

IMPERIAL MANOR HOUSE

19132 Appleton St. - Ste# C-120 - Detroit, Mi. 48219
Office - (313) 533-0718 Fax - (313) 533-0728

LEASE ADDENDUM H MISCELLANEOUS CHARGES

LOCK OUTS

\$25.00 MUST BE PAID AT TIME OF SERVICE FOR ALL LOCK OUTS, **EXCEPT** DURING REGULAR RENTAL OFFICE HOURS.

DOOR LOCK CHANGE

REQUESTED APARTMENT DOOR LOCK CHANGES, TENANT MUST PAY \$45.00 IN ADVANCE.

DOOR KEY & GATE CARDS

EACH BUILDING SECURITY DOOR KEY REQUIRE A DEPOSIT OF \$25.00 FOR EACH INITIAL KEY, \$50 Gate Card AND FOR EACH LOST KEY OR CARD.

PLUMBLING: Any Negligent clogging or blocking object lodged in toilet there will be a CHARGE of \$45.00 to remove Object etc. from toilet.

APARTMENT TRANSFERS

APARTMENT TRANSFER FEE IS \$300.00, AND KEYS TO OLD UNIT MUST BE TURNED INTO THE OFFICE WITHIN SEVEN DAYS AFTER RECEIVING NEW APARTMENT KEYS OR TENANT WILL BE REQUIRED TO PAY ADDITIONAL CHARGES OF \$30.00 FOR EACH DAY KEYS ARE HELD.

UNIT FIRE EXTINGUISHER

MINI KIDDIE FIRE EXTINGUISHERS ARE \$15.00 EACH.

FIRE DAMAGE SMOKE SPUNGES

SMOKE DAMAGE REMOVAL/CLEAN-UP CHEMICAL SPUNGES ARE \$20.00.

I/we have read and thoroughly understand and agree with the aforementioned charges and by affixing my/our signature below acknowledge that I/we understand and unconditionally accept to pay the amounts specified above should I/we need to request any of the aforementioned items or services:

RESIDENT'S SIGNATURE

RESIDENT'S SIGNATURE

OWNER OR AGENT'S SIGNATURE

IMPORTANT: You are still liable for all damages to your unit, even if you Do NOT have a security deposit. Upon move-out, charges for any all and all applicable damages will be added to your account, and you will be billed for the final balance. Failure to remit payment for any such balance will result in your account being sent to a collection agency.

COST CHART FOR DAMAGES

Broken windows blinds (each)	\$ 15.00	Carpet not vacuumed (each room)	\$ 15.00
Broken windows (each)	\$ 100.00	Wood/ Tile floors not swept (each room)	\$ 15.00
Furniture removal & disposal (each piece)	\$ 50.00	Trash removable (each room)	\$ 30.00
Holes in walls/ doors (each)	\$ 35.00	Stove top cleaning	\$ 25.00
Window screens (each)	\$ 25.00	Oven cleaning	\$ 50.00
Re-sand/ Varnish hardwood floors due to outside of normal wear and tear	\$1/sq ft.	Removal of items from common areas/storage lockers	See labor charge
Ceiling fan cleaning (each)	\$ 10.00	Dishwasher cleaning	\$ 25.00
Damaged interior doors (each)	\$ 75.00	Bath tub cleaning	\$ 50.00
Damaged apartment entry door	\$ 150.00	Toilet cleaning	\$ 25.00
Damaged cabinet door/drawers (each)	\$ 50.00	Bathroom medicine cabinet cleaning	\$ 25.00
Damaged cabinet frames (each)	\$ 100.00	Bathroom vanity/sink cleaning	\$ 25.00
Damaged ceiling fan (each)	\$ 50.00	Kitchen sink cleaning	\$ 25.00
Damaged/ Missing light fixtures (each)	\$ 50.00	Kitchen cabinet cleaning (each)	\$ 25.00
Damaged/ Missing smoke and CO2 detectors (each)	\$ 35.00	Refrigerator Cleaning (interior/exterior)	\$ 50.00
Replace hardwoods floors	\$8/sq ft.	Damaged bathroom vanity	\$ 150.00
Labor Charge (where applicable)	\$75/ hr	Damaged bathroom mirror/medicine chest	\$ 150.00
Apartment, mail box and common area keys not returned (each key). Please note you are responsible for returning for returning an equal amount of sets as names on the lease (Examples-2 names=2 sets).	\$25.00 PER KEY	Over load of garbage containers or dumping of items outside of containers which are subject to extra charge by scavenger service	Subject to scavenger charge

The above price is list is subject to change without notice or demand.

MOVE OUT PROCEDURES ADVANCE NOTICE FOR APARTMENT SHOWINGS

This letter will serve as notification that we will begin showing your apartment to prospective tenants if your lease is not returned to our office by the return date listed on your lease renewal. As always we will phone ahead to notify you of the showing, however, please contact us with your best contact information to avoid any mis-communication. The cleaner your apartment is, the better it will show, the quicker it will be rented, and the less we will need to show your apartment. Apartments are typically shown between 9:00 a.m. and 8:00 p.m. Monday through Friday and 9:00a.m. to 6:00 p.m. during the weekend. We appreciate your cooperation in advance.

As required in your lease you must leave your apartment clean. If you not have time to clean your apartment we suggest you hire a professional cleaning service. If your apartment is not clean the following charges (please see

reverse side) will be deducted from your security deposit (if applicable) or you may be placed in collections with a professional collections agency for damages.

PLEASE SEE REVERSE SIDE FOR COST CHART FOR DAMAGES

For further details about cleaning conditions please contact your property manager. If Millenniums Properties R/E Inc. is required to hire a cleaning service; you will be charged approximately \$100.00 to 300.00. This charge is only an estimate as the final bill depends on the condition on the apartment. It is also your responsibility to remove all of your personal items from the apartment and dispose of them properly. When using the garbage bins outside the building, you must make sure that all garbage bags and items fit inside the bins. It is your responsibility to dispose of any oversized boxes or items (such as couches, chairs, etc.). If you fail to dispose of any oversized items, you will be charged \$100 to \$500. In addition, you will also be charged for labor. If you over fill the garbage bins you will be assessed an extra charge ranging from \$75-\$300.

You need to let us know the date and time of your move-out so that we can arrange a walk-through inspection of your unit and coordinate the move-in of the new tenant.

PLEASE REMEMBER YOUR LEASES ENDS AT NOON ON THE DATE OF EXPIRATION

You are responsible for scheduling the shut-off of your utilities (i.e electric, gas, phone, cable). As stated in you lease, "The security deposit shall not be treated as an advancement of payment of rent and Lessee may not apply to the security deposit as rent." You must forward your new address information. IN WRITING via letter, fax, or e-mail to your property manager. Your security deposit refund will be issued within 45 days of your lease expiration date, as required by law. ONE check will be issued to ALL parties listed on the lease unless ALL parties have agreed IN WRITING NOTARIZED SIGNATURES to have the deposit issued in separate payments. If the portions are not equal this must also be stated IN WRITING WITH NOTARIZED SIGNATURES.

All original keys must be returned to the office. There is a \$25.00 charge per key for keys not returned to our office by the 1st of the month as well as the costs associated with replacing the locks.

We hope you had a positive experience with Millennium Properties R/E Inc. If you know of anyone looking for an apartment please refer him to her to us. If they rent we will send you a \$300 referral bonus. We wish you the best of luck in the future.

If you have any questions, please contact your property manager.

I have read and understand the information in this document hold me/us liable for damages in the unit we are renting located at:

Tenant signature

Date

Tenant signature

Date

Prohibitions: No grills on second level/deck.

Grills/barbecue burners are not permitted inside or on second floor porches/decks or balconies that are enclosed by a roof/ceiling or other confining materials.

Any tenant in violation of this rental agreement contract will be **terminated**.

IMPERIAL MANOR HOUSE
APARTMENTS
RESIDENTIAL LEASE AGREEMENT

19132 Appleton St. Suite # C-120

Detroit, Michigan 48219

Office # (313) 533-0718

Fax # (313) 533-0728

Prohibitions: No grills on **SECOND LEVEL/DECK.**

1. Grills/barbecue burners are not permitted inside or on **SECOND FLOOR** porches/decks or balconies that are enclosed by a roof/ceiling or other confining materials.
2. Grills/barbeque burners are not allowed under **FIRST FLOOR** porches/decks or balconies. Please pull grills away from under porches/ceiling when grilling or cooking with burners. After each use of grills storage safely! Do not dump hot or cold briskets in front of apartments or on the side lawn.

Any tenant in violation of this rental agreement will be terminated.

Tenant Signature _____ Date _____

Tenant Signature _____ Date _____

LAUNDRY ROOM RULES

1. Please do not over load the machines.
2. Please remove clothes promptly from washer & dryer after use.
3. Please remove the lint from the dryer & wipe down after each use.
4. Please clean the lint basket & wipe out the machine after each use.
5. If you spill something please wipe or sweep it up immediately.
6. Please dispose of your detergent containers properly. Laundry room garbage is not intended for personal use.
7. Please measure your soap. Using too much detergent will cause the machines to malfunction.

LAUNDRY ROOM HOURS :
10:00 am - 8:00 p.m. ONLY

Please respect your neighbors right to a clean & pleasant laundry facility. This facility is intended for resident use only. Anyone caught violating these rules will lose privileges of this facility.

RESIDENTIAL RENTAL AGREEMENT

LEASE ADDENDUM:
LAUNDRY ROOM USAGE POLICY

Lessor/Landlord: Imperial Manor House NW

Lessee/Tenant: _____

Rental Unit Address:

- The entry door to the laundry room is to be kept closed and locked at all times.
- Turn lights off when not in use.
- Laundry room is for use by lessee designated in the rental agreement and for their laundry only. If it is necessary for someone to assist lessee with laundry, submit this information in writing to lessor before such use.
- Turn water off when washing machine is not in use (move lever on wall behind washing machine to the down position).
- Clean dryer lint screen before and after each use.
- Remove clothes promptly upon completion of washing or drying.
- Use by or for persons not designated in the rental agreement will result in:
 - a charge of \$100.00 to the user and/or lessee responsible for such use,
 - prosecution for theft of services against the user and/or lessee responsible for such use,
 - loss of lessee's laundry room privileges, and/or
 - eviction of the lessee responsible for such use.

The following will be considered a violation of this policy without any further evidence:
Bringing in "dirty" laundry to an apartment or the laundry room from outside the apartment building by lessee or other persons.

Taking out "clean" laundry from an apartment or the laundry room to an area outside of the apartment building by lessee or other persons.

Persons other than the designated lessee using the laundry facilities without prior written authorization.

Revocation of laundry room privileges or unavailability of laundry facilities does not reduce the mor

signature
lessee

date

signature
lessee



Parking Lot Guidelines

- ___ 1. Automotive (and bike) maintenance and repair is not permitted on the property. This includes oil changes and the washing of your vehicle. Oil leak removal is the responsibility of the Tenant
- ___ 2. **Vehicle Storage Clause:** No Boats, trailers, RV's, Water Scooters, Quad Bikes, inoperable vehicles, trailers etc., can be stored or parked in the parking lot. Motorbikes must be parked in the parking spot assigned and not in the courtyard.
- ___ 3. **Each** licensed Tenant is permitted one operable vehicle on the property (This includes Motorbikes).
- ___ 4. A Parking decal will be assigned upon the signing of Tenant's lease and can be updated at any time by Management.
- ___ 5. There is NO ASSIGNED parking but all visitors must be considerate when parking so that actual tenants will have a parking space.
- ___ 6. Visitor parking inside the main gate is limited to the selected hours that the leasing office is open and that is from 10am-5pm Monday-Friday.
- ___ 7. Unauthorized parking is prohibited, and towing will be used at vehicle owner's expense.
- ___ 8. Management is not responsible for any theft or damage to cars or other vehicles while on the premises.
- ___ 9. Loud music and/or drinking is prohibited in the parking lot, and/or in courtyard.

By signing this document, it states that you have read and understand all guidelines listed above.

Name _____ Date _____

Name _____ Date _____

Apt/Building # _____

License plate # _____

Color/Make/Model _____