



Moving In

COZYHOMES,

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WELCOME

COZYHOMES welcomes you as a new tenant.

We believe that a good landlord-tenant relationship is important to your enjoyment of the home you are renting. Good communication will help make that relationship a good one.

Your home is managed by a professional team dedicated to the satisfaction of our tenants and owners.

This handbook is **COZYHOMES**'s way of informing our tenants of the vital information they need to enjoy their **COZYHOMES** rental experience. It will serve as your guide regarding rental payment instructions, general information, emergency instructions, repair requests and more.

The owner of the property has retained **COZYHOMES** as their property Management Company and representative to manage the property you are renting. We are bound to certain responsibilities by legal contracts with our owners and with our tenants. We can best serve our customers by offering prompt service and will strive to provide you with a pleasant If you have questions or concerns regarding any of the information contained in this handbook,contact our office. **COZYHOMES** is here to help you.

As tenants, you also have certain responsibilities, so please familiarize yourself with the rules and regulations contained in this Tenant Handbook and the rest of the Lease Agreement.

***This addendum is part of the Residential Lease Agreement
between Owner and Tenant***

MOVING INTO THE PROPERTY

A.) Acceptance of Property

By signing the lease agreement, you accepted the property in its present condition (AS-IS). No cosmetic touch-ups or repairs will be done after move-in unless specified in writing in the lease agreement.

B.) Utilities

As soon as your application is approved, contact your utility companies and have them schedule your utilities to be turned on for the day you take possession of the property. If you fail to make said arrangements, you may be in the property without utilities for a few days before they are turned on.

Of course, tenants are responsible for the cost of all utilities, yard care, and cable services, unless otherwise specified in your lease.

C.) Mailbox Keys

You can pick up your mailbox key at the Post Office in your area. The cost for a mailbox key is usually around **\$25 to \$50**. You are responsible for this cost. Call the US Postal Service at (800) 275-8777 to find out which Post Office branch services your address.

D.) Lease Inventory and Condition Form

At lease signing, you will be provided a Lease Inventory and Condition Form. By completing this form and documenting preexisting conditions (stains, damage, etc.), you are protected from financial responsibility for them. It will be used in determining charges to you for maintenance and repairs at the conclusion of your lease.

To ensure that you are not charged for any damage that exists when you take possession, it is very important that the list of discrepancies you provide our office is **thorough and detailed**. For instance, if there are window coverings, specify whether they are drapes, curtains, or mini-blinds.

You are responsible for completing and returning the Lease Inventory and Condition Form within seven (7) days after the commencement date of the lease agreement. If you do not, it will be understood that there are **no** discrepancies.

Tenant shall also report any pest problem within seven (7) days of possession. Tenant's failure to identify any pest infestation within seven (7) days shall constitute Tenant's agreement that the property has no infestation of any kind.

The Lease Inventory and Condition Form is **NOT** a request for repairs, and any defects noted

will **NOT** be considered for repair simply by returning this document. **If repairs are needed, you must log onto our web site and submit a separate request for each maintenance issue.**

NOTE: The homeowner is not obligated to make any repair except for those which could affect the health or safety of an ordinary tenant. Cosmetic repairs will not be considered.



E.) Picking up Keys/Moving in

Call the office to schedule your lease signing.

All deposits (security deposit, pet deposit) must be paid prior to moving into the property.

Your first month's rent must be paid at the time you pick up keys. If your move-in date is not on the first day of the month and it requires a prorated rent amount, then your prorated rent will be due the first day of the following month. Prorated rent will be based on a daily rate calculated by dividing the monthly rent by the actual days in the month.

We have created the following forms that could be useful to you in the future. All tenant forms can be downloaded from the **COZYHOMES** web site on the Forms page.

- Utility Phone Numbers
- Cleaning Guide for Tenant Move-out
- Tenant Information Change Form
- Lease Inventory and Condition Form

F.) Move-in Pictures

Before you moved into the property, we took pictures and/or a video of the property's condition. If you would like a copy for your records on CD Rom, the cost is **\$50**.

G.) Satellite Dish/Cable Installation

The property owner **must** approve installation of any dishes or antennas, drilling through walls, or other penetration of the structure. Please allow sufficient time for us to obtain this approval. Cable TV, telephone installation, and maintenance expenses are the responsibility of the tenant. You must check with the HOA before installing a satellite dish if your property is subject to a mandatory Homeowner's Association. Many HOAs require you get written permission from them before you install a satellite dish. The satellite dish must be installed in a manner that complies with the HOA's rules. Any **fines** assessed by the HOA due to the installation of a satellite dish are the responsibility of the tenant.



Location: Your satellite dish or antenna must be installed: (1) Inside your dwelling or (2) in an area outside your dwelling, such as a patio, backyard, etc. or other area of which you have exclusive use, per your lease. Installation is **not permitted** on any roof, exterior wall, window, windowsill, or fence.

Removal and damages: You must remove the satellite dish, cable, or antenna and all related equipment when you move out of the dwelling. **You must pay** for any damages and for the cost of repair and repainting which may be reasonably necessary to restore the leased premises to the same condition prior to the installation of said equipment.

H.) Basketball Equipment

You are NOT allowed to install any type of basketball equipment on the roof or any part of the property.

I.) Parking of Vehicles

Please **DO NOT** park or clean your vehicles on grass areas around the home. Major vehicle repair is not allowed in the garage, driveway, or on the street in front of the home. No inoperative vehicles will be kept on the premises without permission by the Landlord.