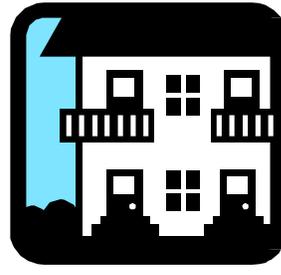


Brandywine *Homes*

TENANT HANDBOOK

Welcome to your new home!



Sept 2018

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Welcome!

Thank you for choosing Brandywine Homes as your new property management company! We would like to welcome you as a new resident. To achieve a successful tenant/management relationship, we have prepared this Tenant Handbook to inform you of our policies. We recommend that you keep it in a convenient location so that you can refer to it easily. If you have any questions or concerns, please direct them to one of our property managers. They will be happy to assist you!

Please take the time to get to know your residence. When you move into a property, it is helpful to know where important items are located. Take the time to know or locate the:

- Main circuit breaker in the event power goes out
- Gas shut off valve - turn off during emergencies/disasters for safety
- GFI plug (s) - so you can check them if your plugs or appliances in the bathroom, kitchen, patio or garage fail to work
- Electric and/or gas meters to check your utility bills
- The main water shutoff valve in case of major flooding (usually in the street) Water shutoff valves below the sinks and behind toilets in case of water leaks Method of cleaning the oven so you use the right products
- Time bake knobs on the oven— in the event the oven will not work, these may not be set properly.

Tenants are required to setup their utility accounts prior to moving in.

(See attached form enabling you to document utility providers at end of this package.)

IMPORTANT: Tenants should not do their own repairs or make any alterations to the house. If you want to make a special request for renovation or repair to the property, submit your request in writing and do NOT proceed with any work before you receive written authorization to do so. Your Property Manager will consult the Owner to see if the request is acceptable to them. We will then notify you in writing of their decision.

We look forward to helping you protect and enjoy your new residence.

Sincerely,
Brandywine Homes USA

Property Management

Office Website:

www.brandywinehomesusa.com

Office Hours:

Monday—Friday 9:00 AM to 4:00 PM

Atlanta

- *Richard Baxter, Senior Property Manager (Renewals; Escalations)*
rich@brandywinehomesusa.com
- *Rebecca Shivers, Property Manager (Notice to Vacate, Rent Payment Inquiries, Security Deposit Inquiries)*
rebecca@brandywinehomesusa.com
- *David Cohee, Maintenance Supervisor (Emergency Maintenance Requests)*
david@brandywinehomesusa.com

Fort Lauderdale

- *Dan Du Charme, Senior Property Manager (Renewals; Escalations; Notice to Vacate, Rent Payment Inquiries, Security Deposit Inquiries) Maintenance Supervisor (Emergency Maintenance Requests)*
dan@brandywinehomesusa.com

Jacksonville

- *Brandon Williford, Senior Property Manager (Renewals; Escalations)*
brandon@brandywinehomesusa.com
- *Meghan King, Property Manager (Notice to Vacate, Rent Payment Inquiries, Security Deposit Inquiries)*
meghan@brandywinehomesusa.com
- *Casey Pace, Maintenance Supervisor (Emergency Maintenance Requests)*
casey@brandywinehomesusa.com

Tampa

- *Tia Gonzalez, Senior Property Manager (Renewals; Escalations) Maintenance Supervisor (Emergency Maintenance Requests)*
tia@brandywinehomesusa.com
- *Kristen Pruett, Property Manager (Notice to Vacate, Rent Payment Inquiries, Security Deposit Inquiries)*
kristen@brandywinehomesusa.com

Communicating with Us

In an emergency, always dial 911. Do NOT call the office first.

Telephone Calls during Office Hours

When you call our office during business hours, listen for the extension number for the party who handles the matter you need to address. If you get our voicemail, this means that we are busy with another Resident. We will call you back!

- Our staff checks voicemail regularly throughout the day. Please leave a message and we will return your call within 1 business day.
- For general inquiries or if you don't know who may be able to assist you, please leave a message in the general mailbox.

Telephone Calls during Non-Office Hours

You can always email us using the first name of the person you are trying to reach with _____@brandywinehomesusa.com

General Correspondence

Email is our preferred method of communication. We send out notices, requests and general correspondence using this method of communication. Email is the best way to assure prompt receipt of information from us. If you do not have email, we will send this information to you in the mail or leave you a voice message.

Change in Contact Information

Please contact our office IMMEDIATELY if you change your phone number or email address.

Change in Tenant(s)

- Adding a new tenant: Before a new person moves into the property, they are required to complete an application, pay an application fee and obtain written approval from a property manager. All Tenants must be named on the lease.
- Roommate moving out: If you have a roommate whose name is on the lease and who plans to move out, a 30 day notice to vacate form must be submitted to our office. If a lease for a term is still in effect, he/she will be legally responsible until that term expires.

Brandywine Tenant Portal

Provide your email address to the Leasing Agent or our Property Management Staff. You will receive an email from us directing you to set up access to the Tenant Portal. You may pay rent and submit work orders through the portal. It's safe and a very quick, easy and effective way to take care of business!

Maintenance of Your Home

It is important for you to maintain your home – for your best use and enjoyment, because it is required by the OWNER and because there are legal and financial costs to you, the OWNER and others if the home is not maintained according to local requirements (County and City Code, Homeowner's Association, other) and your lease terms.

Note that Property Management is responsible for most repairs to the home. For certain small maintenance items or repairs that cost under \$100.00, it is the responsibility of the Tenant.

However, if the damage is caused by something you, the resident, caused and you knew or should have known the consequences of your actions, the repairs are your responsibility regardless of cost. We will invoice you the full amount of the repairs. If you do not pay, the amount will be taken out of your security deposit and you will be asked to replenish the security deposit so the full amount of your contractually obligated security deposit remains in escrow, as required by your lease.

Email us with any questions.

If you have a routine maintenance item that you believe is the responsibility of the Property Manager, please submit your request in a timely manner so it can be addressed:

- www.brandywinehomesusa.com/maintenancerequest.
- **Alternatively, you can email a Property Manager. (Submitting on line yourself may lead to quicker results.)**
- **Finally, you may leave a voicemail. Please describe the maintenance issue in detail and make sure to leave your property address and contact phone number.**

Property Management will NOT set up an appointment for you, you must set appointments with either an in-house Maintenance Technician or an appropriately qualified vendor to assess and/or address the maintenance item. The vendor will call you to schedule. If you fail to keep a scheduled appointment with a vendor, you will be responsible if the delay causes further damage. Also, you may be responsible for a missed appointment fee.

If you have an emergency maintenance item – an active leak you can't stop; a flood; a broken window or door lock; detection of hazardous substances or mold, etc., please note this on your work order or call the Property Management Office. We will respond as quickly as possible.

Some helpful information:

- Fire. Call 911
- Flood. Shut the water off, submit a work order or call our office.
- Gas Odor. Turn off gas, call 911 and submit a work order when safe.
- Electrical issues. Shut off main breaker in breaker box and call 911, if Emergency. Submit a work order when safe.
- Plumbing stoppage. Stop using the fixture and submit a work order.

With any of the following please submit a work order on line and we will treat as a routine maintenance order unless otherwise indicated: Heat, Air conditioning, Appliance repair

More on Maintenance: what you need to know and should know

Clogged Drains

- *Tubs and Showers:*To prevent tub and shower drains from clogging, we recommend a product called Hair Away, however please do your own product research and pick an item that suits your need and price point. This will eliminate hair build-up in the drain.
- *Kitchen Sinks with Garbage Disposals:*For kitchen sink drains with garbage disposals, please be aware that only certain food items can go down the drain into the disposal – for example, soft food items (no bones, plastic, paper or wrappings). Do NOT put potatoes and pasta, rice, corn, lettuce, asparagus, other fibrous vegetables, bacon grease or other grease, egg shells.

Anytime you use the disposal, run the water for 30 seconds to make sure the items dissolve and are washed away.

You may be able to put small amounts of some of the “bad” items down the drain, but large amounts will NOT work. “When in doubt, throw it out.”

If the services of a professional are required, and he determines that the problem is tenant caused, you will be charged for the maintenance call.

Toilets

- Only toilet paper
- No baby wipes
- No paper towels
- No feminine product
- No children’s toys

Safety Tips

- The safety of you and your family is important to our company and many things can affect it. Here are some tips to follow:
- Window screens are not a safety device. **DO NOT LEAVE CHILDEN UNATTENDED NEAR OPEN WINDOWS.**
- Unplug all heat-producing appliances like toasters, irons, and coffee makers when not in use to prevent fire hazards.
- Never leave heating pads and electric blankets on indefinitely and turn them off when you leave the residence to prevent fire hazards.
- Never leave water running unattended in a plugged bathtub or when leaving the residence. If you have an upstairs bathroom and you see water marks on the ceiling below or water accumulating in a light fixture below, report the leak immediately to our office.
- Do not operate electrical appliances while standing or sitting in water.
- If you have small children, use child protector plugs when you are not using outlets.
- Do not overload extension cords with too many appliances.
- Place lamps on level surfaces and use the correct wattage.
- Avoid running extension cords over walkways, under rugs, or any other place that could cause tripping.
- If you suspect an electrical problem, report it to our office immediately.
- Do not remove smoke alarms, particularly if they are beeping. Smoke alarms are for safety and removing them can endanger all residents and guests. Change the batteries if needed.
- Do not allow children to leave toys on walkways and sidewalks.
- Replace outside light bulbs so you can utilize lights properly when it is dark.
- Report any exposed tree roots to our office.
- Keep a portable fire extinguisher in the kitchen and the garage; they are available in hardware supply stores.
- If you use a grill or BBQ, use common sense & never leave grills unattended. Do not set grills up against the house. You could start a fire.
- If you have a fireplace, be sure to store hot ashes and coals away from the residence. Do not place ashes in garbage receptacles unless certain they are cold.
- Do not store fireplace wood against the residence.
- Always be certain the damper is open before starting a fire in the fireplace.
- Do not build “roaring” fires in the fireplace; build reasonable fires suited to the size of the fireplace.

Pests

You are responsible for sugar or “nuisance” ants. We suggest a product called Orange Guard. This product is safe around food, kids and pets. Keep all counters and floors free of water and food items. Spray Orange Guard around door openings and any place you see a trail of sugar ants. Check www.orange-guard.net for a store list. Also recommended are ant stakes placed at exterior foundation.

Place a maintenance request if you see termites or rodents.

Rent

Payment information

- Rent is due on the 1st day of each month. It is considered late when received after 12pm on the 5th of each month. No exceptions will be made for holidays!
- If your rent is late and paid after 12 pm on the 5th of the month, we require a cashier's check or money order for your rent payment. You can include your late fee in this check, or pay the late fee with a separate personal check.
- We accept personal checks, cashier's checks, money orders. If you mail your payment, please note that payment is accepted when received (not when mailed). Use the mail at your own risk.
- Make checks/money orders payable to "Brandywine Homes USA".
- Send payment to:

Atlanta

*755 Commerce Dr
Suite 804
Decatur, GA 30030*

Fort Lauderdale

*825 Garden Court
Plantation, FL 33317*

Jacksonville

*Brandywine Homes USA
1857 Wells Rd
Suite 219
Orange Park, FL 32073*

Tampa

*Brandywine Homes USA
8770 Seminole Blvd
Seminole, FL 33772*

- Rent may be paid electronically through our Online Portal, www.brandywinehomesusa.com/payrent, or by ACH.
- We do not accept rent checks from anyone whose name is not on the lease.
- Rent must be paid in full in one check every month. Partial payments and multiple checks will not be accepted. Money orders are an exception.

Pay Your Rent Online...

Brandywine Homes is excited to let you know that you can now pay your rent and other charges online - directly from your bank account! You can also use the new payment system to stay on top of your current upcoming charges and (once you have been using it for a while) your payment history.

Paying through ACH is free. If you pay by credit card, there is a convenience fee.

Consider the following benefits of paying your rent online:

- **Security.** Online payments are much more secure than mailing a check. You will receive an email notification when your payment is made that you can keep for your records and you can sign up for email reminders that your rent is coming due.
- **Speed.** Online payments post to your account immediately - faster than if you mail a check or use an online bill payment service. They are even faster than if you drop a check off at our office!
- **Convenience.** View your charges and make payments online, anytime from anywhere. No more paper checks, envelopes, stamps, or unnecessary “out of your way” trips to our office to drop off a check. You can even set up a recurring payment so your rent is paid automatically – no more worrying about forgetting to pay your rent on time or dealing with late fees!

However, before you can pay your rent online, you will have to activate your account. You'll be receiving an activation email from us shortly. The email will contain a link that you will need to click on so you can set up your account. Keep an eye out for that email. Make sure to check your spam folder and/or junk mail filters to ensure it does not accidentally wind up there.

If we do not have your current email address, please contact our office. Let us know if you have any questions and thank you for being a valued tenant!

Do it Right: Avoid Penalty Fees and Loss

Late Fee: \$50.00

There is a one-time payment of \$50.00 which is charged when your rent is received by our office on the 5th of the month. All late fee payments are due in the month they are recharged.

Return Check/NSF Fee: \$37

This is charged for a check returned by your bank for any reason.

Lease Violation Fee: \$25

This is charged when a Tenant does not comply with the Lease, such as violating HOA requirements or local code. Common HOA requirements and related violations concern: landscaping: grass cuts and weed control required; no debris in yard; trash receptacles must be stored out of plain view from the street; exterior housing surfaces must be free of mildew and discoloration; parking must be in permitted spots, only; and inoperable or otherwise unauthorized vehicles are not permitted on the premises at all). The \$25 fee for noncompliance is in addition to any fines that the HOA charges for the violation which will be passed through to the tenant if the violation is through tenant action.

Smoke Detector Tampering Fee: \$250

This is charged when it appears the smoke alarm batteries have been removed or the unit has been removed from the ceiling or wall, or otherwise tampered with in anyway.

Eviction Fee: \$450 and up

Beyond Normal Wear / Tear: Security Deposit

See Move-Out Fee Schedule

Renters' Insurance

The Landlord, Property Management Company and the Owner of your property are NOT liable or responsible for loss or damages to articles or personal property belonging to the tenant. Under your lease we require that you maintain insurance for your personal property. Please see your lease for details. It is also recommended that you have liability insurance to cover injuries to others caused by your negligence. We are happy to refer you to an insurance agent if you need one.

Tenant Responsibilities

The following items are the responsibility of the tenant at their expense while they are living at the property:

- Replacement of light bulbs with the correct wattage.
- Replacement or cleaning of furnace and air conditioning filters every month.
- Replacement of smoke alarm batteries. The property must have working smoke alarms at **all times**.
- Reporting non-functioning smoke alarms immediately if batteries do not solve the problem.
- Reporting all necessary repairs.
- Professional steam cleaning and spot cleaning of carpets while living in your home.
- Normal insect control (roaches, bees, spiders, sugar or nuisance ants, etc.). Normal rodent control, such as mice.
- Keep property clean, inside and out, free of grease, mold, mildew, cobwebs, etc. If you are responsible for the lawn maintenance, you need to mow, water, weed, and dispose of all yard debris on a regular basis.
- If you have a pet, all pet droppings need to be disposed of regularly.

Preventative Cleaning Tips

- Always put away your food and your pet's food and wipe up food debris to avoid attracting ants and other insects
- Do not allow grease to build up in kitchens; use a sponge and soapy water regularly on counter tops, stovetops, and hood filters.
- Avoid cooking with very high heat. This will add to more grease build-up and cause damage to appliances. It can also be dangerous.
- Avoid mildew by venting bathrooms, particularly after baths and showers.
- Clean bathroom tile/surfaces often to prevent mildew and grime.
- Clean toilets regularly to avoid build-up of grime, rings, and mildew.

- Mop and dust all wood, tile and other floors to avoid dust, dirt and grime build up; only use appropriately labeled “cleaning products” for each surface.
- Vacuum all flooring regularly, particularly carpets. This will save in carpet cleaning bills.
- Regularly pick up debris and pet feces in outside areas to avoid insects (and fines).
- Treatment for roaches will be the responsibility of tenants. (Tenants are responsible for food debris, garbage disposal, and housekeeping maintenance. Any pest control issues such as rodent, termite, bedbug, and fleas shall be the responsibility of the Landlord.

Pets

If you have a pet at the time you sign the lease, we need to know the name of your pet to put in your file. Not all properties allow pets so if you **add** a pet to your family, contact our office for prior approval. You will be required to fill out the *Pet Agreement/Addendum* (see the form at the end of *this package*) form on the pet, and if approved, pay an additional **non-refundable** \$300.00 pet fee for the first pet and \$150.00 for each pet thereafter, up to the authorized maximum number of pets (3).

If you have a service animal, we need to know that as well. Please make sure the office is aware of this at the time of lease signing or when the service dog is obtained. Special rules apply to service animals.

30 Day Notice to Vacate

We require our tenants to give a 30-day notice prior to moving out of their residence. Our Management Staff will contact you via email, mail or phone 60 days or more prior to the lease expiration to notify you of the approaching expiration date of your lease. If you choose to vacate, please follow the instructions below:

The 30 days begins on the day we receive it in our office so please make sure to send the notice prior to 30 days before lease expiration.

It is the responsibility of the tenant to deliver all keys to our office. Please make sure you include your name and identify your rental property address. Garage door remotes can be left in the kitchen.

Before you Vacate the Property

After you have given notice to vacate, please remember to do the following:

- It is the responsibility of the tenant to deliver all keys to our office. We have a 24-hour box at the main entry of our building for your convenience. Please make sure you include your name and identify your rental property address. Garage door remotes can be left in the kitchen.
- Do not turn off utilities! Just remove your name from the account. Please let us know if the utility company needs any additional information from our office.
- Leave the heat set at 55 degrees if you are vacating in the months of October through March. The AC can be set at 80 degrees.
- If you are responsible for yard care, please return the yard to “move-in” condition before you leave.
- Remember to stop your newspaper service to this address.

Please call the Property Manager and make an appointment for a **pre-move-out** walk. This will give you the opportunity to review the condition of your residence with Management and learn whether there are any needed maintenance/cleaning items required to be done to the home (items over and above normal wear and tear). In many situations, you will have the option to address these items yourself rather than be charged for them. (see Move out Fee Schedule at the end of this package)

Your security deposit refund statement will be sent to your new address within 30 days of vacating. A deposit refund check will be payable to all persons on the agreement, unless notified otherwise, in writing, signed by all tenants.

We will be marketing your home to re-rent and will notify you when we have appointments to show it. If you have any questions, please feel free to contact us.

Tenant Complaints/Concerns

If you have any concerns about your house or your experience with Brandywine Homes USA, please submit the concern/complaint in writing to your Senior Property Manager, whose email address is in the front of this packet. Ask him/her about the process for addressing your complaint. Brandywine Homes USA is a professional company that appreciates that you have a choice in where you live. We strive to provide a positive housing experience and hope to resolve your concerns quickly and to your satisfaction.

Fair Housing Act Compliance

Brandywine Homes USA, including its employees, is committed to following the letter and spirit of the Federal Fair Housing law and all related regulations and guidance as well as all related local laws and regulations, by respecting the diversity and differences without our customer/tenant base by providing equal professional service to all, without regard to race, color, religion, sex, handicap, familial status, national origin or other protected status.

No qualified person will be denied housing or otherwise be discouraged from obtaining housing at Brandywine Homes because of his/her status under these laws and regulations.



Addenda (For Your Information)

- 1. Utilities Tracker**
- 2. Move In/Move Out Form**
- 3. Move Out Fee Schedule**
- 4. Pet Addendum**

Utilities, Services and Area Information

To Set up Accounts Please Contact Service Provider Directly

Electric & Gas

Water and Sewer

Cable and Phone

New jack installation is at Tenant's expense & must be approved by Owner

Tenants are required to setup their utility accounts within 5 (five) business days of Move In - Utility accounts will be transferred and disconnected in Landlords Name.

Tenant Signature / Date

Brandywine Homes

Brandywine Homes USA, LLC
 P.O. Box 4292
 Clearwater FL 33758
 TEL (813) 397-6333

MOVE-IN / MOVE-OUT REPORT

RESIDENT	
UNIT NO.	PROPERTY
MOVE-IN DATE:	MOVE-OUT DATE:

The premises are being delivered in clean, sanitary, and good operating condition, with no spots, stains, marks or damages, unless otherwise noted below in the "Move-In Exceptions" box.

ITEM	MOVE-IN EXCEPTIONS	MOVE-OUT CONDITION	ITEMIZED CHARGES IF APPLICABLE
LIVING ROOM, DINING & HALLS			
Walls/Ceilings			
Floor/Carpet			
Closets/Doors/Locks			
Lights/Mirrors			
Drapes/Rods/Blinds			
Windows/Tracks/Screens			
Fireplace			
KITCHEN			
Walls/Ceiling/Floor			
Coveries/Tops/Tile			
Cabinets/Closets			
Oven/Stove			
Hood/Fan/Lights			
Refrigerator			
Dishwasher			
Sink/Faucet/Disposal			
Windows/Doors/Screens			
BEDROOMS	Specify Bedroom #1, #2 or #3	Specify Bedroom #1, #2 or #3	
Walls/Ceilings			
Floor/Carpet			
Lights/Mirrors			
Drapes/Rods/Blinds			
Windows/Tracks/Screens			
Closets/Doors/Shelves			
BATHROOMS	Specify Bathroom #1, #2 or #3	Specify Bathroom #1, #2 or #3	
Walls/Ceilings			
Floor			
Cabinets/Mirrors			
Sink			
Tub/Shower			
Tile/Grout			
Lights/Wat.Fan			
Toilets			
Windows/Doors			
Towel Bars/Accessories			
WASHER/DRYER			
HEAT/AIR CONDITIONER			
BALCONY/DECK/PATIO			
STORAGE/PARKING AREA			
GARDEN/PLANTS/GRASS			
SMOKE DETECTOR			
NUMBER OF KEYS	Unit Entry Mailbox Other	Unit Entry Mailbox Other	
MOVE-IN COMMENTS		MOVE-OUT COMMENTS	
Resident has inspected the above premises prior to occupancy and accepts it with the conditions and/or exceptions noted above. Resident agrees to deliver the premises in like condition upon termination of tenancy, normal wear and tear excepted.		Inspection is hereby completed:	
Resident _____ Date _____		Resident _____	
Management _____ Date _____		Date _____	
Management _____ Date _____		Management _____	
Management _____ Date _____		Date _____	

KEYS/LOCKS: Unit \$ _____, Entry \$ _____, Mailbox \$ _____, Other \$ _____, TOTAL: _____

CLEANING: General _____, Carpet \$ _____, Drapes \$ _____, Other \$ _____, TOTAL: _____

PAINTING: \$ _____, REPAIRS \$ _____, REPLACEMENTS \$ _____, DEBRIS REMOVAL \$ _____, TOTAL: _____

UNPAID RENT: Dates from _____ to _____ \$ _____, Late fees \$ _____, TOTAL: _____

OTHER: _____, TOTAL: _____

Move Out Cleaning/Replacement Charges

Prices Subject to Change

General		KITCHEN	
Painting	\$45.00 Hour	Refrigerator Cleaning	\$50.00
Cleaning	\$160	Oven Cleaning	\$50.00
Carpet Cleaning	\$150	Range Top Cleaning	\$50.00
Stain Removal	Current		
Carpet Replacement	Current	Dishwasher Cleaning	\$50.00
Carpet Repair	Current		
Sliding Glass Door Cleaning	\$10-25 each	Cabinet cleaning	\$50-75
Vinyl Floor Cleaning	\$10-25 each	New Garbage disposal	\$100.00
Lock Change/No key return	\$100 per 2	Sink Stopper	\$6.50 each
Landscape clean up	Current	Burner element	\$15.00 each
Re-Screen Window	\$10-35 each	Drip Pans (each)	\$8 sm/\$12 lg
Re-Screen Slider	\$20-48 each	Burner Plug	\$25.00 each
New Slider Door	Current	Crisper Tray	\$50.00 each
Interior Door	\$100 each		
Bi-Fold Door	\$65 each		
Extermination Treatment	\$90		
Smoke Detector	\$20 each	BATH	
Removal large Items Furniture	Current	Bathtub Cleaning	\$50.00
Removal of Debris	Based on LBs	Toilet Cleaning	\$50.00
Drywall Repair(s)	Current	Vanity Cleaning	\$50.00
Blinds (regular Mini)	\$12-21 per	Porcelain chip	\$25/ ½ inch
2" Faux Blinds	\$50 each	Toilet Seat	\$15.00
Vertical Blinds	\$65-115 ea		
Car Removal	Current	Complete Toilet	\$100.00
Broken Window or Slider	Current	Bathroom Mirror	\$40-80 each
Track Lighting	\$45-65 each	Bathroom Exhaust Fan	\$50.00
Satellite Removal	\$150.00	Towel Rack	\$20.00
Regular Light Bulbs	\$5 each	Soap/Toothbrush Holder	\$10.00 each
Vanity Light Bulbs	\$10 each	Shower Head	\$10-50 each

Prices do not include cost of installation and labor. Any damages that require installation or labor will incur and additional cost of \$30.00 hour with a minimum of ½ hour.

Prices stated above are for items that exceed normal wear & tear.

Prices are subject to change. Items that would be classified as extremely dirty or filthy will incur additional fee(s).

Resident Signature _____

Resident Signature _____

Pet Addendum

THIS AGREEMENT is attached to and made a part of the Residential Lease Agreement between: Brandywine Homes USA (Landlord), and Tenant.

Please note: The dog breeds below are not allowed under ordinary circumstances, nor are any dogs that are a mix of these breeds: Akita, Alaskan Malamute, Staffordshire Terrier, Chow, Doberman Pinscher, Pit Bull, Rottweiler Siberian Husky, Staffordshire Bull Terrier, German Shepherd, Any Wolf Hybrid.

Tenant desires to keep a certain pet described below on the Property and the Residential Lease Agreement specifically prohibits allowing pets on the Property. The Residential Lease Agreement is hereby amended by this Pet Addendum to grant such permission to the Tenant. In exchange for this permission, the Tenant agrees as follows:

1. To deposit with the Landlord a "Non-refundable Pet Fee" in the amount of \$250.00.
2. To keep the pet from causing any annoyance or discomfort to others and to immediately remedy any complaints concerning the pet.
3. To keep the pet from **damaging** any property belonging to the Landlord or others.
4. To immediately pay for any injury, damage, loss, or expense caused by the pet (In this regard, it is expressly understood that at no time shall the Tenant apply any part of the Pet Deposit towards such amounts due, but rather, the Tenant shall make restitution immediately and separately from the Pet Deposit.
5. To keep the pet under control at all times.
6. To keep the pet restrained, but not tethered, when it is outside of the dwelling.
7. Not to leave the pet unattended for any unreasonable periods.
8. To hold the Landlord harmless from all liability arising from the Tenant's ownership or keeping **of the pet, including** but not limited to any liability resulting from the Landlord turning said pet over to local pet policing authorities should the pet be found unsupervised.
9. To dispose of the pet's droppings properly and quickly.
10. To provide to the Landlord a picture of the above named pet.
11. To ensure that pet will wear the appropriate Local Animal License, a valid Rabies Tag and tag bearing the owners name and phone number. All licenses and tags must be kept current.
12. Tenant agrees to control flea infestation and will exterminate if necessary, and upon demand, in any and all areas affected with full cost to be paid by tenant.
13. Tenant agrees that Landlord will not be responsible for the injury, harm, or death of the animal, and agrees to hold Landlord harmless for any damages suffered as a result of any harm caused on the animal or by the animal upon another person, guest or employee. Tenant shall be responsible for the entire amount of all damages caused by the pet as well as the entire amount of any injury to individuals or property. Tenant is

encouraged to obtain a Pet Liability Policy that can be added as a rider to most renter insurance policies.

14. Pet shall not create any conflict or disturbance with others and will not threaten any physical harm to anyone.
15. Tenant agrees to remove pet immediately if a City, County or State agency reports to Landlord that the animal is potentially dangerous.
16. Tenant with service animals are required to adhere to all of the above requirements except that the Pet Fee will be waived.

Tenant Signature

Print full name

Brandywine Homes USA

Print full name, title