



3370 N. Hayden Rd. #123-307
Scottsdale, AZ 85251
(480) 990-1833

RENTAL RULES

1. **Leases -** Leases are for a minimum of one year, unless otherwise stated. All leases require a 30-day written notice to vacate even if the move is in conjunction with a lease expiration. Residents must allow property to be shown during notice period, or 30 days notice period will start upon vacancy. We do not break leases for a voluntary move; any resident vacating during the initial lease period for reasons other than official military transfer orders will be charged a \$200.00 fee to cover extra processing costs in addition to being liable for any lost rent, the costs of rerenting the premises, and forfeiting the security deposit.
2. **Rent -** All rents are due in full on the 1st of the month. They will not be considered late if in by the 5th. Rent paid after the 5th of the month must be by money order and include the correct late fee. We are not on a bi-monthly system and do not accept paying 1/2 the rent on the first and 1/2 on the 15th. Please notify the company if you anticipate any problems paying the full rent on time.
3. **Insurance -** The landlord/ property owner carries a fire policy that covers the dwelling only. Insurance coverage for the contents (i.e. your furniture, jewelry, guns, etc.) must be provided by the resident. Owner recommends that resident obtain liability coverage also to cover negligent or accidental acts by resident, family, and/or guests.
4. **Maintenance -** Routine maintenance such as replacing faucet washers, cleaning gutters, replacing furnace filters and lawn and shrub care is the responsibility of the resident. All repair calls must go through the office. A repair deemed to have been made necessary by the resident (i.e. a kitchen drain stopped up by grease) will be billed to the resident. No changes may be made to the premises without PRIOR approval of the property manager - including contact paper in cabinets, wallpaper, painting, taking out or adding plants, etc.
5. **Pest Control -** If a pest control problem exists at the time a resident occupies a house, we will have a professional pest control company spray the property one time at the owner's expense. Any additional spraying/ treatments after occupancy will be the responsibility of the resident. Any dangerous pests such as scorpions, killer bees and fire ants must be reported to the management company.
6. **Inspection -** You will receive a copy of the latest inspection completed by owner at the time you sign your lease or at move-in. Please verify the discrepancies noted on the inspection. If there are any other items of damage not noted on the inspection, please make a list in writing of the additional ones and submit it to the office within five days of taking possession of the house. This inspection will be used as a comparison for the one done at the time you vacate. If you find something that does not work, you may call in a work order to the office.
7. **Cleaning -** When the property is turned back over to the owner after you vacate, it must be clean. This includes (but is not limited to) the stove, oven, and refrigerator must be cleaned, the carpets steam-cleaned, bathrooms clean, cabinets cleaned inside and out, woodwork cleaned and walls spot-cleaned if necessary, and the windows to be washed inside. All trash is to be removed and may not be left outside for later pick-up by garbage collectors. A checkout guide will be sent to you when we receive your 30 day notice. Any residue or smell from pets, cooking, smoking, etc. must be eliminated or will be considered as damage.
8. **Checkouts -** Checkouts will be done during the business week. The resident will be responsible for rent until the keys are returned and/or the end of the lease period, whichever is later. Resident is to clean house and have it ready for final and only inspection, and then bring keys to the office to terminate their possession of the house. Inspections will be done within three (3) business days and deposits refunded unless repair estimates have to be obtained or cleaning done. Utilities must remain on until inspection and any cleaning is done.
9. **Helpful hints -** For those who have never had the acrylic or fiberglass tubs before, please do not use scouring powder to clean them. It will ruin the finish. There are special cleaning products for these units. Also - for houses with fireplaces/ woodstoves, the resident living there is presumed to have used them (during winter, of course) and will be billed for the annual cleaning in the spring. If you do not use it and the chimney-sweep verifies that it was not used since the last cleaning, then there will be no charge. If the oven is self-cleaning, please do not use oven cleaner in it. **NO SMOKING ALLOWED INSIDE PROPERTY.**