducted from rent due. All repairs exceeding \$250 shall be handled by a third-party professional who has been directly hired by Landlord to make the repairs. This Agreement shall supersede all future permissions and agreements. Landlord shall not compensate Tenant for labor, only for actual cost for parts or supplies which were purchased at a store. **Landlord shall not be responsible for paint or painting supplies. Landlord shall not be responsible for replacing filters (furnace filters, refrigerator filters, pool filters, etc) even if the filters were dirty upon move in.** If Tenant paints the unit, it must be repainted to a semi-gloss white or the original color upon move out or Landlord will have it painted and the Tenant will be responsible for the cost. Tenant shall mask appropriately and must not paint over surfaces that have a natural wood finish.

If an **essential** service needs repair and poses an imminent and serious threat to the Tenant's health, safety, or property, Tenant shall notify Landlord verbally and in writing. If Landlord fails to repair the essential service within 48 hours, Tenant may have a licensed contractor make the repair up to \$1,000 and may then deduct the cost from the rent upon providing receipts for the work. If an essential service needs repair but **does not** pose an imminent and serious threat to Tenant's health, safety, or property, Landlord shall have seven days to make repairs, or Tenant may have licensed contractor make the repair up to \$500. Note: the definition of allowable work is defined in the Oregon Revised Statutes. Work that is performed by Tenant outside of the definition may not be compensated. Tenant should seek counsel before proceeding.

33. ALTERATIONS: Tenant shall make no alterations, decorations, additions or improvements in or to the premises without Landlord's prior written consent (with exceptions as outlined in the above paragraph), and then only by contractors or mechanics approved by Landlord. All alterations, additions, or improvements upon the premises, made by either party, shall become the property of Landlord and shall remain upon, and be surrendered with said premises, as a part thereof, at the end of the term hereof. Tenants specifically agree that no tacks, nails, screws, etc., will be driven into the walls, nor will they be marred or torn by glue or tape. They also acknowledge that they will be responsible for and pay any damage done by rain, wind, hail, tornadoes, hurricanes, etc., if this damage is caused by leaving windows open, allowing stoppage and/or overflow of water and/or sewage pipes, broken windows or doors, torn screens, broken door and window locks, etc., or any damage

caused while Tenant has occupancy. Tenant agrees to return any painted room to a neutral color upon move out. Any paint work that is not performed correctly, or is not an acceptable neutral color as determined by Landlord, will be charged to Tenant.

34. NON-LIABILITY: The Tenants hereby state that any work or repairs that need to be done will be handled by competent professionals, unless Tenants are qualified and capable of doing the work themselves and doing it properly, in a safe manner that meets all federal, state, and local regulations. Tenants further state that they will be legally responsible for any mishap they either do themselves or hire others to do. Landlord/Owner will be held free from harm and liability along with their agents and representatives. In the event that needed repairs are beyond the Tenants' capacity, they are urged to arrange for professional help.

35. WINDOW AIR CONDITIONERS: Tenants are not allowed to install window air-conditioners themselves unless otherwise allowed in an Addendum. If a window air-conditioner is desired, and is allowed at the Tenant's property, tenant must pay a landlord-approved handyman or contractor to install the air-conditioner. Such installation shall include proper brackets to support the weight of the air-conditioner. Resident shall provide landlord with proof of insurance prior to installation of the air-conditioner. Total amperage of the unit must not exceed safe guidelines. Tenant must use an attractively painted piece of plywood or rigid insulating foam to cover the opening in the window caused by the placement of the air-conditioner (materials such as cardboard are not acceptable). Air conditioner and support brackets shall be removed at the end of each summer season by a landlord-approved handyman or contractor (for safety and liability reasons, tenant may not perform such activity). Landlord shall have final approval of the appearance and placement of the air-conditioner, support brackets, and wood/foam filler. Landlord may revoke permission to have a window air-conditioner at any time and for any reason.

36. MAINTENANCE OF LAWNS: Where applicable, the Tenants acknowledge that they are legally responsible for maintaining the lawns and landscaping and will be held liable for any damage caused by lack of water, abuse, or neglect. Tenant is expected to keep the bark dust areas free of weeds and the lawn under 10" in height. If either is neglected, Owner or Manager may contract with a landscape maintenance company to eradicate the weeds and/or mow the overgrown lawn. Prolonged neglect may necessitate regular service by a landscape maintenance company. In either case, the cost will be passed on to the Tenant plus 15% of actual cost. Or, should owner choose to eradicate the weeds and/or mow the overgrown lawn himself, the hourly rate of \$40.00 plus equipment rental and debris hauling will be assessed to the Tenant. Landlord may also issue a \$50.00 fine for each occurrence.

37. VEHICLE POLICY: The Tenants agree never to park or store a motor home, camper, trailer, or any sort of recreational vehicle on the premises and to park only _____ automobiles, only on the paved areas provided. **Junk cars, cars on blocks, non-functional vehicles, or unlicensed automobiles are not permitted on property.** Removal will be at the expense of the Tenant. Tenants agree that any vehicle parked on unpaved areas or parked in a location designated as "no parking" may be towed without notice and stored at the vehicle owner's expense. Vehicles with visible damage to the interior or exterior which are determined to be unsightly may be prohibited from parking in or around the premises. The use of designated and off-street parking shall be limited to vehicles in drivable condition which are properly licensed and insured. **No vehicle repair, including the changing of oil, shall be performed on the property. Tenant agrees not to raise the hood of the car, remove wheels, nor put the vehicle up on blocks even temporarily.** Tenant acknowledges that the premises are not a licensed repair facility and that all such activities are illegal.

38. UTILITIES: Resident will be responsible for payment of all utilities, garbage, water and sewer charges, telephone, gas or other bills incurred during their residence. They specifically authorize Landlord to deduct amounts of unpaid bills from their Security Deposits in the event they remain unpaid after termination of this agreement. **Tenant is required to keep the utilities in their name throughout the tenancy. Services must not be shut off prior to moving out or return of possession. A fee of \$50 will be assessed if services are shut off prior to transfer of possession and Tenant would be responsible for any damages that occur.** Tenant must leave appliances plugged in so Manager can inspect them during the final inspection for any problems that need repair.

All utilities that are the responsibility of the Tenant must be placed in Tenant's name within 5 days of possession of the property. Failure to do so will result in a \$50 fine per utility per 30 days and Manager shall also add 15% to the cost of the utility bill(s) to cover the cost of administration and mailing.

Any utility co-pays are based on the average use of utility services. Should any invoice exceed the average, all Tenants who share the utility will be equally responsible for the overage, and Management shall pass on the cost of the overage and equally split the cost between all Tenants who benefit from the utility service(s). If the utility invoices exceed the collected co-pays three months in any twelve month period, Management shall adjust the co-pays to reflect the higher cost. By definition, any utility co-pays may directly or indirectly benefit other tenants or property owner. Landlord is not liable for any losses or damages Tenant incurs as a result of outages, interruptions, or fluctuations in utilities,

or increased utility expenses resulting from faulty appliances or heaters or any other component in the building, or any other services provided to the apartment unless such loss or damage was the direct result of an intentional or negligent act or omission by us or our employees. Tenant agrees to release Landlord and Owner from any and all such claims and waive any claims for offset or reduction of rent or diminished rental value of the apartment due to such outages, interruptions, fluctuations, or expenses.

Tenant agrees not to tamper with, adjust, or disconnect any utility or services sub-metering system or device. Violation of this provision is a material breach of the Lease and may subject Tenant to eviction or other remedies available under this Agreement. Owner/Agent has the sole authority to select and approve all utility and services providers who may provide services to Resident(s) at the apartment community, to the extent not prohibited by law.

39. PLAY EQUIPMENT LIABILITY RELEASE: All play equipment on the property shall be used at the Tenant's own risk. Tenant agrees to hold Landlord and Owner harmless for any and all liability of injury or damage from the use of the equipment and agrees not to file a claim against Landlord's or Owner's insurance or file suit against Landlord or Owner in any manner. Use of the equipment by Tenant or Tenant's children or Tenant's friends and acquaintances constitutes agreement to waive all liability. If Tenant or an acquaintance of Tenant who was allowed to use the equipment should sue Landlord or Owner for injuries sustained while using onsite play equipment, the Plaintiff or Tenant or both shall be liable for double the damages claimed regardless of outcome of the trial or even if there is a settlement. Tenant is responsible for monitoring their children while using the equipment and must be present at all times during such use to advise proper safe use and play. If Tenant desires to install their own play equipment, Tenant must get written permission from Landlord AND also must acquire liability insurance PRIOR to installing the equipment even if the placement is temporary. Both the Landlord and the Owner must be listed on the liability insurance as an "Additional Insured" and Tenant is responsible for providing proof of such insurance. Landlord may revoke the privilege of allowing Tenant to have play structures at any time and for any reason and without notice. Play equipment is defined as trampoline, swimming pool of any size or kind (small plastic wading pools qualify), play structure, climbing rope, slide, sandbox, climbing wall, swing set, tree swing, tire swing, tree house or "fort", play house or "cottage", or any other such devices or combinations used for play or recreation.

40. ROOF LEAKS AND TERMITE ALERT: Tenant agrees to notify Landlord immediately if roof leaks, water spots appear on ceiling, plumbing or appliances leak, or at the first sign of termite or burrowing-insect activity. Tenant may be held liable for damages if Tenant fails to disclose such items in a timely manner.

41. DISCLOSURE OF AGENT/OWNER: Class Act Property Management, LLC is the manager of the property and authorized to act for and on behalf of the Owner for the purpose of receiving and receipting of notices and demands and for the service of process and all other acts which Owner could or would do if personally present. Manager shall protect the identity of Owner.

42. PHONE AND EMAIL: Landlord will be given the phone number and email of Tenant within two working days of activation and will be notified within two working days of any future changes in the either. The Tenant shall notify the landlord in writing of any post office box or email address or telephone number to be used by the Tenant.

43. ACCESS TO PREMISES: The Landlord reserves the right to enter the residence at reasonable times to inspect, make necessary repairs, supply services or show it to prospective residents, purchasers, mortgages, workmen, or contractors pursuant to ORS 90.322(e). Whenever practicable, a 24-hour notice of the Owner's intent to enter shall be given to the Resident. The Tenant shall not unreasonably withhold consent to the landlord to enter the premises or the dwelling unit to inspect, make necessary or agreed repairs, decorations, alterations or improvements, or to show the unit to prospective tenants or purchasers. Landlord may enter without consent in an emergency, and shall provide Tenant with a post-entry notice of the entry and its purpose. The Landlord may also display "for rent" and "for sale" signs on the building of which the rented residence is a part. If the Tenant refuses to allow lawful access, the landlord may obtain injunctive relief to compel access or may terminate the rental agreement pursuant to ORS 90.630 (1) and take possession in the manner provided in ORS 105.105 to 105.168. In addition, the Landlord may recover actual damages.

Should a Tenant submit a repair request, Landlord shall not need to post a 24-hour notice prior to entry. Tenant may specify a time period and date range for services to be performed. If no specific time is indicated, Landlord or representative may enter the unit to make the repairs, up to seven days after the request has been received by the Landlord, without additional notification; and may do so whether the tenant is home or away, during normal business hours including weekends and holidays.

Part 2: Owner, representatives, service providers, and other authorized personnel will periodically access areas on the property that are outside of the residence for inspections, service, and maintenance. Typical access may include lawn care, meter readers, handymen, and other such activities. Owner may also allow passage for the purpose of entry to other units, yards, or structures not included in the residence such as basements, crawl spaces, storage units, walkways, attics, fenced yards, and all others. No notice shall be given prior to entry to these areas. Tenant may secure these areas

with locks, but must give Owner keys or lock combinations.

44. PEST CONTROL POLICY: Resident is responsible for any ongoing pest control service, if the Resident desires such a service. Owner is not responsible for any damage done to the Resident's person, or property by such pests, or to the person or property of Resident's family or any other persons on their premises. If pests were present at any time during the tenancy, Tenant agrees to pay for pest infestation services after termination of occupancy.

45. DRAIN STOPPAGES: As of the date of this Agreement, Owners warrant that the dwelling's sewage drains are in good working order and that they will accept the normal household waste for which they were designed. The sewage drains will not accept things such as paper diapers, sanitary napkins ("flushable wipes"), tampons, children's toys, wads of toilet paper, hair, grease, oil, table scraps, clothing, rags, sand, dirt, rocks, newspapers, or any other non-human waste. Tenants agree to pay for clearing the drains of any and all stoppages except those which the licensed plumber, who is called to clear the stoppage, will attest in writing were caused by defective plumbing, tree roots, or acts of God.

46. SEPTIC TANKS: If the property is equipped with a septic tank, Tenant agrees not to put any chemicals or food down the drains that could harm the septic tank or interfere with its operation. Tenant also agrees to assume the responsibility to have it pumped as needed. If Tenant has occupied the property for at least one year, Landlord may charge Tenant cost plus 15% for pumping the septic tank upon move out.

47. HVAC MAINTENANCE: At properties with a forced-air heating or cooling system, Tenant is responsible for inspecting and replacing furnace filters every 30 days. Failure to replace or clean filters in a timely manner may result in Tenant being responsible for damages to heating system. Failure to keep a filter in place at all times shall result in a duct cleaning charge.

48. GARBAGE SERVICE POLICY: Where applicable, Tenant is responsible for obtaining garbage service. Tenant must show proof within 30 days that Tenant has hired a garbage collection company to regularly service their dwelling. Service to not be less than once every 2 weeks. If Tenant does not show written proof of garbage service, Landlord will obtain regular garbage service on behalf of Tenant and will charge Tenant DOUBLE the rate for the service. Upon request, Landlord will provide a collection container with a capacity of at least 30 gallons. In a complex with five or more units, recycling bins will be available for tenant use if the garbage company offers said service.

Part 2: "You Brought It, You Haul It" At properties where garbage service is provided, the bins are to be used for normal household waste only. No furniture may be placed in, on, or around the bins. A \$50 fine will be assessed if furniture is left outside. Tenant shall also be responsible for actual cost of removing such items, the dump fees and labor, plus 15%.

49. OUTSIDE PLACEMENT: Owners reserve the right to place trash receptacles, portable storage units, and the like wherever convenient on the premises. Owners further reserve the right to construct property improvements above or below the ground anywhere on the premises so long as they conform to all building codes.

50. DAMAGE: Tenants agree to pay for repairs of all damage which they or their guests have caused. Tenant shall be charged actual cost of the repair plus 15% if performed by an approved licensed contractor or handyman, or Tenant shall be charged \$40 per hour plus materials if Manager uses an employee to make repair.

51. FIRE OR CASUALTY DAMAGE: During any time when the dwelling cannot be used because of fire or casualty damage, Tenants are not responsible for payment of rent. Should a portion of the dwelling become unusable due to fire or casualty damage, Tenants are not responsible for payment of rent on that portion. In either case, Owners are not responsible for repairing or replacing any improvements made by Tenants if those improvements are damaged. Should the fire or casualty damage have been caused by Tenants' own action or neglect, they shall have not be relieved of the responsibility for payment of rent, and they shall also bear the full responsibility for repair of the damage.

52. RULES AND REGULATIONS: Management's existing rules and regulations, if any, shall be signed by Tenants, attached to this Agreement, and incorporated into it. Manager may adopt other rules and regulations at a later time provided that the rules have a legitimate purpose, not modify Tenants' rights substantially, and not become effective without notice of at least thirty (30) days. Defiance of rules and regulations may be grounds for termination of rental agreement and/or eviction.

53. SALE OF DWELLING: If Owners sell this dwelling or otherwise transfer its Ownership to another party, the new owner shall have the right to terminate this Agreement by giving Tenants written notice of at least sixty days, notwithstanding any conflicting occupancy rights Tenants might have under a fixed-term agreement. Should Tenants have conflicting occupancy rights guaranteed them by law, however, those legal rights shall prevail.

54. APPLICATION FOR NON-PROFIT STATUS: The State of Oregon allows a property to be removed from the tax roles for the purpose of rental to a non-profit agency, a group home, or a foster home. The savings, by law, are passed on to the renter. Renters are encouraged to contact the State of Oregon as soon as possible in order to avoid late fees or missing application deadlines. Call Pat Long at 503-589-3274 for details on applying for exemption from property tax roles. Landlord does not take responsibility for late fees or missed application deadlines. Landlord agrees to cooperate with the Tenant and the State in applying for the exemption and passing on the savings to the Tenant. Tenant

is responsible for filling out needed paperwork. Any savings will only be passed on for each month that the property is off the tax roles and the tenant is still residing in the property. Savings from future months or after tenant vacates property will not be credited to tenant.

55. APPLICATION OF GOVERNMENT ASSISTANCE FOR WHEELCHAIR RAMP ACCESS: The Americans with Disabilities Act allows Tenants to install a wheelchair ramp at their own expense. Any such ramps must include a handrail capable of supporting 200 pounds and must meet all other applicable building codes. The Home Improvement and Structural Alterations program is available to veterans through most Department of Veteran Affairs Medical Centers. Information is available in VHA Handbook 1173.14 and on the Internet at www.va.gov/vhapublications. If the veteran is eligible for VA Medical care, he/she most likely would qualify for financial assistance with the ramp. It is the Renter's responsibility to apply for any such program.

56. CABLE TV/INTERNET INSTALLATION: Landlord hereby grants Tenant the right to contract with a provider of cable services. This agreement also permits said cable installer to enter premises and modify the building in a reasonable manner to install cable systems. Installer may use any and all necessary cabling and hookups and installations including connecting to equipment installed on a neighbor's unit at the same building. All modifications shall be discreet and weather tight. Cable boxes and wires shall remain permanently attached to the building once installed. This authorization extends to both current and future installations and modifications. Cable installer may contact any tenant to make an appointment to gain entry and access to the premises for installation work. Installer assumes responsibility for any damage caused by such installations.

57. COMMUNICATIONS REQUIREMENTS: Tenants are not to call the leasing agent or the office of Class Act Property Management LLC for any reason other than an emergency. All communication must be in writing such as Email or sent via First Class Mail. Tenants are not to contact the owner of the property for any reason. Any attempt to contact the owner will result in a \$50 fine per occurrence and will result in the termination of tenancy at the option of the Landlord. All other forms of communication will be ignored including but not limited to registered mail, certified mail, phone calls, voicemails, texts, and social website postings. The only authorized means of communicating with management is by Email, or by First Class mailing. We encourage open communication between Tenant and Management, and Email is the most efficient means of communicating concerns and problems. Poise and professionalism is expected in all communication. Abusive language, threats, or harassment will not be tolerated by Class Act personnel and may result in written warnings, fines, and/or termination of tenancy.

Your Tenant Portal also offers detailed financial ledgers, electronic payments, community bulletin boards, and other important information. Request for information that can otherwise be found on the tenant portal will be assessed a \$5.00 charge per occurrence. **Maintenance Requests must be submitted through the website, not by phone or email. Any Non-Emergency Repair Requests submitted by phone or text or email shall incur a \$5.00 processing charge per occurrence. No charge shall be assessed for an emergency repair request or if Landlord contacts Tenant for further clarification.** Emergency Repairs are defined as follows: 1. Major leaks, including both storm related damages, or issues such as a toilet or sink overflowing from an upstairs units. 2. Lack of heat. 3. Any structural issues. This can include anything from collapsing balconies, stairways, carports, or ceilings. 4. Lack of running water or lack of hot water. 5. Fire or Police action on premises. Call 911 first for immediate help, then notify Landlord as soon as possible.

If Tenant ignores Landlord's attempt to communicate either through emails or by first class mail, Landlord may use all available means to contact Tenant for any purpose including collection efforts as allowed by law. All phone calls are recorded for training and legal purposes.

58. APPLICATION AGREEMENT: The Rental Application that the Tenant submitted to rent this dwelling forms a part of this Agreement. Falsified information on the Application shall be considered a breach of this Agreement. All parties who signed the Application and all parties who filed an Application online become a part of this Agreement and are bound to this agreement and its regulations and responsibilities. All Applicants are equally liable for any costs or fees or rents or damages, et al.

59. NOTICE OF INSPECTIONS: Landlord shall conduct an initial inspection approximately 90 days after possession and an annual interior safety inspection thereafter of all units. The inspection shall occur at or around the anniversary of the lease origination each year. Inspection shall cover operation and testing of smoke alarms, blockage of heaters, AFCI circuitry, mold/mildew buildup, and any other safety hazards. Tenant does not need to be present during an inspection. Landlord shall notify in advance and use a key to enter. If tenant asks to reschedule, a \$50 charge will be assessed for each occurrence.

60. VALIDITY OF LEASE PROVISIONS: Any provision or part of a provision set forth in this Rental Agreement which is contrary to the Oregon Residential Landlord and Tenant Act (or any applicable laws) shall be treated by Landlord and Tenant as void and as if it were not set forth herein, but all other provisions of the Rental Agreement shall remain in full force and effect.

61. USE OF PROVIDED EQUIPMENT: Should Owner/Landlord provide or make available to Tenant equipment to perform various functions such as mowing the lawn, watering the yard, pressure washing concrete, making repairs of any kind, or any other activity, Tenant shall hold Owner/Landlord harmless from any injury or liability resulting from the use of such equipment. Tenant shall also take care not to damage the equipment or use in an inappropriate manner, nor allow any non-tenant to use or borrow the equipment, nor allow any minors to use the equipment. Tenant shall not remove the equipment from the property without permission from Owner/Landlord.

62. AGREEMENT MODIFICATIONS: Should Tenant and Landlord mutually agree to change or modify any part of this agreement, Landlord may: a) charge a minimum of a \$50 Agreement Modification fee, and/or b) increase the rent amount, and/or c) increase the security deposit. The amount of the fee or rent or deposit increase shall be at the sole discretion of the Landlord.

63. CHOICE OF VENUE: This Agreement shall be construed and governed according to the laws of the State of Oregon and is executed in _____ County, Oregon. All parties agree that the venue for any dispute regarding this Agreement shall be held in the above listed county. (If blank, venue shall be same county as the rental property is physically located in.)

64. SMALL CLAIMS BETWEEN TENANT AND LANDLORD: Landlord and Tenant agree that all Claims between them that are within the jurisdiction of the Small Claims Court shall be brought and decided there, in lieu of mediation, arbitration or litigation in any other forum. Pre and Post Adjudication interest at the prevailing rate shall be awarded to the Plaintiff should the Plaintiff secure a judgment.

65. PREVAILING PARTY FEES: In all cases where Class Act is the prevailing party, including where Tenant has filed false charges with a government agency, Class Act shall be entitled to collect from tenant an hourly rate of \$95 per hour for all work, communication, and preparation to defend against the action, filing, or complaint.

66. INDEMNIFICATION: Lessee shall indemnify and defend Lessor from any claim, loss, or liability arising out of or related to any activity of Lessee on the Premises or any condition of the Premises in the possession or under the control of Lessee including any such claim, loss, or liability that may be caused or contributed to in whole or in part by Lessee's agents, guests, invitees, or third parties. Lessor shall have no liability to Lessee for any injury, loss, or damage caused by third parties, or by any condition of the Premises.

67. WAIVER: All rights given to Landlord by this agreement shall be cumulative in addition to any laws which exist or might come into being. Any exercise of any rights by Landlord or failure to exercise any rights shall not act as waiver of those or any other rights. No statement or promise by Landlord, its agents or employees, as to tenancy, repairs, amount of rent to be paid, or other terms and conditions shall be binding unless it is put in writing and made a specific part of this agreement.

68. LEGAL BINDING: Tenant hereby agrees that they have the legal rights to sign for any and all other occupants and to commit them to abide by this contract, all addendums, and all items and rules contained herein. Any persons who occupy the premises longer than 10 consecutive days or 20 days in a year, shall also be bound by this Agreement.

69. TERMS: In this agreement and subsequent addendum, the singular number where used will include the plural and vice versa; the masculine gender will include the feminine and vice versa; premises will include property or rental unit or dwelling or house or apartment or condominium and vice versa; Agreement shall include Contract; the term animal will include pet or service animal or companion pet or non-human organism and vice versa, the term Landlord will include Lessor, Manager, Agent, Owner and vice versa; and the term Tenant will include Resident, Lessee, Applicant, Renter, Occupant and vice versa. Owner and/or Agent may interchange terms at their sole discretion.

70. COMPLETE AGREEMENT: This Rental Agreement, any rules and regulations for the Premises, and, except as provided herein, any other written addenda executed by the parties on or after the date of this Rental Agreement contain the entire understanding of the parties. There are no prior oral or written agreements unless they are referenced herein. Written agreements shall trump all verbal agreements. This Rental Agreement shall override any agreements made between the owner of the property and the Tenant. If this is a renewal of an existing Rental Agreement, all written addenda executed on or after the date of the original Rental Agreement, to the extent consistent herewith, remain in effect and are incorporated herein. This Agreement is by and between Class Act Property Management LLC and the signed Tenants. This Agreement is not transferrable. No additional agreements may exist between Tenant and Landlord except properly executed written Addendum. Landlord remains harmless for any misleading or incorrect or contradicting information given outside this agreement including those communicated verbally or by texting. Landlord is not a licensed attorney and Tenant shall obtain their own legal counsel for advice.

71. FULL DISCLOSURE: The Tenants signing this Rental Contract hereby state that all questions about this Rental Agreement have been answered, that they fully understand all the provisions of the agreement and the obligations and responsibilities of each party, as spelled out herein. They further state that they agree to fulfill their obligations in every respect or suffer the full legal and financial consequences of their actions or lack of action in violation of this agreement. Signature by the Tenant on this Rental Agreement is acknowledgment and he/she has received a signed copy of the Rental Agreement.



SMOKE ALARM/CARBON MONOXIDE ALARM ADDENDUM

DATE _____ PROPERTY NAME/NUMBER _____

RESIDENT NAME(S) _____

UNIT NUMBER _____ STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

SMOKE ALARM

A 10-YEAR BATTERY ELECTRIC ELECTRIC WITH BATTERY BACKUP powered smoke alarm has been installed in the above noted unit for resident protection. The smoke alarm was tested by the Owner/Agent on _____ and found to be in working condition.

CARBON MONOXIDE ALARM

If required, a BATTERY ELECTRIC ELECTRIC WITH BATTERY BACKUP powered carbon monoxide alarm has been installed in the above-noted unit for resident protection. The carbon monoxide alarm was tested by Owner/Agent on _____ and found to be in working condition.

RESIDENT RESPONSIBILITIES: Each month the appliance should be carefully vacuumed with a brush attachment to remove excess dust. If the alarm/detector contains a non-permanent battery, the units should be tested at least every six months and, if necessary, the battery must be replaced with a 10 year battery. If the smoke detector or alarm is hard-wired, it is the responsibility of the resident to maintain electrical service at all times during residency. Failure to maintain electrical service with a hard wired system may result in a 24 hour notice of termination for outrageous conduct.

TESTING ALARM: **THE RESIDENT SHALL TEST THE ALARMS AT LEAST EVERY SIX MONTHS AND REPLACE THE BATTERIES AS NEEDED.** If the unit has a testing button, test by pushing the button on the cover. The alarm will sound if all electronic circuitry, horn, and/or battery are working. If no alarm is heard, the unit has a defective battery or other failure. REPORT IMMEDIATELY.

HUSH FEATURE: If the smoke detector/alarm is equipped with a hush feature, the alarm sounding may be temporarily stopped by pushing the designated button. The smoke alarm/detector will recycle and resound if necessary. If the device is located close to the bathroom, close the door when showering to prevent inappropriate set off due to steam.

NOTIFICATION OF DEFECTIVE ALARM/DETECTOR: If upon testing, it is determined that the smoke alarm or carbon monoxide alarm does not function and such malfunction is not corrected by the replacement of a battery, the resident should immediately notify the landlord in writing.

REMOVING OR TAMPERING: It is a violation of the law to remove or tamper with a properly functioning smoke detector or alarm or carbon monoxide detector or alarm, including removing working batteries or the nonpayment of electrical service which may render the detector or alarm inoperable. Should the resident or anyone under the resident's control, cause the detector or alarm to be inoperable, the landlord may assess a penalty of \$250.00 and/or may terminate the rental agreement.

The resident hereby acknowledges receipt of the testing instructions, notice of responsibility for the replacement of batteries, if needed, and the implementation of a **\$250.00 charge for tampering** with the detector or alarm system.

Pursuant to ORS 90.320, a working smoke detector or alarm has been installed in the above identified residence.

1. The unit(s) is a smoke detector which is a self-contained single or multiple station detection device which is electrically wired together to operate in conjunction with each other and connected to a panel connected to the Fire Department and/or alarm monitoring service.
2. The unit(s) is an ionization smoke alarm hard-wired system with a hush feature.
3. The unit(s) is an ionization smoke alarm hard-wired system with a battery backup and a hush feature.
4. The unit(s) is an ionization smoke alarm that contains a permanently installed 10 year battery with an identified hush feature. **DO NOT TAMPER OR REMOVE THE BATTERY.** Report if alarm does not operate correctly.
5. The unit(s) is an ionization smoke alarm that contains a 10 year battery that is replaceable. **Replace with a 10 year lithium battery. Never use an ordinary carbon-zinc battery.**
6. The unit(s) is an photoelectric smoke alarm system that is a:
 - Hard-wired system without a battery backup.
 - Hard-wired system with a 10 year battery which is replaceable. Resident is responsible to replace with the same type battery.
 - Hard-wired system with a regular battery. Resident is responsible to replace with the same type battery.
 - Hard-wired system with a hush feature (not required).

IT IS YOUR RESPONSIBILITY TO REPORT ANY DEFICIENCY IN EITHER THE SMOKE ALARM OR CARBON MONOXIDE ALARM TO THE OWNER/AGENT IMMEDIATELY IN WRITING. THE OWNER/AGENT WILL CORRECT THE DEFICIENCY AS SOON AS PRACTICAL.

X _____
RESIDENT

DATE

X _____
RESIDENT

DATE

X _____
RESIDENT

DATE

X _____
RESIDENT

DATE

X _____
RESIDENT

DATE

X _____
RESIDENT

DATE

X _____
OWNER/AGENT

DATE



MOLD & MILDEW ADDENDUM

DATE _____ PROPERTY NAME/NUMBER _____

RESIDENT NAME(S) _____

UNIT NUMBER _____ STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

It is the goal of the Landlord to maintain the property to the highest quality of living environment for the Residents. Therefore, know that the Landlord has inspected the dwelling unit prior to the commencement of the rental agreement and has identified no damp or wet building materials and knows of no mold or mildew contamination in the dwelling unit. However, mold and mildew spores are present in the environment and cannot be eliminated.

In high moisture areas, such as Oregon, many sources of excess moisture can lead to high indoor humidity and cause mold or mildew. Most sources of moisture can be controlled by simple procedures under the control of the resident. The goal is to reduce moisture within the dwelling unit wherever or whenever possible.

In order to reduce the incidence of mold and mildew, protect your health and protect the dwelling unit, the resident agrees to maintain the premises in a manner that prevents the occurrence of an infestation of mold or mildew in the dwelling unit by reducing or eliminating the sources of moisture. Moisture occurs from the process of breathing, live plants, fish tanks, cooking, bathing, laundry and other such moisture producing sources.

If the dwelling contains excess moisture due to the resident's lifestyle or activities, the resident may be required to obtain and maintain a product or product(s) which reduce moisture in the unit.

To uphold this responsibility by complying with the following list of responsibilities, the resident agrees:

1. Keep the indoor humidity below 40%.

- Use bathroom fans during and for 30 minutes after bathing or showering. If no fan is available, open window slightly for ventilation for the same amount of time.
- Use the exhaust fan above the stove whenever cooking, or if no fan, open window for ventilation.
- Use the fan in the laundry area during and for 20 minutes after using the washer or dryer, or if no fan, open a window for ventilation.
- Cover fish tanks.
- Only use electric space heaters indoors. Do not use unvented space heaters such as kerosene heaters indoors.
- Use a dehumidifier during humid months.
- Do not keep an excess number of house plants.

2. Keep the temperature down and provide adequate ventilation.

- Keep heat above 60 degrees at all times, as low temperatures cause mold growth.
- Open multiple windows at least twice a week for one hour to allow cross ventilation of the dwelling.
- Allow at least 6 inches between furniture and walls to aid ventilation.
- Open closet doors to allow ventilation.
- Keep furniture and bedding away from the walls.

3. Clean regularly and thoroughly

- Clean bathrooms and kitchens with mold killing products.
- If mold or mildew appears on walls, ceilings, floors, or around tubs or sinks, immediately remove the mold or mildew.
- Regularly check and clean the window tracks and keep free of condensation.

Mold growth can be removed with commercial cleaning products. DO NOT USE BLEACH! Bleach only destroys the flower but not the spores. Using bleach can actually make the mold worse by encouraging it to grow faster and spread farther. Wear gloves during cleanup and be careful not to spread the mold. Sensitive people who have to clean up mold should wear a tight fitting face mask.

4. Attend to spills or flooding:

- Immediately Dry any water that spills from showers, sinks, etc.
- Immediately Clean up spills onto carpets, rugs, or floors and thoroughly dry the carpet or rug.

4. Notify management immediately of excess moisture problems.

- Water leakage, leaking plumbing, leaking tubs or showers, or running toilets.
- If you have attempted to clean mold or mildew and it reappears quickly or you were not able to remove it, report the mold or mildew to management immediately.

Resident understands and agrees that failure to do any of the actions required by this addendum shall constitute a material non-compliance with the rental agreement affecting health and may result in termination of tenancy. It is solely the Tenant's responsibility to maintain the temperature and moisture within the unit at appropriate levels and to treat any mold growth quickly. Class Act recommends Concordium Mold Control as the most effective mold treatment and preventive cure. Concordium can be found at Home Depot or Lowe's.

Read the EPA pamphlet: "A Brief Guide to Moisture, Mold and Your Home" available at <http://www.epa.gov/mold/moldresources.html>

X _____ RESIDENT	_____ DATE	X _____ RESIDENT	_____ DATE
X _____ RESIDENT	_____ DATE	X _____ RESIDENT	_____ DATE
X _____ RESIDENT	_____ DATE	X _____ RESIDENT	_____ DATE
		X _____ OWNER/AGENT	_____ DATE

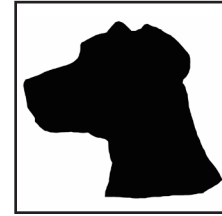
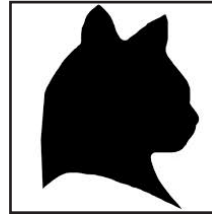
PET AGREEMENT

ATTACH A PHOTO OF EACH PET

DATE _____ PROPERTY NAME/NUMBER _____

RESIDENT NAME(S) _____

STREET ADDRESS _____



Resident agrees to the following:

1. Only the following described pet(s) will reside in the unit: _____
2. All pets must be properly licensed and have shots required by statute or regulation at all times.
3. No pet with a history of aggressive, threatening or violent behavior will be allowed. At Owner's/Agent's discretion, breeds with a disposition for aggressive behavior may be prohibited.
4. The pet will not be allowed out of the unit except when being carried by Resident or when on a leash under Resident's control.
5. The pet will not be chained or tied in any way to the exterior part of the building.
6. The pet will not be allowed to use any part of the Premises for depositing waste. Should this occur accidentally, Resident will immediately pick up the waste.
7. The pet will not be allowed to make noise or engage in threatening conduct which might disturb other residents or other pets.
8. Resident agrees to pick up dog waste immediately upon each defecation using a plastic bag and to dispose of the waste properly. Any pet waste that is accumulated in a tray inside the unit will be disposed of properly and promptly.
9. Resident will immediately notify Owner/Agent of any personal injury or property damage caused by the pet.
10. Any damage attributed to the pet will be paid for promptly by Resident.
11. Offspring are free the first eight weeks after birth, after that additional pet rent applies for each animal.
12. The maximum adult weight/size: _____
13. Any additional pet or any change of pet will require a new agreement.
14. Resident, any guest or invitee shall indemnify, defend and hold Owner, Owner's Agents, and employees harmless from and against any actions, suits, claims, and demands (including legal fees, costs, and expenses) arising from damage or injury to any person or property of others by any pet owned, kept, housed, or maintained by Resident, his/her guest or invitee.
15. Before move-in of pet, Resident shall provide Owner/Agent with proof of insurance of a minimum of \$100,000 liability to cover any damage or injury caused by said pet. Owner/Agent will be named as an additional insured on Resident's insurance policy if possible. Said proof shall be subject to reverification at any time a declaration page is reissued. The company or agent shall be instructed to notify Owner/Agent directly of any lapse of insurance if that is possible.
16. Management reserves the right to revoke permission to keep the animal(s) should Resident violate this agreement.

The following documents will be provided by Tenant to Landlord:

- Proof of Insurance with pet rider
 Proof of Licensing
 Proof of Immunization
 Photos

Failure to provide the documents within 30 days of occupancy shall result in a notice of termination for an unauthorized animal.

Special terms and conditions:

X _____	_____	X _____	_____
RESIDENT	DATE	RESIDENT	DATE
X _____	_____	X _____	_____
RESIDENT	DATE	RESIDENT	DATE
X _____	_____	X _____	_____
RESIDENT	DATE	RESIDENT	DATE
		X _____	_____
		OWNER/AGENT	DATE



FIREPLACE, WOOD STOVE, GAS STOVE DISCLOSURE AND ADDENDUM

DATE _____ PROPERTY NAME/NUMBER _____

RESIDENT NAME(S) _____

UNIT NUMBER _____ STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

If your home or apartment has a wood burning fireplace, insert, freestanding stove or gas fired appliance, there are some precautions you should consider.

1. **AVOID LONG, SLOW BURN FIRES.** Especially if you have an "airtight" stove, avoid low, smoky fires. Yes, long burn time is a convenience. But believe it or not, you are getting much less heat from your wood if the fire is smoky.

How to spot a too-low burn:

Once the fire is underway (half an hour or so after starting it), when the fire is established and into a normal burn cycle, go outside and look at the chimney. If you see lots of smoke exiting the flue, something's wrong. You are either burning the stove too cool, or using poor firewood, or something on the stove isn't operating properly. (For example, if it is a catalytic stove, the catalytic unit might not be operating properly.)

2. **DON'T OVER FIRE THE STOVE.** Some people think it is good to let the stove run cherry-red for half an hour or so periodically, "to burn everything out of the flue." Please, please, don't do this! It not only damages the stove, but poses a serious fire danger to your home and your family. Over firing causes stress to the structure of the stove, possibly warping or buckling internal components, or worse, cracking the stove. And although it probably will remove deposits of creosote in the stove and stovepipe and maybe even in the flue, it is a very dangerous game! Creosote burns at temperatures in excess of 2000 degrees – hot enough to damage the chimney liner, and possibly catch the house on fire, right through the chimney. Over firing a stove to clean out the venting system is a little like putting a torch to your gas tank to clean up a spill. It might work. But you are asking for a disaster. For safety's sake, learn to operate the stove within the correct temperature range – not too low, and not too high.

3. **USE THE RIGHT FUEL.** Use seasoned hardwood for fuel. Seasoned wood is wood that has been stored under cover for the better part of a year. Season your wood under cover, but with good air flow. If you use a tarp to cover the stack, just cover the top. Leave the sides of the stack open. Why does it have to be seasoned? In short, because "green" or wet wood doesn't burn well. Here's why: Water has a high specific heat. Specific heat: The amount of heat required to raise one gram of a substance by one degree Celsius. Since water has a high specific heat, it takes a lot of heat to boil the water away, leaving less heat to keep the combustion process going efficiently. The ideal moisture content of seasoned firewood is about 20% to 25%. Fresh cut ("green") wood usually has a moisture content of 35% to 70%.

Why not burn soft woods? Although soft woods like pine or white spruce will burn (if seasoned), they have a lower BTU content than hard woods, like oak and maple. A BTU is a "British Thermal Unit," the amount of heat required to raise the temperature of one pound of water one degree Fahrenheit. Primarily because of their higher BTU content, hardwoods tend to offer a longer burn time and more even heat. But especially with the "airtight" generation of wood stoves, there is another reason: soft woods tend to dry more quickly than hardwoods, and when dry, tend to burn very hot and fast. This causes the wood stove user to damp the stove down more than usual, to prevent over-firing. Since rapid burning means that lots of combustible gasses are being emitted from the fuel load all at once, reducing the air intake means there is not likely to be enough oxygen to burn all the combustible gasses. Fuel is wasted in the form of unburned smoke. So although these lower-quality soft woods will often burn acceptably in an open fireplace where regulating the air intake isn't an issue, wood stoves require better fuel for proper operation.

4. **ITEMS YOU SHOULD NEVER BURN IN YOUR APPLIANCE.**

- Never burn household garbage or cardboard. Plastics, foam and the colored ink on magazines, boxes, and wrappers produce harmful chemicals when burned. They may also damage your wood-burning appliance.
- Never burn coated, painted, or pressure-treated wood because it releases toxic chemicals when burned.
- Never burn ocean driftwood, plywood, particle board, or any wood with glue on or in it. They all release toxic chemicals when burned.
- Never burn wet, rotted, diseased, or moldy wood.

5. **SAFE WOOD BURNING PRACTICES.**

- Keep all flammable household items—drapes, furniture, newspapers, and books—far away from the appliance.
- Start fires only with newspaper and dry kindling. Never start a fire with gasoline, kerosene, charcoal starter, or a propane torch.
- Do not burn wet or green (unseasoned) logs.
- Do not use logs made from wax and sawdust in your wood stove or fireplace insert – they are made for open hearth fireplaces. If you use manufactured logs, choose those made from 100 percent compressed sawdust.
- Build hot fires. For most appliances, a smoldering fire is not a safe or efficient fire.
- Keep the doors of your wood-burning appliance closed unless loading or stoking the live fire. Harmful chemicals, like carbon monoxide, can be released into your home.
- Regularly remove ashes from your wood-burning appliance into a metal container with a cover. Store the container of ashes outdoors on a cement or brick slab (not on a wood deck or near wood).
- Keep a fire extinguisher handy.
- Remember to check your local air quality forecast before you burn.

BY SIGNING BELOW, TENANT HEREBY WAIVES ALL LIABILITY AGAINST LANDLORD OR OWNER FOR USE AND OPERATION OF FIRE APPLIANCE. TENANT AGREES TO USE THE FIRE APPLIANCE AT TENANT'S OWN RISK AND TO PRACTICE SAFE FIRE TECHNIQUES.

X RESIDENT _____	DATE _____	X RESIDENT _____	DATE _____
X RESIDENT _____	DATE _____	X RESIDENT _____	DATE _____
X RESIDENT _____	DATE _____	X RESIDENT _____	DATE _____
		X OWNER/AGENT _____	DATE _____



OREGON PARKING/CARPORT AGREEMENT

DATE _____ PROPERTY NAME/NUMBER _____

RESIDENT NAME(S) _____

UNIT NUMBER _____ STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

Check all that apply:

- No resident parking spaces are assigned. All parking is on a first-come basis.
- All residents must display a parking tag, sticker or other device supplied by Owner/Agent.
- Resident parking spaces are assigned. Resident has been assigned the following parking space/carport number(s): _____ (Space(s) may be reassigned per rule 14 on page 2.)
 - The monthly fee for the assigned parking space(s) is \$ _____ and is due and payable on the first day of each month.
 - The right to use the assigned parking space(s) is included in your monthly rent payment.
- Guest parking is not allowed on the property.
- Guest parking is allowed on the property only as follows:
 - In spaces marked as "Guest."
 - In any unassigned parking space.
 - Only those vehicles authorized by Owner/Agent with prior consent (guest tag provided).
 - Other _____

ACCOUNTING	
TOTAL DUE AT START OF RENTAL	\$ _____ TO COVER RENT
FROM	_____
THRU	_____
LATE FEE:	
	\$ _____
DISHONORED CHECK FEE:	
	\$ 35.00 _____
DATE RENTAL TERM BEGINNING:	

Resident's Authorized Vehicles:

1. Make _____ Model _____ State _____ License Plate# _____
2. Make _____ Model _____ State _____ License Plate# _____
3. Make _____ Model _____ State _____ License Plate# _____
4. Make _____ Model _____ State _____ License Plate# _____

Vehicles may not be substituted or changed by Resident without written notice from Resident and written consent from Owner/Agent.

Parking Tags/Stickers/Identification (if applicable): Parking identification for Resident vehicle(s) (i.e., tags, stickers or other devices) is in the form of _____. Resident acknowledges that parking identification has been provided by Owner/Agent that can be used on either a primary or secondary vehicle. To be issued parking identification, Resident must present copy of proof of ownership and current vehicle registration. The parking identification is the property of Owner/Agent, is not transferable, and must be returned to Owner/Agent at the end of Resident's tenancy. The fee for replacing lost or stolen parking identification is \$ _____. This identification shall be clearly and visibly displayed in the vehicle in the following manner: _____. Whether guest parking is allowed and, if allowed, the method for identifying guest parking spaces or identifying authorized guest vehicles is described above. **RESIDENT UNDERSTANDS THAT OWNER/AGENT MAY HAVE A VEHICLE REMOVED FROM THE PREMISES WITHOUT NOTICE FOR FAILING TO DISPLAY THE PARKING TAG, STICKER OR OTHER DEVICE.**

This agreement shall be in effect for the duration of Resident's occupancy and terminates upon termination of Resident's tenancy. Owner/Agent reserves the right to limit the type, size and number of vehicles per unit.
 The person renting the parking space/carport is not a residential tenant of the Premises. This agreement runs month-to-month and may be terminated with at least 10 days' notice. Nonpayment of rent will be governed by ORS 91.090.

Violation of this agreement, Oregon law, or any other posted rules regarding guest parking could result in vehicles being towed or immobilized and owners of vehicles being subject to violations and fines. Parking lots will be patrolled for the purpose of removing unauthorized vehicles by the following towing company:

Company Name _____ Phone Number _____

Address _____

(If this information is left blank, name and contact information for towing company are posted on prominent signs on the property.)

See Rules & Regulations on back

X _____ RESIDENT	_____ DATE	X _____ RESIDENT	_____ DATE
X _____ RESIDENT	_____ DATE	X _____ RESIDENT	_____ DATE
X _____ RESIDENT	_____ DATE	X _____ RESIDENT	_____ DATE
		X _____ OWNER/AGENT	_____ DATE

Rules and Regulations:

1. Parking spaces are to be used only for parking vehicles. No storage of any kind is allowed in a parking space.
2. If a household has more vehicles than assigned spaces, the additional vehicles, if authorized, must be parked in "unassigned" parking areas. Any Resident vehicles not listed on page 1 must be parked off-site.
3. Owner/Agent does not guarantee the use of a parking space. Unassigned parking spaces will be made available on a first-come, first-served basis.
4. Residents with parking identification must park in their assigned parking space(s) or in areas marked for resident parking.
5. Guest parking is for non-residents only. Resident vehicles parked in guest parking will be subject to towing.
6. Motorcycles and mopeds must be parked in a parking space and registered as stated above.
7. Resident and guests are not allowed to park boats, commercial vehicles, trucks of one ton and above, trailers or recreational vehicles without the express written approval of Owner/Agent, which is subject to space availability and restrictions.
8. The speed limit in the parking area and driveways is 5 miles per hour, unless posted otherwise.
9. Neither the Owner nor the Agent accepts responsibility for the damage or theft of any of Resident's or Resident's guests' vehicles, or contents, or for injuries involving any vehicle in the parking lot. Owner/Agent shall not be responsible for personal property lost in or stolen from parking areas. Use of the parking areas shall be at the sole risk of Resident and Resident's guests. Resident and Resident's guests should remove valuables and lock the doors of vehicles.
10. Resident assumes all responsibility, and indemnifies and holds Owner/Agent harmless, for any damages or claims that may be caused by or arise out of Resident's (or Resident's guest(s)) use of parking areas.
11. Resident must obey all Oregon motor vehicle laws, traffic laws and posted signs. Resident may not park in disabled person parking areas (unless he/she has a valid disabled person parking permit), red fire lanes, visitor spots, on lawns or other common areas not designated for parking, or blocking entrances, thoroughfares, walkways and/or dumpsters.
12. No toxic, hazardous or flammable materials may be stored by Resident at any time in any vehicle or parking space.
13. Resident agrees to pay for any damages caused to the parking areas by Resident or Resident's guests.
14. Either party of this agreement may give a 30-day notice to vacate a parking space which is assigned in this agreement. Spaces are assigned on a month-to-month basis only. Owner/Agent reserves the right to change the location of Resident's assigned parking space(s) with 30 days' written notice.
15. Resident agrees to keep his/her vehicle street legal, licensed and insured, in working order and in good repair, which will be determined at the discretion of Owner/Agent. Vehicles leaking oil or other fluids must be repaired or removed immediately or this agreement may be terminated by Owner/Agent. Washing of vehicles on the Premises is prohibited unless a specific washing area is designated. No vehicle repair work is allowed on the Premises.
16. Any violation of this agreement is a material non-compliance with the Rental Agreement. Failure to have proper and current registration of vehicles or parking of an unregistered vehicle on the Premises is a lease violation and a violation of this agreement.
17. Owner/Agent shall have the right to temporarily close the parking areas or certain areas therein in order to perform necessary repairs, maintenance and improvements to the parking areas.
18. The parking lot(s) of the Premises present substantial dangers because of the movement of motor vehicles. To ensure the safety of all residents, no one shall play in the parking areas.

Towing:

1. Owner/Agent may tow a vehicle without notice to the owner or operator of the vehicle if the vehicle:
 - a. blocks or prevents access by emergency vehicles;
 - b. blocks or prevents entry to the Premises;
 - c. Violates a prominently posted parking prohibition;
 - d. blocks or is unlawfully parked in a space reserved for persons with disabilities;
 - e. is parked in an area not intended for motor vehicles, including, but not limited to, sidewalks, lawns, and landscaping;
 - f. is parked in a space reserved for residents but is not assigned to a resident and does not display a parking tag, sticker, identification or other device if required on page 1; or,
 - g. is parked in an assigned space and Owner/Agent has permission from the resident to whom the space has been assigned to tow the vehicle.
2. Owner/Agent may tow inoperable vehicles that are otherwise parked in compliance with this agreement after affixing a prominent 72-hour notice to the vehicle stating that the vehicle will be towed if it is not removed or otherwise brought into compliance with this agreement.



AIR CONDITIONER INSTALLATION AGREEMENT

DATE _____ PROPERTY NAME/NUMBER _____

RESIDENT NAME(S) _____

UNIT NUMBER _____ STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

AIR CONDITIONER INSTALLATION REQUIREMENTS:

Air conditioners are owned and maintained by Resident. Owner/Agent will not be held liable for any malfunction of or damage to the air conditioning unit.

- The air conditioning unit must be installed and removed by Owner/Agent or representative.
- The air conditioning unit may be installed and removed by Resident. Any damage caused by improper installation of the unit by Resident, or misuse or malfunction of the unit, will be paid for by Resident.
 - Air conditioner is allowed ONLY in the dining room; living room; kitchen; or bedroom window. Window air conditioners are not to be placed in a doorway or on the floor.
 - The open window area above or to the side of the air conditioner unit is to be filled in with clear plexi-glass or a white backing. This area is not to be covered by blankets, plastic, cardboard, plywood or any similarly unattractive or insecure material.
 - Air conditioners are to be installed without making any holes in the exterior or interior walls.
 - Support brackets or "props" that extend to the ground are not allowed. "Home-made" support brackets are not allowed. A proper installation kit can be purchased at local hardware supply stores. This support bracket can be installed without attaching to the building.
 - Air conditioners are seasonal only. (May through September) and must be removed during the off-season, during periods of cooler weather and/or if they are not being used.
 - Only air conditioners that use 110 volts are allowed.
 - If inadequate electrical service exists (i.e., not enough power), this agreement will be immediately revoked. Total amperage of the unit must not exceed safe guidelines.
 - Extension cords are not to be used. Air conditioner must plug directly into a wall outlet.
 - Owner/Agent reserves the right to revoke this agreement at any time and for any reason.
 - Resident shall provide landlord with proof of insurance prior to installation of the air-conditioner.

I acknowledge that I have received a copy of these guidelines and that I will follow them.

X _____ RESIDENT	_____ DATE	X _____ RESIDENT	_____ DATE
X _____ RESIDENT	_____ DATE	X _____ RESIDENT	_____ DATE
X _____ RESIDENT	_____ DATE	X _____ RESIDENT	_____ DATE
		X _____ OWNER/AGENT	_____ DATE



SATELLITE DISH/ELECTRONIC EQUIPMENT INSTALLATION POLICY

DATE _____ PROPERTY NAME/NUMBER _____

RESIDENT NAME(S) _____

UNIT NUMBER _____ STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

1. These rules apply to the installation of direct broadcast satellite antennas of one meter or less in diameter, antennas of one meter or less in diameter or diagonal measurement designed to receive video programming service via multipoint distribution service, or antennas designed to receive television broadcast signals (collectively called "satellite dishes"). These rules also apply to "over-the-air" television antennas, paid programming "cable" equipment for TV and Internet connectivity, and all other audio and visual electronic equipment.
2. Tenants are allowed to install individual satellite dishes or antennas only to the extent and in locations allowed by local, state or federal law.
3. Satellite dishes, antennas, and/or electronic equipment may only be installed inside the tenant's unit or on any porch, patio, deck, balcony or other area over which the tenant has exclusive use and control under the terms of their rental agreement. No tenant may install a satellite dish/antenna/electronic equipment on the exterior, roof, or restricted areas of any building, or in the common areas of the building or complex. No satellite dish/antenna may extend beyond balcony railings. No tenant or contractor is allowed on the roof or in the crawlspaces.
- 4. TENANTS NEED TO BE AWARE THAT THEIR UNIT MAY NOT BE IN A PROPER LOCATION TO RECEIVE SATELLITE BROADCAST SIGNALS EVEN IF THEY INSTALL A SATELLITE DISH. PRIOR TO INSTALLATION, TENANTS SHOULD CHECK WITH A QUALIFIED AND REPUTABLE COMPANY TO DETERMINE IF THEY ARE ABLE TO RECEIVE ADEQUATE SIGNALS AT THEIR UNIT.**
5. Tenants shall notify the Landlord in writing prior to any installation. Such notice shall include a description of the location for the satellite dish or other equipment and the installation (attachment) method.
6. No tenant may drill holes in walls, doors or window frames in order to install the satellite dish or run cable to the television or computer. Only a licensed contractor may perform an installation of such nature.
7. No installation may be performed in a manner that causes permanent damage to the unit or the building. The satellite dish or antenna must be removed at the end of the tenancy and all damage, other than ordinary wear and tear, must be repaired or restored.
8. All installations must be performed in such a manner as not to cause legitimate safety concerns. These would include, but not be limited to, danger of falling, danger of permanent damage to the building or proximity to power lines.
- 9. TENANTS ARE RESPONSIBLE FOR ANY INJURY OR DAMAGE TO PERSONS OR PROPERTY CAUSED BY THEIR SATELLITE DISH. TENANTS MUST PURCHASE AND MAINTAIN LIABILITY INSURANCE FOR THE USE OF A SATELLITE DISH, WHICH INSURANCE MUST NAME LANDLORD AS AN ADDITIONAL INSURED. TENANTS SHALL PROVIDE LANDLORD WITH PROOF OF INSURANCE UPON REQUEST.**
10. All installations must be performed in complete compliance with all applicable statutes, rules and regulations. If permits are required, Tenant will obtain all such permits prior to installation.
11. If Landlord has installed and made available a central satellite dish or antenna for use by all tenants, then individual tenants may not install their own satellite dishes or antennas.
12. These rules are meant to comply with 47 CFR § 1.4000, as may be amended from time to time. All requirements of such section are hereby incorporated herein. In no event shall the tenants have more rights to install or maintain satellite dishes under this Installation Policy than are allowed under 47 CFR § 1.4000. In the event any portion of this Installation Policy is held to conflict with applicable law, those portions shall be deemed stricken and all other portions of this Installation Policy will remain in full force and effect.
13. No portion of the Installation Policy may be waived by Landlord or changed verbally. Any such waiver or change will be effective only when in writing, signed by Landlord or Landlord's agent.
14. Upon vacating the dwelling, the tenant must repair, at their expense, all holes and restore the property to its original condition, including removal of the wires and of the freestanding fixtures. An additional deposit may be required to insure proper repairs are completed.

<u>X</u> _____	_____	<u>X</u> _____	_____
RESIDENT	DATE	RESIDENT	DATE
<u>X</u> _____	_____	<u>X</u> _____	_____
RESIDENT	DATE	RESIDENT	DATE
		<u>X</u> _____	_____
		OWNER/AGENT	DATE



OREGON CRIMINAL ACTIVITY AGREEMENT*

DATE _____ PROPERTY NAME/NUMBER _____
 RESIDENT NAME(S) _____ et al (and all others)

 UNIT NUMBER _____ STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

Resident and Owner/Agent agree as follows:

1. Resident, members of Resident's household, guests, or any other person under Resident's control **shall not engage in criminal activity, including illegal drug activity, on or near the Premises and shall not engage in any activity that constitutes a threat to people or property on or near the Premises.** As described in ORS 90.396, Owner/Agent, after 24 hours' written notice specifying the cause, may immediately terminate the Rental Agreement in any of the following situations:
 - a) Resident or someone in Resident's control seriously **threatens to inflict substantial personal injury, or inflicts any substantial personal injury,** upon a person on the Premises other than Resident;
 - b) Resident or someone in Resident's control **recklessly endangers a person on the Premises** other than Resident by creating a serious risk of substantial personal injury;
 - c) Resident or someone in Resident's control **inflicts any substantial personal injury** upon a neighbor living in the immediate vicinity or **intentionally inflicts any substantial damage to the Premises;**
 - d) Resident **intentionally provided substantial false information on the application** for the tenancy within the past year; and the false information was with regard to a criminal conviction of Resident that would have been material to Owner/Agent's acceptance of the application;
 - e) Resident or someone in Resident's control commits **any act that is outrageous in the extreme** on the Premises or in the immediate vicinity of the Premises. Such acts include, but are not limited to:
 - i) **Prostitution or promotion of prostitution,** as described in ORS 167.007 and 167.012;
 - ii) **Manufacture, delivery, or possession of a controlled substance,** as described in ORS 475.005, subject to the limitations defined in ORS 90.396(1)(f)(B);
 - iii) **Intimidation,** as described in ORS 166.155 and 166.165; or **burglary** as described in ORS 164.215 and 164.225.
 - f) With regard to "acts outrageous in the extreme" as described in this section, an act can be proven to be outrageous in the extreme even if it is one that does not violate a criminal statute.
 - g) Similar notices, but often with an option to cure, may be served in cases where certain of the above violation(s) are caused by Resident's pet.
 - h) Regarding prohibited acts defined by criminal statutes, **Owner/Agent's standard of proof for termination of the Rental Agreement remains the civil standard,** proof by a preponderance of the evidence.
2. Resident and other persons on the Premises with the consent of Resident shall conduct themselves in a manner that **will not disturb the neighbors' peaceful enjoyment of the Premises.**
3. Owner/Agent retains control over any common areas of the Premises for the purposes of enforcing state trespass laws and shall be the "person in charge" for that purpose as that phrase is defined in ORS 164.205(5). Common areas are locations shared by residents, such as laundry rooms, courtyards, hallways between dwellings, building entryways, and parking lots. This clause does not apply on property where there are no areas commonly shared by multiple residents (e.g., most single family detached dwellings).
4. In the case of conflict between the provisions of this addendum and any other provisions of the Rental Agreement, the provisions of this addendum shall govern.
5. This addendum is incorporated into the Rental Agreement executed or renewed this day between Resident and Owner/Agent.

<u>X</u> _____ RESIDENT	_____ DATE	<u>X</u> _____ RESIDENT	_____ DATE
<u>X</u> _____ RESIDENT	_____ DATE	<u>X</u> _____ RESIDENT	_____ DATE
<u>X</u> _____ RESIDENT	_____ DATE	<u>X</u> _____ RESIDENT	_____ DATE
		<u>X</u> _____ OWNER/AGENT	_____ DATE



NO-SMOKING ADDENDUM

DATE _____ PROPERTY NAME/NUMBER _____

RESIDENT NAME(S) _____

UNIT NUMBER _____ STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

Due to the increased risk of fire, increased maintenance costs, and the possible health effects of secondhand smoke, Owner/Agent is adopting the following no-smoking policy which covers all or a part of the Property (defined below). The following terms, conditions and rules are hereby incorporated into the Rental Agreement.

1. PROPERTY SUBJECT TO NO-SMOKING POLICY

(Check paragraph that applies):

- The whole property is no-smoking including but not limited to all buildings, units, porches, patios, balconies, yards, garages, parking areas and other common areas (collectively the "Property").
- Only a portion of the Property is no-smoking.
 - The units (including porches, patios, balconies, yards, etc. within the building(s)) located at the property listed on this form are no-smoking, along with all common areas within _____ feet of the no-smoking buildings (if left blank then 10 feet in Oregon and 25 feet in Washington).
 - The following designated areas of the Property are no-smoking:

 - Resident's unit (including porches, patios, yard, etc.) is no-smoking.
 - Smoking is only permitted in the following areas:

 - Resident's unit is in a smoking-permitted building.

Note: Smoke damage will never be considered normal wear and tear.

2. DEFINITION OF SMOKING. The term "smoking" means inhaling, exhaling, breathing, carrying, or possessing any lighted cigar, cigarette, pipe, other tobacco product or similar lighted product in any manner or in any form.

3. NO-SMOKING PROPERTY.

3.1 (Complete Property). Resident agrees and acknowledges that the Property has been designated as a no-smoking living environment. Resident agrees that he/she will not smoke anywhere on the Property or adjacent to and within 10 feet (OR) or 25 feet (WA) of any portion of the Property. Resident will not permit any guests or visitors of Resident to do so.

3.2 (Designated Portions of Property No-Smoking). Resident agrees and acknowledges that designated portions of the Property have been designated as no-smoking. Resident agrees that he/she will not smoke on the no-smoking portion of the Property and will not permit any guests or visitors of Resident to do so.

3.3 Resident agrees to inform all of his/her guests or visitors of the no-smoking policy and to require any guest or visitor who violates

the policy to leave. Resident is responsible for the actions of his/her guests and visitors.

3.4 (Oregon and Washington). Oregon and Washington laws prohibit smoking in any space "open to the public" such as the rental office of the Property or within 10 feet (OR) or 25 feet (WA) of the entrances or windows of such public space. Resident agrees to comply with the applicable law and require his/her guests and visitors to comply also.

4. OWNER/AGENT NOT A GUARANTOR OF SMOKE-FREE ENVIRONMENT.

Resident acknowledges that Owner/Agent's adoption of a no-smoking policy, and the efforts to designate all or some of the Property as non-smoking, do not make Owner or any of its managing agents the guarantor of Resident's health or of the smoke-free condition of the non-smoking portions of the Property. However, Owner/Agent is not required to take steps in response to smoking unless Owner/Agent has actual knowledge of the smoking and the identity of the responsible resident.

5. OWNER/AGENT DISCLAIMER.

Resident acknowledges that Owner/Agent's adoption of a non-smoking living environment, and the efforts to designate all or portions of the Property as non-smoking, does not in any way change the standard of care that Owner/Agent has under applicable law to render the Property any safer, more habitable or improved in terms of air quality standards than any other rental premises. Owner/Agent specifically disclaims any implied or express warranties that the Property will have any higher or improved air quality standards than any other rental property. Owner/Agent cannot and does not warrant or promise that the Property will be free from secondhand smoke. Resident acknowledges that Owner/Agent's ability to police, monitor or enforce this Addendum is dependent in significant part on voluntary compliance by residents and residents' guests. Residents with respiratory ailments, allergies or other conditions relating to smoke are put on notice that Owner/Agent does not assume any higher duty of care to enforce this Addendum than any other Owner/Agent obligation under the Rental Agreement.

6. EFFECT ON CURRENT RESIDENT. Resident acknowledges that current residents residing on the Property under leases/rental agreements signed prior to adoption of this no-smoking policy may not be immediately subject to this no-smoking policy. As current residents move out, have current leases expire or enter into new leases/rental agreements, the no-smoking policy will become effective for them and their guests.

7. EFFECT OF BREACH. Resident understands and agrees with the conditions of this Addendum and that failure to adhere to any of the conditions of this Addendum will constitute both a material non-compliance with the Rental Agreement and a serious violation of the Rental Agreement. In addition, Resident will be responsible for all costs to remove smoke odor or residue upon any violation of the Addendum.

If checked, the effective date of this Addendum will be _____ when the Property is converting to no-smoking. If not checked, this Addendum is effective immediately.

X _____
RESIDENT

X _____
RESIDENT

X _____
RESIDENT

DATE

DATE

DATE

X _____
RESIDENT

X _____
RESIDENT

X _____
RESIDENT

X _____
OWNER/AGENT

DATE



LEAD-BASED PAINT DISCLOSURE*

DATE _____ PROPERTY NAME/NUMBER _____

RESIDENT NAME(S) _____ et al (and all others)

UNIT NUMBER _____ STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

The following representations are made by the landlord concerning the property located at:

(Complete Address)

As appropriate, this disclosure is provided for signature to:
 A current tenant with a month-to-month rental agreement
 A tenant with a fixed term lease upon the next lease renewal after the effective date; or
 An applicant prior to the commitment to a rental agreement.

LEAD WARNING STATEMENT

Housing built prior to 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Tenants must also receive a federally approved pamphlet on lead poisoning prevention.

LANDLORD'S DISCLOSURE (Initial A) (a) or (b) AND (B) (a) or (b) in the appropriate boxes.)

(A) Presence of lead-based paint and/or lead-based paint hazards. (Check one):

Known lead-based paint and/or lead-based paint hazards are present in the housing.
 Explain _____

Landlord has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(B) Records and reports available to the tenant (Check one):

Landlord has provided the tenant with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below):

Landlord has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

TENANT'S ACKNOWLEDGMENT (Initial)

(A) Tenant has received copies of all information above: AND

(B) Tenant has received the pamphlet Protect Your Family From Lead in Your Home. **INITIAL** _____

AGENT'S ACKNOWLEDGMENT (Initial, if applicable)

Agent has informed the owner of the landlord's obligation under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

CERTIFICATION OF ACCURACY

The following parties have reviewed the information above and certify, to the best of their knowledge, the information they have provided is true and correct.

<u>X</u> _____ RESIDENT	_____ DATE	<u>X</u> _____ RESIDENT	_____ DATE
<u>X</u> _____ RESIDENT	_____ DATE	<u>X</u> _____ RESIDENT	_____ DATE
<u>X</u> _____ RESIDENT	_____ DATE	<u>X</u> _____ RESIDENT	_____ DATE
		<u>X</u> _____ OWNER/AGENT	_____ DATE



SAFETY ADDENDUM

DATE _____ PROPERTY NAME/NUMBER _____

RESIDENT NAME(S) _____

UNIT NUMBER _____ STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

WARNING!! The Owner and its Agents cannot be responsible for watching and supervising children's activities. Various state and federal laws prohibit the Owner/ Agent from imposing rules and regulations which discriminate against children. THEREFORE, PARENTS, AND THOSE PERSONS HAVING CARE, CUSTODY OR CONTROL OF CHILDREN ARE RESPONSIBLE FOR THE SUPERVISION, SAFETY AND WELL-BEING OF THOSE CHILDREN. Following are some areas of the property that may pose special dangers to children who may not be aware of the risks. This list is not meant to cover all possible dangers that may be present.

WINDOWS

- Open windows present a potential risk of falling.
- Window screens are intended solely to keep bugs out. They are not intended to support a person's weight or prevent a person from falling from an open window.
- There is a risk of serious injury or death if a person leans against a screen.
- Parents must keep their children from sitting or playing on window sills, and, for child safety, should keep windows shut and locked when children are left unattended.
- Keep furniture and other objects on which a child can climb away from windows.
- Window stops and other devices that restrict a window from opening are not provided by Owner/Agent because of the dangers associated with fire and the requirement that occupants can escape. If Resident desires to use such devices, they must be approved by Owner/Agent before being installed. Resident accepts full responsibility for the safe use of such devices.
- Do not block windows in any way that would prevent exit in the event of a fire.

USE OF APPLIANCES

- Stoves, ovens and fireplaces can cause burns and start fires if not properly used and attended.
- Hot water can cause burns if not properly used and attended.
- Children can turn on stove burners and ovens. Never place anything on stove burners or in the oven except when actually cooking.

- Never allow anything, except approved plugs, to be placed in electrical sockets.

PARKING LOTS

- Moving vehicles can cause serious injury or death.
- It is hard to see any persons moving around vehicles.
- Riding bicycles, tricycles, skate boards, etc. in the parking areas increases the risk to children because they may not be able to control their movements and are not easily seen.
- Playing in or around vehicles is dangerous.

DUMPSTERS & TRASH COMPACTORS

- Dumpsters can move or fall, causing injury or death.
- Trash or items in the dumpster can fall, causing injury or death.
- Trash in or around the dumpster may contain dangerous items such as broken glass, chemicals or sharp objects.
- Trash compactors include machinery that can cause serious injury or death if improperly used.

EXERCISE EQUIPMENT

- Improper use of exercise equipment can lead to serious injury or death.
- Improper use of exercise equipment can cause serious damage to the equipment.

SWIMMING POOLS, SPAS AND SAUNAS

- State laws limit the use of pools, spas and saunas by children under 14 unless supervised

by an adult. All residents must follow such laws.

WATER

- Any location where water pools more than one inch deep poses the risk of drowning.
- Danger can be present with bathtubs, sinks, buckets, fountains, streams and ponds.

BALCONIES, DECKS & SECOND STORY WALKWAYS

- Small children can crawl through railings.
- No one should climb on or over railings.
- Throwing objects off balconies, decks and walkways can cause injury or death to persons below.
- Do not place furniture or other objects on which a child can climb near railings.
- Keep all stairways clear of debris or obstructions.
- Report any damaged or loose railings to Owner/Agent immediately.

PLAY AREAS

- Improper use of play equipment can cause injury or death.
- Any damaged or improperly working play equipment should be reported to Owner/Agent immediately.

BAR-BE-CUE GRILLS (GAS/CHARCOAL)

- Do not leave unattended.
- Do not use within 10 feet of any structure.

X _____ RESIDENT	_____ DATE	X _____ RESIDENT	_____ DATE
X _____ RESIDENT	_____ DATE	X _____ RESIDENT	_____ DATE
X _____ RESIDENT	_____ DATE	X _____ RESIDENT	_____ DATE
		X _____ OWNER/AGENT	_____ DATE



COMMUNITY RULES & REGULATIONS

DATE _____ PROPERTY NAME/NUMBER _____

RESIDENT NAME(S) _____

UNIT NUMBER _____ STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

DEFINITION OF COMMUNITY RULES & REGULATIONS

As presently adopted, subsequently amended or modified, these Community Rules & Regulations are incorporated into the Rental Agreement executed or renewed this date and apply to all residents, their family, temporary residents and/or guests. Each Resident is responsible for ensuring that his/her family and guests know and follow the Community Rules & Regulations. "Management" means the Owner or Owner's Agent, and includes the resident manager, if any.

GENERAL POLICIES AND COMMON AREAS

- Unit entry areas, balconies, decks, patios and backyards are not storage areas. Areas visible to the outside must be kept neat and free of clutter: no trash, laundry, broken furniture, dead plants, empty boxes, storage items or unsightly objects are allowed in these areas. No trampolines, bounce houses, pools, hot tubs, sandboxes, etc. are allowed on decks, patios, or backyards.
- Common entrances, passageways or driveways must not be obstructed or used by residents for any purpose, other than entrance and departure.
- Garbage cans, household supplies, bottles and cans and other similar articles shall not be placed outside the unit.
- No part of the common areas will be used for commercial activities of any kind. This shall not apply to the use of units by Management for display, marketing, or promotional purposes.
- No structure of a temporary character, such as trailer, tent, shack, barn or other building, trampoline, bounce house, pool, hot tub, sandbox, etc. will be allowed in the common areas at any time.
- Modifications to the unit or any common areas are prohibited without Management's prior written approval.
- To request maintenance in his/her unit, Resident must log on to Resident's online portal or obtain a maintenance and repair request form from Management. This form must be completed and signed by Resident.
- Excessive noise and activities such as skateboarding, roller-skating, roller-blading and sledding are not allowed.
- Running and/or playing in the parking lot is prohibited.
- Per the Rental Agreement, quiet time begins at 10:00pm.
- Residents are responsible for the conduct of their guests, who are expected to follow these Community Rules & Regulations.
- No alcoholic beverages are to be consumed in the common areas or parking lots.
- No resident shall cause or permit anything, including but not limited to, signs, awnings, canopies, shutters, radio or television antennas, satellite dishes or air conditioners, to be displayed or affixed to the unit unless allowed by law or written approval is granted by Management.
- Nothing shall be done in any unit, or in common areas, which will impair the structural integrity of the building.

COMMON AREA FACILITIES

Pool/Spa Laundry Fitness Room Recreation Room Other
Please observe any and all applicable addendums and/or posted community rules and regulations relating to above recreational facilities. In the event this Community has no specific common area facility rules and regulations, see page 2 for general information concerning this subject.

INSIDE YOUR HOME

- No Venetian blinds, awnings, draw shades or non-conforming curtains or drapes shall be installed on exterior windows without the written permission of Management. This includes reflector shades, tin foil, etc.
- No painting, staining or papering shall be done without the prior written permission of Management.
- Picture hooks are to be used for hanging pictures, mirrors or decorative items on the wall. Adhesive materials are not allowed.
- No signs, banners, or placards shall be posted in or about the Community without the written permission of Management.
- Residents shall not conduct or permit the noisy use of any musical instrument, operation of radio(s) (including vehicular stereo or radio), television, amplifier or loud speaker(s) in a manner which disturbs the residents of any other unit.

INSURANCE

- No resident shall keep or do anything in any unit or common area which will increase the rate of insurance on the buildings or contents beyond that customarily applicable for residential rental housing use.
- No resident shall permit anything to be done or kept in any unit or common area which will result in the cancellation of insurance on any building, or its contents, or which would be in violation of any federal, state, county, or city regulatory authority.
- Owner/Agent is not responsible for personal property left in the common area and facilities or any other location on the Premises.
- INSURANCE REMINDER: OWNER/AGENT'S INSURANCE POLICY DOES NOT COVER THE CONTENTS OF RESIDENT'S UNIT OR PERSONAL LIABILITY. WE REQUIRE, AS PER STATE LAW, THAT RESIDENT OBTAINS A RENTER'S INSURANCE POLICY. IF RESIDENT DOES NOT HAVE THIS INSURANCE, WE STRONGLY URGE RESIDENT TO CONTACT HIS/HER INSURANCE AGENT WITHOUT DELAY.

SECURITY

Security is very important to all residents living at our Community.

- Should anything suspicious occur, report it immediately to the police and Management.
- Use all locks on doors and windows.
- If Management provides lockout services, then lockouts occurring after office hours are subject to a \$_____ fee (\$25 if left blank).

FAIR HOUSING LAWS

It is a violation of federal, state and local fair housing laws for any resident or their guests to harass, threaten or intimidate any other resident and/or their guests because of race, national origin, religion, disability, gender, marital status, familial status (presence of children), source of income, sexual orientation, gender identity, or any other protected class. Owner/Agent will respond to any complaints of such behavior with appropriate action, which may include termination of the tenancy of the violating resident. Reports of inappropriate behavior, including details of the incident, are preferred to be received in writing, but will be accepted in other forms. Owner/Agent will not retaliate against anyone for reporting any such behavior.

Continued on back page...

X _____
RESIDENT

X _____
RESIDENT

X _____
RESIDENT

DATE _____

DATE _____

DATE _____

X _____
RESIDENT

X _____
RESIDENT

X _____
RESIDENT

X _____
OWNER/AGENT

DATE _____

TRASH COLLECTION AND REMOVAL

1. All trash, garbage and rubbish will be disposed of properly in approved receptacles and will not be stored in or around any unit.
2. All trash from Resident's home should be bagged, sealed or tied and placed in the trash containers. All wet garbage must be wrapped.
3. Do not place any burning materials or hazardous chemicals in the containers.
4. Do not place old furniture, broken toys, etc. by the dumpster. Residents are responsible for removal of such items, and will be charged if they do not immediately remove these items upon request.
5. Boxes must be crushed before being placed in trash containers.
6. Use recycling bins when possible.

MOTOR VEHICLES AND GUEST PARKING

1. Unless parked in designated guest parking spaces, all vehicles must be registered with Management before parking on the Premises. Guest parking spaces are for the use of short-term guests only. Parking by guests longer than 24 hours will require prior approval from Management.
2. Per the Rental Agreement, inoperable and/or uninsured vehicles are not allowed on the Premises. Such vehicles are subject to tow at the resident's expense.
3. Vehicle maintenance and repairs are not permitted in the parking areas. Vehicles may be washed only in designated areas (if available).
4. Vehicles parked in any unauthorized area or zone will be subject to immediate tow at the owner's expense without written notice or prior warning.
5. For the safety of everyone, please observe the five miles per hour speed limit. Driving recklessly is prohibited.
6. Except with the consent of Management, no trailer, truck camper, boat, boat trailer, or other recreational vehicle shall be parked on any portion of the Premises.
7. Back-in parking is prohibited.
8. Each Resident shall keep the parking space which pertains to such Resident's unit in a neat, clean and sanitary condition.

SOLICITING

1. For Resident's privacy and security, we cannot permit peddling or soliciting. Please report any activity of this sort to the office immediately.

MISCELLANEOUS

1. In the case of conflict between the provisions of these Community Rules & Regulations and any provisions of the Rental Agreement, the provisions of the Rental Agreement will control.
2. Residents and/or guests who smoke are requested to dispose of cigarette butts properly (in trash receptacles), not on property grounds, parking lot areas, flower pots, etc. If Resident's smoking, or that of Resident's guests, disturbs the quiet enjoyment of any other resident, Resident will take all reasonable steps to decrease the amount of smoke generated. These steps may include, but are not limited to, purchasing and using a smokeless ashtray and/or air filtration device, reducing the amount of smoking, ceasing any smoking on decks, patios or other outdoor areas, closing doors and windows. Failure of Resident to take such reasonable steps after a written request from Management will be a violation of these Community Rules & Regulations.

POOL & SPA COMMUNITY RULES & REGULATIONS

1. For safety reasons, no person may swim or use the spa alone. Non-swimmers and persons under 14 years of age must be accompanied by a responsible adult.
2. All persons are required to take a cleansing shower before entering the swimming pool/spa area. Suntan oil and baby oil clog the filter and must be washed off before entering the swimming pool/spa.
3. No person suffering from a communicable disease transmissible via water or under the influence of an intoxicating liquor or drugs shall use the swimming pool. For safety reasons, please check with your physician before using the swimming pool/spa if taking prescription medication.
4. No person shall bring, throw or carry food, drink, smoking material, trash, debris or any other foreign substances into the swimming pool. Smoking or serving/consuming drinks, gum or food within the swimming pool/spa area is prohibited.
5. No person shall run, engage in horseplay or use foul language in or around the swimming pool/spa area. Intentional splashing of others is not permitted. Diving in the swimming pool is not permitted.

6. Two guests per unit are allowed at one time and must be accompanied by a resident at all times. Guests are to be approved by Management. Guests conduct and behavior are strictly the responsibility of Resident. Resident is responsible for informing guests of all community rules and regulations relating to swimming pool/spa use.
7. Management may rescind swimming pool/spa privileges or close swimming pool/spa at any time deemed necessary.
8. The gate to the swimming pool/spa enclosure must remain closed and latched at all times. Management is not responsible for personal items left in the swimming pool/spa area.
9. Glass containers, radios, music players or electrical appliances are not permitted in the swimming pool/spa area.
10. All persons must wear appropriate swim attire when using the swimming pool/spa. Cut-off jeans are prohibited. Babies must wear appropriate swim diapers when using the swimming pool. Regular diapers are not acceptable.
11. Spitting in the swimming pool/spa is not permitted.
12. No pets are permitted in the swimming pool/spa area.
13. Street shoes are not allowed on the swimming pool/spa deck areas.
14. No person shall tamper with lighting, lifeline or safety equipment in or around the swimming pool/spa area.
15. Management is not responsible for accidents or injuries sustained while using the swimming pool/spa facilities.
16. Please contact Management for operating hours.
17. Management may revoke a resident's privilege to use the pool/spa if they or their guests violate these rules.

LAUNDRY ROOM COMMUNITY RULES & REGULATIONS

1. Contact Management for operating hours.
2. Laundry room facilities are for the use of residents only.
3. No loitering in the laundry room facilities is allowed.
4. Obey all posted rules and hours.
5. Follow all posted instructions and manufacturer's directions when using the machines.
6. Please remove laundry promptly.
7. Use of tints and dyes is not permitted.
8. Please report any equipment failure to Management promptly.
9. Residents are responsible for any damage to the machines.
10. Management may revoke Resident's privilege to use the laundry facilities if they or their guests violate these rules.

FITNESS ROOM COMMUNITY RULES & REGULATIONS

1. The Community may be equipped with certain fitness equipment for the use and enjoyment of residents and guests. Please contact Management for operating hours.
2. No person under the age of 14 is allowed to use the fitness equipment unless under the direct supervision of a responsible resident.
3. Please consult your physician prior to using the fitness facility.
4. Follow all posted and manufacturer's instructions when using the fitness equipment.
5. Any and all fitness equipment is to be used at the residents' and guests' own risk. Resident assumes all responsibility for the use of fitness equipment, as well as his/her guests' use of the fitness equipment.
6. Residents are responsible for any damage caused to fitness equipment by their use or that of their guests.
7. Management may revoke a resident's privilege to use the fitness equipment if they or their guests violate these rules.

RECREATION ROOM COMMUNITY RULES & REGULATIONS

1. The Community may be equipped with a recreation room for the use and enjoyment of residents and guests.
2. Please contact Management for operating hours and other policies concerning use.
3. Obey any posted rules.
4. Residents are responsible for any damage caused to the recreation room or equipment caused by their use or that of their guests.
5. No behavior is allowed in the recreation room that disturbs the quiet enjoyment of the other residents.
6. Management may revoke a resident's privilege to use the recreation room if they or their guests violate these rules.

RESIDENT INITIALS _____



FORCIBLE ENTRY AND DETAINER* AGREEMENT AND ADDENDUM

DATE _____ PROPERTY NAME/NUMBER _____

RESIDENT NAME(S) _____ et al (and all others)

UNIT NUMBER _____ STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

COURT CASE NUMBER _____

This addendum is made part of the rental agreement for the premises identified above. The Resident(s) and the Landlord agree as follows:

Should the Landlord file for a Forcible Entry and Detainer (hereafter called FED) against the Tenant, the Tenant hereby agrees to do the following (check one at time of hearing):

- (A.) Move out and transfer possession to Landlord by 11:59pm of the seventh (7th) day from the date of the hearing (including the date of the hearing), OR**
- (B.) Pay all rents and late fees and court fees and processing and service fees and all other fees owed as of the date of the hearing no later than 11:59pm from the seventh (7th) day of the hearing (including the date of the hearing) and to deliver said payment to the Landlord in person by Cashier's Check or Money Order only. Proof of mailing the payment will not be accepted as compliance. Monies received by Tenant on the tenant portal shall not be considered as payment toward this Agreement. Payment must be delivered to 189 Liberty St NE, Suite 307, Salem, Oregon 97302 (Reed Opera House, third floor). Payment may be deposited into the secure dropbox at the same location.**

PAYMENT AMOUNT 1: \$ _____ TO BE PAID no later than 11:59pm on or before _____ (date).

PAYMENT AMOUNT 2: \$ _____ TO BE PAID no later than 11:59pm on or before _____ (date).

PAYMENT AMOUNT 3: \$ _____ TO BE PAID no later than 11:59pm on or before _____ (date).

If Tenant does not choose an option, the option "A" listed above will be the default option and entered into the court records as the stipulated agreement. If Tenant does not show up at the FED hearing, and has not made prior arrangements with the Landlord to satisfy the debts owed, the court will be petitioned for immediate possession of the unit as allowed by law.

This agreement is for monies owed by Tenant. Rents that are owed and paid by third parties, such as Housing Assistance programs, shall be outside of this agreement and shall be posted to the property ledger as received. Any third-party monies that are posted to the property ledger during the term of this agreement shall not negate this agreement. Tenant is agreeing to pay their portion of the monies owed by the date indicated on this agreement.

No payments will be accepted over time. Payment in full must be received by the due date(s). A partial payment will not be accepted and will be returned to the Tenant as non-compliance.

No other remedies outside this agreement exist. Tenant hereby waives the right to mediation in lieu of this agreement. All other rights shall be retained by Tenant including legal counsel and the right to a hearing or trial as outlined in ORS statutes. Should Tenant fail to honor this agreement and either does not move out or does not pay the amount owed, by the dates referenced above, an additional fee equal to three month's total rent will be charged against the Tenant. An additional fee equal to three (3) month's total rent will be charged against the Tenant at the time of the filing of the FED: such fee will be waived if Tenant fully complies with the conditions outlined in this agreement. Should Tenant fail to honor this agreement and subsequently asks for a hearing, if Landlord prevails in that hearing, Tenant shall have 24 hours from the time of that hearing to vacate the property according to ORS statutes.

Agreement by any Tenant (as listed on rental agreement) shall constitute agreement by all occupants (et al). This Agreement is an Addendum and is subject to all terms and conditions as outlined in the Rental Agreement.

ACCOUNTING:

Court Cost: _____ (Filing Fee)

Service Charges: _____ (Process Server or Sheriff)

Rent Due: _____ (As shown on 72-hour Notice)

Sub Total: _____ (Only this on FED)

Late Fees: _____ (As of FED court date)

FED Charges: _____ (Time/Mileage)

Other: _____

Other: _____

TOTAL DUE: _____

[To be filled out prior to court appearance.]

SIGNATURE OF ALL OCCUPANTS (RESIDENTS) 18 YEARS OF AGE AND OLDER AS DETERMINED BY RENTAL AGREEMENT: (SIGNATURE SIGNIFIES ACCEPTANCE OF THIS AGREEMENT AND LIMITS TENANT'S LEGAL OPTIONS.)

Subscribed and Sworn to before me on the _____ day of _____ (month), 20____ by the affiant who is personally known to me in County of _____.

NOTARY PUBLIC - OREGON

NOTE: Notarization is only necessary if Tenant is unable to appear in court.

X _____ DATE _____
RESIDENT

X _____ DATE _____
RESIDENT

X _____ DATE _____
OWNER/AGENT



OREGON LANDSCAPING ADDENDUM

DATE _____ PROPERTY NAME/NUMBER _____
 RESIDENT NAME(S) _____

 UNIT NUMBER _____ STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

This addendum is made part of the rental agreement for the premises identified above. The Resident(s) and the Landlord agree as follows:

- Tenant will water lawns and gardens often enough to keep lawns green and prevent plants from wilting.
- Tenant will keep lawn cut so the grass is not taller than _____ inches tall.
- A landscaping company will cut lawns at reasonable times.
- The landlord will cut lawns at reasonable times.
- The tenant is to keep the lawn edged along walkways and flowerbeds.
- Tenant will keep lawn and flowerbeds free from an accumulation of leaves.
- Leaves will be disposed of in the following manner: _____
- Tenant will keep landscaping free from all weeds.
- Weeds will be disposed of in the following manner: _____
- Tenant will keep shrubs pruned in the following manner: _____
- Tenant will fertilize the lawn and flower beds every _____ with _____
- Landlord will fertilize the lawn and flowerbeds at reasonable times.
- Tenant will keep yard clean and free from all garbage and debris.
- Other: _____
- Other: _____

All shrubs, trees or other plants that are added to the grounds will become the property of the landlord. No shrubs, trees or other plants may be removed or added without written permission from the landlord.

Failure to maintain the grounds in an acceptable condition, as stated above, may result in a landscaping fee of \$_____ per _____, or actual cost plus 15%, whichever is greater.

X _____ RESIDENT	_____ DATE	X _____ RESIDENT	_____ DATE
X _____ RESIDENT	_____ DATE	X _____ RESIDENT	_____ DATE
X _____ RESIDENT	_____ DATE	X _____ RESIDENT	_____ DATE
		X _____ OWNER/AGENT	_____ DATE



ROACH ADDENDUM

DATE _____ PROPERTY NAME/NUMBER _____

RESIDENT NAME(S) _____

UNIT NUMBER _____ STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

Cockroaches are a common problem. They are small and intelligent and able to find the smallest cracks to enter the interior of a building. They hitch a ride on furniture bought at garage sales. Their eggs get stuck on shoes and then hatch inside. One roach can produce a thousand eggs a year! Fortunately they are easy to control using common sense, simple housecleaning, preventive measures, and non-toxic treatments.

Here are some simple tips on preventing a roach infestation. Remember, it is the Tenant's responsibility to control all pest infestations.

STARVE THEM OUT!

A roach can find a snack just about anywhere. They eat crumbs, pet food, dead leaves, and trash. If they get really hungry, they might eat glue or soap. Clean up spills and crumbs right away. Don't leave open bags of food or candy lying around. Clean your dirty dishes right away. Keep a tight lid on trash and empty it often. Don't leave pet food out overnight.

DRY THEM OUT!

Roaches need water to live. Without it they die within a week even though they can live up to a month without food. Wipe water off the counters when you see it. Drain dishwasher out of the sink. Rinse out soda cans and bottles with water, dry, and store in an airtight container. Report leaky faucets, dishwashers, and washing machines to management.

KEEP THEM OUT!

Roaches spend most of their lives hiding. They love cracks and can squeeze in just about anywhere. Get rid of stacks of newspapers, paper bags, and cardboard boxes. Seal cracks or openings around baseboards and behind kitchen and bathroom counters with caulk.

EFFECTIVE TREATMENT: BORIC ACID

People have been fighting cockroaches with boric acid for nearly a century. Boric acid is one of the most effective cockroach control agents ever developed provided that it is used correctly. Unfortunately, most people use it incorrectly, and in the process waste their money and effort. Boric acid may be used alone or in combination with the baiting techniques previously discussed.

Properties and Advantages

Boric acid is a wonderful tool for controlling cockroaches in homes, restaurants and other buildings. It is effective in extremely small amounts and retains its potency almost indefinitely provided the deposit remains dry. Unlike many insecticides, boric acid has no repellency to insects and, consequently, roaches return to treated areas repeatedly until they die. Boric acid is deadly to cockroaches, but is low in toxicity to people, pets and other non-target animals. It is also odorless and contains no volatile solvents.

Boric acid is a white, inorganic powder chemically derived from boron and water. Boron is mined from vast mineral deposits in the ground and is used in countless consumer products, including laundry additives, toothpaste and mouthwash. Boric acid insecticide formulations can be purchased at hardware and grocery stores. The powder comes ready-to-use, i.e., no mixing or dilution is required. Formulations sold in plastic, squeeze-type bottles with narrow applicator tips are the easiest to use. (These containers are similar in appearance to the squeezable mustard and ketchup bottles found in restaurants).

Cockroaches succumb to boric acid when they crawl over treated areas. The tiny particles of powder adhere to the cockroaches' body, and the material is ingested as the roach preens the powder from its legs and antennae. Some boric acid is also absorbed through the greasy outer covering of the insect's body. All species of cockroaches are susceptible to boric acid provided the powder is applied into areas where the roaches are living.

Using Boric Acid Like a Pro

The key to success with boric acid is proper application. For best results, the powder should be applied in a very thin layer barely visible to the naked eye. Piles or heavy accumulations will be avoided by foraging cockroaches much as we would avoid walking through a snow drift. To apply a fine layer, shake the container and puff a small quantity of the powder into the target area. Manufacturers of boric acid often fill their containers too full of powder -- by using a container which is no more than two-thirds full, an airspace is created at the top which allows the dust to be puffed more easily (A few pennies or pebbles placed inside the container helps prevent the powder from caking). The trick is to give the container a shake, then puff a very light dusting of the powder into the area you wish to treat.

Where the powder is applied is just as important as how it's applied. Cockroaches prefer to live in cracks, crevices and secluded areas close to food, moisture and warmth. Kitchens and bathrooms are the most common areas to find cockroaches, although any area of a home may become infested if the infestation is severe, or if species other than the German cockroach are involved. Key areas for treatment include under/behind the refrigerator, stove and dishwasher, into the opening where plumbing pipes enter walls (such as under sinks and behind the commode, shower and washing machine), and into cracks along edges and corners inside cabinets and pantries. Oftentimes, there is a void (hollow space) under kitchen and bathroom cabinets which become a hiding place for cockroaches. This area can be accessed and treated by injecting powder through any existing gap at the top of the kick plate, or if none is present, by drilling a few small holes.

NEVER apply boric acid onto countertops or other exposed surfaces, especially those used to prepare food. Any visible residues should be wiped off with a damp cloth. Boric acid can be used alone or in combination with other cockroach control products. An effective way to augment the activity of boric acid is to place containerized cockroach baits such as Combat(R), Raid Max(R) or Roach Ender(R) brands, as discussed earlier. Avoid dusting over, or in the immediate vicinity of your bait stations, as this may reduce the attractancy of the bait. Used correctly, this dual approach will produce results comparable to a professional exterminator.

POLICY

Class Act Property Management LLC will pay for one treatment up to \$50.00. Tenant may purchase any foggers, sprays, bait, poison, or boric acid desired and send the receipt to Manager for reimbursement. All other and future treatments are the Tenant's responsibility. Tenant may request that a professional pest control company treat for roaches, mice, or other pests, but Tenant would be responsible for the full cost of a professional treatment.

X _____ RESIDENT	_____ DATE	X _____ RESIDENT	_____ DATE
X _____ RESIDENT	_____ DATE	X _____ RESIDENT	_____ DATE
X _____ RESIDENT	_____ DATE	X _____ RESIDENT	_____ DATE
		X _____ OWNER/AGENT	_____ DATE



SUGAR ANT ADDENDUM

DATE _____ PROPERTY NAME/NUMBER _____

RESIDENT NAME(S) _____

UNIT NUMBER _____ STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

Sugar ants are a common problem throughout the Willamette Valley. They are small and intelligent and able to find the smallest cracks to enter the interior of a building. Scouts randomly search for food sources, and once food is found, they will scurry back to the colony leaving a marker scent trail behind for the rest of the colony to follow back to the food source. These scent trails are invisible to humans, but are like bright highway flares leading the way and can last for months or even years. Even if one colony is wiped out, scouts from other colonies will find these trails and follow them to a potential food source. This is why eradicating sugar ants can be frustrating. They seem to keep coming back over and over.

Here are some simple tips for getting rid of ants. Remember, it is the Tenant's responsibility to control all pest infestations.

Sugar ant control is very much a matter of daily routine during the months when sugar ants are a problem (March through September), particularly in the kitchen. Below is a list of things you can do to control sugar ants and prevent a sugar ant infestation in your home.

If you want to control sugar ants, you need to keep your kitchen sink clean and dry. Sugar ants love a dirty sink and the water you leave them to help wash down the leftovers. Make sure to rinse out any dishes you're going to leave in the sink over night. And when you do clean the dishes, make sure you rinse and wipe down the entire sink to make certain you haven't left residual sweets, food, or moisture behind. If you're really picky about cleaning, you might even want to try pouring a little bleach down the drain to make sure the smell of rotting food doesn't attract more ants to your kitchen. Dish drains should also be emptied and wiped down before the end of the day.

Wipe down kitchen counter tops with bleach each night to get rid of sugar ants. Sugar ants love a dirty countertop almost as much as they love a dirty sink. I can't count the number of times I've spilled a few crystals of sugar (for my morning coffee) from the sugar cup on the counter, only to find I've fed an entire colony of ants the next morning. Wiping your countertops with bleach will not only help sanitize your kitchen, but bleach breaks down the pheromones that ants use to follow each other to sources of food.

Sweep and mop your kitchen floor with bleach every night during the summer to control sugar ants. Chefs who have worked in a large kitchen long enough know that it is in your best interest to sweep and mop your kitchen floor after every meal, or at least once in the evening to make sure any pheromone trails a scout sugar ant has made aren't left for other sugar ants to follow. Scraps of food and residual sugars are easily swept away with a bucket of warm water and bleach.

Vacuum the floors of spaces where food is regularly consumed to avoid inviting sugar ants into your home. It might seem like common sense to vacuum your dining and living rooms to prevent sugar ants from feasting on the leftovers of your most recent meal, but people just don't get it. So, I thought I'd mention the fact that sugar ants don't just eat sugar and sweets, they will eat crumbs of bread, certain types of vegetables and meat as well, even the remains of other pests that could be hiding in your carpet. Make sure you get all this stuff off your carpet if you want to get rid of sugar ants.

Use strong garbage bags and take the trash out regularly to avoid sugar ant infestations. It's often the case that a garbage bag gets punctured, dripping fruit juice or some other kind of liquid onto the floor while you're taking out the trash. Make sure to use strong garbage bags, even garbage bags that use Arm & Hammer baking soda to deodorize themselves, if you want to prevent a sugar ant infestation. It should go without saying that taking out the trash on regular basis will reduce the chances of sugar ants finding their way into your kitchen.

How to Kill Sugar Ants...Ant Baits: The most common ant baits used to get rid of sugar ants are called sweet baits, and the most common ingredient found in sweet ant baits is boric acid, or Borax. Most household ants (pharaoh ants, pavement ants, and little black ants included) are prone to the poison known as Borax. Borax is a mineral mined in the deserts of California, refined and dissolved into all manners of ant bait systems. It is generally non-toxic to humans, though we wouldn't recommend inhaling or ingesting large amounts of it. It is a slow-acting poison, which means that when the ants eat the bait (usually corn syrup), the poison doesn't kill the ants right away. The ants take some of the sweet bait back to the colony with them and dispense the poison meal to other ants. This is how colonies of ants are exterminated, and sugar ants are the easiest ants to kill because they're small, voracious scavengers. **If you want to get rid of sugar ants or kill a sugar ant colony quickly, we prefer Terro brand sugar ant poison.** Buy a bottle of Terro Liquid Ant Poison at Lowe's or Home Depot (cost is about \$4 and will last a long time). Place a small piece of cardboard directly inline with an ant trail and put a few drops of the Terro liquid on each piece of cardboard. Allow the ants to find the liquid and to eat it. **DO NOT WIPE UP ANY ANTS THAT HAVE FOUND THE LIQUID.** The ants will carry some of the Terro back to the colony and feed it to the rest of the colony, thus killing the entire colony.

X _____ RESIDENT	DATE _____	X _____ RESIDENT	DATE _____
X _____ RESIDENT	DATE _____	X _____ RESIDENT	DATE _____
X _____ RESIDENT	DATE _____	X _____ RESIDENT	DATE _____
		X _____ OWNER/AGENT	DATE _____

Summary of condition at move-out:

Summary of condition at move-out:

PHOTOS INCLUDED (Not applicable for all move-outs.)

Owner/Agent does not waive its right to bill for additional damages not shown herein or costs which are finalized after the final accounting is sent.

I left the unit in the above condition. I agree that all personal property left at the Premises upon termination of the tenancy shall be considered abandoned and that Owner/Agent may sell or dispose of the personal property without complying with the provisions of O.R.S. 90.425.

X RESIDENT DATE

FORWARDING ADDRESS

FORWARDING ADDRESS

TRANSFER OF DEPOSIT

If transferring to another unit, Resident authorizes Owner/Agent to apply the Amount of Deposit Refund to the deposit required for the new unit listed above.

- Lease expiration, Resident's 30-day notice, No notice, Owner/Agent's notice, Lease break, FED charges, Court action filed, Never took occupancy, Other

Table with 6 columns: NOTICE RECEIVED, TO VACATE ON, ACTUALLY VACATED ON, PAID THRU, NUMBER DAYS NOT PAID FOR, RE-RENT EFFECTIVE

RESIDENT CHARGES

- UNPAID RENT FROM THRU DAYS @ /DAY
UNPAID RENT
PAINTING
PROFESSIONAL CLEANING
PROFESSIONAL CARPET CLEANING
BLIND/WINDOW COVERING CLEANING
EXTERMINATING
KEY/LOCK REPLACEMENT
GOODS REMOVAL
REPAIRS
REPLACEMENTS
UNPAID LATE FEES
UNPAID UTILITIES
OTHER
OTHER

TOTAL CHARGES

OWNER/AGENT: If there is pre-paid rent, you must apply it to unpaid rent and refund any balance separate from amounts owed by Resident.

RESIDENT CREDITS

- SECURITY DEPOSIT CREDIT
ADDITIONAL DEPOSIT CREDIT
OTHER CREDIT
TOTAL CREDIT
TOTAL CHARGES

AMOUNT OF DEPOSIT REFUND: \$

AMOUNT OWED BY RESIDENT: \$

RESIDENT: Please make checks payable and send within 10 days to:

CLASS ACT PROPERTY MANAGEMENT, LLC
PO BOX 5872
SALEM, OR 97304

Failure to do so could result in legal action which can jeopardize your good credit.

MOVE-OUT INSPECTION PERFORMED BY:

ACCOUNTING PREPARED BY: