

Lease Provisions to Remember & Things to Do to Avoid Tenant Charges

Section 3 & 4: How to Pay Rent, When It Is Due, & Late Fees

- Rent can be paid in the office in cash, check, or money order. If you cannot make it to the office when we are open, checks & money orders can be left in the drop box through the silver mail slot (marked JD Realty) on the back door. **DO NOT PUT CASH IN DROP BOX!**
- Rent can also be mailed to us at 1817 NW 13th St Suite 1 Gainesville, FL 32609. Mailed payments are counted as received when we receive them. The postmark date is irrelevant.
- Rent can also be paid online with debit cards, credit cards, and ACH payments. Online payments are made through a **third-party** company called Zego, you will need to set up an account with them to make online payments. Online payments are not counted rent as received until Zego gives us the payment. The processing time varies depending on your choices and you are given that information from Zego but we suggest you allow 5 **business** (no weekends or holidays) **days** for processing to ensure rent is not late. Pay attention to this when setting up autopay options as well. **They will not start processing your payment until Monday if your autopay date falls on a weekend.** If you have your payment scheduled for the 30th and that falls on a weekend you are running a risk of the payment being late. It usually takes at least **3-5 business days** (Monday-Friday only) for us to receive it. Pay attention to dates as you are making payments online and setting up auto pay options.
- Rent is due on the 1st of every month and there is a grace period before late fees begin accruing. **Rent received on or after the 4th is considered late.** On the 4th a \$75 late fee is applied and \$5 is added to the late fee for every day after the 4th that the rent goes unpaid in full. **Please remember that rent must be PAID IN FULL before the 4th, meaning every tenant must get their portion in on time to not be late. If one tenant is late, all tenants are late on a joint and several lease. If your payment online is still processing on the 4th or after and was not paid out to us on the 3rd or earlier, your rent is late.**
- **Remember: payments are not recorded as received by our company until we actually receive them, not on the date you make the payment online or mail it.**

Section 30-I: Plumbing Clog Warranty & Locating Water Shut-Off and Clean Out

For the first 15 calendar days of your lease, any plumbing invoices for clogged pipes and clogged/jammed disposals will be the owner’s responsibility. **After the first 15 days, any plumbing and garbage disposal clog/jam invoices will be tenant responsibility** UNLESS the clog/jam was due to a malfunction of the plumbing or garbage disposal beyond the tenant(s) control. I.E. roots grew into a plumbing line, or a disposal failed due to age.

Tenant(s) are required to know the location of the water shut off valve and the plumbing clean out for the property. This way, in case of a plumbing emergency, tenants can mitigate the amount of water intrusion and damage to the property/tenant(s) belongings until the plumber can arrive. For example, if sewage is backing up into your house, taking the cap off the plumbing clean out will redirect the flow outside.

Section 6 C-A: General Household Pest Control

Prior to or soon after move-in, every property is sprayed for general household pests. This General Household Pest (GHP) spray is guaranteed for the first 30 days of your lease. If any pests are seen within the first 30 days of your lease, please call our office to schedule for pest control to visit the property again.

Unless specifically provided in your lease (check Section 45) pest control after the first 30 days of your lease is tenant responsibility. If you request the office to send a pest control company to the property after the first 30 days, we are more than happy to schedule service as a courtesy but the invoice from that service would be billed to the tenant(s).

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Section 30-A-D & 27-E: AC Filters & Controlling Humidity

It is the tenant’s responsibility to clean/change all AC filters on a regular monthly basis; in addition, tenants must treat the AC drain line monthly with vinegar. **Documentation of filter change/clean and drain line treatment must be sent every month.***

*See the Property Supplies tab on our website for your filter size and that months phrase/object for documentation If documentation is not sent, AC filters will be changed/cleaned by maintenance at tenant expense. If an AC service call is due to a clogged drain line, that invoice would fall under tenant responsibility.

Gainesville was built on a literal swamp and as such humidity, and all issues caused by it, is a real problem. Tenants must be conscious of and control the humidity level in the property.

Section 30-N: Lawn Maintenance

Lawn care included does not equal dog poop or garbage clean up. Included or not it is tenant responsibility to dispose of dog poop and garbage appropriately. If lawn care is not included the following must be done - lawn and shrubs/bushes shall be kept trimmed, any growth (vines) must be removed from exterior walls, yard must be raked, and debris removed regularly and appropriately.

Cleaning Can Save You Money

If something gets dirty, is never cleaned (or cleaned rarely/not completely) and left to sit it can cause damage. In those instances, the only way to fix it, is to replace the item. There are several items in your house that we see this frequently with. And while they are small, they can be expensive to repair/replace. Some of the most common are:

1. Blinds – if blinds are never cleaned (especially bathroom ones that can grow mildew), we may not be able to get them clean when you move out. If they can’t be cleaned, then they must be replaced. Blinds, at best, cost about \$15-\$30 per blind. But if the blind is bigger or made of a different material the price just increases. And then you must add labor to change each blind which ranges in the \$75 and above per hour.
2. Drips pans – these are the metal pieces under your stove’s burners that catch any dropped food/items. Stoves vary on number and size of drip pans needed but for a stove with 4 burners (2- 6in & 2- 8in) it would be about \$40 in materials alone.
3. Caulk – if mildew/dirt is left on caulk it will stain. If the caulk is left very stained or not all mildew/dirt can be cleaned from it, then we must remove all the caulk and re-caulk. While re-caulking is something that happens in properties from time to time, it should not need to be done every year or two. Caulk is around your tub/shower, bottom of toilets and sinks in both bathrooms and kitchens.
4. Toilets can be severely stained by leaving a “ring” in it & not cleaning it regularly. Toilet inserts which go in the tank are not to be used (they damage the plastic components), colored inserts are not to be used (they can stain bowls) stamp in bowl or hang inside bowl inserts can be used to cut down on times it has to be cleaned but with these products the toilets still must be cleaned.
5. AC filters changed or cleaned in window units. If these are not maintained, it causes the coil to get dirty which will have to be cleaned by an ac company when you move out and you will be charged. Dirty filters also cause the system to work harder which can damage it and raise your utility bill.

More things to do to avoid repair charges:

Changing lightbulbs, flipping breakers, resetting garbage disposals & knowing what can & cannot be put down them, keeping drains clear of hair and food waste, change ac filters, treat your AC drain lines, not overloading washers or dryers, cleaning lint screens in dryers after each load, DO NOT use flushable wipes or put anything down the drains other than the three P’s- pee, poop, toilet paper.

We are here as a resource and property management. Our goal is to educate you as much as possible on lease requirements & how to take care of your property to avoid charges and provide a safe, fully operational, and enjoyable home now and in your future homes. Do not hesitate to contact the office if you have any questions or concerns.

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