

I: WHEN YOU FIRST MOVE IN:

- A) Put this handbook where you can find it-Keeping it near the phone book is helpful for most people. Before calling our office, see if the answer to your question is in the handbook. We love hearing from our Tenants, but need to keep our time free for emergencies and urgent matters.

II: IN AND AROUND THE RESIDENCE:

- A) Heat/AC units-All heat/ac filters need to be changed once a month, and batteries for your smoke detectors should be changed twice a year. A good rule of thumb is to change your filter and test your battery each month when you pay your electric bill, and to change the battery in your smoke detector each year when the time changes for day light savings.

Many homes have heat pumps for heating and air conditioning. The air coming from the vents will not be warm in the winter or cool in the summer. Heat pumps are designed for the temperature to be set and then to leave the control alone. The air runs over the heating or cooling element, then gradually warms or cools to the desired temperature. During periods of extreme hot or cold temperatures, the heat pump may not keep the house as comfortable as you desire.

If water drips from the inside of unit, it is usually due to clogged condensation drain line. Some drains are easy to clean with a vacuum cleaner. If the line becomes clogged, turn off the unit and clear the drain line. If this does not solve the problem, the unit must be turned off, you must contact our office, and one of our maintenance technicians must take a look at the unit.

- B) Changing the paint, wallpaper, etc: Alteration of the property in anyway is not acceptable. Any alterations, addition of locks, lighting fixtures, etc must be done through our maintenance staff and additional charges will apply.

III: GENERAL RULES AND REGULATIONS

- A) The property: You have leased a home...think of it as your own. During the term of this lease, you are in possession of the property and are responsible for maintaining this property as you would you own. This would include the yard area surrounding your property, parking area and any other exterior areas of the property besides your apartment. Your obligations are similar to that of the Owner, and you are expected to treat this property as if you were the Owner by properly maintaining the area surrounding your home and not committing waste anywhere near or around your residence. Please respect the property you are living in at all times.
- B) Rental Payments: ***All rents are due and payable in advance on the first day of each month.*** Monthly statements will not be sent. Payment should be in a check, money order, cash, or cashier's check and made payable to:

AMJ inc. of Gainesville
502 NW 16th Avenue
Gainesville, FL 32601

Please mail or deliver your payment to the above address: WRITE YOUR PROPERTY ADDRESS ON THE CHECK to be sure assure proper credit. All accounting is performed by address of the property. Also, to avoid any misunderstanding please put your address on every correspondence with the our office.

You may pay in person, Monday through Friday 8:00 a.m. through 5:00 p.m., For your after hours convenience there is a slot in between the front doors where your rental payments may be deposited. We do not accept post dated check. Unpaid rental payments past the 5th of the month will be charged a late fee (please see late fee calendar included in this package). Rents remaining unpaid after the 5th of the month, regardless of the day of the week that falls on, will be considered late and will be served a legal 3-day notice, and will be subject to all collection charges and fees incurred. No personal checks will be acceptable for any late payments. All late rental payments must include the late fees specified. If you have any unpaid charges on your account, the rental payment will first be applied to those outstanding amounts, and any unpaid amounts will then be considered rental payments and will be subject to collections, or eviction proceedings.

- C) Phone Numbers: All Tenants are required to have telephone accessibility and to provide our office with your home and work telephone numbers. Additional numbers may also be helpful such as beeper, fax, or e-mail. Please be sure to notify our office when you change your home or work numbers. Even unlisted numbers must be provided to AMJ, Inc. You should include your home and work numbers with your first rental payment after you move in, or you may send it via e-mail to rentals@amjinc.com.
- D) Returned Checks: The amount of any bad checks, plus the returned check charge (\$25), must be paid in certified funds, cash, or money order within 24 hours of notification, or legal action may be taken. After a check is returned to us for insufficient funds, you will be required to pay either with a money order, cash, or certified funds throughout the remaining term of your tenancy. All amounts due must be paid in full at time of notification and must include all fees that apply.
- E) Default of Rental Payment: *If the rent is not paid by the 5th of the month, this is your notice that your lease and rental agreement may be cancelled.* You will be responsible for all magistrates, legal and collection fees incurred by management's efforts to collect the rent due and any and all other outstanding amounts due to AMJ, Inc.
- F) Keys and Locks: AMJ, Inc. does not warranty lock integrity. If you are locked out of your, you may borrow a key from Management Monday-Friday between the hours of 8 a.m.- 5 p.m. There will be a charge for any borrowed key not returned to our office within 24 hours in the amount of \$25.00 per lock.

- G) Trash, Garbage and Recycling: All garbage, trash, and recyclable materials must be placed in appropriate containers. (AMJ, Inc. does not provide these) All containers should be stored where indicated by your complex rules and regulations. No containers should remain by the curb or elsewhere as to distract from the physical appearance of the complex. Any and all large items of furniture or other debris left outside of any unit will be charged to the resident of that unit regardless of who disposed of the items there.
- H) Disturbances, Noise and Nuisance: All Tenants, residents, and guests are expected to conduct themselves in a way that will not offend or disturb the neighbors or passersby. Any activity that causes extreme or excessive noise, traffic or disturbances of any kind is cause for eviction. This includes loud, low music, vulgar or profane language. If music or other sound can be heard outside the perimeter of the leased premises, it is considered too loud.
- I) Move-In/Move-Out Condition report: Included in your move in package is a property condition report. This form is provided for you to note the condition of the premises, listing all defects and deficiencies. Please sign your name, date it, and return to our office within 2 days from the date of move in. Listing any of these items does not alter the fact that you have leased the property in "as is condition" except for items specifically listed in your lease, or that are required by law. This list will be compared with our inspection list of the property to establish condition of the property at move-out to determine disbursement of the Security Deposit. Please be aware that if any deficiencies are not listed on your inspection sheet, you may be held responsible for the correction of those deficiencies.
- J) Parking/Vehicles: All vehicles shall be parked in assigned areas (garages, parking lots, driveways, parking pads, etc.) or on the public street where allowed. You are not allowed to park on lawns, sidewalks, and other areas not specifically designated for parking. All vehicles must be registered, licensed and in operable condition at all times. No vehicle repair is allowed at any time. No oil/fluid stains are allowed on the driveway, garage floor, walkways or any other area on the property. If your vehicle leaks fluids, place a protective covering or pan under the vehicle to catch the leaks. Please note that you will be responsible for the clean up of such leaks/spills.
- K) Emergency Maintenance/Repairs: An emergency is when danger is present or property damage has occurred or is about to occur. Do not abuse the emergency system with other types of calls. To report an emergency call the office phone number and follow the instructions. *Be sure to report the specific emergency and include your telephone number and the address of the property.* AMJ, Inc. will not respond to emergency calls left on the general mailbox.
- L) Insurance: We strongly urge you to have Tenant's (Renter's) Insurance. A copy of your declarations page is to be given to management. Please notify your insurance company that AMJ, Inc. is your landlord, and must be notified of any change.

- M) Pets: No pets, animals, snakes or birds, etc. of any kind are allowed on the premises unless you have written permission and paid a pet fee. If permission is given, you will be required to pay pet fee that will not be refunded. This is for the privilege of having a pet, not for damage. You will be charged for spraying for fleas (Unless a receipt from a professional company is provided) and/ or repair of any damage caused by the pet. You are responsible for your animal at ALL times. *Having a pet is a privilege and may be revoked at any time without terminating your lease.*

IV: MAINTENANCE, DAMAGE AND REPAIR: You are expected to maintain the home and keep it in as good condition as when you took possession. Only repairs required because of normal wear will be made by AMJ,Inc. You will be charged for repairs caused by misuse or neglect.

- A) Put Maintenance Requests in Writing: Be specific about the problem (ei: RIGHT-the rear right burner of the stove doesn't work-WRONG-the stove isn't working).
- C) Who Does What?: All "breakdowns", system failures and structural defects must be reported to our office immediately. If an urgent repair is needed (i.e.: hot water heater leaking) YOU are responsible for stopping further damage from occurring, if possible. If there is a leak, stop the water source immediately. If the problem is electrical, turn off the breaker serving, that appliance or area until the repairman arrives. AMJ, Inc. will work with the vendor to have necessary repairs made within a reasonable time. You will not be reimbursed for any unauthorized repairs you make.

Some examples of maintenance to do at your own expense:

- Replace light bulbs, torn or damaged screens
- Replace or repair cabinet catches, knobs or handles
- Replace heat/ac filters EVERY MONTH
- Relight furnace or hot water heaters
- Treat for fire ants or other lawn pests
- Replace batteries in smoke detectors (Please notify our office if your smoke detector does not work)

Examples of repairs management will make at no expense to you:

- Repairs to heat/ac systems from normal use
- Replace heating units for hot water tanks from normal use
- Replace or repair any part of plumbing which fails from normal use
- Remove broken electrical components
- Treat for termites

Examples of repairs for which you will be held responsible for

- Any unusual damage or extraordinary wear on any of the floors, walls, ceilings, appliances, etc, caused by pets, animals, children, guests, smoking or any other unusual or unreasonable use or lack of care of.

