

TENANT HANDBOOK

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Application & Lease Process: A Brief Overview

Before the Application

Prior to completing an application with Lauer Real Estate Group (LREG), all applicants must see the interior of the property. Submitting an application for said property is acceptance of the “as-is” condition.

Application and Fees

Application

The application must be completely filled out by each applicant and signed. Each adult over the age of 18 who will live in the property is required to submit an application and the appropriate application fee. All adults must also submit government-issued photo documentation of themselves (driver’s license, passport, etc.) as well as proof of income.

Fees

The application processing fee is \$50 per adult, which must be in the form of a cashier’s check, cash, or money order. The application fee is **non-refundable**.

Holding Deposit

In addition to the application fee a holding deposit will be required once you are approved. This must be in the form of a cashier’s check, money order, or some type of certified funds (NO CASH). Once you are approved for the property, sign a lease, and then move into the unit, the holding deposit will then be applied as your security deposit. The holding deposit will **ONLY** be accepted from one individual unless separate leases are signed (see page 3: The Lease Closing) In the event you put down a holding deposit and do not sign a lease for that property tenant forfeits that holding deposit. Deposits may also be retained in the event you decide you no longer wish to rent the home after you have already signed the lease.

Screening and Criteria

Screening

We conduct a rigorous screening process. Some items may include, but not limited to the following background checks: credit, criminal, eviction history, sex offender, employment verification, etc.

Criteria

If we pull credit the applicant’s credit history must have satisfactory ratings. Gross monthly income must be at least two times the monthly rent amount. Income may be confirmed with pay stubs, bank statements or, if self-employed, copies of tax returns for the past two years. All personal information obtained for the application process is confidential in nature and for company use only. Should the applicant’s income not meet the minimum criteria or if the applicant does not have sufficient rental history, a guarantor form must be submitted within 24 hours of the submission of the application. The guarantor form is a co-signer application where a family member or friend with stellar credit becomes equally liable according to the terms of the applicant’s lease. All guarantors must be property owners in the United States. The guaranty form must be notarized. Guarantor forms can be found on our website: www.LeaseFromUs.com.

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Pet Fee (NOT DEPOSIT)

There is a **non-refundable** fee of \$250 per pet. Some owners/landlords may require a higher fee. Each pet fee must be submitted with a photograph of the pet. Some breeds of dogs, including Doberman Pinschers, Pit Bulls, German Shepherds, Chows, American bull dogs, Rottweilers or any mix of these dogs may not be permitted on any property. In addition, any dog identified as a “dangerous dog” by Leon County ordinances or by Florida statutes may not be permitted on any property. If you are found to have an “unauthorized” pet on the premises and LREG allows you to keep the animal, a pet fee of \$400 will be due immediately. If you are not permitted to keep the animal then it shall be removed from the property within 24hours or the tenant may be subject to eviction.

Landlord Approval and Processing Time

Processing an application usually takes two to three business days, but may take longer due to unforeseen circumstances. Typically any application delay is the result of the individuals the applicant has placed on their application and their failure to either communicate or provide accurate information to LREG. Please let said individuals know ahead of time to be aware of our call.

The Lease Closing

As the prospective tenant, you must schedule a lease closing with LREG within three business days of the date that your application was approved. At the lease closing, a LREG team member will answer any questions that you may have, and he/she will review the terms of the lease with you. All tenants will be required to be on one lease where they will be held jointly and severably liable. LREG does offer separate leases and a \$200 fee per applicant will be due at lease signing. The holding deposit will only be accepted from one individual and it will be returned to that same individual once the tenancy has been fulfilled, given the terms of the lease and THE

TENANT HANDBOOK were not violated. Remember your lease is a valid and binding contract that states your responsibility for the full term of your lease agreement. Not fulfilling the full term of your lease does not release you from payments due though the remainder of the lease term.

Keys

After ALL the lease requirements have been met and verified by LREG, keys will be released to you, the tenant, on the first day of occupancy during office hours. You cannot make copies of keys or change any locks without the written authorization of LREG. If you lose your keys or lock yourself out of your home, you may come to our office during regular business hours and we will make you a new set of keys. You will be charged \$25 for the new set of keys. If the lockout occurs during non-business hours and you must call a locksmith, it will be at your own expense.

Lease Prohibitions and Renter’s Insurance

Lease Prohibitions

- All water-filled furniture is prohibited from being used on the leased premises.
- Trampolines are prohibited on all properties.
- No pets are allowed unless specifically permitted in writing.

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- Lessee cannot change locks. If a lock change becomes necessary, Lessor will change the locks. A fee of \$75.00 will be charged for changing each lock cylinder.
- Lessee shall not make or allow to be made, any alterations to the property without having first obtained the written consent of the Lessor, which consent may be given or withheld at Lessor's sole discretion.
- Lessee shall not abandon the premises nor shall he/she assign this lease or sublet the premises or any interest therein without the written consent of the Lessor. If Lessor allows current tenant to sublease, the new tenant must be approved by Lessor and remaining tenants. If Lessor agrees to sublease, the current tenant forfeits their deposit and will still be responsible for any damages to the property that the new tenant has caused.
- Absolutely **no smoking** is permitted inside the unit. If the Lessee violates this lease by smoking in the unit, Lauer Real Estate Group retains the right to use their security deposit as a non-refundable smoking fee and a new deposit will be required immediately or Lessee may be evicted.
- Lessee shall not keep or have on the leased premises any article or thing of dangerous, illegal, inflammable, explosive character that might increase the danger of fire on the leased premises or that might be considered hazardous by any responsible insurance company.
- The tenant agrees not to violate any of the ordinances of the City of Tallahassee, or laws of the State of Florida or of the United States of America, or permit the premises to be used for any unlawful or immoral purposes whatsoever, not for any purpose that will injure the reputation of said premises or the neighborhood.
- The property will be used for residential purposes only. Guests may not stay for more than three days without our prior written consent. The leased premises shall be used solely as a private residence. Lessee is prohibited from having more than 12 individuals in or on the property at one time. It is the responsibility of the tenant(s) to advise any visitors of any rules regarding noise, parking, etc. Lessee will be responsible for all guests' actions while they are on the rental property.
- Any vehicle that has or is: inoperable, damaged, non-registered, not street legal, expired tag (displayed or not), missing/stolen tag are subject to immediate removal by management with no prior notice. Towing shall be at the expense of the vehicle owner. No major repairs may be made to a vehicle on the premises.
- If lessee, friends, family, or any other associates make hostile threats, defaming or slanderous comments, either in person, writing, or via voicemail then the lessee may be evicted at the lessee's expense. Lauer Real Estate Group reserves the right to press charges against said persons.
- Lessee understands and agrees that no commercial activity will take place at the said dwelling. Lessee understands and agrees that at no time with the residence be used as a home based business.

Renter's Insurance

Please be aware that neither the owner of the unit nor landlord's insurance will cover the damage or loss of your personal property. Lessee is required to obtain renter's insurance and retain coverage during the entire length of the tenancy.

Move-in & Tenancy

Day of Move-in

When you come in to pick up the keys for your rental unit, all monies owed will be due. NO EXCEPTIONS! All guarantor forms, signatures on lease, copies of driver's license, etc will have to be completed and fully executed. NO EXCEPTIONS!

Move-in Inspection

Prior to each move-in, the property will be inspected by an LREG team member. We will be taking photographs to document the state of the property at the time of move-in.

Move-in: Tenant Walk-through

Move-in Sheet

Attached at the end of this handbook is your move-in condition form. When you perform your walk-through inspection, please note any deficiencies, cosmetic or otherwise, that you observe on the property. Please be aware that your move-in inspection sheet and our video/photograph inspection will be kept on file and will be used as a reference when any claims are filed against your security deposit. Please take note that you must return your move-in inspection sheet to a LREG team member within 7 business days of taking possession of the property. REMEMBER THE MOVE- IN CONDITION FORM IS NOT A MAINTENANCE REQUEST FORM.

Tenant Responsibilities

As a tenant, you have many responsibilities including that you pay rent and other fees in a timely manner, that you do not use the property for illegal purposes, and that you do not damage the property. Another responsibility that you have is that you must provide the landlord with reasonable access to the property to make any required repairs.

Paying Rent

Rent is due on the 1st of each month and it is considered late if it is not received by the 3rd of each month. Check payments should be made out to LAUER REAL ESTATE GROUP (or LREG). Please include the leased property address in the memo line of your check or money order. We have several methods for you pay your rent: on our website through your tenant portal, through the mail, in person at our office during regular business hours, or after hours in our secure onsite drop box.

Late fees

LREG will not tolerate the delinquent payment of rents. If rent is paid after the 3rd of each month, the tenant will be charged \$10/day in late fees until the balance has been satisfied. ALL LATE FEES WILL BE CONSIDERED ADDITIONAL RENT FOR THAT MONTH.

Generally, A Tenant Shall:

Comply with all building, housing and health codes. Keep the dwelling clean and sanitary. Remove garbage from the dwelling in a clean and sanitary manner. Keep plumbing fixtures clean, sanitary and in good repair. Not destroy, deface, damage, impair or remove any part of the premises or property belonging to the owner, landlord, nor permit any person to do so. Use and operate in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air conditioning and other facilities and appliances, including elevators. Conduct himself/herself, and require other persons on the premises with his/her consent to conduct themselves in a manner that does not unreasonably disturb the tenant's neighbors or constitute a breach of the peace.

Care of Fixtures & Appliances

Furnace

Familiarize yourself with the operation of the thermostat. The fan switch should always be set to auto and the other switch should be set to the appropriate "heat" or "cool." Be sure to clean regularly and/or replace the air filters. Please remember that heat pumps do not circulate warm air as gas furnaces do unless they are run on the "emergency heat" setting that activates the resistance heat mechanism. CHANGE FILTERS MONTHLY

Central air conditioning

A property's air-conditioning system can only lower the inside temperature from that of the outside air temperature by about 10 to 15 degrees. Keep that in mind on hot days and do not set the thermostat below 70 degrees. CHANGE FILTERS MONTHLY.

Window air conditioner

This equipment is susceptible to icing, so please use them conservatively. CLEAN FILTERS MONTHLY.

Stove/oven

Familiarize yourself with the bake, broil, time bake, and self-cleaning controls. For continuous-cleaning ovens, use soap and water and never use oven cleaners or abrasives, as they will ruin the finish.

Microwave oven

Be sure to use only microwave-safe cookware to avoid melting. Never place a metal object in the microwave oven, and keep all inside surfaces clean.

Refrigerator

From time to time, it is a good idea to remove the front grill and vacuum the coil area and clean the drip pan. Also, you will want to move the refrigerator periodically to clean underneath, but be careful not to damage the flooring when you move the appliance. Make sure if your appliance has an icemaker that you do not damage the water supply line located in the back of the refrigerator. If your refrigerator stops cooling keep the doors closed and notify the office immediately. It may be necessary to put some of your items in a cooler temporarily in the event it takes a few days to repair or replace the appliance.

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Dishwasher

Only use dishwasher detergent, never laundry detergent or other soap. Always rinse the dishes before washing them in the dishwasher, and keep the strainer at the bottom of the machine clean and free of debris. Your dishwasher not working is not an emergency.

Garbage disposal

Run cold water when you use the garbage disposal. If your disposal stops working, turn it off. Press the reset button on the bottom of the unit under the sink.

Exhaust fan/range hood

Clean the filters regularly and keep the unit clean and free of any buildup.

Counter tops

Counter tops are easily burned and scratched, so do not put hot objects on them and use a cutting board to slice foods.

Washer

Only use laundry detergent, never any other kind of soap. Do not overload the washer.

Dryer

Clean the lint filter after each use. Do not overload the dryer.

Light fixtures

Do not use a light bulb of a higher wattage than the fixture was intended to have. This may damage the fixture and is a potential hazard. Generally the highest wattage recommended for any light fixture is 60 watts.

Fireplace

Be sure that the damper is completely open before use. Remove ashes regularly. Always use a fireplace screen. LREG does not provide this so it is the tenant's sole responsibility to purchase and use a fireplace screen.

Water Heater

If your water heater is leaking, call the office immediately if flood or floor damage is occurring. If you have no hot water, check the breaker to verify that is on. If the breaker is not the problem, parts may be needed and are not obtainable after hours or on the weekend.

Reporting Maintenance

All maintenance requests should be made in writing (except in emergency situations) through our website @ www.LeaseFromUs.com

Emergency Maintenance

Please contact our office for emergency repairs or after-hours repairs @ (850)523-4045

Communication

“We cannot fix it if we do not know it is broken!” Communication between the resident and management is of vital importance. Please contact the LREG office if you have any questions, complaints, maintenance requests, etc. BEFORE they develop into major problems. All non-emergency work-orders should be submitted through our website or emailed to info@lauerrealestategroup.com

Inspection/Appointment

At various times throughout your tenancy, LREG may require access to your property. We may need to perform inspections, you may have requested an inspection or repair, or we may have scheduled an appointment to show the residence to prelease the home upon termination of your tenancy. These are just a few examples that could require LREG to arrange an appointment to visit your home. We do not want to make appointments that unduly burden you, and we will work around your schedule if at all possible. If, for any reason, you make an appointment with LREG staff or one of our vendors and we are unable to enter the property you will be charged a trip charge.

Change of Leasehold

Any request to make changes to or alter the property or lease in any way (such as adding or deleting names from the lease, etc.) MUST be submitted in advance in writing to LREG for approval from the owner/landlord. Such approval is at the discretion of the landlord. An administrative fee of \$300.00 will be due to make any lease alteration after or during the move-in date. If there is an outstanding balance it must be satisfied as well. Depending on the circumstance we may require certain documents to be signed by ALL parties.

Emergency Procedures

An emergency is defined as a serious situation that occurs unexpectedly and demands immediate action. Some examples of emergency situations are: flooding, no heat during winter, a gas leak, a fire, or any such issue that must be addressed immediately to avoid damage to the property or for your personal well-being. If you experience an emergency situation, please contact our office right away and follow the procedures below if possible. Keep in mind that air conditioning and appliance failure as well as drain stoppage are not considered emergency situations.

Heating System Failure

Electric Heat

1. Check the thermostat to make sure that the controls are set properly.
2. Check the fuses and the circuit breaker.
3. Be sure that the access panel to the blower compartment is securely closed, because it will not operate otherwise.

Gas Heat

1. Follow the same guidelines as outlined for “Electric Heat.”
2. Test any other gas appliances to determine if your service has been interrupted.

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Oil Heat

1. Make sure that the emergency shut-off switch is in the “on” position.
2. Check the oil level in the fuel tank.
3. Look at the thermostat, fuses, and blower compartment panel as outlined in “electric heat.”

Water-related

If water is running onto floors from any appliance, fixture, or pipe, **close either the shut-off valve for the appliance/fixture or the main shut-off valve for the property.** Most shut –off valves are usually under the sink or behind the toilet. If the leak is major please locate the meter box located in the front or side of your home. It is in the ground and has a turn or spigot handle that can be turned to shut off your water service.

If you reside in a condominium with on-site management, contact them right away. If you do not have on-site management, contact the LREG office immediately.

Toilets

If your toilet is stopped up, try your plunger first. A simple plunging can solve most toilet problems. If your toilet is flooding then turn the water supply line/shut off valve behind the toilet.

Fire

Your home is equipped with smoke detectors (CHECK THE BATTERIES MONTHLY, THIS IS TENANT SOLE RESPONSIBILITY), which should alert you of the presence of fire or smoke. Pursuant to your lease agreement, tenants are required to test the smoke detector within one hour after occupancy and inform the LREG immediately if detector(s) are not working properly. Tenants are required to maintain the smoke detectors by replacing batteries and notifying LREG in writing of any defects. We recommend that you keep a fire extinguisher on the property at all times, and that you familiarize yourself with how to use this device. Should you experience a fire on the property, contact the fire department immediately.

FOR ANY FIRE OR CRIMINAL EMERGENCY PLEASE CALL 911 IMMEDIATELY!!!

End of Tenancy, Move-out

Procedure & Last-minute Details

References

We are happy to provide good tenants with a recommendation to other landlords, so be sure to have them contact us if you need a reference.

Move-out

Preparing the Property

You should restore the home to move-in condition and be careful to note that there is no discrepancy between the move-in inspection list and the state of the home at the time of move-out. You may refer to your lease for mandatory move-out procedures. LREG understands that the last few weeks of residency will most likely be busy ones so we have created a vacating checklist to help you keep track of the details that will need your attention. LREG strongly requests that tenants have the home professionally cleaned and carpets professionally steamed and install fresh air filters. If the property is not in satisfactory condition you will be charged. If there are pets on the premises, we require that the home be deodorized and both the home and the lawn sprayed for fleas by a licensed pest control service. Tenants should fill all visible nail holes with spackle and cover these holes and any other wall marks with matching interior paint. If the property has a yard, the grass should be freshly cut, edged, and the bushes trimmed back before move-out inspection.

Key Turn-in

Once the property has been properly prepared and vacated, you should turn in all keys and provide LREG an accurate forwarding address for your security deposit return. If you do not provide us a correct forwarding address or fail to give us any address at all the security deposit will be sent to the tenant's last known address.

Inspection

After you have completed the move-out process and turned in your keys, LREG will perform a move-out inspection to assess the current condition of the property compared to state of the property at move-in. **Move-out inspections are never done with the tenants(old or new) present.**

Vacating Checklist

Please utilize this checklist when you are preparing the property for move-out. If you have any questions about move-out preparation, please contact the property manager.

Kitchen

- All exhaust fans and vent covers should be in working order and thoroughly cleaned.
- Kitchen cabinets, shelves, drawers, sink, and counter tops must be cleaned inside and out.
- Refrigerators and freezers must be cleaned inside and out. You should move the refrigerator away from the wall so that you can clean behind and underneath the appliance. Take special care not to damage the flooring when you are moving the refrigerator.
- Stoves, ovens, cooktops, and microwave ovens should be thoroughly cleaned both inside and out.
- The dishwasher, trash compactor, and garbage disposal should be washed out and wiped clean.
- Kitchen walls and floors must be cleaned and free of stains, dirt, dust, and grease.

Bathrooms

- Bathtubs, showers, and toilets must be cleaned, disinfected and free of soap scum.
- Cabinets, vanities, and drawers should be wiped clean inside and outside, and mirrors should be wiped.
- The floors and walls should be washed including the grout and caulking.

All rooms

- If you have made alterations to the property, such as painting, you must restore it to the original condition unless agreed to by LREG in writing.
- All windows, sliding-glass doors, screens, and storm windows must be cleaned.
- All woodwork, trim, and doors must be wiped clean of dust and dirt.
- Smoke detectors should be in working order with fresh batteries.
- All light fixtures should be cleaned, and the light bulbs should be in working order.
- Furnaces filters must be changed.
- All fireplaces must be swept and free of ashes and debris.
- All non-carpeted flooring must be washed/cleaned where appropriate.
- Carpeted surfaces (including steps) must be cleaned by a professional carpet cleaner. If you have a pet, LREG requires that the carpets be treated for odor and pests. If the carpets are unsatisfactorily cleaned, they will be cleaned/treated again at your expense.

Grounds

- All trash, yard debris, and personal items must be removed from the property. **DO NOT** leave trash by the curb. **YOU WILL BE CHARGED FOR HAUL OFF.**
- The lawn must be freshly cut and free of debris.
- Walkways must be swept clean.
- If your vehicle has leaked oil in the garage or driveway, the stain must be removed.
- If there is a garage or tool shed on the property, it must be swept clean and tools that were present at move-in should be cleaned and in place when you leave (including barbecue grills).

YOUR LEASE STATES YOU WILL BE OUT OF THE PROPERTY BY 12NOON ON THE DAY YOUR LEASE EXPIRES. IF YOU ARE NOT OUT OF THE HOME BY THE REQUIRED TIME YOU MAY BE CHARGED A TRIP CHARGE OF \$100 PER VISIT BY MANAGEMENT OR AN ENTIRE MONTH OF RENT IF YOU REMAIN IN POSSESSION OF THE HOME.

Security Deposit Refunds

Please be assured that it is not our policy to withhold any portion of your security deposit without good reason. If cleaning and repairs are necessary, we will notify you of a claim against your security deposit. To avoid the inconvenience of the claim process, you should thoroughly clean your residence before you vacate it. We will inspect the premises after you move out, and will render an accounting of your security deposit as soon as possible at your forwarding address. **Security Deposit Claims Process** LREG will hold tenant security deposits in a non-interest bearing account and notify the appropriate parties if a claim against the security deposit is made. In the event that a claim is being made on the deposit, under Florida Law the landlord has thirty (30) days from the move-out date to give the tenant written notice by certified mail that a claim is being made on the security deposit. The tenant has fifteen (15) days from the receipt of notice to object to the claim. In the event your security deposit letter is returned to us via USPS, etc., it will be filed in your property folder. If you would like it resent to you, LREG requires payment of \$7.00 for postage.

Termination of Lease

A landlord can terminate a lease for three reasons: (1) nonpayment of rent, and (2) non-compliance with a material provision in the lease. Some instances require time to cure (seven days), and others can be immediate. Tenants have the opportunity to correct curable violations that include: pet, guest, vehicle violations, noise disturbances, parking in unauthorized spaces, or failing to keep premises clean. If the violation is curable, then the landlord must give tenant a seven-day notice to comply. Examples of noncompliance that are of a nature that the tenant should not be given an opportunity to cure include, but are not limited to, threatening LREG office staff, unlawful activity, destruction, damage, or misuse of the landlord's or other tenants' property by an intentional act or a subsequent or continued unreasonable disturbance. In such event, the landlord may terminate the rental agreement and the tenant shall have seven days from the date that the notice is delivered to vacate the premises. In the case that LREG terminates the lease on a property and the tenant remains on the property, it is understood that the tenant is living on the premises as a holdover tenant and shall be subject to double rent, as well as the remaining covenants in the lease agreement.(3)In the event tenant is approved for the property and signs a lease and then decides they no longer want to rent the home they will forfeit their entire security or holding deposit and possibly be required to pay the agreed rental amount until the said property has been re-rented.

Abandonment

If a tenant unjustifiably abandons a rental property, a landlord has the right to repossess the property, which terminates the lease. **Abandonment shall be conclusively presumed that the tenant has abandoned the dwelling unit if he or she is absent from the premises for a period of time equal to one-half the time for periodic rental payments (e.g. 15 days).** The tenant is liable for any unpaid rent prior to repossession and any extraordinary damages done to the property. Another option for the landlord is to post a notice of abandonment and give the tenant a specific timeframe to respond if the home appears to be vacated or abandoned. In the event the tenant or occupant does not respond to the posted letter landlord may assume that tenant has in fact vacated the premises.

Eviction/Collections

Eviction

Under no circumstance may a landlord forcibly remove a tenant from a rental property. Instead, a landlord must bring an action for possession in court. A landlord has the right to bring a possession action if the tenant holds over, fails to pay rent, or is otherwise in material breach of the lease agreement, provided the landlord has given the required notice. In the event of a holdover, the landlord is entitled to double rent. In order for the landlord to gain payment of rent or possession of the dwelling, he/she must file suit in county court and sue the tenant. At no time will LREG staff provide legal advice for tenants that we are currently evicting. If you have any questions regarding the paperwork served to you by our court appointed process server, please contact an attorney.

Collections

In the event you leave LREG's tenancy and still owe a balance, you may be sent to collections. If there is a guarantor for your property, they may be sent as well. The collections agencies we use can charge upwards of 40% on top of the balance you may owe. For example: if you owe us \$1,000.00 the collection agency can report you owing \$1,400.00 and they do report to all 3 credit bureaus.

Non-Discrimination

It is against Florida law to discriminate in sale, rental, financing or provision or real estate brokerage service in the appraisal of housing or in the advertising of a dwelling on the basis of race, color, religion, sex, national origin, handicap or familial status. LREG is a member of the National Association of Residential Property Managers and Tallahassee Board of Realtors, and proud supporter of Equal Housing Opportunity.

Showings/Resigning Your Lease

Once you are scheduled for a tour of one of our homes we try to be very punctual. We expect this of our potential tenants as well. Please make sure you are on time. We understand this is life and things happen, traffic, accidents, work conflicts, etc., but please call if you are running late or have changed your mind or whatever. We recommend that you drive by the said dwelling that you would like to view prior to scheduling a showing. This will eliminate any misconceptions that you might have if you have based your decisions from a map. Multiple no shows may result in cancellation of future showings.

Lauer Real Estate Group is a big believer in pre-leasing. Before many tenants became tenants they more than likely were shown a home that was occupied and might not have thought about the process of the pre-leasing until they were placed in that situation themselves. Some of our tenants are even hostile about letting Management into their home to show their property to prospective renters. However, this is essential and is unavoidably necessary and there is not many ways around it. We as the Owners agent are permitted into the home for non-emergency reasons whatever they may be given a 12 hour notice. We absolutely will accommodate to said individuals schedules given prior notice that certain days and times are not good for them. Pre-leasing normally takes place 60-90 days prior to the expiration of your lease. Unless, your lease ends at the end of July. This puts you into a completely different category and due to the nature of supply and demand and the current trend in Tallahassee, LREG may start pre-

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leasing your home before that given period. If you are in good standings with LREG more than likely you will be given the opportunity to resign your lease. However, by no means are we obligated to resign a lease with any of our tenants. We always hope and strive for a good working relationship with all of our tenants and in a perfect situation we would have no turn over. If you are given the opportunity to resign your lease please inquire if there is any rental amount change. Sometimes the Owner of the property may demand that we charge more per month. Do not assume all terms and conditions remain the same as the previous rental term.

Possible Tenant Charges

ATTENTION!!!
PLEASE READ CAREFULLY

Be advised of the following charges that may be deducted from your security deposit upon your departure from the home that you rent from **Lauer Real Estate Group**. This is a general list, not all items listed could apply to your property.

NAIL HOLES	\$10.00 PER HOLE
SCUFFS ON HARDWOOD FLOOR	\$50.00 PER SCUFF
BROKEN TILE	\$100.00 PER TILE
NOT CHANGING AIR FILTER	\$350.00 PER UNIT
CARPET STAINS	\$150.00 PER STAIN
CARPET RUNS	\$200.00 PER RUN
FLEAS	\$350.00
UNAUTHORIZED PET	\$400.00 PER ANIMAL
SMOKING DAMAGE	TO BE DETERMINED
UNKEPT YARD	TO BE DETERMINED
APPLIANCE DAMAGE	TO BE DETERMINED
BROKEN BLINDS	TO BE DETERMINED
SMOKE DETECTOR DAMAGE	\$50.00

These are all “starting at” figures, if there is excessive damage to a residence in any one said area there will be more charges.

If any holes, broken tiles, scuffs, carpet runs or stains, etc. exist prior to you living there please fill out your claim sheet to our office within 7 days of move-in so you are not liable for said damage.
REMEMBER YOUR MOVE-IN CLAIM SHEET IS NOT A MAINTENANCE REQUEST FORM.

Thank you

(850) 942-2980 office
(850) 942-0880 fax
info@lauerrealestategroup.com

Move-In Sheet New Residents

This is to be filled out and mailed in within 7 days of move-in. Please record everything in detail so there is no dispute upon move-out. Thank You!

Tenant(s) name and number: _____

PROPERTY & MOVE-IN DATE: _____

Living/Dining Room: _____

Kitchen: _____

Bedroom(s): _____

Bathroom(s): _____

Please list any problems in any areas of the house not listed above: _____
