

TENANT HANDBOOK

A GUIDE IN HOW TO LIVE AND CARE FOR YOUR NEW HOME



Compliments of Your Property Management Staff

***502 NW 16th Avenue
Gainesville, FL 32601
Telephone: 352-371-8100
Fax: 352-335-0392
E-mail: Rentals@amjinc.com***

Please maintain in a safe place for your reference throughout your tenancy with AMJ

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AMJinc.

Registered Real Estate Broker, License # CQ 0227890

General Contractor
Developer
Realtor®
Property Manager

502 Northwest 16th Avenue Gainesville, FL 32601 • 352 / 371-8100 • Fax 352 / 338-0982 • www.amjinc.com

GREETING FROM THE STAFF AT AMJ, INC.

We would like to welcome you to your new home and thank you for choosing AMJ to serve you during your stay in Gainesville.

We hope you find everything in order upon your move in. However, if you should find few items that need to be corrected, be assured, we will work as quickly as possible to correct them. We thank you in advance for your patience and assure you that your concerns are important to us.

With the help of the inspection sheet you will turn in within 48 hours, we will make work orders so our staff can make any necessary repairs. If you have any questions regarding the work to be done in your apartment, please contact the office and we will try to answer you questions. Please understand that it may require a return phone call to you, the answer may not be readily available, or we may be working with another resident.

Please allow us two weeks to address the issues on the move in inspection forms. If you have not had all of the concerns addressed by that time, please feel free to call and issue a work order. The most urgent items, such as leaks and electrical /safety issues will be addressed first, so it may mean you would receive more than one visit from maintenance to correct the items on your list.

For after hours maintenance **emergencies** please call the office 371-8100, choose option #2, leave your message, be sure to include your complete address and phone number. When you hang up your message will be paged out to the on call maintenance person who will call you back and arrange a repair as necessary.

Maintenance personnel cannot do work not issued to them on the work order provided by the office. Please call the office for any additional items you may need, do not ask the maintenance staff.

We are not allowed to do lock outs after office hours. This is for your protection and privacy. The staff may have seen you in and out of your apartment a hundred times, but circumstances change at times and they would not be aware of them. For example, if physical confrontation occurred between roommates and a restraining order had been issued or if the old roommate no longer was on the lease. You would not want us to give entrance to the wrong person. Therefore, if you have a situation after hours that has caused you to get locked out of your apartment, you will need to call a locksmith.

RENT IS DUE ON THE FIRST DAY OF EVERY MONTH, but you have until 5:00 p.m. on the 5th of the month to pay with no penalty. You may pay in person, mail or by dropping after hours between the doors at the office (502 NW 16th Avenue). If roommates wish to write separate checks, they must be brought in together, partial rent will not be accepted. Rent without late fees as well will not be accepted. When rent is late, the funds need to be in the form of cash, cashiers check or money order. No personal checks will be accepted.

AMJ INC. OF GAINESVILLE/WARREN PROPERTIES

PROPERTY MANAGEMENT

502 N.W. 16th Avenue

Gainesville, Florida 32601

Telephone: (352) 371-8100 / (352) 371-2426

**TERMS, RULES AND REGULATIONS
MULTIFAMILY TENANCY**

It is understood and agreed that the premises leased by Tenant are located in a multi-family apartment complex containing other Tenants. Tenant agrees to obey and abide by all rules and regulations governing the apartment complex and to refrain from engaging in any act or conduct that shall, in the judgment of Landlord (such judgment to be conclusive), interfere with the leasing of other units in the complex or infringe upon the right to the quiet enjoyment by other Tenants. Subject to applicable law, in the event Tenant or other occupants of the leased premises are so judged by Landlord to have violated the rules and regulations or to be interfering with the leasing of other apartments, or infringing upon other Tenants' rights to the quiet enjoyment of their apartment and the complex grounds and common facilities, Landlord, upon giving Tenant seven (7) days notice, shall have the right to terminate this Tenant's lease and re-enter and take possession of the leased premises. Subject to applicable law, in the event of such termination by Landlord, Tenant shall automatically forfeit as liquidated damages to Landlord all Tenants' rights and interests in the security deposit paid and all rents prepaid as of the date of termination, provided that in no event shall said forfeited deposit and prepaid rent limit the scope of Tenants' liability for such breach of this agreement. Nothing shall constitute a waiver by Landlord of any claims Landlord may have for damages or injury to the leased premises prior to the date of such termination. When the unit is re-rented, the Landlord will return a pro-rated share of Tenant's prepaid rent and security deposit, if an unused balance exists. All rules and regulations governing the complex and the leased premises, whether now existing or adopted subsequent to this date are made a part of Tenant's lease. Landlord shall have the right to adopt additional rules and regulations throughout the term as it shall deem reasonably necessary to protect the complex property and the right to the quiet enjoyment by all Tenants.

1. **CONDITION:** The Tenant accepts the premises in their present condition except as otherwise specified in writing.
2. **ALTERATIONS TO PROPERTY AND LOCKS:** Tenant agrees that NO: (1) alterations, additional LOCKS or BOLTS are to be made or added to the doors or windows; and (2) paints, or stains, are to be applied to the woodwork, walls, floors or furnishings. If these alterations are found, Tenant shall IMMEDIATELY PAY for damage and costs to have the alterations removed and original condition restored.

___/___/___ Tenant Initials

3. **PLUMBING STOPPAGES:** Tenant shall be fully responsible for and bear the expense of correcting stoppages or damage to any equipment, appliances, or fixtures in or on the premises caused by misuse. Specifically, NO SANITARY NAPKINS, DIAPERS, HAIR, PAPER TOWELS, PAINT, TURPENTINE, SOIL OR OTHER INAPPROPRIATE MATERIAL SHALL BE PLACED IN THE TOILET, TUB, BASIN, SINK OR ANY DRAINS IN THE UNIT. ADDITIONALLY, NO IN-TANK CLEANERS SHALL BE PLACED IN THE TOILET TANK. If, in fact, the service personnel should discover one of the articles listed above in any drain and/or tank, the Tenant shall be responsible for (a) all damages and (b) all charges of the service calls
4. **COMPLIANCE WITH ALL COUNTY, CITY AND STATE ORDINANCES:** The Tenant agrees not to: (1) violate any of the ordinances of the City of Gainesville, County of Alachua or laws of the State of Florida or of the United States; (2) permit the premises to be used for any unlawful or immoral purposes whatsoever, nor for any purposes that shall injure the reputation of the premises or of the neighborhood.
5. **PET POLICY:** The Lease Addendum-Pet Agreement is by reference made a part hereof.
NO PETS ALLOWED UNDER ANY CONDITIONS (including pets belonging to friends, visitor, etc.) Unless agreed upon by management and required pet deposits, fees, monthly rent, and addendum are executed prior to pet being brought into unit at any time during tenancy. **VIOLATION OF THIS RULE SHALL RESULT IN A FINE OF \$100.00, and immediately be charged all applicable rents, deposits and fees.**
6. **PARKING AND TOWING:** Parking space provided by Landlord at above premises shall be used only to the extent of parking automobiles owned by said Tenant. All vehicles must be kept in good repair and proper working order and properly licensed. **COMMERCIAL VEHICLES AND/OR TRAILERS SHALL NOT BE ALLOWED ON SAID PARKING LOTS. PARK ONLY IN DESIGNATED AREAS. DO NOT PARK ON THE GRASS OR LANDSCAPED AREAS. IMPROPERLY PARKED VEHICLES ARE SUBJECT TO REMOVAL BE TOWING WITHOUT FURTHER NOTICE.**
7. **OBSTRUCTION OF WALKWAYS:** Tenant shall not allow any baby buggies, tricycles, wagons, bicycles, plants, barbecue sets, motorcycles, mopeds or other similar equipment to be parked or stored in front of the building or in any of the halls or stairways or under stairways. No such items shall be wheeled, dragged or in any other manner taken up the front stairways or over any carpeted stairways or halls. Neither galoshes, umbrellas, bottles, cans or similar items shall be left, stored, kept, or permanently parked in front, side or rear public entrances, stairways or hallways, or in front of apartment doors. Any item stored improperly will be removed without notice and fee for removal of such item will be billed to Owner of those items.
8. **INVENTORY SHEET:** The "Inventory and Condition Report" provided by Landlord must be filed with our office within forty-eight (48) hours of move in date in order not to be held responsible for damage done prior to your occupancy.

___/___/___ Tenant Initials

9. **AIR CONDITIONING FILTERS AND PROPER CARE:** Air conditioner filters are to be replaced monthly by Tenant, and Tenant acknowledges liability for any damages to air conditioners caused by Tenant's failure to replace or clean filters.
10. **SOLICITATION:** Solicitation shall not be permitted on the apartment complex, either by residents or outside solicitors, without the prior written permission of the Property Manager. No sign, advertisement, notice, door plate or similar device shall be inscribed, painted, engraved or affixed to any part of the exterior of the premises.
11. **LIGHT BULBS, SMOKE DETECTORS AND FIRE EXTINGUISHERS:** Tenant, at Tenant's expense shall be responsible for replacement of all interior light bulbs including fluorescent tubes. Tenant is further responsible for the safe keeping of fire extinguishers and maintaining, and installing batteries smoke detectors in the unit.
12. **STORAGE OF FLAMMABLES:** Storage of kerosene, gasoline, butane or other bottled gases or any other inflammable or explosive items, is strictly PROHIBITED on or about the complex.
13. **SWIMMING POOLS:** If a swimming pool exists at the complex, no guest shall be permitted at the pool or clubhouse facilities except in the accompaniment of a legal Tenant. Use of the pool and clubhouse facilities by Tenants and/or their guests shall be at the risk of the Tenant and/or guest. Children under the age of ten (10) years are strictly prohibited from using the pool except in the accompaniment of an adult Tenant. **LIFEGUARDS ARE NOT PROVIDED USE POOL AT YOUR OWN RISK!** All swimmers must wear regular swimming attire. Street clothes, or modified versions are strictly prohibited in the pools. Use of the pools shall be restricted to the hours posted on or about the pool areas. **ABSOLUTELY NO ANIMALS ALLOWED IN POOL AREA OR IN CLUBHOUSE.**
14. **ANTENNAS AND SATELLITE DISHES:** No radio wires, television or other aerials or any other objects whatsoever shall be attached to the roof or exterior of any building. If a satellite dish is requested, tenant must assume the responsibility of installation, and removal according to the Rules and Regulations outlined by the Homeowner's Association.
15. **WATERBEDS:** Waterbeds are only permitted after the Tenant provides Landlord with an industry standard flotation insurance policy with a loss payable clause to the Landlord against personal injury and property damage in an amount deemed reasonable to Landlord to protect his interest.
16. **FIREARMS AND EXPLOSIVES:** Firearms, fireworks, and other dangerous articles are expressly prohibited.

___/___/___ Tenant Initials

17. **RENTERS INSURANCE:** Tenants are encouraged to purchase Renter's Insurance to cover their personal property. The Landlord carries no insurance on, and is not responsible for Tenant's personal property
18. **GARBAGE AND LARGE ITEM DISPOSAL:** All garbage, trash, etc. shall be disposed of in a proper manner as designated by the management. No car batteries, automobile parts, etc. to be left on curb side. It is the responsibility of Tenants to pick up debris, litter etc. in the immediate vicinity of their apartment. Please do not litter or abuse community areas. Any trash that is found outside of rental unit is a violation of lease and will result in a fine of \$25.00 for removal by AMJ or Association Management Company
19. **WINDOWS AND BLINDS:** No clothing, rugs, or other similar articles shall be hung out of any windows or any part of the building exterior. Please close the doors and windows when leaving your apartment or during inclement weather. **Tenant shall be responsible for maintaining all blinds and shades provided with your unit.**
20. **AUDIO EQUIPMENT REGULATIONS:** TV sets, radios, record players, musical instruments or similar devices shall not be played after 11 pm unless the volume control is so lowered as to make the sound inaudible outside the demised unit.
21. **REMOVAL OF ITEMS FROM PROPERTY:** No personal property (stoves, dishwasher, lighting fixtures, doors, etc. provided within your rental property) may be removed under any circumstances by the Tenant without written consent from the Landlord.
22. **COOKING AND HEATING:** No additional cooking, heating or cooling appliances other than those furnished by the Landlord may be used by the Tenant. Grills may not be stored on patio area. Any use of grills must be done according Gainesville Housing Code.
23. **POLICY REGARDING PAYMENT OF RENT BY CHECK:** In the event Tenant elects to pay the rent due by check, Tenant agrees to pay Landlord, in addition to any other rents or charges prescribed, a charge of twenty (\$20.00) dollars for any such returned to Landlord by the bank for ANY reason, plus a bank service charge of five (\$5.00) dollars. Charges are due and payable immediately upon notification to Tenant of such instance. Landlord reserves the right at any time during the term to specify and demand a particular form of payment for all monies due, whether such form of payment is in cash, money order or cashier's check. Landlord, at that time, shall no longer accept checks from the Tenant whose check has not been honored by the bank.

___/___/___ Tenant Initials

Normal Wear and Tear Guide

NORMAL

Faded Paint. Paint may have a "useful life of 2-3 years, depending on who you ask. However, if you paint with a better paint, wiping down the walls works well.

Old, worn carpet when you moved in or furniture marks in carpet. The natural wearing down of carpet or drapes because of normal use or aging.

Worn hinges on doors or locks. Hole or ding in wall from missing door stop. Check each door.

Broken plumbing pipes, unless you damaged them. Central drain problems, not caused by your incorrect disposal of items. Older homes with old sewer lines may get roots growing through them, clogging the system.

DAMAGES

Holes in wall from hanging pictures, removal of Decals on the walls. Larger gouges etc.

Tear in carpet, animal stains (even if landlord knew you had a pet). Burn marks - iron, cigar, cigarette, ground in stains

Doors with holes. Doors or windows broken. Glass etc.

Clogged drains caused by your misuse of sinks or toilets. Be sure to remind tenants to dispose of feminine products in the trash, not the toilet.

Broken or missing blinds or curtains. If they were there when you moved in, they must be there when you leave. If you do not want them, discuss this with your landlord. If he says "I don't care" send him a letter to confirm...as we discussed..

Eliminating Flea infestations caused by tenants animals. The same for smoke damage from smoking or burning candles.

Bathroom mildew. Use a good cleaning product like Tilex or Spray 409 weekly.

Broken shelves in a refrigerator. Dirt/dust in the refrigerator vents. This is the area under the unit. Be sure to vacuum to improve the performance. Every time you vacuum, vacuum around the unit,

Dirt or filth in an oven or refrigerator. Defrost the refrigerator if not frost-free. Stoves can take 2-3 hours to clean if you have cleaned it. Use Easy-off. That's why the named it that. Unless you have a self cleaning oven. Easy Off could cause damage to a self cleaning oven.

____/____/____
Tenant Initials

**LEASE ADDENDUM -
MOLD ADDENDUM TO LEASE**

1. **Mold:** Mold consists of naturally occurring microscopic organisms which reproduce by spores. Mold breaks down and feeds on organic matter in the environment. Mold spores spread through the air, and the combination of excessive moisture and organic matter permits mold growth. Not all, but certain types and amounts of mold can lead to adverse health effects and/or allergic reactions. Not all molds are readily visible, but it can often be seen in the form of discoloration, ranging from white to orange and from green to brown and black, and there often is a musty odor present. Reducing moisture and proper housekeeping significantly reduces the chances of mold and mold growth.

2. **Climate Control:** Tenant(s) agree to use the premises' air-conditioning system(s), if provided, in a reasonable manner, to use the premises' heating system(s) in moderation, and to keep the premises ventilated by periodically opening windows to permit circulation of fresh air during dry weather only. **THE LESSOR RECOMMENDS THAT AIR-CONDITIONING BE USED AT ALL TIMES IF THE PREMISES HAS AIR-CONDITIONING.**

3. **Tenant's(s) Covenants:** Understanding the above, the Tenant(s) agrees to:

- | | |
|--|---|
| ■ KEEP THE PREMISES CLEAN, AND REGULARLY, DUST, VACCUUM, AND MOP | ■ WIPE DOWN ANY VANITIES AND SINK TOPS |
| ■ USE HOOD VENTS WHEN COOKING | ■ AVOID AIR DRYING DISHES |
| ■ CLEANING, AND DISHWASHING | ■ NOT DRY CLOTHES BY HANG DRYING INDOORS |
| ■ KEEP CLOSET DOORS AJAR | ■ OPEN BLINDS AND CURTAINS TO ALLOW LIGHT INTO PREMISES |
| ■ AVOID EXCESSIVE AMOUNTS OF INDOOR PLANTS | ■ WIPE DOWN FLOORS IF ANY WATER SPILLAGE |
| ■ USE EXHAUST FANS WHEN BATHING OR SHOWERING AND LEAVE ON FOR A SUFFICIENT AMOUNT OF TIME TO REMOVE MOISTURE | ■ HANG SHOWER CURTAINS WITHIN BATH WHEN SHOWERING |
| ■ USE CEILING FANS IF PRESENT | ■ SECURELY CLOSE SHOWER DOORS IF PRESENT |
| ■ WATER ALL INDOOR PLANTS OUTDOORS | ■ LEAVE BATHROOM AND SHOWER DOORS OPEN AFTER USE |
| ■ WIPE DOWN ANY MOISTURE AND/OR SPILLAGE | ■ USE DRYER IF PRESENT FOR WET TOWELS |
| ■ WIPE DOWN BATHROOM WALLS AND FIXTURES AFTER BATHING OR SHOWERING | ■ USE HOUSEHOLD CLEANERS ON ANY HARD SURFACES |
| | ■ REMOVE ANY MOLDY OR ROTTING FOOD |
| | ■ REMOVE GARBAGE REGULARLY |
| | ■ WIPE DOWN ANY AND ALL VISIBLE MOISTURE |
| | ■ WIPE DOWN WINDOWS AND SILLS IF PRESENT |
| | ■ INSPECT FOR LEAKS UNDER SINKS |
| | ■ CHECK ALL WASHER HOSES IF APPLICABLE |
| | ■ REGULARLY EMPTY DEHUMIDIFIER IF USED |

If mold has appeared on a small non-porous surface such as ceramic tile, vinyl flooring, metal, or plastic, and the mold is not due to an ongoing leak or moisture problem, the Tenant(s) agrees to promptly and thoroughly clean the areas with soap (or detergent) and a small amount of water, to let the surface dry, and then within 24 hours to apply a non-staining cleaner/disinfectant.

The Tenant(s) shall **IMMEDIATELY** report in writing to the Lessor:

- | | |
|---|--|
| ◆ VISIBLE OR SUSPECTED MOLD | ◆ DISCOLORATION OF WALLS, BASEBOARDS, DOORS, WINDOW FRAMES, CEILINGS |
| ◆ ALL AIR-CONDITIONING OR HEATING PROBLEMS OR LEAKS, MOISTURE ACCUMULATIONS, MAJOR SPILLAGE | ◆ MOLDY CLOTHING, REFRIGERATOR, AND AIR-CONDITIONING DRIP PAN OVERFLOWS |
| ◆ PLANT WATERING OVERFLOW | ◆ MOISTURE DRIPPING FROM OR AROUND ANY VENTS, AIR-CONDITIONING CONDENSER LINES |
| ◆ MUSTY ODORS, SHOWER, BATH, SINK, AND TOILET OVERFLOWS | ◆ LOOSE, MISSING, OR FAILING GROUT OR CAULK |
| ◆ LEAKY FAUCETS, PLUMBING, PET URINE ACCIDENTS | ◆ AROUND TUBS, SHOWERS, SINKS, FAUCETS, COUNTERTOPS, CLOTHES DRYER VENT LEAKS |
| | ◆ ANY AND ALL MOISTURE |

4. **Lessor's right of inspection:** The Tenant(s) agrees that the Lessor may conduct inspections of the premises at any time with reasonable notice pursuant to F.S. 83.53 (or its successor from time-to-time).

5. **Violation of Lease Addendum:** If the Tenant(s) fail to comply with this Lease Addendum in any respect, the Tenant(s) can be held responsible for any and all property damage to the premises, as well as any and all health problems that may result. Noncompliance includes, but is not limited to, the Tenant's(s') failure to notify the Lessor of any mold, mildew, or moisture problems immediately in writing as required by ¶3 above. Such a violation shall be deemed a material default of the Lease and this Lease Addendum, and the Lessor shall be entitled to exercise all rights and remedies, available at law, in equity, or otherwise, to which it may be entitled pursuant to the Lease, any guaranties thereof, or otherwise, and the Tenant(s) shall be jointly and severally liable to the Lessor for any damages sustained to the premises, the building within which the premises is located, or any other interests of the Lessor with respect thereto.

6. **Indemnification:** The Tenant(s) shall immediately and unconditionally indemnify, hold harmless, defend, and exonerate the Lessor, its owners, employees, and agents, from any and all litigation, damages, or other claims resulting directly or indirectly from any violation of this Lease Addendum.

LATE FEE SCHEDULE

AMJ inc. of Gainesville

502 NW 16th Avenue
Gainesville, FL 32601

Phone: 352-371-8100

Fax: 352-371-0982

Email: Rentals@AMJinc.com

	1	2	3	4	5	6
	RENT ON TIME	RENT ON TIME	RENT ON TIME	RENT ON TIME	RENT ON TIME	RENT ON TIME
7	\$45.00 Late Fees	\$55.00 Late Fees	\$60.00 Late Fees	\$65.00 Late Fees	\$70.00 Late Fees	\$75.00 Late Fees
8	\$80.00 Late Fees	\$90.00 Late Fees	\$95.00 Late Fees	\$100.00 Late Fees	\$105.00 Late Fees	\$110.00 Late Fees
9	\$115.00 Late Fees	\$120.00 Late Fees	\$125.00 Late Fees	\$130.00 Late Fees	\$135.00 Late Fees	\$140.00 Late Fees
10	\$150.00 Late Fees	\$155.00 Late Fees	\$160.00 Late Fees	\$165.00 Late Fees		

RENTS MUST BE ACCOMPANIED
BY LATE FEES AND MUST BE PAID
IN CASHIER'S CHECK OR MONEY
ORDER OR CASH WHEN LATE



General Contractor
Developer
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State Certified General Contractor CG CO25005, CG CA25005

502 Northwest 16th Avenue Gainesville, Florida 32601 352 / 375-4600 Fax 352 / 338-0982

NEW RESIDENT INFORMATION

Trash Day Pick Up Schedule:

Monday:

- North Pointe Villas
- 1239 NW 42nd Avenue
- Palmetto Creek

Tuesday:

- Villages of Santa Fe

Wednesday:

- Phoenix Villas
- Casablanca West
- Casablanca East
- OakGate

Thursday:

- Seranola (3815 SW 28th Terrace)
- Mill Run

*** (Additional information provided by the Mill Run Condo Association follows) ***

Curbside Service:

- Place your solid waste and recycling receptacles curbside/roadside by 7am of the collection day but no earlier than 5pm the day before.
- Remove your solid waste and recycling receptacles from curbside/roadside by 9pm of the collection day.
- **Avoid "overflow," placing more in your solid waste container than fits inside of it.**
- If you have extra garbage, place the excess in an officially marked, yellow bag and put it next to your cart. You can purchase the marked, yellow bags at the customer service counters of local Publix and Albertson's grocery stores.

Holiday Schedule:

Only five holidays will affect collection service: Thanksgiving, Christmas, New Year's Day, Dr. Martin Luther King Jr.'s Birthday and the Fourth of July. There will be no collection on these holidays and collection services for the remainder

of the week will be delayed by one day. The following week, collection will return to the normal schedule.

Special Pick-Ups:

If you have unusable appliances and furniture, collection services for these bulky items comes at no extra cost. The metal in unusable appliances is recycled, but the furniture must be taken to the landfill, so please recycle or donate these items whenever possible. In the County, please call (352) 377-0800 to schedule a collection of these items. Items should be placed curbside no earlier than 24 hours preceding the scheduled special collection day.

Friday:

- Greenleaf

Pest Control Schedule:

1st Monday of the month:

- Phoenix Villas
- Casablanca East
- Casablanca West

*** (Additional information provided by Casablanca West Condo Association follows) ***

- **Interior:**

Treatments to be made on the interior of all *accessible* units to be made on the first Monday of the months listed below between 10am and 2pm.

Interior pest control services will be provided only to the units that the owner and/or resident are home on their regular quarterly interior service day which is specified above.

Re-treatments and return visits can be provided at a fee of \$25.00 per unit by scheduling an appointment with Florida Pest Control at (352) 376-2661. Fee to be paid by owner and/or tenant at the time of service.

- **Exterior:**

Exterior of buildings to be treated on first Monday of said months between 8 – 2pm without owner or tenant having to be present as follows:

Buildings 1-7 in January, April, July and October.

Buildings 8-13 in February, May, August and November.

Buildings 14-20 and Pool House in March, June, September and December.

- **Shrubbery:**

Two applications each during the fall and spring to remove scales and fungicides to all shrubbery throughout complex.

Pest Control Schedule continued

1st Wednesday of the month:

- Mill Run

3rd Thursday of the month:

3rd Monday of the month:

- 505 SW 10th ST.

4th Tuesday of the month:

- 111 SW 24th ST.



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TENANT INFORMATION SHEET

4PM IS STANDARD KEY PICK UP TIME FOR ALL NEW MOVE-INS UNLESS AN APPROVED EARLIER TIME IS SCHEDULED WITH PROPERTY MANAGEMENT

Alachua County Sheriff's Office

2621 Hawthorne Road
Gainesville, FL 32641
(352) 367-4000
Website: www.alachuasheriff.org

Gainesville Regional Utilities

P.O. Box 147051
Gainesville, FL 32614
(352) 334-3434
Website: www.GRU.com

AT&T

(888) 757-6500
Website: www.att.com

Regional Transit System

100 NE 10th Avenue
Gainesville, FL 32601
(352) 334-2600
Website: www.go.rts.com

Cox Cable

6020 NW 43rd Street
Gainesville, FL 32614
(888) 269-9693
Website: www.cox.com

Santa Fe College

Northwest Campus
3000 NW 83rd Street
Gainesville, FL 32606
(352) 395-5000
Website: www.santafe.cc.fl.us

Gainesville Fire and Rescue

(352) 334-5065
Website: www.gfr.org

School Board of Alachua County

620 East University Avenue
Gainesville, FL 32601
(352) 955-7300
Website: www.sbac.edu

Gainesville Police Department

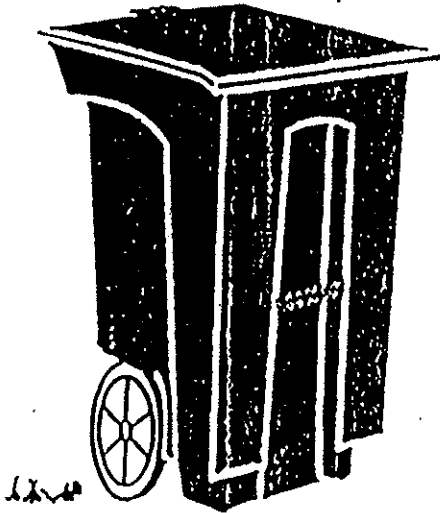
721 NW 6th Street
Gainesville, FL 32601
(352) 334-2400
Website: www.gainesvillepd.org

University of Florida

(352) 392-3261
Website: www.ufl.edu

Helpful reminders about your garbage and recycling service

Garbage



- Please place all garbage inside your cart with the lid closed.
- Place any excess in official yellow bags. These are available from most grocery stores at \$10 for 5 bags.
- Place cart at curbside by 7 a.m. on your collection day and remove it by 9 p.m. Do not place cart in the street.

- Call 338-3233 for cart delivery or exchange.
- When New Year's Day, the Fourth of July, Thanksgiving or Christmas falls on a weekday, garbage, recycling and yard waste collections for the remainder of the week will be delayed one day. The regular schedule applies to other holidays.

Yard Waste



- Limbs and branches must be less than 5 feet in length and 40 lbs. in weight.
- A special pickup must be arranged for work performed by a tree surgeon.

- Free compost units are available (while supplies last).
- Up to 5 containers, bags or bundles (not to exceed 40 lbs. each) per week will be picked up. Tags may be purchased for extra yard trash. Call Boone Waste Industries at 371-1136.

Recycling

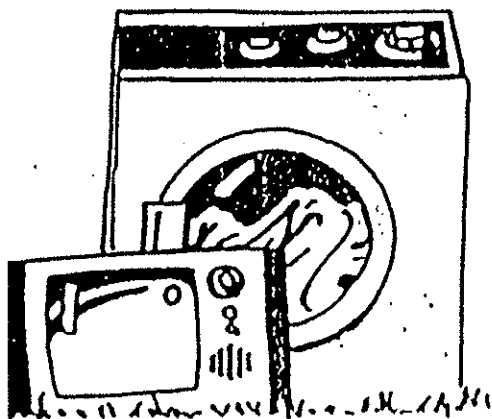


NOT AVAILABLE AT ALL LOCATIONS

- Newspapers, magazines, catalogs, brown paper bags, glass jars and bottles, plastic containers with a ♻️ or ♻️ resin code, household batteries (in an unsealed bag), metal cans (including empty aerosol cans) and phone books (during delivery times only) are accepted. No garbage, please.
- Free recycling bins are available from the City.

- Please flatten your corrugated cardboard boxes and remove all packing material.
- Any containers that held motor oil or other petroleum products should be placed in your garbage cart.
- Pizza boxes, cereal boxes and beverage cartons and other pasteboard should go in your garbage cart or be composted.

The BIG Stuff

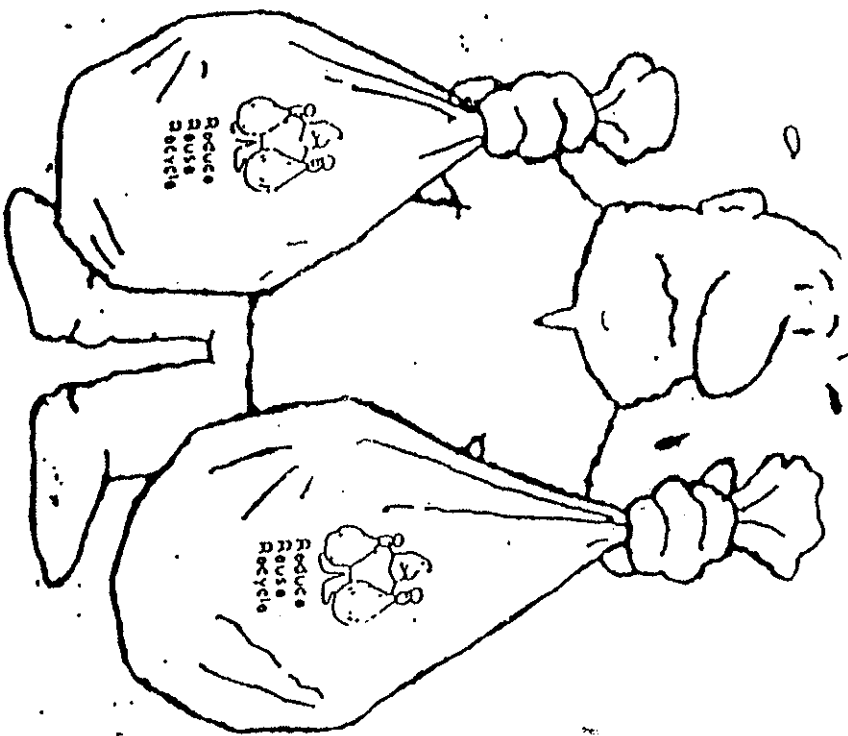


- We pick up your unwanted furniture, household appliances and most other bulky items at no extra charge. Call 377-7007 to schedule a pickup.

- Carpets and other materials from remodeling projects must be in pieces less than 5 ft. in length and 40 lbs. in weight. Materials must be stacked.
- Pickup for concrete blocks, bricks and other major building materials is available

NEED AN EXTRA BAG?

If you have more garbage than will fit in your new cart, don't sweat it. Just buy an officially marked garbage bag to hold your excess waste. The extra bags can be placed on the curb next to your cart.



NOW AVAILABLE AT:

Albertson's

Winn Dixie

Zell's Ace Hardware

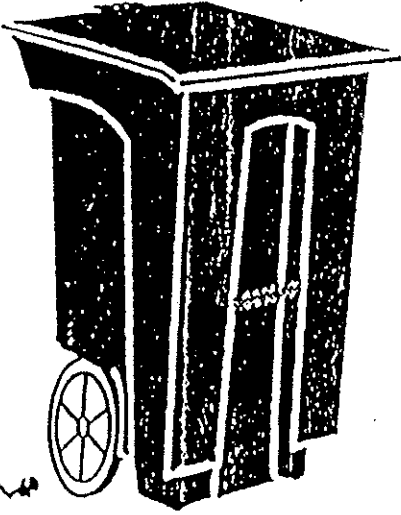
Publix

\$10 per pack of 5 bags.

Price includes the cost of disposal, collection and administration of the additional garbage collection service, and the manufacturing and shipping of the bags.

Helpful reminders about your garbage and recycling service

Garbage



- Please place all garbage inside your cart with the lid closed.
- Place any excess in official yellow bags. These are available from most grocery stores at \$10 for 5 bags.
- Place cart at curbside by 7 a.m. on your collection day and remove it by 9 p.m. Do not place cart in the street.
- Call 338-3233 for cart delivery or exchange.
- When New Year's Day, the Fourth of July, Thanksgiving or Christmas falls on a weekday, garbage, recycling and yard waste collections for the remainder of the week will be delayed one day. The regular schedule applies to other holidays.

Yard Waste



- Limbs and branches must be less than 5 feet in length and 40 lbs. in weight.
- A special pickup must be arranged for work performed by a tree surgeon.
- Free compost units are available (while supplies last).
- Up to 5 containers, bags or bundles (not to exceed 40 lbs. each) per week will be picked up. Tags may be purchased for extra yard trash. Call Boone Waste Industries at 371-1136.

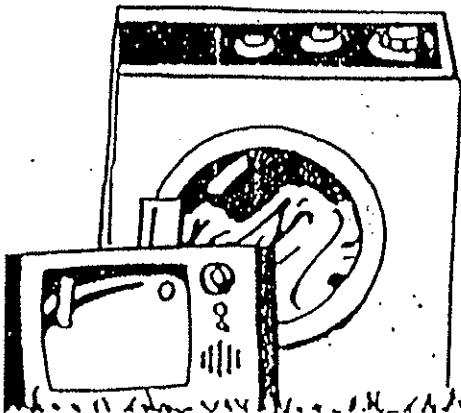
Recycling



NOT Available AT ALL Locations

- Newspapers, magazines, catalogs, brown paper bags, glass jars and bottles, plastic containers with a $\triangle 1$ or $\triangle 2$ resin code, household batteries (in an unsealed bag), metal cans (including empty aerosol cans) and phone books (during delivery times only) are accepted. No garbage, please.
- Please flatten your corrugated cardboard boxes and remove all packing material.
- Any containers that held motor oil or other petroleum products should be placed in your garbage cart.
- Pizza boxes, cereal boxes and beverage cartons and other pasteboard should go in your garbage cart or be composted.
- Free recycling bins are available from the City.

The BIG Stuff



- We pick up your unwanted furniture, household appliances and most other bulky items at no extra charge. Call 377-7007 to schedule a pickup.
- Carpets and other materials from remodeling projects must be in pieces less than 5 ft. in length and 40 lbs. in weight. Materials must be stacked.
- Pickup for concrete blocks, bricks and other major building materials is available.

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 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 applies.**

- 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, lewd 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).

B) 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.

- C) Light Bulbs:** *At move in, all light fixtures will be equipped with the proper light bulbs. All burned out light bulbs are to be replaced during the Tenant(s) occupancy (including floodlights). Upon moving out, all lights must be equipped with the proper number and kind of bulbs. For decorative bulbs, all must match.*
- D) Plumbing:** *You are responsible for keeping all sinks, lavatories and commodes open. Please do not allow anyone to throw anything into the plumbing system or to us it for any purpose other than for what it is designed. You will be responsible for any damage or stoppage unless it is due to mechanical failure.*
- E) Walls and Ceilings:** *Please keep the walls of the home clean and unmarred. Do not paint or wallpaper the walls. You are welcome to hang pictures on the walls as long as the walls are clean and unmarred upon vacating. Touch up paint in a color that matches the existing paint identically may be necessary.*
- F) Carpet Care:** *Routine carpet care requires a thorough vacuuming at least Once A Week to remove solid from the carpet and to keep the pile erect. Heavy traffic areas require more frequent vacuuming to eliminate the coarse particles that can act as an abrasive on the fiber. You must have a motor driven brush and a beater type vacuum cleaner is required if the house you rent has carpet. Shampooing is usually required about once a year and is your responsibility. Before moving in the carpets are professionally cleaned and you must have them professionally cleaned upon vacating. A copy of the cleaning company's bill is required at time of checkout. Carpets should be routinely cleaned by a professional carpet cleaning company at least on a yearly basis.*

G) Garbage Disposals: *Garbage disposals are not for bones, greasy items, meat or any other similar materials. If the motor buzzes, turn the switch off. Un-jam the disposal by turning the blades backwards with a broom handle or a wrench if one is provided. Do not put your hand into the disposal or attempt to turn the blades with your hand as this might cause injury. Resent the circuit breaker on the bottom or the side of the disposal (this is usually a small red or yellow button). If the unit turns easily using this method, but not by using power, call for service. Almost all disposal jams are from what is put into them or misuse.*

H) Washer and Dryer hookups: *When you install your washer and dryer, it is a good time to check your hoses and washers to eliminate leaks. If you are going to be absent from the property for an extended period of time, turn off the hot and cold water supply. Check the wall and floor monthly for evidence of hidden leaks.*

V: RETURN OF THE SECURITY DEPOSIT: THE SECURITY DEPOSIT MAY NOT BE USED AS LAST MONTH'S RENT!!!

- 1) The security deposit will be returned according to Florida Statutes.**
- 2) All disputes to your security deposit claim must be in writing.**



General Contractor
Developer
Realtor®
Property Manager

Registered Real Estate Broker, License # CQ O227890

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MOVE OUT TIP SHEET

KITCHEN

- Cabinets must be cleaned and free of grease, inside and out and all shelf lining must be removed.
- Refrigerator cleaned inside and out, moved and cleaned under and behind, be sure to clean on top of the refrigerator also.
- Stove cleaned on top and front, be sure to clean the area under the drip pans, remove the lower drawer and clean floor underneath. Oven and oven racks must be cleaned and wiped free of oven cleaner.
- Drip pans on stove and range hood filter must be replaced.
- Counter tops cleaned and wiped down.
- Floors swept, mopped and in good condition. (pay additional attention to baseboard areas)
- Sinks must be clean and free of any debris, garbage disposal working and free of anything inside.
- **cleaning tip - run some ice through the disposal.*
- Walls must be clean and free of stains or damage. (touch up paint may be needed)
- Baseboards cleaned and wiped down.
- All light bulbs must be working and the light globes cleaned inside and out.
- Windows and screens cleaned. (No streaks, decals, stickers, or damage of any kind, screens must be cleaned, free of tears and no bent frames)
- Blinds clean and free of dirt and dust, not broken or bent or missing slats
- Dishwasher cleaned inside and out, no objects left in the bottom.
- **cleaning tip for dishwasher – run an empty load using Tang powder drink mix.*

DINING ROOM

- Light fixtures cleaned and dusted.
- Light bulbs in place and working, proper bulbs if decorative in bathrooms are needed
- Walls free of stains, scuffs or damage (touch up paint may be needed)
- **Carpets PROFESSIONALLY cleaned and free of stains** (Receipt must be furnished, must be done to the satisfaction of management, spot treatment may be needed, If a pet has been in the unit, deodorizing must be done and included on the receipt, if a pet has soiled the carpeting in any way, this may not come out and tenants will be charged for replacement less depreciated life of carpeting as indicated by our carpet professionals)
- ****If pet has been in the unit a professional flea spray must be done (receipt furnished)**
- Windows cleaned and screens cleaned. (No streaks, decals, stickers, or damage of any kind, screens must be cleaned, free of tears and no bent frames)
- Window tracks cleaned.
- Blinds cleaned and free of dirt and dust (no bent slats or missing vanes)

LIVING ROOM

- **Carpets PROFESSIONALLY cleaned and free of stains and damage** (Receipt must be furnished, must be to the satisfaction of management, additional spot treating may be necessary, if a pet has soiled the carpeting in any way, this may not come out and tenants will be charged for replacement less depreciated life of carpeting as indicated by our carpet professionals), **NOTE:** As required in your lease.
- ****If pet has been in property a professional flea spray must be done (receipt furnished)**
- Windows and screens cleaned. (No streaks, decals, stickers, or damage of any kind, screens must be cleaned, free of tears and no bent frames)
- Window tracks cleaned.
- Blinds cleaned and free from dirt and dust (no bent or missing vanes)
- Walls cleaned and free from stains, scuffs or damage of any kind (touch up paint may be necessary)
- Baseboards cleaned and wiped down.
- Doors and door frames cleaned and wiped down and free from scratches or marrs

BATHROOMS

- Floors swept, mopped and cleaned.
- Tub enclosure clean and free from mold, mildew, soap scum, streaks, or dirt of any kind.
- Grout/caulking free from mold (may need to be replaced)
- Shower doors and tracks cleaned and shined (if applicable).
- Remove shower curtain, shower rod must be in place and free of damage from abuse
- Cabinets cleaned inside and out and wiped down, shelf paper removed.
- Toilet cleaned inside and out. (pay particular attention to the rim of the toilet)
- Sinks cleaned and free of scuffs, stains, hair or debris in drains, or damage.
- Walls clean and free of scuffs, stains, or damage.
- All light bulbs must be in place and working, decorative bulbs may be required in bathroom fixtures
- Light globes cleaned.
- Mirrors cleaned and polished, and free from streaks.

BEDROOMS

- Walls cleaned and free of scuffs, stains, or damage (touch up paint may be needed).
- Closets cleaned inside and out and free of all personal belongings. Doors in place and in good condition.
- Mirrored closet doors must be cleaned.
- Windows and screens clean. (No streaks, decals, stickers, or damage of any kind, screens must be cleaned, free of tears and no bent frames)
- Window tracks cleaned.
- Blinds clean and free of dirt and dust. (no bent, missing or damaged vanes or slats)
- ****Carpet PROFESSIONALLY cleaned and free from stains and damage** (Receipts must be furnished, and must be to the satisfaction of management. Additional spot treating may be needed If a pet has been in the unit, deodorizing must be done and included on the receipt, if a pet has soiled the carpeting in any way, this may not come out and tenants will be charged for replacement less depreciated life of carpeting as indicated by our carpet professionals).

****If pet has been in the property professional flea spray is required (professional receipt required)**

PAINT

- You may purchase paint from **Dulux ICI**, located in the **6th Street Industrial Plaza**, telephone **374-6955**, to do your own touch up painting. **The code for the paint AMJ uses is 14561020**. No other paint is permissible. If you have been a resident for less than 3 years full paint charges may apply. Touch up, or full re-painting of your apartment is recommended to avoid these charges.
- **Tenants in upgraded units with new paint colors and OakGate Condo tenants please call the office 352-371-8100 for details on your paint colors.**

EXTERIOR ITEMS

- Patios and balconies must be cleaned and free from cobwebs, grease stains, etc. (if an indoor/outdoor carpeting was provided this must be cleaned along with the interior carpeting)
- Screens on screened patios must be in good condition, and door to screened patios must be in good working condition
- Exterior light globes must be cleaned and bulbs working.
- Exterior of house needs to be free from damage.
- A/C filter must be changed.
- Exterior storage closet cleaned and swept.
- All trash in front of or behind your unit must be picked up and disposed of properly (including in bushes and the yard area surrounding your unit)
- ****Absolutely no trash, furniture, debris of any kind, can be disposed of at the curb of your unit. If a dumpster is provided by the subdivision, all waste needs to be properly disposed of in these dumpsters. If no dumpster is provided, a special large item pick up must be arranged, or all trash must be taken to the dump, prior to turning in your keys. Any items left after the keys are returned to our office will be considered as an item left and this will be charged to the Owner of those items.****

ITEMS RETURNED TO OFFICE

- All keys including community pool keys must be returned to the office **by noon** on the last day of lease. (\$25.00 charge for keys received, but not returned)
- Professional carpet cleaning receipt and forwarding address must be turned in with your keys.
- ****If pet has been in the property carpet cleaning must include deodorizing.(provide receipt)**
- ****If pet has been in the unit a professional flea spray must be done (provided receipt)**

NOTE: As required in your lease, electric must be left on for 48 hours after your keys have been turned in or there is a \$50 reconnect fee.

- These are only some items that may require attention when you vacate your apartment. If there are additional items that need attention at the time you vacate, that have not been addressed here, you will need to take care of those items also. Landlord reserves the right to withhold any damages, maintenance charges, or past due rental account charges needed from your security deposit. Your apartment must be in move-in condition at the time that you vacate.
- For leases signed after 9/05 an additional charge of \$75 will be applied to your security deposit claim if charges exceed \$100.
- Labor on ANY items needed to be attended to will be charged in addition to cost of materials at the rate of \$45.00 per hour (prices may vary)
- If any cleaning is left undone and a Professional cleaning crew needs to enter your unit, their charge for entering the unit and cleaning regardless of work performed is outlined below:

One Bedroom/One Bath	\$ 95 ANY CONDITION
Two Bedrooms/One Bath	\$135 ANY CONDITION
Two Bedroom/One & Half Bath	\$140 ANY CONDITIION
Two Bedroom/Two & Half Bath	\$155 ANY CONDITION
Three Bedroom/Two or Two & Half Bath	\$180 ANY CONDITION
Three Bedroom/Three Bath	\$195 ANY CONDITION
Four Bedroom/Two or Two & half Bath	\$225 ANY CONDITION
Four Bedroom/Four Bath	\$250 ANY CONDITION

****All size Town House Apartments Additional \$25.00 per apartment per floor****

Please note, that Professional Carpet Cleaning and Professional Cleaning Service (maid service) are not one and the same, and are billed separately.

Sincerely,

AMJ Property Management and Customer Service Staff

05/10



General Contractor
Developer
Realtor®
Property Manager

Registered Real Estate Broker, License # CQ O227890

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WORK ORDER REQUEST

Date: _____

Work Order #: _____
(To be assigned by PM)

Tenants Name(s): _____

Tenant Phone #'s Home: _____ Alternate: _____

Apartment Name, Address & #: _____

Alarm: yes _____ no _____

Pets: ~~yes~~ _____ no _____

Do you need to schedule a time? (this may slow down response time): _____

Apartment size (# of bedrooms/# of bathrooms): _____

Work Order Request: _____

****If there is a roof leak, is ceiling leaking from second floor bathrooms into the first floor or from the ceiling? _____

If an A/C request, is A/C not cooling or leaking (in either case turn off A/C): _____

If a toilet is leaking, is it constantly leaking or just when flushed? _____

VERIFICATION OF RECEIPT OF
Addendum(s) to lease

This Lease Addendum is agreed to and shall be made a part of and incorporated into the Residential Lease Agreement(s) dated _____, between AMJ, INC OF GAINESVILLE as *LANDLORD* and _____, as *TENANT(S)*.

Tenant verified by signing below that he has been provided with and accepts the following lease addendum:

- 1) Mold Addendum to Lease
- 2) Repair and Cleaning Schedule Addendum
- 3) Terms, Rules and Regulations for Multifamily Tenancy

By Signing below tenant understands and agrees to accept the terms of the attached addenda contained within the Tenant Handbook and has been provided with a copy of each addendum detailed above.

TENANT (1)

TENANT (2)

TENANT (3)

TENANT (4)

___/___/___ Tenant Initials