



## Addendum A and Move out Instructions

To Accompany Lease Contract

This Community Policies Lease Addendum between the Resident(s) and University Realty shall be incorporated and made a part of the Lease Contract dated \_\_\_\_\_ and shall renew with all Lease Renewal periods or extensions. The purpose of this Community Policies Lease Addendum is to express the community policies by which the Resident(s) are required to comply.

### Leasing and Sales

- a) Resident(s) agree to let residence be shown by agents and/or inspectors giving a minimum of 1 hour notice. A phone call, voicemail, text message and/or email are considered sufficient notice.
- b) If sufficient notice is given for a showing by an agent and/or inspector and access is denied, you will be fined \$50.00 per occurrence.
- c) University Realty's pre-leasing season may start as early as October 1<sup>st</sup>. If you are considering renewing for the following year, please notify us as soon as possible. If we receive a pre-lease application on your unit and you have not signed a renewal, you will be given 48 hours to renew or University Realty will pre-lease your unit for the following year.

### Payments of Rent and Late Fees

- a) Rent Payments are due on the 1<sup>st</sup> day of every month with a grace period until the 3<sup>rd</sup>. We will not be sending monthly reminders for rent or flat rate utilities. Late fees are assessed without notice starting on the 4<sup>th</sup> day of every month. Payments may not be accepted without any and all account balances included. **No more than two checks will be accepted for each residence.**
- b) Please make sure to always indicate the property that you are leasing on the check or money order submitted.
- c) If your lease starts or ends during the month you will owe pro-rated rent/utilities. To figure out the amount owed, do the following:  
*Total amount due divided by 30, multiplied by the number of days you are occupying the property*
- d) Approved Payments: Check (Personal or Cashier), Money Order, and/or a Credit/Debit Card (a 3% processing fee will be applied for credit cards). No Cash payments.
- e) Flat-Rate Utility Payments are due with rent on the 1<sup>st</sup>. Invoiced utilities from our office are due on the date indicated on said invoice.
- f) Money paid will be applied to the oldest charge on your account, making any unpaid balance late. Late fees will incur as they are outlined in the Lease Contract.
- g) Any checks returned from the bank will incur a minimum fine of \$100 and late fees will be assessed until certified funds are received. The tenant will then be required to deliver all subsequent payments throughout the lease term with certified funds.

### Web Portal

- a) Go to [www.utrealty.net](http://www.utrealty.net), and click on the "Resident login" button on the top of the page.
- b) Fill in the user name and password provided at move in
- c) When you first log in you need to:
  - Verify the email address by adding a good email for you (1 email per unit)
  - Change your password in "My account" section

Please remember that one web access portal login is given per unit. If you have roommates and/or choose to sublease, any saved payment information will remain in the portal and could be used by those with access to the account. To keep your personal information secure, we recommend not saving any personal payment information in the portal if you have roommates, and we recommend that you delete any saved information if you do choose to sublease to another tenant.

### Fines

There will be a **minimum** fine of:

- \$50 for **any** lease violation
- \$50 per occurrence for all trash and mail found on or near the premises. Fines will be assessed to the nearest unit.
- \$65 per occurrence service charge for any repairs for plumbing stoppages
- \$65 minimum and up to actual cost of repair per occurrence for any service charge for repairs caused by tenant's negligence.
- \$100 per occurrence for any required lawn maintenance being neglected
- \$100 per occurrence for any barbeque pit found on the property without prior approval or in violation of City of Austin code
- \$150 per each disconnected smoke detector
- \$150 per lock that is changed by the residents; this includes any interior locks added to any door

- \$150 per occurrence of pet waste not discarded properly
- \$150 per occurrence of noise and disturbance coming from your unit
- \$200 per occurrence for any additional residents that have be found to be living at the residence
- \$250 initial fine for any pet that violates the Lease
- \$300 per occurrence of smoking inside of the property
- \$400 per occurrence of property listed on Airbnb or any other leasing website
- \$500 for any parking permit replacement

## Maintenance

### a) **Maintenance Requests**

All maintenance requests **MUST** be submitted in writing. Please submit all maintenance requests by email to [fixit@utrealty.net](mailto:fixit@utrealty.net) or by using your web portal. To submit a maintenance request via your web portal please follow the following steps:

- Go to "Service Issue "section and click on "New Service Issue".
- Choose your maintenance request category.
- Fill in the details and save your request. After saving your request, an email would be directly sent to our maintenance department to their [fixit@utrealty.com](mailto:fixit@utrealty.com) email.

- Maintenance requests will be scheduled based on contractor's schedule and **NOT** tenant's. Your maintenance request submitted thru the online portal is not considered a way of correspondence with our office, if you have any questions please direct them via email to the [fixit@utrealty.net](mailto:fixit@utrealty.net) or [office@utrealty.net](mailto:office@utrealty.net).

### b) **Resident Responsibilities**

Residents are responsible for the following maintenance. If University Realty deems the following to be neglected, Fees outlined in this addendum will be charged to the residence.

- Monthly AC Filter Replacement
  - If the HVAC system is damaged from neglecting to change the filter on a monthly basis, your account will be charged a service fee of \$165 up to the cost of replacement of the HVAC system.
- Pest Control – Resident is responsible for all routine pest control at their own expense unless an infestation is found. Infestations are required to be reported to management immediately. Should the infestation be found due to negligence of resident, resident will be responsible for full cost of treatment.
- Smoke Detectors - including testing, maintaining and replacing batteries
- Plumbing Stoppages - garbage disposals, sinks, bathtubs, toilets, garbage disposals etc.
- Light Bulb Replacement (including all light bulbs)
- University Realty does not warranty or repair icemakers
- Lawn Maintenance – Residents are responsible for all lawn maintenance (unless otherwise specified in the Lease) including mowing, trimming, and keeping the yard free of trash/debris. If, at any time, University Realty feels that the lawn is not being maintained properly, University Realty may send someone to maintain the lawn, without notice, at the expense of the residents.

### c) Prior to submitting a Maintenance Request, please review the following:

- AC Repairs – Change the AC filter and check the breaker to be sure that it is on. If you witness leaking or ice, turn the AC off.
- Plumbing Repairs – if there is leaking water, try to turn the water off at the source
- Electrical – If you do not have power, check the breaker box to be sure that the breakers are on. If you are still experiencing a problem, call the City of Austin at (512) 494-9400
- Disposal – Check the reset button located at the bottom of the disposal under the sink.
- Dishwasher – Make sure to flip the wall switch if it is not turning on

### d) **Key Purchase Cost**

- Unit door key: \$5.00/key
- Mailbox key: If extra key is available at our office, the cost of purchase will be \$50.00. Otherwise, the locks will need to be rekeyed for \$125.00.
- Building Key: \$150.00/key
- Rekeying exterior door locks for a sublease: To have the locks rekeyed during a sublease situation, a rekeying fee of \$150.00 per lock will be applied which includes one key.

### e) **Emergency Maintenance**

The following is considered Emergency Maintenance:

- Smoke, fire, gas, explosions, overflowing sewage and excessive water are considered emergencies and need to be reported immediately. Please notify University Realty by phone, at (512) 474-9400 AND submit a Maintenance Request in writing to [office@utrealty.net](mailto:office@utrealty.net). If you are in any danger, always call 911 before notifying University Realty.
- Maintenance Requests pertaining to HVAC are not considered an emergency.
- Calling the emergency line for something that is not considered an emergency may result in a minimum of a \$100 After-Hours Service Fee in addition to the cost of the Maintenance.
- If you are locked out of your residence, please call our locksmith at (512) 444-4333 and let them know you are a resident of University Realty, BEFORE calling the emergency line. During after-hours lock out calls, we will ask you to provide a proper photo identification proving that you are a tenant at the property. A charge of \$200.00 for after-hours lock out calls will be assessed to your account the next business day and you will have 2 business days to make such payment in full.

## Renter's Insurance and Property loss

You are not required to buy or maintain renter's insurance per management, but it is highly recommended. Any claim for personal property damage, regardless of the circumstances of the incident, need to be addressed directly and solitary to tenant's insurance company. University Realty is not responsible and will not reimburse for any damage of tenant or any guest's personal properties and items during the terms of the lease contract. Personal property damages should be directed to tenant's insurance company.

## Pet Policy

- a) Pet restrictions:
  - i. A limit of one pet per apartment home
  - ii. Only cats and dogs weighing thirty five (35) pounds or less are allowed. No other pets are allowed.
  - iii. Aggressive breed restrictions against, Pit Bulls & Staffordshire Terriers, Doberman Pinschers, Rottweilers, German Shepherds, Chows, Great Danes, Presa Canarios, Akitas, Alaskan Malamutes, Siberian Huskie, Wolf-hybrid.
- b) All pets must be kept free of fleas, ticks and other insects.
- c) All pets must be registered with our office and on the lease
- d) When outside of the unit, all pets **MUST** be on a leash or in a carrying case
- e) Tenants are responsible for cleaning after their pets immediately. A fine of \$150 per occurrence will be added to your ledge if your pet waste was not discarded properly.

If you have a service animal we ask that you submit your request for your animal in writing along with all necessary documents.

Feedings of birds, stray dogs, cats, or wild animals such as squirrels or raccoons, is strictly prohibited anywhere on the property.

## Barbecue Grills

Open flame cooking devices, including those using charcoal, propane, natural gas, wood and Hibachis, **shall not be** operated or stored inside the apartment, on balconies or patios, or within 10 feet of any portion of the building. Propane tanks shall not be stored on patios or balconies or inside the dwelling or storage unit. Local fire codes will be strictly enforced, and a fine of \$100 per occurrence for any barbecue pit found on the property without prior approval or in violation of City of Austin code.

## Decorating

We ask that all of our residents keep the exterior of their homes attractive by adhering to the following:

- a) Balconies and patios must be kept neat and clean which includes not hanging curtains, bathing suits, brooms, mops, dead plants, appliances, auto parts, etc. or using it for storage.
- b) Nothing should be attached to the building and or the railing balcony fence. There will be no tin foil, sheets or any type of coverings over the windows to darken rooms; however, you may purchase window shades that will serve the same purpose and still maintain the uniformity of the apartment community. You may hang your own drapes provided they have a white backing.
- c) All common areas shall remain clean and free from unsightly materials and debris including, but not limited to: trash bags; lawn chairs; furniture; holiday lights (excluding Oct. 1 thru Jan. 15); and dead plants shall not be left in common areas, including any area that can be seen from the street or pathways is not permissible.
- d) Patio furniture is permissible as long as it is in good condition. Interior furniture is not permitted on the exterior of your home.

## Parking

University Realty regulates the manner and time of all parking. All residents will be issued a parking permit with the following requirements and/or applicable fines:

- a) Parking permits must be visible from the outside of the vehicle
- b) Any vehicle parked in an assigned parking space or parked without a visible parking permit, is subject to being towed at the owners expense
- c) If you lose your parking permit or need a replacement there will be a replacement charge of \$500 for your parking permit.
- d) Scooters and Motorcycles will not be issued a parking permit, but must be registered with University Realty. Scooters and Motorcycles are not permitted to park in the breezeway or sidewalks of the property.

Parking Violations: All vehicles committing the following violations will be towed at the owner's expense without notice.

- a) Vehicles parked in handicap space without valid handicap permit or license plate
- b) Vehicles parked in a fire lane or in an area marked no parking
- c) Vehicles parked in more than one space
- d) Vehicles blocking the garbage disposal or blocking access to the dumpster
- e) Vehicles parked with mechanical issues such as flat tires, broken headlights, etc.

## Package Delivery

Our office will not accept packages or mail deliveries on your behalf. For package deliveries, the delivery service company will leave the package in front of your door if no one is available to accept it at your home.

## Swimming pool Use and Conduct

The pool is solely for residents use along with their guests. The use of the pool must be controlled to ensure the facility provides a safe, fun area for relaxation and pleasure. Keep the pool area clean and quiet.

**NOTE:** Abuse of the pool and pool areas, by residents of their guest, can result in loss of privilege.

**Hours:** The pool closes at 10:00p.m. everyday

**Guests:** The number of guests is limited to two per resident at any one time. These guests must be accompanied by the resident and abide by all the rules listed.

**Glass Containers:** At no time are any glass containers allowed in the pool area.

**Safety:** Lifeguards are not employed at the pool at any time. All users of the pool would be wise not to swim alone. The pool is small with the deepest end being only six feet deep, so please **NO DIVING** in any area of the pool.

**NOTICE:** RESIDENTS ARE ADVISED THAT THE MANAGEMENT CANNOT BE HELD RESPONSIBLE FOR ACCIDENTS OR INJURIES SUFFERED BY EITHER RESIDENTS OR THEIR GUESTS WHILE IN THE POOL OR POOL AREA.

## Yard Maintenance

Unless we expressly assume the responsibility below, you must pay for yard maintenance and yard pest control.

- a) You will keep the lawn mowed and edged, and maintain all plants, trees, shrubs, etc..
- b) You will be responsible to water lawn and other vegetation.
- c) You will keep the lawn, flowerbeds, sidewalks, porches, and driveways free of trash and debris.
- d) Who is obligated to fertilize lawn and plants? (Neither)

You must promptly report infestations or dying vegetation to us. You may not modify the existing landscape, change any plants, or plant a garden without our prior written approval.

## Lease Amendment, Relet, Sublease

- a) **Sublease - Add or Change a Roommate During Lease Term** - There will be a Fee of \$500 for any amendment to add or change a roommate during the lease term. If a roommate is added or removed at any point after the lease start date, this will be in effect and must be approved in writing by University Realty. To apply for subleasing your apartment, the new tenants will need to apply the same way the original tenants did. They will need to pay an application/admin fee and fill out an application along with submitting a guarantor that meets the income criteria if needed. Once approved, an add/change roommate addendum will be drafted which all parties have to sign on in order for the sublease to be in effect. The original security deposit paid by the initial tenant will remain with the property and will be returned to the tenant living in the property at the end of the lease.
- b) **Relet** - There will be a Fee of 85% of One Month's Rent for University Realty to relet your residence. This is not a one-time fee to terminate your Lease. With this option, the new tenants will follow the same application process, but a new lease will be written instead of an add/change roommate form. Because a new Lease Contract is written, we process the security deposit return for the initial tenant and the incoming tenant pays our office the full deposit.

With either of these options, you are still responsible for all terms of the Lease (including Rent) until a replacement is approved by University Realty and signed on to the Lease Contract.

## Move In

- a) **Residential Lease Inventory and Condition Form**  
All Residential Lease Inventory and Condition Forms must be signed by all residents and turned into University Realty within 48 HOURS of the Lease Start Date. The Residential Lease Inventory and Condition Form will be null and void if it is not turned in within 48 of the Lease Start Date; detailed descriptions are not made or if false and/or exaggerated statements are made, are determined by University Realty.
- b) Your move in inventory and condition form is **not** a maintenance request. All maintenance requests **MUST** be submitted in writing to [fixit@utrealty.net](mailto:fixit@utrealty.net)
- c) **Utilities Set Up**  
You agree to assume all utility services incurred throughout the term of the lease contract at the leased premises. You understand that you are responsible to arrange for the transfer of utilities in your name as of the move in date listed on the lease contract. Please remember to call the **City of Austin Utility Contact Center at (512)494-9400** and **Texas Gas at (800)700-2443** at least 48 hours prior to moving into the property to request service connection, as it can take at least 2 business days for the city to process this type of request.

## Move Out Information

### Rent

- a) The security deposit is not considered last month's rent and will not be applied as such.
- b) If your move out date is mid-month, you will owe a pro-rated rent. To figure out the amount owed, do the following:  
*Total rent divided by 30, multiplied by the number of days you are occupying the property*

### Instructions and Keys return

- a) The full lease term must be completed.
- b) The proper written "Notice of Intent to Vacate" has been submitted. Verbal notices are not acceptable.
- c) House keys, mailbox keys, parking permits, etc. are to be turned in by midnight the day your lease ends. All items need to be in an envelope with the property you are moving out of clearly indicated and a forwarding address for the security deposit to be returned to. The security deposit will be made out in **one check addressed to all former residents** and will be sent to one address provided.
- d) All rent payments, utility charges, and fines/fees must be paid prior to turning in keys or you may incur late fees upon move out.
- e) You must have your mail forwarded with the post office. After keys are turned in, you will not be allowed access to the mailboxes for any reason. Any mail left will be returned to sender.
- f) There will be a \$125 fine for door keys / mail keys, \$150 for building keys, \$250 for access devices (garage or gate remote or card), and \$500 for parking passes not returned
- g) If you do not turn in keys on the date indicated in your lease it will be considered a holdover. Please see paragraph 32 of your lease regarding holdover and the steps we can take if this occurs.

### Deposit Return

- a) We will mail you your deposit refund (less lawful deductions) and an itemized accounting of any deductions no later than 30 days after surrender or abandonment to the forwarding address provided at move out.
- b) Deposit refunds cannot be picked up at our office.
- c) Deposit return disputes must be sent in writing to [office@utrealty.net](mailto:office@utrealty.net)

### Cleaning

At move out, the unit and flooring **must be professionally cleaned** and provide us with a copy of the receipt. There is not one company/person we prefer over another. **The quality of cleaning will need to be to our satisfaction.** In the event that the cleaning is not done to our satisfaction, we will send a professional cleaning crew and we will deduct the cost from your security deposit. If any of the following are missed during the clean or we do not receive a receipt that the property was professionally cleaned, will result in minimum charges for a full clean. See move out charge list for minimum clean charges.

Things to make sure are cleaned and taken care of:

- |   |  |
|---|--|
| 1. A/C Vent Covers  | 7. Doors (interior & exterior including trims and handles) |
| 2. Light Fixtures (dusting)   | 8. Vacuum Floors   |
| 3. Sweep & Mop Floors (including baseboards)  | 9. Ceiling Fans (dusting)                                  |
| 4. Bathrooms (bathtubs, toilets, sinks, countertops, mirrors, cabinets, etc.)               | 10. Windows (inside & out including sliding glass doors)   |
| 5. Cabinets & Drawers (inside & out)  | 11. Window Seals & Pane (dusting)                          |
| 6. Kitchen (appliances, drip pans, sinks, countertops, backsplash, cabinets, drawers, etc.) | 12. Fireplace (inside and surrounding)                     |

### Cleaning charges:

Please note that charges are not limited to only these listed below and may increase depending on the extent of the cleaning. If your home is not thoroughly cleaned by a professional cleaning company and/or we have not received a receipt proving the property was professionally cleaned, you will be charged the following for a full clean.

- Efficiency Clean Minimum \$100 – Efficiency Minimum Heavy Clean \$160
- One Bedroom Clean Minimum \$130 – One Bedroom Minimum Heavy Clean \$190
- Two Bedroom Clean Minimum \$160 – Two Bedroom Minimum Heavy Clean \$220
- Three Bedroom Clean Minimum \$190 – Three Bedroom Minimum Heavy Clean \$250
- Four Bedroom Clean Minimum \$220 – Four Bedroom Minimum Heavy Clean \$280
- Five Bedroom Clean Minimum \$250 – Five Bedroom Minimum Heavy Clean \$310

Resident will be charged for odors lingering after the apartment has been vacated. Odor including but not limited to pet odor, bathroom, garbage, incense, cigarette, marijuana, cigar or pipe smoke or hookah, perfume, and cooking smells. The charge will be assessed based on the number of days the treatment is needed inside of the unit at \$75.00/day

A charge of \$45 per trash bag of items left inside or outside the dwelling will be assessed. A charge of \$100 per large item (anything too large to fit into a 30 gallon trash bag) left inside or outside the

dwelling will be assessed. **DO NOT** discard bulk items at the property trash receptacles, as a bulk item charge will still apply to your account.

If carpet cleaning is needed at the property at move out, a minimum charge of \$75.00 per room will be assessed.

If lawn maintenance is needed at the property at move-out a charge of \$150 will be assessed.

### **Painting**

The walls, trim, and any other painted or wallpapered surface must be in the same condition as it was prior to Move-In. If during move out inspection we notice discoloration, stains, scratches or holes on the walls, the residences will be charged according to the Move-Out Fines.

If you, the tenants, have painted rooms in the house it is be your responsibility to either paint them back to the original color or have us paint and it come out of the security deposit. Below are the colors of the walls that we use for all properties, please contact our office to make sure which color you should use at your dwelling:

WALLS: Sherwin Williams Antique White Flat #400, OR Dover White Flat,  
OR Benjamin Moore: Grey HC -170

TRIM : Sherwin Williams Dover White Satin

### **Painting charges:**

Please note that charges are not limited to only these listed below and may increase depending on the extent of the painting. All charges below include labor and are minimum cost.

- Touch-Up Painting: One Bedroom \$150 - Full Painting One Bedroom \$250
- Touch-Up Painting: Two Bedroom \$250 - Full Painting Two Bedroom \$350
- Touch-Up Painting: Three Bedroom \$350 - Full Painting Three Bedroom \$450
- Touch-Up Painting: Four Bedroom \$450 – Full Painting Four Bedroom \$550
- Touch-Up Painting: Five Bedroom \$550 – Full Painting Five Bedroom \$650
  
- Hole Patching: minimum charge of \$50 per hole
- Sheetrock Repair: \$100 per sheet
- Ceiling Repair: minimum charge of \$50

### **Repair & Replacement Charges**

Please note that charges are not limited to only these listed below and may increase depending on the extent of the damages. All charges are per item with a minimum service call of \$65.00, this fee is applied to the cost of labor for repairs needed.

- AC Filter: \$25
- AC/fan Remote: \$120
- Cabinet / Closet handle or knob (missing or damaged): \$15
- Cabinet door repair (damaged or broken): \$85 minimum or up to actual cost of repair or replacement
- Ceiling Fan (broken): cost of fan plus \$95 service fee minimum
- Closet rods (broken or missing): \$35-\$45
- Countertop resurface or replace (damaged or broken): \$600 minimum or up to actual cost of replace
- Disposal repair: \$125
- Door (broken): \$200 or up to actual cost to replace
- Door Frame (broken): \$350 minimum
- Door Knob: \$55
- Door Stopper: \$10
- Drawer handles (missing or damaged): \$15
- Drawers (damaged): \$75 minimum or up to actual cost of repair
- Faucet (damaged or broken): \$80 minimum
- Fire extinguisher: \$20
- HVAC system damages from neglecting to change the filter on a monthly basis: \$165 up to the cost of replacement of the HVAC system.
- Light bulbs (missing or burnt out): \$5
- Light Fixture cover/globe: \$30
- Light Fixtures (broken): \$195 minimum
- Blinds Various Sizes (damaged): \$35-\$95
- Blinds wand: \$15
- Light Switch Plate (damaged or broken): \$5
- Locks (broken or missing): \$85
- Mirror Various Sizes (replacement): \$45-\$150
- Outlet Cover (damaged or broken): \$5 per plate
- Plumbing stoppages: \$65 or up to actual cost to repair or replace
- Showerhead: \$25-\$35
- Shower Rod: \$20
- Sink/Tub stopper: \$25
- Sliding Screen Door \$55-\$65
- Sliding Mirror door: \$200 minimum or up to actual cost to replace
- Smoke detector (missing or removed): \$150 fine
- Smoke detector batteries: \$10
- Thermostat: \$80-\$100
- Toilet Paper Holder: \$5-\$10
- Toilet Seat: \$20-\$30
- Towel bar: \$20-\$30
- Tub Resurface: \$200
- Vertical blind slats: \$5-\$10
- Window Pane (broken): \$200 minimum or up to actual cost to replace
- Window Seal (broken or damaged): \$100 minimum or up to actual cost to replace
- Window Screen (missing or torn): \$100 or up to actual cost to replace

**Flooring Repair or Replacement**

- Carpet Patch: \$100 minimum
- Carpet Replace: \$15 per yard
- Baseboard Replacement: \$8-\$18 per ft. (subject to change based on material)
- Transition Board: \$5-\$10 per ft.

- Tile Replacement: \$5-\$8 per ft.
- Laminate Replacement: \$8-\$10 per ft.
- Wood Replacement: \$12-\$17 per ft
- Wood Refinish: \$12 per ft
- Concrete Staining: \$5-\$8 per ft.

**Appliance Repair or Replacement**

- Damaged appliance (Fridge, Stove/Oven, Microwave, Dishwasher, Washer, Dryer): trip charge \$95 + material up to cost for replacement of appliance
- Vent hood (broken): \$100 minimum

- Refrigerator Shelf/Bin: \$35-\$55
- Microwave handle (broken): \$185 minimum
- Drip Pans (replacement): \$15 each
- Oven Rack: \$20
- Stove Burner Ring: \$35

**Pest Control**

Resident is responsible for all routine pest control at their own expense unless an infestation is found. Infestations are required to be reported to management immediately. Should the infestation be found due to negligence of resident, resident will be responsible for full cost of treatment.

**Walk Through**

University Realty will perform a Final Walk-Through once we have received **ALL** keys for the residence. It is not necessary for residents to be present at the time of Final Walk-Through. If you insist on being present please know that (according to the lease) our representative has no authority to bind or limit us regarding deductions for repairs, damages, or fines. Any statement or estimates by University Realty or our representative are subject to our correction, modification, or disapproval before final refunding or accounting. If you would to be request to be present for the walk through please contact our office IN WRITING at least 5 days prior to your move out date. Please keep in mind that this is a request. We will make every effort to fulfill these requests but we cannot guaranty appointment times.

**Utilities at End of Lease Term**

Utilities **must be left on for a period of 12 days** to test lights, appliances, heating/cooling, etc. If cleaning and or repairs are needed upon move out tenant(s) will also be responsible for any associated utility charges including during that make ready period. If utilities are not left on you will be charged a \$50.00 fee reconnection plus any usage billed by the utility company.

**Acknowledgment**

By signing this form, you agree to the following:

- The lease contract was emailed to you for review
- You were advised, by email or in person, to thoroughly read the contract prior to signing
- You understand and agree to all the sections of the lease contract and attached addendum.

I HAVE THOROUGHLY READ AND AGREE TO ALL OF ADDENUM A AND MOVE OUT INSTRUCTIONS. I UNDERSTAND THAT THIS IS MY ONE AND ONLY NOTICE REGARDING THE ABOVE MENTIONED RESPONSIBILITIES AND FINES:

X \_\_\_\_\_  
Resident

X \_\_\_\_\_  
Resident

X \_\_\_\_\_  
Resident

X \_\_\_\_\_  
Resident